



<b><u>Policy Title</u></b>	Removal Scheme Policy – Police officers and police staff
<b><u>CCMT Sponsor</u></b>	Director of People
<b><u>Department/Area</u></b>	People Directorate
<b><u>Section/Sector</u></b>	Staff Relations

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## **1.0 Rationale**

1.1 This document is based on Police Regulations 2003 (as amended), the terms and conditions of employment relating to police staff and the Income Tax (Earnings and Pensions) Act 2003.

1.2 To be fully effective a diverse workforce must operate so that staff are valued and able to fulfil their potential free from unfair and discriminatory practices. Thames Valley Police will ensure that this is reflected in the implementation of this policy.

## **2.0 Intention**

2.1 The intention of this policy is to set out the circumstances in which Thames Valley Police will pay all or part of removal expenses incurred by police officers and police staff.

## **3.0 General Principles**

### **3.1 Scope**

3.1.1 This policy provides a framework for dealing fairly and effectively with claims for removal expenses necessarily incurred as a result of a posting or relocation decision made on behalf of the force.

3.1.2 For the avoidance of doubt, this policy does not apply to self-employed contractors, agency workers, volunteers or to police officers of all ranks and staff who voluntarily move house or do not have the required prior approval to a qualifying house move. The procedures have been formulated in consultation with the Federation and Unison and have been agreed by the Chief Constable's Management Team.

### **3.2 Eligibility**

3.2.1 The procedures appended to this document apply to both police officers and police staff, of Thames Valley Police only, as specified below.

#### **3.2.2 Police Officers**

- Officers<sup>1</sup> that have been posted 20 miles or over (as the crow flies) from their home address (including on promotion) with prior agreement of the Head of People Services.
- Officers at the rank of Chief Inspector transferring to Thames Valley Police from another Force with prior agreement of the Head of People Services.
- Officers at the rank of Superintendent and Chief Superintendent transferring to Thames Valley Police from another Force with prior agreement of the Deputy Chief Constable.
- Officers joining the force in the rank of Assistant Chief Constable or a higher rank with the prior agreement of the Chief Constable (and the Police & Crime Commissioner for the Chief Constable)

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<sup>1</sup> The Head of People Services will refer decisions affecting police officers of the rank of Superintendent and above to the Deputy Chief Constable.

### **3.2.3 Police Staff**

- Management posts graded BB4J and above (or PSC MG1 and above) on appointment or on transfer within the Force as a result of reorganisation and with the prior agreement of the Director of People (or Chief Executive in the case of staff employed by the Police & Crime Commissioner).
- The distance between the home address and the new place of work must be greater than 20 crow miles.
- Specialist or professional posts at the discretion and with the prior approval of the Director of People (or Chief Executive in the case of staff employed by the Police & Crime Commissioner). In order for payment to be granted approval must be sought **prior** to a post being advertised and the distance between the home address of the successful candidate and the new place of work must be greater than 20 crow miles.
- The Scheme only applies where staff are selling/buying a property and does not include rental properties.
- The Scheme does not apply if the individuals are receiving financial assistance towards removal costs from any other source.
- Staff leaving the organisation within 2 years of appointment or transfer will be required to refund the removal expenses paid.

### **4.0 Guidance, Procedures & Tactics**

4.1 Individuals involved in the process have a responsibility to ensure that their actions support the intent and requirements set out in this policy. All employees covered by the scope of the policy should be aware of the policy and how to access it.

4.2 The People Resourcing and Employment Relations Teams are available to advise managers on the application and use of the policy.

4.3 The procedures to be followed when claiming removal expenses can be found in Appendices A and B with further guidance on the Staff Portal on the Intranet. As the terms and conditions of service/employment for police officers and police staff are different details of the procedures to be followed are shown separately.

### **5.0 Challenges & Representations**

5.1 To ensure transparency and accountability any decision made as a result of following this policy should be clearly documented.

5.2 All challenges and representations should be made in writing to:

Director of People (Police Staff) or  
Head of People Services (Police Officers),  
Thames Valley Police Headquarters (North),  
Fountain Court,  
Oxford Spire Business Park  
Langford Lane  
Kidlington,  
Oxon. OX5 1NZ

## **6.0 Communication**

### **6.1 Links to Police National Legal Database/Other**

[Diversity in Employment Policy](#)

### **6.2 Communications Strategy**

6.2.1 Individuals will be informed of the new policy through an all-user e-mail at the time of publication. The policy will be made available electronically via the Policy and Procedures intranet site and the Staff Portal.

6.2.2 This policy can be made available to the general public via the Internet site.

## **7.0 Compliance and Certification**

### **7.1 Human Rights Certification**

#### **(i) Legal Basis**

The legal basis for this policy document is derived from:

- Police Staff Conditions of Service
- Police Regulations 2003 (as amended)

#### **(ii) Human Rights Articles Engaged**

This policy has been audited for compliance with the Human Rights Act and does not have the potential to engage any articles.

#### **(iii) Prohibition of Discrimination**

Application of this policy could discriminate against individuals either directly or indirectly.

Article 14 states the enjoyments of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, nation or social origin, association with a national minority, property, birth or other status.

Unless there is an infringement of another article, Article 14 will not apply as it is not freestanding. However actions and decisions taken as a consequence of this policy could be judged to be discriminatory in employment law if they are not applied fairly and impartially, having due regard for natural justice and human rights.

### **7.2 Equality Impact Assessment**

7.2.1 This policy has been assessed for its impact on protected characteristics.

### **7.3 Management of Police Information (MoPI) Compliance**

7.3.1 This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

### **7.4 Data Protection**

Amendment 5<sup>th</sup> March 2015 (V2)

7.4.1 Personal Data (and sensitive personal data) processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998. It is recognised that such information will be of a sensitive nature and procedures will be in place to ensure appropriate disclosures, retention and storage guidance is available.

## **7.5 Freedom of Information Act**

7.5.1 This policy is suitable to be made available to the public. Copies of the policy can be obtained from the Internet site or by writing to:

Policy Co-ordinator  
Policy Management Unit  
Corporate Development  
Thames Valley Police Headquarters  
Oxford Road  
Kidlington  
Oxon  
OX5 2NX

## **7.6 Protective Markings**

7.6.1 All information processed in compliance with this policy will be assessed against the Government Protective Marking Scheme (GPMS) and managed accordingly. In the event of information being disseminated it is the responsibility of the disseminator to ensure that the recipient is aware of their obligations under GPMS and are able to adequately secure the information.

7.6.2 This document has been assessed for the appropriate level of marking.

7.6.3 The policy is NOT PROTECTIVELY MARKED.

## **7.7 Health & Safety at Work**

7.7.1 There are implications for the health and safety for staff and the public if staff are driving long distances to and from their workplace if they work 24/7 shift patterns or long hours due to commitments or operations. There is the risk of road traffic collisions potentially attributable to driver fatigue. This policy may potentially reduce this risk by assisting eligible staff to re-locate closer to their workplace.

## **8.0 Monitoring and Review**

8.1 This policy document will be reviewed every two years. The review will take into account the following criteria:-

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Representations made by individuals and relevant organisations
- Relevant diversity data

8.2 This policy will next be reviewed in March 2016.

**For use by the Policy Management Unit Only**

**Chief Officer Policy Authorisation**

**Policy signed off by:**

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**Director of People**

**Date**

<b>Version</b>	<b>Date Reviewed</b>	<b>Author</b>	<b>Reason</b>
V1	19 <sup>th</sup> February 2015	Jill Simpson	<ul style="list-style-type: none"><li>- Reflect changes in job titles</li><li>- Clarify that distances are in crow miles</li><li>- Clarify who authorises removals at force expense (and any extensions)</li><li>- Cover a potential health and safety implication</li></ul>
V2	5 <sup>th</sup> March 2015	Jill Simpson	Amendment to Appendix B 2.2

## APPENDICES

Appendix ARemoval scheme procedures for police officers

This section provides further guidance on the procedures to be followed when police officers can make an application for the payment of expenses under the provisions of the Removal Scheme.

**A1 General Principles**

A1.1 All claims for the payment of removal expenses should be made initially to the People Resourcing Officer who will authorise and arrange payment.

A1.2 Corporate Finance will pay removal expenses on receipt of the necessary authority for payment and signed agreements from the employee.

A1.3 Employees should be aware that there is an Inland Revenue tax-free ceiling on all qualifying expenses relating to the payment of removal at Force expense. Please note that this tax free ceiling is subject to time limits. Further details on this can be obtained on the Staff Portal and/or by contacting Corporate Finance directly.

A1.4 Officers of the rank of Constable to Chief Superintendent should be aware that there is a purchase price ceiling. For purchases above the ceiling expenses will be reimbursed on a pro-rata basis. Details can be found on the staff portal <http://knowzone/intsp-pay-allow-removal-offs-elig>.

A1.5 Chief officers should be aware that there is an overall force limit on the total removal expenses which can be claimed set at £50,000 including tax relief.

**A2 Procedure for House Moves**

A2.1 **Eligibility** – Officers meeting the eligibility criteria for removal expenses will be advised by the People Resourcing Officer that they are entitled to claim for removal expenses. Officers must confirm by reply, in writing, that they are intending to move before any payments will be made.

A2.2 **Mileage** – Police Regulations allow for officers to claim mileage (i.e. the difference between their old and new journey) for a maximum of 26 weeks from the date of posting. This allowance is only payable where the officer intends to move and is taking active steps to search for a new home within travelling distance of the new posting. Officers must inform the People Resourcing Officer if they decide not to move during the six months period or cease to take active steps to find a new home. The payment of the allowance will then cease and the officer must submit a Per 21 so that consideration can be given whether or not the posting remains appropriate.

A2.3 The mileage allowance can be extended to 12 months in very exceptional circumstances **only** upon application to the Head of People Services<sup>2</sup>. Officers must be able to demonstrate that extensive efforts have been made to secure a house

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<sup>2</sup> The Head of People Services will refer extension decisions affecting police officers of the rank of Superintendent and above to the Deputy Chief Constable.

Amendment 5<sup>th</sup> March 2015 (V2)

move. At the end of the 6 (or 12 month) period the offer of a force expense move will be withdrawn and the officer deemed to have chosen to travel the relevant distance.

A2.4 **House move** – Officers moving house must seek permission from the Head of People Services using form Per21 before proceeding to the contractual stages of any house move. Further details can be found on the Intranet in the [Change of Accommodation Policy](#).

A2.5 **Reimbursement of removal and incidental expenses** - Details of the removal expenses that can be claimed on the production of the appropriate receipts and further guidance can be found on the [Staff Portal](#), together with the necessary claim forms.

### **A3 Confidentiality**

A3.1 All documentation generated as part of the removal process will be kept confidential and access will be restricted to those involved in the process.

### **A4 Records**

A4.1 Relevant documents in relation to the removal process will be treated as confidential and managed in accordance with the Data Protection Act 1998.



**Removal scheme procedures for police staff**

This section provides further guidance on the procedures to be followed when police staff can make an application for the payment of expenses under the provisions of the Removal Scheme.

**B1 General Principles**

B1.1 All claims for the payment of removal expenses should be made initially to the People Resourcing Officer who will authorise and arrange payment.

B1.2 Corporate Finance will only pay removal expenses on receipt of the necessary authority for payment and signed agreements from the employee.

B1.3 Employees should be aware that there is an Inland Revenue tax-free ceiling on all qualifying expenses relating to the payment of removal at Force expense. Please note that this tax free ceiling is subject to time limits. Further details on this can be obtained on the Staff Portal and/or by contacting Corporate Finance directly.

B1.4 In all cases the overall force limit on the total removal expenses which can be claimed is £50,000 including tax relief.

**B2 Procedure for House Moves**

B2.1 **Approval** – No removal expenses will be paid without the prior agreement of the Director of People (or Chief Executive in the case of staff employed by the Police & Crime Commissioner). Applications should first be made to the People Resourcing Officer who will obtain the necessary authority. In the case of recruitment to specialist or professional posts this must be sought prior to advertisement.

B2.2 **Eligibility** – Police staff meeting the eligibility criteria for removal expenses will be advised by the People Resourcing Officer that they are entitled to claim for removal expenses. Applicants or employees must confirm, in writing, by reply that:

- a) They acknowledge that they will be required to repay the whole of any expenses dealing with relocation, including the fixed payment towards the cost of incidental expenses, should they leave Thames Valley Police within two years of joining or transferring within the organisation.
- b) They are not receiving financial assistance towards these costs from any other source.

B2.3 **Reimbursement of removal expenses** – Details of the types and financial limits on expenses that can be claimed on the production of the appropriate receipts can be found on the [Staff Portal](#), together with the necessary claim forms.

**B3 Confidentiality**

3.1 All documentation generated as part of the removal process will be kept confidential and access will be restricted to those involved in the process.

**B4 Records**

Amendment 5<sup>th</sup> March 2015 (V2)

B4.1 Relevant documents in relation to the removal process will be treated as confidential and managed in accordance with the Data Protection Act 1998.