



Pathway Update: Key Points

Viapath held Project Pathway manager sessions this month and their feedback was that it would be helpful to provide further detail about some of the points that were discussed. Most were related to post transfer situations around contractual terms and conditions for those transferring to Viapath from the Trusts:

Pay & Reward

Pay increases

Viapath has an ambition to be an 'employer of choice'. In order to achieve this, we need to have an attractive employee proposition which addresses both employment terms and conditions as well as other important aspects such as training, personal development and career progression.

Viapath has committed to doing the following:

Former Trust Employees not yet on the maximum AfC spine point:

In general -

- In accordance with the TUPE regulations, employees part-way up their pay scale will continue to progress, in accordance with AfC terms, along the pay scale in force on January 1st 2015 in accordance with the AfC terms that apply to them immediately pre-transfer.

In 2015 -

- There will be no change to the AfC pay scales. This is in line with what will happen in the NHS.

In 2016 and beyond -

- Viapath will consider on year-by-year basis, what uplift, if any, should be applied to AfC pay scales. We will do this taking into account the market and affordability; we will take into account changes made by the NHS to AfC, but we will not be explicitly bound to replicate those changes.

Employees at the top of their payscale:

- All employees at the top of their payscale on 1st January 2015 will, in future, be included in Viapath's annual salary review, which is based on affordability, the market, and individual performance. In 2015 employees will have the opportunity to receive up to a 4% increase, within an overall budget uplift of 2% - which was significantly more than was awarded by the NHS. This is in line with the approach we have taken for the past two years..
- Subject to confirmation we would anticipate taking the same approach in future years - ie employees at the top of their payscale on 1st January will be included in Viapath's annual salary review as outlined above.



Viapath Incentive Plan (VIP)

In January 2015 we will launch the Viapath Incentive Plan (VIP) where all permanent Viapath employees (including those who are on AfC terms) will be eligible to receive a *£500 bonus payment if Viapath meets its quality and financial targets during 2015. *This payment will be pro rata for part time employees and those that join part way through the year – payable in March 2016, full scheme rules will be published in January 2015.*

Participation in the plan is in addition to any salary review.

Promotion

Individuals promoted after 1 January 2015 will transfer to Viapath's employment terms and conditions. However, continuity of service for employment protection purposes will be retained. Additionally, they will retain their eligibility to be a member of the NHS pension scheme.

Employees who take on Viapath employment terms will also be able to retain their annual leave entitlement at the point of the change; however, they would not receive any future increases covered within AfC. Finally, for the 12 months immediately following the promotion they will retain the right to AfC redundancy terms and conditions.

Organisational Change

Situations involving organisational change will be dealt with in accordance with the relevant proposal at the time. The change will be the subject of consultation with the individuals affected and their trade unions and in accordance with the relevant policy.

Voluntarily changing location but not role:

In the event an employee remains in the same role but changes location they can retain AfC terms and conditions but they will be subject to any AfC differences associated with a change of location such as the calculation of HCA.

Recruitment and Retention

Viapath's staffing levels are constantly under review and there is a rigorous vacancy approval process in place where the need to recruit is assessed by the General Manager responsible. Decisions about skill mix and recruitment are made with consideration to service requirements, quality standards and budget constraints.

Going forward Viapath will implement a review of both recruitment processes and our routes to market, eg. engaging with potential employees through social media. We also plan to implement a new HR system and this will provide us with the opportunity to streamline and improve our current processes.

Viapath fully recognise that there is a need to attract and retain the best scientists and other support staff to deliver our strategic aims and objectives. With this in mind we are reviewing our employment offer and any changes in employment terms and conditions will be in line with this objective.



Transparency and Communication

1. Dissemination of Information by the Viapath Executive Team

The Viapath Management team is represented at both the Operating and Members' Boards by Richard Jones, David Brown, Dougie Dryburgh, Jonathan Edgeworth and Tony Edwards. Other individuals (usually also from the Viapath Executive team) attend meetings for relevant agenda items. Anthony Hodgson also attends in his capacity as Company Secretary and the Boards are chaired by an independent chairman, Chris Baker.

Viapath have robust method for sharing appropriate matters discussed by the Boards. We share major decisions with the Senior Leader Team (SLT) first and subsequently through wider communications channels to all employees. In addition the Viapath Executive have a running programme of employee roadshows at all Viapath sites.

Viapath believes it is important to be open and transparent in its communications with all employees, sharing information as soon as is possible/practical and encouraging them to ask questions and make suggestions.

2. Dissemination of Information by the Members

Viapath's Members – GSTT, KCH and Serco - are also represented at each Operating Board and Members' Board. At least one representative from each of the Members needs to attend for the meeting to be quorate. Each of the Trusts is therefore always represented.

General

Further information regarding other Pathway related points and FAQs can be found on the GSTT and KCH Intranet sites as well as on the Pathway Portal –

Website address: www.viapath.co.uk/pathway

Password: employee014