



HUMBERSIDE FIRE AND RESCUE SERVICE

## People & Development

### Postings and Transfers of Full-Time Duty System Employees Policy

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Responsible Person	Head of Human Resources
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What we must  
do well



How we support our  
communities



We value and support  
the people we employ



We efficiently manage  
the Service

## CONTENTS

1. [Introduction](#)
  2. [Equality and Inclusion](#)
  3. [Aim and Objectives](#)
  4. [Associated Documents](#)
  5. [Definitions](#)
  6. [Postings and Transfers](#)
    - [Overview](#)
    - [Postings and Transfer Process](#)
    - [Within District Postings](#)
    - [Posting Timescales](#)
  7. [Transfers](#)
    - [Transfer Eligibility](#)
    - [Transfer Application Process](#)
  8. [Transfer Conditions](#)
- [Appendix A: Full-Time Duty System Transfer Request Form](#)

## **1. INTRODUCTION**

Humberside Fire and Rescue Service (HFRS) is committed to providing an effective, efficient and economic service. Operational staff on the Full-Time Duty System are contractually required to serve anywhere in the Humberside Fire Authority area, and on any shift system in operation at that time, to undertake work and training within their role as directed by the Service. This policy sets out HFRS' approach to the posting or transfer of Full-Time operational staff to ensure fairness and consistency.

The scope of this policy is to include the posting and transfer of Full-Time Operational Firefighters, Crew Managers, and Watch Managers.

### **Core Code of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **2. EQUALITY AND INCLUSION**

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## **3. AIM AND OBJECTIVES**

This policy aims to provide a transparent process by which operational staff will be posted or have their transfer requests considered.

## **4. ASSOCIATED DOCUMENTS**

- [Equality Impact Analysis](#)
- Legal References  
There are no specific legal references relevant to this policy.
- National Guidance  
There is no specific National Guidance relevant to this policy.

## **5. DEFINITIONS**

A 'Posting' refers to any move initiated by the Service for any reason other than to satisfy a mutually agreeable transfer request between the Service and individual

## Human Resources

### Postings and Transfers of Full-Time Duty System Employees Policy

Postings are essential in order to maximise the efficiency and effectiveness of the Service. Posting decisions are made by the Service and this policy provides a framework to assist the decision-making process. This guidance will not be applied retrospectively. This policy sets out the process to be followed in making postings based upon Service need or Economical, Technical or Organisational (ETO) reasons.

If Service objectives can reasonably be achieved without the need for posting employees, this will be a primary consideration.

A 'Transfer' is a move requested by an individual who wishes, for their own reasons, to work at a different location. Individuals do not have a fundamental/contractual right to a transfer, and transfers will always be granted with the exigencies of the Service being paramount in the decision. Any member of staff requesting a transfer should therefore keep in mind that this process is discretionary and not an employment right.

## 6. POSTINGS AND TRANSFERS

### Overview

All postings and transfers will be considered and actioned by the Postings and Transfers Board. An FBU representative will be invited to observe.

The Postings and Transfers Board will meet regularly, as necessary, to ensure that postings and transfers are dealt with as expediently as possible. The frequency of meetings will usually be once a month or every other month depending on demand.

The Board will decide on the most suitable employee for posting based on the exigencies of the Service. Other factors that may be taken into account could include:

- Experience in role
- Relevant skill set
- Travel distance
- Relevant personal issues
- Any other criteria pertinent to the situation

### Postings And Transfers Process

As a guide, the order in which postings and transfers will be considered by the Board will be:

- (a) Approved flexible working requests
- (b) Posting of new Full-Time recruits
- (c) Other required postings (including promotions) and transfer requests.

In the case of (c) above, the Postings and Transfers Board will determine the most appropriate moves, ensuring that the exigencies of the Service are met.

## Human Resources

### Postings and Transfers of Full-Time Duty System Employees Policy

When the need arises to post an individual or group, in the event that no other means exists through skills sets, volunteers or other objective selection process, random selection will be used to determine those individuals who will be required to move. The random selection process will only apply to any narrowed groups following the objective selection process. This will be carried out in the presence of the Postings and Transfers Board.

#### **Within District Postings**

The District Group Managers have the authority to post employees within their own area of authority and responsibility to meet the exigencies of the Service. This may be on a temporary or substantive basis. Any substantive 'Within District Postings' will be ratified by the Postings and Transfers Board.

Examples include:

- Watch or department balancing in relation to skill sets, experience, vacancies etc.
- Career / role development
- Conflict management
- Welfare requirements
- Crewing requirements

#### **Posting Timescales**

A substantive posting will last a minimum of two years, after which time employees may place themselves on the transfer list. The exceptions to this will be if Service needs arise, whereby the individual is required to move to an alternative posting or if an approved flexible working request is made.

Postings between Districts or to specialised posts incurring significant training cost and/or length of experience will be for a minimum period of two years or until the need ceases.

There may be occasions where there is a Service need for the posting to continue beyond two years but ordinarily, the Service will seek to ensure all operational employees are equally exposed to the Postings Policy wherever possible. Postings will be subject to the local agreement in place at that time.

A minimum of one month's notice will be given when posting individuals, unless by mutual arrangement. Postings are made to maximise the efficiency and effectiveness of the Service and thus meet its needs. As a result, whilst every effort will be made to honour existing leave, it cannot be guaranteed and thus individuals with pre-booked, pre-paid, annual leave must contact their Line Manager as soon as they are aware of the details of their posting.

## **7. TRANSFERS**

### **Transfer Eligibility**

- Transfer requests may be made by competent Full-Time Watch Managers, Crew Managers and Firefighters, to transfer from one District to another within the Service area.
- Applicants cannot apply to transfer to a higher role than their current role at the time of the application.
- Applicants may not use this process to transfer between On-Call and Full-Time Duty Systems.
- The applicant must be deemed 'competent' in their role before an application for a transfer form is submitted.
- The employee must have completed a minimum of two years in their substantive post before they can apply to go onto the transfer list.

### **Transfer - Application Process**

Those wishing to transfer location will need to complete a Transfer Form (HR12) ([Appendix A](#)) and submit the form electronically to the Human Resources (HR) team. Eligible applications will then be placed on the Transfer List owned by HR.

This Transfer process is only applicable to Inter-Hub Transfers (transfers from one Hub to another). Intra-Hub Transfers (transfers within the same Hub) are subject to local arrangements and will be managed by the relevant District Management Teams.

Applicants can choose how wide or narrow to base their choice. This can be refined to Hub, Station, or Watch level. For example, applications for a 'Hub only' will be offered the next position anywhere in the Hub. Likewise, applications for a specific Watch on a specific Station will only be offered that Watch and Station combination as and when it becomes available.

The Hubs are defined as follows:

- Hull (Calvert Lane, Central, Clough Road, East Hull, Bransholme)
- North East Lincolnshire (Grimsby and Immingham)
- East Riding (Bridlington and Goole)
- (North Lincolnshire) Scunthorpe
- SHQ (WM only)

Transfer requests will be added to the database in date order of when the form has been received. In order to ensure that all forms are received and able to be considered in a timely manner by the Postings and Transfers Board, requests should be submitted to HR by 5pm, three days prior to the date of the next Postings and Transfers Board meeting. Requests received after the deadline will be processed

and added to the database as above but will not be eligible for consideration until the following meeting.

Once a Transfer Form is received and processed by the HR team, receipt of the Transfer Form will be confirmed by HR via email.

## **8. TRANSFER CONDITIONS**

- As transfers are a voluntary move, existing leave will not be honoured. Successful applicants will inherit the leave arrangements of the person they are replacing or make other arrangements such as leave exchanges.
- Applicants wishing to change their choice of transfer will have their original request removed from the list. They may then re-join the list at the bottom via completion of another transfer request form.
- Applicants declining a transfer that meets their request will be automatically removed from the Transfer List and will need to re-register should they wish to do so.
- When an employee's transfer to their preferred Hub is ratified at the Posting & Transfer meeting, the Station Managers in charge of that Hub will decide which Station within the Hub is the most suitable to meet Service needs.
- Once an employee is permanently transferred to their chosen location as recorded on the Transfer List, they will be automatically removed from the Transfer List.
- Once a transfer request is approved, the applicant will not be eligible to apply for a further transfer within a two-year period.
- Anyone who is not yet competent in their existing role or is formally recorded as having performance issues will not be permitted to place their name on the Transfer List.
- Anyone already on the Transfer List who is being formally dealt with via Performance Management processes for issues of competence will remain on the list for three months whilst the matter is addressed. During this time, they will not be transferred even if a vacancy at their desired location becomes available, the post will be offered to the next appropriate employee on the list. If the matter is not resolved within the three month period, they will be removed from the list and will be able to re-register once they reach the required level of competence.
- In the event that several employees submit requests for transfer to the same post, within the same five-day period, skillsets and other objective criteria may be used in the first instance. Where no discernible difference exists, random selection will be used to select the employees who will be offered the next postings. Names will be drawn at the Postings and Transfers Board meeting.
- Employees who are seconded or otherwise away from their substantive role in the Service for a prolonged period (12 months or longer) will be removed from the Transfer List and will need to re-register on their

**Human Resources**

**Postings and Transfers of Full-Time Duty System Employees Policy**

return to their substantive role. This may not necessarily be their previous posting. There may be exceptions to this where the Service need prevents an individual from moving back to their individual role.

- Employees who are on a career break will be removed from the Transfer List as their career break commences and will need to re-register on their return to HFRS.
- Anyone wishing to be removed from the Transfer List can request to be removed by emailing the HR team.
- Consideration will be given to **exceptional** circumstances demonstrated by a transfer applicant in respect of any of the above points in this Section.

**If you require any further guidance / information in relation to this policy,  
please contact Human Resources**



**Human Resources**  
**Postings and Transfers of Full-Time Duty System Employees Policy**

**APPENDIX A: FULL-TIME DUTY SYSTEM TRANSFER REQUEST FORM (HR12)**



Full Name:	Service Number:
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Current Posting:
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Role:
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Date Firefighter Development Programme Completed:	
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<b>HUB</b>	
<b>STATION</b>	
<b>WATCH</b>	

Signature of applicant:	Date:
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Completed forms should be submitted by e-mail to: [HR@humbersidefire.gov.uk](mailto:HR@humbersidefire.gov.uk)

For HR Use only:
Date Received:
Processed by: