



## RECRUITMENT INCENTIVE SCHEME

1. The scheme will be applied where, in the opinion of the Chief Executive, relevant Director or Assistant Director, it will materially assist in the recruitment of essential employees. The Scheme may be applied in whole or in part at the discretion of the Chief Executive, Director or Assistant Director, and costs will be borne by the employing Service. It will only be available to a new employee who at the time of the appointment, lives more than twenty five miles from the new administrative centre and who moves to an address within the City Council boundary.
  
2. A maximum amount of up to £9,000 shall be determined by the Chief Executive, Director or relevant Assistant Director, prior to the advertising of each post. The maximum amount so determined shall be towards the following expenses:
  - ❖ removal of furniture and effects.
  - ❖ storage and insurance of furniture and effects in transit/storage.
  - ❖ legal fees, including for example, building society valuation fee; search fee; structural survey fee; and stamp duty; mortgage indemnity guarantees.
  - ❖ estate agent fees.
  - ❖ travel expenses for officer, partner and dependants to take up residence.
  - ❖ second-class return rail fare from Liverpool to his/her home.
  - ❖ rent or lodging allowance.
  - ❖ any other costs relating to relocation, for example, purchase of school uniforms etc.
  
3. The claim shall be approved subject to the following conditions:

- a. all expenditure is receipted and certified by the claimant;
  - b. relocation must be within twelve months from the date of appointment; further extensions can be allowed in certain circumstances and must be approved by the Head of Human Resources subject to a maximum of two years from the date of appointment.
4. The recipient of the scheme who leaves the service (other than as a result of redundancy) within one year from the date of appointment, will repay in full, any payments made under the Scheme. After twelve months' service, repayment to be on a graduated scale on 1/12<sup>th</sup> of the total amount received for each completed month short of the two year period.
  5. If the relocation has been extended as in 3(b), then the repayment period is extended on a pro-rata basis.
  6. Up to two days special leave with pay can be granted by the appropriate Director or Assistant Director when the employee concerned is actually moving residence.
  7. Directors will have discretion to vary the scheme in individual circumstances when appropriate.
  8. Current rules regarding taxation on relocation payments apply. For such information contact the Payroll section.
  9. The amount allocated for each vacancy covered by the Scheme is the maximum amount a recipient may claim and is not paid automatically.