



Human Resources

Relocation Scheme

Aims of Relocation Scheme

The aim of this scheme is to attract and retain police officers in the following situations:

- ◆ Where there are acute resourcing difficulties in a particular geographical area of the Force.
- ◆ Where there is an operational need for officers who hold unique or specialist skills.

Queries

Any queries regarding the relocation scheme and its application should be addressed to the Head of Workforce Planning. Email contact can be made via:

HRWorkforcePlanning-Enquires@Derbyshire.PNN.Police.UK

Introduction

Where approved, the force will financially support agreed removals and relocation expenses within a set financial limit. The scheme applies to all police officers transferring to the Force below ACC level. It may be applied in exceptional circumstances where internal officers are transferring location and their travelling exceeds 40 miles. It will not apply to new recruits.

The guidance has been developed in accordance with Police Regulations 2003, Section 35, Annex V.

Eligibility

To be eligible to receive a relocation package, one of the two aims of the relocation scheme must be met. Additionally, officers must:

- ◆ live beyond the force boundary
- ◆ be at least 40 miles from the permanent place of work
- ◆ ensure the relocation distance is at least 20 miles closer to the permanent place of work
- ◆ permanently reside in their new residence.

All miles will be calculated as crow miles.

Any exceptions to the scheme are at the discretion of the Chief Constable or the PCC if appropriate.



Relocation Package

Eligible officers can claim a contribution towards:

- ◆ disposal of former property and acquisition of new property
- ◆ removal expenses
- ◆ travelling and subsistence
- ◆ liability for two properties

Further information on each of these elements is provided below:

(a) Disposal of former property and acquisition of new property

If a property owner, support is available for the cost of selling your previous property, and if purchasing a property, the associated costs of the purchase. This comprises:

- ◆ Solicitor Fees: 100% of the lowest quotation.
- ◆ Estate Agent fees for a house sale: the lowest quotation to a maximum of 1.5% of sale price.
- ◆ Stamp duty incurred on a house purchase: this is limited to stamp duty on a property value up to six times the police officer's annual salary.
- ◆ Search fees - 100%.
- ◆ Land Registry fees - 100%.
- ◆ Surveyor's fees: to a maximum of £600.

(b) Removal expenses

100% of lowest quotation for removal plus up to two months temporary storage costs.

(c) Travel and subsistence

Payments will be made for up to four preliminary visits in connection with sale and purchase of property. This covers:

- ◆ Any necessary and reasonable accommodation and meal expenses.
- ◆ Travelling costs - the cheaper of local mileage rate and standard class rail travel, for the police officer and if applicable their spouse, civil partner or partner.

(d) Liability for two properties:

Where the police officer is either the owner and/or the legal tenant of two properties simultaneously the following payments may also be made for up to 26 weeks:

- ◆ Mortgage interest or rent payable in respect of the former home.
- ◆ Any difference in Council Tax liability for the new home compared with the liability which existed on the former property.

The Relocation Process

Advertisements:

Where a post is advertised the divisional chief superintendent or the departmental head with a member of the HR Senior Management Team should consider whether the scheme will apply. This decision should be made prior to any advertisement of the post. The advertisement should specify that a relocation package is available, subject to approval.

Applications:

Any officer wishing to claim relocation expenses must first make an application to the Head of Workforce Planning outlining how they meet the criteria for the scheme. This should be sent via email to:

[HRWorkforcePlanning
Enquiries@derbyshire.pnn.police.uk](mailto:HRWorkforcePlanningEnquiries@derbyshire.pnn.police.uk)

Officers transferring to Derbyshire are advised to seek approval before accepting an offer of employment with the Force, if they are relying on the payment of expenses to fund a move.

Payment limits and liabilities:

The current maximum value for a relocation package is £8,000. This is in line with current HMRC limits for personal tax liability. All relocation payments over £8000 are subject to personal tax liability. Payment of any tax due will normally be the responsibility of the individual police officer. Derbyshire Constabulary will notify HMRC of the taxable benefit above the £8,000 threshold annually via the P11d tax statement.

Career Break:

If a Police Officer takes a career break, the repayment period will be suspended from the date the career break starts, and will resume upon the officer's return to work.

Submitting claims for relocation payments:

For any payment over £500, three written quotations must be submitted. Payments will be made on the lowest quotation.

All costs should be paid by the officer and reclaimed via the expenses process.

Copies of all quotations and invoices must be attached to the claim.

Where the Chief Constable is of the opinion that the police officer has not taken all reasonable steps to minimise their expenses, reimbursement may be restricted to payments which the police officer would have been liable for, had reasonable steps been taken.

Time Limits:

It is expected that all police officers will be permanently residing in their new home within 12 months of starting their post. However if through no fault of the police officer the move is not complete the Head of HR and/or the Divisional Chief Superintendent and/or the Head of Department may extend the period over which relocation payments are made.

Termination of Employment:

If the Police Offer's appointment is terminated within three years of joining due to resignation, retirement or dismissed on the grounds of conduct, relocation expenses will be repayable on a proportionate basis. The following rules will apply and can be used to calculate the amount to be repaid.

Leave	Repayment
Within Year 1	100% of the relocation costs
Years 2 - 3	100% of the relocation cost, minus 1/24 for each completed month (commencing from the beginning of year 2.
Year 4 & thereafter	0%