

RELOCATION ASSISTANCE POLICY

May 2018

Authorship :	eMBED HR Policy Lead- on behalf NHS Vale of York CCG
Reviewing Committee :	Social Partnership Forum
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Sustainability Impact Assessment :	Attached
Related Documents :	•
Target Audience :	This policy will apply to all new appointments, transfers or promotions to the CCG.
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The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by and Date	Date on Internet
DRAFT	NHS Vale of York CCG	Draft policy for CCG	CCG Remuneration Committee	
DRAFT	SRCCG	Draft Policy for approval	JTUPF - 05.11.14	
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V1.1	eMBED Health Consortium	GDPR amendments	SPF – 10 January 2018 CCG Executive – 16 May 2018	21 May 2018

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NHS Vale of York Clinical Commissioning Group on
01904 555 870 or valeofyork.contactus@nhs.net**

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1 INTRODUCTION

NHS Vale of York Clinical Commissioning Group (the “CCG”) recognises that in order to recruit the most appropriate staff it may be necessary to offer assistance with the costs of relocating. This Policy describes the eligibility for assistance and the procedure to follow to gain approval for relocation assistance to be offered to a new employee.

- 1.1 Recruiting managers should decide prior to advertising whether relocation assistance will be offered to ensure that the procedure is applied fairly and equitably. Relocation assistance can only be offered with the approval of the appropriate budget holder/senior manager. The advertisement should clearly state that the successful applicant would be eligible to claim for relocation assistance should they meet the criteria, to ensure that this policy is used fully as an aid to attracting and recruiting staff.
- 1.2 Relocation assistance should be viewed as a benefit and a part of the overall remuneration package offered to the successful applicant.
- 1.3 Each post will be considered on its own merits and applicants will not be automatically entitled to relocation assistance.
- 1.4 If relocation assistance is not offered in the advertisement it will not be offered, unless there are exceptional circumstances and it is agreed with the appropriate budget holder.
- 1.5 This policy should be read in conjunction with [HM Revenue & Customs](#) (HMRC) regulations.
- 1.6 The CCG is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the CCGs Data Protection and Confidentiality and related policies and procedures.

2 ENGAGEMENT

- Joint Trade Union Partnership Forum/Policy Development Group
- NHS Vale of York CCG staff via team meetings/team brief/internet

3 IMPACT ANALYSES

3.1 Equality

In applying this policy, the CCG will have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

An Equality Impact Assessment has been completed for this policy and a specific risk has been identified. Higher costs of moving for disabled employees may be incurred and this should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees).

A copy of the Equality Impact Assessment is attached at Appendix 4.

3.2 Sustainability

A Sustainability Impact Assessment has been completed for this policy and is attached at Appendix 5. This policy may have a positive impact in the reduction of carbon emissions from road vehicles due to a possible reduction in miles travelled to work. No other specific impact has been identified.

3.3 Bribery Act 2010

The Bribery Act is particularly relevant to this policy. Under the Bribery Act it is a criminal offence to :

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.

These offences can be committed directly or by and through a third person and other related policies and documentation (as detailed on the CCG intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

Anyone with concerns or reasonably held suspicions about potentially fraudulent activity or practice should refer to the Local Anti-Fraud and Corruption Policy and contact the Local Counter Fraud Specialist.

4 SCOPE

- 4.1 This policy will apply to all new appointments, transfers or promotions to the CCG.

5 POLICY PURPOSE AND AIMS

- 5.1 This policy aims to assist the CCG to recruit and retain staff as an employer of choice.

6 ROLES / RESPONSIBILITIES / DUTIES

- 6.1 The recruiting manager must consider factors affecting the availability of suitable applicants and if they wish to offer relocation assistance they must state this on the advert template/approval form. Advice and guidance is available from the eMBED Workforce Team.

7 ELIGIBILITY CRITERIA

- 7.1 To be eligible the applicant must move to a property within reasonable daily travelling distance of their base, which is deemed by the CCG to be within 20 miles of their base.
- 7.2 There may be exceptional circumstances where applicants do not fulfil the eligibility criteria yet the recruiting manager wishes to offer relocation assistance. The recruiting manager must then seek authorisation from the appropriate budget holder/senior manager.
- 7.3 Applicants are not eligible for relocation assistance if any other member of their household has claimed expenses from another employer for the same property. However, there may be a possibility of sharing the costs with the other organisation.

8 LEVEL OF ASSISTANCE

- 8.1 Relocation assistance will normally be paid to those who are eligible up to a maximum ceiling of £8,000. The level of assistance will depend on :
- the eligibility band within which the expenses fall (see below)
 - budgetary constraints – a manager or workforce representative may specify a maximum amount to be allocated which may be less than that stated in the table below.

	Type of Move	Expense Maximum
Band A	Moves which do not involve the sale or purchase of a property	Up to £3,000
Band B	Sale of property only OR purchase of a property within the local area only	Up to £5,000
Band C	Sale of a property and also purchase of a property within the local area	Up to £8,000

- 8.2 The maximum amount to be claimed will be negotiated and agreed before the applicant commences employment with the CCG. The total amount to be paid should be justified in relation to labour market forces and this should be explicit and recorded by the recruiting manager.

9 COMPONENTS OF THE RELOCATION ASSISTANCE PACKAGE

The CCG anticipates that relocation assistance expenses reimbursed will normally fall within the categories which HMRC allows to be paid without a charge to tax. Additional information is available on the HMRC [website](#).

- 9.1 The relocation assistance package will consist of payments for reasonable expenses relating to the following components, up to the agreed maximum :
- the employee's sale of their current residence
 - their purchase of a new residence
 - transporting the employee's belongings to the new residence (cheapest of three quotes)
 - associated travel and subsistence costs (see section 10)
 - domestic goods for the new premises
 - bridging loans
- 9.2 The relocation assistance claims must be deemed as reasonable by the recruiting manager and Workforce.
- 9.3 Invoices/bills should be paid by the applicant and expenses claimed retrospectively. All expenses reimbursed must be covered by original invoices/receipts.

10 TAX LIABILITY

- 10.1 Under current tax rules removal expenses will not normally be subject to PAYE as long as :
- the total payment is below £8,000
 - payments are supported by original receipts
 - payments are deemed to be reasonable.
- 10.2 To be eligible for tax relief removal expenses must be paid before the end of the tax year following the one in which the employee starts their new job. The Tax Office will consider extensions to the time limit if, for example, an employee has to delay moving to allow a child to complete school exams, or because they cannot sell their old home within the time limit. In such cases it is the employee's responsibility to make the necessary arrangements with the Tax Office.

11 EMPLOYEES NOT MAKING A PERMANENT PURCHASE

- 11.1 For an agreed fixed period, a manager may offer to reimburse particular expenses where the new employee proposes to make arrangements which do not involve purchasing a permanent property in the local area. Such expenses are subject to HMRC guidelines and may include reimbursement for temporary accommodation and continuing commitment costs incurred in their original property. Any such expenses will form part of the overall removal expenses package.

12 REIMBURSEMENT OF TRAVEL EXPENSES

- 12.1 In exceptional circumstances travel expenses may be paid for a limited period of time (maximum 1 year) when there is a commitment to move, but the move is delayed. Any

travel costs reimbursed will form part of the overall removal expenses package and will be paid at the reserve rate. Employees may be asked to provide relevant documentation supporting their claim. Refer to the Agenda for Change Handbook for further information.

13 CONDITIONS

- 13.1 The CCG is committed to reimbursing legitimate claims that meet the criteria within this policy for removal expenses. Any claims found to have been falsified or inflated in any way will be referred to the Local Counter Fraud Specialist/NHS Protect.
- 13.2 Any abuse of this policy will be investigated and may result in disciplinary action being taken.
- 13.3 Original receipts and invoices must be attached to any claims made; in order for those claims to be processed, see Part 2 for procedure.
- 13.4 In view of the significant costs involved in providing relocation assistance any employee who resigns from their post within the first two years of commencing their appointment will be required to repay all or part of the money that they have received. The repayment would be based on 1/24 of the total amount paid by the CCG for each incomplete month within the first 24 months of employment.

The sum must be repaid to the CCG no later than the final day of employment and will be deducted from the final salary payment. (Should this be insufficient to cover the outstanding debt the employee will reimburse the CCG immediately by some other means acceptable to the CCG).

- 13.5 Should an employee have their contract terminated by the CCG (except on the grounds of Redundancy or Capability due to un-resolving Ill Health), they will be required to repay the whole amount of the financial support with no reduction.

14 IMPLEMENTATION

- 14.1 This policy will be communicated to staff via team meetings/team brief and will be available for staff on the intranet. Support is available to all Line Managers in the implementation and application of this policy.
- 14.2 Breaches of this policy may be investigated and may result in the matter being treated as a disciplinary offence under the CCGs disciplinary procedure.

15 TRAINING AND AWARENESS

- 15.1 A copy of the policy will be available on the CCG intranet and support is available from the eMBED Workforce Team. Training needs will be identified via the appraisal process and training needs analysis.

16 MONITORING AND AUDIT

- 16.1 The implementation of this policy will be audited on an annual basis by the CCG and reported to CCG Governing Body.

17 POLICY REVIEW

- 17.1 The policy and procedure will be reviewed after four years for the CCG Governing Body in conjunction with Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

18 REFERENCES

- 18.1 For further information please refer to the following reference sources:
- HM Revenue & Customs (HMRC) at: <http://www.hmrc.gov.uk/>
 - Recruitment and Selection Policy and other associated recruitment policies
 - Travel and Expenses Policy
 - NHS terms and conditions handbook

19 PART 2 : PROCEDURE

1. See Procedure Flowchart, Appendix 1
2. The recruiting manager must consider factors affecting the availability of suitable applicants and if they wish to offer relocation assistance they must **state this on the advert template/recruitment approval form** (available from the eMBED Workforce Recruitment Team). Advice and guidance is available from the Workforce Team.
3. Relocation assistance can only be offered with the approval of the appropriate budget holder/senior manager.
4. Recruiting managers should decide prior to advertising whether relocation assistance will be offered to ensure that the procedure is applied fairly and equitably.
5. If relocation assistance is not offered in the advertisement it will not be offered, unless there are exceptional circumstances and it is agreed with the appropriate budget holder/senior manager.
6. The Workforce Recruitment Team will include a copy of the Relocation Assistance Policy and Application Form in the new starter pack for the successful candidate (where applicable).
7. Relocation assistance claims will be monitored by the budget holder and relevant management accountant.

20 APPENDIX 1 : PROCEDURE FLOWCHART

Recruiting manager completes **advert template/ recruitment approval form** and forwards to appropriate budget holder/senior manager for approval that relocation expenses can be offered (form available from eMBED Human Resources Transactional Team (HRTT)).



Budget holder/senior manager will consider the request and forward completed recruitment approval form to HRTT. If approved, the HRTT will include in the advert (i.e. NHS Jobs).



Once manager has offered the post, the **notification of appointment form** confirms whether or not relocation expenses are to be offered to the successful candidate (form available from eMBED HRTT).



HRTT will include a copy of the Relocation Assistance Policy and Application Form in the new starter pack for the successful candidate (where applicable).



Candidate to complete application form and attach all relevant documents and pass to recruiting manager to check/sign (in single submission or as/when expense is incurred and invoices/receipts are available).



Recruiting manager to send complete application to HRTT, Health House, Willerby (see Appendix 2).



HRTT to check the documentation and complete a payment request form (Appendix 3) and send completed form to CCG Finance Department for action. Payments monitored by budget holder and management accountant.



HRTT-copy form to personnel file and advise HR Business Partner.

HRTT Email: embed.generalhr@nhs.net

21 APPENDIX 2 : RELOCATION EXPENSES APPLICATION FORM

Details of New Appointment

Name	
Post	
Job Reference No.	
Start Date	
Permanent/Temporary Appointment	

Tick the relevant box to determine the level of assistance for the application:

Neither sale nor purchase of a property	Band A <input type="checkbox"/>
Sale of a property only	Band B <input type="checkbox"/>
No sale - purchase of a property within the local area only	Band B <input type="checkbox"/>
Sale of a property and purchase of a property within the local area	Band C <input type="checkbox"/>

Address Details – if applicable

Current Address	Proposed / New Address

Please list below the amounts you wish to claim and the elements of the criteria you wish to claim for:

Initial Claim **On-going Claim**

Declaration:

I wish to apply to NHS Vale of York CCG for assistance with the relocation expenses actually and necessarily incurred by me in relocating to take up my new appointment. In doing so I declare that the information and expense details provided by me on and/or with this form are correct and that no other member of my household has received, or intends to claim for these expenses from another employer. I understand that if I provide false information I may be liable for disciplinary, prosecution and civil recovery proceedings. I consent to the information on this form being used for the purposes of the prevention, detection and investigation of fraud.

I understand that as a condition for making payment the CCG requires an undertaking that if I leave the CCG within a period of 24 months I will voluntarily repay relocation expenses paid by the CCG. The repayment would be based on 1/24 of the total amount paid by the CCG for each incomplete month within the first 24 months of employment and will be deducted from my final salary payment.

/Cont

Signature of employee:

Date:

Signature of recruiting manager:.....

Date:.....

Workforce Information

Relocation Assistance approved by CCG

Name:..... Date.....
(Budget Holder/Senior Manager)

Payment request form sent to Accounts Payable Date

Copy on personnel file – Date.....

HR Business Partner advised – Name: Date.....

21 APPENDIX 3 : PAYMENT REQUEST FORM

Organisation Code:
Organisation Name: NHS Vale of York Clinical Commissioning Group

Payment Request Number: _____ To be completed by Finance only

PAYMENT MUST NOT BE PROCESSED WITHOUT A NUMBER BEING COMPLETED

Name of Payee

Payees Address

City

Postcode

Payment Details

Bank Name:

Sort Code:

Account Number:

Details of payment

Original paperwork to be retained by the requestor.

Amount Date to Pay

VAT if applicable

TOTAL

COMPLETED BY _____ DATE _____

AUTHORISED BY (FINANCE STAFF) _____ DATE _____

SIGNATURE _____

POSITION IN AUTHORITY _____

	Org	Cost Centre	Subjective	Analysis 1	Analysis 2	Analysis 3	AMOUNT
FINANCIAL CODING	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 133px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	£
	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 133px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	<input style="width: 66px; height: 25px;" type="text"/>	£

THIS CODING MUST BE COMPLETED BEFORE PAYMENT CAN BE MADE

SUPPLIER CODE FOR COMPLETION BY FINANCE ONLY

BUDGET HOLDER TO AUTHORISE IN ORACLE _____

Workforce Information to return completed form to Accounts Payable for action

Relocation Assistance Policy – v1.1

22 APPENDIX 4 : EQUALITY IMPACT ANALYSIS

1. Equality Impact Analysis									
Policy / Project / Function:	Relocation Assistance Policy and Procedure								
Date of Analysis:	November 2017								
This Equality Impact Analysis was completed by: (Name and Department)	Christine Brown-Workforce Dept Stacey Oglesby – eMBED HR (review)								
What are the aims and intended effects of this policy, project or function?	This policy aims to assist Scarborough and Ryedale Clinical Commissioning Group (the CCG) to recruit and retain staff as an employer of choice.								
Please list any other policies that are related to or referred to as part of this analysis?	Recruitment and Selection Policy								
Who does the policy, project or function affect? Please Tick ✓	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Employees</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public employees</td> <td style="text-align: center;"><input checked="" type="checkbox"/> - as potential</td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public employees	<input checked="" type="checkbox"/> - as potential	Other (List Below)	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Service Users	<input type="checkbox"/>								
Members of the Public employees	<input checked="" type="checkbox"/> - as potential								
Other (List Below)	<input type="checkbox"/>								

2. Equality Impact Analysis: Assessment Test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)	✓			The policy is consistent in its approach to relocation expenses regardless of the employee's gender
Race (All Racial Groups)	✓			The policy is consistent in its approach to relocation expenses regardless of race
Disability (Mental and Physical)			✓	Higher costs of moving for disabled employees should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees)
Religion or Belief	✓			The policy is consistent in its approach to relocation expenses regardless of religion or belief
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			The policy is consistent in its approach to relocation expenses regardless of sexual orientation
Pregnancy and Maternity	✓			The policy is consistent in its approach to relocation expenses regardless of pregnancy or maternity
Transgender	✓			The policy is consistent in its approach to relocation expenses regardless of transgender
Marital Status	✓			The policy is consistent in its approach to relocation expenses regardless of marital status Note: Some consideration has been given to the eligibility criteria 7.3, however this would apply equally to two single employees who were in the same household
Age	✓			The policy is consistent in its approach to relocation expenses regardless of age

1.	Title of policy/ programme/ service being analysed
	Relocation Assistance Policy and Procedure
2.	Please state the aims and objectives of this work.
	To provide financial assistance for new employees who have to relocate in order to take up an offer of employment.
3.	Who is likely to be affected? (e.g. staff, patients, service users)
	Staff
4.	What sources of equality information have you used to inform your piece of work?
	Staff data
5.	What steps have been taken ensure that the organisation has paid <u>due regard</u> to the need to eliminate discrimination, advance equal opportunities and foster good relations between people with protected characteristics
	The analysis of equalities is embedded within the CCG's Committee Terms of Reference and project management framework.
6.	Who have you involved in the development of this piece of work?
	Consultation has taken place both locally and nationally with Trade Unions and staff
7.	What evidence do you have of any potential adverse or positive impact on groups with protected characteristics? Do you have any gaps in information? Include any supporting evidence e.g. research, data or feedback from engagement activities
Disability People who are learning disabled, physically disabled, people with mental illness, sensory loss and long term chronic conditions such as diabetes, HIV)	Consider building access, communication requirements, making reasonable adjustments for individuals etc.
Higher costs of moving for disabled employees should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees)	

Sex Men and Women	Consider gender preference in key worker, single sex accommodation etc.
Considered – no impact	
Race or nationality People of different ethnic backgrounds, including Roma Gypsies and Travelers	Consider cultural traditions, food requirements, communication styles, language needs etc.
Considered – no impact	
Age This applies to all age groups. This can include safeguarding, consent and child welfare	Consider access to services or employment based on need/merit not age, effective communication strategies etc.
Considered – no impact	
Trans People who have undergone gender reassignment (sex change) and those who identify as trans	Consider privacy of data, harassment, access to unisex toilets & bathing areas etc.
Considered – no impact	
Sexual orientation This will include lesbian, gay and bi-sexual people as well as heterosexual people.	Consider whether the service acknowledges same sex partners as next of kin, harassment, inclusive language etc.
Considered – no impact	
Religion or belief Includes religions, beliefs or no religion or belief	Consider holiday scheduling, appointment timing, dietary considerations, prayer space etc.
Considered – no impact	
Marriage and Civil Partnership Refers to legally recognised partnerships (employment policies only)	Consider whether civil partners are included in benefit and leave policies etc.
Considered – no impact	

<p>Pregnancy and maternity Refers to the pregnancy period and the first year after birth</p>	<p>Consider impact on working arrangements, part-time working, infant caring responsibilities etc.</p>
<p>Considered – no impact</p>	
<p>Carers This relates to general caring responsibilities for someone of any age.</p>	<p>Consider impact on part-time working, shift-patterns, options for flexi working etc.</p>
<p></p>	
<p>Other disadvantaged groups This relates to groups experiencing health inequalities such as people living in deprived areas, new migrants, people who are homeless, ex-offenders, people with HIV.</p>	<p>Consider ease of access, location of service, historic take-up of service etc.</p>
<p></p>	
<p>8.</p>	<p>Action planning for improvement Please outline what mitigating actions have been considered to eliminate any adverse impact?</p> <p>Please state if there are any opportunities to advance equality of opportunity and/ foster good relationships between different groups of people?</p> <p>An Equality Action Plan template is appended to assist in meeting the requirements of the general duty</p>

3. Action Planning

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
Higher costs of moving for disabled employees may be incurred	This should be considered on a case by case basis in accordance with the duty to consider reasonable adjustments for disabled employees (or potential employees)	Workforce lead	Ongoing	Annually

Brief Summary/Further comments	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
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Approved By		
Job Title:	Name:	Date:
HR Advisor	Stacey Oglesby	November 2017

23 APPENDIX 5 : SUSTAINABILITY IMPACT ASSESSMENT

Staff preparing a policy, Governing Body (or Sub-Committee) report, service development or project are required to complete a Sustainability Impact Assessment (SIA). The purpose of this SIA is to record any positive or negative impacts that this is likely to have on sustainability.

Title of the document	Relocation Assistance Policy
What is the main purpose of the document	To assist new employees with the costs of relocating
Date completed	02/05/14
Completed by	eMBED Workforce

Domain	Objectives	Impact of activity Negative = -1 Neutral = 0 Positive = 1 Unknown = ? Not applicable = N/A	Brief description of impact	If negative, how can it be mitigated? If positive, how can it be enhanced?
Travel	Will it provide / improve / promote alternatives to car based transport? Will it support more efficient use of cars (car sharing, low emission vehicles, environmentally friendly fuels and technologies)? Will it reduce 'care miles' (telecare, care closer) to home? Will it promote active travel (cycling, walking)? Will it improve access to opportunities and facilities for all groups?	1	Positive Impact: Reduction in miles travelled	

Procurement	<p>Will it specify social, economic and environmental outcomes to be accounted for in procurement and delivery?</p> <p>Will it stimulate innovation among providers of services related to the delivery of the organisations' social, economic and environmental objectives?</p> <p>Will it promote ethical purchasing of goods or services?</p> <p>Will it promote greater efficiency of resource use?</p> <p>Will it obtain maximum value from pharmaceuticals and technologies (medicines management, prescribing, and supply chain)?</p> <p>Will it support local or regional supply chains?</p> <p>Will it promote access to local services (care closer to home)?</p> <p>Will it make current activities more efficient or alter service delivery models?</p>	N/A		
Facilities Management	<p>Will it reduce the amount of waste produced or increase the amount of waste recycled?</p> <p>Will it reduce water consumption?</p>	N/A		
Workforce	<p>Will it provide employment opportunities for local people?</p> <p><u>Will it promote or support equal employment opportunities?</u></p> <p>Will it promote healthy working lives (including health and safety at work, work-life/home-life balance and family friendly policies)?</p> <p>Will it offer employment opportunities to disadvantaged groups?</p>	N/A		
Community Engagement	<p>Will it promote health and sustainable development?</p> <p>Have you sought the views of our communities in relation to the impact on sustainable development for this activity?</p>	N/A		

Buildings	<p>Will it improve the resource efficiency of new or refurbished buildings (water, energy, density, use of existing buildings, designing for a longer lifespan)?</p> <p>Will it increase safety and security in new buildings and developments?</p> <p>Will it reduce greenhouse gas emissions from transport (choice of mode of transport, reducing need to travel)?</p> <p>Will it provide sympathetic and appropriate landscaping around new development?</p> <p>Will it improve access to the built environment?</p>	<p>N/A</p>		
Adaptation to Climate Change	<p>Will it support the plan for the likely effects of climate change (e.g. identifying vulnerable groups; contingency planning for flood, heat wave and other weather extremes)?</p>	<p>N/A</p>		
Models of Care	<p>Will it minimising 'care miles' making better use of new technologies such as telecare and telehealth, delivering care in settings closer to people's homes?</p> <p>Will it promote prevention and self-management?</p> <p>Will it provide evidence-based, personalised care that achieves the best possible outcomes with the resources available?</p> <p>Will it deliver integrated care, that co-ordinate different elements of care more effectively and remove duplication and redundancy from care pathways?</p>	<p>N/A</p>		

PLEASE ENTER DETAILS SPECIFIC TO THE ROLE BELOW (IE: KEY RESPONSIBILTIES, DETAILS ABOUT THE TEAM ETC)

For an informal discussion please contact (RECRUITING MANAGER) on (TEL NO) or (EMAIL ADDRESS) *(please note this will be the name and contact details used to advertise the post on NHS Jobs)*

Completed by: (NAME RECRUITING MANAGER)

Job Title:

Date:

For Workforce use only

Confirmation to recruit received from Budget Holder/Senior Manager **Y** **N**
(Date):

Job Evaluation completed **Y** **N** (Date):

Completed by: (NAME WORKFORCE)

HR Business Partner advised **Y** **N** (Date):