



RELOCATION PACKAGE

Introduction

The relocation package is offered, at the Council's discretion, to new employees of the Council who are appointed following a national advertisement, and who are required to move house to take up the appointment.

Value of the Package

The maximum value of the package is £7,000

Any amount claimed may be subject to income tax and national insurance contributions unless it is covered by receipts for the expenditure incurred.

Removal Expenses and Leave

The Council will reimburse removal expenses from the former house to the new accommodation where the appointee first takes up residence. The reimbursement will be related to the lowest of three competitive tenders obtained by the appointee.

One day's paid leave will be allowed during the period of the move.

Lodging Allowance

The Council will pay a lodging allowance while the employee is temporarily absent from home and/or maintaining two homes. The allowance will be up to £100 per week, flat rate, for a maximum of 26 weeks.

Commuting Allowance

A commuting allowance will be payable to new employees who prefer to travel to and from work on a daily basis prior to moving house. The Council must be satisfied that it is practical to travel, and will determine the amount of the allowance depending upon the distance travelled, but subject to a maximum of £100 per week for a maximum of 26 weeks. Commuting allowance is presently classed as home to work travelling and is liable to tax and national insurance.

Sale and Purchase of House

The Council will contribute towards legal expenses, estate agents' fees, building societies, legal costs, surveys and additional mortgage security premiums, local authority search fees and stamp duty. This will be subject to negotiation with the Council's Staffing Committee.

Settling-In Allowance

This allowance is to cover incidental expenses connected with moving home, and in approved cases a lump sum will be made up to a maximum of £1,500. Receipts will be required for tax and national insurance purposes.

Some of the expenses covered by this allowance can be reimbursed without incurring tax and national insurance liabilities, providing that they arise directly out of the move and do not place the employee in a better position socially or financially than he or she enjoyed at the old location. Approved costs include: -



1. taking down and refixing fixtures and fittings, including the cost of altering and adapting them for the new home;
2. relaying floor coverings, including the cost of altering and adapting them for the new home;
3. replacing floor coverings and curtains where the originals cannot be adapted for the new home;
4. the initial cleaning of the new home;
5. disconnection and reconnection of domestic appliances, gas fires and fittings etc.;
6. replacement cooker where the original cannot be adapted to the fuel supply of the new home;
7. reinstallation of TV or radio aerials;
8. installation of an ordinary domestic telephone and broadband provided the employee had one in his or her old home;
9. replacement school uniforms for the employee's children, where necessary;
10. excess school fees where, as a result of relocation, the employee incurs fees at two schools simultaneously.

NOTE: The relocation package is offered to assist appointees to move to a new residence within the Radstock area. It is subject to the employee remaining in the service of the Council for a minimum of two years. An appointee leaving within a two-year period from the date of appointment will be required to repay a proportion of the payment received. This payment is calculated as outlined below: -

Time served with Radstock Town Council	Repayment Amount
1-12 months	100%
13-18 months	75%
19-24 months	50%