

**CFRS**

**Policy**

**Internal Transfers**

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| Approved By |  |
| Approved Date |  |
| Policy Applies To | Wholetime grey book personnel. |

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|  | Name and Job Title |
| Responsible Manager | People Management Lead |
| Person responsible for monitoring day-to-day compliance | Workforce and Development Group |
| Person responsible for reviewing the policy | People Management |

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| Version Control | |
| Version Number | 4 |
| Status | Final Version |
| Date | 1/04/2022 |
| Planned Review Date |  |

1. Introduction
   1. Cumbria Fire and Rescue Service (CFRS) Operational Staff on the Wholetime Duty System or Flexi Duty System are required to work anywhere in the Cumbria Fire Authority area to undertake work and training within their role as directed by the Service. This policy sets out the CFRS approach to transfers of Wholetime/Flexi Operational Staff to ensure fairness, transparency, equality of access and consistency.
   2. A Transfer request is a move requested by an individual who wants to work at a different Area/Station.
2. Scope
   1. This procedure applies to all Wholetime staff employed by Cumbria Fire and Rescue Service.
3. **Principles** 
   1. The principle aim of this policy is to ensure a consistent approach in relation to transfers.
4. [Proce](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)dure
   1. Duties & Responsibilities

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| --- | --- |
| Member of Staff | Action Required |
| Individual | Submit transfer request to Service Delivery Support and manager using transfer form. |
| Service Delivery Support | Record transfer request on transfer pool |
| Workforce Development Group | Review transfer pool and agree transfers |
| Line Managers | Action agreed transfers |

**Application Process:**

* 1. All employees who wish to transfer location will need to complete a Transfer Form (Appendix A) in full and submit the form electronically to Service Delivery Support, [Fire.SDS@cumbria.gov.uk](mailto:Fire.SDS@cumbria.gov.uk), with a copy to their line manager. Service Delivery Support will add the request to the transfer pool when the form has been received.

Once a Transfer Form is received and processed, the applicant will receive a confirmation of receipt of the Transfer Form, via [Fire.SDS@cumbria.gov.uk](mailto:Fire.SDS@cumbria.gov.uk).

* 1. Individuals who are requesting a transfer as part of a flexible working request or in conjunction with the absence and wellbeing policy are asked to submit a transfer request through this process.
  2. Transfer requests will remain on the pool and valid for 12 months after which they automatically expire. It is an individuals responsibiltity that if they wish to remain on the transfer pool that they review their form and confirm via email to Service Delivery Support within 1 month before the expiration date.
  3. The employee can express an interest in either:
* The area that they would like to be based in; or
* A specific station
* function.

(Note - Managers must discuss all transfer requests, to support individuals, and manage expectations based on Service needs and delivery).

**Eligibility:**

* 1. An applicant can only apply to transfer at the same role level they are currently in at the time of the application.
  2. Individuals can submit a transfer request with a number of different preferences, with the order of preference clearly marked on the application form.
  3. When a transfer request is approved, the individual will be removed from the transfer pool and a further transfer cannot be requested for at least 12 months

**Approval Process:**

* 1. Transfer requests will be considered by the Workforce Development Group on a regular basis. The frequency will be determined by vacancies but no less than twice a year.
  2. The Workforce Development Group will approve transfers based on:
     + 1. Service need
       2. Additional skills of an individual (eg. IC/driver)
       3. Individuals personal circumstances
  3. Once the Workforce Development Group approve a transfer then the individual will be contacted and will be given reasonable time to consider the offer.
  4. If the offer is accepted then the existing and new line managers will be informed and the new line manager will be responsible for actioning the transfer on Trent/Gartan.
  5. If a transfer has been declined by an individual on the transfer pool that meets with their request then the individual will be removed from the transfer poolt and will need to wait 6 months before submitting a new application.

1. **Assurance and Review**
   1. This policy will be reviewed and assured in line with the CFRS review framework.

**Appendix A**

**Cumbria Fire and Rescue Service – Transfer Request Form**

**Date of Submission:**

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| **Name:** | **Service Number:** |

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| **Current Posting (Station/Location):** |

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| **Current Role:** |

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| **Additional Skills: eg IC/Driver** |

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| --- | --- | --- |
| **Locations** | **Function**  Eg LD/Service Support | **Station Preference** |
| Barrow |  |  |
| Carlisle East |  |  |
| Carlisle West |  |  |
| Kendal |  |  |
| Penrith |  |  |
| Ulverston |  |  |
| Whitehaven |  |  |
| Workington |  |  |

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| **Reason for request (including any personal circumstances to be considered):** |

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| **Signature of Applicant:** | **Date:** |