

## Station allocation and transfer policy

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# 1 Introduction

- 1.1 This policy applies to operational staff and sets out the arrangements for:
  - (i) Allocating station base postings to new trainee firefighters.
  - (ii) Transfers of staff from one location to another.
- 1.2 Transfers are permanent and can be voluntary or compulsory. Detachments are temporary.
- 1.3 The Brigade has a duty to all the communities of London that it serves to provide sufficient fire and rescue cover which is why under the terms of the operational contract of employment, the Brigade reserves the right to transfer staff to any appropriate post or location to maintain that cover to ensure the Brigade remains trusted to serve and protect London.
- 1.4 The Brigade is committed to supporting a work-life balance and transfers can provide the opportunity to bring together both the organisation's and individual's needs.
- 1.5 The Brigade is also committed to ensuring that its staff's needs are considered when allocating a station or base posting, taking into account their home location, travel arrangements, caring commitments, support needs and any other relevant information as far as it reasonably and practicably can.
- 1.6 All postings will provide a safe environment for individuals ensuring that their physical and mental wellbeing is supported as well as providing access to development opportunities so they can maximise their potential.
- 1.7 The Establishment and Performance Team (EPT) will co-ordinate with local station commanders to decide on allocating station postings and transfers from the rank of firefighter to station officer using this policy.
- 1.8 Requests for postings and transfers for staff received from external parties, such as family members, will not be considered and staff should follow the processes below.
- 1.9 This policy should be applied in line with the Brigade's values:
  - Service – We put the public first.
  - Courage – We step up to the challenge.
  - Learning – We listen so that we can improve.
  - Teamwork – We work together and include everyone.
  - Equity – We treat everyone fairly according to their needs.
  - Integrity – We act with honesty.

## 2 Station allocation – trainee firefighters

- 2.1 Trainee firefighters are sent a 'Station Posting Personal Details Summary' form to complete and return to People Services which collates your relevant personal details to assist the Brigade when a posting is being considered.
- 2.2 This form provides the opportunity for you to detail your home location, travel arrangements, caring commitments, support needs and any other relevant information. A copy of the completed form will be filed on your electronic personal record file (e-prf).
- 2.3 It is encouraged that you give as much detail as possible which will help the Brigade understand and consider your circumstances and needs.

- 2.4 EPT must consider the Brigade's requirement and duty to provide sufficient fire and rescue cover so that there is the right amount of people with the right amount of skills in the right places.
- 2.5 EPT therefore need to consider the establishment staffing and skill levels at stations at the time when postings are being considered so that posting opportunities are identified. This must take into account the following:
- Current number of firefighters on development on that watch.
  - Vacancies on that watch.
  - Supernumerary positions on that watch.
  - Station accommodation facilities.
  - Skill requirements for that watch.
- 2.6 EPT then review each of the completed 'Station Posting Personal Details Summary' forms against the posting opportunities identified and begin the station allocation process taking into consideration:
- Home location – reasonable commute time to and from work.
  - Travel arrangements – reasonable access to work by method of the commute (e.g. car or public transport).
  - Caring commitments – reasonable ability to continue with caring commitments.
  - Support needs – e.g. disability.
  - Any other relevant information – e.g. partner may work a specific shift pattern so the same or alternative shift pattern may be preferred.
- 2.7 This list is not exhaustive and provides some examples of the factors considered.
- 2.8 EPT will liaise with the People Services Learning Support Team who will provide advice in relation to postings for staff who have been identified as having learning support needs.
- 2.9 The Brigade is committed to supporting you as far as it reasonably and practicably can, but you do need to be aware that there may be occasions when due to the limitations of posting opportunities and the need to ensure that the stations are appropriately resourced, it may not be possible to accommodate all your needs with regard to station allocation.
- 2.10 EPT will then decide the station allocated, liaising with the station commander, and you are then informed of your station prior to the end of your course.
- 2.11 If you consider that your new station allocation will cause a significant detrimental impact, then you should seek advice from the lead trainer, Single Point of Contact Officer (Learning and Professional Department), union, employee support groups, or your new station commander. The manager can then discuss your concern with you and explore options with the aim of a resolution as far as the Brigade reasonably and practicably can. You may be accompanied by a trade union representative or work colleague at any related meeting. Advice can also be sought from People Services or other departments. A record of the meeting will be made and will normally be saved to the e-prf.
- 2.12 If your station allocation has been made as part of a workplace adjustment then you can record this on your Workplace Adjustment Passport. Please see details on Hotwire how to record this here.
- 2.13 Please refer to Policy number 329 – New firefighter induction protocols in relation to the other processes relating to managing and supporting a new firefighter joining the station.

### **3 Transfers**

- 3.1 The Brigade recognises that staff's needs or preferences for their station location may change during their career and the following schemes provide the opportunity to do this:
- (i) Voluntary Transfer Scheme.
  - (ii) Mutual Exchange of Postings Scheme.
- 3.2 Managers may also identify opportunities for mutual exchanges when they are monitoring transfer requests.
- 3.3 Separate to the schemes referred to above, there may be an occasion that you wish to transfer or be detached as a form of support because of an immediate and urgent concern relating to your welfare, personal circumstances, health, wellbeing needs (including medical or disability related), or a work-related concern.
- 3.4 You should normally discuss your concern with your line manager in the first instance. If you consider that you are not able to discuss your concern with your line manager then you can discuss it with another manager (watch officer or station commander for station based staff) or People Services. If the transfer is agreed as part of a workplace adjustment then you can record this in your Workplace Adjustment Passport details. Please see details on how to do this on Hotwire here. If a transfer or detachment is not possible at that time, then other support will be considered and provided.
- 3.5 The Brigade is committed to providing compassionate support, assistance and resolving the concern about a station posting where it possibly can which may include a transfer. Support is also available from the counselling and trauma service, occupational health as well as the Brigade's mediation service. Details how to contact all these forms of support are available on Hotwire. You may also seek support and advice from a trade union representative, workplace colleague or an employee support group representative.
- 3.6 The Brigade has a requirement and duty to provide sufficient fire and rescue cover so that there is the right number of people with the right of skills in the right places.
- 3.7 Staff on light duties because of maternity related reasons or staff who are on maternity leave, paternity leave, shared parental leave and adoption leave will be treated the same as if they were at work on full duties in regard to requesting transfers and receiving postings.
- 3.8 Transfers that relate to the management of skills will be managed in accordance with Policy number 583 - 'Station Based Establishment and Skills Requirement' as well as this policy where appropriate.
- 3.9 There may be occasions due to organisational establishment changes or a skills shortage that the Brigade needs to transfer staff to fulfil this obligation. Volunteers will be sought but if this does not address the organisation's needs then the Brigade will consider compulsory transfers.
- 3.10 Transfers may also result from a disciplinary or other management process and normally seven days notice will be provided unless there is an exceptional organisational need to provide less notice. The trade union will be informed of such cases.

### **4 Voluntary transfer scheme**

- 4.1 The voluntary transfer scheme provides the opportunity to bring the Brigade's and your needs closer together.

- 4.2 It provides the opportunity for operational staff, from the ranks of firefighter development to group commander, whose request for a transfer is not for the reasons set out in paragraph 3.4 above, to request voluntarily a transfer from one location to a permanent vacancy at another. Any separate general expressions of interest, outside the exceptional circumstances detailed above, should not be accepted by managers and all staff should be advised to apply for a voluntary transfer using this scheme. There is no limit as to the number of locations that can be applied for.
- 4.3 It is a condition that the transfer request is also the agreement to transfer, so when a vacancy arises in one of the locations nominated by you and your release has been agreed by the appropriate manager and EPT, then you are transferred automatically. Staff are not consulted and do not have the option of declining, unless there are exceptional circumstances such as those referred to in paragraph 3.4. All other transfer requests to other locations will then be automatically removed. Staff above the rank of firefighter will not normally be allowed to apply again until after a period of 2 years unless in exceptional circumstances - see paragraph 3.4 above. Staff in the ranks of firefighter (development) and firefighter ranks can apply at any time.
- 4.4 In addition, staff who accept a promotion will be removed from the transfer list and will not normally be allowed to apply until after a period of 2 years and completed their development unless in exceptional circumstances – see paragraph 3.4 above. This will also apply to staff who have transferred into the Brigade and are on development.
- 4.5 You can view your current transfer requests at any time via Hotwire: HR pay and employment/Your details/Transfer requests. It is your responsibility to keep your record up to date.
- 4.6 You can remove yourself from the transfer list of any location that you have registered for at any time up until a transfer is processed via Hotwire : HR pay and employment/Your details/Transfer. The current line manager and EPT will be notified electronically and you are also encouraged to discuss this with your line manager directly.

## **Firefighter (Development) to Group Commander voluntary transfers**

### **Making a voluntary transfer request**

- 4.7 You should discuss your desire or need for a transfer with your line manager, which will normally be the watch officer for station based staff, so that the manager is aware and may be able to provide some help, support or assistance depending on that desire or need. Managers will send a record of the meeting when further action is required in an email to you which will normally be saved to the e-prf by sending it to Records Services.
- 4.8 You need to submit your voluntary transfer using the electronic form via Hotwire: HR pay and employment/Your details/Transfer requests. You need to state your location preferences, qualifications, select the reason for the transfer and any other information you consider relevant. This can include, but is not limited to, additional skills, support needs or a willingness to acquire additional skills to maximise your potential to suit another station/location skills requirement.
- 4.9 The current line manager and EPT will be notified electronically of the transfer request which will also detail any other current transfer requests.

### **Meeting the manager**

- 4.10 The line manager, which will normally be the watch officer for station-based staff, should meet promptly with you to discuss and identify the reasons for your transfer request.

- 4.11 Managers are to consider the rationale for staff who have made multiple requests, or newer members of staff who may have requested transfers, as an indication that there may be issues that require managerial support or intervention. There may be a development need identified that can be supported with training or coaching. Staff may also choose to submit a transfer request to develop their own skills and for career progression, therefore managers should also consider how they can support this.
- 4.12 Staff that are detached to another station or team will need to be contacted by the base station line manager to discuss transfers with relevant information passed to the current line manager.
- 4.13 Any issues identified during this conversation that raise concerns, should be discussed with the line manager's manager immediately, utilising the appropriate advice and guidance, and with the support of the corresponding policies, teams, and departments.
- 4.14 Managers will send a record of the meeting when further action is required in an email to the individual which will normally be saved to the e-prf by sending it to Records Services.

### **Request is on the system (Firefighter (Development) to Group Commander)**

- 4.15 Staff in the ranks from firefighter (development) up to group commander will be added to the voluntary transfer scheme at the time of their request, which is managed by EPT. Requests are prioritised in order of when they are made. However, this priority order can be superseded by a skills requirement at the station or department requested which the member of staff does not have or is willing to acquire.

### **Posting comes up (Firefighter (Development) to Station Officer)**

- 4.16 When a vacancy arises then EPT will review the voluntary transfer list and identify suitable candidates eligible for transfer based on their position on the transfer list and liaise with the appropriate managers. EPT will consider the following:
- Skill requirements for that post.
  - Current number of staff on development at that location.
  - Station accommodation facilities.
  - Staff member's organisational availability.
- 4.17 Once your release has been agreed by the appropriate manager and EPT, then EPT will arrange the transfer and provide you with notice of your new posting. The transfer will not normally be discussed with you because the condition of the transfer request is that is an agreement to transfer. All your other transfer requests are then removed.
- 4.18 If a manager is unable to release you for organisational reasons then they should discuss this with you, include the reasons why and any management actions that may enable the future release. The manager will send a record of this discussion in an email to you which will normally be saved to your e-prf by sending it to Records Services.
- 4.19 If you consider that your new posting will cause a significant detrimental impact then you must inform your line manager immediately of this and why, including why you are on the transfer list for that posting. The line manager will then arrange a meeting to discuss your concern and explore options with the aim of a resolution as far as the Brigade reasonably and practicably can. The transfer will only be cancelled with approval by a Deputy Assistant Commissioner for station-based staff, or a Deputy Assistant Commissioner or equivalent role for non-station-based teams.

## **Posting comes up (Station Commander to Group Commander)**

- 4.20 When a vacancy arises then EPT will review the voluntary transfer list and identify suitable candidates eligible for transfer and liaise with the appropriate managers.
- 4.21 EPT will consider the following:
- Skill requirements for that post.
  - Experience.
  - Suitability for that post.
  - Staff member's organisational availability.
- 4.22 Once your release has been agreed by the appropriate manager and EPT, then EPT will arrange the transfer and provide you with notice of your new posting.
- 4.23 If EPT and the manager are unable to release you for organisational reasons then the manager should discuss this with you, include the reasons why and any management actions that may enable the future release. The manager will send a record of this discussion in an email to you which will normally be saved to your e-prf by sending it to Records Services.
- 4.24 If you consider that your new posting will cause a significant detrimental impact then you must inform your line manager immediately of this and why, including why you are on the transfer list for that posting. The manager will then arrange a meeting to discuss your concern and explore options with the aim of a resolution as far as the Brigade reasonably and practicably can.

## **5 Mutual exchange of postings scheme**

- 5.1 The mutual exchange of postings scheme also provides the opportunity to bring the Brigade's and your needs closer together.
- 5.2 Operational staff from the ranks of firefighter development to assistant commissioner can initiate and volunteer to exchange postings with another staff member providing they are the same rank; role and the skills are the same.
- 5.3 Staff on development from the rank of leading firefighter upwards or of any rank that has transferred prior will not normally be eligible to apply until after a period of 2 years unless in exceptional circumstances as detailed above in paragraph 3.4.

### **Making a Mutual Exchange request**

- 5.4 You should discuss your desire or need for a mutual exchange transfer with your manager, which will normally be the watch officer for station based staff, so that the manager is aware and may be able to provide some help, support or assistance depending on that desire or need. Managers will send a record of the meeting when further action is required in an email to you which will normally be saved to your e-prf by sending it to Records Services.
- 5.5 Both members of staff need to submit their request in writing to their manager, which will normally be station commanders for station-based staff, providing details of the proposed exchange and the reasons why.

### **Meet the manager**

- 5.6 A meeting should be arranged with you as detailed above in paragraphs 4.10 to 4.14 and the same process followed.

## **Posting comes up**

- 5.7 Requests from staff within the ranks of firefighter (development) to station officer will need to be approved by both respective station commanders and EPT.
- 5.8 Exchange of postings for the roles above station officer will be agreed as follows:
- Station commander/group commander agreed by the Operational Selection Board.
  - Deputy assistant commissioner or assistant commissioner by the Commissioner's Board.
- 5.9 Once the release of the staff member has been agreed by the appropriate managers, EPT, Operational Selection Board or Commissioners Board, then EPT will arrange the mutual exchange and provide the staff member with notice of their new posting.
- 5.10 Any voluntary transfer requests registered with EPT will then be automatically removed and staff above the rank of leading firefighter cannot normally re-apply for 2 years unless in exceptional circumstances as detailed at paragraph 3.4 above.
- 5.11 If a manager is unable to release you for organisational reasons then they should discuss this with you, include the reasons why and any management actions that may enable the future release. The manager will send a record of this discussion in an email to you which will normally be saved to your e-prf by sending it to Records Services.

## **6 Station commander responsibilities**

- 6.1 Station commanders are required to monitor the transfer status of their staff on a monthly basis using the station transfers management report and meet with each of their watch officers across the four watches monthly to review the report's records and the reasons for staff's transfer requests, providing assistance where needed.
- 6.2 The report details those staff who wish to transfer out and staff who wish to transfer in. Therefore, this provides the opportunity for managers to consider and explore a mutual exchange between those staff whose requests match and are of the same rank and have the required skills.
- 6.3 Where matches are identified then station commanders should liaise between themselves and EPT to discuss this. When an agreement has been made to approve the transfer in principle then those staff should be contacted and provided with the opportunity to transfer.
- 6.4 Both staff can either accept or decline the opportunity to transfer which must be agreed by both staff. If staff decline the opportunity, then they will continue to remain on the voluntary transfer scheme. If staff accept the transfer, then EPT will process this providing notice. Those staff will then automatically be removed from the voluntary transfer scheme and staff in the ranks of leading firefighter and above cannot normally re-apply for 2 years unless in exceptional circumstances as detailed above in paragraph 3.4.
- 6.5 Borough commanders are required to meet their respective station commanders quarterly to quantify transfers, monitor any trends and provide assistance where needed.

## **7 Compulsory transfers**

- 7.1 A compulsory transfer is where an individual is compulsorily transferred by the Brigade to another location in order to meet organisational needs. Where, due to establishment changes which affect multiple staff, or to address skills shortages which cannot be addressed voluntarily, as set out in Policy number 583 - 'Station Based Establishment and Skills Requirement', paragraph 2.3, it is necessary to compulsorily transfer staff in the role of firefighter up to station officer from one location to another, EPT will apply the process set out at Appendix 3, and the scoring system



set out at Appendix 4 (see point 8 below), involving local managers to collate scores as appropriate. If volunteers are forthcoming, and a selection needs to take place, EPT will select the individual with the lowest points score for the compulsory transfer; if no volunteers are forthcoming, EPT will select the individual with the highest points score for the compulsory transfer. 28 days notice of the transfer will be given.

- 7.2 Any transfer that is the result of a reduction in the establishment at a station will be treated as compulsory. Paragraphs 4.8 to 4.9 will not apply even if the transferee is transferred to a station of their choice, unless the individual requests the removal of some or all of their extant transfer requests.
- 7.3 Where the transfer is a result of other managerial processes the notice given will be reduced to 7 days, unless exceptionally, there is a compelling organisational need for less notice to be given. These cases will be notified to the trade union.
- 7.4 Where, for operational efficiency reasons, it is necessary to compulsorily transfer an officer in the role of station commander or group commander, from one location to another, managers will make the decision based on skills, experience, and duration in that particular location, following discussion with the officer concerned. **(The transfer points system in appendix 4 does not apply and will therefore not be used)**. Where the transfer involves a change of rota group 28 days notice of the change will be given.

## 8 Transfer points system

- 8.1 The points system is set out in appendix 4 attached to this policy and is based on a number of factors which are taken into consideration in arriving at a decision on who should be selected for voluntary or compulsory transfer.

## 9 Leave – voluntary transfers

### Same watch

- 9.1 Where you secure a voluntary transfer on the same watch the pre-booked leave (scale A and B) moves from the home station to the destination in accordance with points 9.2 to 9.4 below.

### Pre-booked scale A and B leave

- 9.2 If the pre-booked scale A or B leave from the home station does not breach the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will use the allocation from the destination station. This leave will not be displayed at the home station and will be displayed in white at the destination station on the StARS system.
- 9.3 If the pre-booked scale A leave from the home station breaches the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will be cancelled from the StARS system unless the employee can demonstrate they have a pre-booked holiday/commitment on one or more of the days in question, in which case the relevant leave will be honoured at the home station and use the home station allocation. This will be displayed as hashed at the home station and displayed in grey at the destination station.
- 9.4 If the pre-booked scale B leave from the home station breaches the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will not be moved and will be removed from both rotabooks.

### **Different watch**

- 9.5 Where you secures a voluntary transfer onto a different watch the pre-booked leave (scale A) moves from the home station to the destination station in accordance with points 9.7 to 9.9 below.

### **Pre-booked scale A leave**

- 9.6 If the pre-booked scale A leave from the home station does not breach the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will use the allocation from the destination station. This leave will not be displayed at the home station and will be displayed in white at the destination station.
- 9.7 If the pre-booked scale A leave from the home station does breach the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will be removed from the system unless the employee can demonstrate they have a pre-booked holiday/commitment on one or more of the days in question, in which case the relevant leave will be honoured at the destination station and displayed in white and a comment will be placed in the Personnel Absence Record Card on StARS by EPT.

### **Pre-booked scale B leave**

- 9.8 Pre-booked scale B leave from the home station will be removed from the system.

## **10 Leave – compulsory transfers**

### **Same watch**

- 10.1 Where you are compulsorily transferred on the same watch the pre-booked leave (scale A and B) moves from the home station to the destination in accordance with points 10.2 to 10.4 below.

### **Pre-booked scale A and B leave**

- 10.2 If the pre-booked scale A or B leave from the home station does not breach the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will use the allocation from the destination station. This leave will not be displayed at the home station and will be displayed in white at the destination station.
- 10.3 If the pre-booked scale A leave from the home station does breach the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will be honoured at the home station and use the home station allocation. This will be displayed in white at the home station and displayed in grey at the destination station.
- 10.4 If the pre-booked scale B leave from the home station does breach the station leave allocation as set out in the current annual leave arrangements, policy number 538, at the destination station, it will not be moved and will be removed from both rotabooks.

### **Different watch**

- 10.5 Where you are compulsorily transferred onto a different watch the pre-booked leave (scale A) moves from the home station to the destination station in accordance with points 10.6 to 10.8 below.

### **Pre-booked scale A and B leave**

- 10.6 If the pre-booked scale A or B leave from the home station does not breach the station leave allocation, as set out in the current annual leave arrangements, policy number 538 at the destination station, it will use the allocation from the destination station. This leave will not be displayed at the home station and will be displayed in white at the destination station.

- 10.7 If the pre-booked scale A leave from the home station does breach the station leave allocation, as set out in the current annual leave arrangements, policy number 538, at the destination station, it will be honoured at the destination station and displayed in grey.
- 10.8 If the pre-booked scale B leave from the home station does breach the station leave allocation as set out in the current annual leave arrangements, policy number 538, at the destination station, it will not be moved and will be removed from both rotabooks.

## **11 Transfer to another Brigade**

- 11.1 In response to an advertised post for a vacancy in another brigade, you may submit an application to transfer to another brigade in accordance with the instructions set out in the advertisement.
- 11.2 If your transfer to another brigade has been agreed then you must inform HR Services as soon as possible, via email, giving written notice of their intention to transfer to take up appointment with another brigade.
- 11.3 When you apply for transfer to another brigade and wish to remain a contributor to the Firefighter's Pension Scheme, then the relevant scheme transfer rules will apply. There are time limits applicable to some pension transfer situations. Information should be sought from the Local Pensions Partnership (LPP).

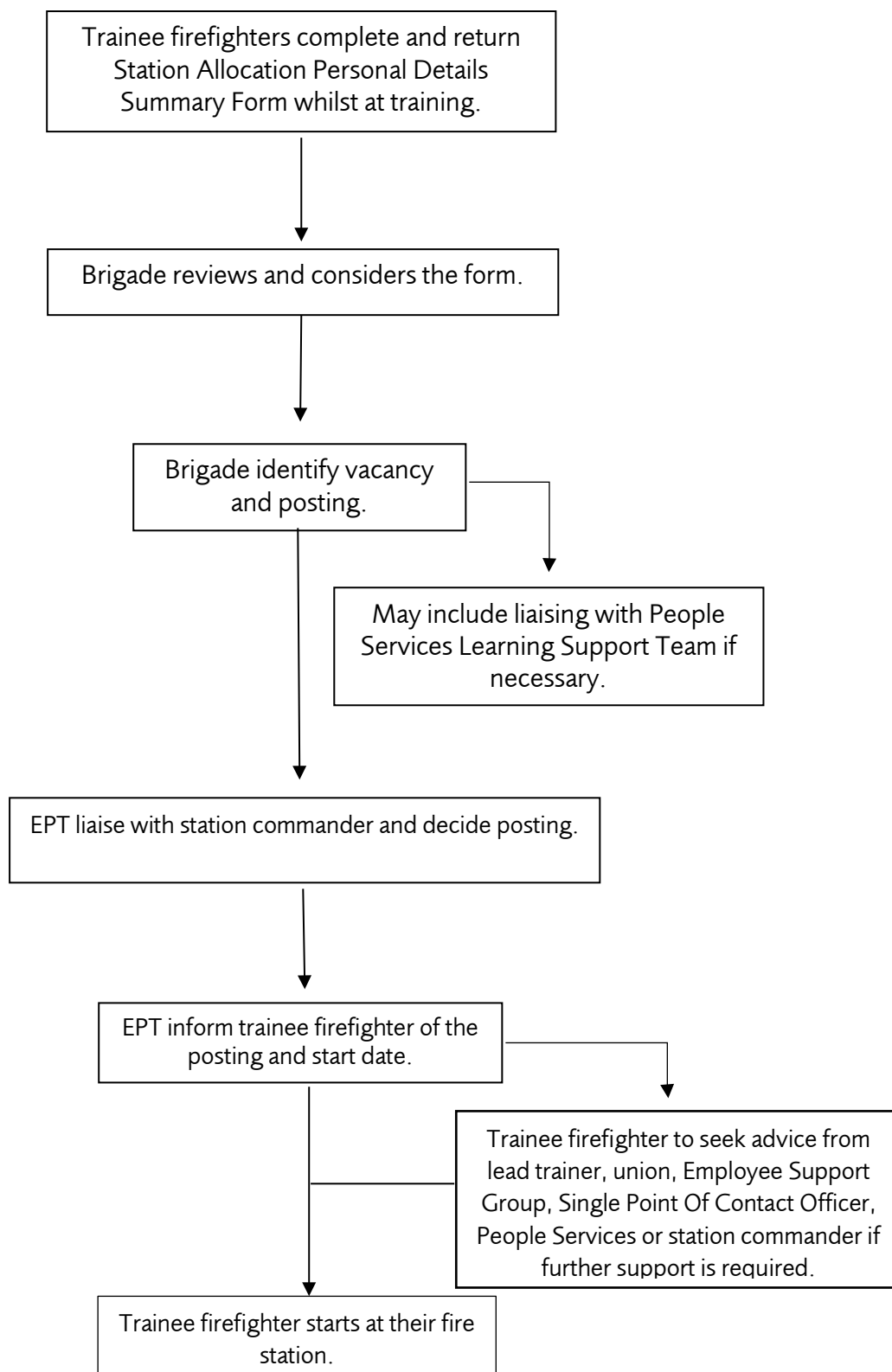
## **12 Records**

- 12.1 Records should be sent to [RecordsServices@london-fire.gov.uk](mailto:RecordsServices@london-fire.gov.uk) and will be kept on your electronic personal record file (e-PRF) being retained in accordance with Policy number 788 - Electronic personal record files (e-PRF) policy. Personal data shall be processed in accordance with Policy number 351 – Data protection and privacy policy.

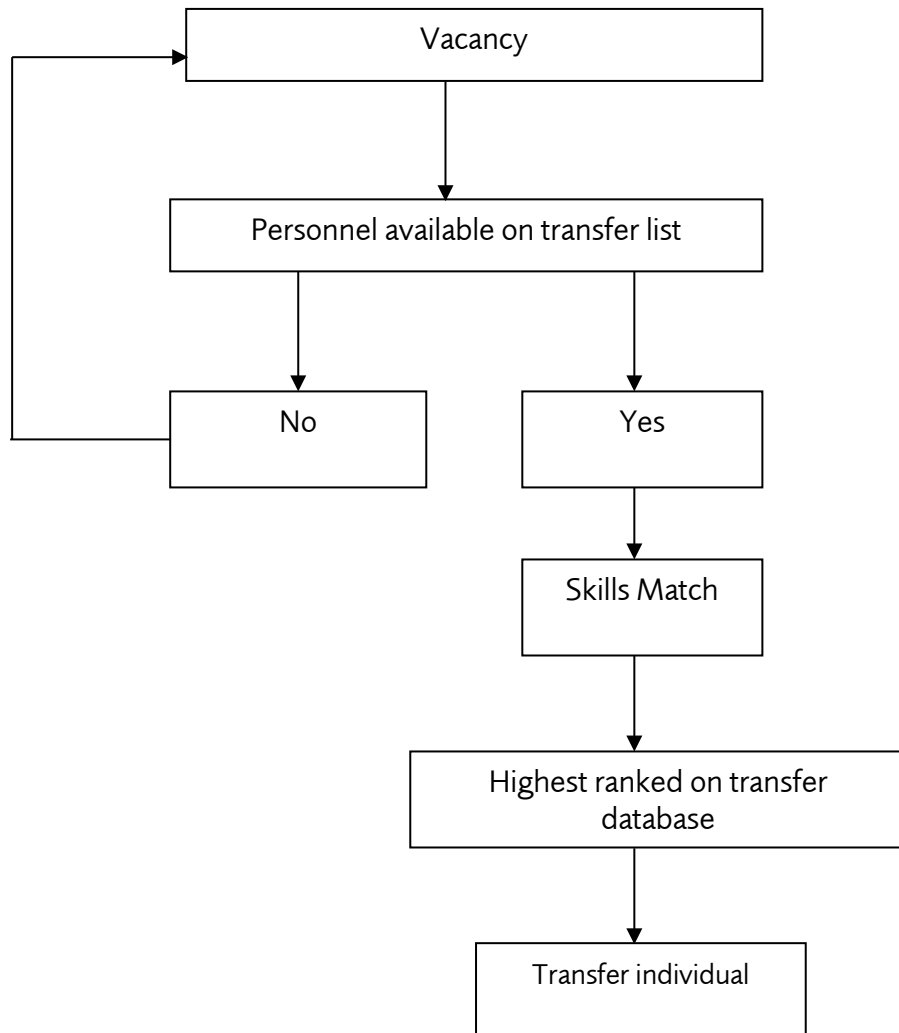
## **13 Help and support**

- 13.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to [IT.HR@london-fire.gov.uk](mailto:IT.HR@london-fire.gov.uk).
- 13.2 This policy may also be available on request in other alternative accessible formats as set out in Policy number 290 – Guidance note on translation and interpretation. Please contact Communications on extension 30753 and by email to [communications.team@london-fire.gov.uk](mailto:communications.team@london-fire.gov.uk) to discuss your needs and options.
- 13.3 The Brigade invites your engagement so that it can learn so if you have a suggestion that can improve this policy then please submit your idea via the Staff Suggestion Scheme on Hotwire as set out in [Policy number 887](#) – Staff suggestion scheme. Any changes do need to go through the agreed engagement, consultation, negotiation or governance requirements.

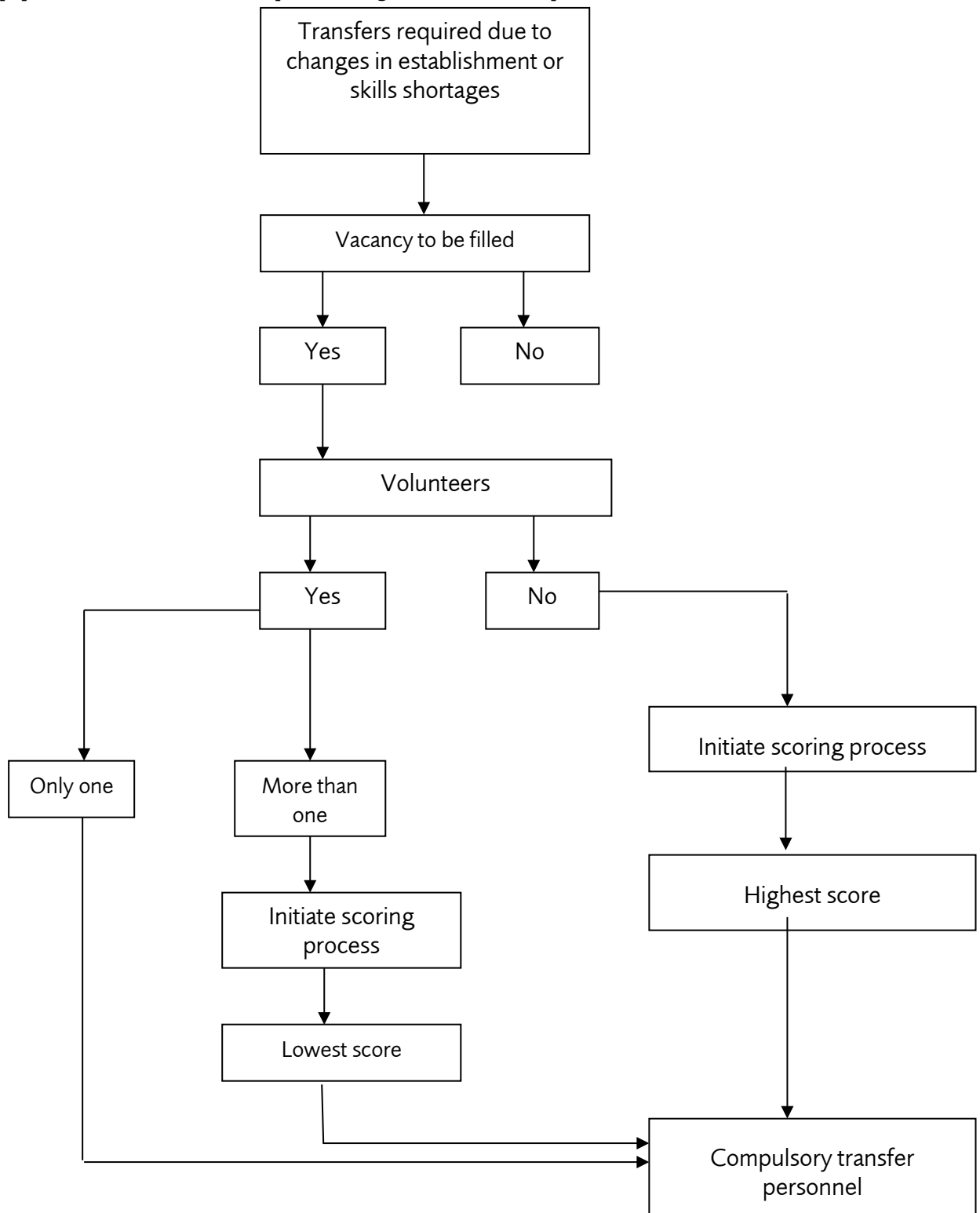
## Appendix 1 - Station allocation process



## Appendix 2 - Voluntary transfer process



## Appendix 3 - Compulsory transfer process



## Appendix 4 - Transfer points system

The list of factors which should be taken into consideration when selecting individuals for transfers are as follows. This includes a points system with a range of points for each of the criteria. Each individual should be assessed against each of the criteria and appropriate points allocated.

**Voluntary** - At the end of this exercise those individuals with the lowest points should be considered for the post they have volunteered.

**Compulsory** - Those individuals with the higher number of points should be considered for compulsory transfer.

The following criteria outlines the grading scale to be used in each case.

### (1) Previous compulsory transfer

This should not include those compulsory transfers which have been brought about by a discipline case.

1 = HAS BEEN PREVIOUSLY COMPULSORY TRANSFERRED

OR

5 = HAS NEVER BEEN COMPULSORY TRANSFERRED

### (2) Current qualifications applicable to their base post.

Do not include qualifications that everyone is required to have at that location such as BA – DM – HV – FRU.

The qualifications which need to be considered are:

- MD - -USAR - Aerial – BF – HL – MS – 6W - PM

Please note that this does NOT include those core skills, such as First Aid, BA.

1 = 3 or More Qualifications

2 = 2 QUALIFICATIONS

3 = 1 QUALIFICATION

4 = NONE BUT HAS VOLUNTEERED

5 = NONE AND HAVE NOT VOLUNTEERED

### (3) Special skills or attributes related to the Borough

1 = Speaks language(s) other than English that is/are spoken in the Borough.

3 = Does not have any special skills/attributes relative to the Borough.

### (4) Additional duties

This should include such duties which are undertaken above that normally expected. When allocating points, the individual should have demonstrated a continued commitment to these outside duties and must be an integral part of the planning process e.g. outreach, firesetter advisers, CFS, LIFE, mediation etc.

1 = ADDITIONAL DUTIES UNDERTAKEN

OR

3 = NO ADDITIONAL DUTIES UNDERTAKEN

**(5) Specialist role**

This should include such postings as Inspecting Officer, FIU and RRT where an individual has served. When allocating points, the individual should have served in a specialist post for at least 6 months and within the last 5 years.

1 = SPECIALIST POST ONLY

OR

3 = NO SPECIALISM

**(6) Development**

1 = DEVELOPMENT CANDIDATES

OR

5 = COMPETENT

**(7) Commitment to current station/watch**

The commitments which need to be considered are:

FBU Station representative, station welfare or station firefighter charity representative, station health & safety representative, watch mess manager, mental health first aider.

1 = HAS A COMMITMENT TO THE WATCH

OR

3 = HAS NO COMMITMENT TO THE WATCH.

**(8) Performance/attendance/conduct issues**

1 = NO FORMAL WARNINGS ISSUED

3 = CURRENT STAGE 1 WARNING IN PLACE (CONDUCT ONLY)

5 = CURRENT FINAL WRITTEN WARNING IN PLACE

**(9) Home address**

Please note that Area relates to the North East, North West, South East or South West areas

1 = WITHIN LONDON BOROUGH

3 = WITHIN AREA

5 = OUTSIDE AREA

**(10) Individual circumstances that must be taken into account:**

Station commander/Head of section comments regarding equality issues (including disability) , support needs, caring commitments, welfare related matters, etc:

Once the above criteria has been scored and individual circumstances considered, it should be clear which staff are to be considered for compulsory transfer. If the scores show that two or more individuals have scored the same then the above criteria should be placed in order of priority, as follows:

- (a) Equality Issues (e.g. disability)
- (b) Previous compulsory transfers.
- (c) Current qualifications.
- (d) Special skills/attributes relative to Borough.
- (e) Additional duties.



- (f) Specialist role.
- (g) Development/Competency.
- (h) Commitment to current station/watch.
- (i) Performance/attendance/conduct issues – warnings only.
- (j) Support needs.
- (k) Home address.

## Document history

### Assessments

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

EIA	30/05/24	SDIA	L – 04/03/25	HSWIA	04/03/25	RA	N/A
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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
Throughout	This policy has been reviewed as current, no changes were required.	12/10/2012
P9 Para 7&8	Minor word changes to reflect up to date terminology.	25/01/2013
Page 11	SIA date added.	31/10/2013
Page 2 Page 4 Page 7 and 8	Paragraphs 2 and 3 reworded, incorporating the new transfer points system. Paragraph 7 minor changes. Appendix 2 and 3 minor changes.	29/02/2016
Para 3.2	New paragraph added following discussions with FBU.	22/05/2017
Throughout	This policy has been reviewed as current with changes to sections 1, 2, 3, 6, 7, 8, 10, and appendices 1-2 following MoPAC report and FBU consultation.	16/05/2018
Throughout	Role to rank changes made to content.	15/10/2019
Pages 2/3 & 7	New paragraphs 2.3 and 2.6, and slight change to wording in one box of Appendix 1 to reflect these changes.	09/12/2019
Pages 3-5	Additions to paragraphs 5.3 and 5.8 regarding honouring of pre-booked leave where there is a pre-booked holiday/commitment. Also addition of 'Same watch'/'Different watch' sub headings in this section for ease of reference.	26/02/2020
Page 2, para 1.1 Throughout Page 5, para 7.2 Page 6, para 8.2	'Authority' replaced with 'Brigade' due to the abolition of LFEPA. 'HR Operations' replaced with 'HR Services'. 'Corporate Management Board' replaced with 'Commissioner's Board'. Language changed to gender-neutral terms.	19/08/2020
Page 1 Pages 2-3, 7-11 Pages 2-4  Pages 4-7 Pages 7-8 Page 8  Pages 8-9	Title and contents updated to include 'station allocation'. Content headings re-numbered. Paragraphs 1.1 to 1.4 replaced with new introduction and new paragraphs 1.1 to 1.8. Paragraphs 2.1 to 2.6 replaced with new Station Allocation and Transfer details with new paragraphs 2.1 to 2.12 and 3.1 to 3.10. New paragraphs 4.1 to 4.24 added that detail the voluntary transfer scheme. New paragraphs 5.1 to 5.11 added that detail the mutual exchange scheme.	01/07/2022

Page/para nos.	Brief description of change	Date
Page 11 Page 13 Pages 14 -16 Page 16 Page 17 Page 18 Page 19	New paragraphs 6.1 to 6.5 outlining station commander's responsibilities. Paragraphs 7.1, 7.2, 7.4, 8.1 and 9.1 updated with amended appendix and paragraph references. Previous paragraphs 9.1 to 9.2 regarding mutual exchange of postings removed. Paragraph 12.1 regarding consequence of promotion removed. New station allocation flowchart added. Appendices re-numbered. Appendix 4, section (2) IR qualification removed. Appendix 4, section (5) Training and Staff Office departments removed. Appendix 4, section (6) Probation phases and length of service removed. Appendix 4 section (7) Mental Health First Aiders added. Appendix 4 section (8) Formal warnings for conduct referenced. Appendix 4, section (9) Notional removed with areas detailed. Appendix 4, section (10) Disability, support needs and caring commitments added. Appendix 4, section (10) (a) to (k) Prioritisation order updated to include Equality issues, competency, warnings only and length of service removed. Document history – impact assessments updated with new EIA, SDIA and HSWIA dates.	
Page 9, para 9.4 Page 10, para 10.4 Page 11, para 10.9 Page 11, para 12	Paragraph removed and added within para. 9.2. Paragraph removed and added within para. 10.2. Paragraph removed and added within para. 10.6. Paragraph 'Related Policies' removed.	08/08/2023
Page 11, para 12 and 13	Records and Help and support details added.	07/11/2023
Page 2, para 1.9 Page 11, para 12.1 and para 13.2	Values included. Data protection details added. Access to alternative policy format details added.	05/04/2024
Page 3, para 2.12 and Page 4, para 3.4 Page 5, para 4.8	Details of the Workplace Adjustment Passport added. Transfer system updated to include 'reason' for transfer to be selected.	22/04/2024
Page 11, para 13.3	Staff Suggestion scheme details added.	10/06/2024
Page 18	SDIA and HSWIA updated.	11/03/2025

## Subject list

You can find this policy under the following subjects.

People	Employment
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## Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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