



Removal Expenses Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

Procedures:

[Recruitment, Selection and Appeals Procedure](#)

Other Documents:

[Police Regulations 2003 Regulation 35 Annex V](#)

Process

1 Purpose

- 1.1 The purpose of this procedure is to ensure compliance with Annex V to regulation 35 of the Police Regulations 2003 and to set out the policy of North Yorkshire Police (NYP) in accordance with the provisions of Annex V.
- 1.2 The payment of removal expenses in accordance with the Police Regulations 2003 is intended to contribute to the efficiency and effectiveness of the force by facilitating the movement of police officers into and within the force area.
- 1.3 It is designed to support the implementation of NYP associated and related procedures.

2 Principles

- 2.1 The main principles under-pinning this procedure are as follows:
- 2.2 The Chief Constable reserves the right to post police officers from one place of work to another.
- 2.3 It is the responsibility of individual police officers to ensure that they;

1. reside in such premises that will enable their attendance at their place of duty on time and in a condition to carry out their duties effectively.
 2. occupy such premises that will not conflict with the impartial discharge of the duties of a constable.
- 2.4 Where removal expense assistance is given, the officer will be expected to give a commitment to a 'value for money' period in the new role, likely to be a minimum of at least 2 years.

3 Qualification for Removal Expenses

- 3.1 A police officer is entitled to the reimbursement of the reasonably incurred costs of removal or for the removal to be carried out by NYP in the following circumstances and in accordance with Regulation 35 of Police Regulations 2003, Annex V, 2b;

ij] ...where the member moves his home on joining the force in the rank of assistant chief constable or a higher rank, and

ii] otherwise applies with the exception of subparagraph (a) (v) where the member moves his home, except as a consequence of joining the force otherwise than on being statutorily transferred thereto, and the removal is, in the opinion of the chief officer of police, due to the exigencies of police duty or is made at the request of the chief officer of police and is, in his opinion, in the interests of the efficiency of the force.

- 3.2 The Chief Constable has the discretion to pay removal expenses in circumstances where a police officer moves home as a consequence of a voluntary transfer. NYP may consider for each campaign of voluntary transfer what, if any removal expenses shall be paid in such circumstances.

- 3.3 Therefore, this entitlement, for the purposes of NYP, will be considered for payment in the following circumstances;

1. Where the officer is joining the force in the rank of Assistant Chief Constable or a higher rank.
2. In other cases where the removal is, in the opinion of the Chief Constable, due to the exigencies of police duty or is made at the request of the Chief Constable and is in their opinion in the interests of the efficiency of the force.

- 3.4 NYP will not carry out removals.

4 Entitlement

- 4.1 The budget for removal expenses is controlled corporately by the Head of Finance and S151 Officer and they will be responsible for agreeing entitlement to reasonable relocation expenses on a case-by-case basis in line with the principles of this procedure.

- 4.2 The Chief Constable for NYP, or their designated delegate as allowed by regulations, will have responsibility for agreeing in principle to apply removal expenses in proscribed circumstances.
- 4.3 Eligibility to and payment, where agreed, of removal expenses is always subject to 3 fundamental criteria; **necessity, reasonableness and backed by receipts**. The Chief Constable has made the decision that the maximum reasonable limit for removal expenses (other than Chief Officers) will be £10,000. The following are examples of what may be considered applicable expenses to claim, but are by no means an exhaustive list;
- Fees incurred; Estate Agent, Solicitor and Mortgage Lender
 - Taxes; Stamp Duty
 - Incidental expenses associated with the move

Expenses will be limited to those that are standard and would be ordinarily expected in normal moves of residence.

- 4.4 If an individual considers that the maximum limit for removal expenses is not appropriate in their case, they should provide documentary evidence and rationale as to the amount requested to the Chief Constable. The Chief Constable, or their designated delegate, will then make a decision as to whether the maximum limit remains or a different limit is set in that case.
- 4.5 Once eligibility has been agreed, officers will normally have 1 calendar month from the date of their notification of new post and/or work location, to either accept or decline the offer of removal expenses. Any period to be extended beyond 12 months should be agreed by the Head of Finance and S151 Officer and in their absence their deputy.
- 4.7 An officer's entitlement to paid leave of duty in the event of a relocation or transfer will be a consideration of the Chief Constable or their appointed delegate. Consideration will be made on a case-by-case basis. In any event, this will not exceed more than 3 working days or 24 working hours whichever is the shorter.
- 4.8 In the event that a proposed removal is cancelled by the officer, consideration will be given by the Head of Finance and S151 Officer to recovering the force's expenditure in part or in full.

5 Appeals and Review

5.1 Arbitration

It is anticipated that the majority of disputed decisions will be resolved at Safer Neighbourhood Commander/Department Head level in conjunction with Head of Finance and S151 Officer. However, in the event that a dispute cannot be resolved, the final arbiter shall be the Chief Constable. It is intended that this arbitration be completed within 28 working days of any such request.

5.2 Review

This procedure should be the subject of an annual review, conducted by Head of Finance and S151 Officer, or their nominated delegate, in consultation with staff associations and other interested parties.

Responsibilities

Operational Officers/Police Staff:

- Will have a responsibility to familiarise themselves with the contents of this procedure as and when it applies to them

First Line Supervision:

- Will have a responsibility to familiarise themselves with the contents of this procedure and any requirements there under, as and when it applies to them
- Safer Neighbourhood Commanders/Department Heads:
- Will have a responsibility to familiarise themselves with the contents of this procedure and any requirements there under, as and when it applies to them

Head of Finance and S151 Officer:

- Will have responsibility for decisions relating to the delivery of the principles and intent of this procedure.
- Will have responsibility for monitoring the effectiveness of this procedure

Definition of Special Terms

North Yorkshire Police – collectively the Deputy Mayor for Police Fire and Crime and the Chief Constable in their respective corporate capacities as the employer of staff (or, in the case of the Chief Constable in so far as Police Officers are concerned, deemed or de jure employer).

North Yorkshire Police Personnel – Collectively, Police Service Personnel and Deputy Mayor's Staff as defined below.

Chief Constable's Staff – All staff in the employment of the of the Chief Constable.

Deputy Mayor's Staff – All staff in the employment of the Deputy Mayor for Policing

Appropriate Head of Department – This should be from the relevant employer.

Senior line manager - a Chief Inspector or Police Staff equivalent. This should be from the relevant employer.

Police Staff – collectively, Chief Constable's Staff and staff in the employment of the Deputy Mayor for Policing.