



Ministry  
of Justice

# Ministry of Justice



## MoJ Corporate Information Induction Guide





# Welcome to the Ministry of Justice

The Ministry of Justice is a major government department at the heart of the justice system. We work to protect and advance the principles of justice

**Our vision is to deliver a world-class justice system that works for everyone in society**





## Welcome!

**At the Ministry of Justice, we believe justice is the foundation of a safe, fair and prosperous society. It enables people to plan their futures, do business with confidence and go about their lives in safety. Our people are essential to making this a reality.**

Therefore we want to extend to you a very warm welcome and give you the induction experience that ensures you have all the information and support you need for success. This guide is a key part of that process.

Your induction should take place at two distinct levels. As well as the corporate MoJ induction materials and events, you should also receive a local induction, which will take place either at business area level and/or team level. This will be tailored to your needs and those of your business area/team. Your line manager can advise.

Your corporate MoJ induction pack is formed of three separate guides:

- **Corporate Information Induction Guide** (this document)
- **Business Area Guide** (provided by your Line Manager) where you will find a checklist of tasks and activities you need to undertake to prepare you for your role. This checklist is found in the section 'Getting started'
- **Building Guide** (available to download [here](#))

**Please do take the time to read through all three guides as they do contain essential information you will need to do your job.**

The Ministry of Justice (MoJ) is of course part of the much wider Civil Service. As part of your induction, you need to visit the [Civil Service induction website](#), designed to support you in your new role and ensure you understand what is expected of you as a Civil Servant. The login details you need are: User name: [civilservant](#) Password: [welcome](#)

Please also take a few minutes to view our special induction videos:

['Welcome to the MoJ'](#) induction video, in which our Permanent Secretary, talks about working in MoJ (*please note this is currently our previous Permanent Secretary*) and our ['New starters experiences'](#) video, in which some of our new starters talk about their experiences of working in MoJ.

Please also check out our [induction intranet page](#) for all the latest induction materials.

Whether you are completely new to the Civil Service or just the MoJ or returning from long-term leave, we hope you find this induction guide useful. We wish you the very best of success in your future career with us.



# Who are we?

## The Ministry of Justice in detail

- > [Our Delivery Plan, Outcomes and Strategic Priorities](#)
- > [Our Part in the Wider Justice System](#)
- > [Our Year in Numbers](#)
- > [Our Social Media](#)
- > [Our Ministers](#)
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## The Ministry of Justice

The Ministry of Justice is a major government department, at the heart of the justice system. We are responsible for these parts of the justice system:

- courts and tribunals, which we administer in partnership with the independent judiciary
- Prisons
- Probation
- a range of services to help victims of crime, children, vulnerable people, and those seeking access to justice.

The [MoJ Departmental Delivery Plan \(DDP\) 2020-21](#), sets out the priorities and key objectives of the department for this year. At the MoJ we are all working together to achieve the following outcomes:



### Public protection

The public are protected from harm caused by offenders



### Reduced reoffending

Rates of reoffending are reduced and life-chances for offenders are improved



### Decent and safe prisons

Prisons are decent, safe and productive places to live and work



### Access to justice

People are able to access justice in a way that best meets their needs



### A transparent and efficient court system

The courts system is efficient and cases are resolved in a timely way



### A flourishing legal services sector

The legal services sector flourishes and continues to contribute to the UK's economy



## MoJ Strategy Priorities

Our focus will be to:

<b>Ensure</b>	Ensure that the sentencing framework protects the public from the most serious offenders and turns prolific offenders away from crime
<b>Work</b>	Work with our partners across Government to prevent crime and address the causes of reoffending
<b>Build</b>	Build confidence and trust in a strong and effective probation system
<b>Provide</b>	Provide decent, secure accommodation for offenders and reduce levels of violence and self-harm
<b>Lead</b>	Lead an effective and coordinated Criminal Justice System
<b>Build</b>	Build a strong future relationship with Europe and the rest of the world, secure legal services market access overseas and create the conditions for the UK's domestic legal services market to flourish
<b>Modernise</b>	Modernise the procedures and infrastructure of our courts and tribunals
<b>Improve</b>	Improve the way that victims, witnesses and defendants are supported in their interactions with the justice system



## We are an integral part of the wider justice system

### Criminal justice



### Family, civil and administrative justice



## Our year in numbers

Below we outline our performance during 2019-20. On this page and the next we provide a snapshot of the services we provide to the public.

Further information can be found in the [Ministry of Justice Annual Report and Accounts 2019 to 2020](#)

## Criminal justice





## Our year in numbers (continued)

### Family, civil and administrative justice



**34,000**  
children involved in  
public law cases



**133,000**  
children involved in  
private family law cases



**2 million**  
claims to the County Court



**917,550**  
applications to register  
Lasting Power of Attorneys

### Legal aid



**400,867**  
grants of legally aided representation



**£1.7 billion**  
legal aid funding provided

### Corporate



total staffing down by  
**6%**  
since 2014



**£8 billion**  
total comprehensive  
net spend  
during the year



**42%**  
overall reduction in  
total emissions against  
2009-10 baseline

### Parliamentary activity



**53**  
statutory instruments laid



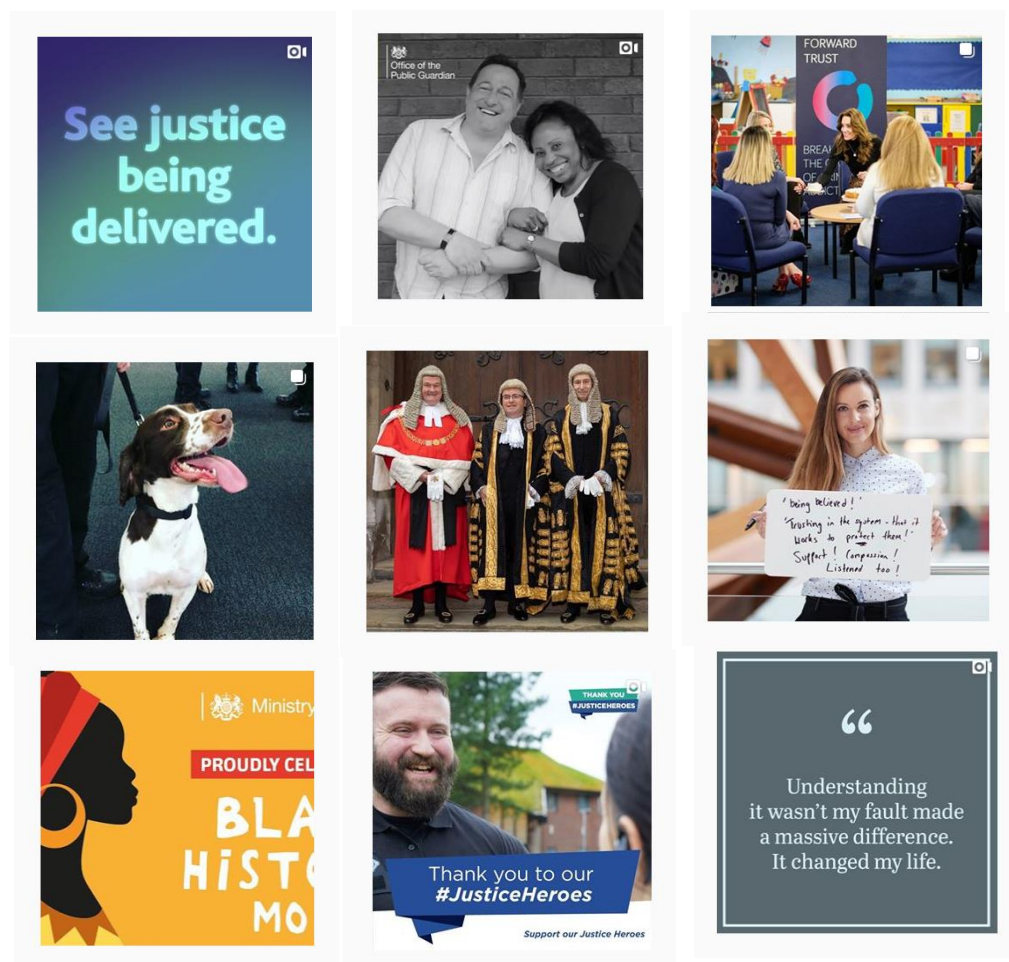
**87%**  
parliamentary questions answered  
within Parliamentary deadline





## MoJ on Social Media

At the MoJ we all have the opportunity to make a positive difference to the lives of everyone living in the UK. Keep up-to-date with what you and your colleagues are achieving by following us on social media.



[@MoJGovUK](https://twitter.com/MoJGovUK)



[YouTube](https://www.youtube.com/MoJGovUK)



[LinkedIn](https://www.linkedin.com/company/ministry-of-justice)



[Instagram](https://www.instagram.com/MoJGovUK)



[MoJ Facebook](https://www.facebook.com/MoJGovUK)



## Our Ministers

The MoJ is a ministerial department of the British Government headed by the Lord Chancellor and Secretary of State for Justice and supported by a team of ministers.

<https://intranet.justice.gov.uk/about-us/ministers-and-parliament/ministers/>



**Robert Buckland  
QC MP**

Lord Chancellor and Secretary State for Justice

<https://intranet.justice.gov.uk/about-us/ministers-and-parliament/ministers/robert-buckland-qc-mp>



**Lord David Wolfson  
of Tredegar, QC**

Minister of State for Courts and Law

<https://intranet.justice.gov.uk/about-us/ministers-and-parliament/ministers/david-wolfson-qc/>



**Chris Philp MP**

Joint MoJ/Home Office Parliamentary  
under Secretary of State

<https://intranet.justice.gov.uk/news/chris-philp-new-minister-for-justice/>



**Alex Chalk MP**

Minister of State for Prisons and Probation

<https://intranet.justice.gov.uk/about-us/ministers-and-parliament/ministers/alex-chalk-mp/>



**Kit Malthouse MP**

Joint MoJ/Home Office Minister of State

<https://intranet.justice.gov.uk/about-us/ministers-and-parliament/ministers/kit-malthouse-mp/>



## Permanent Secretary – Antonia Romeo

“I will take pride in what we do and in you, as the people who do it. Thank you for your work, you should be incredibly proud of the part you play in upholding justice and the rule of law, the foundation of our society.”



Antonia Romeo became the Permanent Secretary of the Ministry of Justice on 18 January 2021. She is the Civil Service Head of the MoJ.

The role of the Permanent Secretary has three key functions:

- **Leading the department** – accountable to the Secretary of State for the leadership, management, control and staffing of the department. Antonia also chairs the Ministry of Justice’s Executive Committee (ExCo).
- **Advising the Secretary of State** – the chief policy adviser on all departmental issues.
- **Principal Accounting Officer** – personally responsible to parliament for what we spend & how we spend it, ensuring resources are used for the purposes authorised by parliament.

The Permanent Secretary is also Clerk of the Crown in Chancery, meaning they have custody of the ‘Great Seal of the Realm’, which is used to authorise official documents on behalf of the Queen.

### Biography

Antonia joined us from the Department for International Trade (DIT) where she was Permanent Secretary from March 2017 to January 2021.

She re-joins MoJ having spent the majority of her public sector career working in the department and its predecessors – from beginning her Civil Service career as an economist in the Lord Chancellor’s Department in 2000, being Principal Private Secretary in the Department for Constitutional Affairs in 2007 when MoJ was created, and most recently as Director-General for Transforming Justice then Director-General Criminal Justice in 2011-14.

### For more information:

- MoJ Intranet – [Permanent Secretary – Antonia Romeo](#)
- Notes from Antonia – [regular blog page](#)

“I’m really pleased to return, particularly at a time when the Ministry of Justice and its agencies are delivering some of the most significant reforms to the justice system in a generation.”

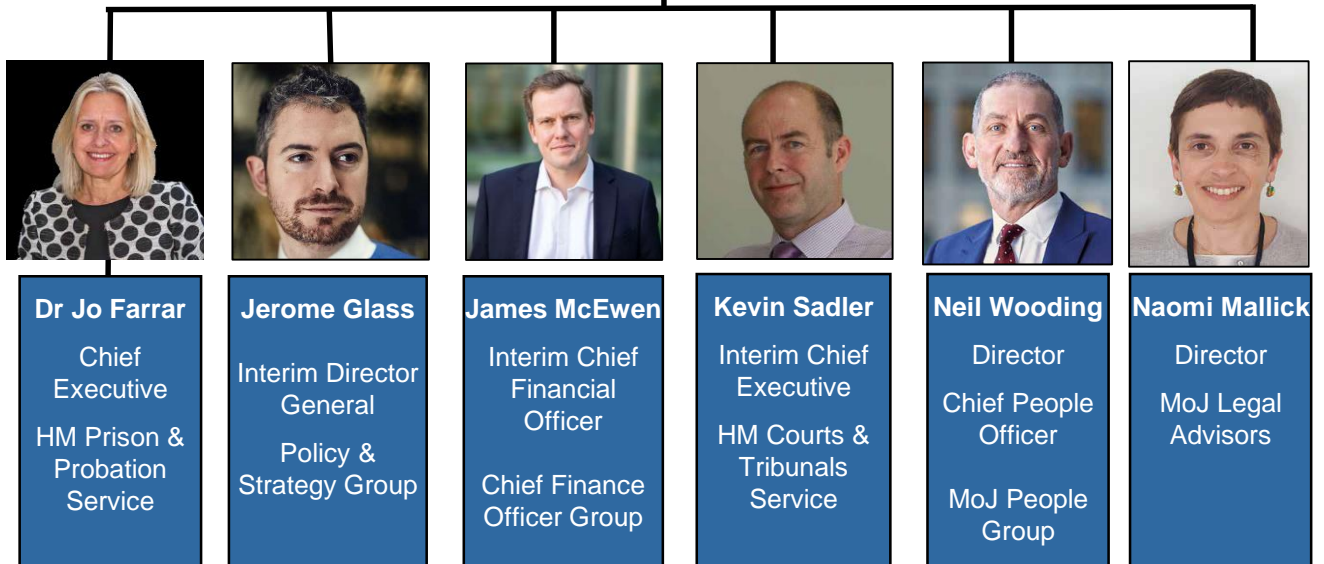


## Executive Committee (ExCo)

The Executive Committee (ExCo) is responsible for the effective management of the Ministry of Justice, overseeing the Department's overall performance and delivery against our mission and objectives. Click [here](#) for more details.



**Antonia Romeo**  
Permanent Secretary

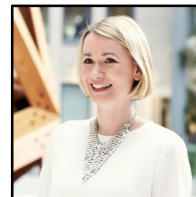


<p><b>Phil Cople</b> Director General Prisons</p>	<p><b>Amy Rees</b> Director General Probation and Wales</p>
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### Also in attendance at ExCo meetings:



**Ross Gribbin**  
Director  
Ministers,  
Parliament,  
Strategy &  
Implementation



**Emily Tofield**  
Director  
Communications  
and Information  
Services



**Shaun McNally**  
SRO  
Departmental  
Operations  
Centre



## Departmental Board and Committees

### Departmental Board

The Departmental Board has overall responsibility for MoJ's strategic direction and operational leadership. The Board regularly reviews progress and oversees delivery against the Justice Strategy.

The Secretary of State chairs the Departmental Board (DB) and membership includes the ministerial team, all Directors General and the Departmental Non-Executives.

The Departmental Board is supported by an Audit and Risk Committee and the Nominations Committee.

### Executive Committee (ExCo)

To manage the day-to-day business of MoJ, the Permanent Secretary chairs the Executive Committee (ExCo), which all Directors General attend. ExCo is also supported by the Financial Management Committee and Investment Committee.

ExCo manages the Department's change portfolio including the ministerial priority programmes. To provide a greater level of scrutiny of business cases for significant projects and programmes, ExCo approve spend of £30m and above.

### Other Committees

Other committees within MoJ include the following:

- Audit and Risk Committee
- Nominations Committee
- Investment Committee
- Financial Management Committee

### Want to find out more?

Click [here](#) to find out more about what the board and committees are responsible for.



## Business groups in MoJ HQ



### Chief Financial Officer (CFO) Group

James McEwen is the interim Chief Financial Officer and Director General of the Chief Financial Officer Group (CFOG)

CFOG comprises the following functions:

- Commercial and Contract Management
- Communications and Information Services
- Data and Analytical Services
- Digital and Technology
- Property
- Finance
- Departmental COVID-19 Response Team
- Project Delivery
- Risk and Assurance
- The Criminal Injury Compensation Authority (CICA)
- The Legal Aid Agency (LAA)
- The Office of the Public Guardian (OPG)

To find out more and to download the latest CFOG organisation chart, please go to:

<https://intranet.justice.gov.uk/about-us/organisation/business-groups/finance-analysis-and-commercial/>



### MoJ People Group



Dr Neil Wooding is the Chief People Officer heading up the MoJ People Group. The People Group is a cluster of HR services working to provide expert support, advice and delivery throughout the employee lifecycle.

From the point when people are recruited into the MoJ until the time when they leave, the People Group strives to make a positive contribution to their employment journey and work experience.

People Group is made up of the following teams;

- Workforce Planning, Insight & Research
- Recruitment & Resourcing
- Rewarding Work
- Service Improvement & Assurance
- Shared Services Commercial
- Shared Services Strategy
- MoJ Business Partnering
- Talent & Capability
- Organisational Effectiveness
- Diversity, Inclusion & Wellbeing
- HR Change Delivery
- CSHR Casework
- HMPPS Business Partnering

To find out more about the People Group click here. <https://intranet.justice.gov.uk/about-us/organisation/business-groups/people-group/>

For HR policies and guidance, please go to: <https://intranet.justice.gov.uk/guidance/hr/>



## Policy and Strategy Group



Jerome Glass is the Interim Director General, Policy and Strategy Group

The Policy and Strategy Group are responsible for setting and advising on policy across the full range of the Department's responsibilities.

This includes:

- criminal, civil, family and administrative justice
- criminal and civil law
- the court system
- legal aid and support and the legal services sector
- the prison and probation systems, and offender policy
- the youth justice system
- the UK's domestic human rights framework and international obligations
- MoJ's interests in EU exit

They support the Lord Chancellor in his constitutional relationship with the judiciary. They also provide the MoJ's strategy function, the Private Office teams that directly support Ministers and the Department's Parliamentary business team.

They are a diverse group with a wide range of professional skills working collaboratively with colleagues across and beyond MoJ; outward-facing; working in partnership with the judiciary and a wide range of national and international organisations.

For more information on the Policy and Strategy Group please visit: <https://intranet.justice.gov.uk/about-us/organisation/business-groups/policy/>



## Delivering our Services

The Ministry of Justice and its agencies deliver prison, probation and youth custody services; administer criminal, civil and family courts and tribunals; and support victims, children, families and vulnerable adults. Working in partnership with our world-class judiciary and 33 agencies and public bodies, and supported by our excellent corporate functions, we deliver these services, protect the justice system and uphold the rule of law.

## Our Agencies and Partners

### Her Majesty's Courts and Tribunals Service (HMCTS)

Kevin Sadler is the interim CEO



HMCTS is an executive agency of the MoJ, administering the criminal, civil and family courts and tribunals in England and Wales, and non-devolved tribunals in Scotland and Northern Ireland. HMCTS operates more than 300 courts and hearing centres. Courts and tribunals maintain the rule of law, provide access to justice, stability, security and safety for citizens and businesses and the cohesion necessary for the functioning of our national economy and the protection of society.

<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service>

### Her Majesty's Prison and Probation Service (HMPPS)

Dr Jo Farrar is the CEO



HMPPS is an executive agency of the MoJ managing around 82,000 prisoners across over 100 prisons and supervising over 250,000 offenders in the community. The Prison Service runs public sector prisons and immigration removal centres, and contract manages prisons run by private providers. The Youth Custody Service delivers public sector secure provision and oversees secure provision run by the private sector and local authorities for 10 to 17 year olds. The National Probation Service and Community Rehabilitation Companies supervise offenders in the community to protect the public and help offenders rehabilitate.

<https://www.gov.uk/government/organisations/her-majestys-prison-and-probation-service>

### Legal Aid Agency (LAA)



Jane Harbottle is the CEO

An executive agency of the MoJ that works with solicitors, barristers and others to provide simple, timely and reliable access to legal aid for those whose life and liberty is at stake, where they face the loss of their home, in domestic violence cases, or where their children may be taken into care. The LAA also provides a high quality Public Defender Service.

<https://www.gov.uk/government/organisations/legal-aid-agency>





## The Office of the Public Guardian (OPG)



Nick Goodwin is the Public Guardian and Chief Executive.

The Office of the Public Guardian (OPG) is an executive agency of MoJ. It protects people who may not have the mental capacity to make certain decisions for themselves. Where people lack capacity, OPG supports those who act on their behalf to make good decisions, supervising court appointed deputies, and investigate concerns about the conduct of attorneys and deputies. The OPG empowers people to plan for their future by registering Powers of Attorney.

<https://www.gov.uk/government/organisations/office-of-the-public-guardian>

## The Criminal Injuries Compensation Authority (CICA)



Linda Brown is Chief Executive.

The Criminal Injuries Compensation Authority (CICA) is an executive agency of the MoJ administering the Criminal Injuries Compensation Scheme and Victims of Overseas Terrorism Compensation Scheme.

<https://www.gov.uk/government/organisations/criminal-injuries-compensation-authority>

## Arms Length Bodies (ALBs) and Non-Departmental Public Bodies (NDPBs)

As well as the five executive agencies listed above, the MoJ is supported by a whole host of additional public bodies, including HM Inspectorate of Prisons, HM Inspectorate of Probation, the Parole Board, the Law Commission and Cafcass.

A full list plus links to their individual websites can be found here:

<https://www.gov.uk/government/organisations#ministry-of-justice>



# Our Culture

- > MoJ values
- > Ways of working
- > Smarter Working
- > Remote Working
- > MoJ Collaboration Tools





## Our values

Values define who we are & what we stand for. They shape our expectations of ourselves and each other and influence our culture and the way we think and act. They send a clear message about what's important to us as an organisation, what we are willing to support & what we will and will not tolerate.

Our vision is to deliver a world-class justice system that works for everyone in our society, protecting and advancing the principles of justice. We are all part of this [Justice Story](#) and our values define how we bring our vision to life. **Our values of Purpose, Humanity, Openness and Together** unite us, sitting at the heart of how we work and how we serve the public.

### PURPOSE

Justice matters. We are proud to make a difference for the public we serve.

### OPENNESS

We innovate, share, and learn. We are courageous and curious, relentlessly pursuing ideas to improve the services we deliver.

### HUMANITY

We treat others as we would like to be treated. We value everyone, supporting and encouraging them to be the best they can be.

### TOGETHER

We listen, collaborate and contribute, acting together for our common purpose.

To find out more go to our dedicated MoJ Intranet [values page](#) where you will find additional resources, a toolkit and great examples of how our people are living our values every day.

## Ways of working

MoJ is a modern workplace designed to facilitate new ways of working, helping you to achieve a **healthy work-life balance**. As much as possible, we offer choice and flexibility over where and when you work. Our [flexible working options](#) allow you to flex around your other commitments, such as caring and personal interests and the modern technology we provide allow you to work from a variety of locations, including at home (subject to business needs and the agreement of your line manager).



Our ethos is that **work is something we do, not somewhere we go**, so we choose the workspace that best suits the type of work that we are completing. If we are doing collaborative work we might need to work in the office or to use telephone/video conference facilities. If we are doing concentrated work we will work at an alternative location such as one of the commuter hubs, or work from home.

Our provision of mobile devices and modern applications allow you to work from a greater variety of locations including different settings within your office.

Commuter hubs are shared spaces in government property where staff can work from or attend meetings locally without having to commute into central London. The hubs have facilities to support the use of modern technology and flexible working to accommodate staff whether you work from a PC or laptop.

Use this link for more information on commuter hub locations and using commuter hubs and booking a desk: <https://intranet.justice.gov.uk/guidance/buildings-and-facilities/commuter-hubs/>



## Smarter Working

MoJ's Smarter Working programme brings together three key elements of MoJ Transformation – our **people**, our **workspace** and our **technology** – to drive and embed culture change across our organisation.

Smarter Working:

- Puts **flexible working** at the **heart of our people offer**; we will be flexible by default and the **best place to work in government**;
- Harnesses our **new digital tools** to **connect** and **collaborate** with one another regardless of where we are working, and;
- **Reduces our reliance** on our estate, through realising a **6:10 desk ratio** wherever possible, **sharing our workspace** and **maximising** the use of our **collaborative** areas.

Smarter Working is helping us to be a more **open, dynamic** and **modern** organisation that fosters **creativity, efficiency** and **collaboration**. Our shared and agreed approach to Smarter Working helps us **balance the freedom to choose, with the responsibility to meet business needs**. We want a **culture focused on outputs** over presence, with increased wellbeing for all our people, which supports sustainable working practices e.g. using less paper, reducing our reliance on travel and using valuable natural resources.

### So, what does Smarter Working mean for you?

- **A better place to work**, increasing **flexibility** and choice of working location, with **more options** open to you, allowing you to manage and maintain a **healthy work-life balance**.
- Working for a modern department with greater adoption of **new technology** e.g. saving on wasted travel time by holding Skype or Microsoft Teams meetings and working with colleagues on the same document at the same time, reducing the number of emails sent back and forth.
- New, fit for purpose workspaces designed for **collaboration**;
- The **opportunity to work remotely more often** – take the opportunity to work from home or at a local commuter hub, where business needs allow, and save the time, cost and stress of your daily commute.

[Want to find out more? Then visit our dedicated Smarter working intranet pages](#)



## Products on the [Smarter working intranet page](#) to help you work smarter

- **Top 10 tactics** – including: smoothing the week; leading by example; using our new tech
- **Smarter Working playbook** – Here you will find all the information and guidance needed to ensure that you can make the most of Smarter Working including the seven principles of Smarter Working
- **Smarter Working FAQs** – A core set of answers to commonly asked questions about Smarter Working
- **Guide to using OneDrive**
- **Smarter Working one to one questionnaire** – Complete this questionnaire in conjunction with your line manager to understand how Smarter Working will work for you
- **Remote Working health and safety guidance** – Remote working for MoJ staff is an arrangement where your primary office location is an MoJ estate building and you occasionally/regularly work remotely

In line with Smarter Working arrangements, you will need to agree your remote working arrangements with your line manager, dependant on business need, and read the remote working health and safety guidance.



## Working from home (Covid -19)

Many staff are currently being asked to work from home where possible, keeping in line with published guidance from the Government. You will be notified when this position changes.

The previous pages describe the way we work in the MoJ – this is still relevant whilst working from home. However, now that many of our staff are working remotely, a guidance pack has been developed to help new and existing staff - [Digital support for remote working](#)

### Security

We all need to continue to follow good security practices, and remember that flatmates and family members may not be aware of the need to protect the sensitive information we handle on behalf of vulnerable people. Click on this [link](#) for more information.

### MoJ Corporate Health and Safety

Employees have a duty to take reasonable care of themselves and others who may be affected by their work. All staff should read the [remote working health and safety guidance](#) and complete the remote working check list. They must also comply with safety rules and procedures; and to co-operate with management in meeting statutory and policy obligations as directed by MoJ corporate health & safety. To contact MoJ Corporate Health & Safety use the links on the [Health and safety page](#).



## MoJ Collaboration Tools

Being able to collaborate effectively is vital to our success and encapsulates one of MoJ's four values – *together*. Smarter working allows us to take advantage of working remotely and the current Covid pandemic means many of us are working from home.

To do this we need effective collaboration tools, which are provided for most of us via Office 365. These include document sharing tools such as SharePoint and OneNote as well as Skype for Business and Microsoft Teams, which allow you to stay in touch via online meetings, chat and voice/video calls.



### Microsoft Teams

Microsoft Teams is the platform for secure communication, file sharing and collaboration at the MoJ.

We can access Teams from our Windows 10 computers and our corporate mobile devices, making it easier for everyone to:

- ❖ Communicate in new ways with online meetings, chat and voice/video calls
- ❖ Work openly and transparently by sharing posts and updates with colleagues
- ❖ Keep our data secure by storing everything in Microsoft's UK data-centres

For more information click [here](#).



### Skype for Business

Skype for Business is a corporate audio-visual application tool, installed on all (DOM1) laptops and mobile phones. It means we can meet in a virtual space, helping reduce the need for meeting rooms. In time it will be replaced entirely by Microsoft Teams.

#### NOTE:

- MoJ D&T plans to switch to Teams on **30 April 2021**, ensuring there is sufficient time to overcome any potential issues before the official Skype retirement date - **31 July 2021**



# Being a Civil Servant

- > A Brilliant Civil Service
- > Civil Service Code
- > Civil Service Vision
- > Security
- > Financial Management
- > Handling Information
- > Press Enquiries
- > Health & Safety
- > Whistleblowing
- > Sustainable Development





A Brilliant  
Civil Service

## A Brilliant Civil Service

**MoJ is, of course, part of the much wider Civil Service, an organisation that helps to keep the United Kingdom prosperous and secure, supporting the governments we serve in implementing their commitments and delivering high quality public services to everyone in society.**



As a Civil Servant you have the opportunity to positively impact on every aspect of the life of the public; from health and education to transport, environment, national security and, here at the MoJ, to promote and uphold the principles of law and order.

The Civil Service is made up of over 430,000 employees across 25 ministerial government departments, 20 non-ministerial departments and 385 other agencies and public bodies.

The range of job roles and grades within the Civil Service is vast but every single member is integral to the services we provide.

The Civil Service is a modern and diverse workplace, committed to promoting and ensuring equality and valuing diversity. Respecting and valuing differences will help to ensure that our policies and services reflect the needs and experiences of all the people we serve.



The Civil Service induction website <https://www.civilserviceinduction.co.uk/> has been created to help support and guide you during your induction to the Civil Service.

Login – User name: civilservant Password: welcome

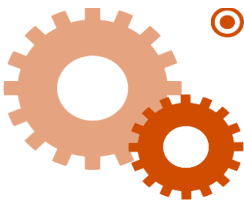




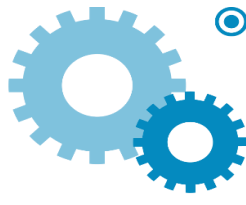
## Civil Service Code

The Civil Service is an integral and key part of the government of the United Kingdom. It supports the government of the day in developing and implementing its policies and in delivering public services. Civil servants are accountable to ministers who in turn are accountable to Parliament.

As a civil servant, you are appointed on merit on the basis of fair and open competition. You are expected to carry out your role with dedication and a commitment to the **Civil Service and its core values: integrity, honesty, objectivity and impartiality, which together form the Civil Service Code of Conduct: You can take pride in living up to these values.**



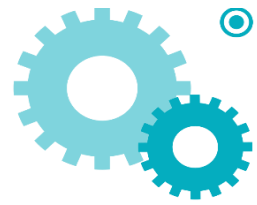
**Integrity**



**Honesty**



**Objectivity**



**Impartiality**

**The Civil Service Code** sets out the high standards of behaviour and values expected of you, which follow from your position in public and national life as a civil servant. They are based on the core values set out in the Constitutional Reform and Governance Act 2010.

To find out what is required of you as a Civil Servant, click on this link:  
<https://intranet.justice.gov.uk/about-us/being-a-civil-servant/>

A Brilliant  
Civil Service

**The vision for a Brilliant Civil Service aims to ensure it is both capable of serving a modern Britain as well as reflecting it.**

There are four main elements:

**IMPROVED  
OUTCOMES**

Efficient, trusted services designed around user need to deliver improved outcomes for the country

**Effective  
Leaders**

Effective leaders who are inspiring, confident and empowering and live our values

**Skilled  
people**

Skilled people who are high-performing, adaptable and take personal responsibility

**A great  
place to  
work**

A great place to work. The Civil Service will be inclusive, flexible, modern and connected, sitting at the heart of a wider public service



## Security

Security is an important consideration for any organisation. At MoJ we place high importance on the identification, assessment, and management of all security risks.

Our security arrangements are designed to protect you and the premises from injury, loss, or damage, ensuring the MoJ is protected. They maintain the confidentiality and integrity of our information, and allow us to maintain public confidence and compliance with the law.

**You must:** complete the online '[Responsible for Information](#)' essential training as soon as possible and watch the [security awareness video](#) - an introduction to your security responsibilities as a MoJ employee.

[Your guide to being security aware](#) leaflet provides more information.

### Your responsibilities:

Everyone (including contractors) has a role to play in maintaining a secure work environment by:

- Adhering to building security arrangements such as displaying a valid building pass at all times when in official premises.
- Adhering to security procedures including undertaking information assurance training.
- Complying with procedures to protect information including the security classification system, applying the correct classification to information and handling appropriately.
- Not leaving sensitive documents unsecured on copiers/printers for others to see. You should use the 'Secure print' option on printers where available and remain at copying machines when printing such information.
- Using the correct waste bins for disposal of documents
- Ensuring IT security by not sharing your password, locking down your PC when away from your desk, not downloading unauthorised files or applications, looking after laptops/removable media encryption devices and passwords.
- Only using officially provided IT equipment for work purposes (and not emailing work to personal accounts).
- Keeping personal possessions and official assets/information secure and observing the clear desk policy.
- Reporting any significant changes in personal circumstances to your line manager. This includes any changes which could result in a conflict of interest occurring, including notification of any current/new arrests or criminal convictions. If you are National Security cleared (CTC, SC and DV), this will also include a change of partner (report changes to shared services).
- Reporting any security concerns or incidents in the appropriate manner.
- Be familiar with emergency evacuation procedures and your business areas continuity plan.

**For more information on security in MoJ, click [here](#)**



## Financial management

**Financial management is the responsibility of all staff members at MoJ and is a key part of your role as a civil servant.**

The resources that we all use are paid for from tax payers' money. We are all responsible for ensuring that tax payers' money is spent wisely and that every decision represents value for money. That is why finance is everyone's responsibility. It involves making sure our outgoings and expenses are accounted for, we allocate budgets intelligently and look after our assets.

If you are responsible for keeping a record of accounts or budgets the [MoJ finance intranet pages](#) provide frameworks to follow. This includes information on how different revenue and spends are taxed and recorded, how to manage funding, and what spending and accountancy controls are in place in the organisation. Audit procedures are also explained.

If you want to find out more about MoJ accounts and your responsibilities for good financial management, explore the finance training available on the Civil Service Learning (CSL) platform such as the '[Awareness of finance in government \(online\)](#)' free training.

If you have any queries, you can also email [mojfinancequeries@justice.gsi.gov.uk](mailto:mojfinancequeries@justice.gsi.gov.uk)

## Handling Information

In your new role, you will create and have access to a variety of often sensitive information.

Records and information are the lifeblood of any organisation. They are the basis on which decisions are made, services provided and policies developed and communicated but the keeping, use and availability of information is governed by much legislation.

In order to manage this information appropriately and ensure you meet the department's legal obligations in relation to information handling, **it is vital that you understand your responsibilities.**

You are required to maintain the confidentiality, integrity and availability of the Ministry's information. All staff have a responsibility to understand how to use MoJ's policies and procedures to manage information securely.

The online training course [Responsible for information](#) is essential for all staff. You should also familiarise yourself with the following legislation/guidelines:

- [Freedom of Information, Data Protection Public Records Act](#)
- [Data Protection Act](#)
- [Public Records Act](#)
- [Copyright law](#) (handling text, tables and images protected by Copy Right law)
- [Government Security Classification](#) (classifying, labelling and handling information)

For more information click here: [Knowledge and Information Management pages](#).



## Press enquiries

If you are contacted by a journalist, do not attempt to answer questions or agree to provide information yourself. You must instead refer them directly to a press officer.

Journalists should call 020 3334 3536, while officials can call the hotline on 020 3334 3511. Please do not give this number to members of the public.

HMCTS court and tribunal staff asked for factual information on specific cases should follow the HMCTS media guidance.

Further information can be found [here](#).

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## Social media

The Civil Service Code of Conduct principles apply equally both in & out of work.

As civil servants we are (of course) free to use social and other digital media in our own time. But we always need to be mindful of our duties not to disclose official information without authority, and not to take part in any political or other public activity which compromises, or might be seen to compromise, our impartial service to the government of the day or any future government.

More information can be found [here](#).

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## Health and safety

Your line manager has a responsibility for your health and safety and for employees under their care. The health and safety induction checklist outlines tasks to be completed with your line manager. The checklist can be downloaded from the following page –

<https://intranet.justice.gov.uk/guidance/fire-health-safety/manager-responsibilities/>

The online [Health and safety](#) course is essential for all MoJ staff and should be completed as soon as possible after joining.

If you are a line manager, you should familiarise yourself with the following additional health and safety responsibilities:

<https://intranet.justice.gov.uk/guidance/fire-health-safety/manager-responsibilities/>

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## Whistleblowing

Civil servants are bound by the Civil Service Code which sets out the core values; integrity, honesty, objectivity and impartiality, expected of all MoJ employees.

Our employees are encouraged to immediately raise any concerns they have about wrongdoing or breaches to the Civil Service Code by following the whistleblowing procedure.

<https://intranet.justice.gov.uk/guidance/hr/conduct-behaviour/whistleblowing/>



## Sustainable Development

Sustainable development is about meeting the needs of the present, without compromising the ability of future generations to meet their own needs.

MoJ is committed to achieving the economic, environmental and social responsibility objectives of sustainable development.

Our **be seen being green campaign** brings together all of the great work happening across our organisation, including how our prisons, courts, and offices are doing their bit to protect the environment. We want everyone at MoJ to be proud to work for one of the most sustainable departments across government.

### How you can help

Even the smallest individual change, such as using a reusable cup or glass, turning lights off where you can, or opting not to print (unless you really have to), can make a big difference – with over 70,000 of us at MoJ it quickly makes an impact!

Here are a few examples of small things you can do that will have a big impact on sustainability:

- Reduce carbon emissions by holding a conference or Skype call instead of travelling to meetings. If we travelled just 10% less as an organisation, we could save £2.4m and 2,868 tonnes of CO<sub>2</sub> – enough to power more than 500 homes.
- Reduce paper usage by thinking before you print. Instead of printing documents, why not take your laptop to meetings and read them onscreen? Or if you have to print, try printing double-sided and avoid colour printing if possible.
- Reduce our consumption of single use plastics. Use your own re-usable mugs, tumblers and water bottles for drinks.
- Improving our waste management by sending less to landfill and recycling. Make sure you know what can and cannot be recycled at work. Check all labels and ensure you put things in the right bins to avoid recycling contamination.

### Want to know more?

More information on sustainable development can be found on the MoJ Intranet - <https://intranet.justice.gov.uk/guidance/sustainable-development/>

### Contact

Please email [the Sustainability Team](#) or meet the team on [People Finder](#)



# Diversity & Inclusion

- > Our aim
- > Our vision
- > A diverse and inclusive workplace – what you can do
- > Support and advice





## Diversity & Inclusion

**Diversity and Inclusion is everyone's responsibility and affects all of us, whether or not we have a diversity characteristic.**

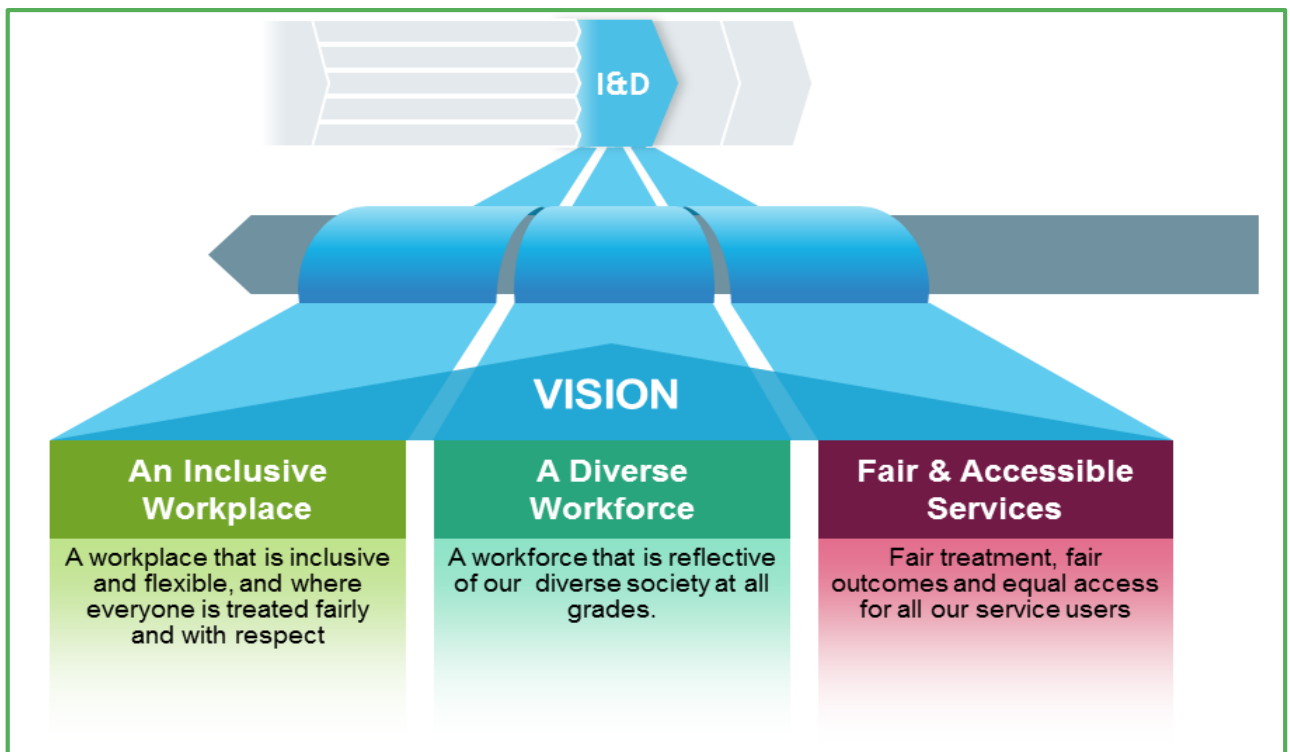
### Our aim

MoJ is striving to build a world class organisation that is open and inclusive and truly values and celebrates the diversity of its workforce and can understand and serve the needs of the diverse society of which we are a part. This is regardless of social background, gender, age, ethnicity, sexual orientation, beliefs, disabilities, long-term illness or caring responsibilities.

Whilst we are a large organisation, with courts, tribunals, legal aid offices, prisons and probation services right across England and Wales, MoJ strives to put diversity and inclusion at the core of all that we do.

Our aim is to build a strong and successful workplace with a workforce that at every level reflects the diversity of the society in which we deliver our services. It is an inclusive workplace that supports the wellbeing of all our staff and values and champions difference as a strength, encouraging staff to be themselves and deliver their best at work.

### Our Vision



For more information see the intranet - <https://intranet.justice.gov.uk/guidance/equality-and-diversity/>



## A diverse and inclusive workplace

### What you can do

There are a number of ways you can get involved in help make the workplace fairer for everyone.

### For all staff

- Complete the [Inclusion in the Civil Service](#) e-learning on Civil Service Learning (CSL)
- [Update your diversity information](#) on SOP
- [Join a network](#)
- [Set yourself a D&I objective](#)
- Attend a D&I event or awareness raising session or organise one yourself for your team



## Support and advice

**We want your experience of working for the MoJ to be a great one.**

Together we are striving for a workplace where:

- difference is positively valued and recognised as a key to effective decision making;
- all employees are treated fairly and with respect and feel comfortable being themselves at work;
- all employees feel engaged and able to develop and progress; and
- leaders at all levels role model, champion and value difference and demonstrate inclusive leadership and the ability to build inclusive teams.

### Want to know more?

Visit the [Diversity and Inclusion MoJ intranet pages](#) where you will find our D&I strategy, learn more about our Diversity Champions and support networks, development opportunities and how we can all make the MoJ a fairer place to work.

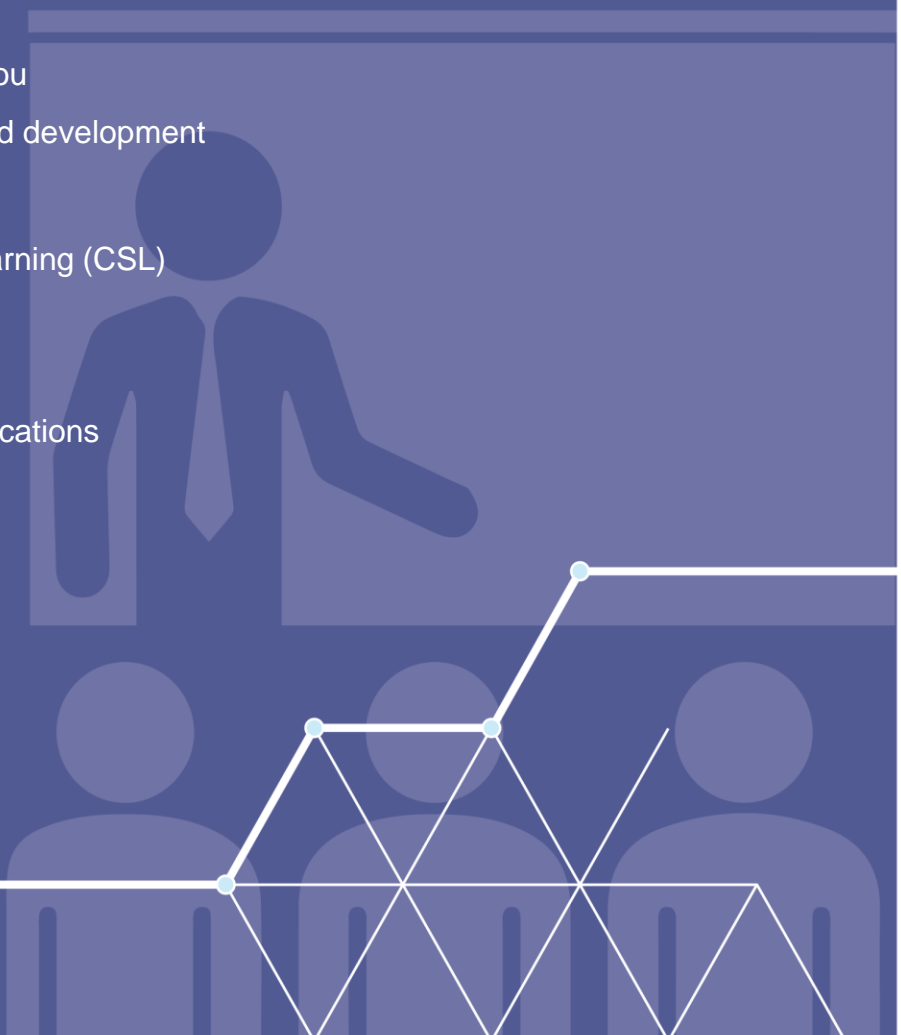
**Contacts:** [Diversity and Inclusion team](#)





# Learning and Development

- > Our commitment to you
- > Accessing learning and development
  - myLearning
  - Civil Service Learning (CSL)
- > Essential learning
- > 5 days a year
- > Apprenticeship qualifications





## Learning and Development

### Our commitment to you

**At MoJ, people are at the heart of everything we do. We are therefore committed to investing in you and your development.**

We want you to develop and grow with us, helping you to fully realise your potential. Supporting you to be the best that you can be is an important part of our commitment to making the MoJ a great place to work and towards providing the skilled people who help make the vision of 'A Brilliant Civil Service' a reality.

To do this we provide an integrated and comprehensive learning, development and talent programme, that supports individuals across the organisation to enable the successful delivery of both current and future business objectives.

### Accessing learning and development

**myLearning** is MoJ's online learning portal and your first port of call for all your training needs. It combines the latest technology and software to bring all your learning together in one place.

With this platform you can:

- Access learning resources that are specific to the Ministry of Justice
- Browse the full Civil Service Learning catalogue
- Record all of your learning in one place

You should automatically receive an invite to register for myLearning but if there are any issues, please email [training-services-delegate-management@gov.sscl.com](mailto:training-services-delegate-management@gov.sscl.com)

MyLearning is accessible through a range of web-based browsers and mobile devices, meaning you can **access learning where, when and how you choose.**

### Civil Service Learning

Civil Service Learning (CSL) provides learning and development for all civil servants and is part of the Cabinet Office. The curriculum offers a mixture of learning, from e-learning to face-to-face opportunities.

It is recommended that you access CSL through myLearning to ensure that your learning record remains up to date. However, you can access the [CSL website directly](#).



## CSL - what you need to do

- [Register your new account](#) with your gov.uk email address
- activate your account within three days of receiving the activation link. If you do not receive the link please check your junk/trash mailbox
- Set up your profile making sure you select the correct directorate and team
- Add your line manager to your profile. You won't be able to do this if your line manager hasn't registered on CSL. Leave it blank and remember to update it once your line manager has registered
- Complete any essential learning on CSL.

## Booking a CSL Course

- Go to the CSL website and sign in
- Identify the learning intervention suitable for your needs
- Discuss this with your Line Manager and/or learning lead, especially if there is a cost. You must have approval from the budget holder before booking any course.

## Essential learning

**Essential learning is the learning that MoJ has marked a “must do” for all staff.**

The current list recommended for all new starters is:

- [Inclusion in the Civil Service](#)
- [Responsible for information – General User including Government Security Classifications](#)
- [Resilience and Wellbeing \(Online\)](#)
- [Becoming Disability Confident](#)
- [Mental Health at Work](#)
- [Health and Safety](#)
- [Counter Fraud, Bribery and Corruption](#)
- [Risk Management](#)

There may be further essential learning required depending on your business area, so please click [here](#) for more information and check with your line manager.

[myLearning](#) contains the most up-to-date information on essential learning for all MoJ staff.



## 5 days a year

**MoJ values learning and development** and we are sure that you do too. But we also understand that finding time to learn can be challenging, so to help you, everyone has a minimum five days a year to focus on just that.

There are many ways to learn. How you choose to learn is up to you. The key is to focus on the style and content that best suits you and your role.

It's your responsibility to think about what opportunities are out there. You and your manager need to discuss your personal development at [touch point meetings](#) and agree a personal development plan. Your manager should also give you reasonable time to complete training.

**Make the most of your 5 a year.** Take control of your development and talk to your line manager today about investing in your learning and in your future.

Find out more [here](#).

## Apprenticeships

MoJ is committed to offering apprenticeship programmes to all staff at all grades whether they are new or existing staff. They are a great way of learning on the job whilst gaining an internationally recognised qualification.

### What is an apprenticeship?

An apprenticeship is a high-quality programme of learning directly related to your area of work and is delivered by a registered training provider, college or university. Apprenticeship programmes are offered at a wide range of levels, from Level 2 (equivalent to approximately GCSE A-C) up to Level 7 (Masters).

### 5 days a year: How will you use yours?



MoJ apprenticeships cover the following profession/skills areas:	
Business Administration	Leadership and Management
Commercial	Finance
Digital	Human Resources
Customer Service	Operational Delivery
Project Management	Policy

**Want to find out more?** Click [here](#) for more information.



# Our offer

- > Pay
- > Pension
- > Flexible working
- > Annual leave
- > Special leave
- > Recognition and Reward
- > Maternity support leave
- > Parental leave
- > Cycle to work scheme
- > Season ticket loans
- > Deals on travel, food and entertainment





MoJ offers an attractive employment package in terms of reward, benefits and HR policies that enable our staff to achieve a great work-life balance. Our technology gives staff more freedom to choose how and where they work.

## Pay

Shared Services Connected Ltd (SSCL) is the payroll provider for payment of your salary. You will be paid your annual salary together with any annual pay related allowances in twelve instalments, in arrears, on the last working day of each calendar month. Payment will be made by automatic bank transfer (BACS) directly to your bank or building society account.

**You can view your payslip on SOP (our online HR and payroll system) and should do so every month, so you can correct any errors promptly.**

If you notice a **significant** difference or change in your payslip, contact Shared Services Connected Limited (SSCL) on: 0345 241 5351 (Option 1) or email: [MoJ-hr-enquiries@gov.sscl.com](mailto:MoJ-hr-enquiries@gov.sscl.com) to alert them of the issue, so that they can investigate. You can also contact SSCL using the LiveChat feature on myHub.

You should also notify your line manager of any significant payslip discrepancies, as it may be an issue which they can resolve. HMPPS employees, please notify your People Hub.

Further information on pay anomalies is available on myHub, search term: **My Pay is Wrong**

**Make it a priority to check your payslip monthly and ensure your information is correct.**

## Pension

MoJ offers a pension provision which forms an important part of your total reward package. In most cases employees will be defaulted via payroll into the relevant scheme when they join.

NOTE: if you do not receive a Pension's Pack with a Pension Choices form to complete before or immediately after you started employment, please contact SSCL for advice. The Pension Choices form must be completed and returned to SSCL in all cases despite employees being defaulted into the scheme.

**Want to know more?** <https://intranet.justice.gov.uk/guidance/hr/pensions/>

To find out more click [here](#).

## Flexible working

MoJ offers flexible working opportunities to all staff, regardless of length of service in MoJ. Flexible working options include: part-year working, term-time working, reduced hours, compressed hours and job sharing.

A flexi-time scheme allows employees, subject to the requirements of their job, to vary their time of arrival and departure from work; vary the length of their lunch breaks; and take time off if they have worked extra hours. Please note that flexible working is not a right and is subject to the demands of your job role. Any flexible working arrangements must be approved by your line manager. **To find out more click [here](#).**



## Annual leave

Annual leave generally is 25 days on appointment and will increase to 30 days after five years' service. There is also an option to buy or sell annual leave.

To find out more click [here](#).

## Special leave

Special leave is provided to cover a number of circumstances including: volunteering, undertaking public duties and domestic reasons.

To find out more click [here](#).

## Maternity support & parental leave

Maternity support allows time off for fathers and partners to take leave after a child's birth.

To find out more click [here](#).

Parental leave is unpaid time off to look after your child or make arrangements for their welfare.

To find out more click [here](#).

## Recognition and Reward

Ministry of Justice recognises and rewards individuals and groups of staff who make an exceptional (sustained or one-off) contribution that furthers the aims and objectives of MoJ or meets an exceptional shorter-term operational challenge.

To find out more click [here](#).

## Cycle to work scheme

You can hire a bike and safety equipment tax-free if you use it to get to work. To find out more click [here](#).

## Season ticket loans

You can apply for an interest free loan to purchase a season ticket for travel or parking or to buy a bicycle to travel to your normal place of work. To find out more click [here](#).

## Deals on travel, food and entertainment

Register for the MoJ employee discounts scheme to save money on a wide range of things, including travel, food and entertainment. Register for the scheme via the [My Lifestyle](#) portal.

A new [MoJ Employee Rewards 'portal'](#) is also available, giving all staff access to a wider range of [discounts, services and perks](#).

To find out more click [here](#).

For more details on MoJ pay and benefits please click [here](#)



# Support and wellbeing

- > MoJ Health and Wellbeing Strategy – Be Well
- > Employee Assistance Programme
- > PAM Life App
- > Bullying and Harassment
- > Grievance
- > Free Flu Jobs
- > Eye Care Vouchers





**“Our work on wellbeing helps make MoJ a great place to work, and is central to the delivery of our world class justice system.”**

## Support and wellbeing

MoJ aims to create a work environment that supports employee health and wellbeing and empowers us to look after our health.

We are at our most productive and fully engaged at work when we are healthy, happy and able to be ourselves. MoJ recognises and values the benefits of a healthy and committed workforce.

### Be Well

Our dedicated [Support and Wellbeing intranet pages](#) contain a range of support tools for employees and managers.

Our [Health and Wellbeing Strategy – Be Well](#) consists of four strands:

Healthily Mind

Healthy Lifestyle

Healthy Finances

Healthy Environment

To help you understand more about wellbeing at MoJ, take a look at our [short videos on a range of wellbeing subjects](#).

### Employee Assistance Programme (EAP)

The department’s Employee Assistance provider is PAM Assist. Our EAP offers a wide range of support to staff including confidential advice on personal, social or work-related problems.

You can get telephone or online advice and support on a wide range of topics from bereavement, moving house and managing money; to stress management and trauma support.

### The PAM Life app

The PAM Life app is a new addition to the EAP service. It’s a free app that helps you to manage your health and wellbeing and make positive lifestyle changes. You can take the short wellness assessments, set yourself goals and win virtual badges for your achievements.

To find out more about the EAP click [here](#).

### Health and Wellbeing Champions

The Health and Wellbeing Strategy (Be Well) is supported by a network of Health and Wellbeing Champions. More information can be found here: [Health and Wellbeing Champions role and responsibilities](#).



## Bullying and harassment

The MoJ has a zero tolerance policy against all forms of bullying, harassment and victimisation, as set out in the [conduct policy](#).

Guidance and support available for anyone who experiences or witnesses bullying, harassment or victimisation can be found [here](#).

## Grievance

We value our staff and promote effective relationships between MoJ as an employer and each employee, and between individual employees. We believe that all these relationships should be built on mutual trust and respect.

In cases where you feel a decision is unfair or don't like the way someone behaves towards you, your manager may be able to help you resolve the issue. You could consider mediation, which is an informal way of resolving disputes between colleagues.

Mediation is voluntary, confidential and is an informal way to resolve workplace issues. Everyone who takes part works towards an acceptable resolution. Go to the [mediation](#) page for more information.

If you want to discuss options for resolving workplace issues informally, including mediation, you can contact the Early Resolution Helpline. The helpline is a dedicated confidential phone line for all MoJ employees. You will have direct access to HR professionals who have received specialist training on how to resolve issues, concerns and conflicts at work. They will be able to talk through issues with you and discuss options to enable you to make a decision on how to proceed.

If you can't resolve the issue informally, you should follow the grievance process. The [grievance policy](#) provides a framework for employees to raise concerns, problems or complaints, and for managers to deal with them effectively and promptly.

All employees have a right to raise a grievance with their employer and have it considered in a fair and consistent way.

To find out more click [here](#).

## Free flu jabs

MoJ is committed to regularly reviewing and enhancing its wellbeing offer for employees. MoJ now allows all employees (excluding HMPPS employees) the opportunity to claim back the cost of a flu jab via i-expenses on SOP.

For more information about this offer, please [see the FAQs](#).

## Eye care vouchers

If you use computer screens on a daily basis and usually for prolonged periods as part of your work, you can apply for an eye care voucher to get a free eye test.

To find out more click [here](#).



# Your choices

- > Trade unions
- > Staff networks
- > CSSC









## Trade Unions

The MoJ recognises the important role that our trade unions can play in a modern workplace and the benefits that are brought to both employer and employees when departments and unions work well together to promote a positive and effective relationship.

The department has a well-developed engagement strategy and one of the important ways that we can ensure our staff are an integral part of, and have the opportunity to effectively influence, the MoJ's continuing development is through meaningful engagement with their elected trade union representatives.

The MoJ is committed to engaging with the trade unions at all levels. Negotiation through collective bargaining takes place only at a national level.

We recognise 4 trade unions:

Union:	Representation:
	<p>PCS represents all pay bands up to and including Band B (and their equivalents.) Has joint recognition (with the FDA) for Band A and the Senior Civil Service.</p>
	<p>FDA has sole recognition for some specialists, such as lawyers, economists, statisticians and members of the fast stream. Has joint recognition (with the PCS) for Band A and the Senior Civil Service. FDA (LAA Branch) has recognition for MoJ Band B staff and above in the Legal Aid Agency only.</p>
	<p>Prospect has joint recognition (with PCS) for Inner London senior legal advisers and sole recognition for Justices' Clerks</p>
	<p>GMB has recognition for Band C staff and below in the Legal Aid Agency only.</p>

<b>PCS</b>	<a href="http://www.pcs.org.uk">www.pcs.org.uk</a>	<a href="mailto:membership@pcs.org.uk">membership@pcs.org.uk</a>	020 7924 2727 (general) 0800 317464 (membership)
<b>FDA</b>	<a href="http://www.fda.org.uk">www.fda.org.uk</a>	<a href="mailto:info@fda.org.uk">info@fda.org.uk</a>	020 7401 5555
<b>Prospect</b>	<a href="http://www.prospect.org.uk">www.prospect.org.uk</a>	<a href="mailto:enquiries@prospect.org.uk">enquiries@prospect.org.uk</a>	020 7902 6600
<b>GMB</b>	<a href="http://www.gmb.org.uk">www.gmb.org.uk</a>		



## Diversity Networks

MoJ supports the valuable role of staff networks in providing peer support, acting as a voice within the Department and helping address staff concerns and issues. Our staff networks:

- PROUD - representing the interests of Black, Asian and Minority Ethnic Staff (BAME)
- Disability Network – representing the interests of colleagues with disabilities
- SPIRIT - supporting the interests of LGBTQI colleagues
- Gender Equality Network
- Christians in MoJ
- MoJ Muslim Network
- Carers Network - providing support, guidance and advice to staff with caring responsibilities
- Parents Network
- Job-Share Network
- MoJ EU Nationals Network - proving support to EU nationals working in the MoJ
- Supporting Workplace in Menopause Network (SWIM)
- Staff Forums Staff forums are similar to networks but a safer, confidential space for staff of particular groups to get together in with no governance or reporting requirements of the chairs.
- [MINT](#) – Support forum run for and by trans, non-binary and intersex staff
- [Safe Space](#) – support forum for domestic abuse victims

To find out more click [here](#).

## Civil Service Sports Council (CSSC)

Become a [CSSC member](#) and enjoy offers on sports and leisure activities, educational trips historic sites and museums, theme parks, cinema, theatre, concerts and lots more.

To enjoy the benefits offered by CSSC, you will need to become a member and pay £4.25 a month via direct debit. Members can get free entry to:

- Kew Gardens in London and Kew Wakehurst in Sussex for yourself and up to 3 kids plus take another adult for half price.
- over 300 English Heritage sites for 2 adults and 6 kids
- Cadw historic sites in Wales for 2 adults and 3 kids

Other CSSC member benefit include:

- Up to 49% discount on Merlin theme parks and attractions
- Free Tastecard giving you 50% off or 2 for 1 at over 6,000 restaurants
- Gym discounts at over 3,000 health clubs, leisure centres and gyms
- Cinema – 40–50% off Odeon, Cineworld, Vue, Picturehouse, Showcase, Empire and others
- Savings on car, travel and home insurance

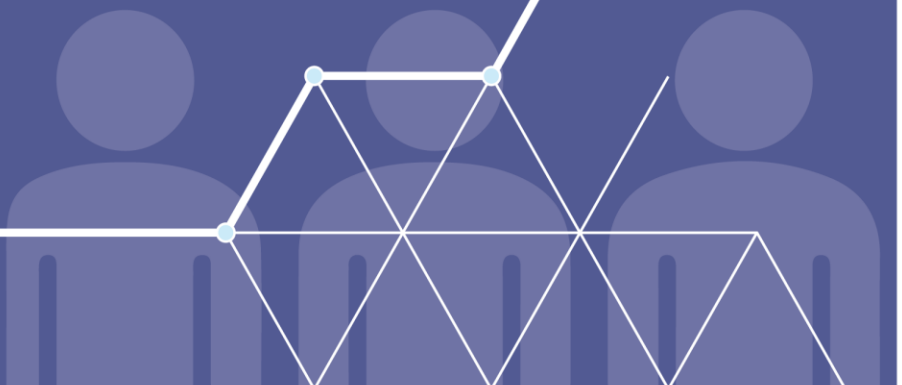
All staff can become CSSC members including contract, agency and temporary staff.

For more information [Contact CSSC](#). Or visit the website - <https://www.cssc.co.uk/>



# Useful information

- > Intranet
- > myHub and the Single Operating Platform (SOP)
- > Human Resources (HR)
- > People Finder
- > Travel
- > Communications channels
- > Grading structure
- > Employee Engagement
- > Security
- > Glossary of acronyms





## MoJ Intranet

This is the primary source of information for business and people services. You can also access our agencies and partners intranet sites. It reaches almost all staff in all parts of the department. It contains regular news stories, corporate updates, and quick links to frequently used pages, an events schedule and our blogs.

**MoJ homepage** - <https://intranet.justice.gov.uk/>



## myHub and the Single Operating Platform (SOP)

MoJ staff use the Single Operating Platform (SOP) IT system to access the HR, finance, payroll and procurement services provided by Shared Services Connected Limited (SSCL). You will use self-service to view your payslips, claim expenses, submit overtime claims and many other activities.

SSCL will assign a SOP account to you when they set you up on payroll. See the [SOP page](#) on myHub for all the information to get started, including how to log-in and how to input your details.

The myHub web portal provides advice and guidance on using SOP and accessing SSCL services. It holds information on all HR **processes and forms** transacted through SSCL, including recruitment. Contact and escalations details are also on the site. However, HR policies are published on the MoJ Intranet rather than myHub.

HMPPS staff can access myHub here: <https://hmpps.myhub.sscl.com/>

All other staff can access myHub here: <https://moj.myhub.sscl.com/>

Before starting an activity or calling SSCL for help, always check myHub for guidance or seek advice from SSCL via their live chat function.



## Human Resources (HR)

Refer to the HR guidance on the MoJ intranet to find information relating to all aspects of HR, pay and expenses, processes and procedures. The information can be accessed via the Quick Links on the [MoJ intranet homepage](#).



## People Finder

People finder is an e-directory which helps you find information about where and when people work, and how to get in touch with them. It is an enabling tool to support us to make connections and it is important that all staff keep their profiles updated.

You will need to add your profile to people finder. Go to <https://peoplefinder.service.gov.uk/sessions/new> to set up a People Finder profile.

You will need to have access to an MoJ email to be able to log in.

Complete the fields and add your photograph (tip: if you are connected to the local MoJ Wi-Fi on your phone, take a photo and upload it to People Finder).

You can update this profile for any reason at any time.



## Travel

If you are required to undertake official travel in the course of your duties and you incur extra costs, you will be entitled to claim some or all of your extra costs in accordance with the rules set out in the travel and subsistence (T&S) policy. Only travel deemed by your manager to be necessary will qualify for reimbursement of costs.

The [travel and subsistence policy](#) contains information for employees who need to travel for work.

To find out more click [here](#).



## Communications channels

We issue 2 regular electronic bulletins to keep staff informed about activity across the department.

### MoJ News

This is issued to all MoJ staff weekly.

### MoJ Leader

This is issued fortnightly on Mondays to all Senior Civil Service and Band A staff. This is the place for news that is specifically relevant to senior managers or information which would benefit from being communicated to staff by their managers and discussed in a team meeting.





## Grading structure

Mainstream grades	
MoJ band	Equivalent civil service grade
Band A	Grades 7 & 6
Band B	Senior Executive Officer (SEO)
Band C	Higher Executive Officer (HEO)
Band D	Executive Officer (EO)
Band E	Administrative Officer (AO)
Band F	Administrative Assistant (AA)

Senior civil service grades	
Permanent secretary	
Payband 3	Director General
Payband 2	Director
Payband 1	Deputy Director

## Employee engagement

MoJ is committed to employee engagement but what is it?

Employee engagement is more than just being satisfied at work. Employee engagement is about building a workplace culture in which people can thrive; where their capability and potential is unlocked and maximised, benefiting both individual wellbeing and business performance.

**YOU**, and everyone who works for MoJ, are central to our success, so it's vital that you feel involved, listened to, and have the opportunities to contribute your experience, expertise and ideas.

We want you to feel proud to work here, inspired to achieve your very best and motivated to deliver our vision of a world-class justice system that works for everyone in society.

### People Survey

Every year we run a People Survey to measure employee engagement.

Antonia Romeo, MoJ Permanent Secretary, has stated,

*"I'm 100% committed to working with you all and ExCo to ensure we build on the many positives and address the areas which need improvement to make MoJ the excellent place to work we all want it to be."*

The survey only takes around 15-20 minutes to complete and MoJ is committed to act upon the results to make the MoJ a better place to work for all of us.

But don't wait until the next survey to tell us what you think! We want to hear your ideas, concerns and feedback all year round so please engage with your line manager and team colleagues regularly. Or you can contact your local engagement champion.

Find out more by clicking [here](#).



## Glossary of acronyms

Acronym	
ALB	Arms-Length body
ASD	Analytical Services Directorate
AQA	Analytical Quality Assurance
BAU	Business as Usual
CAFCASS	Children & Family Advisory Support Service
CC	Introduces a copy list
CCRC	Criminal Case Review Commission
CICA	Criminal Injuries Compensation Authority
CID	Communication and Information Directorate
CJS	Criminal Justice System
CO	Cabinet Office
COB/COP	Close of Business / Close of Play
CPS	Crown Prosecution Service
CSCF	Civil Service Competency Framework
CSL	Civil Service Learning
DACU	Data Access & Compliance Unit
DD	Deputy Director
DG	Director General
D & I	Diversity and Inclusion
DSE	Display Screen Equipment
DN	Drafting Note
DPA	Data Protection Act
DTUS	Departmental Trade Union Side
EAP	Employee Assistance Programme
ECHR	European Court of Human Rights
EIA	Equality Impact Assessment
EOY	End of Year
EXCO	Executive Committee
FDA	First Division Association union
FM	Facilities Management
FOI	Freedom of Information
FTE	Full Time Equivalent
FY	Financial Year
GLD	Government Legal Department
GMB	General Municipal and Boilermakers Union



## Glossary of acronyms (continued)

Acronym	
H & S	Health & Safety
HMCTS	Her Majesty's Courts and Tribunal Service
HMT	Her Majesty's Treasury
HRD	Human Resources Directorate
IA	Information Assurance
JAC	Judicial Appointments Commission
JCPG	Justice and Courts Policy Group
JO	Judicial Office
KIM	Knowledge & Information Management
KIT	Keeping in Touch
LAA	Legal Aid Agency
LC	Lord Chancellor
MC	Ministerial Correspondence
MEP	Modern Employee Proposition
MOCF	Managing Organisational Change Framework
MoJ	Ministry of Justice
MOU	Memorandum of Understanding
MYR	Mid-Year Review
NAO	National Audit Office
NDPB	Non departmental Public Body
NED	Non-Executive Director
NOMS	National Offender Management Service
NPS	National Probation Service
OGD	Other Government Department
ONS	Office for National Statistics
OPG	Office of the Public Guardianship
OSPT	Official Solicitor and Public Trustee
OoO	Out of Office
PAC	Public Affairs Committee
PCS	Public and Commercial Services Union
PCSPS	Principle Civil Service Pension Scheme
PM	Prime Minister
PMQ	Prime Minister's Question
PMR	Performance Management Report
PO	Purchase Order / Private Office
PQ	Parliamentary Question
RAG	Red Amber Green
RCJ	Royal Courts of Justice
SCS	Senior Civil Service
SMT	Senior Management Team
SoS	Secretary of State
SpAd	Special Advisor
SOP	Single Operating Platform
SR	Spending Review



## Glossary of acronyms (continued)

Acronym	
SRO	Senior Responsible Officer
SSCL	Shared Services Connected Limited
TIB	Team Information Board
TNA	The National Archives
TO	Treat Official
TSOL	Treasury Solicitor
VEDS	Voluntary Early Departure Scheme
WP	White Paper
YJB	Youth Justice Board
ZBR	Zero Based Review
102 PF	102 Petty France



Ministry  
of Justice

