





## MidKent College Human Resources Policy

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<b>Document Title</b>	<b>Relocation Policy</b>		
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Document Authorisation				
	<b>Authorisation Required</b>	<b>Initial and Role</b>	<b>Digital Signature</b>	<b>Date</b>
Author	No			
Owner	Yes	WH - Acting Director of People		23/03/2023
SLT Review	No			
Exec Approver	No			
Union Approver	Yes	Union Secretary		23/03/23
GB Sub Committee	No			
Full GB Committee	Yes			December 2022

<b>Policy Cross References</b> - This policy should be read in conjunction with any other associated policies, with particular reference to	
<b>Policy Name</b>	<b>Policy Number</b>
N/A	

<b>Document Revision History</b>		
<b>Version Number</b>	<b>Date</b>	<b>Summary of Revision</b>
V1		Section 4.2 added Section 5.3 updated Section 5.4 updated

## **1. Introduction**

- 1.1. This policy clarifies MidKent College's (MKC) policy for assisting new employees who need to re-locate in order to take up an offer of a vacant post.
- 1.2. Posts that will be considered for offering relocation include those at Senior Leadership Team (SLT) or Executive level, teaching and those deemed difficult to fill based on current retention, advert recurrence and national market data.
- 1.3. The recommendation to offer part or full relocation will be made by MidKent College's Establishment and Recruitment Panel (EAR) with the final decision to be made by the Principal and CEO.

## **2. Scope and Aim of Policy**

- 2.1. This policy applies to Senior and hard to fill teaching or other specialist vacancies as approved by EAR.
- 2.2. The purpose of this policy is to demonstrate the College's commitment to recruiting and retaining highly skilled staff that are vital in supporting the achievement of the College's strategic objectives and vision.

## **3. Relocation**

- 3.1. Relocation may include temporary provision\* of a flat, wholly owned by MidKent College or reimbursement of relocation expenses to a maximum figure of £8,000.

\*Temporary provision will be reviewed by EAR at 6 months and aims to end at nine months

## **4. Temporary provision of suitable accommodation**

- 4.1. There may be an opportunity for use of the College owned, partly furnished flat. This is a small property and is intended for the employee only.
- 4.2. In exceptional circumstances family members may also be able to use this accommodation on a short term basis. Staff wishing to have family members or pets staying at the property, must seek permission from the Director of People in the first instance prior to use of the accommodation.
- 4.3. A full inventory will be agreed and reviewed at the commencement and end of the occupancy period.

## **5. Relocation Expenses**

- 5.1. The maximum figure can include assistance with the following qualifying costs:
- Costs associated with buying or selling a property such as conveyancing or solicitor fees
  - Renting a property or suitable, temporary accommodation\*
  - Assistance with travel costs and moving costs
  - Storage of furniture
  - Purchase of items to furnish new property such as curtains and carpets
- 5.2. Expenses will only be paid on submission of appropriate receipts and the Director of People reserves the right to reject inappropriate claims.
- 5.3. The offer of assistance with relocation expenses will remain for a period of 12 months. If claims and receipts have not been submitted 12 months from the date of commencement in post they will not be paid.

The deadline can be extended in exceptional circumstances at the discretion of the Employment and Recruitment panel (EAR).

- 5.4. If an employee resigns following receipt of relocation expenses, repayment of the expenses will be reclaimed according to the following scale:
- Up to 6 months in post 75%
  - 6 to 18 months in post 50%
  - 18 to 24 months in post 25%

The requirement can be discharged in exceptional circumstances at the discretion of EAR.

## **6. Definitions**

- 6.1. Provision of a flat or assistance with relocation expenses are available for new staff who live more than 50 miles away from their College base (or an average of the two main sites if they are a cross-College employee) and is relocating to a new property within 30 miles.
- 6.2. Employees will only qualify for expenses incurred within the UK.

## **7. Claims Procedure**

- 7.1. The new employee should apply to the Director of People for permission to claim expenses at the time of their recruitment using the application form in Appendix 1. No expenses will be paid without signed prior authorisation from the Director of People.
- 7.2. When claiming relocation expenses, invoices and receipts should be submitted

for approval and signature by the Director of People, using MidKent College's standard expenses claim form.

## **8. Tax Liability**

- 8.1. Some relocation costs up to £8,000 are exempt from reporting and paying tax and National Insurance. These are called 'qualifying' costs and include:
  - the costs of buying or selling a home
  - moving costs
  - buying certain things for a new home
- 8.2. Tax relief is applicable for qualifying relocation expenses provided the applicant is changing their main residence, so is not applicable for use of the flat.
- 8.3. Non-qualifying costs include:
  - Mortgage or housing subsidies if moving to a higher cost area
  - Interest payments for mortgages on the previous residence
  - Council tax bills
  - New school uniforms
  - Compensation for losses, including any payment for loss of the sale of a residence, unused season tickets, etc.
- 8.4. For tax relief to apply expenses must be incurred before the end of the tax year following the year in which the applicant commences the new job.
- 8.5. The employee is expected to meet their own income tax liability and is responsible for declaring any benefits to the HMRC. MidKent College will, as part of its annual submission, also advise the HMRC of any such benefits paid and provide a copy of this to the employee for their records.

## **9. Duties and Responsibilities**

### Employees

- 9.1. It will be the responsibility of the new employee for temporary provision of a flat to:
  - Pay all bills associated with the flat (utilities, council tax, TV licence, tenant fees etc.) from the date of taking up residency up to and including end of tenancy
  - Pay for any additional utilities such as phone, broadband, subscription TV services and subscription TV services etc. including installation
  - Leave the flat clean, and in good repair as found on Day1 of the tenancy
  - Pay for any damage caused during the tenancy to the décor, fittings and fixtures of the inside of the flat
- 9.2. Failure to ensure the above is complied with, will result in MidKent College invoicing the tenant for any remaining and associated costs.

- 9.3. It will be the responsibility of the new employee for relocation expenses to:
- Apply for relocation expenses at the time of recruitment
  - Obtain written permission from the Director of People before incurring expenses they wish to be reimbursed
  - Submit their relocation expense claim within 12 months of the date of their employment, with appropriate invoices to support their claim

In exceptional circumstances EAR may agree for relocation to be applied for outside of the 12 month deadline.

#### Director of People

- 9.4. It will be the responsibility of the Director of People to:
- Inform the new employee that their application has been successful or that it has been rejected, and to inform them of the reason why it has been rejected
  - On receipt of the expense claim, ensure that the claim tallies with the original application, that all necessary receipts are included and to pass it for payment promptly or, if it cannot be passed for payment, discuss the reason with the employee

## **10. GDPR**

- 10.1. All records associated with this policy will be retained and disposed of in accordance with the HR Retention policy.

## **11. Policy Monitoring, Review and Evaluation**

- 11.1. A review of this policy will be undertaken by the review date by the policy writer and the Senior Manager responsible. The policy will then be presented to the Executive Group and, where required, the Governing Body for approval.

## **12. Equality Impact Assessment**

- 12.1. This policy has been Equality Impact Assessed and generates no concerns about differential impact. The Equality Impact Assessment is filed on the HR SharePoint site.

## **13. Policy Distribution**

- 13.1. A current version of this document is available via SharePoint. It does not contain confidential information and can be released to external parties SharePoint site.

## Appendix 1

### APPLICATION FOR RELOCATION EXPENSES

Name

Post

Delete as necessary

#### I AM APPLYING FOR TEMPORARY USE OF A COLLEGE FLAT (FURNISHED?)

- I am entitled to request to reside in the College flat on a temporary basis (dates to be agreed) and confirm I meet the criteria detailed in the relocation policy
- I undertake to pay all bills associated with the flat (utilities, council tax, TV licence, tenant fees? etc.) from the date of taking up residency up to and including end of tenancy
- I undertake to pay for any additional utilities such as phone, broadband, subscription TV services and subscription TV etc. including installation
- I will leave the flat clean, and in good repair
- I will ensure the items listed on the inventory are left in the flat and in good repair (or replaced as appropriate)

I understand that should any of the above not be complied with, I will be invoiced by MidKent College for any associated costs.

#### I AM APPLYING FOR RELOCATION EXPENSES AND I UNDERSTAND THAT:

- I am entitled to reimbursement of relocation expenses to a maximum of £8,000\*, including VAT and confirm I meet the criteria detailed in the relocation policy
- The offer of assistance with relocation expenses will remain available for a period of 12 months from the date of my appointment\*, however if I resign from my post repayment of the expenses will be reclaimed according to the following scale:
  - Up to 6 months in post 75%
  - 6 to 18 months in post 50%
  - 18 to 24 months in post 25%\*
- I am responsible for any tax liability arising from relocation expenses and for declaring any benefits to the Inland Revenue.
- In order to be reimbursed I must submit appropriate invoices/receipts to the Director of People for approval within 12 months of commencement date.

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Signed

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(Employee)  
Date

Approval  
(Director of People)  
Date

\*Director of People to delete or change depending on EAR decisions in exceptional circumstances.


The Relocation policy, version 1.0 2023 was agreed following consultation, negotiation, and agreement with UCU representatives and its members on the understanding that the content will be subject to review no later than March 2026.

**For and on behalf of UCU:**

Signed: 

Name: Sukh Gill


Date: 23/03/2023

Signed: 

Name: Jey Odumade

Date: 23/03/2023

**For and on behalf of MidKent College:**

Signed: 

Name: Wade Herring

Date: 23/03/2023