



Relocation Information for On-Call Firefighters

West Yorkshire Fire and Rescue Service (WYFRS) recognise the need to offer relocation assistance in appropriate circumstances. The offer of assistance will be based on the needs of the service and the individual.

Due to the recruitment requirements at certain on-call stations, applications for relocation packages may be considered.

For a complete list of on-call stations currently offering relocation packages please visit <https://oncall.joinwyfirefighters.com/be-an-oncall-firefighter/benefits-of-the-job/>

Criteria

1. Applications for relocation packages are only acceptable for those stations as listed on the WYFRS recruitment website www.oncall.joinwyfirefighters.com
2. Candidates applying for a relocation package must commit to and maintain a minimum contract of **70 hours per week with minimum of 30% of their availability within week day, day time Premium Hours** (i.e. Monday – Friday 8am until 6pm).
3. Assistance will be granted based on the fact that qualifying employees maintain their own household both before and after appointment. Employees must also make a serious effort to secure appropriate permanent accommodation as soon as is reasonably practicable.
4. Employees must certify that removal has occurred solely as a result of the appointment as an on-call firefighter with WYFRS and would not have otherwise occurred i.e. if the person was intending to move to the area anyway or moving to join a member of the family already resident here, or if the new employee's partner/spouse etc. is in receipt of relocation expenses for a move to the area. In such circumstance, relocation expenses will not be available.
5. Employee's will have to pay back all of the allowances immediately if leaving WYFRS employment within 2 years of the date of appointment.
6. To avoid misunderstanding, a decision on what allowances are eligible should be obtained as soon as possible on or after appointment. If there is any doubt about what can be claimed and if this claim might influence a decision to accept the appointment, this should be discussed with the WYFRS Human Resources Department before the offer of appointment is accepted.
7. In order to make a claim for reimbursement, WYFRS will require the following evidence (where applicable) as proof of eligibility
 - Current home ownership
 - Location of new property
 - Receipts for expenses claimed

- Authorisation of entitlement from WYFRS Human Resources Department
- Signed declaration of expenses claimed and repayment requested
- Rental/tenancy deposits and agreements
- Details of rent payable

The package

The below details the maximum values for relocation packages relating to on-call firefighters.

Not all elements will be applicable to each individual:

Maximum conditions

- New on-call employees to WYFRS who are required to move house, a maximum of **£7,500** if buying and selling or **£5,000** if buying only (total of all claimed expenses)
- For rented accommodation, a maximum of **£3,500** plus repayable interest free loan of up to **£1,500** to cover deposit/rent payable in advance
- **100%** of removal costs, plus all costs relating to storage for a period of up to 6 months including insurance in transit/insurance costs (based on the lower of 3 quotes). DIY removals will attract vehicle hire and fuel costs only
- Temporary accommodation expenses of up to £100 per week for up to 6 months or to relocation date, whichever is earlier. If moving from rented accommodation to rented accommodation then for a maximum of 3 months or whilst two rents are payable, whichever is the earlier

House purchase allowances may also include

- Stamp Duty
- Legal, survey, auctioneer, search fees, land registry and estate agents charges up to £5,000 if buying and selling or £2,500 if buying only
- Incidental expenses incurred in the new purchased home as part of the move are refundable up to a maximum of up to £1,500
- In exceptional circumstances, in addition to the maximum conditions below, applications connected to on-call stations may receive an additional £2,500 to support a move to a designated risk critical area
- Where a new employee to WYFRS moves into permanent rented accommodation (public or private) the following allowances to a maximum of £3500 will be applied
 - Removal expenses as outlined above
 - Temporary accommodation as outlined below, but only whilst the employee remains eligible for rent on a previous property, following appointment, or for up to 3 months whichever is the earlier

Subject to proof of hardship an interest free loan of up to £1500 (repayable by deductions from salary) over a maximum period of 12 months from appointment, will be available for use solely as a deposit or for rent payable in advance.

Additional information

- The above provisions are subject to prior written agreements of the WYFRS Human Resources Department
- Payments will be made on production of receipts
- Not all allowances paid maybe tax exempt. WYFRS is bound by tax legislation and employees are liable for any tax and should check with the tax office. The service will not be liable if the tax office subsequently deem a relocation allowance as taxable
- Discretionary rented accommodation can be considered as a fall back if house purchases are not successful
- If a sale/purchase falls through, subject to the circumstances of the situation up to £2500 may be payable. This will be available only once. It will be subject to repayment as per Fraudulent Claims, and is dependent upon the employee's commitment to relocate as per the Relocation Policy, contract of employment requirements and conditions
- Evidence of fraud will be investigated and where a potential case of fraud is apparent, disciplinary action will be instigated and may result in dismissal and immediate repayment to WYFRS of any monies paid which have been proved to have been gained fraudulently

**For further information and/or a copy of the Relocation Assistance Policy
please contact**

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