



Public – To be published on the Trust external website

Title: Internal Transfer Scheme

Ref: HR-0054-v2

Status: Approved

Document type: Procedure

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1 Introduction

The Internal Transfer scheme offers all staff the opportunity to register their interest in transferring/apply for an internal transfer to another post on the same substantive band.

This procedure is critical to the delivery of [Our Journey To Change \(OJTC\)](#) and our ambition to co-create safe and personalised care that improves the lives of people with mental health needs, a learning disability or autism. It helps us deliver our three strategic goals.

This procedure supports the trust to co-create a great experience for all patients, carers and families from its diverse population by providing an assurance we are committed to providing high standards of care and in doing so we will:

- Ensure that this procedure aids and support with any recruitment and retention difficulties by streamlining the recruitment process via an internal transfer scheme
- Have a consistent approach that allows internal movement to via the internal transfer scheme to take place, resulting in vacancies being filled quicker

This procedure supports the trust to co-create a great experience for our colleagues by demonstrating we are a well led and managed organisation.

As with the Trust's Recruitment and Retention Procedure – the Trust's Internal Transfer Scheme

Complies with the expected standards of good practice in recruitment to ensure a consistent approach and ensuring that the best people are recruited regardless of race, gender, age, disability, religion, nationality, belief, sex or sexual orientation, gender reassignment, marriage or civil partnership, maternity or paternity, criminal conviction history or disability. The Trust also recognises the value serving personnel, veterans and military families and people with lived experiences, bring to our workforce.

As all staff who are registered on the Internal Transfer Scheme are guaranteed either a suitability meeting or suitability assessment as outlined in section 5.3 and 5.4 this ensures that we meet our commitments to the Disability Confident Scheme. The Trust recognise the importance of and are committed to making reasonable adjustments as part of the internal transfer process and throughout the employment journey if successful to allow an individual to take up a post.

2 Purpose

This procedure will provide a centrally managed process to help with the internal transfer of staff into a vacancy at the same substantive band.

To ensure an equitable approach to manage internal transfers into identified vacancies takes place, resulting in retaining staff with key skills and experience and reduce the length of time it takes to recruit to a post.

3 Who this procedure applies to

- All staff who have been in their current role for 6 months or more – except Doctor's

4 Related documents

This procedure refers to:-

- [Recruitment and Selection Procedure.](#)
- [Redeployment Procedure](#)
- [Trust's Retirement and Long Service Procedure \(including retire and return\)](#)
- [Trust Grievance Procedure](#)

5 The Trust Internal Transfer Scheme – Process



There may be occasions when a manager(s) receive a request from two staff members to swap their roles, outwith the internal transfer process in these circumstances discussion must held with the relevant Head of Nursing and People and Culture Representative prior to any decisions being made.

5.1 Registration on the Internal Transfer Scheme

The Trust Internal Transfer Scheme enables an employee wishing to register an interest in an internal transfer to a post of the same band. This could be a transfer to a different role within a service area dependent on the individual meeting the person specification for the post they are interested in transferring to.



Registration on the internal transfer scheme will only be open to staff during the months of January and July - If you wish to register on the scheme please

complete the registration form at [appendix 3](#)

All application forms must be supported by the staff members current line manager, the form will include any current conduct or capability concerns and a reference from the individual current line manager – [appendix 3](#) Section B

- Complete [Appendix 3](#) – (Registration Form).
- **Section B - Reference Form Must be completed by your current line manager and professional lead** including authorisation that they support an internal transfer

Please Return all documentation to the People and Culture Operational Team, Flatts Lane Centre teawvnt.hroperations@nhs.net , who will keep you registered for a period of 6 months.

- There may be exceptional circumstances where it is agreed that staff can register outside of the formal registration periods, however this will be agreed on a case-by-case basis and in conjunction with agreement by the relevant People Partner, ensuring a consistent approach to any requests.

5.2 Criteria required to be registered on the scheme

- To register on the scheme you must have been in your current role for 6 months.
- Once Registered, you will remain on the internal transfer register during the 6-month period (Registration January – end June and Registration July – end Dec).
- At the end of the 6-month period, if you have not secured a post to transfer into, you will be removed from the register. If you wish to continue on the scheme, you will be required to submit a new registration, this will enable the scheme to have regular up to date information and references for all registered staff.
- Once registered you will be provided with vacancy list link (this will be provided by the Assistant People Officer). **It will be your responsibility to access the vacancy info and advise the Assistant People Officer that you have identified a vacancy that you wish to be considered for as an internal transfer.**
- When you identify a vacancy, **you must contact the Assistant people officer within 2 days of the vacancy date. (This will be 2 days from when the vacancy is available on the vacancy list)** teawvnt.hroperations@nhs.net .
- When you identify a role that is different to your current substantive role e.g. if you are a Team Manager Band 7 and wish to be considered for a Clinical Specialist Band 7 Role

you must meet the full essential criteria within the person specification for the role and will be required to submit additional information ([appendix 4](#)) in preparation for the suitability assessment as outlined **at section 5.4**

- To avoid any unnecessary delays in the recruitment process, all vacancies will be released and will not be held. If a staff member identifies a post (within the 2-day timescale) then the vacancy will be pulled.
- It is acknowledged that the above bullet point may have a potential impact on the initial stage of the recruitment process, it is envisaged that this will be balanced by the reduced stages of the full process. For example if a vacancy can be filled via the internal transfer scheme rather than the full recruitment process.



If staff do not contact the Assistant HR Officer within the 2-day timescale, and do so after this period, they will be advised that they will need to apply for the vacancy via the normal recruitment process. This will avoid a vacancy being pulled that may have already received other applications either external applicants or applicants outside of the internal transfer scheme.

5.3 When a like for like post is Identified (same or similar Job Description to the staff members substantive role)

- When a staff member identifies a like for like vacancy and contacts the Assistant HR Officer, they will be provided with the contact details of the recruiting manager, this will be done via email, copied into the recruitment manager.
- It will be the responsibility of the recruiting manager and the staff member to arrange the **suitability meeting, (within 1 week)**.
- A suitability meeting will be arranged between you and the recruiting manager to discuss the terms of role. You will be given the opportunity to discuss any personal circumstances or reasonable adjustment you might need (as you would if you were applying for the role via the full recruitment process). If the nature of the new role is unable to accommodate your personal circumstances or reasonable adjustments, then you would need to consider and make a decision as to whether you wished to proceed with the internal transfer process.
- If more than one person identifies a like for like post, then a competitive interview will be required. The Assistant People Officer will support the arrangements of a competitive interview. The person with the highest score will be offered the post.

5.4 When a suitable post is identified that is the same grade but a different role to the staff members substantive role.

- When a staff member identifies a role at the same Band but with a different Job Description to their substantive role, they will be provided with the contact details of the recruiting manager, this will be done via email, copied into the recruitment manager.
- You must meet the person specification of the role you have identified. As the role is different to your substantive role then a suitability assessment meeting will be arranged,
- It will be the responsibility of the recruiting manager and the staff member to arrange the **suitability assessment meeting, (within 1 week)**.
- The suitability assessment meeting is the opportunity for the manager to check not only qualifications and experience but also that you have the required skills for the job which are not always easily identified through the written details provided. It may include proficiency assessments e.g., typing test.
- You will be given the opportunity to discuss any personal circumstances or reasonable adjustment you might need (as you would if you were applying for the role via the full recruitment process). If the nature of the new role is unable to accommodate your personal circumstances or reasonable adjustments, then you would need to consider and make a decision as to whether you wished to proceed with the internal transfer process.
- If more than one person identifies the same post, then a competitive interview will be required. The Assistant People Officer will support the arrangements of a competitive interview. The person with the highest score will be offered the post.

5.5 Offer of a post via the Internal Transfer Scheme

- If the outcome of the suitability meeting/suitability assessment or competitive interview, is that the individual will transfer, then they will be formally offered the post via the internal transfer scheme, both the current and new manager will be required to negotiate a start date.
- Additional references will not be required as the current Manager will have provided a reference to support the staff members registration
- If a different level of DBS is required the recruitment manager must advise the People and Culture Operational Team who will request via the Recruitment Team that the

appropriate DBS be carried out, in these instances the post will be offered subject to satisfactory pre employment check (DBS)

- The internal transfer scheme does not bypass the requirement for staff to work their normal contractual notice periods, if this is required for service need, however this can be negotiated between managers as necessary.
- If the post is not deemed suitable at the suitability meeting, the recruiting manager will provide the individual with appropriate feedback. The individual will remain on the internal transfer register for the remainder of the 6-month period.
- The Recruiting Manager will need to communicate to the People and Culture Operational Team (Assistant People Officer) the outcome of any matching process/interview assessment. If successful, the individual will then be removed from the database.
- There is an expectation that normal notice periods will still apply and a transfer date should then be agreed with the individuals current line manager and the recruiting manager.
- The new line manager will need to update ESR with the new assignment change.

In the event that an internal transfer is refused and the staff member believes the refusal to be unfair then the staff member should refer to the Trust Grievance Procedure.



The Equality Act (2010)

The positive action provisions make it clear that employers must not adopt policies or practices designed to routinely favour candidates with a certain protected characteristic, even where there is evidence of under-representation or disadvantage. All suitably qualified candidates must be considered on their individual merits for the post in question. Where one candidate is assessed as being clearly superior or better qualified for the job than the others, then they should be offered the position.

During the assessment process if the scoring of staff is exactly the same, consideration will be given to the use of the positive action provisions as outlined in the Equality Act (2010). In such circumstances, please seek advice from the HR Operational Team.

6 Terms and definitions

Term	Definition
DBS	<ul style="list-style-type: none"> • Disclosure and Barring Service
ESR	<ul style="list-style-type: none"> • Electronic Staff Record

7 How this procedure will be implemented

- This procedure will be published on the Trust’s intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.
- Support and guidance will be available to all staff on the implementation of the procedure.

7.1 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
No training needs identified			

8 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Quarterly audit/report on the numbers of staff who have secured a role via the internal transfer, including average length of time to recruit to the vacancy via the scheme	Quarterly report done by People and Culture Operational HR Team	Quarterly report to be included in Trust Wide Workforce Report

9 References

Equality Act (2010)

10 Document control (external)

To be recorded on the policy register by Policy Coordinator

Date of approval	02 May 2023
Next review date	02 May 2026
This document replaces	HR-0054-v1
This document was approved by	People and Culture Policy Working Group
This document was approved	16 March 2023
This document was ratified by	Joint Consultative Committee
This document was ratified	02 May 2023
An equality analysis was completed on this policy on	01 March 2023
Document type	Public
FOI Clause (Private documents only)	N/a

Change record

Version	Date	Amendment details	Status
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2	02 May 2023	<p>Full review with changes:-</p> <ul style="list-style-type: none"> • The initial scheme was a pilot for Band 3 HCA Band 5 and Band 6 Nurses – JCC 16th March 2023 supported the proposal to roll out the Internal Transfer scheme Trust wide. • Procedure has been amended to reflect the proposed scheme as presented to JCC 16th March 2023 • Now open to all staff • Registration is open for 2 months • Staff will remain registered for a 6 month period • It is the staff members responsibility to identify a match from the Trust’s vacancy list • It is the responsibility of the recruiting manger and the individual to arrange the suitability meeting/assessment 	approved

Appendix 1 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	People and Culture
Title	Internal Transfer - Scheme
Type	Scheme
Geographical area covered	Trust Wide
Aims and objectives	<p>The Internal Transfer scheme offers all staff the opportunity to register their interest in transferring/apply for an internal transfer to another post on the same substantive band.</p> <p>This procedure will provide a centrally managed process to help with the internal transfer of staff into a vacancy at the same substantive band.</p> <p>To ensure an equitable approach to manage internal transfers into identified vacancies takes place, resulting in retaining staff with key skills and experience and reduce the length of time it takes to recruit to a post.</p>
Start date of Equality Analysis Screening	01 March 2023
End date of Equality Analysis Screening	02 May 2023

Section 2	Impact
Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project	All employees who have been in their substantive role for 6 months or more

or Business plan benefit?	
Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups?	<ul style="list-style-type: none"> • Race (including Gypsy and Traveller) NO • Disability (includes physical, learning, mental health, sensory and medical disabilities) NO • Sex (Men, women and gender neutral etc.) NO • Gender reassignment (Transgender and gender identity) NO • Sexual Orientation (Lesbian, Gay, Bisexual and Heterosexual etc.) NO • Age (includes, young people, older people – people of all ages) NO • Religion or Belief (includes faith groups, atheism and philosophical beliefs) NO • Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave) NO • Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) NO • Armed Forces (includes serving armed forces personnel, reservists, veterans and their families) NO
Describe any negative impacts	No known – the P&C operational team will monitor any concerns raised and respond to any feedback in relation to the scheme.
Describe any positive impacts	<p>The procedure:</p> <ul style="list-style-type: none"> • Allows staff to register on the internal transfer scheme and be considered for vacant posts – prior to them being recruited to externally. • Following the pilot, the scheme is now open to all staff • Will aid recruitment and retention and will speed up the recruitment process

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of	Focus groups The Big Conversation

practice, best practice, nice guidelines, CQC reports or feedback etc.)	Individual feedback from staff into the Operational HR Team
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Yes, all staff were invited to attend a number of focus groups focussed on the HR Procedures. All staff were invited to comment on the Big Conversation – in relation to HR procedures.
If you answered Yes above, describe the engagement and involvement that has taken place	As above Policy working group and JCC
If you answered No above, describe future plans that you may have to engage and involve people from different groups	NA

Section 4	Training needs
As part of this equality analysis have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	Awareness information/sessions for existing managers. In-depth session for new managers (on all of the HR procedures) as part of their local induction.
Describe any training needs for patients	Na
Describe any training needs for contractors or other outside agencies	NA

Check the information you have provided and ensure additional evidence can be provided if asked

Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes / No / Not applicable	Comments
1.	Title		
	Is the title clear and unambiguous?	Y	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Y	
2.	Rationale		
	Are reasons for development of the document stated?	Y	
3.	Development Process		
	Are people involved in the development identified?	Y	
	Has relevant expertise has been sought/used?	Y	
	Is there evidence of consultation with stakeholders and users?	Y	
	Have any related documents or documents that are impacted by this change been identified and updated?	Y	
4.	Content		
	Is the objective of the document clear?	Y	
	Is the target population clear and unambiguous?	Y	
	Are the intended outcomes described?	Y	
	Are the statements clear and unambiguous?	Y	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	Y	
	Are key references cited?	Y	
	Are supporting documents referenced?	Y	
6.	Training		
	Have training needs been considered?	Y	
	Are training needs included in the document?	Y	

	Title of document being reviewed:	Yes / No / Not applicable	Comments
7.	Implementation and monitoring		
	Does the document identify how it will be implemented and monitored?	Y	
8.	Equality analysis		
	Has an equality analysis been completed for the document?	Y	
	Have Equality and Diversity reviewed and approved the equality analysis?	Y	
9.	Approval		
	Does the document identify which committee/group will approve it?	Y	
10.	Publication		
	Has the policy been reviewed for harm?	Y	No harm
	Does the document identify whether it is private or public?	Y	Public
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	n/a	

Appendix 3 – Internal Transfer Request Form

This form must be completed by all staff requesting to transfer to a post at the same band
 Once completed please return to People and Culture Team, **Flatts Lane Centre,**
Normanby Middlesbrough by email teawvnt.hroperations@nhsnet

Section A – Details of Request

Name	
-------------	--

Contact Telephone Number	
---------------------------------	--

Current Role	
---------------------	--

Current Time in Role	(must be longer than 6 months)
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<u>HCA's only</u> - Completed HCA Framework	Yes/No (If no please indicate what parts are completed)
--	--

Current Ward/Team/Department	
-------------------------------------	--

Please indicate the area where you wish to transfer	

Are there any restrictions to your working hours/shift patterns/days worked?	Yes/No
---	---------------

If yes, please provide clear details of these restrictions, including any details of informal/formal flexible working agreements.

Please outline the reason for requesting a transfer (must be completed) – If you wish to have a confidential conversation with a member of the People and Culture Department please contact the HR Operational Team

Signature of Employee – unless returning via email	
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Reference Below Completed by Current Line Manager <u>Pease be advised a reference form must be submitted in order for the application to be processed</u>	Yes/No
--	--------

Date	
-------------	--

SECTION B - Reference Form – to be retained by the People and Culture team and provided to the recruiting manager upon the offer of a post to staff member.

Name of Staff Member	
Name of Referee (Current Line Manager)	
Employment Dates	

Confirm Staff members most recent role and grade	
Please confirm staff members request for an internal transfer (If known)	
Do you support an Internal Transfer	Yes No – If no please give reasons
Does the relevant Head of Profession Support an Internal transfer	Yes No – If no please give reasons. Name of Head of Profession.....
Are there any current warnings on the staff members file?	Yes/No
If yes, please provide additional information	
Is the staff member currently under investigation for any matters of conduct.	Yes/No
Are there currently any performance related concerns	Yes/No

<p>that are being addressed either informally or formally. Or any professional registration issues that you are aware of</p>	
<p>If yes please provide additional information</p>	

The answers given above have been provided in good faith and are correct and to the best of my knowledge and belief

Referee Name..... Signature

 Email address Telephone Number

 Date

Data Protection - This form contains personal data as defined by the GDPR. The data has been requested by the Trust for the purpose of the Internal Transfer Scheme. The Trust must protect any information disclosed within this form and ensure that this is not passed to anyone who is not authorised to have this information

SECTION C - Check List - to be used by HR Operation Department

Action	Yes/No	By Who
Completed Form and Reference Received	Yes/No	People and Culture Department
For HCA's ONLY – Has completion of Framework either fully or part been confirmed?	Yes/No	People and Culture Department
Has the Manager, Relevant Head of Profession advised HR that transfer is supported.	Yes/No	People and Culture Department
Suitability assessment with recruitment manager arranged or Interview panel (if more than one individual on the register	Yes/No	Staff Member and Recruiting Manager
Start Date Agreed with recruiting manager	Yes/No	Recruiting Manager
ESR to be amended.	Yes/No	Recruiting Manager
All paperwork to be sent to recruiting manager to be retained on the staff members personal file	Yes/No	People and Culture Department

Appendix 4 - Additional information - to be completed prior to suitability assessment

Please complete and return to teawvnt.hroperations@nhsnet,

NAME:.....

RELEVANT PROFESSIONAL QUALIFICATIONS

Include in this section all relevant qualifications. Please also indicate subjects currently being studied for.

Subject / Qualification	
Subject / Qualification	
Subject / Qualification	
Subject / Qualification	
Subject / Qualification	
Subject / Qualification	

TRAINING COURSES ATTENDED

Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking, **excluding mandatory and statutory training**

Course Title & Training Provider	Duration	Date Completed / To be Completed

PERSONAL ATTRIBUTES

Please describe how you reflect the Trust Values within your work and home life

ANY OTHER RELEVANT INFORMATION

Please use the above information to provide a short statement that summarises what you have to offer to the new role: