

Relocation/Disturbance Allowance Policy

1. When organisational change results in an employee changing their work base and incurring additional travel costs, compensation is payable.
2. This policy is in line with the Oxfordshire Local Agreement. This agreement has been reached in order to fairly compensate employees for additional expenses incurred travelling to a new work place while ensuring that costs are managed efficiently and environmental considerations are incorporated as far as possible.

Scope

3. This scheme applies to all employees employed permanently or on fixed term contracts, including those working in maintained schools.
4. This scheme does not apply to agency workers, consultants, contractors or volunteers.
5. This scheme does not apply to newly appointed employees who were given prior notice of a planned change of work base.

Eligibility

6. Employees are eligible to claim additional travelling costs where, as a result of organisational change, they are required to move work base and:
 - incur additional travel expenses as a result of the move (excluding parking expenses) and
 - the additional travel expenses incurred exceed £4.50 per week (pro rata according to the number of days travelled to the new work base)
7. Additional travel costs can be claimed for a maximum of 12 months from the date the change of base takes place.
8. Where an employee moves house or changes job while receiving the allowance, the payment will normally cease.
9. Where relocation is back to a work base or location where the employee originally applied to work, the allowance cannot be claimed unless the employee moved house

following the relocation. In these circumstances the employee's travel to work expenses may be reassessed to determine their eligibility for relocation expenses.

10. Re-imbusement will generally be based upon public transport rates – i.e. bus or second class train fares unless the employee is a regular operational car user or public transport is not available to the new site.
11. In general, an employee incurring additional expenses, will be paid an allowance equal to the difference between the cost of travelling from their home to the old place of work and the cost of travel from home to the new place of work. This will be calculated based on the shortest distance of travel, not necessarily the quickest.
12. No allowance will be made for additional travelling time.
13. No allowance is paid for additional parking costs incurred.
14. As travel to work is the responsibility of employees all disturbance allowance is subject to the deduction of Inland Revenue tax and national insurance contribution rates.
15. Staff attending the same work location each day, (whose role does not involve regular business travel), should claim public transport rates or an allowance for mileage where public transport is not available. The employee should complete the Relocation Allowance calculator to work out the monthly amount payable and their line manager should then complete the Employee record change form and select the 'travel assistance for change of work base' option.
16. The monthly allowance will cease for any period of unpaid leave, or where sick leave or other long term absence exceeds one month. The allowance will resume when the employee returns to work.
17. For regular operational car users, (flexible and mobile workers) the allowance paid will be at the All Car User rate for the additional mileage. Where travel claims are submitted regularly the allowance should be claimed using the IBC self-service website > my expenses.

18. The first £4.50 (pro rata depending on the number of days travelled to the new work location) should be deducted from any claim submitted. In all cases, should the additional expense not exceed £4.50 per week, no expenses can be claimed.
19. If the employee's place of work is changed again before the year is up, and the distance from home is:
- a) even greater than the first new location then for the remainder of the year an additional amount can be claimed for the extra journey from the original location to the second new location.
 - b) nearer than the first new location but further than the original one, then the relocation allowance will be re-calculated to the new location.
20. Staff will be expected to relocate except in exceptional circumstances or where alternative arrangements can be made that do not affect operational effectiveness.
21. If there are exceptional circumstances which prevent an employee working at the new location, s/he will need to complete the Exceptional Circumstances Form for the line manager and service manager to sign and send to the County HR Manager.

Revision of this policy

22. This policy will be regularly reviewed and updated if any changes are agreed through the Oxfordshire Local Agreement.

Chief HR Officer - July 2014 (amended October 2016)