

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS



Did you know... ... you should be planning your mid-year reviews?

As the middle of the reporting year approaches it's an opportunity to have a formal performance discussion. This October, Reporting Officers should be:

- checking progress against objectives and competences;
- identifying what can be done in the second half of the year to improve performance; and
- having conversations about expected end of year performance rating.

Job Holders can prepare now by:

- thinking about your own performance in the first six months;
- providing a rounded picture by gathering relevant examples and evidence from others; and
- identifying further development needs.

You can find out more about mid year reviews at: *How To: Hold Regular Performance Discussions on People Services.*

Mid Year Reviews must be completed by the end of October 2013.

Performance Awards 2012/13

MOD is in the final stages of negotiations with the trades unions on the 2012/13 performance awards.

The award amounts and when they will be paid will be announced as soon as arrangements are confirmed.

Planned Disruption to DBS Services



DBS will be upgrading the Oracle Software that supports the Pay system at the end of October 2013. Unfortunately whilst the upgrade is taking place there will be some unavoidable disruption to a number of services provided by DBS such as online forms.

The Upgrade is currently scheduled to take place from the evening of Wednesday 30 October 2013 to Monday 4 November 2013.

Further details will be published nearer the time to advise when systems will be unavailable for use.



60 Second Digest — Annual Readers Survey

The 2013 60 Second Digest Readers Survey is now available.

60 Seconds is six years old now and we want to ensure we are still meeting your needs.

All replies are strictly anonymous so please spare five minutes of your time to tell us what you think.

The survey closes on **Friday 27 September** and we'll share the results in the November edition.

If required, hard copies of the survey can be obtained by contacting the Editorial Team at: DBSCivHR-Communications@mod.uk.



Line Manager Corner: ... Position Management — What Line Managers Need to Do

Line managers must notify DBS Civ HR whenever a Position is amended, to be created or disestablished. This is irrespective of whether the post is currently filled or not; including positions to which Civil Service posts report (e.g. Service personnel or exchange officer posts; and any that are filled by manpower substitutes or agency staff).

You can find out how to effect a position management change by following the guidance at the following link on People Services.

DINs of Interest

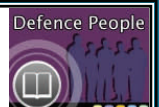
Defence Instruction Notices (DINs) are official notices of MOD-wide changes and MOD events. New DINs include:-

2013DIN01-173 The In-Service Fast Stream (ISFS) Competition - Autumn 2013

2013DIN01-175 Band B Nine Box Grid

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

Defence People August/ September 2013



The new issue of *Defence People* is available to view online.

Remember to feed back via the bi-monthly reader's survey at: [Defence People reader's survey](http://www.defencepeople.com) (www).



Valedictory Letters — A Reminder

Valedictory letters must be sent to all MOD civilians who leave MOD employment (including TUPE transferees) with 10 or more years service, unless there are conduct or performance reasons for not doing so.

Letters should be prepared by the line manager and should be signed and issued as per local TLB arrangements. An employment history print can be obtained from HRMS via Manager Self Service > Job & Personal Information Home > View Employee Job & Personal Information and clicking on the printer icon next to the individual's name or from DBS Civilian HR via the online Contact Us facility.

There is no standard format for these letters however they should be personalised and meaningful to the recipient. As a minimum, letters should thank the employee for his/her valued contribution to the MOD; express appreciation for the years of service given; and give best wishes for the future.

For further information see:
Policy Rules and Guidance: Valedictory Letters.

MOD Your Say Survey 2013



The MOD Your Say Survey 2013 will be online, via the Defence Intranet, for all civilian staff, contractors and military line managers of civilian staff to complete between **1 – 31 October 2013**.

Staff without DII have two ways to take part in MOD Your Say:

- By completing a paper copy, or
- Accessing the survey online, via a survey link, from their home computer.

Paper copies of the MOD Your Say Survey will be available locally from **16 September and need to be returned by 16 October** to ensure your responses are included.

TLBs will be sharing specific business unit codes and, where appropriate, the survey link with their staff to ensure they are able to take part. It is important that as many staff as possible respond to help us improve.

The survey is quick and easy to complete and your responses will be treated confidentially and anonymously.

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.

Planning For Retirement



The provision of Planning for Retirement (PFR) has with effect from 1 April 2013 moved from Defence Academy to Civil Service Learning (CSL).

There are a range of courses delivered under the Pre-Retirement umbrella of which a one day Pre-Retirement course is a pre-requisite for the others.

A number of changes have also resulted from the move: the costs associated with attendance must now be paid by TLBs, and individuals are no longer able to be accompanied by a partner unless there are compelling personal reasons to do so.

These courses should be booked through the CSL website; with further information on CSL available on People Services at Home > Learning and Development > Training > Civil Service Learning (CSL).

Mediation



From 30 September 2013, DBS Civilian HR will become responsible for managing the new MOD Mediation Service.

Mediation is a confidential voluntary process aimed at resolving workplace disputes. By working with a trained mediator it is hoped that individuals can repair and rebuild working relationships at an early stage.

Managers or employees can initiate requests for mediation, provided all parties involved have stated they agree to undertake the process. Referrals are submitted to the DBS Contact Centre. The DBS mediation Single point of contact (Spoc) will co-ordinate the appointment of a MOD mediator.

MOD is now part of the cross-Government Civil Service Mediation Service (CSMS) which provides access to a wider pool of mediators, if the Spoc cannot identify a mediator within the MOD they will contact the Civil CSMS to seek assistance from another Department.

Details of the new policy and process, will be available on People Services from 30 September.



Pay Statement Online

Available: 23 September 2013

More Information:-



Ministry
of Defence

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