

THE UNIVERSITY OF PORTSMOUTH

CONTRACT OF EMPLOYMENT FOR A KNOWLEDGE TRANSFER PARTNERSHIP ASSOCIATE

1 The Employer

The University of Portsmouth

2 The Employee

Kyriacos Antoniadis

3 Date of Commencement of Employment

01/06/2015

Date of Termination of Employment

30/04/2016

Reason: To work in collaboration with Gully Howard Technical Ltd/TSB for a fixed 11 month period.

The employment will (unless lawfully terminated earlier under the provisions of this contract) be for the term specified above.

You will work in the area of developing an application for performance monitoring of asbestos analysts.

1. You will be employed by the University of Portsmouth and for administrative purposes will be deemed to be a member of staff.
2. Your period of continuous employment for statutory entitlements will begin from the date of the commencement of your employment with the University of Portsmouth. Your date of commencement of continuous service is 01/06/2015.
3. Your place of work will normally be at Gully Howard Technical Ltd/TSB. Whilst at Gully Howard Technical Ltd/TSB you will be subject to their company working procedures. Your working hours will normally be 9.00 am to 17.30pm but may vary according to the Department in which you are working.
4. Your academic supervisor will be Manish Malik and your company supervisor will be Rosie Lord Taylor or their nominated successors. If at any time a difference should arise between the requirements of the company and those of the University, you should refer the matter to the two supervisors.
5. Your total salary will be £22,500.00 per annum, which includes a company top-up, and is paid monthly in arrears via the University payroll. It is intended that your salary during your appointment will reflect current industrial salary levels and your performance on the Programme. From time to time, but at least annually, it will be reviewed by the partners associated with the Programme. It will not necessarily be increased in conformity with any annual increment procedure or nationally agreed pay award for academic

staff, although such increments and awards may form part of the above reviews, and are not excluded by them.

6. Your annual holiday entitlement is based on the practice at Gully Howard Technical Ltd/TSB and for service over a full calendar year is 20 days. Holiday should be taken at times to be agreed with your academic and company supervisor.
7. You will be automatically admitted to the Local Government Pension Scheme (LGPS) from the start date of this contract.

Please note that if you wish to transfer benefits from a previous pension scheme this must be done within twelve months of the date of commencement of your new position with the University.

If you wish to opt out, please visit www.hants.gov.uk/pensions. In the A to Z select 'Opting out of the LGPS', download and complete the form and return it to the HR Service Centre, University House or you can call the HCC helpline 01962 845588 and request a form.

If you have any questions about your membership of the Scheme, please visit www.hants.gov.uk/pensions or www.lgps.org.uk or e-mail pensions@hants.gov.uk.

If you have any other queries, please email pensionenquiries@port.ac.uk.

For general information about pensions and saving for retirement, please visit www.direct.gov.uk/workplacepensions.


8. Entitlement to sickness benefit is set out in the Research Staff Handbook available on the University website:
<http://www.port.ac.uk/accesstoinformation/policies/humanresources/>.
9. Confirmation of your appointment will be subject to the satisfactory completion of a probationary period of six months. During your probationary period you will be expected to establish your suitability for this appointment.

Should it be shown at any time during the period of this contract that you are not suitable for the position or should there be any other urgent cause justifying the termination of the contract before its stipulated term, you will be entitled to one month's notice.

10. A copy of the Grievance, Disciplinary and Occupational Performance procedures which will form the basis of the procedure to be followed are available on the University website:
<http://www.port.ac.uk/accesstoinformation/policies/humanresources/>
11. You will be invited to comment on your performance, which will be assessed by your supervisors and formally reviewed by the Local Management Committee, approximately 6 and again at 18 months after the start of your contract. You will be counselled on the basis of these reviews.
12. During your employment, you will be expected to spend up to 10 weeks on appropriate tuition and training ("supporting studies") as may be appropriate to the needs of your project and your professional development. Such

supporting studies will be provided by the University and/or the company, or otherwise, and may include courses organised by Gully Howard Technical Ltd/TSB. Travel and subsistence allowances will be in accordance with the University's expenses policy.

13. Shortly before the end of your contract you will be required to submit a written report on the work you have carried out during your appointment. Also interim reports will be required at the discretion of the Knowledge Transfer Partnership Local and Management Committee.

Signed..........Date: 6 May 2015
Director of Human Resources For and on behalf of the
University of Portsmouth

PB/JM/EH/10014032

6 May 2015

PERSONAL

Mr K Antoniades
Flat 5, 81 - 82 Queen Street
Portsmouth
PO1 3HU

Dear Mr Antoniades,

**APPOINTMENT TO THE POST OF KNOWLEDGE TRANSFER PARTNERSHIP
ASSOCIATE AT THE UNIVERSITY OF PORTSMOUTH IN CONJUNCTION WITH
GULLY HOWARD TECHNICAL LTD/TSB**

I am pleased to confirm the offer of an appointment to the staff of the University of Portsmouth, working in conjunction with Gully Howard Technical Ltd/TSB as a Knowledge Transfer Partnership Associate - Cloud Application Developer

Your contract will commence on 01/06/2015 and terminate on 30/04/2016.

The salary for this post is £ 22,500.00 per annum.

Enclosed with this letter is a number of documents that require your **urgent attention**. Among the most important are:

- **A copy of your contract of employment.** If you accept the appointment on the terms given in the contract, please keep this copy for your own reference and sign, date and return the Acceptance Statement to the HR Service Centre.

We have scheduled an appointment with Elaine Higgins at 3.00pm in the HR Service Centre on the 1st Floor of University House on **01/06/2015** to complete formalities relating to your appointment, including return of completed documentation. We also ask you to bring with you:

- Your **Passport** or, if this is not available, your **original Birth Certificate**. This will be photocopied and returned to you immediately.
- Written evidence of your qualifications.
- Completed LGPS Pension form
- Your **P45 & National Insurance number**.

Human Resources Department
University of Portsmouth
University House
Winston Churchill Avenue
Portsmouth PO1 2UP
United Kingdom

T: +44 (0)23 9284 3141
E: hrenquiries@port.ac.uk

- **Completed Bank / Tax Status Details form which is available to download from:**
<http://www.port.ac.uk/departments/services/finance/payroll/forms/>
- Please note that if you wish to transfer benefits from a previous pension scheme this must be done within twelve months of the date of commencement of your new position with the University.

If you have any questions or queries, please contact the HR Service Centre at hrenquiries@port.ac.uk.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Peter Brook', with a large, stylized initial 'P'.

Peter Brook
Director of Human Resources

Encs

Peter Brook MA MCIPD MBA
Director of Human Resources

Direct line: +44 (0)23 9284 3253
Email: peter.brook@port.ac.uk



Human
Resources

PB/JM/TB/10014032

11 November 2015

PERSONAL & PRIVATE

Mr K Antoniadis
KTP Associate
School of Engineering
Burnaby Building

Dear Mr Antoniadis

I write to confirm that your fixed-term contract as a KTP Associate working in conjunction with Gully Howard Technical Ltd and the University of Portsmouth will end on 30/04/2016.

In the meantime, the University Payroll Office is being informed that your employment will end on 30/04/2016 unless you have been redeployed to another post. Your income tax form P45 will be forwarded to you by them together with your final pay advice.

Where possible, you are asked to take any outstanding leave owed to you before your leaving date. If this is not possible, please arrange for your Head of Department to confirm in writing any outstanding leave. This notification should be received in the HR Service Centre before 17th of the month in which you are leaving. I shall then arrange for payment to be made in lieu of leave not taken.

I shall be grateful if you could complete and return the attached leavers form to Human Resources Services. The information requested on the leavers form is required for both payroll and human resource records and will be treated in confidence.

During the period to 30/04/2016 you may wish to be considered for other vacancies within the University. Should you wish to be considered, you will need to register on the redeployment database to access vacancies for which you will be given prior consideration if you apply. You will shortly be sent your login details through our Online Recruitment inbox. The links below take you to the redeployment module, and the guidance for completing applications in redeployment.

<http://port.engageats.co.uk//Login.aspx?UseRedeploy=true>

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/e-recruitment%20information/userguides/>

As soon as you have your login, you can apply for any relevant vacancies in redeployment. You will remain on the redeployment register until you have either successfully been redeployed or until your last day of employment with the University.

If you submit an application for a post as a result of this procedure ('ring-fencing') then your application (together with any others from similarly placed staff) will be considered before more general recruitment action is taken. Should you wish to view all vacancies within the University these can be viewed on the University website.

Human Resources Department
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United Kingdom

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You have the right of appeal against this decision to end your contract. If you wish to exercise your right to appeal, you should address your appeal in writing to me within 10 working days from the date of this letter.

Please be advised that your University of Portsmouth email account will be closed immediately after your last day of work. If you require any information from your account please ensure this is accessed prior to your last day of work.

Further guidance regarding leavers' procedures can be found on the University website:

<http://www.port.ac.uk/intranet/humanresources/conditionsofemployment/policiesandprocedures/filetodownload,106306;en.pdf>

I should like to thank you for your services to the University and to wish you every success for the future.

Yours sincerely



Peter Brook
Director of Human Resources

Copy to: Manish Malik, Line Manager

FINANCIAL STATEMENT - FEC Budgets

Company Gully Howard Technical Ltd	KTP Prog. No. K7P009817	Associates	Awarded	1	Grant	Dates	01/06/15 to 30/4/16	Date of Statement	04-Nov-15
Knowledge Base University of Portsmouth	TSB Proj. No.	In Post	0	0	Value	£42,193	Period covered by	1/6/15 to 4/11/15	
Department ENG	KB ref. no 11101	Former	0	0	Rate	67%	Statement		

Expenditure Headings in Grant Offer Letter	Expenditure Headings on connect	BUDGET note 1 Eligible costs
a. Associate Employment Costs	Directly Incurred Staff	£
b. Associate Development	Directly Incurred Other Costs	£24,750
c. Travel & Subsistence	Directly Incurred Travel/Subsistence	£0
d. Consumables	Directly Incurred Equipment	£3,500
e. KB Supervisor	Directly Allocated Investigators	£9,000
f. Associate Estate Costs	Directly Allocated Estates	£8,708
g. Mentoring Support	Directly Allocated Other Costs	£0
h. Additional Associate Support	Indirect Costs	£0
		£17,016
Total		£62,974

EXPENDITURE note 3			To date
To previous statement	Since previous statement	C	B+C=D
£	£	£	£
	£11,724	£11,724	£11,724
	£0	£0	£0
	£0	£0	£0
	£2,022	£2,022	£2,022
	£3,958	£3,958	£3,958
	£0	£0	£0
	£7,735	£7,735	£7,735
£0	£25,438	£25,438	£25,438

FORECAST (Approved by LMC)		Planned spend note 5	F
Accrued costs note 4	E	£	£
		£13,026	
			£4,750
			£9,281
£0	£0	£27,057	

PROJECTED TOTALS		(Over)/ Available A-G=H
Total	D+E+F=G	£
	£24,750	£0
	£0	£0
	£0	£3,500
	£2,022	£6,978
	£8,708	£0
	£0	£0
	£0	£0
	£17,016	£0
£52,495		£10,479

Income Headings	
j. Grant	£42,193
k. Company Grant-Match Contribution	£20,781
l. Company Top-up of Associate Salary	£0
m. Other Company Contribution note 7	£0
Total	£62,974

PROJECTED TOTALS		
		£42,193
		£20,781
		£0
		£0
£0		£62,974

Effort measured in associate months	11
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20,781	0	5	5
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0	6
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11	0
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Comments / Notes

- note 1 The figures in column A should be the Partnership costs eligible for support as stated in the Grant Offer Letter, unless and until a budget change or virement in accordance with the guidelines is agreed by the LMC and the Technology Strategy Board.
- note 2 Please enter agreed grant percentage
- note 3 These figures should be taken from the grantholding KB cost ledger at the date stated on this form. They should only include expenditure against the eligible budget, ie they should exclude expenditure which is reimbursed directly by the company (see notes 6 and 7).
- note 4 Orders placed but not yet invoiced or not yet included in the KB cost ledger, and which are covered by the eligible budget.
- note 5 Identified and planned future expenditure agreed by the LMC, and covered by the eligible budget, for which orders have not yet been placed.
- note 6 Descriptions should be provided in this box on a separate sheet
- note 7 This is any amount for Associate Employment over and above the budget figures in the Grant Offer Letter that is to be reimbursed by the company.
- note 8 This is any amount for Equipment & Consumables or T&S or Estates Costs over and above the budget figures in the Grant Offer Letter that is to be reimbursed by the company.
- To be prepared by the project team in conjunction with the KB Finance Officer. Note the order of the columns is as per connect, and not as per the KTP Grant Offer Letter.

Also see more detailed notes in the Notes worksheet

Spend since previous statement	
Consumables:	
Go Daddy webhosting	853.4
Ipad Mini 4	489.2
Iphone 6s	699
	2021.6

DETAILED EXPENDITURE FORECAST FOR CONNECT

note 8

Expenditure headings on _connect (Expenditure headings in GOL)	Directly Incurred Staff	Directly Incurred Travel/Subsistence	Directly Incurred Equipment	Directly Incurred Other Costs	Directly Allocated Investigators	Directly Allocated Estates	Directly Allocated Other Costs	Indirect Costs	Total
	a. Associate Employment Costs	c. Travel & Subsistence	d. Consumables	b. Associate Development	e. KB Supervisor	f. Associate Estate Costs	g. Mentoring Support	h. Additional Associate Support	
Period 1 Jun-Jun 15									£0.00
Period 2 Jul-Nov 15 (Fcst)	£13,500.00	£1,909.10	£4,909.10					£9,281.45	£34,349.47
Period 3 Dec-Apr 16 (Fcst)	£11,250.00	£1,590.90	£4,090.90		£4,749.82			£7,734.55	£28,624.53
					£3,958.18				£0.00
									£0.00
									£0.00
									£0.00
									£0.00
Total	£24,750.00	£3,500.00	£9,000.00		£8,708.00	£0.00	£0.00	£17,016.00	£62,974.00
Budget	£24,750.00	£3,500.00	£9,000.00		£8,708.00	£0.00	£0.00	£17,016.00	£62,974.00

COMPANY CONTRIBUTION

	Grant-Match Contribution (k)	Associate Salary Top-up (l)	Other Company Contribution (m)
Period 1 Apr-Jun15	£0.00	£0.00	£0.00
Period 2 Jul-Sep15	£11,335.33	£0.00	£0.00
Period 3 Oct-Dec15	£9,446.09	£0.00	£0.00
	£0.00	£0.00	£0.00
Total	£20,781.42	£0.00	£0.00
Budget	£20,781.42	£0.00	£0.00

Invoice Number	Amount	Issue Date	Comments/Notes	Outstanding?
RAI01270	£20,781.00	02/06/2015	DD plan	
RAI01317	£179.00	21/08/2015	Recruitment	