



## RELOCATION AND REMOVAL SCHEME POLICY

**REFERENCE: PL/HR/2020/001**

Policy Owner	Principal and CEO
Lead Officer	HR Manager
Review Officer	HR Advisor
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First Review Date	July 2012
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Equality impact assessment	15 May 2018
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	20.06.13	Reviewed by BoM
HR Manager	18.12.18	Review approved by BoM
HR Manager	30.04.20	Review approved by BoM

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## **1. Policy Statement**

As part of the College's commitment to securing the services of new staff, the College aims to support eligible employees who are required to move home in order to take up an appointment with Inverness College UHI and are approved for relocation and removal. It addresses relocation, removals, temporary accommodation and allowances. Notification of entitlement to relocation and removal assistance will be confirmed in the post details given to job applicants.

The policy and procedure will only apply where prior agreement is reached when advertising and when a move is of more than fifty miles from the original residence. Consideration may be given to the provision of relocation assistance where a move is less than 50 miles but this would only be in exceptional circumstances. Staff must not use this policy as authority to commit themselves to expenditure in relation to relocation or removal. All removal expenses must be authorised in advance. This Policy is intended to support relocation and should not be used by staff for financial gain.

## **2. Legislative framework / related policies**

- 2.1. Employment Rights Act 1996
- 2.2. General Data Protection Regulation
- 2.3. Data Protection Act 2018
- 2.4. Income Tax (Earnings and Pensions) Act 2003
- 2.5. The Equal Pay Act 1970 (Amendment) Regulations 2003
- 2.6. The Immigration, Asylum and Nationality Act 2006
- 2.7. UK Borders Act 2007
- 2.8. Inverness College UHI Staff Recruitment and Selection Policy and Procedure
- 2.9. Preventing Fraud and Corruption Policy

## **3. Scope**

- 3.1. The Relocation and Removal scheme applies to new employees of Inverness College UHI who have been appointed following a successful external recruitment exercise and are eligible for removal allowances as agreed at Staff Resource Panel in advance of advertising.

## **4. Compliance**

- 4.1. This policy must be complied with and it will be audited regularly with reports going to the appropriate committee.

## **5. Monitoring**

5.1. The Relocation and Removal Scheme Policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

Further monitoring will be provided to the HR Committee in consideration with College wide recruitment activity and the number of instances whereby Relocation and Removal support is applied.

## **6. Review**

6.1. The Relocation and Removal Scheme Policy and Procedure will be subject to ongoing review in accordance with the development of the College recruitment strategy and normally reviewed every 3 years.