



Shetland Islands Council

FLEXIBLE RELOCATION PACKAGE

(Applies to all new employees who have been appointed to nationally advertised posts and are required to relocate from the UK mainland)

The Shetland Islands Council, recognising the particular problems that can be associated in relocating from mainland UK, is committed to assisting you, as a new employee of this Council, in your move to Shetland. In this respect, the Council will provide the following list of options for you to consider, and will seek to allow you the opportunity, as far as possible, to tailor the relocation package to meet your own particular situation.

It is important to note that, although the make-up of the relocation package will be determined by you, **the total cost of the package must not exceed £8,000 (excluding VAT)**. Also, all expenditure must be necessarily and actually incurred and claims submitted using the standard forms noted below.

The following list of options is available to you:

1. Travel Costs

The Council will pay the cost of a standard rate direct journey between your home and Shetland. (provided your home is located in the UK) If you are relocating from another country, you may claim the cost of the journey between the UK mainland and Shetland. This is payable for you, your partner and any dependent family members living with you. (Claim form **Rec - 02** to be used)

It will be for you to decide the method of travel between the mainland and Shetland. However, if you choose the ferry, you may also claim the ferry fare for one car as part of these travel costs.

If travelling by air on any part of your journey, standard rate fares only will be claimable i.e. First Class fares will not be paid.

2. Removal Costs

(Note: these costs are only payable to employees with contracts which are due to last for at least 2 years)

The Council will pay the lower of two quotes for the removal of household effects from your home to Shetland. (provided your home is located in the UK) If you are relocating from another country, you may claim the cost of removing your household effects from the UK mainland to Shetland. One of the quotes must be from a Shetland-based removal company.

Removal costs must be claimed within 2 years of the date you relocate to Shetland.

3. Storage Costs

You may claim storage costs for up to 2 years from the date you relocate to Shetland.

4. Legal Costs

(Note: these costs are not payable to employees who have been appointed on a temporary basis)

The Council will reimburse you for the legal costs of selling your property on the mainland and buying a home in Shetland. These costs must be claimed within 2 years of the date you relocate to Shetland. (Claim form **Rec - 03** to be used)

5. Accommodation

(a) Temporary Council accommodation

The Council's Housing Service has 8 x 3-bedroom houses and 3 x 1-bedroom flats reserved for Council staff relocating from the mainland. In addition, there are a number of houses in remote locations for staff working in such areas. These houses are available for a period of up to two years from the date of your relocation. This timescale can be extended by up to one year depending on your circumstances, and following agreement with the Housing Service.

When you take up your post in Shetland, depending on availability, the Housing Service will offer you one of these houses.

Should no suitable house be available to offer you, you may claim the temporary private accommodation allowance detailed below, until a temporary Council house can be offered to you. In the event that no house becomes available, you may continue to claim the temporary private accommodation allowance for a period of up to 52 weeks.

The Housing Service will only make up to two offers of temporary Council accommodation. A second refusal which the Council deems to be unreasonable, will result in your name being removed from the SIC Incoming Workers' Accommodation waiting list and your temporary private accommodation allowance being ended.

It is advisable that you contact the Duty Officer in the Housing Service as soon as possible after being offered your post, so that you can discuss the temporary housing options and confirm the application process. The telephone number for the Housing Service reception is 01595 744360.

(b) Temporary Private Accommodation Allowance

Subject to point 5 (a) above, you may wish to claim the temporary private accommodation allowance to give you an opportunity to find more permanent accommodation. This comprises:

- (i) up to £96.74 per week (Single person)
- up to £145.11 per week (If your partner is residing in the accommodation with you)
- an additional flat-rate of £48.37 per week if your children are residing in the accommodation with you (£48.37 paid regardless of number of children)

or

- (ii) the actual cost incurred for your temporary private accommodation, **whichever is lower.**

This allowance is available for up to 52 weeks from the date you relocate to Shetland. (Claim form **Rec - 04** to be used).

The payment of the temporary private accommodation allowance will stop should any of the following circumstances occur;

- (a) You unreasonably turn down two offers of Temporary Council housing;
- (b) You take up a tenancy from Hjaltland Housing Association;
- (c) You take possession of a property you have bought in Shetland;
- (d) The total cost of your relocation package exceeds £8,000 (excl VAT);
- (e) After 52 weeks, if none of the above

6. Repayment of Relocation Costs

Non-temporary employees:

The Council will reclaim the cost of any assistance provided under this package if an employee on a non-temporary contract leaves the Council's employment within a period of two years from the date of taking up their post. Reimbursement will be reduced on the following sliding scale to reflect the benefit obtained by the Council from the employee's service:

Leaving within	6 months	= 100% of relocation expenses claimed
	12 months	= 75% of relocation expenses claimed
	18 months	= 50% of relocation expenses claimed
	24 months	= 25% of relocation expenses claimed

Temporary employees:

The cost of any assistance to be repaid by a temporary employee will again be reduced on a sliding scale and will depend on the length of time the employee still had to serve in their temporary contract at the time of leaving the Council.

This will be calculated using the formula below:

$$\frac{\text{Number of calendar days still to serve in temporary contract}}{\text{Number of calendar days the temporary contract was due to last for}} \times \text{Amount of relocation expenses claimed (£)}$$

e.g. employee leaves the Council's employment after completing 141 days of a contract due to last 192 days – repayment amount would be $(192-141)/192 \times$ amount of relocation costs claimed.

The repayment of relocation costs will be the responsibility of your Head of Service, in conjunction with Finance Services.

You should be aware of the amount being spent on each of the options you have chosen for your relocation package, to ensure that you do not exceed the £8,000 maximum. However, the monitoring of relocation expenditure will be carried out by your Departmental Administration Section, upon submission of claim forms and relevant accompanying invoices.

Should you have any queries on the application of this Flexible Relocation Package, please contact Personnel on 01595 744550 or your Departmental Administration Section who will be dealing with your recruitment.