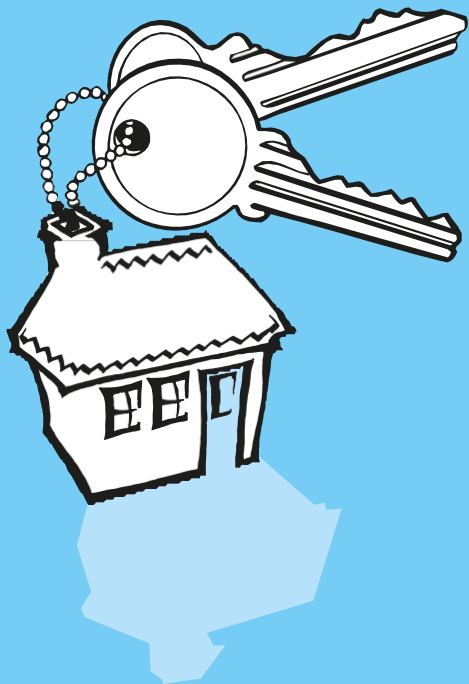


Recruitment Relocation Packages



RELOCATION PACKAGE HERTFORDSHIRE

What can it offer you?

Hertfordshire is a medley of thriving modern towns and sleepy picturesque villages with excellent road and rail links to London and the rest of the United Kingdom. Stansted and Luton airports are also within close proximity.

Hertfordshire offers something for everyone from historic attractions and museums to modern recreation and leisure facilities. Hertfordshire is also renowned for its excellent schools and out of school care.

The County Council recognises that moving house is a costly business and that the cost of property in Hertfordshire is high. So, if you have to move home within the UK to take up your new job we can offer you some help towards your big bills. In addition, you can make a request for two extra days paid leave around the time of your move as long as you have started employment with us. All we ask in return is that you stay with us for 2 years after your appointment.

RELOCATION PACKAGE

	Relocation	
	Package 1 Up to £6,000 (Expenses)	Package 2 Up to £8,000 (Expenses)
Eligibility		
Hard to fill roles	✓	✗
Senior Management (PM Grades)	✗	✓

If you are eligible for a relocation package you can be reimbursed for any of the following items:

When you are buying a property:

- Temporary accommodation costs at a maximum of £60 per week, for a maximum of 26 weeks.
- Travelling expenses for return journeys home for a maximum of 26 weeks.
- Legal fees, including stamp duty for buying and selling your home
- Estate Agent fees.
- Removal expenses and storage (excluding insurance cover), the lowest of three competitive quotations will be accepted.
- Survey fees.
- A flat rate contribution, up to £3,000, will be payable towards the deposit of your new home. (This amount will be part of, not in addition to, your package maximum.)

When you are moving to rented accommodation:

- Travel costs incurred whilst seeking permanent accommodation (up to a maximum of £150)
- Temporary accommodation costs at a maximum of £60 per week, for a maximum of 9 weeks.
- Expenses incurred for removal and storage of furniture (excluding insurance cover) based on the lowest of 3 competitive quotes.
- Associated administration costs from letting agents including lease arrangement fees.

Expenses which cannot be reimbursed include:

- Insurance cover.
- Travel from the temporary accommodation to the new location.
- Deposit on rented accommodation
- Redirection of mail.

- Interest payments for the mortgage on the employee's existing home.
- Council tax bills.
- Compensation for losses such as part used season ticket.
- Cost of items for the new home such as white goods, carpets, furniture and curtains.
- Disconnection and reconnection charges for utility service such as gas, electricity, water and telephone.

OVERSEAS APPLICANTS

The table below outlines some of the other expenses that you can claim, as well as detailing the claw back provisions and the pro rata amounts that can be claimed depending on the length of the contract.

Pro-rata amounts for overseas applicants		
	1 year contract	2 year contract
Total available	£3,000	£6,000
Spent on: 1. Airfares (dependents & individual) 2. Freight/ shipping 3. UK entry costs 4. Medicals	If these total less than £3,000, then only the lesser amount will be reimbursed.	If these total less than £6,000, then only the lesser amount will be reimbursed.
Claw back provisions	0-6 months = 100% <£3,000 6-12 months = 50% <£1,500	0-12 months = 100% <£6,000 12-24 months = 50% <£3,000

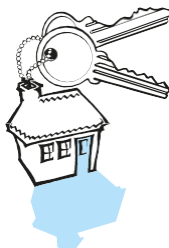
If you start on a one year contract and this is extended, you will be eligible to increase your relocation package in accordance with the policy, once your contract extension has been agreed. The claw back provisions on your relocation package will then change accordingly.

PACKAGE ELIGIBILITY

To qualify for the package it must have been included in the advertisement, you must have been offered it when you were appointed and:-

- Had it offered as a benefit in the job advert and not have worked for Hertfordshire County Council and left within the last 2 years.
- Be living over 25 miles from your new work base (or admin base if you are a home worker) by the shortest most practicable route as determined by the RAC shortest route finder.
- Live in the property you buy (or rent).
- Be moving solely to work for Hertfordshire County Council.
- Permanently move within 12 months of your appointment.
In exceptional circumstances, Chief Officers can extend this period*.

*Employee's should contact HMRC and state their case for requesting an extension as any payments made within the additional period may attract tax. The final decision on granting an extension is made by HMRC. However, the County Council will not pay the employee's tax liability.



HOW TO CLAIM

Claims for any relocation expenses will be reimbursed after you have joined us. Employees need to complete the claims forms on ESS.

Receipted invoices or proof of payment must support all your claims. You will not be reimbursed for items where payment cannot be proved. Claims will only be approved if original receipts are submitted.

Each individual claim must be submitted within 3 months of the date the debt was incurred. Apart from claims for accommodation and travels costs which must be claimed on a monthly basis.

The expenses must normally be incurred within a time limit. The deadline is the end of the tax year (5th April) following the one which you start the job with the County Council. For example, if you start work on 2 September 2014, the deadline will be 5th April 2016.

No matter when you claim, the package and rates that apply will always be those that were in place when you were appointed.

Current tax rules allow some expenses to be reimbursed free of tax. (Please see table below for details of what is taxable). It is important that you read these before you submit any claims.

Expenditure	Taxable (Yes/No)
Temporary Accommodation	No
Journeys home and other travel costs	No
Legal Fees	No
Letting agent fees	No
Furniture Removal and storage (based on the lowest of 3 quotes)	No
Survey Fees	No
Property Deposit	Yes

OBLIGATION TO REPAY

The relocation package is an investment for the future for both Hertfordshire County Council and for you. When you claim you will be required to sign an undertaking that if you leave within **2 years of the date of the first payment** you will repay a proportion of the total payments received.

Applicants will be required to repay:-

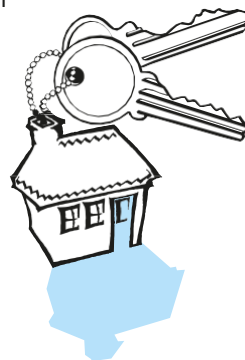
- 75% of monies if you leave within the first 12 months
- 50% if you leave within 12–24 months

For overseas applicants, please see the table below.

	1 year contract	2 year contract
Total available	£3,000	£6,000
Claw back provisions	0-6 months = 100% <£3,000 6-12 months = 50% <£1,500	0-12 months = 100% <£6,000 12-24 months = 50% <£3,000

FURTHER INFORMATION

If in doubt, you can check your eligibility for any of these benefits with the person who appoints you or the HR Service Desk (**01992 555000**).



Hertfordshire County Council - making Hertfordshire a better place to live by providing:

Care for older people

Support for schools, pupils and parents

Support for carers

Fire and rescue

Fostering and adoption

Support for people with disabilities

Libraries

Admission to schools

Road maintenance and safety Protecting adults and children at risk Trading standards and consumer protection

Household waste and recycling centres

These are only some of our services.

Find out more at

www.hertfordshire.gov.uk