





Jaguar's in-house Quarterly Newsletter

January 2020

One London Wall



HIGHLIGHTS

-  **A note from Rhona Smith, Associate Director**
Rhona announces our first Health & Safety Champion and introduces some highlights within this issue of InSite (pg. 2).
-  **BIG NEWS**
There are some very exciting announcements from our Human Resources Team (pg. 4).
-  **'A Day in the Life' of Owen Mackinlay**
We had a chat with Owen Mackinlay, Senior Project Manager at Jaguar (pg. 8).
-  **A Chance to WIN!**
Answer our technical question to win a prize! All answers to be submitted by the 10th April 2020 (pg. 22).

Pictured: One London Wall site team. From left to right: David Chapman, Electrical Technician; Gavin Watt, Handyman; Andrew Westermeyer, Facilities Manager; Ian Pease, Site Manager and Matthew Penny, Mechanical Technician.

A note from Rhona Smith, Associate Director



“

Hello and welcome to our first Newsletter of 2020.

As a thank you for all your efforts, our Human Resources team have been working tirelessly to find ways to share our success with all who contribute towards it.

They have some very exciting news regarding the introduction of important staff benefits that will be introduced this spring. It's our headline article for this issue and worth turning straight to page 4!

”

Hello and welcome to our first Newsletter of 2020. Before I turn to some of the key highlights of this issue, I'd like to thank you for all the kind words of support and warm wishes I received after my accident last year. I am recovering well and it's great to be back, especially when we have so much good news to share.

The considerable growth and success we enjoyed throughout 2019 shows no sign of slowing down. I'm happy to report that the Business Development team are busier than ever, with frequent tender opportunities arising as a result of customer satisfaction across our portfolio. We know repeat business is largely due to our reputation and achieved thanks to our staff who continue to represent us well. As a thank you for all your efforts, our Human Resource team have been working tirelessly to find ways to share our success with all who contribute towards it.

They have some very exciting news regarding the introduction of important staff benefits that will be rolled out this year.

Additionally, the HR team have a **new system for managing annual leave**, which will go live on the 1st February so don't miss page 15 to ensure you're up to date.

For our regular features, our **'Day in the Life of' is focused on Owen MacKinlay, Senior Project Manager** from our Projects Division. The **'Spotlight on a site' focuses on our wonderful team at One London Wall** – one of our oldest and most successful sites.

Don't miss the quiz page, plus other chances to win some vouchers through the Employee Recognition Scheme and the **Employee of the Quarter**. Special mention to the **Health and Safety Champion scheme**, launched in the last edition. Darren Stevens is our worthy champ this quarter, please see the article on page 11 and do keep the nominations coming in for next time.

Turn to page 20 for photos of recent events, it's great so many of you attended the Core Bar Christmas event. Thank you for coming along and thanks also to Rebekka Gough & Grace Roberts who put a huge amount of effort into ensuring we all have a good time. For those who couldn't make it (myself included) we hope to see you next time. If that's not your thing then tell us what you'd like us to consider doing – we welcome all suggestions.

Perkbox treats are illustrated on page 16 and don't forget, we have a bonus scheme for those who successfully introduce new talent to our teams. It's worth keeping an eye on recruitment which appears on the back page. Lastly, I wish to take a moment to acknowledge the very sad loss of Steve Slogrove, Site Manager at Millbank Tower who died on the 6th January. Our sympathies are extended to his family, friends and colleagues at Millbank Tower.

We
look forward
to another
successful year
ahead at Jaguar

Some of Jaguar's highlights in 2019

A look back on 2019 at Jaguar

2019 in review



Jaguar appointed two new Directors

Rhona Smith and Liza McGuigan were appointed as Directors at the start of 2019. With a combined service to Jaguar of over 40 years, Liza and Rhona were recognised for their tireless efforts, dedication and contribution to the continued success of Jaguar.



15/01

Jaguar received the Silver RoSPA award for the third consecutive year

Louise Davies, Jaguar's Health and Safety Manager commented: "Although the level of health and safety at Jaguar is consistently high, we have been focused on developing and improving our health and safety strategies. We strive for exceptional standards of safety, and we intend on implementing innovative solutions as the business continues to expand."



01/03

Our Jaguar Running Team took on JLL Property 5K

We were very proud of our Jaguar running team who completed the annual JLL Property 5K in Regents Park in September. The whole team made an impressive effort to train and beat their 2018 times. Anthony Iwere, Engineer at Crossrail managed to get hold of the winning cup!



25/07

Jaguar had their best result to date at the annual Dragon Boat Race!

The Jaguarrrr Pirates braved the heat and torrencial rain in July for the Dragon Boat Race at Paddington Basin. Our team raised essential funds for charity COSMIC (Children of St. Mary's Intensive Care) and despite it being the hottest day of the year, they came in at a very impressive 4th place out of 18 teams. We look forward to taking part in 2020's race!



05/09

We took part in Ivy Street's Christmas Event

Every year, our partner charity Ivy Street hosts a Christmas Day for the children and parents that visit the centre. This year, our Managing Director Paul Roberts was Santa! Jenny Graham our CAFM Supervisor, Neil House, Support Engineer Supervisor and Bebe Ray, Mobilisation & Contracts Administrator were all on hand to help and the afternoon was a huge success!



01/10

Jaguar supported Glebe FC's new kits!

Glebe Football Clubs Under 18's who play in the Kent Youth League North Division received new kits in October 2019 with the help of Jaguar's sponsorship. They are currently doing very well and had an excellent start to the season!



30/11

New buildings in 2019...

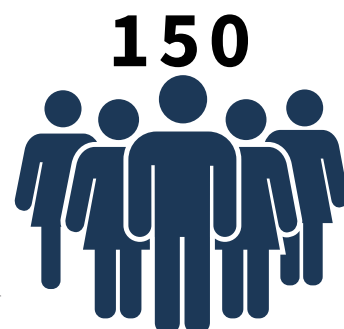
In 2019 Jaguar secured 18 new buildings, our highest number of new contracts in a 12 month period to date, covering over 5Mft² across the city! We were also appointed by over 40 new tenants over the course of last year.



30/12

By the end of 2019...

Due to Jaguar's expanding portfolio, by the end of 2019 we had employed over 150 new members of staff to the organisation. 2019 was one of our most successful years on record, and we look forward to 2020, another exciting year of growth!



BIG NEWS

A huge surprise from Jaguar's HR Team!

The HR team are delighted to announce that as of 1st April 2020 Jaguar are providing two fantastic new benefits to all staff!

As you all know, over the last eighteen months Jaguar Building Services have gone through a period of tremendous growth, both in turnover and number of sites, resulting of course, in a significant increase in the number of staff that we employ. The company management do wholeheartedly believe that the staff are the bedrock of the company and our success, and so we've sought ways of enhancing our staff packages to reflect that success back to all of our employees.

The HR team have been working closely with Cobens, our employee benefits advisors, in dealing with external providers to see what we might add to our employee offering. We've found that the higher employee headcount has brought full corporate schemes, which were previously out of our grasp, into reach.

With that in mind the HR team are delighted to announce that as of 1st April 2020 Jaguar are providing two fantastic new benefits to all staff!

So let's tell you about the Private

Private Medical Insurance, and Death in Service Cover for all staff!



Medical insurance first...

The PMI benefit will be delivered via **Vitality**. This is one of the top providers in the industry in the UK and our corporate scheme has all the bells and whistles! Their **PMI scheme includes diagnostics, cancer cover**, and mental health, as well as referrals for therapies, like physiotherapy or homeopathy. They **also have a virtual GP service** that can issue prescriptions and provide onward referrals, **along with a 365 day 24/7 medical helpline.**

In addition the scheme provides NHS cash benefits if you have treatments within the NHS rather than via the private medical system.

Vitality have a detailed membership website that provides personal assessments and helps with planning goals to improve health and fitness and tracking your achievements. There's also a membership app and a Vitality GP app so there are lots of ways that

you can access the information and services on offer.

Vitality heavily promote a healthy lifestyle and so they have some great add-ons that you can earn. Their optional rewards programme is via a points based system and the best way to earn points is by wearing an activity tracker, like a Fitbit. Those that wish to engage

in that part of the scheme can enjoy a varied range of treats like regular free cinema tickets, coffee's, discounted sportswear, beneficial terms with Ocado including free delivery and discounts on healthy food shopping, Amazon prime membership, special terms for purchase of Apple watches and reduced rates at Champneys.

As part of our commitment to you in providing this valuable benefit, we will automatically provide you with immediate cover and Jaguar will fund the premium cost. It should be noted though, that employer funded premiums are deemed a taxable benefit by HMRC. Therefore, this will result in an adjustment to



your PAYE tax charge.

For example, if you are a **basic rate taxpayer**, the cost to you would be **£8.28 per month**. If you are a **higher rate tax payer**, the cost will be **£16.56 per month**. For this reason, if you do decide that you do not wish to participate, please notify Cobens at:

info@cobens.co.uk

However, to put this cost into some perspective, research carried out by Cobens has identified that the cost for a 35 year old non-smoker to have a personal policy with matching cover would cost approximately **£82 per month!** In addition to just having cover for yourself, you will also have the option to include your direct family members on your policy and they too can benefit from both the healthcare cover and the Vitality benefits programme.

The cost of adding family members would be at your expense and would be made by way of a deduction from your monthly salary. The costs associated with including family members are as follows:

- **You plus partner/spouse - £41.42 per month**
- **You plus partner/spouse plus children - £62.13 per month**
- **You plus children - £20.71 per month**

The management and HR department are so pleased to finally be able to bring this valuable benefit to all of our JBS employees. We hope you'll agree that this really is Big News!

You're sure to have lots of queries, so we've prepared some Q&A's that we hope will help out...

Who can join the PMI scheme?

The company scheme will be open to all staff over 18 who have successfully completed their probation. This does include apprentices and part-time workers.

How does this PMI affect me?

With PMI cover it's usually easier to get a referral from your GP for a second opinion or a specialist consultation. You can often get seen a lot quicker too and choose the consultant and the hospital that you'd prefer to use. You'll also have greater choice over appointment times and dates. Treatments like physiotherapy which can take weeks or even months with the NHS are far easier to access via PMI. In the event of making your first claim during the policy year, there is a £100 excess to pay. However, this is only paid once per policy year, regardless of the number of claims you need to make. This is common to most PMI schemes.

Do I have to opt in/out?

You will automatically be provided with membership in the Scheme. However, as the employer funded premiums that Jaguar will pay for your cover are deemed a taxable benefit by HMRC you do have the right to opt-out. If you decide that you do not want the cover, please inform Cobens at info@cobens.co.uk. Please also note though, if you do decide to opt-out, you will not be able to apply to re-join the Scheme until the next annual renewal date on 1st April the following year.

What is the final cut-off date for opting out?

Cobens would like to have all staff responses by Friday 14th March 2020. If you do not respond then you will be added onto the PMI scheme. We really don't want to have to make assumptions in the absence of a reply so please do engage with Cobens to let us know your preference.

Who do I contact to let them know if I opt in?

We will add you to the scheme automatically but we would prefer it if you would confirm your acceptance by contacting Cobens via your JBS e-mail account to say that you wish to be included.

What isn't covered? i.e., pre-existing medical conditions

There will be a moratorium period for conditions pre-existing (in the last five years) but if you haven't had treatment for an ailment in the last 24 months then you'll be covered.

Will this benefit stay with me if Jaguar lose a contract?

Yes, the cover is for all JBS staff so in the case of a TUPE transfer it will have to move with you. Of course if you transfer elsewhere within JBS you'll still have it.

I already have this under my TUPE contract, how does this affect me.

For staff that have come to us under a TUPE transfer and already have PMI you will be pleased to know that sticking with Vitality will ensure continuity of cover for you. Aside from that you will benefit from a reduction in the tax charge. The buying power of the larger scheme headcount has meant that individual premiums will be about half what we've previously paid so your tax will go down accordingly in time.

How much will be deducted from my wages?

It will depend very much on your premium and your level of taxation. At a premium cost of £497 we'll pay the premiums but a 20% tax payer will incur a tax charge of £8.28 per month. For a 40% tax payer it's £16.56 per month. If you make a claim you will have to pay the £100 policy excess directly to the healthcare professional, usually via invoice.

Do I have to tell my employers if I make a claim?

No, all claims are dealt with directly with Vitality and are entirely confidential. You will still have to tell us if you're going to be absent from work and provide us with sickness certificates, if necessary, but we're not part of the claims process.

Do I have to decide now?

If you do not want to be joined from 1st April then you'll need to let Cobens know by **14th March**. However, if you have any questions that you feel may help with your decision making process, please contact Cobens at: **info@cobens.co.uk** and they will be happy to help.

And now your Death in Service explained...

As with the PMI, we've found that our increased number of employees has opened up many more opportunities in the insurance market to us and we can now provide Death in Service (sometimes called Group Life Assurance) to all staff. Cobens have scoured the market and recommended that the company DIS policy is provided by Legal and General, a major player in the industry.

Life assurance really is a policy that no-one ever wants to make a claim on, but, should the worst happen, it's comforting to know that there's a safety net for your family that should assist with maintaining their lifestyle or even their home.

We've opted for a minimum cover level of 2 x annual salary for all JBS staff. Staff who have come to JBS under TUPE transfer agreements and already have this benefit will, if necessary, have their cover increased to 2 x salary. If your TUPE cover level already meets or exceeds our minimum then that stays safe and you'll see no changes.

Death in Service is not currently deemed a taxable benefit by HMRC, so with this one, there's no opting in or out we will simply add in all eligible staff from 1st April and you won't have to pay a penny. Do still watch out for communications from Cobens because you will need to complete a nominee form to advise us who we should pay the benefit to if we ever have to make a claim for you.

FAQ'S

What is death in service cover?

Death in service cover is a life assurance benefit that pays out a lump sum to your nominated beneficiaries in the event of your death, whilst you are employed by Jaguar.

Is the death in service cover subject to tax?

The death in service cover will be written under a Discretionary Trust and Jaguar will act as the Trustees. By having the Death in Service Cover written under a Discretionary Trust, this will ensure that the death benefit proceeds are kept separate from your estate and subsequently are not subject to Inheritance Tax. In addition, the premium paid by Jaguar to the underlying insurer for your Death in Service Cover is not deemed a taxable benefit in kind by HMRC.

When is death in service benefit paid out and who gets it?

It will be paid out in the event of your death. The death benefit payment will initially be made to the Trust that is managed by the Trustees (Jaguar Building Services Ltd). Upon joining the death in service scheme, you will be required to complete a Nomination of Beneficiary Form. This is the form that the Trustees will use to determine who should receive the death benefit. Therefore, it is very important that you complete the form and also contact Cobens to update it if you decide to change your nominees (beneficiaries).



Do I still need life insurance as well as death in service benefit?

That really is up to the individual and their attitude to insurances. If you have dependants, i.e. children or anyone who relies on your income, or a mortgage, then you should probably seek personal advice from a qualified Independent Financial Advisor (this may incur a charge). The company agreement with Cobens does cover the cost of personal financial reviews for all staff who wish to use them.

How long do I have to be an employee at Jaguar to receive this?

All staff who have successfully passed their probation and meet the Legal and General criteria (see below) will be joined to this scheme. This includes apprentices and those who work part-time.

Does my age matter?

Unfortunately yes age does matter, Legal and General – like most other policy providers – have age restrictions on this policy. To be eligible you must be over 18 and



Thank you to our HR team who have delivered these great new staff packages!

From left to right: Alex Roberts, Human Resources Assistant; Lacey Taylor, HR Manager; Sara Jordan, Senior HR Advisor and Sophie Coulson, HR Administrator

under state retirement age. Scheme members who reach SRA will automatically be removed from the policy. TUPE staff who had a scheme that included age extensions are exempt from the restrictions and will not suffer any changes to their cover.

What happens if I go on long-term sick leave?

The underlying insurer will require you to be actively at work in order for your cover to commence. However, once you are initially covered, should you start a period of long-term sick leave at any time thereafter, your cover will remain in place.

Will I be required to complete a health questionnaire before being provided with cover?

Providing you are actively at work at the commencement date and not on long-term sick leave, your cover will commence immediately and you will not be required to complete a health questionnaire.

We've tried to cover as many of the major points as possible for you here. Cobens correspondence, due out closer to the start date of the policies, will provide the fully detailed information.

We'll send out a text message prompt to let you know when the documents are released for you.

If you do still have questions, please could we ask that you wait until you've had a chance to read through the comprehensive information that Cobens provide.

Finally we just want to say thanks again for the efforts off all of our staff – we're so pleased to bring these benefits to you all. This is a measure of the company's success and your part in it!



Owen Mackinlay,
*Senior Project Manager at
Jaguar Projects*

'A Day in the Life' of Owen Mackinlay

We had a chat with Owen Mackinlay, Senior Project Manager at Jaguar. We find out his most challenging Project to date..

How did your career lead you to Jaguar?

I qualified as Mechanical Engineer in South Africa and moved to the UK in 2001. I started my career as a maintenance engineer, progressing to a site supervisor (2001-2007). I was involved in several project works during this time, and an opportunity to start a career in project management

arose. I then became a Project Manager for Alfred McAlpine before the company merged with Carillion (2007-2010). Following this experience, I joined Optimum Group Services as a Project Manager and was then promoted to a Senior Project Manager where I worked closely with Byron Trew (Project Manager at Jaguar) and Richard George (Head of Projects at Jaguar). I then moved to Jaguar in January 2018 to join the Projects team as a Senior Projects Manager.

What has been your most challenging Project?

Every project can have its challenges in one way or another! There are technical, financial and Health and Safety challenges to name a few. All project opportunities need to be

treated on their merit and in my opinion, in order to make a project successful, it is important to decipher and understand what the challenges are from the get-go. This assists in understanding where the main challenge areas will be which can then be focussed upon to aim for a successful project outcome.

My most challenging project to date for Jaguar was 15 Adam Street, Central Plant Replacement. The boilers, chillers and ventilation were replaced in an occupied building over a period of 5 months. Careful planning and good communication with stakeholders was necessary to ensure minimal disruption to the building tenants and to ensure all were aware of ongoing and upcoming work. The difficulty was removing all



elements of surprise! The project was completed successfully, on time, and within budget.

What has been your proudest achievement at Jaguar?

There have been a few worthy achievements I can think of whilst working at Jaguar, however I would say that 15 Adam Street was my proudest project management accomplishment. The project was technically challenging and demanded concentration and close attention to detail throughout.

What do you see as the big trend for your specialism in the next five years?

I think we will see a huge rise in energy saving through technology modernisation and plant controls optimisation. Also, using Building Information Modelling (BIM) for Projects. BIM is a 3D model-based process that gives architecture, engineering, and construction professionals the insight and tools to more efficiently plan, design, construct, and manage buildings. It can also span into the operation and management of

buildings using data that owners have access to. This data allows owners and stakeholders to make decisions based on information derived from the model even after the building is constructed. The use of BIM in lifecycle replacement of building services plant will be very helpful, far too often I come across existing buildings with little or no existing information available to assist with the design or replacement for new plant.

If you are aware of any upcoming works that you think our Projects team can help with, please contact our Projects team on **0207 071 0717**





Our Projects Team completed over 70 projects in 2019 varying from lighting upgrades (£15k), to LV Switch Panel replacement (£58k), full AHU replacement (£175k) and a complete building BMS & 92 x Fan Coil Unit replacement (£360K).

Here's some of our recent case studies...

**CASE STUDY
Lloyd's of London**

**Works: Replacement of
CRAC units within the
Data Centre**

Jaguar Projects were awarded the contract to replace outdated belt driven CRAC units within the Data Centre at Lloyd's of London. The existing CRAC units had reached the end of serviceable life and were subject to frequent failure or poor performance.

The units were replaced with modern efficient Airedale CRAC downflow units, connected to the existing condenser water heater rejection circuit. The works included the validation of existing supplies, modification of condenser pipework, electrical supplies and connection to existing BMS. All works were undertaken within the fully operational data centre during normal working hours, replacing each unit on a rolling programme with minimal downtime.



“Thank you to my team for all their hard work in managing and exceeding our client’s expectations throughout 2019. I also have to say an extended thanks to our external project partners and suppliers for their continued support. Without them, we would not be able to achieve our goals - so thank you. We have some very exciting opportunities on the horizon for 2020 that we are working on, and very much looking forward to another successful year ahead.”
Richard George, Head of Projects

**CASE STUDY
Sovereign House**

**Works: Decommission
and Replacement of 2 x
AHU's**

The Project consisted of the decommission and break down of 2 x Air Handling Units in the roof plant area at Sovereign House, Cambridge. The project required a crane lift to remove and replace the units, complete with new steel support frame to spread the weight load. New BMS controls were also installed to give the building management better control over the operation of the equipment, with the option to manually control from the reception desk.



**Could our
Projects
Team help
you?**

**Get in touch with
Richard on:**
rgeorge@jbs-ltd.co.uk
**for further information
on our Project services**

Health & Safety

We would like to congratulate Darren Stevens, Site Manager at St Magnus House who has been selected to receive this quarters health and safety achievement award and has won a £50.00 gift voucher!

Darren was selected as Jaguar's Health & Safety Champion due to his proactive approach to specialist subcontractor management.

Darren had reason to suspect a subcontracted electrician was not competent. As a result of challenging the electrician's level of competency by setting him a simple task, his suspicions proved to be correct.

Darren stopped the unsafe work of the subcontractor and escalated his findings to his Account Manager Garry Price and the Health and Safety team. Following the escalation of the unsafe practices, a meeting was held with the company involved and an official investigation was completed. The investigation identified the root cause of the incident being that the electrician was qualified but not competent. As a result of the investigation, the electrician will no longer attend any Jaguar

sites. The incident could have had serious consequences for the electrician and others had he not been stopped by Darren.

Accidents and incidents can be mitigated by simply challenging unsafe practices and/or by reporting them immediately as they appear. Well done Darren!

A **STEP** in the right direction

It has been noted during recent site visits that employees are wearing incorrect footwear. Risk Assessments on our work activities have considered normal footwear such as trainer's unsuitable, therefore Safety footwear is mandatory for all site based operational staff. Failure to wear the correct safety footwear is a breach of the health and safety regulations and can lead to disciplinary action.

The main benefit of wearing safety footwear is the protection against one of the most common hazards in the workplace slips, trips and falls. Slips trips and falls cause half of all major workplace accidents and are responsible for 31% of all non-fatal injuries in the UK. Safety footwear can also fulfil a huge variety of important roles such as; all day comfort, ergonomics, durability, stability, breathability, toe protection, protection from chemical splash and spills and protection from cuts, heat and cold.

Safety footwear must meet the requirements of the Personal Protective Equipment (PPE) Regulations 2002. This is in addition to the legal duty that employers must safeguard their employees under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. As an employee you have a duty to use PPE whenever it is required to be used.

Operational employees are given a £50.00 allowance towards safety footwear.

Safety footwear should be replaced once you notice signs of wear and tear or damage.



You should look for signs such as:

- **Can you see the steel toe shining through?**
- **Is the heel plate rubbed bare?**
- **Is the tread worn down or rubbed away?**
- **Is the steel toe damaged/dented?**

Just a quick reminder to continue returning your monthly toolbox talks.

We will continue to monitor returns and those sites who regularly do not return toolbox talks will be contacted.



Spotlight on a Site: **One**

London Wall

One London Wall has been part of Jaguar's portfolio for an impressive 16 years! We met the team on-site to find out what it's like to work in the building

We met the team behind the scenes at One London Wall



Since Jaguar Building Services obtained the contract in April 2004, One London Wall has been retendered and retained by Jaguar for three consecutive contract terms! With its immediately recognisable curving façade and 215,000 ft² of highly specified office accommodation, the building is certainly a prestigious site within Jaguar's portfolio.

The on-site team are relatively new to the building and is made up of four: Ian Pease, Site Manager; David Chapman, Electrical Technician; Matthew Penny, Mechanical Technician and Gavin Watt, Handyman and is managed by Garry Price and Sid Newbon.

Site Manager Ian commented:

"It has been an interesting learning curve for the site team at One London Wall, discovering the buildings little quirks, but we have persevered and even managed to resolve some long-standing issues.

The best thing about working at One London Wall has to be the people. Not just my team but all the FM staff, the tenant FM and the general atmosphere in the building is very welcoming. Everyone is willing to help out and it just feels like one big team."

The team also maintains several tenant demises throughout the building, including Osborne Clark, Jump Trading and Hymans Robertson.



Building Facts

Client: JLL

Square Footage: 215,000 ft²

Number of floors: 12

Size of team: 4

Staff coverage: 7am to 5pm Monday
to Friday

Generators: 1x Perkins
2306C-E14TAG2 Generator 280KW

Boilers: 2 x Hoval SR Plus 900
Boilers 1000KW

Electrical Supply: LV



Get to know the Team: Quick Fire Question Time

Who is most likely to make the tea on-site?
Gavin, but not by choice

What's the last book you all read?

Ian: 18th Edition sadly!

David: The Good Girl by Fiona Neill

Matt: The Gruffalo (for my daughter)

Gavin: Damage Done by Warren Fellows

Favourite film?

Ian: Battle Royal

David: Father Goose

Matt: Pirates of the Caribbean

Gavin: A Clockwork Orange

What's something no one knows about you all?

We can't reveal our secrets - sorry!

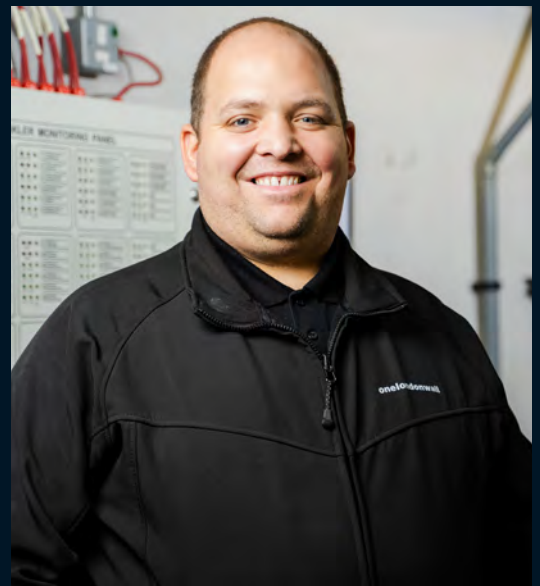
Best thing about the job?

Ian: Working with a team you can trust.

David: The opportunity to develop my skills in all aspects of the job, even at my age.

Matt: Knowing that I am providing for my family.

Gavin: Comradery!



Introducing the team at One London Wall. From top left to right:
Ian Pease, Site Manager;
Gavin Watt, Handyman; David Chapman, Electrical Technician and Matthew Penny, Mechanical Technician



No more paper annual leave forms



**Have you seen the e-mail from HR?
Did you get the text?**

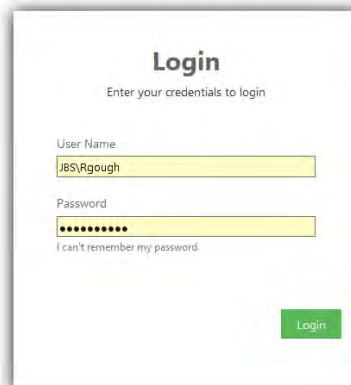
In case you haven't got the message yet please see your JBS e-mail account for details of the new Select HR portal for absence management. All planned annual leave will now be requested, viewed and authorised on the new system. You'll find full details with guidance notes in the e-mail.

Staff members each have their own log-ins to make requests and you'll get an e-mail back when your leave request has been processed. The HR department have been logging all paper forms received in January onto the new system but from 1st February 2020 it's all in your hands!

For any other queries please consult the guidance notes in the e-mail and if you're still stuck then ask your line manager or give the HR team call on **0207 071 0700** or e-mail hradmin@jbs-ltd.co.uk.

We sent you a text about this too, we hope that the details we hold for you are right but if you haven't got the message then get in touch with hradmin@jbs-ltd.co.uk and we'll make sure that your mobile information here is correct and current.

 access | selecthr



If you want to jump straight to it:

Then simply copy this link into your browser:

<https://selecthr.jbs-ltd.co.uk/SelectHR/Login.aspx>

Please be aware, the system works best on Firefox.

If you have any problems logging in, then please contact the IT team via 0207 071 0704 or email twarne@jbs-ltd.co.uk and they'll be able to help with getting you active on the system.

New Perks!

The Skills Network

Learn new skills with free long distance courses, and enjoy an average saving of £299!

- Free online learning courses
- Expand your personal or professional skills
- Learn from personal tutors and learning support advisors

What do I get?

The Skills Network is one of the UK's most respected names in online distance learning. We're giving Perkbox members the chance to study fully accredited Level 2 courses completely free of charge. These courses are great for building on your professional skills, or expanding on a personal interest or hobby before progressing on to a higher level qualification. Even

better – if you want to take your studies to the next level, we're also offering discounts of up to 20% on Level 3 courses.

How it works

1. Log in to your Perkbox account and search 'The Skills Network'
2. Click 'Get this perk'
3. We'll give you a link to a

special online portal, as well as login details

4. Log in to the portal and browse The Skills Network's range of fully funded courses
5. Once you've successfully enrolled in a fully funded course, you can also choose two short CPD courses to study for free.

My Gym Discounts



Join big-name gyms at special rates – including Fitness First, Nuffield Health, Anytime Fitness, and PureGym!

Have any questions? You can contact Perkbox's team directly on via email at help-me@perkbox.com

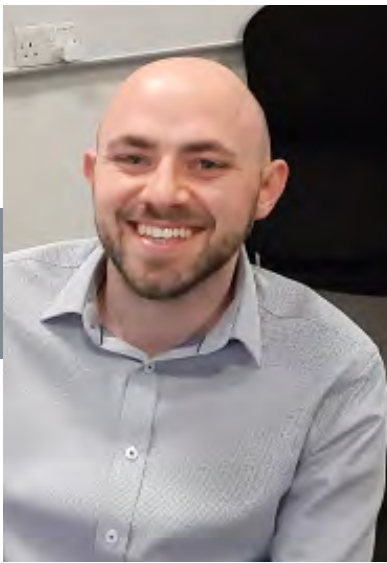
Employee of the Quarter

Our Winners



This quarter, we have four worthy winners and several runners up. We received some excellent nominations from both our customers and members of staff at Jaguar.

Please keep your nominations coming through our online system. It is quick and easy to vote for a colleague and recognise them for doing a fantastic job or making a difference to the building you work in!



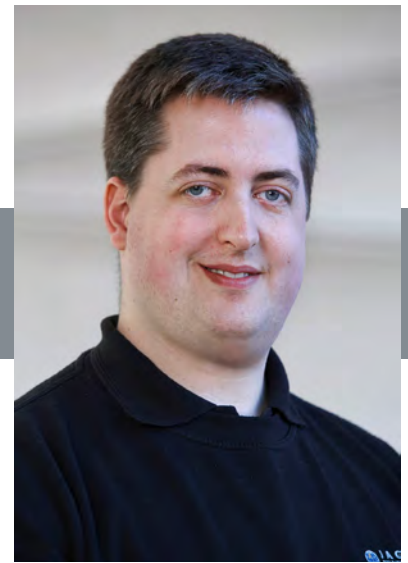
Julian Norton, Site Supervisor at One Angel Court

Julian was commended by one of our customers at One Angel Court for his dedication and commitment to the role as Site Manager. He was praised by one of the tenants within the building who stated: "In all, we are beyond happy with Julian's role as team leader and it has been a pleasure working with him this year." Congratulations Julian!



Paul Murphy, Site Supervisor & Chris McGrath, Improver at One Embassy Gardens

Both Paul and Chris received a worthy nomination for their exceptional work at One Embassy Gardens. In a short amount of time, they have helped to turn a dusty building site into a first class show piece and have assisted in the setup and supply of a data link to the building in record time. Some excellent work and very high praise from our customer. Great work Paul and Chris.



Chris Rolfe, Site Supervisor at 10 Finsbury Square

Chris successfully managed the change over of the HV/LV Transformer at 10FS. He received excellent feedback from our customer for the high level of support and supervision he gave whilst the works were being carried. Our customer commented: "Please pass on my compliments to Chris. I'm looking forward to working with yourselves for the foreseeable future." Well done Chris!

Our Runners up



Bebe Ray, Mobilisation & Contracts Administrator at Head Office

Bebe was nominated via her Account Manager, Roger Starling for her aptitude with the Sling system software and proactively managing unplanned changes and delegation to the support engineers. Roger commented: "Bebe has risen to a number of challenges recently to support the Green team, which is both recognised and appreciated." Excellent work Bebe!

Employee of the Quarter continued



Sam Amura, Site Manager & Patrick Casey, Electrical Technician at Exchequer Court

Sam and Pat at Exchequer Court received a joint nomination for their fantastic work. Account Manager, Graeme McSorley commented: "Sam & Pat do an excellent job over at Exchequer Court and we have received some brilliant feedback from our customers who work within the building."
Great work Sam and Pat!



Josh Keyworth, Apprentice at Beaufort House

Josh received high praise from the Site Manager at Beaufort House for his attitude to the job, his team player skills and for always using his initiative. Josh is nearing the end of his apprenticeship scheme at Jaguar and we wish him the best of luck with his final assessments.
Fantastic work Josh!



Alfie Squires, Senior Technician at 90 Long Acre

Alfie received his nomination from his Account Manager, Rob Clark. Alfie's hard work and dedication whilst 90 Long Acre did not have a permanent manager has been a great support. Overall, he is making a positive impact on site with his knowledge of the building, and his willingness to provide help and advice to the rest of the team. Congratulations Alfie!

The Nominees

- **Mike Bradshaw**, Project Manager at Lloyd's of London
- **John Lewis**, Site Improver at Bowbells House
- **Jadene Maher**, Site Administrator at Kings Place
- **Martin Jeffreys**, Site Manager at 1 & 25 Knightsbridge
- **Moses Miah**, Electrical Technician for Nova South Tenants
- **Ewa Ritchie**, Roving Administrator

****Please ensure that your nominations contain plenty of detail, and specific examples of exemplary work that has made your coworkers stand out! ****

Voting has now re-opened! Please vote through our online survey tool at:

www.surveymonkey.com/r/SH3JQVX

Please submit all nominations by 15th April 2020 for your vote to be counted.

An InSite into our Community OnSite



In memory of Steve Slogrove, Site Manager at Millbank Tower

Steve worked at Millbank Tower for over 17 years, starting with Cofely as a shift Mechanical Engineer. Steve was promoted to Site Supervisor during this time and later to Site Manager. Rob Clark, Steve's Account Manager commented: "Everyone who has ever worked with Steve all have the same opinion: that he was a thoroughly nice helpful person and a great engineer."

Steve was a dear friend and colleague to many and was highly thought of at Jaguar. Our thoughts and sympathies are with Steve's family, and also with the team at Millbank Tower at this very difficult time.

Exclusively for Jaguar Employees



We have 2 x Jaguar vans for sale exclusively for Jaguar staff only. For further details, please contact:

rgough@jbs-ltd.co.uk

WE ARE DEFECTED

Supporting

Children with Cancer UK

Keeping families together



Chris Cook is running the London Marathon!

Chris will be running the London Marathon this year for Children with Cancer UK. Defected Records have been kind enough to donate a £150 goody bag consisting of Defected T-Shirts, Sweats and signed CD's. Not only that but 2 x Guest List Passes to any Defected or Glitterbox event this year! There is also a signed Gareth Bale Real Madrid away shirt up for grabs. If you would like to win this prize and help Chris raise money for this charity all you have to do is donate £10 for 1 raffle ticket, £20 for 2 and £30 for 5 raffle tickets! Go to this link for further details: www.linkedin.com/in/chris-cook-b33139158.

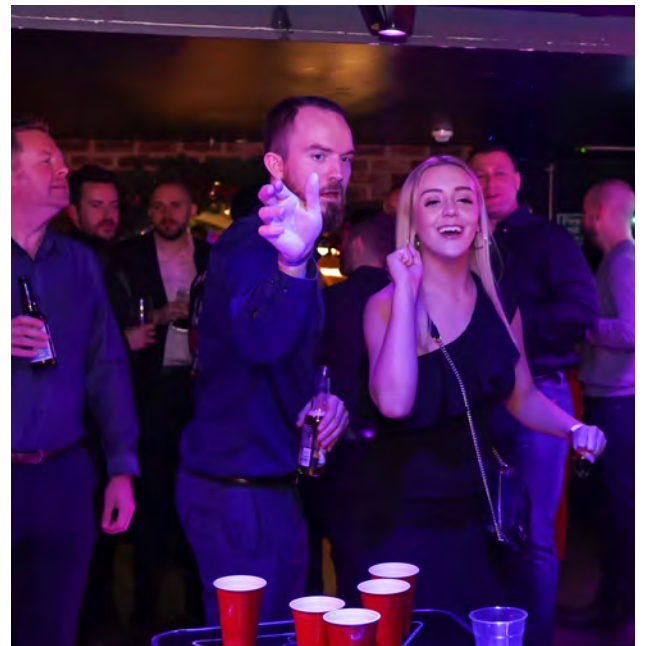
The more you donate the more chance you have of winning! The winner will be drawn Saturday 29th February and will be contacted via FB, LinkedIn or Instagram. GOOD LUCK!

We held our annual Christmas party at Core Bar on Queen Street in December. The event was a success, complete with Beer Pong and a Cocktail Happy Hour!



Please contact
Rebekka at
rgough@jbs-ltd.co.uk
if you would like a
copy of any of the
photos







Enter Jaguar's competition to win
a £20 One4all voucher!
Good Luck!

WIN Your Chance to Win

Answer our technical question and submit your answer to Rebekka by the **10th April 2020** via email to:

rgough@jbs-ltd.co.uk

Everyone can enter whether you are technical or non-technical! As long as you send the correct answer to the above email address, your name will be entered into a prize draw. The winner will be informed via email and announced in the next issue.

Good luck!

October's Winner!

The correct answer to October's question: What are the 4 main components of any refrigeration system? **Compressor, Condensor, Expansion Valve (or capillary tube) & Evaporator.**

The winner of the prize draw was Orlando Garcia Rivera . Orlando is a Handyman at The Tower.



January's Technical Question

What item of equipment is commonly used to **control the speed of an electric motor?**

Spot the Difference!

Can you spot five differences between the two images below?





**Do you know
someone who
would like to
join our team?**

**Jaguar Building Services
offer excellent finders fees to all
employees who put forward successful candidates.**

£1,000 for non-technical positions and **£2,000** for technical, supervisory, or managerial positions. The fee is payable to you upon the new employee successfully completing their 3 month probationary period.



Vacancies

- HEAD OFFICE - MOBILISATION SUPPORT ENGINEER
- HEAD OFFICE - COMPLIANCE OFFICER
- BERKELEY SQUARE HOUSE - SITE SUPERVISOR
- BLUE FIN - TENANT SUPERVISOR (ELEC OR MECH)
- IBEX HOUSE - SITE SUPERVISOR
- IBEX HOUSE - TENANT SUPERVISOR
- 33 CAVENDISH SQ. - ELECTRICAL SHIFT ENGINEER
- ROVING ENGINEERS ALSO WANTED TO JOIN OUR TEAM



Should you know of anyone to fill the above positions, please contact Grace Roberts.

Tel: 0207 071 0701

Email: groberts@jbs-ltd.co.uk



Quiz Answers

Our Spot the difference models featured below are on the roof terrace of One Angel Court (EC2). The five differences have been circled in red.

The building has been a part of Jaguar's portfolio since March 2019.

From left to right: Newton Moraes, Electrical Technician; Julian Norton, Site Supervisor; Paul Woods, Electrical Technician and Anthony Ennis, Mechanical Technician



Contact us

For regular updates, visit our website and follow us on Twitter & LinkedIn for our latest news and announcements:

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