

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS

NEW Performance Management Guidance Available

Managers should maintain a dialogue with their staff about performance and development needs throughout the reporting year, providing feedback and recognising where and how performance can be improved.

To help find your way through the new performance management process, Reporting Officers, line managers and MOD staff may find the new [Performance Appraisal: User's Guide](#) a useful tool.

This straightforward document is easy to use and share and includes information on the new Performance Management cycle, the requirements of each role, a mid-year checklist alongside many other tips and useful links.



MOD Your Say 2013

This year's [MOD Your Say Survey](#) will be live on the Defence Intranet between 1 and 31 October 2013.

This is your opportunity to provide honest feedback on what is working well and what needs to improve to make Defence a better place to work.

TLBs will be sharing specific business unit codes locally with their staff and you can find out more information about the survey and your TLB focal point at: [MOD Your Say Survey 2013](#).

The survey only takes 15-20 minutes to complete and is confidential. So be part of the solution and act now by having Your Say.

Staff without DII access can complete a paper copy which will be available locally via your TLB focal point from 16 September.



Planned Disruption to DBS Services

DBS will be upgrading the Pay System software at the end of October 2013.

The upgrade is scheduled to run from 17:15 hrs on Wednesday 30 October 2013 – 08:00 on Tuesday 5 November 2013.

During this time access to online Pay Statements and online HRMS Forms will be withdrawn to allow the upgrade to take place.

Please refer to People Services nearer the time of the upgrade to receive more details relating to the planned payroll upgrade and the impact on various systems.

DBS apologises in advance for any inconvenience this may cause and is working hard to keep this planned downtime to a minimum.



Make a plan – don't let your five days learning go to waste

In the lead up to the mid year review period we'd like to remind you of MOD's commitment to provide all staff with five days learning and development (L&D) per year.

Why not take these four steps to your five a year:

Assess it – As directed by [Head of the Civil Service](#), Sir Bob Kerslake, take the competency self assessment now on [Civil Service Learning](#) in advance of your Mid Year Review.

Discuss it – talk to your line manager about your results and think about which skills you need to develop and have a look at the revised [Guide to Development Opportunities](#).

Develop it – agree next steps for your [development objectives](#).

Choose it – identify and make time for L&D options either via [Civil Service Learning](#), [Defence Academy](#), or opportunities such as shadowing, coaching and mentoring.

So what are you waiting for make your development plan a priority – today!



60 Second Digest Annual Readers Survey

We'd like to thank everyone who took the time to complete the annual 60 Second Digest readers Survey.

We received nearly 400 responses and early analysis shows that the vast majority of respondents value 60 Seconds as a good method of receiving HR news.

More detail on the findings of the survey will be included in the November 60 Second Digest.



Pay Statement Online

Available: [24 October 2013](#)



Line Manager Corner: Time to take stock - Mid-Year Reviews

All staff should have the opportunity to discuss their performance with their line manager or reporting officer at the mid-year point. As the reporting year is now aligned for all civilian Broader Banded grades the mid-year point is early October. The discussion should cover performance to date, expectations for the rest of the reporting year and development objectives. The aim is to prepare Job Holders for potential outcomes at year end, meaning they can approach the second half of the year in the best possible way.

In preparation for this discussion, the Civil Service Learning Self-Assessment Tool will help you think about development objectives, by assessing your strengths and development areas against the behavioural indicators in the Civil Service Competency Framework. To access the tool, register on the [Civil Service Learning](#) website.

Forgotten your HRMS Password?



Don't worry. Simply click on the [Forgotten HRMS Password?](#) link on the log in page of [HRMS](#) to reset your password. Then follow these four simple steps:

1. Enter your staff number;
2. Enter your work-personal email address (e.g. Joe.Bloggs123@mod.uk) confirming it when prompted;
3. Provide the answer to your security question; and
4. Select "Submit."

A temporary HRMS Password will then be emailed to your work-personal email address.

Did You Know?

.... Recruitment Timescales

A guide to Recruitment Timescales is now available on [People Services > Recruiting Staff > Advertise and Fill a Vacant Post > Recruitment Timescales.](#)

Also the People Services content for [Promotion to Band B](#) has been reviewed and simplified. If you are interested in this process why not visit these portal pages to learn more?

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The 60 Second Digest is a DBS Civilian HR production and feedback to the editorial team is encouraged and welcomed.



Procurement of Agency Workers and Manpower Substitutions

As announced in [2013DIN04-114](#), a contract for a new pan-government Contingent Labour Framework (known as Manpower Substitution in MOD) has been placed covering Admin and Clerical Grades; Interim Professionals; IT/IS Specialists; and Skill Zones, Drivers and Security Guards for MOD units.

Departments are now required to adopt these new arrangements for placement of Agency Workers. Therefore the existing contract for Clerical and Admin agency workers will be replaced on 30 September 2013 and individual will automatically transfer to the new provider Brookstreet Ltd.

From 30 September, TLBs will no longer have delegated authority* to enter into any MS arrangements outside of the new Framework. Line managers requiring Agency Workers MUST contact DBS in the first instance.

More information, (*and specific exception rules) can be found on [People Services](#) and at [Obtain a manpower substitute.](#)

Band B Promotion Process



As part of the new Band B promotion process, volunteer B1 or SCS PBI/military equivalents are being sought to act as Independents on Band B selection panels.

To actively participate as an Independent you will need to undertake a day's training in either London (28 October) or Abbey Wood (18/29 November). Further details are available on the [Defence Academy](#) Website.

To register your interest please email: DBSCivHR-BandBACGrp@mod.uk

HRD is also looking for successful/unsuccessful candidates who have been through the new Band B process to feedback on how implementation can be improved. If you would like to join a focus group please email: HRD-HRStratLeadership@mod.uk.

DINs of Interest

Defence Instruction Notices (DINs) are official notices of MOD-wide changes and MOD events. Recent DINs included:-

[2013DIN01-179](#): MOD NHS/Agenda for Changes Grades Pay Award 2013

More Information:-



Ministry
of Defence

[Defence Intranet - People Services](#)

DBS Civ HR Contact Centre

Mil: 93345 7772

Civ: 0800 345 7772 or

Overseas: 0044 1225 747772