

# The 60 Second Digest

## BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS



### Performance Appraisal and Development Report (PADR) 2012/2013

The extended deadline date of **5:00pm on 26 July 2013**, for submission of 2012/2013 PADRs, has now passed.

PADRs not submitted by the deadline will not be loaded into HRMS and are no longer eligible for a Performance Award. This decision can not be appealed. Individuals may only pursue a grievance if they believe their line manager has failed to follow the PADR process to meet the extended deadline of 26 July 2013.

Those PADRs not submitted by the deadline can be stored on the Job Holder's Personal File by submitting a fully signed and completed hardcopy of the PADR to DBS, together with an HR Form 215: Request to scan an offline PAR/PADR, to the address shown on the HR Form. Submission of hard copy PADRs will not be considered for a Performance Award.

### DBS August Bank Holiday Opening Hours



The DBS Civilian HR Contact Centre opening hours over the August Bank Holiday will be:

Mon 26 August Bank Holiday - Closed  
Tues 27 August Normal Opening Hours

Normal opening hours are 08:00 - 17:00 for HR and Pay Enquiries and 08:30 - 16:30 for the Employee Wellbeing Service (EWS).

Details of how to access these services can be found on the Contact Us page on People Services.



### 2013 Consolidated Pay Award for MOD Civilian Staff below SCS

In the March 2013 Budget Statement, the Chancellor stated that the Government would extend the restraint on public sector pay by limiting increases to an average of up to 1% until 2015/16, with 2013/14 being the first year of the planned three year pay restraint period.

Details of the pay offer for 2013/14, which includes a proposed uplift of 1% across all grades, have been discussed with both the Industrial and Non-Industrial Trades Unions (TUs), however as negotiations are ongoing, the Department has proposed, on a without prejudice basis, to pay the 1% to staff in August 2013.

The Non Industrial TUs have jointly agreed to accept this without prejudice offer; however, the Industrial TUs are not in a position to do so, as they are currently balloting their members.

In light of these two responses, and the need to ensure equal treatment for all, the Department has taken the decision to implement the payment of 1% across all grades from **1 August 2013**, without prejudice to final agreement.

Further information on the 2013 Pay Award is available in DIB 42/13: 2013 Consolidated Pay Award for MOD Civilian Staff below SCS and 2013DIN01-167: 2013 Consolidated Pay Award for MOD Civilian Staff below SCS.

Additional guidance will also be made available on the People Services website from 5 August 2013.

### In-Service Fast Stream

BRIGHT  
SPARKS  
NEEDED

Do you think you have the potential to be an effective leader and work at the top of the Civil Service? If so:

- are you committed to your own development?
- do you want to be stretched and challenged, in a variety of postings, across Government?
- are you currently a substantive Grade C2 or below?
- do you manage a bright spark who with a bit of tailored development could be a future leader?

Then look out on the Defence Intranet for the In-Service competition to join the Civil Service Fast Stream, which will launch on **2 September 2013**..

There are no age limits and no qualification requirements. Successful applicants will leave the MOD to join the four year scheme and will initially work in another department of the Government.

If you have any questions about the scheme please email: [HRD-HRStratFastStream@mod.uk](mailto:HRD-HRStratFastStream@mod.uk).

### Calling all Business Units

Alternatively, if your business unit could offer a stretching placement to someone from the Fast Stream (there are no salary costs as the individuals are funded centrally), then please also email HRD.



### Pay Statement Online

Available: 21 August 2013



## Line Managers Corner: Changes to Grading Assessment during Recruitment

From Monday 5 August 2013, line managers will no longer be required to complete an HR Form 214: Grading Assessment Form when recruiting for **existing posts at the same grade**. This will simplify HR processes and speed up recruitment.

Completion of this form **will only be required** where one of the following applies:

- creation of new posts;
- posts affected by restructuring; and
- posts where the grade has changed.

Line managers are still responsible for ensuring posts are correctly graded, and where the duties of a post have significantly altered, line managers should refer to the Grading Guidance irrespective of whether the post is vacant.

Further information on this change can be found in 2013DIN01-157: Grading Assessment during Recruitment.

## Civil Service Learning (CSL) Assessment Tool



The Civil Service Learning Self Assessment Tool, available on the CSL website at: <https://civilservicelearning.civilservice.gov.uk/learning/>, enables you to assess your strengths and development areas against the new Civil Service Capability Framework.

All staff are expected to complete this self assessment, which takes just 15 minutes, **by the end of August**, and then use it to discuss their individual development needs with their manager.

For more information on the Self Assessment Tool, please refer to the Self Assessment Tool FAQs.



## Sign up to the 60 Second News (RSS Feed)

An RSS Feed "60 Second News" is available for you to use.

This feed allows you to stay up to date with the latest news, alerts and releases of publications on the People Services website.

To subscribe, simply follow the instructions on: <http://pppaintranet.chris.r.mil.uk/blogs/60secondnews/setting-up-an-rss-feed-to-60-second-news/>

## More Information:-



Ministry  
of Defence

DBS Civ HR Contact Centre  
Mil: 93345 7772  
Civ: 0800 345 7772 or  
Overseas: 0044 1225 747772

## Pay Related Allowances



HRD began a review of all Pay Related Allowances earlier this year, starting with:

- Inactive Allowances;
- Recruitment and Retention Allowances (RRA) – Locational and Functional; and
- Claimable (on-call, paging etc.)

HRD anticipate it will take four to six months to conduct a full review and develop proposals for a revised package for RRAs and Claimable Allowances. Work will also be needed to review: Added Duties (Supervisory etc); and General Allowances.

Alongside this, tighter governance mechanisms will be developed to monitor and review allowances once the review has completed.



## Did You Know.....

...the DBS Civilian HR Leaflet: HRMS Help has been updated to provide direct access to those popular Self Serve tasks in HRMS?

By accessing and updating information in HRMS yourself, you no longer need to complete and submit numerous off-line forms, or to call the DBS Civilian HR Contact Centre.

Simply select the link in the HRMS Help leaflet, to quickly access the service you need.

In addition, this leaflet also provides handy tips on 'saving for later'; setting up your HRMS password; and on using On Demand, the online tutorial facility, which provides step-by-step instructions on how to use HRMS.

## DINs of Interest

Recently published DINs included:

- |               |   |
|---------------|---|
| 2013DIN01-131 | Publication of revised JSP 763: The MOD Bullying and Harassment Complaints Procedures |
| 2013DIN01-143 | Support Available for Staff Facing Legal Proceedings                                  |
| 2013DIN01-132 | Survey for lesbian, gay and bisexual (LGB) Civil Servants.                            |

For a full list of all DINs published go to the Indexes and Digests page on the Defence Intranet.

## Editorial Team, 60 Second Digest

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

Please email feedback on this publication to [peopleservices@db.mod.uk](mailto:peopleservices@db.mod.uk) entering "60 Second Digest" into the subject field.

