

RELOCATION ASSISTANCE POLICY AND PROCEDURE

July 2015

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HR Policy:	HR
Date Issued:	July 2015
Date to be reviewed:	Periodically or if statutory changes are required

Policy Title:	Relocation Assistance Policy and Procedure	
Supersedes:	All previous Relocation Assistance Policy and Procedure	
Description of Amendment(s):	New Policy for CCG employees	
This policy will impact on:	All staff	
Financial Implications:	No change	
Policy Area:	Workforce	
Version No:	1	
Issued By:	Yorkshire and Humber CSU Workforce Team	
Author:	HR Policy Lead - adapted for local use by Yorkshire and Humber commissioning Support on behalf of Hull CCG	
Document Reference:		
Effective Date:	July 2015	
Review Date:	July 2018	
Impact Assessment Date:	22/04/14	
APPROVAL RECORD		
	JTUPF Sub Group	8 April 2015
	JTUPF	22 April 2015
	Governing Body	31 July 2015
Consultation:	All Staff via intranet	19 May 2014
	SLT Members Consultation:	4 April 2014

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1. POLICY STATEMENT

NHS Hull Clinical Commissioning Group (the CCG) recognises that in order to recruit the most appropriate staff it may be necessary to offer assistance with the costs of relocating. This Policy describes the eligibility for assistance and the procedure to follow to gain approval for relocation assistance to be offered to a new employee.

- 1.1 This policy aims to assist NHS Hull Clinical Commissioning Group (the CCG) to recruit and retain staff as an employer of choice.
- 1.2 Recruiting managers should decide prior to advertising whether relocation assistance will be offered to ensure that the procedure is applied fairly and equitably. Relocation assistance can only be offered with the approval of the appropriate Director. The advertisement should clearly state that the successful applicant would be eligible to claim for relocation assistance should they meet the criteria, to ensure that this policy is used fully as an aid to attracting and recruiting staff.
- 1.3 Relocation assistance should be viewed as a benefit and a part of the overall remuneration package offered to the successful applicant.

2.0 PRINCIPLES

- 2.1 The recruiting manager must consider factors affecting the availability of suitable applicants and if they wish to offer relocation assistance they must state this on the advert template/ approval form. Advice and guidance is available from the Workforce Team.
- 2.2 Each post will be considered on its own merits and applicants will not be automatically entitled to relocation assistance if the advert template/ approval form, doesn't stipulate that relocation assistance is to be offered.
- 2.3 If relocation assistance is not offered in the advertisement it will not be offered, unless there are exceptional circumstances and it is agreed with the appropriate Director.
- 2.4 This policy should be read in conjunction with [HM Revenue & Customs](#) (HMRC) regulations for further information and any personal impact.

3.0 IMPACT ANALYSES

3.1 Equality

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender,

gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

In developing this policy, an Equality Impact Analysis has been undertaken. As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics*. However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken. No further actions are therefore required at this stage. All staff are in receipt of the same relocation assistance rates and we would expect employees to consider their own personal needs and plan so accordingly. However, if an employee is able to demonstrate that they have been unable to avoid an expense and it is related to a particular need, this will always be considered by their line manager, within HMRC regulations, and met with discretion. The Equality Impact Analysis is attached at Appendix 4.

The application of this policy will be monitored alongside recruitment monitoring data to ensure fair application.

3.2 **Bribery Act 2010**

The CCG follows good NHS business practice as outlined in the Business Conduct Policy and has robust controls in place to prevent bribery.

Under the Bribery Act 2010, it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

Due consideration has been given to the Bribery Act 2010 in the development of this policy document and consistent application of this policy will mitigate bribery in relation to relocation assistance.

Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist.

4. **SCOPE**

4.1 This policy will apply to all new appointments, transfers or promotions to the CCG.

4.2 This policy should be read in conjunction with the Recruitment and Selection Policy and other relevant recruitment policies.

5. ELIGIBILITY CRITERIA

- 5.1 To be eligible the applicant must move to a property within reasonable daily travelling distance of their base.
- 5.2 There may be exceptional circumstances where applicants do not fulfil the eligibility criteria yet the recruiting manager wishes to offer relocation assistance. The recruiting manager must then seek authorisation from the appropriate Director.
- 5.3 Applicants are not eligible for relocation assistance if any other member of their household has claimed expenses from another employer for the same property. However, there may be a possibility of sharing the costs with the other organisation.

6. LEVEL OF ASSISTANCE

- 6.1 Relocation assistance will normally be paid to those who are eligible up to a maximum ceiling of £8,000. The level of assistance will depend on:
- the eligibility band within which the expenses fall (see below)
 - budgetary constraints – a manager or Workforce representative may specify a maximum amount to be allocated which may be less than that stated in the table below.

	Type of Move	Expense Maximum
Band A	Moves which do not involve the sale or purchase of a property	Up to £3,000
Band B	Sale of property only OR purchase of a property within the local area only	Up to £5,000
Band C	Sale of a property and also purchase of a property within the local area	Up to £8,000

- 6.2 The maximum amount to be claimed will be negotiated and agreed before the applicant commences employment with the CCG. The total amount to be paid should be justified in relation to labour market forces and this should be explicit and recorded by the recruiting manager.

7 COMPONENTS OF THE RELOCATION ASSISTANCE PACKAGE

The CCG anticipates that relocation assistance expenses reimbursed will normally fall within the categories which HMRC allows to be paid without a charge to tax. Additional information is available on the HMRC [website](#).

- 7.1 The relocation assistance package will consist of payments for reasonable expenses relating to the following components, up to the agreed maximum:
- the employee's sale of their current residence
 - their purchase of a new residence
 - transporting the employee's belongings to the new residence (cheapest of three quotes)
 - associated travel and subsistence costs (see section 10)
 - domestic goods for the new premises
 - bridging loans
- 7.2 The relocation assistance claims must be deemed as reasonable by the recruiting manager and the recruiting manager taking workforce advise.
- 7.3 Invoices/bills should be paid by the applicant and expenses claimed retrospectively. All expenses reimbursed must be covered by original invoices/receipts.

8. TAX LIABILITY

- 8.1 Under current tax rules removal expenses will not normally be subject to PAYE as long as:
- the total payment is below £8,000
 - payments are supported by original receipts
 - payments are deemed to be reasonable, see section 7.1.
- 8.2 To be eligible for tax relief removal expenses must be paid before the end of the tax year following the one in which the employee starts their new job. The Tax Office will consider extensions to the time limit if, for example, an employee has to delay moving to allow a child to complete school exams, or because they cannot sell their old home within the time limit. In such cases it is the employee's responsibility to make the necessary arrangements with the Tax Office.

9. EMPLOYEES NOT MAKING A PURCHASE

- 9.1 For an agreed fixed period, a manager may offer to reimburse particular expenses where the new employee proposes to make arrangements which do not involve purchasing a property in the local area. Such expenses are subject to HMRC guidelines and may include reimbursement for temporary accommodation and continuing commitment costs incurred in their original property. Any such expenses will form part of the overall removal expenses package.

10. REIMBURSEMENT OF TRAVEL EXPENSES

- 10.1 In exceptional circumstances travel expenses may be paid for a limited period of time (maximum 1 year) when there is a commitment to move, but the move is delayed. Any travel costs reimbursed will form part of the overall removal expenses package

and will be paid at the reserve rate. Employees may be asked to provide relevant documentation supporting their claim. Refer to Agenda for Change Handbook for further information.

11. CONDITIONS

- 11.1 The CCG is committed to reimbursing legitimate claims that meet the criteria within this policy for removal expenses. Any claims found to have been falsified or inflated in any way will be referred to the Local Counter Fraud Specialist/NHS Protect.
- 11.2 Any abuse of this policy will be investigated and may result in disciplinary action being taken, see section 11.5 below.
- 11.3 Original receipts and invoices must be attached to any claims made in order for those claims to be processed, see Part 2 for procedure.
- 11.4 In view of the significant costs involved in providing relocation assistance any employee who resigns from their post within the first two years of commencing their appointment will be required to repay all or part of the money that they have received. The repayment would be based on 1/24 of the total amount paid by the CCG for each incomplete month within the first 24 months of employment. The sum must be repaid to the CCG no later than the final day of employment and will be deducted from the final salary payment. (Should this be insufficient to cover the outstanding debt the employee will reimburse the CCG immediately by some other means acceptable to the CCG).
- 11.5 Should an employee have their contract terminated by the CCG (except on the grounds of Redundancy or Capability due to un-resolved Ill Health), they will be required to repay the whole amount of the financial support with no reduction.

12. MONITORING AND REVIEW

- 12.1 The policy and procedure will be reviewed on behalf of the CCG periodically by the Workforce Team in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.
- 12.2 The implementation of this policy will be audited at appropriate intervals by the Workforce Team.

13. REFERENCES

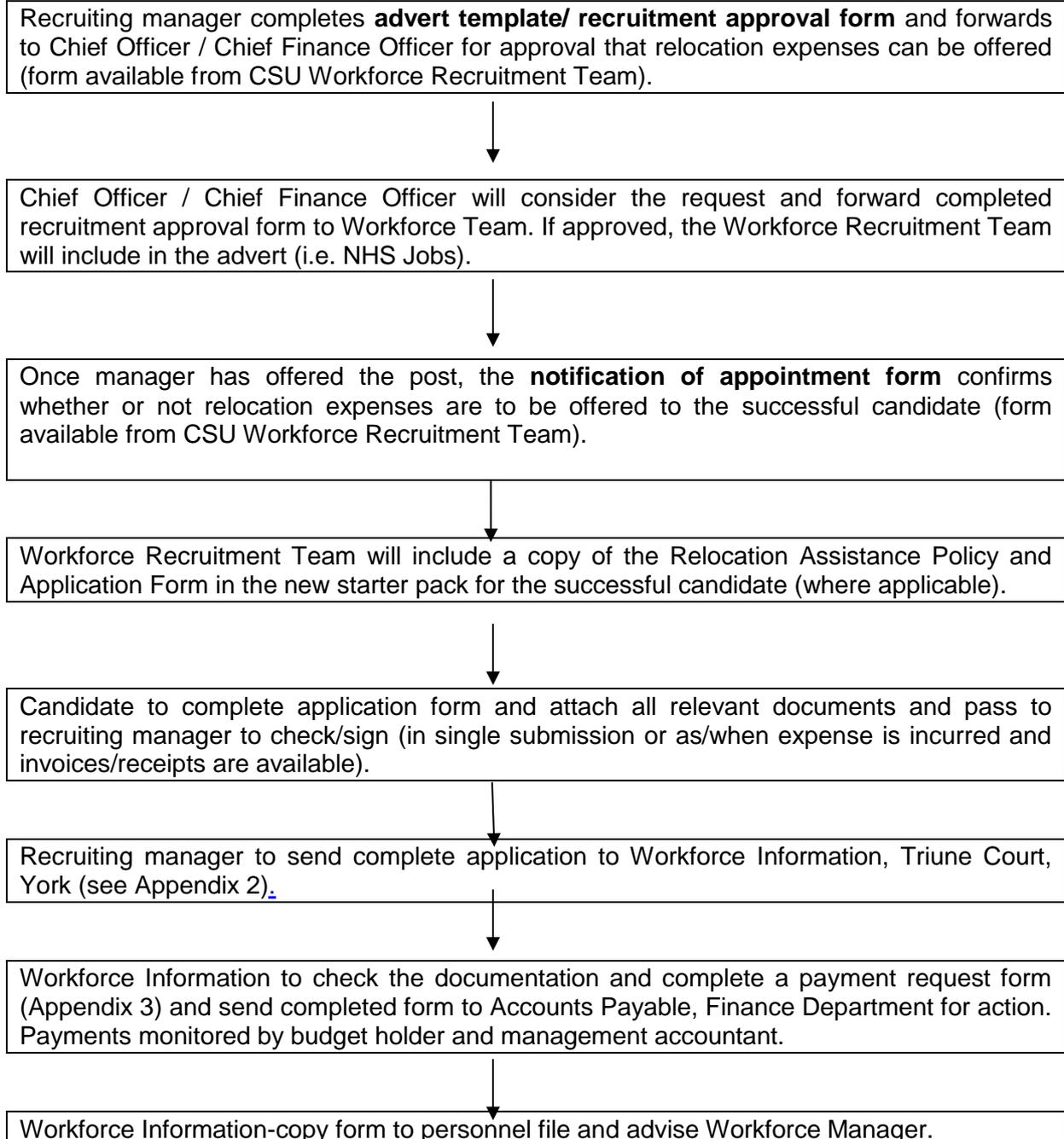
- HM Revenue & Customs (HMRC) at: <http://www.hmrc.gov.uk/>
- Recruitment and Selection Policy
- Travel and Expenses Policy
- NHS terms and conditions of service handbook

Part 2

Procedure

1. See Procedure Flowchart, Appendix 1
2. The recruiting manager must consider factors affecting the availability of suitable applicants and if they wish to offer relocation assistance they must state this on the advert template/ recruitment approval form (available on the CCG intranet) Advice and guidance is available from the Workforce Team.
3. Relocation assistance can only be offered with the approval of the appropriate Director.
4. Recruiting managers should decide prior to advertising whether relocation assistance will be offered to ensure that the procedure is applied fairly and equitably.
5. If relocation assistance is not offered in the advertisement it will not be offered, unless there are exceptional circumstances and it is agreed with the appropriate Director.
6. The Workforce recruitment team will include a copy of the Relocation Assistance Policy and Application Form in the new starter pack for the successful candidate (where applicable).
7. Relocation assistance claims will be monitored by the budget holder and relevant management accountant.

PROCEDURE FLOWCHART



Workforce Recruitment Email: YHCS.WorkforceRecruitment@nhs.net

Workforce Information Email: YHCS.WorkforceInformation@nhs.net

Relocation Expenses Application Form

Details of New Appointment

Name	
Post	
Job Reference No.	
Start Date	
Permanent/Temporary Appointment	

Tick the relevant box to determine the level of assistance for the application:

Neither sale nor purchase of a property	Band A <input type="checkbox"/>
Sale of a property only	Band B <input type="checkbox"/>
No sale - purchase of a property within the local area only	Band B <input type="checkbox"/>
Sale of a property and purchase of a property within the local area	Band C <input type="checkbox"/>

Address Details – if applicable

Current Address	Proposed / New Address

Please list below the amounts you wish to claim and the elements of the criteria you wish to claim for:

Initial Claim Ongoing Claim

Declaration:

I wish to apply to Hull Clinical Commissioning Group for assistance with the relocation expenses actually and necessarily incurred by me in relocating to take up my new appointment. In doing so I declare that the information and expense details provided by me on and/or with this form are correct and that no other member of my household has received, or intends to claim for these expenses from another employer. I understand that if I provide false information I may be liable for disciplinary, prosecution and civil recovery proceedings. I consent to the information on this form being used for the purposes of the prevention, detection and investigation of fraud.

I understand that as a condition for making payment the CCG requires an undertaking that if I leave the CCG within a period of 24 months I will voluntarily repay relocation expenses paid by the CCG. The repayment would be based on 1/24 of the total amount paid by the CCG for each incomplete month within the first 24 months of employment and will be deducted from my final salary payment.

Signature of employee:

Date:

Signature of recruiting manager:.....

Date:.....

Workforce Information

Recruitment approved by Hull CCG,

Name:.....Date.....

Payment request form sent to Accounts Payable – Date

Copy on personnel file – Date.....

Workforce Manager advised – Name:Date.....

Payment Request Form

Organisation Code: 03F
Organisation Name: Hull Clinical Commissioning Group

Payment Request Number: _____ To be completed by Finance only

PAYMENT MUST NOT BE PROCESSED WITHOUT A NUMBER BEING COMPLETED

Name of Payee _____

Payees Address _____

City _____
 Postcode _____

Payment Details

Bank Name:
Sort Code:
Account Number:

Details of payment

Original paperwork to be retained by the requestor.

Amount _____ Date to Pay _____

VAT if applicable _____

TOTAL _____

COMPLETED BY _____ DATE _____

AUTHORISED BY (FINANCE STAFF) _____ DATE _____

SIGNATURE _____

POSITION IN AUTHORITY _____

	Org	Cost Centre	Subjective	Analysis 1	Analysis 2	Analysis 3	AMOUNT
FINANCIAL CODING							£
							£

THIS CODING MUST BE COMPLETED BEFORE PAYMENT CAN BE MADE

SUPPLIER CODE _____ FOR COMPLETION BY FINANCE ONLY

BUDGET HOLDER TO AUTHORISE IN ORACLE _____
[Workforce Information to return completed form to Accounts Payable for action](#)

Equality Impact Assessment: Relocation Assistance Policy

Equality Impact Analysis:

Policy / Project / Function:	Relocation Assistance Policy and Procedure												
Date of Analysis:	December 2014												
This Equality Impact Analysis was completed by: (Name and Department)	Christine Brown – Workforce Department												
What are the aims and intended effects of this policy, project or function ?	This policy aims to assist the Hull Clinical Commissioning Group (the CCG) to recruit and retain staff as an employer of choice.												
Please list any other policies that are related to or referred to as part of this analysis	Recruitment and Selection Policy												
Who does the policy, project or function affect ? Please Tick ✓	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Employees</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 20%;"></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>as potential</td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>		Service Users	<input type="checkbox"/>		Members of the Public	<input checked="" type="checkbox"/>	as potential	Other (List Below)	<input type="checkbox"/>	
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Equality Impact Analysis:

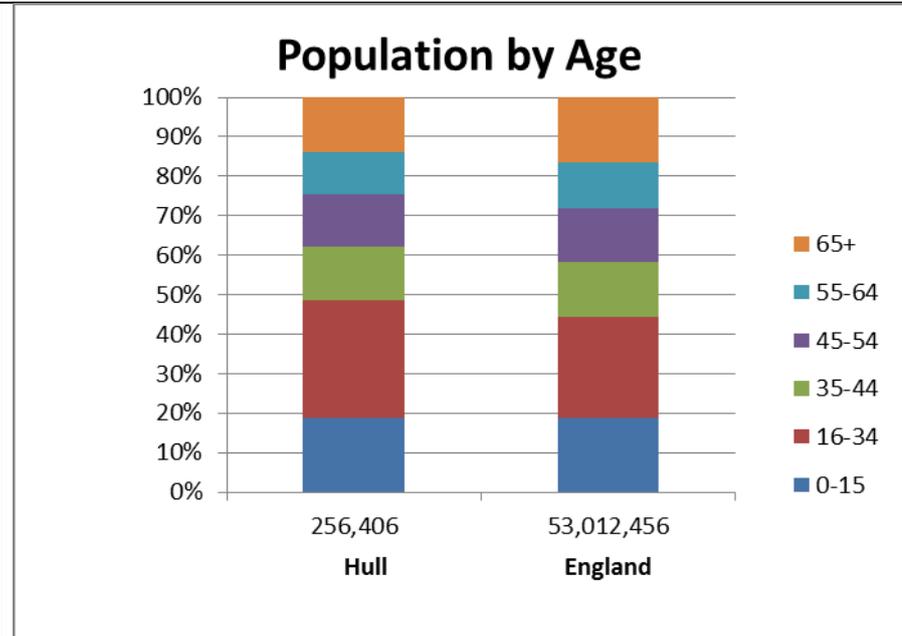
Local Profile/Demography of the Groups affected (population figures) Relevant data can be found in the attached Knowledge Management Toolkit Data as at October 2014

General

There are 57 GP practices in the Hull area which spans 7,154 hectares and, as a city, has relatively tight geographical boundaries with most of the 'leafy suburb' areas outside Hull's boundaries in East Riding of Yorkshire. As a result, Hull has a relatively high deprivation score, as measured by the Index of Multiple Deprivation 2010, with Hull ranked as the 10th most deprived local authority out of 326 (bottom 4%).

The resident population of Hull is 256,406 based on the 2011 Census data and 265,369 residents based on estimates from the local GP registration file as at October 2011. This equates to approximately 37 residents per hectare. The Joint Strategic Needs Assessment (JSNA) identifies considerable inequalities in health between Hull and England, and between populations within Hull.

Age



Compared to England, Hull has lower percentages of residents aged 10-19 years and 55+ years, but slightly higher percentages aged under 5, 20-34 years and 45-54 years. There is a relatively large difference between Hull and England for the age group 20-34 years, due to Hull's colleges and Universities.

There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010. The number of deaths occurring to Hull residents has decreased from 2,571 to 2,310 between 2001 and 2010. ONS estimated the resident population to be 243,596 in 2001 compared to 260,424 residents based on the GP registration file, with the difference between these estimates narrowing over time. So, whilst it is difficult to quantify the exact

	<p>increase in Hull's population, it has increased over recent years. Between 2010 and 2030, ONS estimate that Hull's population will increase from 266,100 to 311,900 residents, an increase of 17%.</p> <p>The figure above shows the population of Hull (2011 Census Data).</p>																
Race	<p>The percentage of the population from Black and Minority Ethnic (BME) groups has increased substantially since 2001. For the 2001 Census, it was estimated that 3.3% of Hull's population was not White British or White Irish, whereas Census data shows that this figure increased to 10.2% for 2011. There is no single BME group in Hull with much higher percentages compared to other groups. The 2011 census data shows:</p> <p>White British - 89.7% White Other - 4.4% Mixed - 1.3% Asian - 2.5% Black - 1.2% Other - 0.8%</p>																
Sex	<p>The gender split in Hull is approximately 50.1% men and 49.9% women. For 2008-2010, life expectancy in Hull was 75.7 years for men and 80.2 years for women compared to 78.6 years and 82.6 years for men and women respectively in England.</p>																
Gender reassignment	<p>No local information provided.</p>																
Disability	<p>According to the 2011 Census, it is estimated that approximately 19.7% of the Hull population lives with a long term health problem or disability compared with 17.6% for England. This information can be broken down further (Source: Projecting Older People Population Information System and Projecting Adult Needs and Service Information) to include learning disabilities, physical disabilities, hearing impairments and visual impairments, as follows:</p> <table border="1"> <thead> <tr> <th>2012 Estimates</th> <th>Hull</th> </tr> </thead> <tbody> <tr> <td>Learning Disability (Age 18 – 64)</td> <td>4,078</td> </tr> <tr> <td>Learning Disability (Age 65 and over)</td> <td>762</td> </tr> <tr> <td>Physical Disability – Moderate (Age 18 – 64)</td> <td>12,222</td> </tr> <tr> <td>Physical Disability – Serious (Age 18 – 64)</td> <td>3,491</td> </tr> <tr> <td>Visual Impairment (Age 18 – 64)</td> <td>108</td> </tr> <tr> <td>Visual Impairment (Age 65 and over)</td> <td>3,263</td> </tr> <tr> <td>Hearing Impairment – Moderate or Severe (Age 18 –</td> <td>5,765</td> </tr> </tbody> </table>	2012 Estimates	Hull	Learning Disability (Age 18 – 64)	4,078	Learning Disability (Age 65 and over)	762	Physical Disability – Moderate (Age 18 – 64)	12,222	Physical Disability – Serious (Age 18 – 64)	3,491	Visual Impairment (Age 18 – 64)	108	Visual Impairment (Age 65 and over)	3,263	Hearing Impairment – Moderate or Severe (Age 18 –	5,765
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	64)																					
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	Hearing Impairment – Profound (Age 18 – 64)	49																				
	Hearing Impairment – Profound (Age 65 and over)	402																				
Sexual Orientation	There are no local statistics for how many Lesbian, Gay or Bisexual (LGB) people live within Hull however, nationally, the Government estimates that 5% of the population are lesbian, gay, bi and transgender communities.																					
Religion, faith and belief	According to the 2011 Census, 54.9% of the population have identified themselves as Christian and 3.1% of the population is made up of other religions. The remainder of the population did not state anything (7.2%) or stated 'no religion' (34.8%).																					
	<table border="1"> <thead> <tr> <th>Religion</th> <th>2011</th> </tr> </thead> <tbody> <tr> <td>Christian</td> <td>54.9%</td> </tr> <tr> <td>Buddhist</td> <td>0.3%</td> </tr> <tr> <td>Hindu</td> <td>0.2%</td> </tr> <tr> <td>Jewish</td> <td>0.1%</td> </tr> <tr> <td>Muslim</td> <td>2.1%</td> </tr> <tr> <td>Sikh</td> <td>0.1%</td> </tr> <tr> <td>Other Religion</td> <td>0.3%</td> </tr> <tr> <td>No Religion</td> <td>34.8%</td> </tr> <tr> <td>Religion Not Stated</td> <td>7.2%</td> </tr> </tbody> </table>		Religion	2011	Christian	54.9%	Buddhist	0.3%	Hindu	0.2%	Jewish	0.1%	Muslim	2.1%	Sikh	0.1%	Other Religion	0.3%	No Religion	34.8%	Religion Not Stated	7.2%
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Sikh	0.1%																					
Other Religion	0.3%																					
No Religion	34.8%																					
Religion Not Stated	7.2%																					
Marriage and civil partnership	This protected characteristic generally only applies in the workplace. Data from the Office of National Statistics covering the period 2008-2010 indicates that there were 18,049 Civil Partnerships in England and Wales during this three-year period – 52% men and 48% women.																					
Pregnancy and maternity	There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010.																					

Equality Impact Analysis:

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function ? Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Application success rates <i>Equality Groups</i> 2: Complaints by <i>Equality Groups</i> 3: Service usage and withdrawal of services by <i>Equality Groups</i> 4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>Yes employee data has been used to support the monitoring of the impact of this policy in the future. The employee data is not included due to the low number of CCG employees and concern around anonymity</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place both locally and nationally with Trade Unions and staff</p> <ul style="list-style-type: none"> • SLT • CCG Employees • JTUPF Sub group • JTUPF • Governing Body (approval)
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This Policy does not directly promote inclusivity, however it applies a framework to follow a clear process to ensure there are clear and auditable processes in the relocation of new staff</p>

Equality Impact Assessment Test:

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			The policy is consistent in its approach to relocation expenses regardless of the employee's gender
Race (All Racial Groups)	✓			The policy is consistent in its approach to relocation expenses regardless of race
Disability (Mental and Physical)			✓	Higher costs of moving for disabled employees should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees)
Religion or Belief	✓			The policy is consistent in its approach to relocation expenses regardless of religion or belief
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			The policy is consistent in its approach to relocation expenses regardless of sexual orientation

Equality Impact Assessment Test:

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Pregnancy and Maternity	✓			The policy is consistent in its approach to relocation expenses regardless of pregnancy or maternity
Transgender	✓			The policy is consistent in its approach to relocation expenses regardless of transgender
Marital Status	✓			The policy is consistent in its approach to relocation expenses regardless of marital status Note: Some consideration has been given to the eligibility criteria 5.3, however this would apply equally to two single employees who were in the same household
Age	✓			The policy is consistent in its approach to relocation expenses regardless of age

Action Planning:

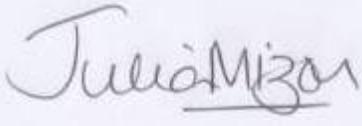
As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
Higher costs of moving for disabled employees may be incurred	This should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees).	Workforce lead	Ongoing	Annually

Equality Impact Findings:

Analysis Rating:	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"><input type="checkbox"/> Red</div> <div style="text-align: center;"><input checked="" type="checkbox"/> Red Amber</div> <div style="text-align: center;"><input type="checkbox"/> Amber</div> <div style="text-align: center;"><input type="checkbox"/> Green</div> </div>
Red – Stop and remove the policy	Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.
Red Amber – Continue the policy	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.
Amber – Adjust the Policy	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
Green – No major change	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.

Brief Summary/Further comments	As a result of performing the analysis, it is evident that a risk of discrimination and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
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Other Comments:	
Confirmed by (Manager): (Name and Title)	 Julia Mizon Director of Commissioning and Partnerships
Date:	19 March 2015