

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND THEIR MILITARY/CIVILIAN LINE MANAGERS

Terms & Conditions
I, the undersigned,
agree to abide by its
general and special
conditions, and to
accept the jurisdiction
of the court.

Terms and Conditions of Service

As part of Civil Service Reform, MOD is changing some of its Terms and Conditions of Service (TACOS), following extensive negotiations with trade unions.

Unless you're promoted into a post advertised from or after 3 February, you'll see no difference at all.

For existing staff achieving substantive promotion, progression or advancement, the changes will be:

- 30 days of leave if you have over five years' service. Those with fewer than five years' service will get 25 days plus one day per year of service, accruing each year up to 30 days after five years' service. This means a maximum reduction of 1.5 days of annual leave following the change to privilege leave in July 2013, and staff with between two and five years' service will see their leave go up.
- Occupational sick pay will be reduced from six months full pay and six months half pay to five months full pay and five months half pay.
- The working week for London staff will increase from 36 hours a week to 37 hours a week.
- Although mobile staff (full time staff at Band D, Band C or Band B) will remain geographically mobile across the MOD, all grades and working patterns will benefit from a redefined limited mobility requirement that opens up all Civil Service employers within an individual's travel to work area (one hour each way, or 1.5 hours for London staff).

Full details of these changes are available in DIB 03/14. Annex B of this DIB also includes information about TACOS changes for new entrants joining into a post advertised from or after 3 February 2014.

Performance Appraisal - Plan, Discuss, Submit ... Before Easter

As the end of the reporting year approaches, it's time to take action on your own and your teams Performance Appraisal. All Performance Appraisal Reports (PARs) must be successfully uploaded to HRMS by 30 April 2014, with no exceptions. Don't leave anything to chance, plan to submit before Easter.

What can Job Holders do to prepare?

- Talk to your line manager about local arrangements and help to arrange relevant discussions.
- Ensure that all PAR details are correct to avoid rejection when they are uploaded to HRMS. A common reason for HR Form 1720a rejections is incorrect or missing staff/service numbers.

What can Line Managers/Reporting Officers do to prepare?

- Ensure that dates are set for end of year discussions and you are planning PAR completion well ahead of the deadline.
- Fully familiarise yourself with the policy and process which you can find here.
- Gather evidence of performance against objectives and competence behaviours and arrange discussions with Job Holders and relevant Countersigning Officers

Submitting PARs

- Once complete, PARs should be submitted to DBS straightaway by the line manager.
- When successfully uploaded, the PAR will then be assigned to the relevant Moderation Panel. PARs and moderation panel assignment can then be viewed on HRMS.
- If you already have completed PARs for this reporting year they can now be submitted to DBS via epar@epar.mod.uk
- **PARs will be rejected** if staff/service numbers are not correctly recorded. When submitting PARs, please verify that Section 3 and Section 10 are completed accurately.



MOD Your Say Survey (MYS)

MYS results will be published on <http://data.gov.uk/>, with the results from all other Government Departments, on 13 February.

MOD TLB and lower level results should have been published internally and TLBs are working to identify key local actions and share with their staff.

If teams receive PQ or FOI requests relating to MYS they should not respond to them. All responses are to be handled by the Cabinet Office so requests should be sent to: employeeengagementprogramme@cabinet-office.gsi.gov.uk copying in HRD-HRStrat-08@mod.uk.



Line Manager Corner: TACOS Changes

To guide you through the TACOS changes which have been introduced from 3 February a document has been produced to provide you with key information.

You can access this document on People Services at the following link: [Guidance for Line Managers](#).



Band B High Potential Development Programme

The application process for the third cohort of the Band B High Potential Development Programme (HPDP) launches on 4 February 2014.

The programme is aimed at high performing substantive Band Bs with the aspiration and potential of reaching the Senior Civil Service in the future.

The programme provides opportunities for 20 individuals to develop the competencies, skills and behaviours needed to be a fully effective Band B.

The Band B Development Opportunities booklet is also a useful resource.



Did You Know... ... Civil Service Code

The Civil Service Code sets out the standards of behaviour expected of all Civil Servants. The Code is based on a number of core values which you are expected to demonstrate when carrying out your role:

- Integrity - putting the obligations of public service above your own personal interests.
- Honesty - being truthful and open.
- Objectivity - basing your advice and decisions on rigorous analysis of the evidence.
- Impartiality - acting solely according to the merits of the case and serving equally well governments of different political persuasions.

Full details can be found on the Civil Service website and it is explained in the online Civil Service Learning course - Understanding the Civil Service.

Coming Soon: Revised MIDIT Scheme

The Department's 'Means of Identifying & Developing Internal Talent' (MIDIT) scheme will re-launch this spring, starting with a new round of recruitment in April 2014.

The vision is to develop staff with high-potential into credible Band B candidates, capable of taking on diverse and demanding Defence roles in the future. Staff below Band B will be eligible to apply and business areas can also nominate their most promising staff.

Further announcements will be made but for more details please contact the Talent Management Office or visit the MIDIT intranet page.

More Information:-



Ministry
of Defence

People Services Website (www)
People Service Centre (PSC)
Mil: 93345 7772
Civ: 0800 345 7772 or
Overseas: 0044 1225 829572

Single European Payment Area (SEPA)

We are making staff paid directly into a German bank account aware of the European Union directive covering EU bank transfers known as SEPA. This requires DBS in future to capture the International Bank Account Number (IBAN) in addition to Bank and Account Number details. To achieve this DBS will be writing to all affected personnel in February 2014 requesting completion of HR form 1936b so that we can update your payment records with these details. You are asked to return your form to us as quickly as possible.

Once this exercise has been completed we will advise you how and when the SEPA arrangements will be introduced. HR Form 1936b has been revised to reflect the new requirement.

We already capture IBAN information for personnel paid into Cypriot Bank accounts and therefore no further information is required for these accounts at this time.



Whistleblowing

Further to January's issue of 60 Second Digest, the new Whistleblowing policy will now launch later than planned. This is due to some further development work which is being taken forward as a result of a recent National Audit Office report.



Pay Statement Online Available: 21 February 2014



Changes to Certificates of Service and Employment References

In order to simplify procedures, the practice of issuing Certificates of Service to ex-employees will cease from 3 February 2014 except for members of the Ministry of Defence Police where the facility will remain (provided by the MDPGA HR Business Support Team). Changes have also been made to the information which is provided on an Employment Reference where one is requested.

Full details of the changes to Employment References can be found at: Get an Employment Reference and the policy and process for Get a Certificate of Service has also been updated to reflect this change.

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@pppa.mod.uk entering "60 Second Digest" into the subject field.

