HEIW

Relocation Reimbursement Policy for Doctors and Dentists in Training

1. Introduction

Health Education and Improvement Wales (HEIW) is responsible for the training of approximately 3,000 doctors and dentists across Wales. As part of their training rotations, doctors and dentists in training will often move from one Local Education Provider (LEP) to another to ensure a wide range of training competencies can be developed. There are six Health Boards and three NHS trusts that provide training in Wales. Furthermore, on occasion trainees receive training in locations outside of Wales; these opportunities help to deliver curricula requirements that cannot be delivered within Wales.

Rotating to different training locations can be stressful and create unnecessary financial burden for doctors and dentists in training. This can occur if they choose to relocate to the new training post location. Furthermore, should a doctor or dentist in training choose not to move closer to their new training location, the cost of additional excess travel can have additional financial costs.

HEIW is committed to supporting and promoting the wellbeing of trainees and recognising the invaluable service they provide the people of Wales. Our Relocation Reimbursement Policy will help to ensure that no doctor or dentist in training should face additional financial detriment should they have to relocate or travel to a geographically more distant training location.

2. Who is this policy for?

This policy applies to doctors and dentists in training (referred to as 'postgraduate trainees' throughout this policy) on approved HEIW training programmes in Wales with appointments of one year or more. :-

- Medical Foundation Year 1 Trainees
- Medical Foundation Year 2 Trainees
- Specialty Training Registrars (ST1 and CT1 upwards including WCAT trainees)
- Dental core and specialty trainees
- LAT – Locum Appointment for Training including dental FTSTA trainees

This policy is not intended to be used for Health Board-appointed posts, e.g. locum appointment for service, clinical fellow posts or any out of programme or secondment placements across Wales and the rest of the UK.

3. What does this policy cover?

This policy is intended for use by postgraduate trainees who decide:

- To relocate to Wales following appointment to a HEIW Training Programme

(expenses are allowable from the port of entry into the UK)

- To relocate within Wales following appointment to a rotational training programme
- To move to another part of Wales to complete a training rotation during a rotational training programme
- Not to move and claim excess travel costs for the difference between a new training location and the postgraduate trainee's base location, during a rotational training programme.

The base location is the hospital or training location (for those in a community training environment), during a rotational training programme, which is closest to the postgraduate trainee's home address and is, or could be, a required training location during their rotational training programme. This is in accordance with paragraph 315 of National Health Service Hospital Medical and Dental Staff and Doctors in Public

Health Medicine and the Community Health Service England and Wales Terms and Conditions of Service 2002 (as amended).

The base location should be identified by the postgraduate trainee at the beginning of their first training rotation in a rotational training programme and will be reassessed following appointment to a different training programme. The base location can be changed during a rotational training programme later in agreement with HEIW prior to commencement of any subsequent rotation. If there is any confusion about which location is the base hospital /location, this should be clarified by the postgraduate trainee with HEIW. Examples of base hospital /location? calculations can be found in the FAQs.

F1/F2 – the base location will the nearest hospital to the employee home address that is shown on Intrepid as one (or could be one) of the training rotations for the F1/F2 rotational training programme. Please note that this will be different for F1 & F2

GPST - the base location will the hospital/community setting to the employee home address that is shown on Intrepid as one (or could be one) of the training rotations for the duration of GPST rotational training programme.

Speciality Trainee – the base location will be the nearest hospital to the employee home address that could form part of the rotational training programme, as detailed on the speciality matrix. This will be identified at the start of speciality training and will only change if the home address changes.

4. Residence in Wales

Postgraduate trainees who are successful in joining a Welsh Training Scheme will usually be required to take up residence within Wales and in close proximity to at least one of the locations to which the individual will rotate during their rotational training programme. This

requirement is in keeping with the objectives of the Wales Fatigue and Facilities Charter, aiming to protect trainees from the fatigue caused by an excessively long commute.

Where individuals do not relocate to Wales, the home address must be within 65 miles of the base location.

In exceptional cases where individuals opt not to move their permanent home into Wales, eligibility for reimbursement may be restricted as outlined in paragraph 5.4.

5. Allowable expenses

The following expenses are allowable under this policy.

5.1 Relocation expenses

Relocation expenses can be claimed by postgraduate trainees who opt to move their home to commence their rotational training programme in Wales or take up a rotation as part of a recognised rotational training programme. Relocation expenses include the following:

1. Legal and estate agent fees
2. Removal and storage fees (packing materials not included)
3. Survey fees
4. Land transaction tax

Those retaining their previous home and buying an additional new home or moving to rented accommodation will only be eligible to claim for removal and storage fees.

Two or more postgraduate trainees relocating together can claim for relocation costs but cannot claim twice for the same expense. However, where a joint expense (e.g. land transaction tax) exceeds the allowance available to one postgraduate trainee, the other postgraduate trainee(s) may claim the remainder cost of this expense up to the limit of their allowance. An example of this is where land transaction tax amounts to £10,000 in total, a postgraduate trainee can use all or part of their annual allowance towards this expense.

Furniture and fittings, packing materials, packing and unpacking costs and household bills such as council tax broadband etc. are not included.

5.2 Preliminary visit

The cost of two preliminary visits to the area of the new appointment will be paid in order to arrange accommodation. Travelling expenses and overnight subsistence allowances for the postgraduate trainee and their partner may be paid for a maximum of two nights per visit.

Please refer to paragraph 7 for details on the rates payable.

5.3 Continuing commitments allowance

This allowance is payable when a postgraduate trainee has moved to the new location before having sold their property or fulfilled remaining obligations in an existing rental agreement in the old location. The postgraduate trainee must be moving to the new location on a permanent basis for this allowance to be paid, including relocating any partner. The allowance is payable at the rate of the continuing commitment allowance, for a maximum of 12 months.

This allowance is subject to tax and national insurance

Travel to check on the continuing commitment is payable in line with section 5.8

5.5 Rent accommodation allowance

When a postgraduate trainee is on rotation from one location to another and it is not possible to commute from their home, they will be entitled to a rent allowance payable at the temporary accommodation rental rate as well as journeys home in accordance with paragraph 5.8. The allowance is payable at the rate of the new rental commitment. The postgraduate trainee will not be eligible for rent accommodation allowance if they are receiving rental income on their permanent property or if their permanent home is outside

of Wales and further than 65 miles away from their nearest training location in their rotational training programme in Wales.

Trainees will be granted a grace period of a year from the date they take up their post in Wales to allow them to relocate into Wales or within 65 miles of any of their training locations in their rotational training programme.

This allowance is subject to tax and national insurance.

5.6 Excess rent allowance

This allowance may be paid to postgraduate trainees moving from rented accommodation in the old location to rented accommodation in the new location and where there is an increased cost. The accommodation may be furnished or unfurnished. The total allowance payable will be the difference between the two costs.

Deposits/bonds are not reimbursable.

Where a trainee has previously been in receipt of free accommodation provided by the hosting Health Board, the benefit of such accommodation as detailed on the P11D will be used in the calculation of excess rent.

This allowance is not payable where you have another property classified as Continuing Commitment Allowance or Rent Accommodation Allowance as per paragraph 5.3 & 5.5.

This allowance is only payable where the rental property is within Wales or within 65 miles of the base location.

This allowance is subject to tax and national insurance

5.7 Temporary accommodation

Travelling expenses and overnight accommodation allowances may be paid when a postgraduate trainee is required to take up short-term temporary accommodation for 5 days or less to meet training placement requirements whilst maintaining commitments in their permanent residence.

Examples include Pre-Hospital Emergency Medicine (PHEM) trainees who often undertake multiple short placements (5 days or less) across Wales as part of their training programme.

On call accommodation is not payable as part of the relocation policy.

5.8 Cost of travel from old to new home

This allowance will cover the cost of one journey from the old to the new home for the postgraduate trainee and their partner. If a postgraduate trainee uses a private car for the journey the mileage will be reimbursed at the public transport rate.

5.9 Return home for visits

Postgraduate trainees who move to reside in proximity to their new post but do not seek to move their permanent residence may be reimbursed the cost of journeying home for one return visit per week in addition to claiming rent accommodation allowance as per paragraph 5.5.

Postgraduate trainees who are in receipt of continuing commitment allowance will be able to claim one journey monthly to check on their property until it is sold or rental agreement obligations fulfilled as per paragraph 5.3

Return visits are limited to a 12 month period as identified as per Paragraph 5.3 & 5.5.

This allowance is subject to tax and national insurance

5.9 Excess travel expenses

Where a trainee opts not to move to be closer to the site of a rotation within a rotational training programme they may claim travel costs (mileage or fares) for the difference between the travel from home to their base location and home to their current training location. Claims for excess travel should be submitted on a monthly basis and are not payable for any periods

of non attendance at the training location. Claims should be submitted within 3 months of the travel date.

If a postgraduate trainee is working at more than one training location (this must be a regular set pattern of working, e.g. regular clinics in a different hospital or on call commitments), they can claim this excess travel expense through the relocation process. Ad hoc work completed by a postgraduate trainee should be claimed as employer business mileage.

Excess Travel is payable as either mileage paid at public transport rate or as fares where public transport is used.

Reimbursement for taxi fares are not permitted.

6. Locum Appointments for Training (LAT) and Fixed Term Specialty Training Attachments (FTSTA)

LATs and dental FTSTA trainees can claim under this policy despite not necessarily being part of a rotational training scheme.

7. Accuracy of information

At all times NHS Wales Shared Services Partnership has the right to request reasonable proof of expenses. All postgraduate trainees who make a claim for relocation expenses or excess travel are reminded to describe their circumstances accurately and that any deliberately misleading or false statements or claims will be regarded very seriously and could result in a referral to the local Counter Fraud Officer.

8. Annual allowance and general provisions

The annual amount that can be claimed for relocation reimbursement will be provided on the NHS Wales Shared Services Partnership website.

Where possible postgraduate trainees should utilise public transport. Only the cost of economy or standard class travel will be reimbursed. All claims must be accompanied by valid tickets or receipts. Where a postgraduate trainee uses their own car, they will be reimbursed at the public transport rate. Claims must be made in a timely manner and only in exceptional circumstances will claims older than 3 months be honoured.

Postgraduate trainees from abroad will only be entitled to expenses from their point of entry into the UK.

All costs referred to in this policy for subsistence, travel, accommodation and public transport will be reimbursed in accordance with the rates set out in the National Health

Service Hospital Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service England and Wales Terms and Conditions of Service 2002 (as amended).

9. Tax liabilities

Postgraduate trainees should note that some of the expenses provided in this policy will be liable for payment of income tax and national insurance. This will be deducted from reimbursements made by NHS Wales Shared Services Partnership. Postgraduate trainees are advised to seek professional advice of their tax liabilities as a consequence of reimbursement received. Further information is available on the HM Revenue and Customs website at http://www.hmrc.gov.uk/guidance/relocation.htm

10. Appeals and disputes

There may be exceptions and circumstances that arise where practical application of this policy could lead to expenses not accounted for in this policy. Should this occur these cases will be considered on an individual basis by Health Education and Improvement Wales. If a postgraduate trainee disputes any aspect of the application of this policy they will have the opportunity to seek further explanation and clarification as outlined in the FAQ.