

32. Expenses Incidental to Removal

The probation board may pay the cost of any other expenses incidental to the move. Staff who incur additional childcare and dependant care costs as a direct result of the relocation will have their situation considered sympathetically.

Maximum Level of Allowances in respect of Relocation

33. Maximum levels of allowances (Paragraphs 26-32 above) are set out in the Pay and Allowances Card at Section A16. These will be updated annually in line with the NNC salary settlement.

34. The overall reimbursement to be subject to a maximum level to be determined by the probation board. Boards may wish to take account of the HMRC tax exempt threshold and overall reasonableness in determining this amount.

Additional Travelling Expenditure

35. An employee, including any newly qualified probation officers subject to their having had an identified base as a Trainee Probation Officer, who incurs additional travelling expenditure as the result of a change in work location determined by the probation board but who is not forced to move home, shall be paid an allowance equal to the difference between the cost of travelling from his or her home to the new place of work and from home to the old place of work. The allowance should be paid for a period of four years and be based on either:

- (i) standard train and/or bus fares or,
- (ii) mileage allowance in respect of the additional mileage actually involved in the change of work location if the employee is an authorised car user or where public transport is not available,

whichever is actually incurred.

36. The period may be extended if the probation board decides that there are exceptional individual circumstances warranting payments for a longer period. Similarly, where the probation board determines a further change in work location before the fourth anniversary of the original move, the allowance will be reviewed and, where appropriate, adjusted in the light of any change in additional travelling expenditure.

37. Similarly, where the employee voluntarily moves home before the fourth anniversary to a location nearer to the new place of work, the allowance will be reviewed and, where appropriate, adjusted. The principle to be followed is that employees should be reimbursed for additional travelling expenditure actually incurred.