



Service Policy: PODPOL05 Relocation Policy

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April 2014	April 2025	████████	████████	████████

Amendment History:

Version	Date	Author	Reasons for Change
2	Nov 2013	████████	Transfer onto a new policy template
2.1	April 2015	████████	Annual Review
2.2	April 2016	████████	Annual Review
2.3	April 2017	████████	Annual Review
2.3	April 2019	████████	Annual Review
2.3	April 2022	████████	Annual Review / Change to EAP Telephone Number
2.4	March 2023	████████	Annual Review

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X		ED&I TEAM	LOCATED ON PORTAL

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location
S.I	SI0696	Redeployment Service Instruction	Portal
S.I	SI0695	Redundancy Service Instruction	Portal

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
x						

Ownership:

FOI exemption required?	Yes	URL
	No	x Reason

Legislation:

Title

Contact:

Department	Email	Telephone ext.
POD	████████████████████	4358

PODPOL05 Relocation Policy:

1. Policy Introduction and Background:

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 policy is to outline the process undertaken to compensate for the financial loss incurred when the Authority relocates an employee's permanent place of work.

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

2. Policy Explanation:

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.

3. Policy Implementation:

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 through accessing www.healthassuredeap.com or by telephone on 0800 028 0199.

All policies can be found on the [Website](#)