

Reference Number: UHB 170
Version Number: 2a

Date of Next Review: 22/07/2028
Previous Trust/LHB Reference Number:
T/53

RELOCATION EXPENSES PROCEDURE

Introduction and Aim

The UHB provides a full range of services to our local community in Cardiff and the Vale of Glamorgan, and more specialist services to South Wales and beyond.

In order to achieve excellence in the provision of these services we aim to attract staff of the very highest calibre. Very often the staff are sourced locally, but in order for the UHB to be in a position to attract the very best staff from elsewhere in the UK, and occasionally from abroad, the UHB would wish to have a relocation Procedure that supports the UHB becoming an employer of choice.

This Procedure has been developed to ensure that where relocation is necessary, and at the discretion of the UHB, financial assistance may be provided to appointees who need to relocate to take up employment with Cardiff and Vale UHB.

This Procedure sets out the level and scope of financial assistance that may be offered towards relocation expenses, the eligibility criteria and the process to be followed for claiming reimbursement.

Objectives

- To support the UHB to recruit high quality staff.
- Provide fairness and consistency in the approach to reimbursement of relocation expenses
- To ensure all parties involved are clear about the criteria, the amount which can be claimed, and the process for making a claim in line with HMRC guidelines
- To ease the process of moving to a new area

Scope

All staff who are relocating to take up employment with the UHB are entitled to apply for Relocation Expenses as long as the criteria set out in this procedure are met (this includes locums who are appointed substantively to hard to fill posts).

The exceptions to this are:

- medical and dental staff in training, whose relocation is funded by the Deanery
- All-Wales international recruitment campaigns where a relocation package may be negotiated separately with other Health Boards/agencies (e.g. Bapio MTI doctors)

Specialty Registrars on a Wales training programme, who become successful in obtaining a Consultant post in the UHB, and who have chosen to claim excess travel expenses in their

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previous training post, will be eligible for consideration for relocation expenses in line with the criteria in this Procedure.

Equality Impact Assessment	An Equality & Health Impact Assessment has been completed – this covers the Recruitment and Selection Policy and any accompanying procedures, including the Relocation Expenses Procedure. The EHIA found there to be a positive impact.
Documents to read alongside this Procedure	Recruitment and Selection Policy Recruitment and Selection Procedure (non-medical staff) Relocation Costs And Associated Provisions For Doctors And Dentists In The Training Grades Policy
Approved by	Employment Policy Sub Group
Accountable Executive or Clinical Board Director	Executive Director of Workforce and OD
Author(s)	Workforce Governance Manager / Senior Medical Workforce Advisor

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

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Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	29/01/2013	29/01/2016	Reformatted in line with UHB style
1.1	Chairs actions: 03.05.17 Ratified by PPP 16.05.17	09.05.2017	Section 8 added to enable to exceptions to this Policy if approved by the Remuneration and Terms of Service Committee
1.2	Ratified by PPP 16.05.17	18.05.2017	Minor amendments that had been omitted from previous version
2			Changed to Procedure , aligned with Recruitment and Selection Policy Objectives strengthened and clarified Reference to arrangements for Bapio MTI doctors included Requirement for new residence to be within reasonable daily travelling distance included. Reference to 20 miles removed in line with Consultant contact Greater emphasis placed on ensuring that expenses are only recovered once. More robust application process introduced, including application and declaration form Option for rental allowance built in Criteria to be considered set out Decisions to be made jointly by relevant Executive and Clinical Board Director. (Delegated to AMD for Workforce for medical and dental staff)

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			Recovery of repayments made incremental depending on period of service Fraudulent claims could result in action under the relevant Disciplinary Policy
2a	22.07.26	01/09/2026	Rolled forward without amendment

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1	PRINCIPLES
1.1	The main aim of this procedure is to support the UHB to recruit high quality staff. The decision on whether relocation expenses will be offered will be made jointly by the relevant Executive and Clinical Board Director. (In the case of doctors and dentists it is delegated to the Assistant Medical Director (AMD) for Workforce.)
1.2	Assistance with removal expenses is a benefit rather than an entitlement, therefore individuals should not incur or commit to any expenses they wish to be reimbursed for until they receive formal written authorisation.
1.3	In order to apply, the employee's new residence must be within reasonable daily travelling distance of their new normal place of work, and their old residence must not be within reasonable daily travelling distance of the new normal place of work. Consideration should be given to the role and the requirement to attend the workplace within a specific timeframe (e.g. for on-call). Relocation expenses will not be paid if the employee already owns a property within reasonable travelling time.
1.4	Where multiple family members residing at the same address are employed by the UHB, only one relocation package will be paid
2	ELIGIBILITY
2.1	Reimbursement of relocation expenses may be granted to those staff who, as a result of taking up a new appointment with Cardiff and Vale UHB, need to move their home.
2.2	In order to qualify for consideration of relocation expenses, the successful applicant must discuss their intent to apply on receipt of the conditional offer of employment.
2.3	Beneficiaries must confirm that the expenses are not recoverable in full or part from any other source (e.g. through partners employer) and must have incurred the expenses for which reimbursement is claimed.
2.4	Eligibility to receive relocation expenses must be confirmed before instigating any action which may invoke expenditure. Staff will be notified of the level of entitlement, in writing, at the time of appointment to post, and in line with the specific level of funding agreed by the Executive and Clinical Board Director. Without this written confirmation, relocation expenses will not be paid. A copy of all correspondence confirming entitlement, including Executive and Clinical Board Director approval, will be forwarded to the Payroll Services Department.
2.5	Locums, and staff on fixed term contracts who are in post for less than 1 year at the outset of their employment, will not be entitled to relocation expenses. Locum medical and dental staff will, however, be entitled to travelling expenses in line with paragraph 289 of the Medical and Dental Staff Terms and Conditions of Service.

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2.6	In exceptional circumstances, where a fixed term contract is approved for duration of longer than one year, the Executive Director and Clinical Board Director will have discretion to approve relocation expenses without the requirement for repayment.
2.7	All expenses claimed must reflect the actual expenses incurred in relation to the relocation. Relocation expenses will not be paid when there is no intention to sell an existing owned property, though the individual may be eligible for support in the form of a rental allowance (see section 5.1) as part of the allocated relocation budget
3	AMOUNT OF REIMBURSEMENT
3.1	The maximum upper limit for removal expenses is £8,000; it is for the Executive Director/Clinical Board Director to determine the exact level of expenses as soon as practically possible.
3.2	Expenses will be reimbursed on the property only once. If a spouse or partner is also relocating to this area and is receiving expenses from his/her employer, then the expenses that will be paid by the UHB will be reduced to take account of this. Staff will be expected to sign a declaration to this effect. The employee will be expected to meet all tax liabilities.
3.3	Staff relocating from outside the United Kingdom will only be entitled to expenses from their point of entry into the country.
3.4	The employee may wish to occupy rented accommodation as either a temporary or longer-term alternative to moving from owner-occupied property. In these circumstances the Executive Director and Clinical Board Director may jointly agree to meet the costs of such accommodation for a maximum period of 12 months subject to it being part of the overall £8,000 limit.
4	APPLICATION PROCESS
4.1	Applications should be made using the form in Appendix 1
4.2	Once signed, the forms should be submitted to the Medical Workforce Department for logging and will then be forwarded to the relevant Executive /AMD for consideration. If appropriate the Executive Director/AMD will recommend to the Clinical Board Director that this should be approved. The amount to be paid will be at the discretion of the Executive and Clinical Board Director up to a maximum of £8000 in accordance with the expenses allowable identified in this procedure.
4.3	When determining if an application should be approved, and the amount of expenses to be paid, consideration will be given to the following: • Is it necessary for the employee to move house to fulfil their new role • Has a competitive appointment process been undertaken • Is the post considered 'hard to fill' e.g. only one suitable applicant, or more than one attempt to advertise/recruit, or recognised shortage

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	Where possible it should be determined in advance if relocation expenses would be offered to an appropriate candidate.
4.4	A signed copy of the application form will be returned to the employee, appointing manager (or Medical/Dental Workforce in the case of medical and dental staff) and payroll. A copy will be kept on file. This will state the amount up to which reimbursement of expenses may be claimed, and any restrictions if applicable.
4.5	The e-expenses system should be should be used for the purpose of reclaiming relocation expenses and copies of receipts can be attached to it. n.b. the individual authorising relocation expenses may not be the same as the person who authorises normal expenses. Please contact the expenses team before reclaiming any costs to ensure the account has been set up appropriately.
4.6	All claims must be submitted as they are incurred, but no later than 3 months after relocation is completed
4.7	Expenses associated with relocation must be submitted within a maximum of 12 months after staff take up their contract with the UHB, and preferably within the financial year. Any requests to vary this must be submitted in writing to the appropriate Executive and Clinical Board Director
4.8	If the employee decides not to proceed with relocation any monies reimbursed may be repayable.
4.9	Any misleading or false statements or claims could result in action under our Disciplinary Policy and referral to the Counter Fraud Office.
5	EXPENSES ALLOWABLE
5.1	Expenses that may be Payable • Legal and associated fees on purchase and sale • House contents removal costs • Storage of furniture costs • Land registration fees • Survey fees • Stamp duty • Electrical and drains testing fees • Estate agents fees (subject to a maximum of 1.5% of the sale price plus VAT) Where renting, relocation allowance may be used for the following: • Landlords deposit • Monthly rent • Mileage from rented accommodation to home on a weekly basis • Costs of removal of furniture and effects

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	N.B. where an individual is not permanently relocating to a purchased house there may be tax liabilities. It is strongly recommended that individuals in this position seek personalised advice from HMRC before incurring any relocation costs. Employees will be expected to use the companies detailed in Appendix 2 unless alternative arrangements are proved to be more cost-effective. Where the UHB removal company is not used three valid quotes are required from local companies including a quote from the UHB provider.								
5.2	Expenses <u>not</u> Allowable • Relocation schemes of commercial relocation companies • Bridging loan finance. • Council Tax • Advance of salary								
6	RECOVERY OF PAYMENTS								
6.1	Staff appointed on a substantive contract will be required to sign an undertaking to repay a balance of the relocation expenses if they leave the Health Board voluntarily within 2 years. Staff who do not complete their temporary / fixed term contract will be expected to repay a balance of the relocation expenses if they leave the Health Board voluntarily before expiry of their contract. In both situations recovery will be sought in line with the percentages outlined below: <table border="1"> <tr> <th>Period of service</th><th>Amount of relocation expenses to be paid</th></tr> <tr> <td>Less than 12 months</td><td>100%</td></tr> <tr> <td>12-18 months</td><td>50%</td></tr> <tr> <td>18-24 months</td><td>25%</td></tr> </table>	Period of service	Amount of relocation expenses to be paid	Less than 12 months	100%	12-18 months	50%	18-24 months	25%
Period of service	Amount of relocation expenses to be paid								
Less than 12 months	100%								
12-18 months	50%								
18-24 months	25%								
7	EXCEPTIONS								
7.1	Any exceptions to this Procedure must be approved by the Remuneration and Terms of Service Committee								

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APPENDIX 1 – Application Form for Relocation Expenses

Name	
Current Home Address	
Address relocating to	
Post Appointed to	
Department	
Clinical Board	
Date of Commencement	

This form must be submitted to the Medical / Dental Workforce Department (for doctors and dentists) or HR Operations Centre (all other posts) using the email addresses below as soon as possible. Relocation expenses will not be agreed retrospectively

N.B. where an individual is not permanently relocating to a purchased house there may be tax liabilities. It is strongly recommended that individuals in this position seek personalised advice from HMRC before incurring any relocation costs.

Please outline below details of your relocation plan

e.g. your current house, whether you currently rent / own your existing property, the area you intend to move to, whether you intend to purchase or rent, and any other aspects in support of this request.

Declaration:

- I intend to relocate my home to the new area which is within reasonable daily travelling distance from my place of work
- It is my intention to remain within the employment of Cardiff and Vale University Health Board (the UHB) for a continuous period of at least two years (or for the duration of my fixed term contract if less than 2 years)
- I understand that I should not incur or commit to any expenses I wish to be reimbursed for until I have received written authorisation,
- In the event of leaving the employment of the Health Board within this period I will repay any relocation costs which have been paid to me in accordance with section 6.1 of the UHB Relocation Expenses Procedure

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- All claims will be submitted as they are incurred, but no later than 3 months after relocation is completed
- Expenses associated with relocation will be submitted within a maximum of 12 months after commencement in post
- If I decide not to proceed with relocation any monies reimbursed may be repayable.
- I confirm that neither I nor any member of my family has claimed or will claim or receive relocation expenses from any other source
- I understand that if relocating from outside the United Kingdom I will only be entitled to expenses from the point of entry into the country.

Name	
Signature	
Date	

For UHB use only:	
This application has been Approved / Rejected (delete as appropriate) <i>(n.b. decision to be made jointly by CBD and Exec Director/AMD)</i> Reason for this decision:	
Amount Approved (max. £8k)	
Name of Clinical Board Director	
Signature	
Date	
Name of Executive Director / AMD	
Signature	
Date	

Form to be returned to David.Yeandle@wales.nhs.uk (for doctors and dentists) or CAVHR_actionpoint@wales.nhs.uk (all other posts).

Copies to be sent to
 Applicant
 Payroll
 Appointing manager (for non medics)

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APPENDIX 2 - UHB Contractors

The following organisations have contracts with the UHB to provide a range of services:

Legal Services (Sale & Purchase)

Blake Morgan
1 Central Square
Cardiff
CF10 1FS
Tel: 029 2068 6380
info@blakemorgan.co.uk
www.blankmorgan.co.uk

House Contents Removals and Storage

Mason's Removals
Storage House
Priority Enterprise Park
Cardiff Road
Barry
CF63 2BG
Tel: 01446 733330

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