



Dudley
Clinical Commissioning Group

STAFF MOVEMENT POLICY

UNIQUE REFERENCE NUMBER: RC/XX/038/V2
DOCUMENT STATUS: Approved by Committee 7 June 2017
DATE ISSUED: June 2017
DATE TO BE REVIEWED: June 2020

AMENDMENT HISTORY

VERSION	DATE	AMENDMENT HISTORY
D1	Jan 14	Addition of branding and formatting changes in line with Policy for Development of Policies.
V1	Feb 14	Reviewed by Rem Comm. And changes made
V2	Mar 14	Approved by Rem Comm.
RC/XX/048/V2	Dec 14	Unique reference number added prior to publication
V3	May 2017	Three yearly review

REVIEWERS

This document has been reviewed by:

NAME	DATE	TITLE/RESPONSIBILITY	VERSION
Steph Cartwright	28 January 2014	HR Lead	D1
Julia Dixon	28 January 2014	Staff Side Lead	D1
Amy Huckle	1 May 2017	HR Lead	D3
Staff Side	5 June 2017	Staff Side	V3

APPROVALS

This document has been approved by:

NAME	DATE	VERSION
Remuneration Committee	20 March 2014	V2
Remuneration & HR Committee	June 2017	V3

N.B: the version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of the document are not controlled.

RELATED DOCUMENTS

These documents will provide additional information.

Contents

1.0	Policy Overview	4
1.1	Purpose.....	4
1.2	Who this Policy Applies to.....	4
1.3	Key Principles	4
2.0	Secondments	5
3.0	Transfers	5
4.0	Equality Statement	6

1.0 Policy Overview

1.1 Purpose

Dudley CCG recognise that, throughout their employment, staff may choose to move from one area to another within the same organisation and that this may be deemed to be mutually beneficial to the organisation. This policy is designed to outline the principles underpinning such moves and to clarify the procedures that need to be followed to facilitate these processes.

1.2 Who this Policy Applies to

The policy applies to all staff that are employees of the organisation in either a permanent, fixed term or temporary post.

1.3 Key Principles

Mechanisms to support staff movement within an organisation are important to allow the CCG to monitor staff requests to move from one department to another.

To look at such requests by exploring options such as filling internal vacancies and Transfers and to follow the process for this.

2.0 Secondments

2.1 Dudley CCG has reviewed the option of secondments and whilst the CCG recognises this is an option for staff opportunity and development, this is generally not supported. However, secondments will be agreed in exceptional circumstances based on business need. All secondments will be viewed and a final decision will be made by the Chief Accountable Officer.

3.0 Transfers

3.1 Dudley CCG recognises that there may be times where employees may wish or need to be transferred to a different area of work within the organisation. The procedure for such a transfer will be entirely dependent on the reasons for the transfer.

3.2 Where an employee wishes to transfer to a different area within the CCG to broaden their work experience in different settings (i.e. from a Commissioning to Finance) a review should be undertaken prior to a transfer taking place to allow management to determine whether this is appropriate. The following points should be considered as part of this review:

- whether there is a post available for transfer;
- whether the transfer will be permanent or time limited;
- how the substantive post will be covered during a time limited transfer;
- what benefit the employee will gain for the transfer;
- what benefit the service will gain from the transfer;
- whether any other employees may benefit from this transfer;
- if more than one employee would benefit from the transfer – how to invite interest from all relevant parties and how to select the successful transferee whilst taking care not to breach Dudley CCG's Equal Opportunities Policy;
- what paperwork will need to be completed to ensure a smooth transfer
- (i.e. offer letter outlining length of transfer, terms and conditions of transfer, issues around transport, base etc and Personal Amendment Form P3)

3.3 Where a transfer is necessary as a result of an employee being declared unfit to carry out their normal duties, either temporarily or permanently by Dudley CCG's Occupational Health Service, the transfer will take place under the Sickness Absence Management Policy. The responsibility for identifying suitable alternative employment will be shared by Dudley CCG and the individual concerned. When the potential alternative employment requires skills very different to those used in the current post, individuals must be interviewed prior to transfer to assess their suitability to the post. All alternative employment will be subject to Occupational Health clearance.

3.4 Where a transfer has been agreed with an employee further to Disciplinary Action, either on a temporary or permanent basis, the transfer will take place under the Disciplinary Policy.

3.5 Where a transfer is requested or becomes necessary further to an allegation made under the Bullying and Harassment Policy, this will be done in accordance with the principles outlined in that policy.

4.0 Equality Statement

- 4.1 In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.