

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS



Submitting 2012/2013 Performance Appraisal and Development Reports to DBS

All line managers should now be aware that PADRs for the 2012/2013 reporting year, once completed, **must** be submitted via email to Defence Business Services (DBS) for successful upload to HRMS by **5:00pm 31 May 2013**.

Any PADR not successfully submitted by 5:00pm 31 May 2013 **will not be eligible** to be put forward for consideration of any potential Non Consolidated Performance Related Pay Award.

It is the line manager's responsibility to submit completed PADRs to DBS, however in the event the line manager is unavailable, the Countersigning Officer (CSO) can submit PADRs on their behalf.

Line managers without a secure MOD/Government email system - local communications will be issued regarding the submission of off-line PADRs

It can take **up to 48 hours for a successful upload of a PADR to HRMS**, therefore DBS recommends that line managers submit PADRs no later than 24 May 2013, to allow sufficient time for errors to be rectified.

PADRs submitted on the 31 May 2013, and rejected due to errors in the completion of the form, **will not** be given any further opportunity to re-submit and the PADR **will not** be considered for any potential Performance Award.

Job holders are reminded that they must not contact the DBS People Service Centre (PSC):

- regarding incomplete PADRs. This is a line management issue.
- to check if a PADR has been successfully uploaded. The sender will receive email confirmation when the PADR has been loaded onto HRMS, and job holders and line managers will be able to view the PADR on HRMS once it has been successfully loaded.

Line management chains are also reminded, if you have a member of staff who has recently left the Department, is on maternity, long term sickness absence, etc, and who may be eligible to be put forward for a Performance Award, it is your responsibility to ensure their PADR is submitted to the DBS by no later than **5:00pm 31 May 2013**.

Full information on how to submit a PADR can be found on People Services > Performance and Recognition > Appraise Performance > Performance Appraisal Process - 2012/2013.



New Leave Year Coming Soon

The new leave year starts on 1 May 2013.

You are reminded that you can only carry forward up to 10 days' annual leave (AL) to the next leave year. Part time employees can calculate their carry forward entitlement in hours by multiplying their weekly conditioned hours by 2.

Any excess carry forward must be approved, as any carry forward not agreed may be considered fraud.

In certain circumstances you may be entitled to payment for untaken AL - for further information see Understand, Apply for and Record Annual Leave.

It is mandated that all AL must be recorded on HRMS, or exceptionally on a leave sheet, if an individual does not have access to HRMS. Further information on AL and how to record it can be found on People Services under Working Patterns and Leave > Holiday Entitlement > Understand and Calculate Your Annual Leave Entitlement.

DIB 2013/16 provided information relating to the proposed incorporation of 1.5 Privilege Days into AL entitlement from May 2013, subject to TU consultation. You must calculate your 2013/14 leave entitlement using the current published policy, until such time as the proposed change is confirmed.



2013/2014 Performance Appraisal Process

A new Performance Management policy and process was launched today (8 April) for Broader Banded, some Retained Grades and Skill Zone staff for 2013/2014 reporting year.

It sees:

- a new harmonised Reporting Period (1 April - 31 March);
- "How To" guides, such as "How To: Set SMART Objectives", introduced;
- the concept of a Reporting Officer;
- a change to the way job holder performance is evaluated, from narrative essays to descriptive scales;
- performance being assessed against both the 'What' and the 'How' with equal weight;
- a separate development review; and
- improved management of poor performance.

Full information on the new policy and process, as well as the PAR Form (HR Form 1720A 13/14), can be found on People Services under Performance and Recognition > Appraise Performance > Performance Appraisal Process - 2013/14



PADRs / PARs and the Recruitment Process

From **1 April 2013**, any MOD or Other Government Department employee who applies for a broader banded or retained grade job within the MOD **advertised on or after the 1 April 2013**, will be required to submit their **last two completed** PARs / PADRs directly to the recruiting line manager as part of their application.

The PADRs / PARs will then be used in conjunction with the competence evidence from the application form, as part of the sift selection process.

Applicants who do not have a PADR/PAR will not be prevented from applying for the job; however their application will only be considered on the basis of the competence evidence from the application form.

Obtaining a copy of your PADR / PAR is simple:

- If your PADR is held in HRMS follow the easy step by step instructions in: How to Save or Print a PADR 2011/2012 from HRMS.
- If your PADR/PAR is not held on HRMS and you do not have any personal copies, DBS Civilian HR may be able to provide you with a copy if it is held on your personnel file. *(Please be aware it can take up to 10 working days for the DBS to provide you with this information.)*

Managing Poor Performance



From today (8 April) a new simpler, clearer and easier to understand policy and process was introduced to manage poor performance.

It sees:

- the removal of the first informal meeting;
- reduced warning periods, including a shorter final formal written warning period;
- reduced timescale for arranging meetings and decision making;
- "How To" guides, such as "How To: Deal with dips in Performance" introduced; and
- provision of a checklist for line managers

Managers will also be expected to provide all reasonable help, support and encouragement to assist job holders reach and maintain the performance required.

Full information on the new policy and process can be found on the People Services website under Performance and Recognition > Managing Poor Performance > Managing Poor Performance.

More Information:-



Ministry
of Defence

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



Line Managers Corner: CS Competency Framework

On 8 April 2013, the new Civil Service (CS) Competency Framework was launched.

Recruiting line managers will need to use the new CS Competency Framework for all adverts raised on or after 8 April, for grades who currently use MOD Core Competencies.

The Framework can be found on People Service under Learning and Development > Competence Framework > Core Competences



MOD Guidance for Reservists

On 8 April, the MOD guidance was updated to support civilians who are, or may like to consider becoming, Reservists.

This includes a standard minimum offer of 10 days special paid leave for training and the requirement to record your Reservist status on HRMS.

This is an update to DIB 56/12: Government to give Civil Servants a minimum of 10 Days' Special Paid Leave a year for Reserves Training, which was issued last year.

More information can also be found on People Service under Moving Jobs > Reservists > Information for Reservists.



MOD Skills Strategy and Talent Management Strategy

The MOD Skills Strategy and Talent Management Strategy will launch on 15 April 2013.

The Skills Strategy aims to identify MOD's skills priorities and the training available to support these and increase the awareness and uptake of learning and development opportunities.

The Talent Management Strategy is about "identifying and developing individuals with the greatest potential so that they can undertake the most demanding of roles in the future."

Look out for further information in the April/May *Defence People*, to be published later this month.



Pay Statement Online

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Editorial Team, 60 Second Digest

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



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