1. **OBJECTIVE**

To form an integral element of Fareham’s comprehensive recruitment programme thus making a significant contribution to the recruitment and retention of employees with the skills and attributes necessary to provide the quality of service that meet the needs and aspirations of the people of Fareham.

To assist newly appointed employees in meeting the cost of relocation, removal and other related expenses incurred through taking up their appointments with the Borough Council.

2. **ELIGIBILITY**

All employees who are taking up a first appointment with the Council will be entitled to assistance if:

(a) It was made clear during the recruitment process that the scheme applies to the post in question; and

(b) Prior to the commencement of the recruitment process, the successful candidate lived on the Isle of Wight or at least 20 miles from their new place of employment and moved to within 10 miles of their new place of employment; and

(c) An application for relocation expenses is made within four weeks of commencement of employment even if all expenses are not to be paid immediately; and

(d) The new home will be the main residence during the working week.

Employees will be eligible to claim allowances under the schemes subject to confirmation that similar allowances are not being claimed by any other person for the same relocation.

3. **ENTITLEMENT**

Reimbursement, will normally only be made towards the cost of removals if the removal is completed within 12 months of taking up the appointment. However, special consideration will be given to the payment of allowances outside the 12-month period if there is special hardship or where the move has been delayed for reasons beyond the employee’s control.

Reimbursement to the maximum limit specified in paragraph 4 below will be made towards expenditure as follows:
a) Actual legal expenses, estate agents, solicitors and other costs related to the sale of an existing property and/or the purchase of a new property. Special one-off fees to terminate one mortgage and indemnify a new one will be met.

b) Actual removal costs (including insurance and storage charges) from the existing property to the new property in accordance with the lowest of three quotations.

c) Expenses incurred by employees during the first 26 weeks after taking up their appointment associated with renting temporary accommodation or lodgings and/or travelling to and from the property as follows:

   (1) Employees separated from dependants and/or maintaining two properties (one of which may be temporary rented accommodation or lodgings within 10 miles of their new place of employment) a maximum of £86 per week and one standard rail fare every two weeks.

   (2) Employees intending to relocate but travelling daily, a standard rail fare in respect of each working day to a maximum of £87.78 per week.

   (3) Claims under c) are to be made for a maximum of 26 weeks from the date of appointment or until the employee ceases to qualify, whichever is the earlier.

4. **MAXIMUM ENTITLEMENT**

   Notwithstanding the provisions set out above, the maximum entitlement for an employee under this scheme will be £9,350 for employees selling and purchasing a new property, £6,236 for employees purchasing a property and £3,113 for employees renting a property.

5. **REVIEW OF ALLOWANCES**

   The entitlements set out in paragraph 3 and the maximum entitlement set out in paragraph 4 above will be subject to annual review to reflect any changes in line with the Retail Price Index.

6. **REPAYMENT**

   All employees wishing to obtain the benefit of the above scheme will be required to sign a form of undertaking that any payments made within the scheme will be repaid to the Council as follows:

   a) 100% of the sums paid in the event of leaving the Council’s employment within and including 24 months of the commencement of employment.

   b) 50% of the sums paid if leaving after 24 months but within and including 36 months
Note: The repayment of benefits received in accordance with the above scheme will not be claimed from employees whose contract is terminated on the grounds of redundancy or ill health, but will be claimed from employees who are dismissed by reason of conduct or poor performance.

7. INTEREST FREE LOAN

An interest free loan, repayable over the period of one year, will be made available to employees renting a property, for the purpose of paying their deposit.

8. EXCEPTIONS

In special circumstances the employing Chief Officer or Director in consultation with the Director of Corporate and Community Strategy may agree to extend the criteria for eligibility to the scheme and the timescale for entitlement.

Revised November 2010