Manager Guidance – Grey Book staff moves

* Grey Book conditions of service allow for a requirement to work at different locations / staff to be moved
* Consider the affected resources (will there be a knock on impact on the new/ old teams)
* Have the discussions face to face wherever possible and explain the rationale for the change (follow up the discussion with notes and/ or an email)
* If face to face discussions are not possible then try to be available by phone to discuss any comments/ concerns/ queries. Employee’s should not be notified of a move by a third person
* Be as open as possible about the reason for the change
* If the employee’s line manager is going to change, look at a handover plan with the old manager, new manager and the employee (include things such as any ongoing work that will need to be picked up, any additional training, any issues specific to the person e.g. wellbeing support/ OH/ absence management etc)
* Try to give as much notice as possible (ideally 2 weeks minimum)
* Consider how best to communicate with the old and new teams
* A separate management of change procedure should be followed for any non operational staff employed under green book terms and conditions
* Always confirm in writing (template letter available below) and keep a copy on the employee’s PRF
* Contact the HR Team for advice if necessary [HR@cumbriafire.gov.uk](mailto:HR@cumbriafire.gov.uk)

Template letter to be adapted as needed:

Dear X

Following our meeting on XXXXX I am writing to confirm that you will be moving from X to X with effect from XXXX.

The reason for the change is XXXXX. If you have any queries with regards to the change please do not hesitate to contact XXXXX