

HEIW Relocation Reimbursement Policy for Doctors and, Dentists in Training

1. Introduction

Health Education and Improvement Wales (HEIW) is responsible for the training of approximately 3,000 doctors and dentists across Wales. As part of their training rotations, doctors and dentists in training will often move from one Local Education Provider (LEP) to another to ensure a wide range of training competencies can be developed. There are six Health Boards and three NHS trusts that provide training in Wales. Furthermore, on occasion trainees receive training in locations outside of Wales; these opportunities help to deliver curricula requirements that cannot be delivered within Wales.

Rotating to different training locations can be stressful and create unnecessary financial burden for doctors and dentists in training. This can occur if they choose to relocate to the new training post location. Furthermore, should a doctor or dentist in training choose not to move closer to their new training location, the cost of additional excess travel can have additional financial costs.

HEIW is committed to supporting and promoting the wellbeing of trainees and recognising the invaluable service they provide the people of Wales. Our Relocation Reimbursement Policy will help to ensure that no doctor or dentist in training should face additional financial detriment should they have to relocate or travel to a geographically more distant training location.

2. Who is this policy for?

This policy applies to doctors and dentists in training (referred to as 'postgraduate trainees' throughout this policy) on approved HEIW training programmes in Wales with appointments of one year or more. :-

- Medical Foundation Year 1 Trainees
- Medical Foundation Year 2 Trainees
- Speciality Training Registrars (ST1 and CT1 upwards)
- Dental core and specialty trainees

This policy is not intended to be used for Health Board-appointed posts, e.g. locum appointment for service, clinical fellow posts or any out of programme or secondment placements across Wales and the rest of the UK.

3. What does this policy cover?

This policy is intended for use by postgraduate trainees who decide:

- To relocate to Wales following appointment to a HEIW Training Programme (expenses are allowable from the port of entry into the UK)
- To move to another part of Wales to complete a training post during a training rotation
- Not to move and claim excess travel costs for the difference between the new training location and the postgraduate trainee's base hospital.

The base hospital is the hospital or training location (for those in a community training environment) which is closest to the postgraduate trainee's home address and is or could be a training location during their training programme. This is in accordance with paragraph 315 of National Health Service Hospital Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service England and Wales Terms and Conditions of Service 2002 (as amended).

The base hospital should be identified by the postgraduate trainee at the beginning of their first training post. The base hospital can be changed at a later date in agreement with HEIW

prior to commencement of any subsequent training post. If there is any confusion about which hospital is the base hospital this should be clarified by the postgraduate trainee with NHS Wales Shared Services Partnership (NWSSP). Examples of base hospital calculations can be found in the [FAQs](#).

4. Residence in Wales

Postgraduate trainees who are successful in joining a Welsh Training Scheme will usually be required to take up residence within Wales and in close proximity to at least one of the locations to which the individual will rotate. This requirement is in keeping with the objectives of the [Wales Fatigue and Facilities Charter](#), aiming to protect trainees from the fatigue caused by an excessively long commute.

In exceptional cases where individuals opt not to move their permanent home into Wales, eligibility for reimbursement may be restricted as outlined in paragraph 5.4.

5. Allowable expenses

The following expenses are allowable under this policy.

5.1 Relocation expenses

Relocation expenses can be claimed by postgraduate trainees who opt to move their home to commence their training programme in Wales or take up a post as part of a recognised training programme. Relocation expenses include the following:

1. Legal and estate agent fees
2. Removal and storage fees
3. Survey fees and land transaction tax

Those retaining their previous home and buying an additional new home or moving to rented accommodation will only be eligible to claim for removal and storage fees. First time buyers' land transaction tax is not reimbursed under this policy.

Two or more postgraduate trainees relocating together can claim for relocation costs but cannot claim twice for the same expense. However, where a joint expense (e.g. land

transaction tax) exceeds the allowance available to one postgraduate trainee, the other postgraduate trainee(s) may claim the remainder cost of this expense up to the limit of their allowance. An example of this is where land transaction tax amounts to £10,000 in total, a postgraduate trainee can use all or part of their annual allowance towards this expense.

5.2 Preliminary visit

The cost of two preliminary visits to the area of the new appointment will be paid in order to arrange accommodation. Travelling expenses and overnight subsistence allowances for the postgraduate trainee and their partner may be paid for a maximum of two nights. Please refer to paragraph 7 for details on the rates payable.

5.3 Continuing commitments allowance

This allowance is payable when a postgraduate trainee has moved to the new location before having sold their property or fulfilled remaining obligations in an existing rental agreement in the old location. The postgraduate trainee must be moving to the new location on a permanent basis for this allowance to be paid, including relocating any partner. The allowance is payable at the rate of the continuing commitment.

5.4 Rent accommodation allowance

When a postgraduate trainee is on rotation from one location to another and it is not possible to commute from their home, they will be entitled to a rent allowance payable at the temporary accommodation rental rate as well as journeys home in accordance with paragraph 5.8. The allowance is payable at the rate of the new rental commitment. The postgraduate trainee will not be eligible for rent accommodation allowance if they are receiving rental income on their permanent property or if their permanent home is outside of Wales and further than 65 miles away from their nearest training location in Wales. Trainees will be granted a grace period of a year from the date they take up their post in Wales to allow them to relocate into Wales or within 65 miles of any of their training locations.

5.5 *Excess rent allowance*

This allowance may be paid to postgraduate trainees moving from rented accommodation in the old location to rented accommodation in the new location and where there is an increased cost. The accommodation may be furnished or unfurnished. The total allowance payable will be the difference between the two costs.

5.6 *Temporary accommodation*

Travelling expenses and overnight accommodation allowances may be paid when a postgraduate trainee is required to take up short-term temporary accommodation for 5 days or fewer to meet training placement requirements whilst maintaining commitments in their permanent residence.

5.7 *Cost of travel from old to new home*

This allowance will cover the cost of one journey from the old to the new home for the postgraduate trainee and their partner. If a postgraduate trainee uses a private car for the journey the mileage will be reimbursed at the public transport rate.

5.8 *Return home for visits*

Postgraduate trainees who move to reside in proximity to their new post but do not seek to move their permanent residence may be reimbursed the cost of journeying home for visits in addition to claiming rent accommodation allowance as per paragraph 5.4. Postgraduate trainees who are in receipt of continuing commitment allowance will be able to claim one journey monthly to check on their property until it is sold or rental agreement obligations fulfilled.

5.8 *Excess travel expenses*

If a postgraduate trainee does not move their permanent home to the new training location, they may claim travel costs for the difference between the travel from home to their base hospital and home to their new training location. Claims for excess travel mileage ideally should be submitted on a monthly basis and are not payable for any periods of non-attendance at the training location.

If a postgraduate trainee is working at more than one training location (this must be a regular set pattern of working, e.g. regular clinics in a different hospital or on call commitments), they can claim this excess travel expense through the relocation process. Ad hoc work completed by a postgraduate trainee should be claimed as employer business mileage.

5.9 Expenses incurred from staying in a quarantine hotel

If postgraduate trainees entering the UK to take up a training post in Wales are required to spend a period of time in a quarantine hotel, costs related to the stay will be covered by this relocation policy. This will not affect the relocation allocation for such trainees. Claims could include costs of spouses and dependents (assuming they are relocating at the same time and do not have an income from which to claim).

6. Accuracy of information

At all times NHS Wales Shared Services Partnership has the right to request reasonable proof of expenses. All postgraduate trainees who make a claim for relocation expenses or excess travel are reminded to describe their circumstances accurately and that any deliberately misleading or false statements or claims will be regarded very seriously and could result in a referral to the local Counter Fraud Officer.

7. Annual allowance and general provisions

The annual amount that can be claimed for relocation reimbursement will be provided on the NHS Wales Shared Services Partnership website.

Where possible postgraduate trainees should utilise public transport. Only the cost of economy or standard class travel will be reimbursed. All claims must be accompanied by valid tickets or receipts. Where a postgraduate trainee uses their own car, they will be reimbursed

at the public transport rate. Claims must be made in a timely manner and only in exceptional circumstances will claims older than 3 months be honoured.

Postgraduate trainees from abroad will only be entitled to expenses from their point of entry into the UK.

All costs referred to in this policy for subsistence, travel, accommodation and public transport will be reimbursed in accordance with the rates set out in the National Health Service Hospital Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service England and Wales Terms and Conditions of Service 2002 (as amended).

8. Tax liabilities

Postgraduate trainees should note that some of the expenses provided in this policy will be liable for payment of income tax and national insurance. This will be deducted from reimbursements made by NHS Wales Shared Services Partnership. Claims for excess travel and continuing commitments allowance will be liable for tax and national insurance. Most claims for relocation or removal costs would not be liable for tax. Postgraduate trainees who do not move their permanent home but rather relocate on a temporary basis will be liable for tax on their removals claim. Postgraduate trainees are advised to seek professional advice of their tax liabilities as a consequence of reimbursement received. Further information is available on the HM Revenue and Customs website at <http://www.hmrc.gov.uk/guidance/relocation.htm>

9. Queries and disputes

There may be exceptions and circumstances that arise where practical application of this policy could lead to expenses not accounted for in this policy. Should this occur these cases will be considered on an individual basis by NHS Wales Shared Services Partnership and if no resolution is found escalated to Health Education and Improvement Wales. If a postgraduate trainee disputes any aspect of the application of this policy they will have the opportunity to seek further explanation and clarification as outlined in the FAQ.

