

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.hertsdirect.org](http://www.hertsdirect.org)

# Recruitment Relocation Package

Design Ref: 045457 A - Spec



## Special Package

April 2007

## 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. 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. We also give you 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 ALLOWANCE

If you are eligible for a relocation allowance you can be reimbursed for any of the following items up to an agreed total limit which is agreed when you are recruited. The amount will be a minimum of £8,000 if you will be relocating to work for us, however the package will be tailor made to your requirements so you could receive a higher amount.

- Rent for up to 12 months from start date (please note that this is taxable)
- Temporary accommodation costs (if you are intending to buy) for a maximum of 26 weeks only. After this time accommodation costs will be treated as rent.

- Travelling expenses for return journeys home (if you are intending to buy) for a maximum of 26 weeks only. This will be reimbursed at the public transport rate or lease car rate if you have a lease car. You can claim after the 26 week period, but this will be taxable.
- Legal fees, including stamp duty for buying and selling your home
- Estate Agent fees
- Removal expenses and storage
- Survey fees
- Property deposit (taxable)

The property deposit is a flat rate contribution of £3,000 towards your deposit for your new home, which is paid once you have exchanged contracts on the purchase of your new property (receipt required). This will be part of, **not** in addition to, your package maximum.

Only actual costs incurred can be reimbursed on production of receipted invoices or proof of payment. If the actual costs total less than the total limit agreed, you will only be reimbursed for the actual costs.

## 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 confirmed in your letter of appointment
- Be living over 25 miles from your new work base (or admin base) by the shortest most practicable route.
- Move significantly nearer your new work base (or admin base if you are a home worker). This must be to no further than 25 miles by the shortest most practical route from your new work base.
- Live in the property you buy (or rent). You may be able to use the package to purchase a second property, but this will go through PAYE and will need to be declared on your P11D form.
- Be moving solely to work for Hertfordshire County Council.
- Permanently move within 12 months of your appointment. In exceptional circumstances Directors can extend this period.

## 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 your appointment** you will repay a proportion of the total payments received.

You will be required to repay 75% of monies if you leave within the first 12 months, and 50% if you leave within 12 - 24 months.

Your overall package maximum will be reduced by any amounts your spouse or partner receives for the move from his or her employer for the same expenditure. You must also declare if you are eligible for relocation expenses from other sources. The principle of this package is that you cannot claim twice for the same thing.

## HOW TO CLAIM

Claims for any relocation expenses will be reimbursed after you have joined us. A claim should be made monthly for the temporary accommodation allowance, rent and your journeys home. Ask HR for a claim form or download a form from Connect. All claim forms for the Special Package must be approved by the Resourcing Manager in Herts HR.

Receipted invoices or proof of payment must support all your claims and any VAT you have paid should be identified. You will not be reimbursed for items where payment cannot be proved. Claims will only be approved if original receipts are submitted.

All claims through the Relocation Scheme must be made within a year of joining us, although later claims will be considered where you have experienced abnormal delays, such as in selling your home. Each individual claim must be submitted within 3 months of the date the debt was incurred.

The expenses must normally be incurred within a time limit. The deadline is the end of the tax year (5th April) **following** that in which the job change occurs. For example if you start work on 1st June 2006, the deadline will be 5th April 2008.

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 items to be reimbursed free of tax, subject to an £8,000 maximum. (Please see attached table for details of what is taxable).

Whether payments are taxed or free of tax depends on the personal circumstances of each case. More details are included in the attached table. It is important that you read these before you submit any claims.

## FURTHER INFORMATION

If in doubt, check out your eligibility for any of these benefits with either HR or the person who appoints you.

## APPENDIX 1

Items	Taxable (Yes/No)
Rent (maximum 12 months)	Yes
Temporary Accommodation (maximum 26 weeks)	No
Journeys home (maximum 26 weeks)	No
Legal Fees	No
Estate Agent Fees	No
Furniture Removal and Storage	No
Survey Fees	No
Property Deposit	Yes