

## Office of Police & Crime Commissioner – Devon & Cornwall Policy Cover Sheet

<b>Policy Name:</b>	Removals & Relocation Expenses Policy
<b>Version Number:</b>	V1.0
<b>Date:</b>	9 November 2012
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<b>Policy Authorised by:</b>	Julie Hall-Williams
<b>Policy Sign off Date:</b>	12 November 2012
<b>Policy Signed off by:</b>	Sue Howl – Chief Executive
<b>Cover note:</b>	<p>As this is a new policy it will require consultation by the Police Authority (PA)/Office of Police &amp; Crime Commissioner (OPCC).</p> <p>This policy sets out the high level principles and ethos around the management of removals and relocations and is based on the existing version held by Devon &amp; Cornwall Police (D&amp;CP).</p> <p>D&amp;CP are currently putting all HR policies into the new Force template style and reviewing content in terms of legislative changes, terminology and bringing them up to date. This policy version is based on the revised D&amp;CP draft recently consulted on and signed off at Partnership Group.</p>
<b>EIA status:</b>	Policy will require EIA from the PA/OPCC perspective.

# Office of Police & Crime Commissioner – Devon & Cornwall Removals & Relocation Expenses: Staff (Excluding Statutory Officers)

Version dated:

## 1.0 Contents List [FOIA Open]

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## 2.0 Policy Statement [FOIA Open]

- 2.1 Where previously approved the Office of Police & Crime Commissioner (OPCC) will fund certain removals and relocation expenses within a set financial limit.

## 3.0 Introduction [FOIA Open]

- 3.1 The OPCC ‘people management’ policies reflect the organisation’s commitment to its staff, and are underpinned by the highest standards of integrity. They provide a high-level set of principles, which are supported by procedures, working practices and guidance. By nature, however, it is not possible to cover every eventuality that may occur within the context of ‘people management’. It may be necessary to vary the approach to ensure matters are dealt with in the most efficient/appropriate way whilst maintaining equity and fairness. Any variance from the stated practice should be justifiable in these terms.

## 4.0 Principles/Ethos of the Policy [FOIA Open]

- 4.1 This document, together with Appendix 1, sets out the OPCC’s policy/procedure for removal and relocation expenses incurred by all staff.
- 4.2 It is expected that removals will be achieved with the minimum of cost to all parties, commensurate with a successful move.
- 4.3 To ensure the successful/consistent delivery of this policy and supporting procedures, line managers (with appropriate HR advice), in liaison with the OPCC’s Treasurer, each have areas of responsibility when managing the staff removal and relocation process.
- 4.4 The OPCC, and all those involved in the removals and relocation process, will adopt a fair and non discriminatory approach and will be committed to staff welfare and health & safety.

## 5.0 Audit Compliance [FOIA Open]

- 5.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure compliance

## **Not Protectively Marked**

with equality legislation and policies. In addition Data Protection, Freedom of Information, Management of Police Information and Health and Safety issues have been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

### **6.0 Review and Ownership [FOIA Open]**

- 6.1 This policy is owned by the Office of the Police & Crime Commissioner, with a review undertaken on a two yearly basis or earlier if required.

### **7.0 Useful Links [FOIA Open]**

- 7.1 Practical procedures are available to assist with the effective and consistent implementation of the policy. For enquiries relating to this policy contact the Chief Executive until such time as the structure of the OPCC is determined.

## **Appendix 1 - [FOIA OPEN]**

### **Office of Police & Crime Commissioner Procedure Removals & Relocation Expenses: Staff (Excluding Statutory Officers)**

#### **Introduction**

This document provides detail in relation to removal expenses incurred by all staff.

It is expected that removals will be achieved with the minimum of cost, commensurate with a successful move.

The budget for removal and relocation will be held centrally. The decision to pay removal or relocation costs will be made by the Chief Executive. Decisions to provide accommodation, removal, relocation or travel expenses may not be made by local agreements. All decisions must be recorded and forwarded to the OPCC's Treasurer.

#### **Relocation expenses**

Where appropriate it must be specified in the advert that a relocation package may be available. Relocation expenses will only be considered in the case of hard to fill staff roles.

Where a post is advertised without a relocation package and is not filled, consideration may then be given to re-advertise including a package.

Relocation expenses will not be paid under any other circumstances.

Removal payments above £8,000 will be taxable. The tax is to be paid by the individual. Ordinarily staff are expected to have completed their relocation within 6 months of their appointment/relocation. In exceptional circumstances, this may be extended to 12 months if the individual can demonstrate they have tried to relocate, but this has not been achievable due to circumstances beyond their control. In such circumstances the final decision will rest with Chief Executive.

The HMRC set down criteria in relation to removal and relocation expenses. Individuals relocating should seek advice from the OPCC's Treasurer in the context of what relocation expenses can be claimed, in order that they meet HMRC requirements.

#### **Staff moved to alternative location not offered relocation expenses**

Excess travel (own car or public transport) expenses will be paid up to a maximum of £8,000 or 2 years whichever is reached first. Excess travel time is not payable. Excess travel for staff is home to place of work mileage less previous home to place of work mileage before being relocated. This will be calculated on a daily basis. **Please note:** Excess mileage of less than 1 mile round trip will not qualify for payment.

Alternatively the OPCC policy on Business Travel may be appropriate. When considering the above it is essential that the most cost effective option is agreed with the individual and OPCC's Treasurer.

#### **Internal secondments (OPCC requirement)**

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### **Internal secondment of up to two months**

Travel to the internal secondment should be made in the most efficient/cost effective way based on the OPCC Business Travel Policy. Where 'own car' is authorised, all 'excess' mileage will be paid. Excess mileage is the difference between home to place of work and home to internal secondment.

### **Internal secondment of more than two months or where length of secondment is not known, reaches two months**

Excess travel in excess of 60 miles (30 miles each way) will be claimable. Excess mileage is the difference between home to place of work and home to temporary internal secondment.

**Please note:** Excess mileage of less than 1 mile round trip will not qualify for payment.

HM Revenue and Customs rules state that if the period of the internal secondment is known to be more than 24 months at the outset then any travelling allowance agreed from home to temporary place of work will be taxable.

If at any time during the 24 month period an end date, which is more than 24 months is given to the internal secondment, the payment of the mileage will cease to be tax free.

All internal secondments will be reviewed on a six monthly basis by the Chief Executive and the individual concerned.

At the end of the 24 month period a decision will be taken by the OPCC's Treasurer as to whether any further travel expenses will be paid, however any extension will be taxable.