

ISLE OF WIGHT COUNCIL SCHEME OF RELOCATION ALLOWANCES

MAXIMUM AMOUNT PAYABLE (INCLUDING VAT)

up to £5,000
(potential increase to £8,000)

1 SCOPE

Employees from outside the Island who have taken up their first post with the Council.

- (a) All salaried staff (excluding Teachers and Lecturers).
- (b) Essential manual workers.

2 GENERAL CONDITIONS

The scheme is subject to:

- (a) The employee taking up his or her duties.
- (b) Prior approval of the Council in respect of all allowances.
- (c) Receipts or other evidence of expenditure being produced to support all claims except where the scheme states that these are not required.
- (d) Employees will be entitled to claim subsistence and travelling allowances current at the date of commencement of employment, in accordance with local conditions.
- (e) Employees who subsequently leave the service of the Authority within two years of starting their employment will be required to repay all expenses on the following scale:
 - (i) Up to 1 year, 100% repayment.
 - (ii) Over 1 year, the percentage refund to decrease by 1/12th for each completed month's service in excess of one year.

3 ENTITLEMENT

3.1 Removal Expenses:

- (a) The cost of moving furniture and belongings (including insurance and storage charges) from the mainland to the Island. Note: In the event of an employee taking up temporary accommodation in the first instance, only the cost of the first removal will be reimbursed.
- (b) Travelling expenses for employee and dependants (if any) from old to new home at either public transport rates (second class if rail) or the current casual user mileage rate, whichever is incurred, accommodation costs whilst travelling, where necessary.
- (c) Travelling expenses (rail or bus fare equivalent), overnight accommodation and subsistence allowance incurred by an employee whilst making accommodation arrangements, prior to taking up appointment. These

expenses to be paid for one journey only from the employee's home to the Island.

3.2 Legal Fees, House Agent Fees, etc.

Legal, valuation, survey and estate agent expenses including stamp duty for the sale of the existing property and/or purchase of a new property.

3.3 Disturbance/Settling In Allowance

A payment equal to 20% of the maximum relocation allowance or £500, whichever is the lesser amount as a disturbance/settling in allowance. No receipts will be required.

3.4 Lodging Allowance and Separation Expenses

- (a) Employees who are separated from their families during the first six months after taking up their appointment who need to maintain separate accommodation or two households may claim an allowance of up to £50 per week for up to six months.
- (b) Expenses associated with travelling to and from home based upon the cost of a fortnightly visit at second class public service vehicle rates for a period of up to six months or in commuting daily to the mainland subject to the approval of the Director concerned.

4 GENERAL

4.1 Time Limit

An employee claiming under the scheme will be expected to move within six months of the date of taking up his appointment. This period may be extended to twelve months on the authorisation of the Director. Where the move takes place more than twelve months after taking up appointment, in cases of hardship, special application for entitlement under the scheme may be made to the Chief Financial Officer and the Head of Human Resources.

4.2 Any questions on the interpretation of the scheme should be referred to the Head of Human Resources.

4.3 In the event of two persons sharing the same household both taking up employment with the Authority, relocation allowances will only be paid to one party.