



Service Instruction POD
Relocation

“An Excellent Authority”

Document Control

Description and Purpose

This document is intended to give guidance to Managers and employees if a working location is re-sited

Active date	Review date	Author	Editor	Publisher
NOV 2010	Nov 2011	A Cross	N Mernock	Magda Jordan
Permanent	X	Temporary	If temporary, review date must be 3 months or less.	

Amendment History

Version	Date	Reasons for Change	Amended by
New			

Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Document location
X		Nov 10	N Mernock	POD

Civil Contingencies Impact Assessment (if applicable)

Date	Assessed by	Document location

Related Documents

Doc. Type	Ref. No.	Title	Document location
Policy		Redundancy and Redeployment	Committee Services
SI		Redeployment	Committee Services
		Redundancy	Committee Services

Contact

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Target audience

All MFS	X	Ops Crews	Fire safety	Community FS
Principal officers		Senior officers	Non uniformed	

Relevant legislation (if any)

The Employee Relations Act 1996
 Trade Union and Labour Relations (consolidation) Act 2004
 Information and Consultation of Employees Regulations 2004
 The Employment Equality (age) Regulations 2006
 The Collective Redundancies (amendment) Regulations 2006

Relocation of Site

Purpose

The Authority is expected to make best use of its resources and this may entail relocating employees from one site to another to reduce overheads or to improve business efficiencies. The purpose of the relocation Service Instruction is to outline the process undertaken to compensate for the financial loss incurred when the Authority relocates an employee's permanent place of work.

Scope

This policy will apply to all Green and Red book employees.

Consultation

The Authority is committed to a period of consultation with the relevant Trade Unions prior to any relocation to ensure that the process is carried out to an agreed schedule.

An agreement will be sought regarding the approved route to use as the reference for calculating the reimbursement of costs for additional travel time and fuel. This will be reasonable and relevant to the proposed relocation.

The relevant People and Organisational Development Manager will invite employees to an individual meeting to discuss their particular circumstance. Employees have the right to be represented at these meetings.

Appropriate expenditure

The agreed route planner will be used to calculate the difference in miles between each employee's journey from their home to their current place of work, and from their home to their new place of work.

The Authority will pay a figure which has been through consultation with the Trade Unions (subject to deductions) for each mile agreed in excess of an employee's previous journey, which will also be full and final compensation for any excess travel time.

The calculation is based on a single journey and not a return journey. Calculations for part miles will be rounded down for 0.49 and below and rounded up for 0.50 and above

The lump sum payment will represent full and final compensation for the additional travel expenditure and an agreed time period following the move to the new site. Employees who leave the Authority within this set period shall be required to repay the lump sum based on a proportion of the lump sum pro-rata to each incomplete six month period.

Each employee will receive a letter pertinent to their particular circumstances outlining their relocation allowance.

Employee support

It is recognised that employees may have worries and concerns regarding a change to their circumstances. The relevant Trade Union will act on behalf of their members to communicate their views.

As an additional support the Authority provides help and support through either the Occupational Health Department or through the Employee Well being programme which provides 24 hour personal support on 0800 072 7072 or through accessing www.wellbeingworks.com

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