

The 60 Second Digest

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

Coming Soon: New HR Policies

On Monday 3 February, two new HR policies will launch as part of Civil Service (CS) Reform:

- New Terms and Conditions, in line with CS Reform, for new staff joining the MOD and existing staff achieving promotion, having successfully applied for a post advertised from or after 3 February 2014. These will apply to all Skill Zone grades and Broader Banded grades from E2 to B1, but will not affect existing staff until they achieve substantive promotion, progression or advancement.
- A new Whistleblowing and Raising a Concern policy to encourage staff to speak out about wrongdoing, serious risk or malpractice and to reassure them that it is safe to do so.

Further details on these changes will be announced on the Defence Intranet and People Services in early February.

PCSPS April 2014 Contributions

The new Principal Civil Service Pension Scheme (PCSPS) member contribution rates for 2014 have been confirmed. This is the third of three phases of contribution increases as part of the wider change to public service pension contributions announced in 2010. More details can be found in 2013DIB/64.

MOD Your Say Survey - Update

MOD and TLB results were published on 29 November. All lower level team reports will be published on local intranet sites by the end of January. HRD is developing a corporate action plan with senior colleagues which will also be published by the end of January.

Managers should now be sharing their results with their teams. If you have not yet seen your results, why not ask your line manager?



Line Manager's Corner: Line Manager's Toolkit / Planner

Both the Toolkit and Planner have been updated. If you haven't used these before why not take a look at them now to help you manage your team more effectively? The Planner also enables you to add reminders directly onto your calendar. You can access both products here.

Performance Appraisal



Give you and your team the best start this year and prepare Performance Appraisal Reports (PARs) now for the end of the reporting year.

- **Check your submission** - If you have changed jobs or managers since April 2013, or are about to, a PAR may need to be submitted.
- **Make it count** - From mid January 2014, Job Holders and their line managers only will be able to view 2013/2014 PARs on HRMS. Check that the staff number of your Countersigning Officer (CSO) and your substantive grade are quoted correctly and that five objective and six competence ratings are recorded on each PAR.
- **Avoid unforeseen problems** - Job holders PARs can be sent well ahead of the end of the reporting year. You are actively encouraged to submit PARs from the beginning of March 2014 and before Easter. The submission window has been reduced to four weeks so all PARs must be uploaded by 30 April 2014.
- **Be aware** - All PARs should now be submitted via epar@epar.mod.uk. Any PARs not uploaded by the deadline will not be considered in the moderation process and will be treated as a Box 3.

You can find out more at Performance Appraisal Process - 2013/14 including information for Non Standard Occupational Groups who fall outside of the Broader Banded and Retained Grades performance management process. You can access your reports at HRMS > Employee Self Service > Performance Management > Performance Documents.

Note: From January 2014, line managers and CSOs will no longer have access to previous reporting year's documents which will now only be visible to the Job Holder.

Never Miss An Issue!

Add to Calendar

Do you want to be reminded when the 60 Second Digest is out? Click on the "Add to Calendar" icon, select "open" and when the outlook appointment loads select "Save and Close."

Following these steps, this will set up a reminder in your Outlook Calendar for the rest of 2014.



Pay Statement Online

Available: 24 January 2014

Did You Know...



...if you leave the MOD and take up new employment (either paid or unpaid) within two years the **Business Appointment Rules** may apply to you?

If you are leaving the Department, you should read Understand Business Appointment Rules and the circumstances in which these rules may apply to you. For example all employees at SCS Pay Band 1 **and below*** must obtain approval for any proposed appointment if their circumstances match one or more of the seven criteria defined in the rules. Employees at SCS Pay Band 2 and above* must obtain approval for all proposed appointments regardless of their circumstances.

Applications for approval are to be sought by completing and submitting HR Form 38: MOD Business Appointment Application. If an application for approval is required you should not accept any job offer until/unless approval has been granted.

If you are unsure whether the rules apply to you, please obtain advice from DBS Civilian HR via the online Contact Us facility.

* and military equivalents.

Internet Access to Shared Services (IASS)



In our June 2013 edition, we reminded you that access to online claims and People Services via IASS would close on 12 July 2013 and informed you of our interim arrangements which included access to claim forms on the Gov.uk website.

Since closure we have been monitoring:

- our interim arrangements;
- the volume of claims downloaded and emailed to us from Gov.uk; and
- requests to us for People Services/HRMS information.

Evidence to date demonstrates that the arrangements now in place are sufficient to cater for customer demand. In addition we have been able to process claims from non-DII users via this route in a short timeframe. As a result we have concluded that these arrangements can continue to be used for the foreseeable future.

You can find out more about these arrangements at: <https://www.gov.uk/former-users-of-internet-access-to-shared-services-ias>.

How to Use STAR



Whether you are writing a job application or answering a question in an interview situation, the recommended way to provide your competence evidence is by referring to a specific example for each required competence, using the STAR format.

- **SITUATION** - Briefly describe the situation.
- **TASK** - Explain the specific task you faced.
- **ACTION** - Describe how **you** approached the task. Not just what you did physically but the thought process you followed including any challenges encountered.
- **RESULT** - Describe the result or outcome of your actions, including the benefits or success that they delivered (ideally quantified) and any learning points.

The **Actions** and **Result** are the key part of the evidence and should be no less than **80%** of each example, with the **Situation** and **Task** which is predominately Scene Setting being no more than **20%**. Use the Core Competence Framework as a guide/checklist to describe which actions or behaviours are the most important to include for the competence you are describing. This is a brief summary only of STAR. More detailed guidance can be found at: the Career Consultancy Service.

Annual Benefit Statements



Each year MyCSP send you an Annual Benefit Statement (ABS) which tells you how much your pension is worth and a projection of the pension benefits that you may build up.

From 1 April 2015 the new Civil Service pension scheme will change the way you build up your pension, unless you were 10 years or less away from your Normal Pension Age on 1 April 2012. At the moment, projections are based on the current scheme rules and do not include the effect of the new scheme rules. To avoid inaccurate projections, MyCSP will be removing the projections from the ABS in the New Year.

If you receive an ABS in the meantime and you were 10 years or more away from your Normal Pension Age on 1 April 2012 then you should **not** rely on the benefit projections to make any financial planning. If you need to have a more accurate estimate of what benefits you may build up you can use the calculator on: www.civilservice.gov.uk/pensions/reform/key-elements.

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.

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