

# Redeployment and Redundancy Corporate Policy – detailed requirements

You can read more about [how to notify proposed redundancies, timelines and consultation requirements](#).

## Definitions

Redundancy arises when cessation of employment is attributable wholly or mainly to the fact:

- That the employer has ceased or intends to cease, to carry on the business for the purpose for which the employee was employed, or has ceased, or intends to cease, to carry on that business in the place where the employee was employed; or
- That the requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where they are so employed, have ceased or diminished, or are expected to cease or diminish.

The BBC is committed to securing employment for its employees in the context of need to ensure the efficient and economic discharge of its business.

## Principles

Team Leaders should consider ways of avoiding redundancies which may include alternative proposals such as the development of new job roles, alternative working patterns or contractual arrangements, new ways of working, natural turnover, a review of work undertaken by atypical workers and controlled recruitment activity, prior to progressing to a redundancy situation.

The purpose of these detailed requirements is to ensure that, whenever reductions in employee numbers may become necessary:

- We communicate clearly with all affected employees and ensure they are treated fairly
- We try to find ways of avoiding compulsory redundancies;
- We consult with employees and with the recognised trade unions, and;
- Any selection for compulsory redundancy is undertaken objectively, fairly and reasonably

Once a selection process has been completed, the BBC reserves the right to proceed with redundancy termination and the trade unions reserve the right to register a failure to agree.

These detailed requirements will be reviewed from time to time in consultation with the recognised trade unions to ensure it reflects our legal obligations and our organisational and business needs.

The BBC will not terminate employment on the grounds of redundancy for at least six months from the date of formal written notification to the Union's National Officials.

The six months period includes notification of potential redundancy and contractual notice periods. This does not apply to employees who volunteer for redundancy or those on fixed-term contracts.

In redundancy exercises where selection criteria are applied to a pool of employees, the BBC has agreed to guarantee minimum periods between the point when an employee is notified of their provisional selection for redundancy following a selection exercise and termination of employment on the grounds of redundancy.

The guaranteed minimum periods may run wholly or partially concurrently with the 6 month provision above and will include contractual notice as follows:

Contractual notice period given to the employee by the BBC	Guaranteed Minimum Period (including contractual notice)
1 or 2 months	3 months
3 months	4 months

The guaranteed minimum periods do not apply to employees who volunteer for redundancy or those on fixed term contracts.

#### Consultation

The BBC will consult the recognised trade unions and employees about business changes which may lead to potential redundancies at the earliest practical opportunity.

Consultation will be with a view to reaching agreement with the trade unions on ways of avoiding, reducing or mitigating redundancies, wherever possible.

#### Written notification

Consultation will commence with formal written notification to the appropriate National Officer(s) of the appropriate recognised union(s). It will then proceed within the Division as agreed with the National Officer(s). Whilst the parties are not required to agree, at each stage of the process the recognised trade unions will be consulted. As appropriate, employees will also be consulted through joint and individual meetings.

Written notification will include:

- reasons for the proposal, number and job category of employees expected to be made redundant, total number of employees by job category employed at the establishment, method of the dismissals and period over which they shall apply.
- In addition, the notification will also include the total number of agency workers engaged in the BBC as a whole, the areas in which they are working and the type of work that they are carrying out.

The notification will confirm that the method of calculating redundancy will be in accordance with these detailed requirements. The notification will also confirm the selection method, indicating where this differs from provisions outlined under the 'selection' section of these detailed requirements. .

#### Minimum periods of consultation

The BBC will comply with statutory consultation requirements. These vary depending on the numbers of proposed redundancies. Currently, the minimum periods between the beginning of consultation and redundancy terminations taking effect are as follows:

- At least 30 days where it is proposed to dismiss as redundant between 20 and 99 employees at one establishment within a 90 day period, or;
- At least 45 days where it is proposed to dismiss as redundant 100 or more employees at one establishment within 90 days or less.

Notwithstanding the above, the BBC will consult for a minimum of 30 days where it is proposed to dismiss as redundant between 1 to 99 employees.

#### Reorganisation and procedure for identifying selection pools

The following two scenarios assume there is a reorganisation but no reduction in roles.

- Job role(s) not subject to change

Employees whose job function, role and responsibilities do not change or the changes are minimal and will merely transfer into the new organisational arrangements/structure.

- Job role(s) broadly similar

Where the roles in the new structure differ, the new positions will be compared to existing positions. Where the new role is broadly similar to an existing role, requiring similar competence and skill of a role holder, the role holder may be transferred to the new role. There may be sufficient numbers of roles, which whilst similar, may differ in emphasis. In such instances, management will determine which employee is most suited to each role. Such a decision will take into account individual preference.

You can read more about [the redeployment process, how to assess suitable alternative employment and how to request Outplacement Support.](#)

## Redeployment

### Redeployment Process

The BBC will assist employees faced with redundancy in the search for alternative employment inside and outside the BBC. HR and Team Leaders will assist in ensuring the proper conduct of the redeployment process.

Employees will be given priority consideration for vacant roles in advance of any other internal or external candidates, providing they meet the skills and competency requirements of the job.

Appointment without competition is covered in the. However, final selection for the job will be dependent entirely on merit.

In circumstances where internal or external recruitment has commenced, a potentially redundant employee will only be appointed above other candidates if they are either the strongest candidate or equally suitable for appointment.

In a redundancy situation, disabled employees will be covered by the same process as all other employees. Team Leaders should ensure reasonable adjustments are provided to disabled employees during the redundancy process to facilitate their redeployment. Where reasonable adjustments are required, the Team Leader may seek advice from or refer the employee to Access & Disability Services. For further information on supporting and retaining disabled employees in the BBC please refer to the How do I support a Disabled Team Member.

An attachment or retraining may be arranged where this is practicable and at reasonable cost. These options are discretionary and aim to equip an employee to compete for related or comparable work.

Scenario	Length of Protection	Notes
Pregnant employee who takes maternity leave	<b>Start:</b> When the employer has been notified of pregnancy	Includes any time spent in this period on maternity leave or other statutory leave
	<b>End:</b> 18 months from the child's date of birth if notified to employer before the end of maternity or 18 months from the Expected Week of Childbirth if the actual date of birth is not notified to the employer)	
Employee who has suffered a miscarriage (before the 24 <sup>th</sup> week of pregnancy)	<b>Start:</b> When the employer has been notified of pregnancy	Pregnancies ending after 24 weeks are classed as stillbirths and the employee would be entitled to statutory maternity leave (see above).
	<b>End:</b> Two weeks after the end of the pregnancy.	
Employees taking adoption leave	<b>Start:</b> Beginning of adoption leave	Includes any time spent in this period on adoption leave or other statutory leave.
	<b>End:</b> 18 months from date of placement or date of entry into Great Britain (if overseas adoption).	

<b>Employee taking shared parental leave ("SPL")</b>	<b>Start:</b> Beginning of SPL	If the employee has also taken maternity or adoption leave, the above periods apply instead.
	<b>End:</b> If less than six weeks of SPL is taken, at the end of SPL. If six or more continuous weeks of SPL is taken, 18 months from child's date of birth or placement for adoption (inclusive of any time spent on statutory leave).	

The onus is on employees themselves to apply for any suitable roles advertised internally, by searching on the BBC internal Careers Portal.

Redeployment and or any other assistance will normally run concurrently with notice of dismissal and may also precede it, according to circumstances. Employees retain their existing job pay range and salary during redeployment.

A potentially redundant employee can request [Outplacement Support](#) which will offer individual career coaching, a wide ranging programme of workshops and use of online transition tools. Outplacement support will be available for a period of 6 months from the date on which the referral form is completed and submitted.

Employees are not obliged to accept an offer of alternative employment. However, employees who unreasonably refuse an offer of 'suitable alternative employment' made in writing will lose their entitlement to redundancy payments.

'Suitable alternative employment' is defined as broadly similar work and location with no reduction in basic pensionable salary, reflecting the individual's experience and qualifications.

#### The Protection from Redundancy (Pregnancy and Family Leave) Act 2023

The following employees have a legal right to be offered a suitable alternative vacancy, where one is available, if they would otherwise would be made redundant:

Note that if there are more employees entitled to the above protections than the number of available suitable vacancies, the BBC may select for the role from the employees with priority protection using fair and objective selection criteria.

#### Trial Periods

Redundant employees without a role who accepts redeployment to a new role have a statutory right to a trial period of four weeks or such longer period as may be agreed. Before taking up a new job, employees will be informed in writing of the length of the trial period (normally not more than three months) and of any new terms and conditions of employment that may be applicable.

If during or at the end of the trial period it is determined by the BBC that either the individual is unsuitable for the new job, or the job is not a suitable alternative, that person will be eligible for redundancy payments.

### Salary Protection

Certain protection of earnings will be afforded to employees who are potentially redundant and redeployed to another role:

- Employees who the BBC directly match into suitable alternative employment within the same job pay range will transfer at their current basic salary (not including London Weighting) and will continue to be eligible, if appropriate, for the standard increase and performance awards. Exceptionally, where direct matches are made into roles at a lower job pay range, the current salary will be protected on a standstill basis (i.e. no standard increases or performance awards) until the salary falls within the salary scale of the new job pay range.
- In addition, any London Weighting applicable before redeployment will be protected for a period of six months from the date of transfer.

At Risk Employees who apply for and choose to accept an alternative role (i.e. not directly matched) will be offered such roles at the advertised terms, conditions and rates of pay.

A pay protection allowance will apply if the alternative role is offered with a lower substantive base salary than current substantive base salary (the pay protection allowance is a non-pensionable allowance paid over 12-months to give individuals time to adjust their finances on accepting and starting an alternative role at a lower substantive salary following being put formally at risk of redundancy).

You can read more about [redundancy selection criteria, fair application processes, redundancy pay and exit](#)

### Selection

The BBC will determine the appropriate method of appointment and selection for positions available within the organisation. The default selection criteria will be based on skills, knowledge, and competencies appropriate to the job. The selection process must be applied fairly and consistently.

### Selection for retention

Where there are insufficient roles available for all employees within the new structure or where the new roles are not broadly similar, selection for retention will apply. The BBC will determine the pool for selection and who should be appointed to roles in the new organisation by applying the default selection process. The method of selection will be by any of the following:

- reviewing an employee's performance record
- a paper based application
- a selection interview

The criteria will be based on the default criteria as identified above, via the assessment of skills, knowledge and competencies appropriate to the job.

Employees who are unsuccessful in securing a position within the new structure or for whom there is no role are potentially redundant. During their individual consultation and notice period BBC redeployment arrangements will apply.

#### Alternative selection methods

BBC management may decide to develop an alternative reorganisation appointment process, developing assessment criteria that may include objective factors such as attendance, performance, conduct, skills and experience. The trade unions will be consulted prior to the application of these criteria. Safeguards must be put in place to ensure these are fair and consistently applied.

BBC management will consult with employees individually and trade unions on the results of the reorganisation selection procedure. The trade unions have agreed to cooperate with the standard reorganisation appointment process whilst reserving the right to register a failure to agree on the outcome of its application. A failure to agree can only be registered once the selection process is completed by informing employees who are provisionally (i.e. subject to further consultation) at risk of redundancy. The trade union may register a failure to agree earlier where the BBC acts arbitrarily. A failure to agree cannot be raised against the selection process and / or selection decisions including a selection pool unless that pool is not compliant with agreed BBC policies.

#### 1. Redundancy Termination Procedure

Following any selection process, those employees who have been provisionally selected for redundancy will be invited to a meeting to discuss the outcome of the selection exercise. The employee may make further representations at this meeting, which will be considered before a final decision is made. This meeting is conducted by a Head of Department or nominee to determine a redundancy decision by evaluating and considering an employee's representations. A final decision will then be taken on whether to issue notice of termination on the grounds of redundancy.

Authority for dismissal lies with the Head of Department or nominee.

#### 2. Redundancy Payments

Employees terminated on grounds of redundancy will, subject to conditions noted, be entitled to receive a BBC redundancy payment equal to annual substantive salary divided by 12 and then multiplied by the number of completed years of continuous employment (as defined in the BBC Conditions of Service essential/ detailed requirements) i.e. as follows:

$$\frac{\text{Annual substantive salary}}{12} \times \text{Completed years of continuous employment}$$

(subject to the limits set out below)

#### Notes

- Employees must have 2 or more years' continuous employment (as defined in the Conditions of Service essential/ detailed requirements) on cessation to be eligible for payment.
- Not included are any periods of service:
  - for which a severance payment has already been made, and/or
  - for which there is no entitlement to any redundancy payment, and/or
  - For which the only redundancy entitlement would have been or is statutory
- For employees employed prior to 1 January 2013, the above calculation is capped at the lesser of:
  - a maximum of 24 years' continuous service; or
  - £150,000;
- For employees employed on or after 1 January 2013, the above calculation is capped at the lesser of:
  - a maximum of 12 years' continuous service; or
  - £150,000;

Employees entitled to a BBC redundancy payment may exercise the option to take a statutory redundancy payment only and decline the enhanced BBC redundancy payment on exit.

Receipt of the statutory redundancy payment constitutes a severance payment and (as set out above) breaks continuity of service, both for statutory continuity purposes and also for contractual continuity purposes (i.e. for the purposes of calculating any future BBC service-based benefits such as redundancy pay, pensions etc.)

A genuine break in continuity of service will only occur when there is no work in the period and no overarching agreement for future work at the point of redundancy.

#### Elective Statutory Redundancy Pay

BBC redundancy payments include the elective statutory redundancy payment due at the time of exit. As set out above, individuals may elect to leave the BBC with an elective statutory redundancy payment only and expressly decline their BBC redundancy payment.

This choice will be recorded on the Notice of Termination form and submitted to payroll for processing as 'Statutory Redundancy Payment only'.

Receipt of an elective statutory redundancy payment breaks continuity of service both for statutory continuity purposes and also for contractual continuity purposes (i.e. for the purposes of calculating any future BBC service-based benefits such as redundancy pay).

### Part-time employees

Employees who, at the time of their redundancy are engaged on a part-time contract of service, will receive a redundancy payment which compensates them on the basis of their average hours of work over their continuous period of service.

However, where current contractual hours are greater than the employee's averaged hours of work, the redundancy payment will be based on the employee's current contractual hours.

The adjusted final substantive salary is used in the normal calculation of BBC redundancy subject to the conditions applied to those calculations as set out above.

For employees who also qualify for a BBC Pension, the adjusted final substantive salary will be used for calculating the total substantive salary they would have received had they remained in service until normal retiring age.

The adjusted final substantive salary is equal to 'average hours' multiplied by the final part-time salary and divided by final part-time hours:

$$\frac{\text{Average hours x final part-time salary}}{\text{Final part-time hours}} = \text{Adjusted final substantive salary}$$

Where average hours apply=

$$\frac{(\text{years x full-time hours}) + (\text{years x part-time hours})}{\text{Total years of service}}$$

Notes

- Average hours are calculated as follows: multiply the duration (in years) of the full-time arrangement by 35 (i.e. full-time weekly hours.)
- Then, for each subsequent part-time arrangement, multiply the duration of that arrangement by the part-time weekly hours.

- Aggregate these amounts and divide by the total years of service.
  - For the purpose of this calculation full-time hours should be taken as 35 hours per week, unless there are exceptional reasons for varying the figure.
  - Meal breaks are not paid.
  - Average hours are calculated only over the continuous length of service used for the redundancy calculation, where applicable.
3. Re-employment of redundant employees (or employees in receipt of severance pay under a settlement agreement)

No individual in receipt of BBC Redundancy pay (or severance pay under a settlement agreement) can be re-hired into the BBC (including BBC Studios):

- On an employment contract (fixed-term or continuing) for 12 months following a BBC redundancy/settlement agreement;
- In any other temporary capacity (e.g. freelance, casual) of a genuinely short-term nature and unforeseen at the point of departure, for 3 months following a BBC redundancy/settlement agreement.

Individual employees who are made redundant and who elect to take only an elective statutory redundancy payment can be re-hired on an employment contract or in a temporary capacity after 28 days from the date of termination of their employment where the new work is unforeseen at the point of date of termination, in line with Recruitment & Onboarding essential/detailed requirements.

There are no exceptions to the above rules.

The continuous employment of an individual who is re-employed by the BBC after receiving a redundancy payment (whether BBC redundancy pay or statutory redundancy pay only) will be calculated from the first day of their re-employment, and no previous period of employment with the BBC will count for the purposes of continuous employment for any reason.

If an individual returns earlier or do not have a genuine break i.e. in breach of the non-returners rule then continuity may be preserved.

For the purposes of payment of any future redundancy having previously received a statutory payment will prevent this earlier period from counting for calculation of pay, but any break will only be effective to break continuity for unfair dismissal etc, if there is a genuine gap in work (currently seven days Sunday to Saturday). If the work is known about and offered ahead of the exit then continuity for those other purposes would be preserved and redundancy would not apply.

### Notice

Redundant employees under notice of dismissal will usually be required to work their notice. In specific instances the employee's Team Leader may decide that an employee is not required to work their notice, in which case the employee may be asked to remain at

home on garden leave. Time-off to seek other employment should be granted subject to operational requirements.

Employees may request not to work their notice or to amend their last day of employment at a date earlier than when notice was due to expire, in which case they will be expected to waive the right to the remaining period of notice.

You can read more about [the redundancy appeal process and grounds for appeal](#).

### Appeal

Employees issued with a formal notice of dismissal on the grounds of redundancy may appeal. The appeal must be registered by the employee within 7 working days, in writing, to the Head of Department or nominee, specifying the grounds. The employee will be notified within 14 days of receipt of the agreed appeal meeting date.

The appeal meeting will be conducted by a more senior leader than the Team Leader who made the original redundancy dismissal decision, unless exceptional circumstances make it impractical. The meeting will consider the application of this procedure and the selection criteria.

The appeal meeting must be held before the end of the employee's notice period.

An employee may be represented at either a redundancy dismissal meeting or appeal meeting by a trade union representative or work colleague (excluding practising lawyers).

You may read more about [relocation support options and eligibility criteria](#).

The BBC is committed to providing relocation support to mitigate the financial impact on employees where the business requires an employee to relocate as a result of a role or team moving to a new location. Consideration of relocation support for new hires may be appropriate where there exists an agreed critical business need and approved budget. Relocation support costs are incurred by the department in the new location and all relocation requests require approval in line with the BBC agreed approval route. Whilst the circumstances may differ, application of these provisions and process will be consistent and fair.

#### 1. Permanent Relocation Support Principles and Eligibility

Relocation support is available to employees where:

- there is a business led permanent change of work location. This means the new work location is not within daily commuting distance of your current home. Daily commuting distance is defined as at least one hour drive or 30 mile commute each way.

NB: Acceptable distance maps can be requested for a fee from the BBC's specialist relocation service provider.

- the BBC have made a decision to move a number of roles, team(s), department(s) or functions to another location which puts employees at risk of redundancy. Relocation support will also be available to affected employees where they have secured redeployment to an alternative role in another BBC location as a result of being put at risk of redundancy.

NB: Employees must hold a relocating role ahead of the proposed move announcement. Applicants recruited into a role, with prior knowledge that the role is relocating will not qualify for support.

- By exception where there exists a business critical need to secure appointment to an externally recruited position, the BBC may approve a defined relocation support package on appointment.

Relocation support is not provided if you apply for an advertised role (other than as part of redeployment) or are recruited into a role you hold on attachment at another location.

## 2. Options

Where Permanent Relocation Support is available, eligible employees are able to choose from one of the three options below.

Option 1: Homeowner Sell and Buy

Option 2: Tenant in rented accommodation (rental to rental move)

Option 3: Deferred move (up to a maximum of 12 months Support)

Employees should note that some individual expenses are capped and that there is an overall limit on the total amount that can be claimed.

The overall cap on relocation costs is set at £60,000 for individual claims. An eligible employee will agree their budget based on their circumstances through their Divisional approvals process. By exception the BBC may consider a higher claim if the alternative outcome is likely to be redundancy and that redundancy payment is higher than £60,000.

Where co-habiting BBC employees are affected by relocation, the particular circumstances will be considered. The BBC will agree support up to £60k for a joint move i.e. sale and purchase of change of location the primary home or rental move.

### Option 1: Homeowner Sell & Buy

(Sell their existing and buy a new property)

In considering your Relocation Support, your package may be made up of the following elements to a maximum financial assistance of £60,000:

- Legal and other associated costs of selling and buying a property (e.g., EPC, search fees, valid building society charges, mortgage arrangement and surveyors fees).

NB: The BBC will not meet any mortgage redemption costs unless you are prohibited from transferring the mortgage to the new property by your lender.

- Homebuyers Survey from a RICS qualified surveyor (a Full Building Survey will only be reimbursed where recommended in a Homebuyers Survey).
- Stamp Duty (Stamp Duty Land Tax) up to a maximum value of the equivalent stamp duty payable on the purchase price of your new property and is not betterment when compared to your existing home. Any property tax contribution is subject to market-guided rates set by both destination location and property size, up to a limit of a 5-bed detached house, these are set in line with UK government tax rates which may be subject to review. The rates are set out below. Any claims for larger properties will be subject to this 5-bed limit.
- A 'Differential report' is available on request to assist colleagues in making decisions on suitable areas within reasonable commuting of their new base. This is completed by an independent assessor at an agreed cost from the relocation support provider.
- Estate Agency Fees up to 1.5% plus VAT of the sale price, providing the fee is agreed on a 'no sale no fee' basis and is inclusive of advertising.
- Removal Services
- Temporary accommodation costs (including letting agent fees) by exception up to a maximum of 6 months.
- Return travel costs to the existing family home whilst in temporary accommodation.
- Duplicate costs for gas, electric, water rates, council tax whilst in temporary accommodation. To minimise costs and where relevant, the BBC expect you to apply for any discounts available for sole occupancy e.g., council tax and essential utilities.
- Where you are leaving non moveable household goods as part of a sale e.g., carpets & curtains, a contribution towards replacement at the new location. Contributions to non-movable household goods is capped at £2,500 in total with receipts and evidence that the items were included in property sale as fixed items.

NB: This will be payable against receipts, and you will be required to demonstrate that these goods are being left as part of the sale of your old home as they are not suitable for use in the new home.

- Tax arising on approved expenses above the £8k tax exemption limit on HMRC qualifying costs (see Section 2: Tax Obligations).

Please note that your combined costs may exceed your agreed Relocation Support budget and you will be personally responsible for meeting these as you will be required to confirm elements you wish to claim reimbursement against receipted expenditure.

To claim expenses you will need to evidence receipts. Any expenses over the agreed budget, you will be personally responsible for meeting.

### Option 2: Tenant in Rented Accommodation

(Move from Rented to Rented)

- Removal services
- Travel expenses equal to one journey to complete the move for the family unit. To be reimbursed against receipts or mileage in line with BBC Expenses Policy.

NB: Family Unit is defined as those living in the existing property at the time of the move.

- Short term temporary accommodation costs e.g., Hotel/Temporary apartment for the duration of any pre-existing duplicate commitment or 6 months whichever is the soonest.
- Letting agent administration fees, referencing fees and credit check fees.
- Tax arising on approved expenses above the £8k tax exemption limit on HMRC qualifying costs (see Section 3: Tax Obligations).

Only where relocation is as a result of a Group move which would result in a risk of redundancy, the decision to relocate may be deferred for a period of 12 months with the following provisions:

### Option 3: Deferred Move

(Deferred Option provides support for a period of up to 12 Months whilst deciding on a permanent relocation)

Homeowner deferred move enables an existing homeowner, to temporarily retain this property as your family's main residence and retain financial responsibility for your existing home to be eligible. Claims supported by valid receipts will be reimbursed against travel and any duplicate costs for accommodation and utilities subject to tax & NI by the individual and capped at £1600 per month.

During or at the end of the deferred period, should you select to permanently relocate the following support is available which will be capped at the £8k tax-free threshold:

- Legal and other associated costs of selling and buying a property (e.g., EPC, search fees, valid building society charges, mortgage arrangement and surveyors fees).

NB: The BBC will not meet any mortgage redemption costs unless you are prohibited from transferring the mortgage to the new property by your lender.

- Homebuyers Survey from a RICS qualified surveyor (a Full Building Survey will only be reimbursed where recommended in a Homebuyers Survey).
- Stamp Duty (Stamp Duty Land Tax) up to a maximum value of the equivalent stamp duty payable on the purchase price of your new property and is not betterment when considered compared to your existing home. Any property tax contribution is subject to market-guided rates set by both destination location and property size, up to a limit of a 5-bed detached house, these are set in line with UK government tax rates which may be subject to review. The rates are set out below. Any claims for larger properties will be subject to this 5-bed limit.
- A 'Differential report' is available on request to assist colleagues in making decisions on suitable areas within reasonable commuting of their new base. This is completed by an independent assessor at an agreed cost from the relocation support provider.
- Estate Agency Fees up to 1.5% plus VAT of the sale price, providing the fee is agreed on a 'no sale no fee' basis and is inclusive of advertising.
- Removal services
- Where you are leaving non moveable household goods as part of a sale e.g., carpets & curtains, a contribution towards replacement at the new location. Contributions to non-movable household goods is capped at £2,500 in total with receipts and evidence that the items were included in property sale as fixed items.

NB: This will be payable against receipts, and you will be required to demonstrate that these goods are being left as part of the sale of your old home as they are not suitable for use in the new home.

Where an employee has a rental contract in place and intends to retain this contract as the main family residence, they will be fully responsible for the ongoing costs at this primary rental property. Claims supported by valid receipts will be reimbursed against travel and any duplicate costs for accommodation and utilities subject to tax & NI by the individual and capped at £1600 per month.

The deferral period is for a maximum of 12 months.

During or at the end of the deferred period, should you select to permanently relocate the following support in line with rental-to-rental redeployment is available which will be capped at the tax-free threshold:

- Removal services
- Letting agent administration fees, referencing fees and credit check fees.
- Travel expenses equal to one journey to complete the move for the family unit. To be reimbursed against receipts or mileage in line with BBC Expenses Policy.

NB: Family Unit is defined as living in the existing property at the time of the move.

Please note: to claim expenses you will need to evidence receipts. Any expenses over the agreed budget, you will be personally responsible for meeting.

### 3. General Provisions & Obligations

#### Approvals Process

Details of your relocation support estimates will be submitted on the Relocation support Request form via your Team manager as supported by a defined budget via an approved business case through Division or Programme approval board.

Following approval, you will receive confirmation of your approved budget in writing from BBCHR. This opens a case reference for your move and initiates the process for managing your move in line with the approved budget through the specialist relocation provider. Any/all expenses must be approved, and overall budget confirmed prior to incurring/making decisions on reliance of these provisions.

#### Service Provider

To ensure staff receive specialist support and to enable the BBC to fulfil its tax obligations Relocation Support & Expenses are managed via a specialist relocation supplier. Therefore, all relocation expenses MUST be claimed via the relocation service provider to ensure the BBC's tax obligations are met.

The BBC's relocation specialist has appointed a panel of suppliers to provide the professional services e.g., removals, legal services etc. However, should you use your own provider for any of the services outlined in this policy; the BBC will cap payment to the appointed panel rate if lower.

#### Location Recce Allowance

All employees subject to relocation of role will be entitled to claim a Location Recce Allowance of up to £350 reimbursed against valid receipts for expenses incurred for travel, accommodation and meals in line with BBC Expense policy.

#### Rental Loan Deposits

In exceptional cases, where rental requires an upfront deposit payment, support can be requested separately for a loan from the BBC. This will be recovered via BBC payroll in line with an agreed payment plan.

The BBC does not provide bridging loans or support for second home purchases under any circumstances.

#### Tax Obligations

In order to qualify for tax relief available on relocation spend, HMRC state the following must apply:

- There must be a change of work location that means the new place of work is not within daily commuting distance of your home.
- You must change your sole or main residence to be within reasonable daily commuting distance of the new work location.
- There must be a significant distance between the old home and the new home.
- The relocation costs must be incurred and reclaimed by the end of the tax year (5th April) following the role move.

Relocation expenses become taxable once cumulatively exceeding the tax exception threshold of £8k, or if expenses are ineligible for tax exemption. The BBC will meet any tax liability which arises on the reimbursement of approved expenses only as outlined within these detailed requirements.

In order to satisfy HMRC tax exemption rules, the employee must provide evidence that they have moved their principal residence to the new location, which is a reasonable commute i.e., within 30-mile radius or one hour drive to their contracted BBC base. The relocation support provider can assist with commuting maps for moves to assist employees when deciding on where to relocate to. Failure to provide evidence may result in a tax liability to the employee directly. If your spouse or partner is the legal owner of your principal residence this policy will still apply.

You may read more about [the relocation cost recovery process and calculation](#).

#### 4. Recovery on leaving the BBC

If you resign or are dismissed from the BBC within 36 months of the start date of your new role, the BBC will recover all relocation support costs in line with the following scale:

- Up to 12 Months: 100% of the relocation costs.
- 13 to 36 Months: 1/24th of a decreasing scale of the relocation costs for each full month that you remain permanently employed by the BBC (e.g., leave after 18 months = 18/24 leave after 30 months = 6/24)
- Over 36 Months: 0% recoverable.

You will be exempt from recovery of relocation costs in the event of redundancy or are within the 12 month Deferred Option support period.

#### Appendix 1 - Property/Stamp Duty thresholds by UK nation (correct at December 2022)

##### England & NI

Property or lease premium or transfer value	SDLT rate
Up to £250,000	0%
The next £675,000 (the portion from £250,001 to 925,000)	5%
The next £575,000 (the portion from £925,001 to £1.5million)	10%

The remaining amount (the portion above £1.5 million) 12%

- Different rates for first time buyers

### Scotland

Purchase price	LBTT rate
Up to £145,000	0%
£145,001 to £250,000	2%
£250,001 to £325,000	5%
£325,001 to £750,000	10%
Over £750,000	12%

- Different rates for first time buyers

### Wales

Price threshold	LTT rate
The portion up to and including £225,000	0%
The portion over £225,000 up to and including £400,000	6%
The portion over £400,000 up to and including £750,000	7.50%
The portion over £750,000 up to and including £1,500,000	10%
The portion over £1,500,000	12%

You may read more about [excess fares and eligibility criteria](#).

Where relocation is not deemed necessary, due to your principal home being located within a commutable distance of your new work base, you may qualify for excess fares as long as the daily costs exceed the previous costs of commuting.

This option will be agreed at the discretion of the Project or Team Manager, and only after you both establish a duty of care surrounding the daily commuting time and normal working patterns.

This option is only available as an alternative to relocation. Excess fares would not be paid for a move within a relatively short distance from the original base.

### 1. To qualify

Where an employee is required by the BBC, to change their employment base, but their home is within daily commuting distance of the new employment base, increased travel expenses can be claimed. These must actually be incurred and are subject to deductions of tax and National Insurance.

The agreed excess will be paid for a maximum duration as outlined in the service definition, or until the employee voluntarily changes their base or their main residence during the period.

The payment will be set at the increased cost on the first day of the move and will not be reviewed for the duration.

### 2. How to Claim

To apply for excess fares you must disclose the cost of travel to work before the base change and the increased cost to the new base location. This must be based on the cheapest method of transport and most convenient direct route.

The level of excess payable will be agreed with the Project Manager or Team Manager responsible for arranging the change of base and be paid monthly through payroll.

Travel costs are based on the main anticipated method of transport in the month, not a weekly or daily variation on how employees actually get to work.

The cash in value of any unused season ticket will be taken into consideration when calculating your excess allowance.

### 3. To claim

#### Step 1 Initial Authorisation

- You will need to complete an Excess Fares Authorisation Form which details the excess travel costs and method of travel. This is available on the HR Gateway.
- The application form should be approved by the Divisional Board and submitted to the HR Service Centre as possible to prevent delays with your claim; but no later than 12 weeks after you move to your new work base.
- The HR Service Centre will forward the form to the relocation service provider, which provides them with authorisation that you are eligible to claim Excess Fares.
- The relocation service provider will set up a case file and contact you to explain the process for making your monthly claim.

#### Step 2 Monthly Claim

- Complete the monthly claim request no later than 26th of each calendar month. Where 26th falls on a weekend or Bank Holiday, please ensure your claim is

received by the previous Friday. Any claims received after 26th will be processed in the following month.

- Claims are made in arrears and are based on the actual days worked in the new work base during that month.
- Any claim submitted more than 3 months after the costs have been incurred will be rejected.
- The relocation service provider will instruct Payroll to make your payment.
- Monies will be paid with the following month's salary.
- You are required to notify the relocation service provider if you leave the BBC or go on attachment to a different base. Where Excess Fares no longer apply, you will be required to repay the proportionate value of the allowance where the change happens part way through a month.
- You are required to notify the relocation service provider if you go on attachment to another department at the same new work base location. You should ensure the claim is authorised by the new Team Manager and they provide you with a new charge code. You are then required to advise the relocation service provider of the new charge code.

#### 4. Manager Responsibilities

- Inform the relocation service provider if an employee leaves the BBC or goes on attachment to a different base. Excess Fares will no longer apply and the employee may be required to repay the proportionate value of the allowance if the change happens part way through a month.
- Inform the relocation service provider if an employee goes on attachment to a different department but is still based in the new work base location. The costs will then be charged to the new cost centre.

#### 5. General

- Claims for Excess Fares are charged to the same cost centre as the salary costs for the employee.
- If it is found that an employee knowingly claims Excess Fares when they are no longer eligible, or claims more than they are entitled to, the employee may be subject to disciplinary action under the BBC's disciplinary policy.

#### 6. How to work out your claim

Below are some examples, outlining possible travel combinations, to help you in completing your claim correctly.

1. You currently walk to work but will use public transport to get to your new base location:

- Currently you have no cost
- The new mode of transport will cost £28.00 per month

You can claim £28.00 per month

2. You currently drive 40 miles to work. You will continue to drive to your new base location but the

journey is now 45 miles:

- Currently your cost is  $40 \times 25p = £10.00$
- Your new cost will be  $45 \times 25p = £11.25$

You can claim an additional £1.25 per day (ie if you worked 22 days in the month you could claim  $22 \times £1.25 = £27.50$ )

3. You currently travel by public transport but will now drive 18 miles to your new base location:

- Currently your cost is £28 per month for a season ticket
- Your new cost will be  $18 \times 25p = £4.50$  per day (if you worked 22 days in the month your cost would be £99).

You can claim £71. (new cost of £99 less current cost of £28)

Notes:

- Mileage is calculated at the prevailing Public Transport Rate, as per the Expenses Policy.
- Calculations are based on the standard working year of 226 days (5 days/week; 45.2 weeks/year)
- All claims are pro-rata to the number of days actually worked at the new base location each month,  
not the number of work days in the month.

