



P R O C E D U R E

INTERNAL APPLICANTS

TRANSFERS

Eligibility

Only employees who have successfully completed their probation period are eligible to apply for internal vacancies; there is an exception to this rule for cases in which their Line Manager, in conjunction with the recruiting manager, presents a strong business case to request discretionary authorisation from a Principal Officer.

Employees who are under investigation for disciplinary or capability issues are eligible to apply for internal vacancies; however, if they are successful, an appointment will not be confirmed until the investigation has been concluded with the award of no sanction, except in cases in which a delay in appointment would cause disruption to service delivery.

Employees who have received any warnings under disciplinary or capability processes will not be eligible to apply for an internal vacancy if the closing date of the respective application process falls within the currency of their warning period. In addition, individuals will not be eligible for temporary or substantive promotion during the currency of their warning period. This does not include informal warnings or Notes for File (documented conversations in relation to minor issues).

So as to ensure fairness and consistency, agency workers must have been continuously assigned to the Service for at least 12 months before becoming eligible to apply for internal roles; once again, there is an exception to this rule for cases in which their Line Manager, in conjunction with the recruiting manager, presents a strong business case to request discretionary authorisation from a Principal Officer.

Continuous Service

A break in service of one full week (specifically from Sunday to Saturday) is required if employees change roles from one set of terms and conditions to another, i.e. from Green Book to Grey Book or vice versa.

Grey Book Roles

The Service maintains both internal and external transfer lists for Full-Time (Wholetime) Grey Book roles. Requests from RDS employees to transfer to another RDS station or role can be made through the completion of a [Change of Circumstances Form – click here](#) for consideration by the Service.

Green Book Roles

The Service will consider internal transfer requests for Green Book roles on a case-by-case basis when a vacancy for the same role exists at a different location. If a transfer is approved, a [Change of Post Form – click here](#) should be completed on the Sunrise ticket system in order to confirm the change of details and to notify all relevant departments.

If more than one eligible request is received, a recruitment and selection procedure or a professional discussion should take place and a decision made which is based upon objective merit. A temporary transfer can be substantiated once the Line Manager and the employee are in agreement that the transfer is considered successful and viable on a permanent basis.

SECONDMENTS

Employees wishing to apply for an internal secondment or a temporary internal vacancy on a secondment basis must seek the written agreement of their current Line Manager or Head of Department before making an application.

Employees wishing to apply for an external secondment must also request the written agreement of their current Line Manager before making an application.

When deciding whether a secondment agreement is viable, Line Managers will have to give fair and consistent consideration to the professional development needs of the individuals, as well as to the needs of their department and the Service. It will usually be appropriate for the Line Manager, the Head of Department or a member of the Human Resources (HR) Department to seek guidance from a Principal Officer before confirming any such decision. These decisions should be confirmed to employees in writing in advance of the closing date for the secondment or temporary internal vacancy; a fair reason for the decision or the rationale which underlies it should be provided.

Should the Service need to select an employee to take up a secondment because no applications or expressions of interest have been received, a fair and transparent selection process will be instigated, with the agreement of the HR Department.

If a Grey Book employee is moved temporarily on a secondment to a Green Book role, the employee's substantive role will be kept open. There will be no requirement to have a break in service, and continuity of employment will remain in place.

Ordinarily, secondments are short term measures, and run for a period specified in the secondment agreement. If the secondment were to be for a period of longer than two years, the arrangement would be considered to be a fixed term contract.

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

Should any omissions or errors come to light with regard to the content of this suite of documents, readers are invited to contact policy.development@northwalesfire.gov.wales with their feedback.

It is recommended that this document be reviewed on a triennial basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
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