

**CHANGE IN PLACE OF EMPLOYMENT
SCHEME FOR PAYMENT OF ALLOWANCE**

1. It is recognised that, when an employee's place of employment changes due to circumstances beyond their control, it may result in increased expenditure because of additional daily travel. An allowance to reflect this will be paid in appropriate cases.
2. Such circumstances may involve the reorganisation of a service or the vacation of an existing Council building. They do not, however, include situations where employees are redeployed into alternative posts or are taken on following a temporary office move and subsequently relocated to a 'permanent' building.
3. An employee covered by the provisions of this Scheme and incurring additional travelling expenses will be paid an allowance equal to the difference between the cost of travelling:-
 - (a) from their home to their new place of work, and
 - (b) from their home to their old place of work.
4. Such allowance will be paid for a maximum period of four years from the date of change and will be based on either:-
 - (a) bus fares, or
 - (b) mileage allowance in respect of the additional mileage (in whole miles) actually involved if the employee is an Essential Car User, or where a bus service is not availablewhichever is actually incurred (based on the shortest available routes).
5. With the exception of a claim made for use of a bicycle, this allowance will only be paid when the difference between the cost of travelling (both ways) from home to the new place of work and from home to the old place of work is more than:-
 - £0.82 per working day (with effect from 1st April 2009).This rate is adjusted by the percentage pay award for 'Green Book' employees, rounded to the nearest whole penny.
6. Employees seeking this allowance must complete a copy of the claim form shown at Appendix 27E and submit it to their Senior Manager. When approved, the appropriate amount will be added to their next available monthly salary payment. This allowance must be paid via payroll as it is taxable.
7. If an employee covered by the provisions of this Scheme is financially disadvantaged by a change in place of employment in some other way, the appropriate Senior Manager should refer the matter to Human Resources for determination as to whether reimbursement will be made.
8. If an employee feels that they have been unfairly treated through the application of this Scheme, then they may invoke the Local Grievance Procedure as appropriate.
9. This Scheme will be subject to review and, after consultation, may be revised in light of operational experience.

(NB For the purpose of this Scheme, the term 'Senior Manager' shall encompass the Managing Director, officers subject to the Conditions of Service for Chief Officers of Local Authorities, and Service Managers.)