



HUMBERSIDE FIRE AND RESCUE SERVICE

People and Culture

Postings and Transfers Policy

| | |
|----------------------------|---|
| Owner | Assistant Director of People and Culture |
| Responsible Person | Head of Human Resources |
| Date written | October 2019 |
| Date of last review | March2026 |
| Date of next review | March2027 |
| EIA Reviewed | March2026 |

CONTENTS

1. [Introduction](#)
2. [Equality, Diversity and Inclusion](#)
3. [Aim and Objectives](#)
4. [Associated Documents](#)
5. [Postings](#)
6. [Transfers](#)
7. [Postings and Transfer meeting](#)

1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) is committed to providing an effective, efficient and economic service. This policy sets out HFRS' approach to the posting or transfer of Full-Time operational staff to ensure fairness and consistency.

The scope of this policy is to include the posting and transfer of all Full-Time operational employees. It does not form part of an employee's contract of employment, and the Service reserves the right to amend or withdraw it at any time.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY, DIVERSITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

This policy aims to provide a transparent process by which operational staff will be posted or have their transfer requests considered.

4. ASSOCIATED DOCUMENTS

- Equality Impact Assessment
- [Postings and Transfers Policy Delivery Guidance](#)
- [Flexible Working Policy](#)
- [Reasonable Adjustments Policy.](#)
- Postings and Transfers Board Terms of Reference
- Legal References
There are no specific legal references relevant to this policy.
- National Guidance
There is no specific National Guidance relevant to this policy.
- [The National Joint Council For Local Authority Fire and Rescue Services Scheme of Conditions of Service \(Grey Book\) Seventh Edition.](#)

5. POSTINGS

Operational staff are contractually required to serve anywhere in the Humberside Fire Authority area to undertake work within the role to which they have been appointed, as directed by Service Management. This is on any shift system in operation for that role at that time.

Employees are posted, routinely, in accordance with their contract of employment. As employees have accepted their contract, a posting cannot be regarded as a 'forced move'. A failure to accept a posting may result in an employee not being able to fulfil their contract of employment.

Routine postings are used for a variety of reasons and staff should understand that there is no entitlement to remain in any particular location such as a specific Station or Watch. The Service reserves the right to move staff within the Humberside Fire Authority area as required to ensure Service provision is maintained. The Service will review all existing postings on a regular basis to ensure that they still meet Service needs; where they do not, staff will be re-posted accordingly.

Where possible, a rationale for a posting will be provided. However, for reasons of confidentiality, it will not be appropriate on every occasion to provide a rationale for the management decision underpinning the posting.

The Service is an inclusive employer, and employees are reminded of the Flexible Working Policy and the Reasonable Adjustments Policy.

The 2024 HMICFRS thematic inspection into standards of behaviour in the FRS made the following specific recommendation:

“CFOs should make sure that their workforce plans allow staff to be moved from a Wholetime Watch to a different Watch or Station, within their contractual requirements, proactively and reactively as required”

This policy and associated PDG fully support this recommendation.

6. TRANSFERS

There is no legal requirement for the Service to provide a Transfer Request Process. The Service reserves the right to amend or remove the Transfer Request Process at any time. The Transfer Request Process is detailed in the Postings and Transfers Policy Delivery Guidance.

7. POSTINGS AND TRANSFERS MEETING

All postings and transfers of Firefighters, Crew Managers and Watch Managers will be considered and actioned at the Postings and Transfers Meeting. An FBU representative will be invited to observe.

The quorum of attendees at the Postings & Transfers Meeting will decide on the most suitable employee(s) to be posted (FF, CM, WM). This decision may be

delegated to District Management Teams but will be subsequently ratified at the Postings and Transfers Meeting. Providing this decision is based on Service need, it is lawful and reasonable and consequently there are no grounds for a Grievance.

The Postings and Transfers Meeting will meet as regularly as necessary to ensure that postings and transfers are dealt with as expediently as possible. The frequency of meetings will usually be every other month, but this will depend on demand.

The detail on how Postings and Transfers (FF, CM, WM) will be actioned is contained in the Postings and Transfers Policy Delivery Guidance.

**If you require any further guidance / information in relation to this policy,
please contact Human Resources**