

Committee	Human Resources & Remuneration		
Agenda Item Number	7		
Date paper prepared	19/09/2023	Date of committee meeting	27/09/2023
Subject	Relocation Policy		
Author	Jane Lewis		
Action requested	For approval		
Purpose of the paper	To seek review and approval of a relocation policy for UHI Shetland.		
Brief summary of the paper	<p>A relocation policy is presented for use for identified jobs where recruitment was initially unsuccessful or where a job is so specialised it is unlikely to recruit within Shetland. A flexible scheme is proposed which will apply to new members of staff into identified jobs.</p> <p>Over the last year we have had several unsuccessful recruitment rounds where relocation support might have secured a preferred candidate.</p>		
Consultation	LNCC		
Resource implications	This will add to recruitment costs for particular roles. However, unsuccessful recruitment is also costly and benefit of successful appointment is deemed to be worth the additional investment.		
Risk implications	Approval of the paper will mitigate against non-recruitment of staff and gaps in organisational capacity.		

Link with strategy	Links with our operational excellence strand – ‘to encourage and invest in staff’
Equality, Diversity and Inclusion	No implications identified
Island Community Impact	Positive impact on our community if we attract new talent to the Isles
Paper status	<input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
Freedom of information	Choose an item. If closed/ withheld, select date this will become ‘open’: Enter a date.

Relocation Policy

Purpose

For identified jobs, UHI Shetland offers a relocation package to support new employees who are required to relocate to take up employment. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available (as outlined in this Policy) in the way that will be most helpful to them.

Scope

Normally UHI Shetland will consider a post be allocated a relocation allowance once it has undergone one unsuccessful recruitment round or where the role is so specialised it is unlikely that it will recruit internally in Shetland.

New employees will qualify for relocation assistance if they meet the eligibility criteria which will normally be as follows:

- all staff being appointed on continuing contracts, or fixed term contracts of over two years duration that have met the criteria above; and
- where new staff currently live outside of what is a reasonable travelling distance to their place of work, (for guidance purposes this would normally be more than 50 miles from either the Lerwick or Scalloway campus).

Conditions

The following qualifying conditions will apply:

- employment would need to have commenced before any claim is paid;
- claims should normally be made within twelve months of the member of staff taking up the appointment. This may be extended in exceptional circumstances, with the approval of the Principal. However, the maximum time limit for claims to be made should be in accordance with the HM Revenue and Customs rules for the exemption of tax and national insurance liability, i.e. before the end of the tax year following that in which the employee takes up the new appointment;
- there is only one relocation claim permitted per household, e.g. if a husband and wife, or partners at the same address, are both to be employed only one member of staff can make a claim for reimbursement;
- eligible staff will be offered, in writing, a relocation package under the terms of this Policy and will be asked to sign to confirm their acceptance of these terms.

Financial Support for Relocation

A financial contribution towards the costs of relocation will normally be provided to members of staff up to 10% of starting salary to a maximum of £8,000.

Special Cases for Assistance

Staff employed and funded on fixed term contracts of two years duration or under, for specific projects or pieces of work, will not be eligible to apply for the full relocation package but can apply through their line manager for a contribution of up to £500 to assist with their relocation costs.

The Relocation Claims Process

Any request for payment of expenses should be submitted on an expenses form via HR with approval of your line manager. Once submitted, this will be reviewed by HR & Payroll before payment is made directly to your bank account.

Members of staff will be required to pay any relocation amount themselves in the first instance and then submit their relocation expenses claim for reimbursement under the terms of this Policy. Direct payment to companies such as removal firms or storage companies will not be made by UHI Shetland. Scanned copies of receipts must be uploaded with the expenses claim to allow the claim to be paid. (Credit card receipts or bank statements are not permitted.)

Relocation Expenses

What can be claimed for

Guidance on what types of items can be claimed for reimbursement is detailed below. Within the headings below, individuals may choose how they use the financial support available according to their particular needs. However, all claims are subject to an overall limit as defined above. All reimbursement is made on the basis of actual costs incurred.

Removal costs

The packaging and removal of furniture and effects including insurance of goods in transit. Two competitive quotes should be submitted. Unless otherwise agreed it is expected that the company with the lowest quote will be used. If a removal company is not used, reasonable expenses for the van hire, petrol, ferry and insurance costs can be claimed.

The costs of temporary storage of personal effects, where a permanent move cannot be made immediately.

Travel costs for preliminary search visit to the area.

Economy travel and overnight accommodation for two nights is permitted for a preliminary visit to the area by the prospective member of staff and one companion.

Temporary Accommodation

If new accommodation cannot immediately be purchased or rented then temporary accommodation costs will be paid up to a maximum of 6 months. The cost of this temporary accommodation will be met from the overall contribution sum agreed for the relocation. A copy of the rental agreement will be required.

Travel costs if relocating from within the UK

For staff relocating from within the UK, the cost of relocating to the new area will be paid at either one economy class or equivalent air or train fare for the member of staff, spouse/partner and children; or if moving by car, appropriate mileage (based on the standard mileage rate) and ferry costs can be claimed.

Professional and Legal costs – Sale of Property

Reasonable legal expenses and associated costs along with estate agents costs in connection with the sale of the former home will be reimbursed.

Professional and Legal costs – Purchase of Property

Reasonable legal expenses and associate costs in connection with the purchase of the new home will be reimbursed, as will survey/ valuation costs and stamp duty (to the value of the property being sold).

Tax Implications

The first £8,000 of qualifying removal expenses and benefits is exempt from tax and NIC's, if the move is completed in line with the qualifying conditions of the HM Revenue and Customs. Any qualifying expenses in excess of £8,000 will be treated as a benefit in kind and tax and NIC's will be liable to be paid by the member of staff.

Full information on the tax treatment of relocation benefits is available from the UK Government website, which can be viewed here *insert link*.

Recovery of Relocation Payments

UHI Shetland reimburses relocation expenses on the condition that the recipient does not choose to leave UHI Shetland employment within two years. If the recipient does leave within two years the college will recover payments reimbursed on the following basis:

Leaving In	Payment Recovery
Within one year of appointment	100%
Within 18 months but more than one year of appointment	75%
Within two years but more than 18 months of appointment	50%

Any monies owed at the member of staff's date of leaving will be deducted from their final salary.

The recipient will be asked to sign to agree to these terms as per the template letter outlined in Appendix A.

Questions on the Relocation Policy

Any questions on the application of this Relocation Policy should initially be emailed to your line manager.

Appendix A: Outline Letter of Acceptance

Personal/Location details

Name		Title	
Job title		Start Date	
Former Address		Present Address	
Relocation Support Offered			

I, the above named, confirm that I have read and understand UHI Shetland Relocation Policy and accept the relocation expenses financial support offered to me under the terms of the Policy. I confirm that if I leave UHI Shetland employment within 2 years of appointment I will repay to UHI Shetland on demand, in line with the Policy Section 6, the expenses paid to me. I agree to the deduction by UHI Shetland of any outstanding sums due by me to it, including relocation expenses from my final salary payment.

Signature:

Date: