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** Agenda for VCR or VTR Panel**

**Date:**

**Time:**

**Venue :**

Attendees:

***[Name]*** (Business Lead as Chair), ***[Name]*** (HR Lead Note taker),

***[Name]*** (\*SPC Rep), ***[Name]*** (Independent Manager)

\*NB the SPC Rep should be independent to the representative supporting the individual wherever possible. Where the SPC rep is representing, this should be declared.

1. Welcome and Introduction
2. Background to Change Programme and Rationale to VCR/VTR exercise.
3. Principles to apply:
* All other options and redeployment opportunities have been ruled out prior to approval of VCR including any Suitable Alternative Employment Roles either current or anticipated
* As approval of VCR means that no further Redeployment or Development Support will be provided. Any training commitments which are outstanding are to be reviewed and any impact/necessary actions considered.
* In the case of VTR, note that skills matches are to be given first priority before costs.
1. Cases to be Reviewed – to be presented by Business Lead – refer to Panel Pack sent to Business Lead which includes Application forms/BOS spreadsheet summary of applications and spreadsheet of all applicants with Redundancy costs and outcomes.

NB Discussion and notes to cover the impact on NHSBT of the following:
* key Skills and competencies of individuals;
* likelihood of successful Redeployment
* loss of crucial skills
* financial costs
1. Any other Business
2. Next Steps:
* Chair to send Outcome Letters to applicants within 7 calendar days of panel
* HR Notetaker to scan notes to HR Change Admin together with summary of outcomes on “VCR and Redundancy Transfer Application Record” spreadsheet