# People and TalentTransfer Policy

## Transfer Policy

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| **Version Control** | **Changes Made** | **Author** |
| Version 1Aug 2023 | New policy | Orlanda WrightPeople & Talent |

### [Introduction](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

* 1. This policy sets out the process for Operational Staff (Grey Book) transferring from their existing Fire and Rescue Authority into Cumbria Fire and Rescue Service.
	2. The Service may look to hold a Transfer Process to support with vacancy issues and this will always be considered in line with any internal processes that can be held to ensure internal promotion is available as well.
	3. This policy aims to ensure fairness, transparency, equality, and consistency.

### Scope

* 1. This policy applies to all external applicants from a Fire and Rescue Authority who are applying for CFRS advertised posts, specifically within a Transfer Process.
	2. Applicants must be competent in the role advertised and able to demonstrate this at application.
	3. This does not include standard external recruitment, but it may be run alongside a Wholetime Process.

### Principles

* 1. The principle aims of this policy are:
		1. To ensure a consistent approach in relation to applicants both applying for and successfully transferring into Cumbria Fire and Rescue Service.
		2. To ensure fair and transparent appointment of individuals based on their skills, behaviours, experience, and other relevant factors.
		3. To create a flexible process that adheres to the Recruitment, Appointment, and Induction Policy.

### Procedure

* 1. **Authority to Recruit**
		1. Before going out to recruit as part of a Transfer Process, the service will consider the number of vacancies and the service need, ensuring consideration has been given to a full Wholetime Process or any relevant candidate pools.
		2. The number of available vacancies will be confirmed before the Transfer process goes out to advert.
		3. Authority to recruit to vacancies using a transfer process will need authorised by the appropriate member of the Senior Leadership Team (SLT).
	2. **Equality Act 2010**
		1. The Equality Act 2010 replaces previous anti-discrimination laws and specifies that it is an offence to discriminate against an individual because of ‘protected characteristics. These are detailed in the Recruitment, Appointment, and Induction guidance.
		2. The Resourcing and Talent team must ensure that no applicant applying to transfer into CFRS is discriminated against directly or indirectly during the recruitment process.
	3. **Engagement and Positive Action**
		1. An application pack will be produced, and the accompanying advert should be advertised in all suitable external locations to ensure a wide talent pool can access it.
		2. All advertising and engagement must conform to Equality legislation and be fair and transparent.
		3. Positive Action should be utilised in a Transfer Process, where it has been identified that any protected characteristics may be disadvantaged, require different needs, or the action could increase participation.
		4. Any activities or decisions in relation to Positive Action should be established before the advert goes live and evidence for why action is needed should be documented.
	4. **Eligibility and Application**
		1. To be eligible to apply, applicants will need to provide evidence that they are competent in the role they are applying to transfer into.

* + 1. Applicants should apply through the application process as advertised.
		2. Applications received after the closing date should not be considered for the process, but if the service decides, they could be added to an enquiry list for a pre-determined amount of time, to be contacted and made aware of future Transfer processes.
		3. The identified shortlisting panel will receive the applications and will ensure they are kept confidential.
		4. The Guaranteed Interview Scheme will apply in this process.
	1. **Shortlisting**
		1. The identified panel will shortlist the applications. Where possible, this panel should aim to represent a balance of gender, age, and race.
		2. Once applicants are invited to the next stages of the process, the shortlisting scores will have no bearing on the assessment process. All applicants invited for assessment will be deemed to be equal.
	2. **Selection**
		1. Details of any assessments, interviews, and the selection process will be sent to all individuals invited to interview.
		2. The selection process will consist of several different areas. These may change and be adapted dependent on the role being advertised. However, the selection processes will usually consist of an appropriate selection of:

Panel interviews

Technical assessment

Presentation

Facilitated group discussion

Practical assessment

Operational/incident command assessment

* + 1. The assessment process should consider the NFCC Leadership Framework and the NFCC Core Code of Ethics.
		2. Panel members will be given a scoring criterion, and this should be clear and consistently adhered to on the assessment day(s).
		3. Panel members will need to keep confidential, accurate, and detailed records of all assessments on the selection day(s).
	1. **Outcome and Appointment**
		1. Appointments will be made to the highest scoring candidates at the selection process and using the confirmed number of vacancies that were identified at the start of the process.

* + 1. The identified individual from the Working Group will communicate the outcome to applicants as soon as possible after the selection process.
	1. **Pre-Employment and Conditional Offer**
		1. Successful applicants are subject to satisfactory completion of all relevant pre-employment checks, including medical and fitness requirements.

### Assurance and Review

* 1. This policy will be reviewed and assured in line with the CFRS review framework.
	2. Any information or data gathered from applications, outcomes, and feedback will be monitored to ensure the principles within this policy are maintained. Information will be retained and then destroyed in line with the Retention Schedule.