



RELOCATION ASSISTANCE SCHEME: PROCEDURE

West Lothian Council has a scheme to assist employees with the costs associated with moving house to take up employment with the council. The scheme is attached, showing the general conditions and amounts payable under each expense category.

Authorisation of payments under this scheme lies with the Head of Corporate Services as specified under Standing Orders. In order to ensure compliance, the following procedure should be followed:

Interview panel, in consultation with the appropriate Senior HR Business Adviser/HR Adviser, will determine whether the scheme, in whole or in part, is applicable to an applicant, having regard to the general conditions of the scheme and the individual's particular circumstances. Where there is doubt, the Head of Corporate Services should be consulted.



Employee should be given a copy of the scheme, together with a claim form REL/1 with clear instruction under which categories expenses claims may be made.



Where an employee intends to make a claim for removal costs, they must submit 3 quotes to their Service Manager for review prior to engaging a contractor.



Employee completes the claim form, attaching receipts and/or quotations as necessary and returns them to Human Resources for authorisation.



Claim form must be signed by the appropriate Depute Chief Executive.



Claim form to be forwarded to Human Resources for authorisation by the Head of Corporate Services.



Head of Corporate Services authorises the claim and sends it to Payroll for payment through the next salary.



All claims, including any subsequent claims from the same employee, must follow this process. Senior HR Business Advisers/HR Advisers should ensure that claims under each category do NOT exceed the maximum allowable, and that claim details are kept on the employee's file in order to know the amount to be repaid should the employee leave the council within 2 years of joining.