



## RELOCATION COSTS AND ASSOCIATED PROVISIONS FOR DOCTORS AND DENTISTS IN THE TRAINING GRADES POLICY

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<b>Documents to read alongside this Policy</b>	Relocation Expenses Policy
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### Disclaimer

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**POLICY - RELOCATION COSTS AND ASSOCIATED  
PROVISIONS FOR DOCTORS AND DENTISTS IN THE  
TRAINING GRADES**

**Applicable from  
August 2008**

**Cardiff University & School of Postgraduate Medical & Dental Education**

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## 1. INTRODUCTION

This document specifies the allowances that may be payable to new staff and contains statements on the payment of these expenses. Special arrangements may also be in place with companies to supply specialised services connected with relocation. Specific regard should be made to this effect and you are expected to use these services if available. However, where, through your own choice, you use services provided by other companies, reimbursement of expenses will be limited to the costs agreed with the companies indicated unless such expenses are less than such agreed levels in which case the lesser amount will be payable. Receipts for such expenditure will be required.

**Where there are no specific contractors, you must obtain quotations from three local reputable companies and the cheapest should normally be accepted.**

Your eligibility to receive any element of removal expenses must be confirmed before instigating any action, which may invoke expenditure. Applicants must complete their employing Health Board's Application Form to establish their eligibility.

## 2. GENERAL PRINCIPLES

- 2.1** This guidance applies to junior medical and dental post holders in Deanery approved rotational training posts with more than one employer and fixed term non-rotational appointments of one year or more:-
- Foundation Year 1 Trainees
  - Foundation Year 2 Trainees
  - Specialist Training Registrars (ST1 and CT1upwards)
  - Senior House Officers
  - Specialist Registrars (including LAT's)
  - Fixed Term Specialty Training Appointments (FTSTA's).
- 2.2** For other medical and dental staff, please refer to Employer's Policy.
- 2.3** In all cases, the employer will need to be assured that the accommodation in the new area (i.e. purchased or rented) is comparable with the old accommodation. If there has been a demonstrable improvement in the standard of accommodation, the expenses will be related to a 'notional' purchase price determined by reference to independent valuation. You will be required to provide relevant information (preferably Estate Agency Brochures) on both properties to enable the comparability study to be completed.
- 2.4** It should be noted that doctors and dentists in the training grades who are appointed for periods of less than one year, will not be eligible for

removal expenses and associated provisions unless such appointments are part of an approved rotation involving more than one health board.

Locums of less than one year will not be entitled to removal expenses of any kind.

- 2.5** Doctors on one year stand alone contracts who voluntarily leave before the end of one year will be required to reimburse some or all of any expenses received.
- 2.6** Expenses will only be reimbursed if the UHB is satisfied that the removal of the employee's home is necessary (i.e. interpreted in the interest of the Training Scheme overall and not solely in relation to an individual Health Board's perspective) and that the arrangements are appropriate and reasonable.
- 2.7** All expenditure incurred (except for long term subsistence rates and car mileage expenses) **must** be substantiated by the production of **original receipts**. Subsistence rates will be paid in accordance with Section 22 of General Whitley Council.
- 2.8** This document refers to all expenses that will be met. No other expenses will be payable.
- 2.9** Health Boards may vary these conditions if they so wish so long as they are not less favourable.

**2.10 First Time Buyers**

For first time buyers the costs of removal of effects only will be paid.

**2.11 Owner Occupier to Owner Occupier**

For owner occupier to owner occupier, assistance will be given for relocation. The practitioner must sell the property in the former area as well as purchase a property in the new area. If the former property is not sold, the employee will be treated as a first time buyer.

It should be noted however, that trainees who move into temporary rented accommodation (i.e. from outside the area) whilst looking to purchase a property (having already sold the old property), will retain the right to claim removal expenses/house purchase expenses within the overall set financial limits contained within the policy. You must have completed, on appointment, a declaration that you intend to claim relocation. It would normally be expected for the purchase to be completed within 6 months of taking up post

**2.12 Rented Accommodation to Rented Accommodation**

The reimbursement of the removal of effects only will be paid, unless Excess Rent Allowance is also applicable – see paragraph 6.3.

Claims for reimbursement of effects must be made within three months of incurring the authorised expenditure.

### **2.13 Residence in Wales**

Doctors/Dentists who are successful in joining a Welsh Training Scheme will usually be required to take up residence within the Principality i.e. in close proximity to at least one of the locations to which the individual will rotate.

Expenses allowable will be restricted in those cases where an individual opts not to move into Wales or has given no firm commitment to do so.

Doctors and Dentists from abroad will only be entitled to expenses from their point of entry into this country.

### **2.14 Base Hospital**

If a junior doctor chooses to claim excess travel as an alternative to removal expenses, this may be payable in each of their rotational placements, subject to the maximum of the total relocation costs that would otherwise have been payable (see Appendix for annual amount payable).

The base hospital should be the hospital closest to the place of residence of the individual, but must be a hospital that features as part of the rotation and the individual must live in close proximity to that hospital. Junior doctors will be asked to declare their base hospital as agreed with their Programme Director prior to any claim being authorised.

Where removal expenses have been paid by a particular health board, then no further excess travel will be payable in that post by that health board.

### **2.15 Accuracy of Information**

All individuals who make a claim for relocation expenses are reminded to describe their circumstances accurately and that any deliberately misleading or false statements or claims will be regarded very seriously and could result in a referral to the local Counter Fraud Officer.

## **3. RELOCATION COSTS AND ASSOCIATED PROVISIONS ALLOWABLE**

### **3.1 Elements**

Legal Fees on Purchase and Sale	}	Using 'Special Arrangements
Estate Agency Fees	}	(if in place)

House Contents Removal Costs } see 3.2 below  
Storage of Furniture Costs  
Home Information Pack  
Survey Fees  
Stamp duty  
Land Registry Fees  
Cost of Preliminary Visit  
Continuing Commitments Allowance  
Excess Rent Allowance (NB Tenancy Agreement Fee is only payable where Excess Rent is Applicable)  
Cost of Travel from Old to New Home  
Search for Accommodation Allowance (Subsistence)  
Return Home at Weekends – Travelling Expenses  
Excess Daily Travelling Expenses calculated from base hospital

Please note that certain restrictions apply in respect of some of these items.  
See comments under paragraph 5 below.

### **3.2 UHB/Employer Contractees**

#### **3.2.1 Legal Services (Sale and Purchase)**

Morgan Cole  
Bradley Court  
Park Place  
Cardiff CF10 3DP  
Contact Ms Nia  
Davies  
Tel; 02920385528

#### **3.2.2 House Contents Removals and Storage**

Masons Removals  
Storage House  
Priority Enterprise  
Park  
Cardiff Road  
Barry CF63 2BG  
Tel: 01446733330

#### **3.2.3 Estate Agents**

Refunds limited to max of 1.5% of sale price

#### **4. ELEMENTS OF RELOCATION COSTS AND ASSOCIATED PROVISIONS NOT ALLOWABLE**

Bridging Loan Finance  
House Loans  
Advance of Salary

#### **5. RULES AND SPECIFIC COMMENTS THAT APPLY IN RESPECT OF THE ELIGIBILITY TO RELOCATION COSTS AND ASSOCIATED PROVISIONS AND THEIR REIMBURSEMENT**

- 5.1** There is an overall limit on the amount of expenses payable. You will be advised of the limit at the time of your appointment. (See Appendix in respect of the limits applicable)
- 5.2** Expenses will be reimbursed on the property only once. If your spouse or partner is also relocating to this area and receiving expenses from his/her employer, then the expenses that will be paid by the UHB will be reduced to take account of this. You will be asked to make a declaration that you are the only party making a claim for removal expenses.

**You will be expected to inform the UHB if the situation described is applicable to you.**

- 5.3** The payment of continuing commitments allowances, excess rent allowances and search for accommodation allowances are subject to certain criteria which should be discussed with the appropriate Manager in appropriate circumstances. (See paragraph 6).

#### **6. ELEMENTS OF REIMBURSEMENT OF RELOCATION COSTS**

##### **6.1 Preliminary Visit**

The cost of two preliminary visits will be paid to employees who make visits to the area of their new appointment in order to obtain accommodation. Travelling expenses and overnight subsistence allowances for the employee and spouse/partner shall be paid, subject to the following:

The overnight subsistence shall not be paid for more than two nights in total. All claims must be accompanied by receipts and will be paid subject to the **Whitley Council rates**. The employees spouse or partner's subsistence will be 2/3's of the employee's rate.



## 6.2 Continuing Commitments Allowance

This allowance is payable when an employee has moved to the new area before having sold their property in the old area. **The employee must be joined in the new area by his family in order for this allowance to be paid.**

The total amount of expenditure incurred on each property will be calculated and the lower amount will be reimbursed. This calculation refers to payment in respect of mortgage and/or rental commitments only. This allowance may be paid for a period of up to 6 months providing the set limits (i.e. total relocation costs limit) are not exceeded.

## 6.3 Excess Rent Allowance

This allowance may be paid to those employees moving from rented accommodation in the old area to rented accommodation in the new area and where there is an increased cost. The accommodation may be furnished or unfurnished. Where there is demonstrable improvement in the standard of accommodation in the new area then a comparability valuation will be carried out by an independent valuer and the cost of comparable accommodation in the new area will be used in setting the amount of excess rent allowance payable. The total amount of the excess rent payable will be the difference between both evaluations and will be limited to a maximum of six months in total within the scheme.

In circumstances applicable to junior doctors who are on rotation from one location to another (and it is not possible to commute from his/her home), and their family has been left in the permanent residence in Wales, the individual will be entitled to obtain a rent allowance (plus journeys home at weekends. See para 6.6), subject to a maximum annual allowance as described in the Appendix.

**Doctors and dentists should be aware that it is not intended that all excess costs will necessarily be met. It is therefore important to ensure that when arranging accommodation it should be commensurate with an individual's needs and not excessive. In many cases hospital accommodation may be appropriate to minimise the costs and the likelihood of exceeding the limits which may not be reimbursed.**

## 6.4 Cost of Travel from Old to New Home

This allowance will cover the cost of one journey from the old to the new home for the employee and dependants. If any employee uses a private car for the journey, the mileage will be reimbursed at the public transport rate. If the journey is made using public transport then the claim for reimbursement will only be met when accompanied by valid tickets or receipts. If rail travel is used then the cost of economy travel or second class only will be reimbursed.

## **6.5 Search for Accommodation Allowance (Subsistence)**

This allowance may be paid when an employee has been unable to find permanent accommodation in the new area before taking up their appointment and has had to leave their spouse or partner (and children) behind in the old area.

This allowance is equivalent to the reduced overnight subsistence allowance (i.e. long term rates as in the **General Whitley Council Regulation**) and will only be paid whilst the employee is staying in the new area. The allowance will not be paid on those days where the employee returns to the old area (e.g. at weekends) (see also 7.7 below). The allowance will be paid for a period of 6 months providing that the UHB/Employer is satisfied that every effort is being made by the employee to find suitable accommodation and that the set limits are not exceeded. The employee will be required to provide a report(s) to illustrate what actions are being taken and proof that their 'old' property has been put up for sale at a realistic asking price.

## **6.6 Return Home at Weekends**

Employees who are in receipt of search for accommodation allowance may be reimbursed the cost of journeying home at weekends to visit their families.

Employees who use their own cars will be reimbursed at the public transport rate. Where public transport is used reimbursement will be made on production of receipts and where rail transport is used the cost of economy or 2<sup>nd</sup> class travel will be paid.

This allowance will be paid for a period of up to 6 months subject to the set limits and the requirements to provide a report(s) as referred to in 6.5 above.

Doctors and dentists who rotate to a location as part of a training programme which is too far to commute to and opt to reside in proximity to their new post (i.e. and not seek to actually purchase a new property or necessarily move their family) will be eligible for travel expenses at the public transport rate for journeys home. Doctors and dentists without a family commitment can claim for one return journey monthly and married doctors with a family three visits per month. Married doctors and dentists who move their family to the new location will be able to claim one journey monthly to check on their property. (N.B. In such circumstances the mileage allowance paid may be taxable).

## 6.7 Excess Daily Travelling Expenses

New employees who cannot find suitable accommodation or do not opt to move in the course of their rotation and who would otherwise be eligible for the reimbursement of relocation costs may be reimbursed their extra daily travelling expenses up to the maximum allowance as shown in the Appendix.

Under paragraph 315 of the Terms and Conditions of Service a rotational post holder can choose not to move on taking up their second or subsequent posts in the rotation.

**If the post holder has a house convenient to the second or subsequent attachments, excess mileage can be claimed to the first location. It should be noted that it will not be possible to claim home to base for the attachment to the hospital closest to home.**

Excess travel will be calculated as home to new hospital mileage minus home to base hospital mileage. You will be asked to complete the excess mileage calculator attached at the appendices, which will be submitted to your local Payroll Department.

You will also be asked to declare your base hospital in accordance with section 2.14 of this guide.

If a junior doctor chooses to claim excess travel as an alternative to removal expenses, this may be payable subject to a maximum of the total expenses payable within any 12-month period.

**Claims for excess mileage must be submitted on a monthly basis and are not payable for periods of annual/study or sick leave.**

The reimbursement made will not exceed the cost incurred if the employee had used public transport.

If the employee travels by private car then the mileage will be reimbursed at **the public transport rate**. The UHB will calculate appropriate mileage based on individual circumstances.

Where public transport is used, reimbursement will be made only on production of receipts. Rail travel will be limited to the cost of economy or second class travel.

## 6.8 Legal and Estate Agent's Fees, House Contents, Removal and Storage

New employees will be expected to use three local reputable companies to obtain quotations. Such arrangements must be approved by the UHB before any action is taken. Reimbursement will be limited to that payable for the services supplied by the companies detailed unless the alternative is cheaper.

## **6.9 Survey Fees and Stamp Duty**

The above fees will be reimbursed to those employees who are in receipt of relocation costs. The claim for reimbursement must be accompanied by valid receipts and will be reimbursed in full subject to a comparability study between the old and new property and providing the set limits are not exceeded.

**MEDICAL AND DENTAL STAFF****Relocation Costs and Associated Provisions – LIMITS**

The limit applicable to doctors and dentists in the training grades is as detailed below. The limits represent the total expenses that can be claimed within any 12-month period. The limit is the maximum payable for relocation, excess travel or other expenses as detailed within this guide.

All Grades	£3700 pa
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**NOTES**

- 1. The level referred to above must be applied.**
- 2. Expenses will only be paid on production of original receipts.**

## EXCESS TRAVEL CALCULATOR

Surname:

\_\_\_\_\_

Forenames:

\_\_\_\_\_

Grade:

\_\_\_\_\_

Directorate/speciality:

\_\_\_\_\_

Current Hospital:

\_\_\_\_\_

Current address:

\_\_\_\_\_

Postcode:

\_\_\_\_\_

Previous hospital:

\_\_\_\_\_

Nominated base hospital:

\_\_\_\_\_

**(Please note that this must be as defined within this Policy)**

Mileage home to base hospital: \_\_\_\_\_ (include  
postcode)  
(Single journey)

Mileage home to current hospital: \_\_\_\_\_  
(include postcode)  
(Single journey)

**I declare that I do not intend to move home during this part of my rotation and intend to claim excess travel. The above information is correct.**

**Signed:** ..... **Date:** .....

**Official use**

**Excess mileage payable: .....**

**Signed: .....**

**Date: .....**

**Note: Excess mileages are calculated as the difference between home to base mileage subtracted from home to current hospital.**