

LGRJF

facilitating local government reorganisation

CIRCULAR LGRJF/12 – FEBRUARY 2015
Location, Relocation and Expenses Policy

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facilitating local government reorganisation

COVER LETTER TO: CIRCULAR LGRJF/12 – FEBRUARY 2015

To: Chief Executives of District Councils, ARC21, SWaMP 2008, North West Region Waste Management Group, Northern Ireland Housing Executive and the Local Government Staff Commission for NI

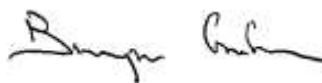
Cc: DoE Local Government Division, Public Service Commission

Dear Colleague

1. The attached Circular 'Location, Relocation and Expenses' has been agreed between the Employers' and Trade Union Side of the Local Government Reform Joint Forum (Joint Forum) and is recommended for adoption by councils.
2. This Location, Relocation and Expenses Policy is based on the provisions of the Northern Ireland Executive's 7th Guiding Principle, as recommended by the Public Service Commission.
4. This Policy will be applied following the outcome of a reorganisation process which has identified the need for relocation in line with an agreed procedure and guidance, specifically LGRJF/08 June 2014 'Procedure for the Filling of Posts in the New Council Structures'.
5. This Policy makes provision for circumstances where officers incur additional travel expenditure. It also sets out the parameters within which any reimbursement for expenses or payment of allowances is made.
6. In issuing this circular, the Forum recognises that it may need to issue further guidance on the application of the policy at a later date.



A KERR
LGSC



B GRAHAM
LGRJF TUS Lead



R WILSON
LGRJF Employers' Lead

10 FEBRUARY 2015

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CIRCULAR LGRJF/12 – FEBRUARY 2015

**(NAME OF COUNCIL)
LOCATION, RELOCATION AND EXPENSES POLICY**

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1.0 INTRODUCTION

- 1.1 This policy will be applied following the outcome of a reorganisation process which has identified the need for relocation in line with an agreed procedure and guidance, specifically the Local Government Reform Joint Forum Circular LGRJF/08 “Procedure for the Filling of Posts in the New Council Structures” issued in June 2014.
- 1.2 This policy on Location, Relocation and Expenses makes provision for circumstances where officers incur additional travel expenditure. It also sets out the parameters within which any reimbursement for expenses or payment of allowances is made.

2.0 SCOPE

- 2.1 This policy covers those staff employed on *01 April 2015* who will transfer to a new or different local government organisation as a result of the reform of local government and in accordance with the Local Government Act 2014.

There may be a limited number of people who incur additional travel expenditure in advance of this point in time, as a result of relocation arising from RPA who can also be reimbursed through the provisions of this policy. It is not anticipated that large numbers of staff will be affected by relocation.

It includes provisions to address situations where employees are:

1. Affected by reorganisation arising from the reform of local government; and
 2. Have a change (either temporary or permanently) in their work base; and
 3. Incur additional expenditure as a result of relocation.
- 2.2 The provisions of this policy exclude employees who are promoted as part of the reorganisation process.
- 2.3 It should be noted that it is not anticipated the reform programme will result in large numbers of staff relocating, however, relocation has not been a major issue for many councils and consequently there is no policy framework to draw from in the past.

3.0 CONTEXT

- 3.1 This policy has been developed in accordance with the following:
- the NI Executive’s Seventh Guiding Principle and associated recommendations on Location (RPA Circular 7/2007) as recommended by the Public Service Commission (PSC) - copy attached at Appendix 1.

4.0 CHANGE OF LOCATION

Where an officer is required to change their work location as a result of organisation restructuring, the following provisions will apply.

4.1 Officers Not Required to Move Homes

Officers who incur additional travel costs as a consequence of a move to their new work base will normally only be entitled to claim excess travelling expenses, ie, an allowance equal to the difference between the cost of travelling:-

- (a) from their home to their new work base; and
- (b) from their home to their old place of work base.

4.2 Basis for Payment

This payment is taxable though payroll. Such allowances shall be paid for a period of 4 years and shall be based on either:-

- (a) train and/or bus fares; or
- (b) mileage allowance, paid at public transport rate, in respect of the additional mileage actually incurred in the change of place of employment; or where public transport is not practicable.

It may be necessary for the council to make an assessment of the practicalities of the officer using public transport to travel to the new work location.

HMRC provide guidance in respect of rates and allowances and can be accessed at <https://www.gov.uk/government/organisations/hm-revenue-customs> Please note these allowances may be subject to change

4.3 Travel to Other Location

Where an employee in receipt of excess travelling expenses does not travel directly between their home and their normal work base the following will apply:-

- (a) **Home to site(s) to new base or new base to site(s) to home** - mileage or public transport expenses to be calculated as if the employee is still working at the old base, ie, actual less home to old base. All expenses to be claimed as normal business expenses.
- (b) **Home to site(s) to home** - as (a) except that the return journey between home and old base will be deducted.

Journeys beginning or ending at the new base will be calculated by reference to the new base with the actual mileage or public transport costs claimed as a business mileage journey.

4.4 Mileage Allowances

This will be paid at public transport rate and compliant with HMRC regulations.

4.5 Officers Required to Move Homes

Where it is deemed and agreed by the council that relocation is essential as a result of local government reform the conditions and entitlements will be as per the policy attached as Appendix 2.

Any payments made must be compliant with HMRC regulations.



SEVENTH GUIDING PRINCIPLE AND ASSOCIATED RECOMMENDATIONS

LOCATION

Introduction

1. The Commission's role is to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of Government decisions on the Review of Public Administration, taking into account statutory obligations, including those arising from Section 75 of the Northern Ireland Act 1998.
2. In pursuance of that role, the Commission's approach to location is represented in the Guiding Principle and Associated Recommendations described below. In formulating the Guiding Principle and associated recommendations, the Commission has also had due regard to Government's commitment, as set out in the statement of 22 November 2005, that "Every possible effort will be made to avoid redundancies."
3. The Public Service Commission has consulted the Executive, the sectoral Staff Commissions and representatives of NIC/ICTU about the most appropriate way to safeguard the interests of staff and ensure their smooth transfer into new organisations with respect to changes in workplace location.

Guiding Principle

4. The Commission recognises that workplace location is of major importance to staff and that as the Review of Public Administration is implemented decisions will have to be taken on location. The Commission **recommends** that, in consultation with Trade Unions and other staff representatives, the Executive should develop an overarching location framework strategy for all public services. In developing such a strategy, full consideration should be given to safeguarding the interests of staff. The Commission considers that any decision on the location of a workplace must be objectively justified and reflect, as far as possible, an equitable distribution of Public Sector jobs.

Associated Recommendations

5. The Commission **recommends** that:
 - Employers should aim to minimise hardship and domestic disruption as far as possible, within management needs, of those staff who face a change of workplace location. This should require ascertaining the personal preferences of staff, taking into account, for example, the domestic circumstances of employees, any relevant health factors or employee commitments such as caring for dependants.

- The Executive should ensure the consistent and effective application of the overarching framework strategy across the public sector. The overarching framework and its detailed application at sectoral level should:
 - Be subject to consultation with trade unions and other staff representatives;
 - Stress equality considerations, Lifetime Opportunities – Northern Ireland Anti-Poverty and Social Inclusion Strategy, A Shared Future Policy Framework and Rural Proofing;
 - Require a business case to justify significant staff relocations;
 - Emphasise effective communication to ensure that all employees are made aware of the location strategy and policies;
 - Support the full use of technology e.g. video conferencing, EGovernment initiatives to mitigate against workplace location disruptions;
 - Establish what constitute reasonable travel to work distances, taking account of, for example, access routes and the availability and frequency of public transport;
 - Offer flexible working practices and any other relevant HR policies which have regard to management needs and which would help to alleviate staff difficulties associated with a change in workplace location;
 - Detail the mechanism by which staff may appeal against a change of workplace location;¹

And in addition;

- Where contractual entitlements do not provide for reimbursement of expenses in respect of re-location, employers should make provision for reimbursement of reasonably incurred additional travelling or other removal expenses as a consequence of a change of workplace location on a basis which is comparable to that provided by other employers in the RPA Affected Group.
- Employers should, on a case by case basis, provide for reimbursement of reasonably incurred expenses outside this where they consider that exceptional circumstances exist.

¹ This mechanism will be contained in a Code of Practice on Staff Transfers.

- In line with the 3rd Guiding Principle employers should in addition provide compensation for employees who suffer other material detriment as a consequence of a relocation outside the scope of any applicable mobility clause.²
- Ensure that employers, in consultation with Trade Unions, support those employees whose place of work, or work function changes. Such support should include, but not be limited to capacity building, retraining and career counselling as appropriate.

Commentary

6. Commissioners have already recognised the tensions which could arise between the range of principles contained in the document “A Policy and Guiding Principles for the Location of Public Sector Jobs”. Commissioners considered that any decision on location needed, in particular, to be consistent with established Government policies on equality, Regional Development and Sustainable Development and that compensation should be made to staff who suffer material detriment as a consequence of a relocation outside the scope of any applicable mobility clause¹⁸

SID McDOWELL
PUBLIC SERVICE COMMISSION
CHAIRMAN
12 October 2007

² A mobility clause is a term in a contract of employment that identifies the degree to which employees may be required to move from one workplace location to another. Alternatively this could be known as location/base arrangements.

RPA GUIDANCE NOTE: 7th GUIDING PRINCIPLE - LOCATION

Introduction

1. This Guidance Note confirms that the Executive has accepted the Public Service Commission's 7th Guiding Principle, Location and is issued to assist and provide clarification to Departments and public sector employers in the RPA Affected Group on the practical implementation of the Guiding Principle.

Key Principles

2. Employers must ensure that any decision on the location of a workplace must reflect, as far as possible, an equitable distribution of Public Sector jobs³ and be objectively justified, in particular, in terms of giving full consideration to safeguarding the interests of staff. Employers must seek to balance these factors as objectively as possible and be aware that there will be other additional factors that will need to be considered and balanced alongside these.
3. Where existing staff face a change of workplace location, employers must ensure that they carefully consider both the needs of business and staff's personal preferences, where possible, in the decision-making process and maintain an appropriate balance between these two factors. In doing so, employers should remain conscious of other factors that will need to be considered and balanced alongside these⁴
4. Employers should consistently and effectively apply the overarching "Framework to Underpin Decisions on the Location of Public Sector Jobs Resulting from the Review of Public Administration²⁰" in their sector. **In applying the Framework, employers should pay particular attention to the Public Service Commission's 7th Guiding Principle on Location as agreed by the Executive** and ensure that the Framework's detailed application in their sector:
 - is subject to consultation with trade unions and other staff representatives;
 - gives due cognisance to equality and good relations;

³ The equitable distribution of Public Sector jobs needs to be viewed in sectoral and employer contexts reflective of the nature of the organisations involved.

⁴ For further information please refer to the "Framework to Underpin Decisions on the Location of Public Sector Jobs Resulting from the Review of Public Administration" – http://www.rpani.gov.uk/estates_framework.pdf. Please note that a review of policy on the location of public sector jobs in Northern Ireland is currently underway. The framework will be considered as part of the policy review and therefore may change as a result of the final outcome. However, in the interim it should be applied to any decisions being made about the location of RPA-related bodies.

- requires a business case to justify significant staff relocations;
 - emphasises effective communication to ensure all employees are made aware of the location strategy and policies;
 - supports the full use of technology to mitigate against workplace disruptions;
 - establishes, if not already established in their organisation, what constitutes reasonable travel to work distances, taking account of, for example, access routes, the availability and frequency of public transport and personal circumstances; and,
 - offers and gives proper consideration to flexible working practices and other relevant HR policies which have regard to management needs and which would help to alleviate staff difficulties associated with a change in workplace location.
5. Appeals against a change of workplace location should be addressed through the existing internal grievance procedures and, if appropriate, through the third party dispute resolution procedures which will be developed in response to the PSC's 3rd Guiding Principle (Staff Transfers).
 6. Where existing contractual entitlements do not provide for reimbursement of expenses in respect of re-location, employers must provide for reimbursement of reasonably and necessarily incurred additional travelling or other removal expenses as a consequence of a change of workplace location on a basis which is comparable to that provided by other employers in the RPA Affected group. As a matter of process, employers should look to other arrangements in place in their sector in the first instance. Employers should also, on a case by case basis, provide for reimbursement of reasonably incurred expenses outside this where they consider that exceptional circumstances exist. In addition, in line with the 3rd Guiding Principle, employers must provide compensation for employees who suffer other material detriment as a consequence of relocation outside the scope of any applicable mobility clause⁵ or who are transferred contrary to the terms of their Staff Transfer Scheme.
 7. Efforts should be made within sectors to clarify for relevant employers the arrangements for implementation of paragraph 6 above. Such arrangements should include guidance on the duration and amount of any reimbursement or where appropriate compensation to be provided.

⁵A mobility clause is a term in a contract of employment that identifies the degree to which employees may be required to move from one workplace location to another. Alternatively this could be known as location/base arrangements.

8. Employers should ensure that, in consultation with Trade Unions, support is provided for those employees whose place of work or work function changes. Such support should be appropriate to the particular circumstances of the employees concerned and could include, but not be limited to, capacity building, retraining and career counselling as appropriate.

Action Required

9. All Employers are required to implement the key principles outlined in paragraphs 2 – 8 above at the appropriate point in implementation plans.

RPA CENTRAL UNIT
11th July 2008

EXTRACT FROM THE NORTHERN IRELAND CIVIL SERVICE HANDBOOK

Section 9.15

Refunds of and Assistance with Expenditure Incurred on Removal

1 Rent Allowance

Rent Allowances for Accommodation at the New Station before Transfer

- 1.1** A rent allowance is payable to the following officers in respect of accommodation secured at the new station before transfer:

 - a.** officers with dependants who obtain lodgings for their own use; and
 - b.** officers without dependants who obtain furnished accommodation (including lodgings) or unfurnished accommodation; and
 - c.** officers with dependants who, having been officially informed of a permanent transfer, obtain temporary or permanent family accommodation (furnished or unfurnished).

- 1.2** The rate of allowance payable in accordance with section 1.1 a. and b. above will be the same as the rent you are paying for the accommodation at the new station within the limit of the rate of retention of rooms allowance (see Handbook section 'Travel and Subsistence', policy 9.13 Subsistence Allowances Annex 1 part iv). Payment cannot continue in normal cases for longer than 4 weeks unless the Department considers that there is justification for payment over a longer period, in which case the period may be extended at Departmental discretion to 13 weeks. The only exception to this ruling is that of bulk moves, where payment can continue throughout the full period of notice (see policy 9.14 General Removal Expenses section 3.3 for time limits).

- 1.3** The rate payable to you if you have dependants in accordance with section 1.1 c. is dependent upon your still renting or owning the home you occupied at the station from which you are to be transferred. (If, before the date of transfer, you cease to rent or own your accommodation at the station from which you are to be transferred, the allowance should be recalculated as an Additional Housing Costs Allowance under the terms of policy 9.16 Assistance with the Cost of Setting up a New Home sections 5.1 to 6.25). The allowance should be the same as the rent or imputed rent (assessed in accordance with the provisions relating to the calculation of AHCA) of the accommodation at the new station within the limit of the rate of lodging allowance. Payment may continue in normal cases for no longer than the 13-week period prior to the date of transfer. During bulk moves payment can continue throughout the full period of notice (see 9.14 General Removal Expenses section 3.3 for the time limits).

Rent Allowances for Accommodation at the New Station after Transfer

- 1.4** A rent allowance is payable after transfer in respect of accommodation at the new station if:
- a.** as a householder you necessarily incur a rent liability at the new station for unfurnished accommodation which you cannot occupy immediately (for example because of unavoidable delay in the removal of furniture);
 - b.** as a householder you are unable to terminate a rent liability for temporary furnished or temporary unfurnished accommodation at the new station immediately upon obtaining permanent unfurnished accommodation there;
 - c.** as a non-householder with dependants, who is in receipt of an Additional Housing Costs Allowance (AHCA) in accordance with policy 9.16 Assistance with the Cost of Setting up a New Home sections 6.12 et seq you are unable to terminate a rent liability for furnished accommodation at the new station immediately upon obtaining cheaper furnished accommodation there.
- 1.5** The rent of the accommodation at the new station should be assessed in accordance with the provisions relating to calculation of AHCA. If any part of the accommodation is sub-let, an appropriate deduction should be made when the allowance is calculated.
- 1.6** No allowance can be paid during any period in which an officer is being reimbursed in respect of interest charges on bridging finance (see policy 9.16 Assistance with the Cost of Setting up a New Home sections 2.1 to 2.7).
- 1.7** In all cases the limit on reimbursement is the rate of lodging allowance and payment can continue for up to four weeks (or exceptionally, at Departmental discretion, for up to three months).
- 1.8** If you transfer a tenancy in order to terminate your liability for the accommodation at the new station you may be reimbursed the cost so incurred (see also 9.16 Assistance with the Cost of Setting up a New Home).

2 Reimbursement of Cost of Moving and if necessary Temporary Storing of Furniture and Effects

Eligibility

- 2.1** Subject to the provisions of section 2.3 to 2.20 below, staff of all categories are eligible for reimbursement of the cost of moving and storing furniture and effects.

Conditions of Payment

- 2.2** Reimbursement may be made of the cost of moving your furniture and effects to store pending acquisition of unfurnished accommodation at the new station and from store on acquiring such accommodation; and of the cost of moving furniture and effects to the new station, if necessary in advance of the transfer.

- 2.3** When furniture is to be removed, three competitive tenders should be obtained in writing. You should seek tenders personally from each contractor and should decline any offer made by a contractor to obtain estimates from other contractors. Departments should watch for evidence that tenders are not genuinely competitive. You may accept any tender but, unless there are good reasons for doing otherwise (for example, a prospective saving on subsistence allowances), reimbursement should be restricted to the amount of the lowest tender identified exclusive of VAT plus the corresponding amount of VAT due, if any. Tenders should be subject to the conditions under which removals are ordinarily undertaken by contractors and should not include special services (such as taking down or putting up fixtures and relaying or fitting floor coverings) for which separate arrangements can and should be made. If an insurance surcharge is imposed for furniture in transit or store it should be treated as part of the removal cost in comparing tenders. The number of vanloads and, whenever possible, the cubic content should be estimated in the tender and shown in the removal account. You should be asked to ensure that all tenders bear a certificate by the contractor to the effect that no cash or other inducements have been, or will be, offered by the contractor to you.
- 2.4** Household furniture and effects, including normal garden equipment, belonging to you or to any dependant member of your household at the time of transfer, may be removed within reasonable limits at public expense from the old home to the new, or to store at the old station and later to the new home. Departments may, at their discretion, allow the cost of removal to store at the new station if they are satisfied that no appreciable extra expense is likely to be involved.
- 2.5** The extra cost of insurance of furniture in transit or the full cost of any insurance surcharge that is imposed may be reimbursed as part of the cost of removal.
- 2.6** Livestock and animals other than domestic pets cannot be conveyed at public expense. Any extra expense involved in removing an article of a special character, such as a concert piano, must also be borne by you.
- 2.7** Pedal cycles, autocycles or motor-assisted bicycles belonging to you and to any dependant members of your household may be transported to the new station at public expense, but a motor cycle or motor car should normally be driven to the new station. When both you and your partner own a car, jointly or separately, the public transport rate of mileage allowance may be paid in respect of each car plus the supplementary passenger allowance of each passenger carried whose fare the Department would otherwise have paid (see policy 9.02 Official Travel sections 6.4 to 6.6). Travelling costs incurred by any other means should not normally be reimbursed. Mileage allowance cannot be paid in respect of a vehicle belonging to any other member of your household.
- 2.8** When it would be unreasonable to expect you to drive their vehicle to the new station (for example exceptionally long journeys by motor cycle, or when an invalid relative could not travel in the vehicle), Departments may at their discretion, meet the cost of transportation. In no circumstances may more than one vehicle be conveyed at public expense. Subsistence allowance may be granted if the time taken for the journey to the new station is not unreasonably long having regard to the vehicle, its passengers and the distance travelled.
- 2.9** When sea travel within the UK is necessary the cost may be met of transporting 2 vehicles only.

- 2.10** When as a householder you occupy temporary unfurnished accommodation at the new station, the cost of removing furniture and effects to the new home, and any balance to store, may be paid. Storage may be arranged at the new or the old station, whichever is likely to be the more economical. Similarly, if as a householder you occupy temporary furnished accommodation at the new station and necessarily carry out the removal piecemeal, you may be paid the full cost provided the Department is satisfied that you acted reasonably. This will apply, in particular, when most of your furniture is moved to store but small personal effects and articles such as a cot, prams, television, radio and chairs are moved to the temporary furnished accommodation.
- 2.11** If any articles of furniture and effects which are removable at public expense have to be stored for the time being, you may be reimbursed the storage charges. Reimbursement should continue only for such time as the Department is satisfied that you are making every effort to find suitable accommodation at the new station as soon as possible, and should cease:
- a.** if the temporary accommodation is designated permanent (see 9.16 Assistance with the Cost of Setting up a New Home, section 6) or
 - b.** when you move into unfurnished accommodation.
- 2.12** If the rent paid for temporary accommodation at the new station exceeds that paid at the old, storage charges should be met in full; if it does not, payment should be restricted to the amount by which the rent being paid at the new station plus the storage charges exceeds the rent paid at the old station. If you are a householder the allowance will be paid in full if the outgoings at the new location exceed those at the old. If they do not, payment should be restricted to the amount by which the rent being paid at the new station plus the storage charges exceeds the rent paid at the old station.
- 2.13** The extra cost of insurance in store should be treated as part of the storage charges and if an insurance surcharge is imposed it also may be reimbursed as part of the cost of storage.
- 2.14** The cost of unpacking, cleaning and repacking your furniture moved to store at public expense may be met, within the limit shown in Annex 1, after the first 18 months in store, and at intervals of not less than one year thereafter.
- 2.15** If you move furniture and effects piecemeal, see section 2.11, you may be reimbursed the cost of storing any balance of furniture while occupying temporary accommodation, subject to the terms of section 2.12.
- 2.16** The cost of storage may be reimbursed to you as a householder with dependants if you qualify for lodging allowance in accordance with sections 2.19 to 2.22 and if your furniture has been stored in whole or in part, if the rent of the accommodation to which your family has moved exceeds that which was payable at the old station, or if lodging allowance has been restricted to two-thirds. If the rent of the new accommodation is less than that of the old, storage charges may also be paid in full, but the lodging allowance should be reduced as prescribed in sections 2.21 and 2.22 unless this allowance has already been reduced to two-thirds.

- 2.17** The refund of removal expenses to you if you have dependants, give up your accommodation at the old station and move your family elsewhere than to the new station should be limited to the estimated cost of direct removal from the old home to the new home. A similar arrangement should apply for the refund of travelling expenses in the course of removal, the payment of subsistence allowance during removal, and a return visit to superintend removal.
- 2.18** If you were sent on detached duty and told that you would not return to your old permanent station and store your furniture and effects at your detached duty station, you should be refunded the total cost of removal from your old permanent station to the detached duty station and from there to a new permanent station within the limit of the estimated cost of direct removal from the old to the new permanent station.
- 2.19** If you have dependants and are transferred in the public interest after taking up your first appointment, but before you have been joined by your family at your first station, you should be paid the extra cost of removal of household furniture and family effects to the new station over the estimated cost of removal to the first station.
- 2.20** Some of you who are members of a grade for which the provision of an official residence or official quarters is not part of its general conditions of service may sometimes be required to occupy an official residence or official quarters when appointed to fill a particular post. When an established officer, who is occupying an official residence or official quarters in these circumstances, retires from the service and is required to vacate the official residence or quarters, the cost of removal of the their furniture and effects, and those of dependant members of the their family living at the residence at the date of retirement, to store or other accommodation within 10 miles of the official residence or quarters should be met. When removal is to a place more than 10 miles from the official residence or quarters, payment should be made of an amount equal to the estimated cost of removal from the official residence or quarters to a place 10 miles distant there from. The provisions of this section also apply when, on the death of an officer, the family are required to vacate an official residence which was occupied in the same circumstances as described above.

3 Transfer Grants

Scope

- 3.1** Transfer grants are lump-sum payments intended as commuted compensation for the additional expenses associated with permanent transfer which are not covered by other payments.

Eligibility

- 3.2** Subject to the rules set out in sections 3.2 to 3.7 and to the exceptions listed in this section a transfer grant is payable to anyone who qualifies for payment of expenses on:
- a.** being permanently transferred; or
 - b.** a detached duty posting being converted to permanent transfer.

A transfer grant is not payable to:

- a. you if you do not qualify for reimbursement of removal expenses;
- b. you if you have dependants and have not moved your family from the home at which you lived whilst serving at a previous station and who are transferred either back to that station or to one so near to it that they can rejoin your family there;
- c. you if you have dependants and have been permanently transferred again within 6 months of the date of a previous transfer and have received a full transfer grant in respect of the earlier transfer;
- d. you if you have dependants and have been permanently transferred again within 6 months of the date of a previous transfer and have received a transfer grant appropriate to an officer without dependants in respect of the earlier transfer, but have not been paid the balance of that grant because you have not been joined by your dependants at the station in respect of which the transfer grant was paid. If you are joined by your dependants at the new station, you may be paid the difference between the officer without dependants rate of grant last paid to them and the amount shown in Annex 2 on the basis of your family circumstances at that date;
- e. you if you do not have dependants and are transferred to a station within daily travelling distance of your parents' home at which you lived whilst serving at a previous station, except that Departments may, at their discretion, pay transfer grant in such a case if they are satisfied that you do not intend to resume living with your parents;
- f. you if you do not have dependants and have been permanently transferred again within 6 months of a previous transfer and have received a transfer grant in respect of the earlier transfer.

Conditions of Payment

- 3.3** A transfer grant becomes payable when you have taken up duty and continuous residence at the new station. If you have been transferred on bulk move terms you may, however, be paid a grant before taking up duty at the new station if you move there before your date of transfer. The rate of grant payable (see Annex 3) depends on whether you have dependants or not.
- 3.4** The grant paid to you if you have dependants should be restricted to the rate appropriate to an officer without dependants until you cease to be eligible for personal lodging allowance, by reason of being joined by your dependants at the new station. Payments of the balance of the grant should then be related to the family circumstances at the date of your permanent transfer and the balance of the grant, when aggregated with the "officer without dependants" grant already paid, should equal the appropriate rate of "officer with dependants" grant in force at the time you qualify for the balance. If you have dependants and have not been paid an "officer without dependants" grant you should be paid the rate of "officer with dependants" grant in force at the time you qualify for it as appropriate to your circumstances as at the date of transfer.
- 3.5** If payment of lodging allowance ceases for any reason other than that mentioned above, eligibility for payment of a balance of transfer grant does not normally arise, but may exceptionally be granted at Departmental discretion.

- 3.6** When two officers who are partners are transferred at the same time to the same district, and are consequently able to set up a new home together, both may be regarded as officers without dependants for the purposes of paying a transfer grant. Alternatively, if it is to your advantage, whichever of you opted to be regarded as an officer with dependants in accordance with policy 9.14 General Removal Expenses section 3.5 may be paid the appropriate officer with dependants grant, subject, of course, to the other conditions of payment being satisfied. In this case, no transfer grant can be paid to the other partner.

Repayment of Transfer Grant

- 3.7** If you resign or are transferred on voluntary terms within 12 months of qualifying for a transfer grant (or balance of transfer grant), you should normally be required to refund the amount paid to you. Departments may, at their discretion, exceptionally allow a grant to be retained if they are satisfied that the circumstances leading to the resignation or voluntary transfer were unforeseen at the time when the transfer grant was claimed and that there are good reasons for allowing you to retain the amount paid to you. Similarly, if, within 12 months of qualifying for a transfer grant, you return to live in the home you occupied while working at your former station, although continuing to work at the station to which you were transferred when the grant was paid, you should be required to refund the amount of transfer grant paid to you.

4 Other Admissible Expenses

Installing Household Appliances

- 4.1** Officers of all categories who occupied furnished or unfurnished accommodation at the old station and occupy such accommodation at the new may be reimbursed separately in respect of the following additional expenses:
- a.** the cost of installing a telephone in your new home if a telephone was installed in your home at the old station (reimbursement should be limited to the cost of the basic telephone installation, and additional costs for instruments other than of the general pattern, for second instruments or extensions must be ignored); and
 - b.** the reasonable vouched cost of installing a TV aerial when one was installed in your home at the old station; and
 - c.** the cost, within reasonable limits, of plumbing work involved in installing an automatic washing machine and/or dish washing machine in the new home if such a machine was fixed to the plumbing in the house at the old station.

Day School Fees

- 4.2** If you have dependants you may be reimbursed day school fees in the following circumstances:
- a.** when your child's travelling expenses to the new station are met from public funds; and
 - b.** when double payment necessarily arises because fees in respect of the school at the new station are incurred in addition to fees in respect of the school at the old station which have been paid to cover the remainder of the term current at the time of the family move.

- 4.3** School fees demanded in lieu of notice, or fines imposed for not proceeding with the education of your child at the old school (notwithstanding that the withdrawal is due to a removal from the locality) should be reimbursed. Reimbursement is subject to the production of satisfactory evidence that you have done your best to reduce your liability for such payments.

Payment Towards Lodging and Travelling Cost of a Child Unable for Educational Reasons to Accompany Parents on Permanent Transfer

- 4.4** When, for educational reasons, it is necessary for a transferred officer to leave your child at the old station, or for your child to be sent on to the new station in advance of the family move, and expense is incurred in maintaining your child in lodgings, or other accommodation, assistance may be granted towards this expense.
- 4.5** Assistance is at Departmental discretion and may only be given if your child has entered or is about to enter a course of study leading to an important examination, for example GCSE or 'A' level examinations. In the case of a child left at the old station, the head teacher must certify that your child has entered the two-year period of study leading up to the examination and that a change of school at the time of the family move would be prejudicial to your child's chances in the examination.
- 4.6** Half the vouched board and lodging costs incurred in maintaining your child may be reimbursed, normally within a maximum of the amount shown in Annex 3, provided the local education authority - either at the old or new station - is offering no assistance with board and lodging or school boarding costs for your child.
- 4.7** The period during which assistance with lodging costs may be given is a matter for Departmental discretion and may if necessary exceed one academic year. Assistance should not normally be necessary or given for the full period during which your child is studying for the examination in question (normally 6 terms). In the majority of cases it should not be necessary for your child to lodge independently at the old station for more than 5 full terms; the overriding consideration must be whether the timing of the transfer was such that your child had no option but to commence studies at the school at the old station. Therefore, if you are in a position to choose whether your child should commence the relevant course of study at the old or new stations you will not normally qualify for any assistance with lodging costs at the old station; but you may qualify for assistance at the new station if your child has to lodge there, to attend school, until being joined by your family.
- 4.8** You may be reimbursed reasonable travel expenses incurred by your child between school and home at the beginning and end of term, and also the cost of one return journey between school and home during each term. Reimbursement should be limited to 2nd class fares only.

Removal Expenses for Dependants of Deceased Officers

- 4.9** Departments have discretion to assist with removal and other expenses of the dependants of an officer who dies in service within 12 months of moving home following a permanent transfer in the public interest. No payment should be made in respect of legal expenses for house purchase or for excess rent.

Additional Insurance Liability

- 4.10** It is a requirement of the rules on permanent transfer that you should occupy permanent accommodation at the new station as quickly as possible after the date of transfer. In some cases this means that where a property has not yet been sold at the old station the property becomes empty.
- 4.11** It is common practice with insurance companies to reduce the insurance cover of empty residential properties. Advice from the Association of British Insurers (ABI) suggests that the following elements of a building policy may be excluded from the cover where the property is unoccupied for a period of more than 30 consecutive days:
- a.** Loss or damage occurring by malicious acts or vandalism.
 - b.** Loss or damage by theft or attempted theft.
 - c.** Loss or damage occurring during an escape of water from or frost damage to any washing machine, dishwasher, or plumbed-in domestic water or heating installation, or from a fixed water tank.
 - d.** Loss or damage occurring from leakage of oil from any fixed oil-fired heating installations.
 - e.** Accidental damage to fixed glass, including ceramic hobs forming part of the buildings or fixed sanitary ware forming part of the buildings.
- 4.12** Additional insurance cover for empty properties is not generally available and is often restrictive. Where some cover is available premiums are normally increased. It is important to note that an insurance company must be notified of the date a property becomes vacant. Failure to do so may result in the householder's policy being invalidated because of non-disclosure. For example, during a relocation your insurance will not cover the property whilst it is vacant unless the policy has been adjusted by insurers in view of the circumstances.
- 4.13** Departments should reimburse the increased insurance premium, provided that you meet the requirements of the insurance companies. It should be noted that where Departments reimburse the increased insurance premium this should not be included in the calculation of Continuing Commitment Allowance.
- 4.14** Where you are unable to obtain insurance cover for your empty property, Departments will compensate for damage suffered as a direct result of it being left empty provided there is no contributory negligence by you and the situation has arisen as a result of a permanent transfer.

ANNEX 1

Section 2.14

Reimbursement of Cost of Cleaning Furniture in Store

The limit on the reimbursement which may be made of the cost of cleaning furniture in store is £25.

Sections 3.1 to 3.7

Transfer Grants

wef

6 April 2005

Householder With Dependants

£3,694

Householder Without Dependants £2,246

Non-Householder Without Dependants £868

Sections 4.4 to 4.8

Payment towards Lodging and Travelling Costs of a child unable for Educational Reasons to Accompany Parents on Permanent Transfer

Limit on reimbursement of lodging costs (section 4.6)

The limit on reimbursement of lodging cost is £18.60 a week (with effect from 7 October 1991).