

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

RELOCATION SCHEME FOR NEWLY APPOINTED STAFF – 13th SEPTEMBER 2001

The following allowances may be payable in approved cases to newly appointed employees requiring to relocate to the East Cambridgeshire District in order to take up the appointment. See overleaf for conditions and eligibility.

1) Sale and/or Purchase Expenses

Where an employee moves from owner occupancy to owner occupancy; (see Note 1 overleaf)

a)	Estate Agent's fees Maximum	£640
b)	Solicitors' fees Maximum	£800
c)	Stamp duty Maximum	£640

Where an employee moves from other than owner occupancy to owner occupancy:-

(a)	Solicitor's fees Maximum	£400
(b)	Stamp duty Maximum	£640

Application may be made to the Executive Director (Legal and Democratic Services) for the Council's own legal staff to undertake legal work free of charge in connection with the sale and/or purchase of property.

2) Removal Expenses

The lowest of three tenders for removal to the first new home, whether temporary or permanent.

Actual Cost

3) Disturbance Allowance

This is a contribution towards incidental settling in expenses, e.g. carpet, curtains etc.

To an employee who prior to moving to the district is maintaining (renting or purchasing) their own home.

£800

4) Lodging and Travel Allowances

To an employee temporarily separated from his/her family pending the purchase or rental of accommodation in the area.

£75 per week for up to 18 weeks

2nd class rail fare home during period of lodging.

Once per month

5) Mortgage Assistance

An allowance towards the additional Mortgage required to purchase a property in East Cambridgeshire, equivalent to the one being sold by the applicant. The price differential to be assessed by the District Valuer. The assistance will be a percentage of the notional additional mortgage monthly cost based on a 25 year, repayment mortgage.

1st year 80%
2nd year 60%
3rd year 40%
4th year 20%

6) Scheme maximum

The total of all amounts claimable under the scheme (sections 1-5) is limited to a maximum of £7,000 for any one employee.

CONDITIONS AND ELIGIBILITY

- (i) The scheme does not apply to:-
 - a) new employees who prior to appointment live within a 40 mile radius of The Grange, Ely.
 - b) those new employees who do not relocate to within the district of East Cambridgeshire or within a 15 mile (or less) radius from The Grange, Ely.
 - c) employees not maintaining (renting or purchasing) their own home (except 2) and 4)).
- (ii) If an employee leaves the service of the Council within two years of the date of commencement, (or within two years of allowances being paid, if later than the commencement date) he or she will be required to repay in full any money received under the scheme. Also, in the event of an employee who is in receipt of allowances under this scheme being dismissed for misconduct (within two years of commencement or within two years of allowances being paid, if later than the commencement date) he or she will be required to repay in full any money received under the scheme.
- (iii) All expenses and allowances under this scheme are paid subject to the employee moving house within 12 months of the date of commencing employment with the Council.
- (iv) With the exception of item 3, Disturbance Allowance, all payments are subject to proof of expenditure.
- (v) There is scope within the scheme to respond flexibly to an individuals specific requirements. Individuals should discuss their needs with the Executive Director, Human Resources and Information Technology.