

# Staff Mobility Policy

## Adoption Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

<b>Approval Body:</b>	<b>CEO and HR Director</b>
<b>Adopted:</b>	<b>October 2017</b>
<b>Leadership Grp Responsibility:</b>	<b>HR Director</b>
<b>Review period:</b>	<b>3 years</b>
<b>Date of next review:</b>	<b>October 2020</b>

**This is a Level 1 Policy against the Trust Governance Plan.**

## 1 Introduction – purpose of the policy

At Tenax Schools Trust we are dedicated to the continuous improvement of the quality of teaching and learning for all our pupils. To deliver the best possible outcomes for our students, and high quality professional development opportunities, as well as ensure the effective deployment of our staff across the Trust, we will require staff to move between Trust sites from time to time, either on a temporary or permanent basis.

This policy sets out the principles and framework for the Trust’s expectations regarding staff mobility, and the responsibilities of staff.

## 2 Principles

The Trust recognises that delivering exceptional learning outcomes for the children and young people in our schools requires exceptional teachers and support staff. We will implement our mobility arrangements on the following principles:

- *Voluntary participation:* Wherever possible, requirements for staff to be mobile between Trust sites will be agreed on a voluntary basis.
- *Equality of Opportunity:* All staff should be encouraged and supported to achieve their potential through the provision of relevant development opportunities.
- *Consistency of Treatment and Fairness:* We will take action to ensure that the application of this mobility policy, and, if required the enforcement of any mobility clause in the employment contract, is fair, non-discriminatory and that staff are treated consistently.
- *Work – life balance:* All staff are entitled to a satisfactory work – life balance and the Trust acknowledges that travel to work can impact on the ability of staff to balance their personal and work commitments. The Trust will take all reasonable steps to reduce the impact of the requirement for staff to be mobile between sites.
- *Consultation:* Individuals will always be consulted on proposals to change their base location for any secondment or permanent change to their base location. The period of consultation will be dependent on the duration and nature of the change.

## 3 Application of the policy

The Trust reserves the right to require staff to work at any Trust academy, free school or other premises within reasonable commuting distance of your home, as the Trust may from time to time reasonably require. This requirement will generally fall into one of the three following categories.

### 3.1 Attendance at meetings or training

The Trust expects that all staff will welcome the opportunities that working in partnership with other Trust schools, and the economies of scale that working together can bring to enhance the skills and experience of Trust staff. It is expected that staff will attend meetings or training events at other Trust sites, the number and locations of which will vary with the grade and status of staff groups.

The Trust will always take steps to minimize journey times and distances for staff for such events by using local hubs as far as is practicable, or by varying the location of meetings.

Wherever possible, a minimum of four weeks notice will be given of such events to allow staff to make any personal arrangements as may be required to facilitate their attendance. Where such arrangements may present difficulty, individual staff are required to raise this with their line manager without delay to discuss accessibility needs.

Additional travel expenses will be payable in line with the Tenax staff expenses policies. Staff should take all reasonable steps to avoid additional costs, including opportunities to share transport.

### **3.2 Short-term secondment opportunities**

From time to time, short term secondment opportunities may arise, either to support the professional and career development of individuals, or to provide experienced cover to other Trust sites. For the purpose of this policy, short-term is considered to be secondments of up to one notional term.

Wherever possible, such opportunities will be filled on a voluntary basis, either through advertising the role, or via targeting individual strengths or development needs identified through the appraisal process as relevant to the opportunity.

Where it is not possible to fill such posts on a voluntary basis, the Trust reserves the right to require staff to work in an alternative location within reasonable traveling time and distance of their home. Where such a change will result in an increased journey time the Trust will, where practical and possible, consider adjustments to working times to minimize the disruption to personal commitments, which may include, but not be limited to, childcare or other caring arrangements, public transport times, pre-booked appointments.

For short term secondment opportunities, where journeys exceed the cost, or distance of the individual's commute to their normal place of work, expenses will be paid for the duration of the secondment in line with the Tenax staff expenses policy. Such expenses will be paid by the receiving school unless otherwise agreed with the Chief Financial Officer.

For all temporary changes of locations, staff will remain on the terms and conditions of employment associated with the substantive base.

### **3.3 Long-term secondment opportunities**

Secondments in excess of one notional term, but up to one year, will be considered to be long-term for the purposes of this policy.

Wherever possible, such opportunities will be filled on a voluntary basis, either through advertising the role, or via targeting development needs identified through the appraisal process.

Where it is not possible to fill such posts on a voluntary basis, the Trust reserves the right to require staff to work in an alternative location within reasonable traveling time and distance of their home. Where such a change will result in an increased journey time the Trust will, where practical and possible, consider adjustments to working times to minimize the disruption to personal commitments.

For long-term secondment opportunities, where journeys exceed the cost, or distance of the individual's commute to their normal place of work, expenses will be paid for the duration of the secondment in line with the Tenax staff expenses policy. Such expenses will be paid by the receiving school unless otherwise agreed with the Chief Financial Officer.

### 3.4 Permanent change of location:

Wherever possible, permanent opportunities in Trust schools, or working for the central Trust team will be advertised and filled on a voluntary basis. However, the Trust acknowledges that there may be times when it is necessary to relocate staff either from a specific school, or to utilize the specific skills and experience of an individual. Relocation of staff may also be used at times where it is necessary to restructure school staffing, either for structural or budgetary reasons. In these instances, staff may be required to relocate to posts that constitute suitable alternative employment.

Consultation regarding any permanent change of location will include discussion on an individual's hours of work, travel times, personal commitments and any accessibility or health issues that may impact on an individual's ability to travel.

Where staff are required to move to another Trust site, the Trust will give not less than the greater of your contractual or statutory notice period of any such move.

*Where there is a requirement to move your normal place of work, on a long-term or permanent basis "reasonable" travel time will be considered in relation to your grade. Travel times will be as estimated by Google route-finding software as the minimum journey time using the fastest route. In general the following will be considered "reasonable":*

Grade	Travel time
Main Pay Range Teacher	The greater of your current journey time or 30 minutes from your home
Upper Pay Range Teacher	The greater of your current journey time or 45 minutes from your home
Leadership Group	The greater of your current journey time or 60 minutes from your home
Support staff grades KR3 – KR6	The greater of your current journey time or 30 minutes from your home
Support staff grades KR7 – KR10	The greater of your current journey time or 45 minutes from your home
Support staff grades KR11 +	The greater of your current journey time or 60 minutes from your home

Where a member of staff is relocated on a permanent basis, through the enforcement of a contractual mobility clause, or as part of a restructure, additional expenses will be paid for a period of up to one notional term according to the following in line with the expenses policy in force at the time. Such expenses will be paid by the receiving school unless otherwise agreed with the Chief Financial Officer.

Travel expenses will not be payable where individuals apply and are successful in an application for a post at another Trust site. Details of the Trust's policy on travel expenses, including the current mileage rate can be found in the Staff Expenses Policy.