

GROUP 4: INTERNAL GUIDANCE

4A PERSONNEL

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	Induction Pack for new staff	Specific information in relation to Secondary Care Directorate includes organisational chart and what functions are carried out by the three Branches.	Post			12
2	Managing Attendance Notes for guidance (Revised)	Guidance for staff and line managers on the implementation of sick absence and inefficiency procedures.	Post from PMB	None	Proposed date of issue Sept /Oct 2002	23
3	DHSSPS Performance Management System Competence Framework & Performance Management System Guidance	The PMS Competence Framework is a document, which sets out the core competencies, which underpin key departmental HR processes such as training and development, performance management and promotion. The PMS Guidance provides guidance for staff and managers in relation to the appraisal of performance	Post from PMB	None		23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
4	Internal Guidance and Procedures	Departmental/Branch internal circulars which provide guidance and procedures in relation to the management of staff and provision of services	Post from PMB	None None		23
5	DHSSPS Family Friendly Guide	Provides Details of Family Friendly Policies for staff with caring responsibilities	Post from PMB	None		23
6	DHSSPS Guide to Flexible Working Options	Provides details on the flexible working options available to staff	Post from PMB	None		23
7	NICS – wide Trawl Competition/Vacancy Notices	Competition notices for vacancies in DHSSPS – includes details of duties and responsibilities, selection criteria, salary, how to apply etc.	Post from PMB	None		23
8	Promotion Board Notices	Notification of Promotion Boards- includes details of the selection process, criteria to be used, how to apply etc.	Post from PMB	None		23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
9	Notes for Candidates appearing before a Trawl/Promotion Board	Provides guidance for candidates on what a Promotion /Trawl board Panel will do when they are interviewed and explains the candidate's role in the boarding process	Post from PMB	None		23
10	Briefing Notes for Candidates	Guidance for those staff wishing to self-nominate for promotion	Post from PMB	None		23
11	Application Forms	Application forms for specific competitions (e.g. trawls, promotion boards, secondments, interest circulars, vacancy notices)	Post from PMB	None		23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
12	Promotion/Selection Board Guidelines for Panel Members	This handbook is designed to provide guidance to interviewing panels on the procedures, principles and practices of selection on merit	Post from PMB	None		23
13	Timescales	Details of the timescales and processes involved in each of the recruitment/selection methods	Post from PMB	None		23
14	SNAPS – Staff Notice and Postings Sheet	Details of staff transfers, promotions and movements within the DHSSPS	Post from PMB	None		23
15	Deputising and Temporary Promotion PM Circular 5/98 & Circular GS (HQ)1	Information on practices and procedures to be followed in the selection and payment of staff deputised or temporarily promoted	Post from PMB	None		23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
16	Managing Attendance Notes for Guidance PM Circular 4/96	Guidance for Managers on the implementation of procedures in relation to sick absence	Post from PMB	None		23
17	Performance Review Audit	Annual performance review audit report carried out to assess the application of systems relevant to IIP	Post/Email			23
18	Investors in People (IIP) Assessors Report	Report produced by the external IIP assessor after each accreditation assessment	Post/Email			23
19	Induction Guide	The Induction Guide is issued to all new entrants to the Department providing important information regarding the department and the individuals role and responsibilities	Post			23
20	Line Managers Induction Guide	Provides line managers with information to help develop local induction programmes	Post			23

4B INFORMATION AND COMMUNICATIONS TECHNOLOGY

No	Document	Description	Availability	Cost (if any)	Notes	RLO number
1	DHSS&PS Internet and E-Mail Circular	Circular sets out the policy of DHSS&PS in relation to the use of Internet and E-Mail facilities on Departmental Resources	Post from PMB	None		23
2	Circular DHSSPS Sec 1/2000	Departmental IT Security	Post	Nil	Could be made available on website	23
3	Circular DHSSPS Sec 4/2000	IT Security: Nominated Officer	Post	Nil	Could be made available on website	23
4	Circular DHSSPS Sec 3/97	Applications for Access to the Internet	Post	Nil	Could be made available on website	23
5	Circular DHSSPS Sec 7/96	Theft of Portable IT Equipment	Post	Nil	Could be made available on website	23
6	Circular DHSSPS Sec 1/2002	Miscellaneous IT security Issues	Post	Nil	Could be made available on website	23
7	Departmental IT Security Policy April 2002	IT Security Policy	Post	Nil	Could be made available on website	23
8	Departmental IT Security Operating Procedures	IT Security Operating Procedures for End User	Post	Nil	Could be made available on website	23

4C TRAINING AND DEVELOPMENT

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	Medical and Allied Services Training and Development Plan	Table containing planned and anticipated training events for the incoming year	Post, e mail			3
2	NMAG Annual Training & Development Plan	The annual Training & Development Plan for the Nursing & Midwifery Advisory Group	Hard copy available in Microsoft Word from the Records Liaison Officer (Tel: 02890 520627)	Free		4
3	Staff Training and Development Policy for the Office of the Permanent Secretary					22
4	Departmental Training and Development Plan	Annual Training and Development Plan, detailing training and development budget allocations for each directorate and key development opportunities	Post/Email			23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
5	Departmental Training and Development Report	Annual Training and Development Report, detailing training and development activities undertaken and the associated costs	Post/Email			23
6	Training and Development Strategy	The Training and Development Strategy sets out the key principles and corporate objectives for training and development in the department and the key role staff have in implementing this strategy	Post/Email			23
7	Training and Development Opportunities	Summary of the Training and Development Opportunities available to staff in DHSSPS	Post/Email			23
8	Training Needs Analysis (TNA)	The TNA report reviewed the generic training needs of staff in the department and produced a high level 3 year training plan to ensure that training and development remains focused on and contributes to corporate objectives	Post/Email			23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
9	Quality Development Team (QDT)- Action Plan	The QDT was established in May 2000 to consider ways of developing good practice and sustainable improvement throughout the Department. This is the action plan undertaken by the QDT	Post/Email			23

4D HEALTH AND SAFETY

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	User Handbook for Personnel Managers – Part 1	Outlines service available from OHS and how to use them.	Website	None		20
2	<u>Information Leaflets</u> Your Guide to the Occupational Health Service Sickness Absence – The Role of the Occupational Health Service Emergency First Aid Health Aspects of Confined Space Work	 Provides general information about the OHS. Provides information about the functions of OHS. Provides advice about basic life saving techniques and emergency procedures. Provides information to employees involved in confined space work.	Post/Website “ “ “	None “ “		20

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
3	Hand-Arm Vibration	Provides advice to employees whose job exposes them to the risk of vibration/white finger.	“	“		20
4	Noise at Work	Provides information for employees whose occupation exposes them to the risk of noise induced hearing loss.	“	“		20
5	Fitech Programme Health Information for Staff at risk of exposure to E-Coli 0157 in the workplace.	Provides information about the Fitech Fitness Programme. Provides information about possible health risks relating to E-Coli: 0157 associated with work.	Post/Website “	None “		20
6	Workplace Health Improvement Programme (WHIP)	Provides information on the main steps of the Workplace Health Improvement Programme.	Post/Website	None		20
7	Posture in the Office – How to Sit Comfortably	Provides information about the correct posture when sitting in an office.	Post/Website	None		20

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
8	Mental Well Being at Work Guidance	Provide advice and guidance to organisations and employees across the NICS on the commitment to mental wellbeing at work in the NICS.	Website	None		20
9	Information Notices: New and Expectant Mothers at Work Stress at Work Common Infectious Diseases Disability Discrimination Act 1995 The Working Environment – Part 1: Thermal Comfort Guide to Healthier Living	Provides information on the European Directive on pregnant workers. Provides information on causes, effects and symptoms of stress. Provides information on common infectious diseases and the workplace. Provides a brief explanation of the DDA. Provides practical advice on the indoor working environment. Provides advice on healthy lifestyle issues.	Post/Website “ “ “ “ “ “	None “ “ “ “		20

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
10	Healthy Workplace Policy Statement	Provides commitment of the Northern Ireland Civil Service to promote the health of its staff.	Post/Website	None		20
11	Workplace Health Improvement Programme Guide	A Guide to local implementation and Directory of resources for departments and agencies.	Post/Website	None		20
12	Health and Safety Policy Statement, Organisation and Arrangements (HASW16)	The Department's policy on health and safety and it's organisation and arrangements for health and safety at work.	Post/electronic		Currently under revision	23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
13	HSAW Circulars (26 separate Health and Safety at Work circulars are current)	Agreed Departmental H&S policies for internal implementation to ensure compliance with existing H&S legislation. Some of the material in this class is derived from documents which we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.	Post/electronic		All HSAW circulars are agreed with TUS before issue	23
14	Health and Safety Training Courses	Internal Health and Safety training courses compiled and delivered by DHSSPS H&S section staff, to DHSSPS and DSD staff.	<i>Post/Overheads/Power Point</i>		H&S training courses are normally associated with a specific H&S circular.	23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
15	HSAW Circulars	New Departmental Health and safety at Work circulars for internal implementation to assist with legislative compliance. Some of the material in this class may be derived from documents which we consider to contain exempt information. Where this occurs the material will clearly show where information has been withheld and explain what exemption has been applied and why.				23

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
16	Health and Safety Training Courses	New internal Health and Safety training courses compiled and usually delivered by DHSSPS H&S section staff, to DHSSPS and DSD staff.	<i>Post/electronic/Overheads/PowerPoint</i>		New H&S training courses are normally associated with a specific H&S circular.	23
17	MSU (Sec) 1-8	A series of 8 circulars on security procedures.	Issued by post every 6 months to Departmental staff.			23
18	Circular DHSSPS Sec 2/2000	Your Guide to the Security of Departmental Information	Post	Nil	Could be made available on website	23
19	Circular DHSSPS Sec 5/2000	Telephone Scams	Post	Nil	Could be made available on website	23
20	Circular DHSSPS DP1/01	Departmental Guidance on the Data Protection Act	Post	Nil	Could be made available on website	23

4E COMPLAINTS

No	Document	Description	Availability eg	Cost (if any)	Notes	RLO number
1	DHSS Harassment Policy and Complaints Procedure	Sets out the Departments policy on harassment, how to seek advice and how complaints will be handled	Post	None		23