

Department for Culture Media and Sport



WORKING IN DCMS

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Introduction

The Working in DCMS booklet is set out to help you find details of the information that is important to you during your employment with DCMS. There are references and links to further information on DCMS Personnel policies and procedures. These policies are set out in the DCMS *Staff Guide* on BADGER, the DCMS Intranet. All staff are expected to familiarise themselves with them and if you have any questions or need further assistance contact details are provided.

This booklet contains important information for all staff working in DCMS, whether you are appointed permanently or on a temporary basis i.e. on loan or secondment. You should read it carefully as it, along with the other DCMS policies and procedures set out in the DCMS *Staff Guide* on BADGER, details your main terms and conditions of employment and normally forms your contract of employment with the Department, together with your letter of appointment; and any other documents Personnel Division give you explaining your terms and conditions of employment or changes to them.

The Department for Culture, Media and Sport is an Equal Opportunities employer and the information should also be read in the context of the Department's Equal Opportunities Policy Statement.

The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. Copies of the code are also handed out on the DCMS Induction programme.

The full text is also available on the Cabinet Office website at <http://www.cabinetoffice.gov.uk/central/1999/cscore.htm>

1. Joining the Department

Types of appointment

The majority of DCMS employees are appointed on a permanent basis. Most of the remainder are staff that are appointed on a temporary basis either on loan from other Government Departments, fixed term appointments or short term casuals. Transfers into DCMS are on voluntary transfer terms and normally on loan or secondment from an NDPB or local authority for example. These arrangements are normally for a period of three years. Staff who are on loan may apply for permanent status, subject to the criteria in the Department's policy on conversions to permanent status.

Personal Details

Details about you are held in confidence on the Department's Personnel database PERSY and in restricted access Personnel files. When you start work and when you change job, you will need to provide the following details:

- your full name and date of birth
- home address and telephone number
- your bank details
- national insurance number
- whether you have a spouse or partner
- the person to contact in an emergency

It is important that we hold current information about you so you must tell your line manager at once if any of this information changes.

2. Equal Opportunities and Diversity

The Department for Culture, Media and Sport is committed to promoting a working environment free from discrimination, harassment, bullying and victimisation.

Equal Opportunities Policy Statement

DCMS is an equal opportunities employer. We do not discriminate against staff or eligible applicants for posts on the grounds of gender, marital status race colour nationality ethnic origin religion disability age or sexual orientation. Every possible step will be taken to ensure that staff are treated equally and fairly and that decisions on recruitment selection, training, promotion and career management are based solely on objective and job related criteria. We will actively pursue arrangements for flexible working patterns and are committed to provide a working environment where no one is disadvantaged.

The Law

There are laws that make some forms of discrimination unlawful. In law the employer is responsible for the actions and behaviour of all employee's occurring in the course of employment, whether or not they are known about or approved of. Employees may also be liable in law for acts of discrimination and harassment. Where the employee is liable, the employer will also be liable unless they can show they took sufficient steps to prevent the discriminatory act. Any person who is held legally responsible may be required to pay compensation to the person discriminated against.

Resolving problems

If you have any problems or concerns about your employment, the actions of your line manager or your work colleagues you should normally discuss this with your line manager in the first instance.

If you cannot settle the problem in this way, you have the right to make a complaint using the Departmental complaints procedures set out in the DCMS Complaints Procedure. A copy of this will have been given to you on joining the Department and can also be found in the *Staff Guide* on BADGER.

3. Health and Safety

The Department provides a Health and Safety Handbook as a personal guide to workplace health and safety. It is given to all new entrants when they join and provides further details of advice and guidance on working practices.

The purpose of the personal guide is to involve all staff in creating and maintaining high standards of health and safety for all activities carried out by the Department. Just as the Department is legally obliged to provide staff with information about health and safety policy, so all staff has a duty to familiarise themselves with the content of the guide.

The Department's Health and Safety Policy

The Department regards the health and safety of all its staff, contractors and visitors as of great importance. It will work to minimise the risks in accordance with the requirements of the Health and Safety at Work Act 1974 and other relevant statutory provisions. It will develop a positive programme to improve health, safety and welfare, including ways of identifying hazards and assessing and controlling risk across the Department.

The Department also expects each member of staff to take responsibility for his or her own safety and the health and safety of others who may be affected by his or her own actions, individual members of staff should work with senior management to achieve the following five basic aims:

- i. plant, equipment, systems and methods of work are safe and without risks to health;
- ii. there are suitable arrangements for the safe use, handling, storage and transport of articles and substances within the Department;
- iii. staff should have sufficient information, instruction, training, supervision and support to carry out the tasks expected of them in a safe and hazard free way;
- iv. access to and from all parts of the Department should be safe;
- v. there should be a healthy working environment with adequate welfare facilities

4. Induction

As part of our Learning and Development Strategy, the Department has developed an Induction programme for all new entrants to DCMS. The programme is fully supported by the Management Board and TUS and forms a mandatory core of the introduction of staff to DCMS at all levels.

The Induction programme aims to;

- ensure participants understand the roles and responsibilities of the Department and how they will contribute to them
- through this, make them feel part of DCMS quickly and be confident that they are able to contribute effectively to the organisation early on
- create a cohort of peers to provide ongoing informal mutual support while at DCMS

Within six weeks of joining DCMS all new staff are offered a place on the Induction programme, which lasts for 5 days and includes a range of activities, guest speakers and a visit to an NDPB. The course also provides an introduction to the Department's delivery skills in the Learning Curriculum.

5. Probation

DCMS like most other government departments operates a probationary period for new employees. This period allows line managers to assess the suitability of new entrants and offer them the opportunity to demonstrate that they meet the required standards of the grade. Your line manager will need to ensure that you are aware of the standards expected of you in terms of your job performance, attendance and conduct. These standards will be agreed with you soon after your appointment. Your line manager must also ensure that you receive all necessary developmental opportunities including training and feedback to help you meet these standards.

If you do not meet the standards required, or your attendance and/or your conduct is unsatisfactory, your line manager may seek to terminate your employment following the relevant procedure depending on the individual circumstances. The overriding principle must be that all new entrants are fairly treated and are seen to be treated fairly.

6. Appraisal and Development

The Department's performance appraisal system is based on the assessment of individual achievement against objectives and it has to be operated fairly and equitably. Your performance must meet the requirements of your post. Your manager will therefore assess how you perform on a regular basis.

If your performance is not satisfactory your managers will take action under the Department's appraisal procedures. The aim of these procedures is to improve your standard of performance. However if you do not achieve acceptable standards this could lead to action under procedures, which could ultimately lead to your dismissal from the Department.

Line managers are responsible for developing, discussing and agreeing objectives for each member of staff reporting directly to them and setting objectives out in forward plans. Objectives should be rooted in Departmental and divisional plans and reflect the role and responsibilities of each member of staff, their grade, capabilities and experience; and should take account of their ideas as to what should be included.

During the year you and your reporting manager are jointly responsible for ensuring that these objectives are up to date and relevant. This should be done through at least one, and if possible two formal meetings as well as regular 1 to 1's.

Promotion

The Department's guidance on promotion sets out the criteria to be used in selecting people for promotion to the next higher grade. Promotion policies and practices are founded on the principles of openness, fairness and objectivity and this guidance aims to ensure everyone seeking promotion will know what is expected of them.

The guidance on criteria for promotion captures the essence of each grade in terms of characteristics, context and differentiating qualities. The differentiating qualities are those qualities which are required to "add value" to the work of the next higher grade. Promotion boards will base their decisions on evidence of candidates demonstrating they are capable of performing well at a range of jobs at the next grade.

Learning and Development

The Department is committed to ensuring that all staff are offered the necessary learning and development to help them to maximise their personal effectiveness in the workplace and to develop further in their careers.

We offer a comprehensive range of courses through our Learning Curriculum. Most of these courses take place here at DCMS. Staff may also apply for further courses and development opportunities that are offered by external providers.

7. Conduct and Discipline

Your conduct

All staff in DCMS are expected to comply with the standards of conduct the Department lays down and to comply with the general principles and rules of conduct outlined in the Civil Service Code.

All staff are expected to be ready and willing to work in accordance with the terms and conditions contained in their contracts of employment and familiarise themselves with the detail of the Departmental procedures and be ready to carry out all reasonable orders and instructions.

Outside activities

You must ensure that any outside activities which you take part in do not affect your work, or conflict with the interests of the Department or your official position. In some circumstances you must seek the permission of Personnel Division or your manager if you want to work parttime for someone else while you are employed by the Department.

Political activities

There are restrictions on the political activities that Civil Servants can undertake. These rules cover: standing as a candidate in Parliamentary or local authority elections; holding office in a party political organisation; canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

Disciplinary procedures

If, for any reason, you do not comply with the standards of conduct we expect from you, your managers will need to consider whether to take action against you under the Departmental disciplinary procedures. In the event of gross misconduct, such as defrauding the Department by manufacturing false repayment claims or submitting false travel and subsistence claims, you may be dismissed and prosecuted for a criminal offence.

8. Pay and Conditions

Grading

There are four grades below the Senior Civil Service, which broadly equate to former Civil Service Grades as follows:

- Grade A = former grades 6/7
- Grade B = former SEO/HEO and equivalent grades
- Grade C = former EO and equivalent grades
- Grade D = former AO/AA and equivalent grades

The grading structure is underpinned by the job evaluation methodology JEGS, and the Departmental specific grading guidance describes the typical tasks, complexities and knowledge and skills demanding of posts within each grade.

Pay

Your salary is payable to you monthly in arrears, on the last working day of each month. You will be paid by credit transfer direct to a personal bank account or to an account with an approved building society.

DCMS recognises the following Trade Unions for pay bargaining purposes: PCS, FDA and IPMS. Annual pay negotiation will be carried out with the Unions under single table bargaining with a pay settlement date of 1 August each year.

Pensions

Your employment is pensionable under the Principal Civil Service Pension Scheme (PCSPS) except if:

- you choose to opt out of the scheme; or
- you are employed on a casual basis where you can opt to join the civil service stakeholder scheme

Information about the PCSPS is set out in "A General Guide" available from Personnel and Central Services Division.

Overtime

The Department may require you to work excess hours (overtime) on normal working days, at weekends, or on public or privilege holidays. This policy reflects specific situations where management has a backlog of work which needs to be tackled and excess hours working is used to deal with the situation. The policy does not relate to occasional working beyond conditioned hours.

9. Leave and Attendance

- Working Hours
- Annual Leave
- Sickness Absence
- Maternity Leave
- Paternity Leave

Working Hours

If you work full time your working week is 41 hours gross, including 5 hours paid meal breaks. These are your conditioned hours unless you have been told differently in your appointment letter, or by your line manager. Your hours are worked over a 5-day week unless you agree a different arrangement with your line manager. If you work part-time, your manager will agree with you separately the number of hours you work each week and your standard daily hours.

Your standard daily hours are a matter for local agreement and include the normal daily starting and finishing times in your office. The Department's policy is to offer flexible working hours, further details are set out in the Work Life Balance section in the *Staff Guide* on BADGER.

Annual leave

The number of days annual leave you are allowed each year depends on your grade and your total length of service. The standard allowances, expressed in weeks and days, are set out in the Leave and Attendance section of the *Staff Guide* on BADGER. If you work part-time you get a pro rata leave allowance based on the number of hours you normally work each week compared with full-time staff.

If your allowance changes during your leave year the total number of days due to you in the year will be calculated on a pro rata basis for each part of the period for which your allowance differs. It is your responsibility to check and make sure that you claim the correct allowance for your grade and length of service.

You will normally be able to take all public holidays, plus privilege holidays in addition to your annual leave allowance. There are 8 public holidays each year in England. In addition to the public holidays, if you work full-time you are entitled to 2½ days privilege holidays. If you work part-time you will be entitled to leave for public and privilege holidays in proportion to the hours or days you normally work each week in comparison with full-time staff.

Sickness Absence

You must let your manager know at once if you are absent due to sickness, giving the reason and probable length of your absence. You must regularly tell your managers about the progress of your illness, and in particular, you must say if you are going to be away longer than you first thought. During the time you are off sick you must not do any other paid work.

Each time you are off sick you must provide your manager with satisfactory evidence of your incapacity. In exceptional circumstances your manager may ask you to obtain a medical certificate from your doctor for any absence, no matter how short.

- **for absences of seven calendar days or less**, doctors do not have to supply medical certificates, but you must complete a self-certification form on the day you return to work.
- **for continuous absences of more than seven days** you must obtain a medical certificate from your doctor and send it to your manager no later than the eighth day of absence, or the next working day if the eighth day falls on a weekend or public or privilege holiday.

Maternity Leave

Women are entitled to 26 weeks paid maternity leave if:

- you have one year's continuous paid employment in the Civil Service by the beginning of the 11th week before the expected week of childbirth;
- you are not on unpaid leave;
- you provide a medical statement (form MAT B1) from a registered medical practitioner or a certified midwife showing your expected week of childbirth; and
- you confirm in writing that you intend to return to work for the Civil Service for at least one calendar month after your baby is born; if you do not return to work you must agree, in writing, to repay the Department any maternity pay made to you (less any Statutory Maternity Pay (SMP) to which you may be entitled).

If you qualify for paid maternity leave, you have the right to return to work in the same grade and working the same hours at any time on or before the end of the period of 41 weeks, beginning with the actual date of childbirth.

The Statutory rules on maternity leave and maternity pay will also apply to you, although the terms outlined above are generally more favourable.

Paternity Leave

Men are entitled to 10 days paid parental leave, which can be taken either before or after your baby is born, as agreed with your manager, subject to qualifying criteria.

10. Postings and Interchange

DCMS is committed to equality of opportunity and ensuring fair and open selection of staff for posts. DCMS believes that the interests of all - the business needs of the Department, and the needs of managers and of individual members of staff - are served best by providing maximum choice. Vacancies will therefore usually be advertised both internally within DCMS and externally in other Departments and NDPB's. In addition, they will normally be open to applications on both level transfer and on temporary promotion.

If you are interested in moving to a different post during the year ahead you should, in the first instance, discuss this with your manager who will be able to advise you on possible future postings.

Interchange

Interchange opportunities are available to staff at all grades in DCMS. Line managers and their staff should consider secondments or attachments as a way of developing skills and knowledge and, where appropriate, include them a part of personal development plans. There are two main types of interchange:

- Secondments
Full time attachments into or out of the Civil Service for anything between three months and three years, to complete a discrete task or fill a pre-defined role.
- Attachments
Shorter attachments - normally three months or less - to an outside organisation usually to complete a short-term project. The period can be split to make it more manageable, for example six periods of two weeks over a year, or one day a week.

Mobility obligation

If you work full-time and are in, or are promoted to, Grade C or above, the Department regards you as being mobile. The Department may therefore require you to work anywhere in the United Kingdom or abroad.

11. Travel and Subsistence

The Department is responsible for meeting the cost of travel and subsistence for its staff on official business. You are responsible for the cost of daily travel between your home and permanent place of work. Official travel means travel for the purpose of official business and travel between your home and permanent office.

The Department will reimburse travelling and subsistence expenses, which your manager authorises you to incur on official business, under the rules set out in the detailed guidance in the Travel and Subsistence section of the *Staff Guide*.

The Departments policy deals with all the likely modes of travel, the appropriate allowances and the insurance provision available for sickness and injury suffered while on official business.

See guidance on Claiming Expenses in the *Staff Guide* for full details of how to claim expenses you have incurred.

12. Leaving the Department

Notice Periods

If you want to resign from the Department the following applies:

- Grade A and above including the Senior Civil Service - 3 months' notice (all those promoted or appointed to these grades after 2 April 1990), 1 month's notice (all those promoted or appointed to these grades before 2 April 1990);
- you are expected to give one month's written notice in all other cases.

If your employment is terminated by the Department you are not, because of the constitutional position of the crown entitled to a period of notice. In practice however the Department will normally give you the following periods of notice:

- on retirement at 60, or grounds of poor attendance or performance:
 - if you have fewer than four years continuous service - five weeks;
 - if you have four or more years of continuous service - not fewer than one week for each year of continuous service plus one week, to a maximum of 13 weeks;
- on compulsory early retirement or severance - six months;
- on ill-health retirement - nine weeks, unless the Department agrees a shorter period with you.

If your dismissal follows disciplinary proceedings we may end your employment without notice.

Taking a new job

Due to the particular nature of the Civil Service you are required in certain circumstances to get the Department's agreement before accepting any offer of employment outside the Civil Service within two years of leaving. Whether this affects you will depend upon your Grade and job.

Retirement age

The minimum retirement age for all staff is 60. All grades below the Senior Civil Service have the option to continue working until the age of 65.

13. Trade Unions

The "Trade Union Side" of DCMS officially consists of:

- Public and Commercial Services Union (PCS)
- First Division Association (FDA) and
- Institution of Professionals, Managers, and Specialists (IPMS)

The FDA represents the Senior Civil Service and whilst IPMS has very few members in DCMS; they are officially represented by PCS.

The PCS Branch has a membership of approximately 70% of staff who are eligible to be PCS members (some Grade A's and "fast-streamers" are in FDA; in addition, some PCS members on loan from another department retain membership of their parent Branch). The percentage of members in the PCS Branch is substantially above average.

PCS represents the most members in DCMS and usually fill the position of Chair of DCMS Trade Unions. The current Chair of TU Side is also the PCS Branch Chair.

Employee Relations

DCMS has established and maintained good employee relations, underpinned by a Partnership Agreement, agreed between the Management Board and Trade Union Side. The Partnership Agreement sets out the principles under which they conduct and build their relationship.

Each party is committed to the future success of the Department and to improving the services we give to Ministers and to the public. Each party is also committed to providing staff with job security, equality of opportunity, opportunities for development, ensuring the health safety and welfare at work of all staff and agreeing, abiding by and keeping under review a joint Code of Practice on Negotiation and Consultation.