

Somerset Primary Care Relocation Funding Contribution Policy

1. Aims and Objectives

- 1.1 To support the recruitment of new employees
- 1.2 To enable new employees in other parts of the country to relocate
- 1.3 To assist new employees to access accommodation

2. Who is eligible?

- 2.1 Any health care professionals (clinicians) who are offered and accept an appointment in a Somerset practice
- 2.2 This includes GPs, Nurses, Clinical Pharmacists, etc
- 2.3 The person must live outside of Somerset and live a minimum of 40 miles away from their new normal place of work
- 2.4 The person must move to within a 25 mile radius of their new normal place of work
- 2.5 The move must significantly reduce the travelling time
- 2.6 A person can only claim this funding once and only one claim can be made per household
- 2.7 This relocation funding cannot be claimed where another member of the persons household also claims relocation expenses or a relocation package from an NHS employer or another external employer
- 2.8 The move does not have to be completed immediately. The funding is available for a year from the day the person is appointed. Any payment will not be made until after the person has started work.

3. Decision Process

- 3.1 Any Somerset practice must gain approval from the primary care team to offer relocation funding before advertising for a role. The request must be made in writing with details of the post to be advertised and sent to somicb.pcn@nhs.net

3.2 Once written approval has been received the advertisement can be placed and include the offer of relocation funding contribution. Should the successful candidate meet the criteria the relocation contribution can be formally confirmed in the appointment letter and the new employee asked to sign their acceptance of the terms and conditions

4. How much is available?

4.1 A flat rate of £8,000 is payable as a contribution to relocation costs. This may be put towards the costs associated with an owned property or a rented property. This might include legal expenses, rental deposits, surveys, letting agency fees, furniture removal expenses etc

5. What happens if the employee leaves within two years?

5.1 If the claimant leaves within a two year period of being appointed the practice must inform the ICB and in consultation with the ICB reserve the right to reclaim a proportion of the funding, by calculating the total amount of time employed and dividing this by the amount of funding paid. Then deducting the remaining months

5.2 The reclaimed money should then be returned to the ICB

6. Claiming the funding

6.1 The clinician should submit a claim to their practice for payment after they have commenced their employment

6.2 If the practice is confident that the criteria has been met and can evidence compliance, an invoice to the ICB for reimbursement can be made using SBS

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