

Transfer of control staff

New policy number: **331**
Old instruction number: **PER:E030:a1**
Issue date: **21 August 2003**
Reviewed as current: **25 May 2023**
Owner: **Assistant Commissioner, Operational Resilience and Control**
Responsible work team: **Mobilising**

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1 Introduction

- 1.1 Brigade Control operates with six watches of 16 staff when at full establishment along with the operations support team (OST) on day duties established to a strength of 8. There are occasions where an imbalance of staff occurs due to a number of reasons which generate a loss of staff on a watch and it then becomes necessary to transfer personnel.

2 Permanent or temporary transfers

- 2.1 Should a transfer be necessary to cover the absence of another member of staff then this will be on a temporary basis. The duration of the transfer will be for the length of the absence of the other staff member but this may be shared by a number of individuals.
- 2.2 A permanent transfer may be necessary to cover a vacancy on a watch or team. A temporary transfer may initially cover this until the position can be filled. To maintain the appropriate skills balance across watches a new entrant may be posted temporarily on a watch for the duration of their probation. The probationer will be informed of their permanent posting upon satisfactory conclusion of their probationary period.

3 Volunteers

- 3.1 When it becomes necessary to make transfers between watches, whether permanent or temporary, the first action will always be to seek volunteers, who meet the criteria set out in section 4 below.

4 Criteria

- 4.1 The criteria listed below will be applied when identifying the individual(s) for transfer:
- Appropriate rank.
 - Previous transfers.
 - Other relevant information and personal factors, e.g. childcare responsibilities and welfare issues will be taken into account when identifying the individual to be transferred.

5 Implementation of transfers

- 5.1 Should it become necessary to transfer a member of staff between watches, staff on the watch, from where the transfer is required, will be canvassed to seek a volunteer. A maximum of seven days will be allowed for responses.
- 5.2 Should there be no volunteers, the process to transfers either temporary or permanently will commence by identifying staff who are suitable against the selection criteria. This will be undertaken by the Control Commander and a Senior Control Commander.
- 5.3 The staff side joint secretary will be informed.

6 Period of notice

- 6.1 Normally, a minimum of 28 days notice will be given before a transfer is implemented. In circumstances where childcare arrangements, etc. need to be revised, individuals can be given longer periods of notice, which will be agreed with them at the time.

7 Applications for transfers

- 7.1 All Control staff are able to request a transfer to another watch or team within Control at any time. If an individual wishes to move watches they should apply via the transfer request form. This is a

confidential form received by Senior Control Commander. Every effort will be made to fulfil these requests if there is a vacancy and it is not detrimental to the balancing of watches.

8 Grievance

- 8.1 Every effort will be made to apply the transfer policy fairly. If an employee believes a transfer process has not been undertaken in accordance with this policy , they may raise a grievance in accordance with Policy number 394 – Complaints (grievance) policy.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	31/05/13	SDIA	L - 28/05/13	HSWIA		RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Pages 2 and 3	Changed Name of Principal Controller to Principal Operations Manager and Assistant Principal Controller to Senior Operations Manager.	18/12/2009
Page 2	The term "control commander" has been replaced by "operations manager in line with current role titles.	03/12/2010
Page 3 Para 6.6	Human Resources updated to Human Resources and Development and Equalities updated to The Corporate Management Team throughout in accordance with Top Management Review.	16/02/2011
Page 1	Updated the owner from Head of Operations and Mobilising to Head of Mobilising.	11/07/2012
Page 2 para 1.1 page 3 para 10	Deletion of 'four' watches, number not replaced. Deletion of 2010 review paragraph, now out of date.	20/05/2013
Page 4	This policy has been updated with new EIA and SIA dates.	04/06/2013
Page 4	Subject list and FOIA exemptions tables updated.	16/12/2014
Throughout	Reviewed as current with no changes made.	10/05/2016
Throughout	Removal of Principal Operations Manager, replaced with Senior Operations Manager	20/09/2019
Throughout	Reviewd as current with updates made throughout on terminology and clarity on timelines.	25/05/2023

Subject list

You can find this policy under the following subjects.

Employment	Transfers

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification