



Committee CP&R

Date 14 December 2017

Subject: Reviewed Relocation Allowances Policy

Report by:

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Contact Officer:

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Purpose / Summary:

To review and amend the Relocation Allowances Policy

RECOMMENDATION(S):

That the Corporate Policy and Resources Committee approve the reviewed Relocation Allowances Policy, and agree that the policy is adopted for all employees of the Council.

Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the chairman of the Corporate Policy & Resources Committee and the Chairman of the Joint Staff Consultative Committee.

IMPLICATIONS

Legal: None

Financial : None FIN/106/18

Staffing : None

Equality and Diversity including Human Rights :

West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment :

Climate Related Risks and Opportunities :

Title and Location of any Background Papers used in the preparation of this report:

None.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

The current Relocation Allowances Policy has been in place at the council since 2006. The Policy has been reviewed and updated and the key changes have been outlined within this report.

2. Key Changes

Section 1 – added details around approval for offering relocation expenses being considered and agreed at approval stage of recruitment considering budget and need. This will mostly be applied to senior jobs where there have been difficulties recruiting and jobs which are part of a national recruitment campaign.

Section 3 – added details for clarity regarding the calculation of repayment of relocation expenses when an employee leaves the council within 3 years including an example calculation.

Section 4 – added a Director as well as Head of Paid Service for discretion of applying the policy (not the maximum financial amount).

Relocation Agreement Form – logo updated and changed

The maximum relocation expenses amount which can be claimed is £8,000 this has not changed from the original policy and this is in line with HMRC as expenses up to £8,000 are exempt from reporting and paying tax and national insurance.

3. Consultation

The reviewed policy has been fully supported by Joint Staff Consultative Committee on 5th October 2017.

4. Recommendation

That the Corporate Policy and Resources Committee approve the reviewed Relocation Allowances Policy, and agree that the policy is adopted for all employees of the Council.

Delegated authority be granted to the Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the chairman of the Corporate Policy & Resources Committee and the Chairman of the Joint Staff Consultative Committee.