

DLO/DPA POST MAPPING GUIDE

INTRODUCTION

1. The following guidance is intended to assist Line Managers and their staff to understand the DLO/DPA process of Post Mapping of individual posts; military and civilian.
2. Included in this guidance and contained within the relevant documents is:
 - An example of Post Mapping (Template) complete with relevant columns. (Annex A)
 - A Post Mapping Flowchart emphasising process critical points for Trades Unions (TU) consultation. (Annex B)
 - Information on the process to be followed by an individual to request a review of the Post Mapping designation of their post at the informal consultation stage. (Annex C)
 - Model Letter templates to be followed at the proposed Post Mapping point, (Annex D); and on completion of TU Consultation. (Annex E)
 - Terms of Reference Template. (Annex F)
3. This guidance is to be used for all DLO/DPA Change Programme Post Mapping, including the merger work for DE&S.

WHAT IS POST MAPPING

4. Post Mapping is the agreed process to ensure all staff are treated fairly and consistently across the organizations. It will enable IPTs/BUs to map its existing structure and function to a proposed structure and function (subject to TU consultation). This means that every post (NOT person) needs to be considered in terms of proposed future role, responsibilities and objectives and accorded against the existing role, responsibilities and objectives. This document and process is agreed between DLO/DPA and the TUs and is mandated for use when consulting change proposals that affect posts. Further guidance may be obtained from your HR Business Partner or ER Focal Point.

CONSULTATION

5. The TUs are the recognised representatives of the workforce and the requirement to consult with them is embodied in law and is strongly emphasised in MoD policy and practice. Post Mapping is an integral part of the consultation procedure agreed with the DLO/DPA TUs. The Project/IPT/BU leader is responsible for consultation,

informal and formal, being carried out in a timely manner fully consistent with Personnel Manual Volume 12 guidance. PUS, CDL and CDP are committed to a policy of consultation and partnership with Trades Unions, on **all management proposals likely to affect civilian staff**, with a view to seeking agreement.

CONSULTATION PROCEDURES

6. Formal consultation with TUs should take place in two stages as set out below and in Annex B (Process Flowchart). However, engagement with the trade unions on an informal basis throughout the process can alleviate the need for a lengthy period of negotiation following the presentation of the consultation document. It will also give the TUs an opportunity to forward their ideas and suggestions at an early opportunity.
 - The first of these stages relates to the outline proposals for the business change, including setting up of the study team and its TORs where appropriate. (A minimum of 10 working days is allowed for this consultation; proposed TORs need to be clear and comprehensive).
 - The second stage follows the completion of the study report. (A minimum of 30 working days is allowed for this). Consultation documents and associated post maps etc. need to be clear and comprehensive.
 - It is recommended that IPTs/BUs leaders should consider building in a precautionary 15 working days to allow the TUs to consider management responses to questions raised (e.g. 5 working days for management response to any questions raised on consultation documents, 10 working days for TUs consideration of management response before implementation takes place).
7. Detailed information on consultation procedures can be found on the Defence Intranet.¹

POST MAPPING DETAIL

8. The following is a guide to some of the headings used in the Post Mapping spreadsheet.

¹ Defence Intranet-library- search for “D2PT Employee Relations” to find “D2PT best practice guidance on TU consultation” - <http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/BrowseDocumentCategories/Personnel/IndustrialRelations/DptBestPracticeGuidanceForTradeUnionConsultation.htm> ; alternatively, Defence Intranet-People Services-“Being a Civil Servant in MoD” to find Personnel Manual Volume 12; Employee Relations <http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/BrowseDocumentCategories/Personnel/IndustrialRelations/ModPersonnelManualVol12.htm>

Filled/Vacant:

- This is the status of the post (**A post is considered to be vacant if not filled by a substantive grade on a permanent appointment**).

Post Mapping Description:

- P1 – roles and responsibilities associated with the post have changed by 50% or more and therefore the post should be subject to competition. Changes which equate to 50% include:
 - change to post/grade
 - post has been civilianized ²
- P2 - roles and responsibilities associated with the post have changed by less than 50%:
 - the post will transfer unchanged, or with minimal change, to the future construct - no competition will be required
- P3 - post no longer required:
 - relevant HR Business Partner will be able to provide advice about line management responsibility for staff to be made surplus: ³
- P4 - additional (new) post:
 - relevant HR Business Partner will be able to provide advice about competing posts – e.g. use of the Redeployment Pool, relevant business area surplus staff and suitability interviews
 - where new military posts are to be created, with justification, compensating reductions must be found - the relevant DLO/DPA Military Manning Focal Point will be able to provide advice as required
- PD - post is duplicated with other like-for-like posts which will reduce in number:
 - all individuals in the like-for-like posts are to be considered, in the first instance, for the posts which are to remain
 - should like-for-like vacancies remain, relevant HR Business Partner will be able to provide advice about competing posts - e.g. use of the Redeployment Pool and relevant business area surplus staff
 - should surplus staff result relevant HR Business Partner will be able to provide advice about line management responsibility for staff to be made surplus

² Relevant HR Business Partner will be able to provide advice about competing posts - e.g. use of the Redeployment Pool, relevant business area surplus staff and suitability interviews
the majority of military posts cannot be subject to competition - the relevant DLO Military Manning Focal Point will be able to provide advice about manning issues

³ De-complementing action in accordance with D2PT Info Note 16/2006 should be followed for civilian₁ staff and D2PT Info Note 35/2006

Military Post Mapping:

- note that the Service Secretaries have 12 months to fill/empty a military post from the date formal establishment/disestablishment action is approved
- the service number for military personnel is omitted when completing the post mapping spreadsheet but will be required to assist with the identification of posts on the Military Manpower IS

Current Location: the current location of the post

Future Location: the future location of the post

Post Mapping Rationale:

- the rationale for the post mapping decision

Additional Comments:

- additional information which will be useful for the relevant business area, HR, TUs etc such as timescale for move of location

Benefit to the Business:

- the benefit that is expected to be gained overall to the business area from the proposed adjustment to this post

What has/will happen to the work currently undertaken by the post:

- if some of the work currently allocated to this post is being transferred or shared with another post this will be indicated here

Terms of Reference (TORs)

- As part of the Consultation Document TORs will need to be provided (without exception) to the TUs as follows:⁴

Post Mapping Description	Current	Proposed
P1	✓	✓
P2	✓	✓
P3	✓	X
P4	X	✓
PD	✓	✓

⁴ TOR Template can be found at Annex F

Relevant Documents:

9. Annexes A and B are self explanatory. Annex C, the review of the post mapping proposal, has prescribed timescales that must be adhered to:

- A request for a Post Mapping review (**Appendix i**) should be submitted in writing to the relevant AD/IPTL within five working days of the Post Mapping information being made available to the individual.
- A request to Dir/1* for a further Post Mapping review should be submitted in writing within five working days of receipt of the AD's/IPTL's decision. A proforma (**Appendix ii**) is provided for this purpose.
- A request to DG/2* for a further Post Mapping review should be submitted in writing (**Appendix iii**) within five working days of receipt of Dir/1* decision.
- DG/2* will inform individuals in writing of the result of their review within ten working days of receipt of request.

Any variation of the above will need to be separately consulted with the TUs.

Annex D are "Informal" letter templates, written from the Line Management chain, to be issued to relevant staff to notify them of their proposed Post mapping.

Annex E are the "Formal letters", written from the Line Management chain to be issued to relevant staff after completion of formal TU consultation confirming the status of their post.

Annex A: Sample template representing a Post Mapping Spreadsheet.

Annex B: Process Flow for consultation showing sequence of Post Mapping activity.

Annex C Post Mapping Review process including appendices i – iv. This process is completed prior to formal TU consultation.

- i. Request for a review, AD/IPTL, against post mapping decision.
- ii. Request for a further review, Dir/1* against post mapping decision.
- iii. Request for a final review, DG/2* against post mapping decision.
- iv. Covering letter to be attached to each review decision.

Annex D Template letters, appendices i – vi; Informal Notification of Provisional Post Mapping. The Informal letters are issued to the relevant staff on completion of the provisional post mapping exercise.

- i. Model Letter - P1 Draft Letter – Civilian Staff.
- ii. Model Letter - P1 Draft Letter – Military Staff.
- iii. Model Letter - P2 Draft Letter – Military/Civilian Staff.
- iv. Model Letter - P3 Draft Letter – Civilian Staff
- v. Model Letter - P3 Draft Letter – Military Staff
- vi. Model Letter - PD Draft Letter – Civilian Staff.

Annex E Template letters, appendices i – viii; Formal Notification of Post Mapping outcome and issued following completion of trades unions consultation.

- i. Model Letter - P1 Draft Letter – Civilian Staff.
- ii. Model Letter - P1 Draft Letter – Military Staff.

- iii. Model Letter - P2 Draft Letter – Civilian Staff.
- iv. Model Letter - P2 Draft Letter – Military Staff.
- v. Model Letter - P3 Draft Letter – Civilian Staff.
- vi. Model Letter - P3 Draft Letter – Military Staff.
- vii. Model Letter - PD Draft Letter – Civilian Staff.
- viii. Model Letter - Post holder to Transfer to Redeployment Pool (RDP). This RDP letter is only to be issued to an individual who is to be placed within the RDP.

Annex F Terms of Reference Template.