

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS



2012/2013 Performance Appraisal and Development Report (PADRs)

As we approach the end of this reporting year (31 March 2013), here are a few reminders of what you need to do:

- Job holders and line managers should take note of the extended report end dates for all Skill Zone staff and Broader Banded E and D grades to the 31 March 2013.
- PADRs **must** be completed within six weeks of the report end date.
- Job holders must keep a copy of the fully signed completed report.

Please Note: If a job holder leaves the department (on normal retirement, through resignation, Extended Special Unpaid Leave (ExSUL), or Voluntary Early Release (VERS)), the line manager must complete a PADR if they have completed three or more months of service in post /in their reporting year before they are due to leave (the report end date must reflect last day of service). This must be retained by the line manager and a copy held by the job holder.

Full information on the process can be found in Performance Appraisal Process - 2012/2013.

As highlighted in 2012 DIN01-201 the intention is to move to a Performance Award system which rewards only the highest performing staff with non-consolidated awards. Although details have yet to be finalised if the above actions are not completed in a timely manner it could affect the possible payment of any award. Details of any Performance Award process will follow in the near future.

PADRs complete by Non Standard Occupational Groups (NSOGs)

If you fall outside of the broader banded and retained grade process e.g. MDPGA, Graduates, etc, you should follow your own performance processes. It is strongly advised that you also keep a copy of your fully signed completed report for reference.



DBS Easter/Spring Bank Holiday Opening Hours

The DBS People Service Centre opening hours over the Easter Period/Spring Bank Holiday will be:

Thurs 28 March	08:00 – 13:00
Fri 29 March	Bank Holiday – Closed
Mon 1 April	Bank Holiday – Closed
Tues 2 April	Normal Opening Hours
Mon 6 May	Bank Holiday – Closed
Tues 7 May	Normal Opening Hours

Normal opening hours are 08:00 – 17:00 for HR and Pay Enquiries and 08:30 – 16:30 for Welfare.

Emergency welfare services will remain available out of hours on the Welfare phone line, which can be found on the Contact Us page on People Services.



Introducing...

On the 8 April 2013, HRD are launching the new...

2013/2014 Performance Appraisal Process

The new simpler, clearer and easier to understand policy and process will see:

- performance being assessed against both the 'What' and the 'How' with equal weight;
- a shift in culture to managing performance throughout the year and reducing bureaucracy;
- more focus on differentiating performance among staff at the mid-year review; and
- improved management of poor performance.

Managing Poor Performance Process

The Managing Poor Performance process (formerly known as Restoring Efficiency - Work Performance) will see the introduction of a shorter, simplified process.

Key changes to this process will include:

- removal of the first informal meeting;
- reduced warning periods and timescale for arranging meetings and decision making; and
- provision of a checklist for managers

Along side this, guidance will be provided to help managers manage dips in performance, with the aim to support and help the job holder reach and maintain the performance required, before the need to instigate the formal process.

Further information on 2013/2014 Performance Appraisal Process and Managing Poor Performance can be found in the *Defence People – HR Special*.



Employee Pension Contributions

1 April 2013 sees the next increase of employee contributions to the public service pension scheme.

Information about these increases is available in 2013DIN01-037 and on the People Services website.



Line Managers Corner: Access to Employee Claims

Line managers are reminded that they can view any claims (overtime; travel and subsistence; advances; overseas) that their employees submit on HRMS.

Further information can be found on the People Services website under Pay, Expenses and Allowances > Pay Details and Enquiries > [Access and View Employee Claims](#).

Launch of the In-Service Fast Stream Competition 2013

DIN 2013DIN01-039 The In-Service Fast Stream (ISFS) Competition 2013 announces the launch of the revised In-Service Competition Fast Stream.

What is the Fast Stream?

The Fast Stream is a scheme designed to take high potential people, from both inside the Civil Service and from elsewhere, and put them through a series of challenging and developmental postings.

The In-Service competition is open to grades E1 to C2, as long as you were recruited by open competition. There's no age limit and no requirement for academic qualifications.

How do I apply?

Applications for the revised In-Service Competition will be submitted via the [Fast Stream Website](#), which **opens for registration on 4 March 2013** and **closes on 28 March 2013**.

In order to successfully apply, you will have to complete a number of online tests in both numerical and verbal reasoning, as well as an online competency questionnaire.

Full information on the revised Fast Stream is available on the Talent Management pages of the Defence Intranet.



Voluntary Early Release Scheme 2012-2014

On the **1 March 2013**, DBS Civilian HR issued formal offer letters to all VERS applicants who have been selected to leave on **28 June 2013**.

Details on what actions you need to complete can be found on the People Services website here.

More Information:-



Ministry
of Defence

DBS Civ HR Contact Centre
Mil: 93345 7772
Civ: 0800 345 7772 or
Overseas: 0044 1225 829572



Civil Service Competency Countdown

In April 2013 the MOD adopts the Civil Service Competency Framework.

This will be used in Recruitment and Selection; Promotion, Performance Management; and Learning and Development.

The Civil Service Competency Framework pages have now gone live on the [Civil Service website](#).

For full details about these key HR changes, see the February/March edition of *Defence People* and the *Defence People - HR Special*.



Pay Statement Online

Available: 21 February 2013



Post and Personal Skills Profiles – 8 April Changes

You should be aware from various communications, including the recent *Defence People - HR Special* that on the **8 April 2013** the MOD will begin using the new Civil Service Core Competency Framework.

From this date all Personal and Post Skills Profiles **must** be updated with the new framework.

For the majority of employees this should be a relatively straightforward process, however DBS Civ HR are aware of a number of Personal Skills Profiles that are 'stuck' in HRMS because they had not been approved by an individual's line manager before either the line manager or the individual moved into a different post.

To help these individuals DBS Civ HR are completing a one off exercise to approve all 'stuck' Personal Skills Profiles in HRMS, before the 8 April 2013.

Line Managers will be able to update Post Skills Profiles as normal.

More information regarding the creation of Post and Personal Skills Profiles can be found on the People Services website under Learning and Development > Skills Profiles and Accomplishments:

- Create and Maintain a Personal Skills Profile
- Create, Clone or Amend Post Skills Profiles

HRMS also has an interactive help facility, providing guidance on how to action these changes in HRMS.

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 entering "60 Second Digest" into the subject field.