



## **CLERGY REMOVALS GRANT PROCEDURE / POLICY**

**(This procedure applies to both stipendiary and non-stipendiary clergy)**

- The cleric must contact the Diocesan Secretary to discuss their forthcoming move as soon as they are aware of its likelihood.
- The Diocesan Secretary will arrange for the cleric to receive a list of local removal companies. This is not a list of recommended or preferred companies but indicates those companies which have agreed to meet the Board's required conditions and standards.
- The cleric will obtain a minimum of two quotations – three where the cost of the removal exceeds £1,500 (excluding VAT).
- In preparing their quotations removal companies must visit the property to assess the Cleric's removal needs, estimate the resources required and the consequential costs.
- The quotations must include consideration of all the items listed on the Removal Quotation Checklist (see attached sheet).
- The quotations are to be sent to the Diocesan Secretary, who will authorise payment of the lowest quotation.
- A cleric can choose to use a company other than the one which provided the lowest quotation. In this case the difference in cost between the lowest and the one provided by the cleric's preferred company, will be deducted from the cleric's relocation grant.
- The cleric must send the quotations received to the Diocesan Secretary at least 21 days prior to the proposed removal date. The Diocesan secretary will arrange for an acceptance letter to be sent to the relevant company and copied to the cleric for their information.
- If a cleric decides to pack any items personally or to vary elements of the removal, the Board will not pay additional costs incurred once the quotation has been accepted. It is the responsibility of the cleric to ensure that all relevant costs are included in the original submitted quotations.

- No removal should commence without the Diocesan Secretary's approval, on behalf of the Board, of the lowest quotation.
- If the quotations received appear excessive, consultation will take place with the Chair of the Board and the relevant Archdeacon. The Board will reserve the right to arrange for an additional quotation, from a removal company of its choice, if it is deemed necessary.
- Confirmation of the dates and times of removals with the removal company concerned will be the responsibility of the cleric.
- The relocation grant will be paid at the same time as the removal company's invoice.
- No relocation grant is paid when a cleric retires or resigns.
- The Board will consider requests for payment of this grant prior to this date.
- When obtaining quotations clerics should ensure that the quotation EXCLUDES insurance. Insurance on clergy removals is covered by a Diocesan insurance policy - details of which will be supplied when the confirmation letters accepting the lowest quotation are sent from the Diocesan Office.
- ***The Board reserves the right not to pay any removal costs if the above procedure/policy is not followed.***