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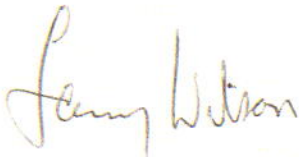
Mr Weir has asked:

To ask the Minister of Finance and Personnel what guidance exists to quantify the distance that a person must travel to work to constitute an unreasonable offer of work from HR Connect.

ANSWER

The policy in relation to Mobility for civil servants is set out in the NICS HR Handbook Section 1.02. (Copy attached) There is no precise definition of the distance a person must travel to work to constitute an unreasonable offer of work, as individual circumstances would be considered against the criteria set out in paragraph 1.4 of the policy.

A copy of the NICS HR Handbook section has been placed in the Assembly Library.



Sammy Wilson MP MLA



1.02 Mobility

The policy is about the general rules which apply to mobile and non-mobile grades in the NICS.

- Details of the mobility requirement will have been made clear to you in your letter of appointment - Section 1.1 General Rules
- There are different mobility rules depending on your grade, status and type of appointment – Section 1.2 General Rules
- Non-mobile staff are liable for permanent transfer only to posts within reasonable daily travelling distance of their homes. The criteria for determining this is set out here – Section 1.4 General Rules
- You are entitled, wherever possible, to reasonable notice of transfer – Section 1.7 General Rules
- A list of all non-mobile grades is listed – Annex 1

The following terms within this policy are defined in the glossary:

There are no terms defined.

You may also be interested in the following policies:

2.01 Redundancy, 2.06 Redeployment

This policy is version 3.0

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

1.02 Mobility

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1.02 Mobility

1 General Rules

1.1 The Northern Ireland Civil Service is divided into mobile and non-mobile grades. As a general rule, grades with salary scale maxima at 31 December 1972 equivalent to or above the maximum of the Executive Officer II scale at that date, are classed as mobile. In addition, certain Departmental grades, which had salary scale maxima at that date below the maximum of the Executive Officer Grade II scale, are classed as mobile. Details of the mobility requirement should be made clear to you in your letter of appointment. A list of all non-mobile Civil Service grades is shown in Annex 1.

1.2 Within this general rule, there are variations according to your status and type of appointment, as follows:-

- a. if you are full-time staff, including those holding conditional appointments, you take the mobility obligation of their grades;
- b. if you are part-time staff you are classed as non-mobile, even if you are serving in a mobile grade. Details of the mobility requirement should be made clear to you in your part-time working contract;
- c. if you hold a period appointment you will not automatically have a mobility obligation, but if the post is in a mobile grade and it is necessary for it to be mobile, the obligation will be laid down in the letter of appointment;
- d. if you are employed on a casual basis you are non-mobile; and
- e. if you are a member of the Senior Civil Service you will be informed of your mobility obligations/restrictions in your individual contract of employment. In the case of any conflict with the contents of this chapter, the contract of employment will apply.

1.3 The minimum mobility obligation for all staff must be a liability to move between posts which are within daily travelling distance of your home and to serve away from home for periods of detached duty.

1.4 If you are serving in mobile grades you may be transferred to any Civil Service post in Northern Ireland. If you are a non-mobile member of staff you are liable for permanent transfer only to posts within reasonable daily travelling distance of your home. The criteria for determining reasonable travelling distance for permanent transfers should be:

- a. the extent to which the distance from your home to the new office exceeds that to the old office;
- b. whether your home can reasonably be regarded as within the dormitory area of the new office;

- c. whether reasonable public transport facilities are available, such as to allow staff to meet normal starting and finishing times; and
- d. whether there are any personal factors which should be taken into account.

1.5 In a redundancy situation, if as a non-mobile staff member you wish to be considered for a post involving a move of home, you may apply for a transfer on public interest terms, and where a suitable vacancy exists, this will be arranged.

1.6 The relevant Department must ensure that any individual transfer effected under these provisions is reasonable and justifiable in light of the full circumstances of the case.

1.7 Departments will, wherever possible, give you reasonable notice of transfer. The aim will be to give as much notice as possible, but normally provide more than 14 days' notice if it may be necessary for you to move home or 5 days if a move of home will not be necessary. If, in exceptional circumstances, it is not possible to meet these standards, the position will be fully explained to you.

2 Transfer Between Mobile and Non-mobile Grades

2.1 If you are promoted from a non-mobile to a mobile grade, or accept a permanent transfer from a non-mobile to a mobile grade, you will be required, as a condition of promotion or transfer, to accept the mobility obligation of your new grade. Similarly, if you move from a mobile to a non-mobile grade, whether through transfer, down-grading or reversion, you will take on the mobility obligation of the new grade.

2.2 Paragraph 1.4 refers to the liability to transfer anywhere in Northern Ireland. Where, however, you accept secondment or transfer to a post outside Northern Ireland, you remain subject to transfer back to Northern Ireland by your employing Department, irrespective of whether or not you are in a mobile grade.

MOBILITY

ANNEX 1

NON-MOBILE CIVIL SERVANTS

Administrative Assistant
Administrative Officer
Assistant Manager/Warden
Assistant Programmer
Assistant Scientific Officer
Assistant Supervisor (Office Machines) (Obsolescent)
College Based Sandwich Course Student
Conservation Grade G
D1
D2
Dental Surgery Assistant
Field Monument Warden
Industrial Grades
Mapper
Mapping and Charting Technical Grade 1
Mapping and Charting Technical Grade 2
'O' Level Trainee
Personal Secretary
Post Mortem Attendant
Security Officer
Social Security Officer 2
Stores Officer Grade D
Support Manager 3
Support Grade Band 1
Support Grade Band 2
Technical Grade 1
Technical Grade 2
Trainee Mechanical Engineering Assistant
Typist