

RELOCATION / DISTURBANCE ALLOWANCE POLICY

1. PURPOSE

The organisation works in an increasingly agile way; however, employees will still have a contractual office/work base. This policy is only applicable in situations where employees have been allocated a new office / work base because of relocation of their current office to a new site and as a result incur additional expenses to travel to their new office / work base.

Employees will be eligible to claim a disturbance allowance for the additional travel expenses incurred while ensuring that costs are managed efficiently, and environmental considerations are incorporated as far as possible.

This policy may be reviewed in line with the future agile working policy.

2. SCOPE

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

3. ELIGIBILITY

- Employees are eligible to claim additional travelling costs where their main office base has moved to a different location and they incur additional travel expenses to travel to this new office / work base.
- Claims can only be made on the additional travelling expenditure not the full cost of travelling to their work location.
- Car parking charges will not be paid.
- Additional travel costs can be claimed for a maximum of 12 months from the date the change of base takes place.
- Employees can only claim for the journeys they make travelling into the new office/work base.

4. REIMBURSEMENT

- Additional travel costs can be claimed for a maximum of 12 months from the date the change of base takes place.

- 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.
- 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. If attending the office on a more ad hoc basis rather than daily then expense travel claims should be made on a monthly basis through IBC for the amount of attendance at the office.
- 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.
- For regular operational car users 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.
- No allowance will be made for any additional travelling time.
- No allowance is paid for parking costs.
- As travel to work is the responsibility of employees under HMRC regulations, the disturbance allowance is subject to the deduction of Inland Revenue tax and national insurance contribution rates.

5. CHANGES DURING THE REIMBURSEMENT PERIOD

- If the employee’s place of work is changed again before the 12-month disturbance allowance ends and the distance from home is:
 - a) even greater than the first new location, then for the remainder of the 12-month period, 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 still further than the original base location, then the relocation allowance will be re-calculated to the new location.

- Where an employee moves to a new house, or changes job and moves to a new office location while receiving the allowance, the payment will normally cease. However, this will be reviewed on a case-by-case basis.

Other HR policies can be found on the intranet under [HR > Staff > HR Policies](#).

EQUALITY & DIVERSITY IMPACT MEASURE

This policy has been subject to an Equality Impact Assessment in accordance with the Council's Equality, Diversity and Inclusion Framework and is not considered to unduly impact upon any protected group. The Council will regularly monitor and review the impact of this procedure.

VARIATION OF PROCEDURES
<p>This procedure is not contractual, and it may be varied by the Council from time to time. Examples of variation include the need to comply with new legislation or best practice guidance. Should the Council decide not to apply the procedure, either in its entirety or in part, that will not amount to a breach of contract. Changes to the procedure will be made in line with the relevant consultation process and through raising employee awareness.</p>
VERSION CONTROL
Date approved and published: June 2023 (Version 2.0)
Date to review policy: June 2024 (unless subject to legislative change)