

InSite

July 2023 Issue 19

STAFF PANEL
HAVE YOUR SAY
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EARLYPAY APP
FIND OUT MORE
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Meet the Victoria House Team

From site television features,
to transforming a Grade 2 listed
building into a modern science park
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AN UPDATE FROM

→ Robbie Kitson

Welcome to the 19th issue of *InSite*, our quarterly in-house newsletter. Over the past few months, Jaguar has performed well, with several notable contract wins as well as exciting future opportunities to look forward to. These opportunities are mainly driven by our reputation within the industry, which in turn is generated by the hard work and effort made by our staff. As always, on behalf of all the Directors, I would like to sincerely thank everyone for your continued support.

Regarding the employee survey, the senior management team continues to meet regularly and discuss the feedback received from the survey. The intention is to create an improvement plan with each action having a dedicated owner. In essence, we asked for your opinions, we have listened, and we now aim to make some real changes moving forward.

Our Finance Director Liza McGuigan has reached out for volunteers to join our new staff panel. The intention of the panel is to regularly meet to bring forward ideas and raise issues that are affecting you or our day-to-day operations. We hope the staff panel will encourage and improve communications across the entire business.

In this issue, we catch up with the team at Victoria House in our regular Spotlight on a Site feature. Victoria House has been part of Jaguar's portfolio since 2016 and has an exciting few years ahead. We spend a Day in the Life with Nabeel Hafeez, our Combustion and Air Conditioning Supervisor, on page 4. Additionally, we highlight the recent successes of our Projects Team and provide an update from our Health and Safety Department, along with guidance on accessing and using the EarlyPay app.

“To everyone coming to the Summer Staff Party at Pitcher and Piano, we look forward to seeing you all and thank you for your ongoing support and dedication to Jaguar Building Services”

I must mention our Health and Safety Champions who have gone above and beyond to promote a safe and secure work environment. A final well done to all the winners and runners-up of our Employee of the Quarter – keep up the good work.

To everyone coming to the Summer Staff Party at Pitcher and Piano, we look forward to seeing you all and thank you for your

ongoing support and dedication to Jaguar Building Services. We hope you enjoy this issue of *InSite*, and we look forward to another successful quarter ahead. ■

**Robbie Kitson,
Associate Director**



New wins, retenders and losses

During this quarter, several significant sites have been added to our portfolio. A great deal of preparation goes into each tender submission and a special thank you to the Business Development team for their hard work.

In May, we were awarded **Grainhouse** in the heart of Covent Garden. The 90,000 ft² development, designed by leading architects Barr Gazetas, is a revolutionary concept in sustainability and urban design. The building allows responsible occupation with integrated smart technology and a bespoke app for environmental control. Grainhouse also features a single rooftop garden uniting the five separate buildings.

Following a competitive tender process, Jaguar has been awarded the M&E contract at a globally renowned tech company in Kings Cross.

We have also been awarded the newly developed **Nova 2**, in Victoria; an 18-storey, 160,000 ft² office building. This forms part of the growing Nova portfolio that we were originally awarded in 2017. Now, with eight years on-site

at Nova Victoria, it is rewarding to see the latest addition to the Nova portfolio awarded to Jaguar.

We have also resecured the contract at **Rathbone Square** to provide M&E services. Situated just off Oxford Street, the site covers 243,000 ft² of Grade A office space and provides 140 private residential apartments, complete with a mixture of cafés, shops and restaurants.

Finally, we are delighted to announce that we have resecured the hard services contract at **Belgrave House**, on Buckingham Palace Road, Victoria. The prestigious building provides 270,000 ft² of office space over eight floors and has a unique open terrace and a winter garden on the fifth floor.

Sites lost: **95 Gresham Street**

Unfortunately, in the last quarter, our bid to retain 95 Gresham Street was unsuccessful. Of the four tendering contractors, our submission was the highest value. We remain confident that the quality of our bid and pricing reflected the M&E requirements on site. ■



Belgrave House



Tech company - Kings Cross



Grainhouse



Nova 2



Rathbone Square

→ 'A DAY IN
THE LIFE OF'

Nabeel Hafeez



Meet Nabeel Hafeez, our Air Conditioning Supervisor, who has been with Jaguar since November 2019

HOW DID YOU GET INTO THE BUILDING SERVICES INDUSTRY?

When I was in secondary school, I didn't know what I wanted to do in terms of my career. I had always been hands-on, so I decided to book myself on to an electrical and air conditioning course at college and attended classes two days a week, while I was working part-time. I had my first engineering job as an electrical engineer, then went on to become an AC and electrical engineer at a different company, where I stayed for five years. I joined Jaguar in 2019 as an AC Engineer, then I was promoted to Supervisor in 2022.

WHAT DOES A TYPICAL DAY LOOK LIKE FOR YOU?

A typical day for me is anything but typical. Sometimes I can be raising

POs and completing RAMS, only to find myself pulled into a malfunctioning cooling unit or other emergency repairs. There are constant issues to attend to on-site, so I often drop everything to address

a situation promptly. Recently on one of our sites, there was an issue with a pressure relief valve that someone else was maintaining, but it was out of date. I looked around various suppliers for a replacement and





“Recently on one of our sites, there was an issue with a pressure relief valve that someone else was maintaining but it was out of date. I looked around various suppliers for a replacement and finished the job within a few days, which is unheard of!”

finished the job within a few days, which is unheard of! It can get very overwhelming at times. I often go to work thinking I'll have a quiet day, but then get call after call with AC issues all over London. I navigate the city from site to site in the company van, sometimes accompanied by George, one of our Apprentices who shadows me on alternate weeks. If there is a big job, I often work with one of my colleagues.

WHAT ADVICE WOULD YOU GIVE TO SOMEONE WHO WANTS TO WORK IN THE INDUSTRY?

I would say that it takes time to get a good understanding of engineering and you will never learn everything at college, so be patient, it is a learning process. Even now, I am still learning new things every day. I wish I'd joined Jaguar sooner, not many companies I have

worked at encourage further learning.

WHAT ARE YOUR PLANS FOR THE FUTURE?

I really enjoy my role here at Jaguar. I was promoted last year, which was rewarding, but maybe one day I would like to explore other areas of engineering like the boilers, but currently, I am too busy with air conditioning. ■



FUN FACTS...

What's something no one at work knows about you?

I learnt to cut my own hair during the pandemic. I did cut my friends' hair for a short time, but I never had a free evening!

What is your favourite film?

Law Abiding Citizen

What new skill would you like to learn?

Aerospace engineering

What is the first concert you ever attended?

Eminem

If you could trade places with someone for a day, who would it be and why?

My cat, who lays around all day and gets away with anything.



Victoria House is located in the heart of London

→ SPOTLIGHT ON A SITE

Victoria House

Located in the heart of London, Victoria House has been a prominent site in Jaguar Building Services' portfolio since 2016. The 10-storey site is an impressive 298,000ft² and stands out as a bustling hub of activity. We had the opportunity to speak with Paul Murphy and Tom Harrison, the dedicated engineers who manage this site, to learn more about their experiences and the unique aspects of Victoria House.

Paul has been with Jaguar for five years, previously working at renowned locations such as the Tower of London and 10 Downing Street. He eventually became the Site Manager at Victoria House, seamlessly taking over his father's role upon his retirement.

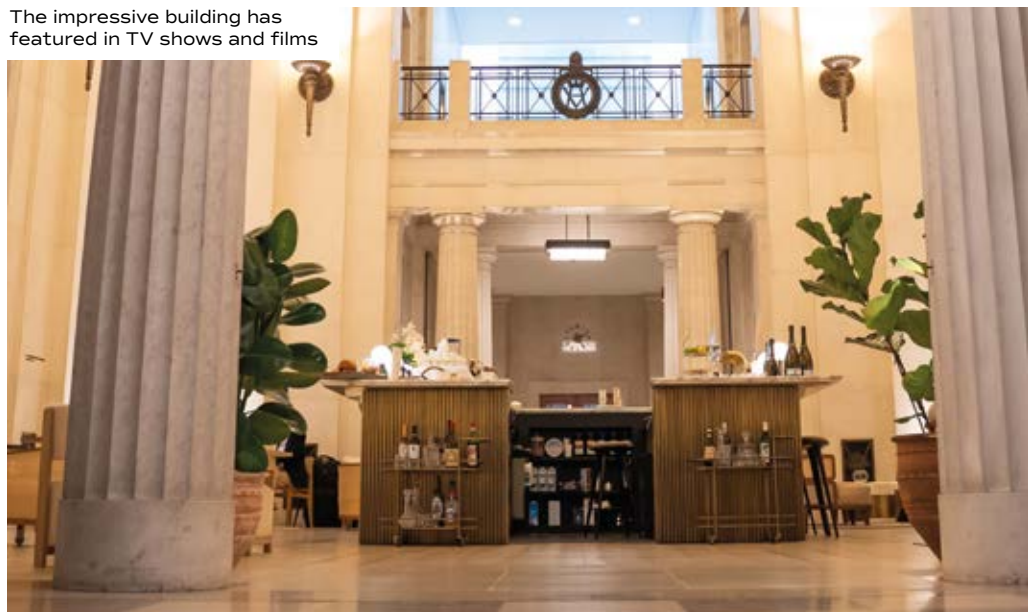
Tom has also been with Jaguar for five years and at Victoria House for three years, bringing a wealth of experience with him. His journey began as a cleaner and then an Improver in

the same building, eventually leading him to become a Mechanical Engineer at the Shard while witnessing its construction (and meeting Prince William during his time there). Unique features of Victoria House include a bowling alley, ballroom and magnificent north and south

atrium that stretches over several floors, with a singular meeting room suspended in the middle, creating a focal point to the building.

The building is primarily office space, but exhibitions, conferences and fashion events are occasionally held there too. The heritage rooms at

The impressive building has featured in TV shows and films



Victoria House hold a special place in its history. Originally built for LV Insurance in 1926, these rooms have retained their original Grade II charm, reflecting the building's rich heritage with a neoclassical design throughout the rest of the building.

The site has served as a backdrop for numerous film and television productions. It has featured in popular shows like *The Crown*, as well as movies such as *Wonder Woman* and notable appearances by actors like David Tennant and Leonardo DiCaprio.

Tom said: "I could be watching a programme and suddenly think to myself, 'That's my building!'"

Victoria House has undergone extensive renovations over the years to preserve its architectural heritage while adapting to modern requirements. Currently, there is

a significant focus on renovating, as the purpose of the building is changing. Over the past year, there have been extensive strip outs, paving the way for the installation of a science park.

The ongoing projects at Victoria House are geared towards making the building greener and more sustainable. One of the significant engineering changes at Victoria House lies in the aging plant room, which is more than 20 years old. As part of the sustainability efforts, four boilers will be replaced with heat pumps, which will result in a more energy-efficient building.

A special thank you to Paul and Tom for taking part in this quarter's Spotlight on a Site, as well as the Building Management at Victoria House for allowing us to showcase the site. ■



The historic building has been part of the Jaguar Building Services portfolio since 2016

Tom Harrison, Site Engineer
and Paul Murphy, Site Manager



QUICK FIRE FACTS: Paul and Tom

Favourite film?

Paul: *Star Wars*
Tom: *Star Wars: The Empire Strikes Back*

What new skill would you like to learn?

Paul: Carpentry
Tom: The electrical side of engineering and I want to get better at the guitar

What was the first concert you ever attended?

Paul: Party in the Park at Hyde Park
Tom: Queen and Paul Rogers

If you could trade places with someone for a day, who would it be and why?

Paul: My dad - he is retired
Tom: I am pretty happy as I am

Projects Update

→ COOLING TOWER REPLACEMENT

Victoria House

The Projects team has completed works to replace the ageing cooling towers serving Victoria House in Bloomsbury Square. The current towers had surpassed their operational lifespan, experiencing a growing number of component failures at a higher frequency.

The works involved mechanically and electrically isolating each existing cooling tower in a phased approach to retain the cooling system in the building. Following isolations and disconnections, each tower was craned off the roof and the new cooling towers were installed. New control panels were installed to serve each tower with inverters fitted to the cooling tower fans, enhancing



New cooling tower and filtration skid

control and providing energy savings. Each new tower was fitted with a filtration system to further improve the water treatment of the heat rejection system.

Both new cooling towers are now fully operational in automatic mode, maintaining the building's cooling requirements.

Building name:
Victoria House

Client:
Oxford Victoria House Development Limited

Project duration:
Three months

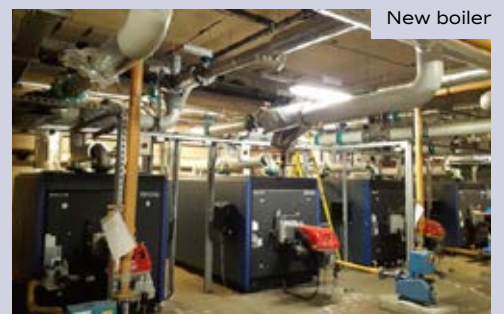
Value:
£425,000



Boiler removal

→ BOILER REPLACEMENT

Landmark Building



New boiler



HEAT RECOVERY REPLACEMENT PROJECT

Ropemaker Place, London

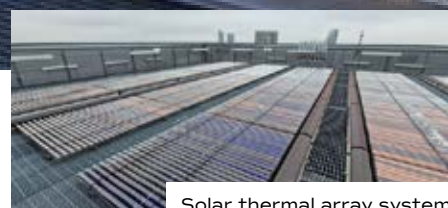
Jaguar Projects was successful with its tender to replace the ageing heat recovery system serving Ropemaker Place, London. The existing solar system had reached the end of its operational lifespan with components failing on an increasingly frequent basis.

The solar thermal system was not operational and required removal or replacement due to life expiry. When operating, this plant provided preheating for the building's domestic hot water system. In addition, it is understood that the energy profile of the building has been reviewed and there is a drive to increase the

Energy Performance Certificate (EPC) rating of the building from a D to a C banding.

This solution utilises a water source heat pump to preheat the buffer tank hot water storage vessel that serves the domestic hot water system almost to the domestic hot water design temperature of 65°C.

Additionally, this option has been selected as it provides zero carbon emissions as opposed to the condenser water option and provides the highest output temperature when compared against the air source heat pump, making it the most energy efficient option.



Solar thermal array system

Building name:
Ropemaker Place,
25 Ropemaker Street,
London, EC2Y 9LY



Client:
Savills

Project duration:
Four months

Value:
£880,000

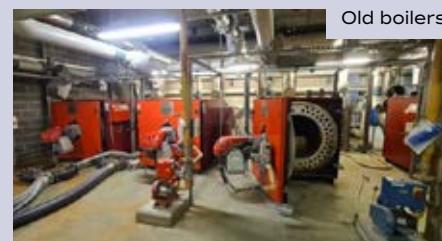
Jaguar Projects was commissioned to replace the failed Hoval pressure jet boilers serving Landmark Building in Canary Wharf. The existing boilers had failed and, following numerous repairs, it was decided to replace them as further repairs could not be undertaken.

The work involved mechanically and electrically isolating each boiler from the maintained and operational LTHW system, which was being maintained by means of a temporary boiler located in the entrance roadway, serving one of the residential towers. The work required the specialist lift and shift team to remove the old redundant boilers from the basement plant room and

deliver to site the new Hamworthy Melbury MHE 1300 boilers via the basement car park ramp.

The works were phased to replace boilers on an individual basis to allow for them to be brought online and reduce the requirement on the temporary boiler. However, there were further complications during the project, and the client requested to bring in a secondary temporary boiler. This allowed for a better swap-out sequence in the latter stages of the project and all four boilers were swapped out and brought online.

All boilers and the fill and spill system are now online and providing the building with LTHW for heating and domestic hot water production.



Old boilers

Building name:
Landmark Building



Client:
Rendall & Rittner

Project duration:
18 months

Value:
£330,000

HEALTH & SAFETY UPDATE

Meet Garry McMeechan, our newest H&S Advisor

Garry McMeechan joined the Health and Safety Team in March 2023.

In 2020, Garry studied for his NEBOSH General Certificate and is now beginning his career in health and safety. Garry has previous experience working in fit-outs and refurbishments and has extensive knowledge of the

M&E industry. So far, Garry has visited numerous sites completing audits, inspections, noise assessments and inductions. He has recently completed his City and Guilds Confined Spaces training and will be assisting Adam Johnson-Charge with managing entries and providing training. ■



QUICK FIRE FACTS: Garry McMeechan

What is your favourite film? *Snatch*
Do you have a pet? Yes, a dog called Sam

What is your favourite food? Pizza
What football team do you support?

West Ham. Come on you Irons!

Favourite member of the H&S team?
Adam!

Who is your celebrity crush?
Maya Jama

Tell us an interesting fact about you. I am getting married at the beginning of August



BSI AUDIT RESULTS

In May and June, our Health and Safety Team completed five days of external BSI audits.

The external audits were continuing assessment visits and a recertification visit for our 14001 (environmental), 9001 (quality) and 45001 (health and safety) certifications.

The audit results were very positive, we achieved no major or minor nonconformities - this is an excellent result.

The auditor commented: "Strengths were noted with regards to the links to needs and expectations of interested parties and the strategic direction of the organisation.

"The drive to improve energy and carbon emission monitoring for clients and highlighting potential reductions is a key area of focus."

Several good practices were noted and highlighted on Employee Engagement, Mature Management System, Smart Objectives, Effective Internal Audits and Site Level Controls.

The Health and Safety Team would like to thank the following employees who all contributed to the success of the audits:

- Dan Russell (right) - Mobilisation Manager
- The team at St Botolph including Darren, Chris, Leah and Tara.

St Botolph





The Health and Safety Team: Lauren Jackaman, Garry McMeechan, Louise Davies, Adam Johnson-Charge and Matilda Speer

Our Health & Safety Champion

Congratulations to Elizabeth Coleman who has been selected as this quarter's Health and Safety Champion.

Elizabeth was nominated by Lauren Jackaman, our Health and Safety Administrator, for her diligent efforts in assisting site teams with completing their H&S tasks. Elizabeth took the time to ensure all sites she visited had conducted

DSE Assessments and returned them to the H&S team for our records. Elizabeth also assists the sites with keeping their COSHH records up to date and ensures the documents reflect the substances found on site.

Keep up the good work Elizabeth, the health and safety team is very grateful for your help! ■

CHEMICAL SAFETY

It has been brought to our attention that several harmful chemical products that were previously banned on all JBS sites have been found on a number of sites.

Chemicals such as One Shot Drain Cleaner, Blockbuster and Crystal Rod contain high levels of sulphuric acid at 15%. These highly corrosive chemicals can cause harm and should not be used.

If this product is found on site, please:

- Dispose of correctly as per instructions on the COSHH assessment
- Prior to any handling ensure you read and understand the assessment
- Wear the correct PPE while handling this substance
- Ensure that a spill kit is readily available where the substance is being handled and/or used.

When using chemical substances, you should consider the chemical safety hierarchy:

- Eliminate
- Substitution
- Safe system of work (COSHH Assessments and MSDS Sheets)
- PPE.

SAFETY BULLETINS

SKYJACK ACCIDENT

In June, you would have seen that Adam Johnson-Charge communicated a safety bulletin following a skyjack accident.

This incident did not occur on a JBS site but was shared by others in the industry, with the aim to learn from this incident.

ANGLE GRINDERS - TOOTHED SAW BLADES

In July, we also shared a safety bulletin regarding the risks associated with

using toothed saw blades with angle grinders. The kick-back which occurs when the blade gets stuck or hits an object causes the tool to forcefully move backwards towards the operator, which can result in severe injury or even fatality.

Therefore, it is necessary to discontinue the use of these attachments or remove them from the market, as they do not meet essential safety requirements.

Please ensure that toothed saw blades are not in use and ensure that sub-contractors also refrain from using them on JBS sites.



Darrin Walker, Chris Rolfe, Alex MacDonald, Amy Marchant, Rachel Thomas, Paul Sturt, Gary Armstrong, Stuart Cross, Nathan Maximin

Introducing → Our Staff Panel



We are pleased to announce that the Jaguar Staff Panel is now up and running! The idea was suggested through the Employee Survey to bring forward ideas to improve the business for everyone who works for Jaguar. Happily, there was a diverse range of people from different positions who volunteered themselves, offering valuable perspectives from all areas of the business.

In the middle of July, the panel had their first icebreaker meeting to get to know each other and elect a Chairperson, Second Chairperson and administrator.

Moving forward, they will convene on a quarterly basis. The next

“Please do get involved and have your say too”

full meeting is scheduled for 4th August at 14:30 (before the staff party!). The Staff Panel will now regularly feature in each issue of *InSite*, providing updates and announcing any new improvements. Occasionally your opinion may be asked, so watch out for messages from them and please do get involved and have your say too.

HAVE YOUR SAY!

Get in touch with the Staff Panel at staffpanel@jbs-ltd.co.uk

You can reach the panel directly via staffpanel@jbs-ltd.co.uk

Please note that the panel is not for personal grievances or contractual issues. Other resources such as HR, H&S, MHFA (mental health first aiders), or the senior management team

are available to support you in those circumstances.

We would really like to thank everyone who has volunteered to be a part of the Staff Panel. We look forward to witnessing the positive impact that the panel will have on Jaguar in the future.

WE HAD A CHAT WITH SOME OF THE MEMBERS OF OUR NEW STAFF PANEL TO FIND OUT A LITTLE BIT MORE ABOUT THEM...

NATHAN MAXIMIN (CHAIR)

Lead Engineer at Paddington Central

How long have you worked at Jaguar? Almost a year.

Why did you join the panel? I want to contribute to improving experiences for everyone who works at Jaguar.

DARRIN WALKER (2ND CHAIR)

Mechanical Shift Leader at Berkeley Square House

How long have you been at Jaguar? More than five years.

What are you hoping to bring to the panel? I'm looking to bring unique and motivating ideas that will benefit the staff and management, which in turn will make Jaguar the go-to employer in the building service industry.

GARY ARMSTRONG

Roving Engineer

How long have you been at Jaguar? 13 years.

Why did you join the panel? I have more than a decade's experience working for Jaguar and I want to listen to the views people bring to the panel.

ALEX MACDONALD

Site Manager at Carnaby Estate

How long have you been at Jaguar? More than three years.

What are you hoping to achieve with the Staff Panel? The Staff Panel provides a closer link between the Directors and site teams and means we're able to discuss better working environments for staff and work alongside a group of down-to-earth people with whom employees feel they can discuss the future of the business.

STUART CROSS

Site Manager at Angel Court

How long have you been at Jaguar? Three and a half years.

Why did you join the Staff Panel? I have the unique perspective of someone who has worked both in-house and on the service provider's side. This way I hope I can add some balance to any discussions with my experience.

PAUL STURT

Site Engineer at Nova Victoria

How long have you been at Jaguar? One and a half years.

What do you want to achieve with the staff panel? I want to create better communication throughout the organisation and encourage people to have their say in the workplace. ■



An InSite into our Community OnSite

HITTING THE HEIGHTS FOR A GREAT CAUSE

In September, Maisy O'Dell, Jordan O'Connor and Charlotte Methold will be taking part in the London Skyscraper Challenge to raise money for Tommy's. The event combines a tower run up 42 floors of The Cheesegrater, before a jaw-dropping 200 metres abseil down again.

To donate, head to their JustGiving pages:
www.justgiving.com/Maisy-Jordan
www.justgiving.com/Charlotte-Methold ■

Tommy's
Together, for every baby.



PEDAL POWER HELPS SOLDIERS' CHARITY

Once again, the Jaguar team braved the heat and cycled an impressive 72 miles from London to Worthing in partnership with Lloyd's of London, to raise funds for the ABF The Soldiers' Charity. Well done to Steve Jackaman, Sid Newbon, Phil Gater and Mike Hayes!

FOOTBALL STARS ARE GOALDEN GREATS

Earlier in July, six of our Jaguar team took part in Allen & Overy's annual football match. The team played incredibly well and ultimately came third out of 12 teams. Well done to everyone who took part.



DRAGON TEAM'S OARSOME EFFORT

Team Jaguar took part in the annual Dragon Boat Regatta at Merchant Square in Paddington.

The race is always good fun, and a great opportunity to try something new you wouldn't expect to do in Central London!

After past appearances as pirates and even a Hawaiian theme, this year the team took to the water as cops and robbers. They raised essential funds for the charity COSMIC (Children of St Mary's Intensive Care).

Well done to Tilly May (Team Captain and Drummer!), Dimitar Milev, Aisling Miller, Paul Stevens, Charlotte Methold, Yassine Houssain, Jimmy Roach, Demi Richards, Nathan Maximin, Danielle Richards, Vytautas Merkeliš, Alex Richards and Bryony Meadows.



The Jaguar team



During the race



Our boat crew



→ Promotions

We are happy to announce that there have been several promotions within the company during the previous quarter.

Gary Scofield has been promoted to Senior Mobilisation Manager, due to his tireless work ethic. **Georgia Crosthwaite** has been promoted to Contracts Support Manager, which is a new role created due to the growing demand within the business.

Rachel Thomas has been promoted to Contracts Admin Supervisor, due to her years of experience within the business. Best of luck to everyone in your new roles.

Daniel Carr has been promoted to the position of Deputy Projects Manager based at Lloyd's of London.

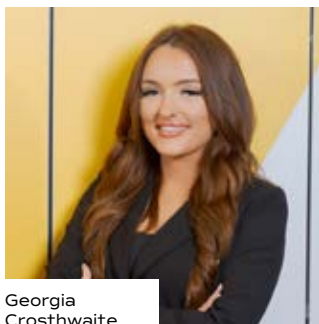
Yassine Houssain has been promoted to the role of Site Engineer based at Nova2. Great work, Daniel and Yassine.

Allan Clifton has been promoted to the position of Shift Lead Engineer based at Here East. From 72 Welbeck Street, **Miroslaw Taborski** has been promoted to the role of Site Supervisor. Well done, Allan and Miroslaw.

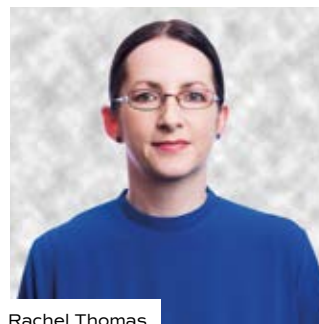
It is fantastic to see such positive movement within the business. Congratulations to everyone who received a promotion over the last quarter. ■



Gary Scofield



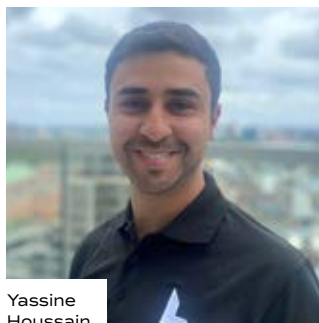
Georgia Crosthwaite



Rachel Thomas



Daniel Carr



Yassine Houssain



Allan Clifton

→ EMPLOYEE OF THE QUARTER

Our people are winners

This quarter, we have two winners and two runners-up. The winners are **Chris Rootsey**, Technical Supervisor at Rathbone Residential, and **Gary Reynolds**, one of our Roving Engineers. The runners-up are both from Head Office: **Stuart Colvin**, Water Treatment Consultant, and **Will Kendal**, Technical Services Manager.

Chris Rootsey at Rathbone Residential, was nominated for going above and beyond in his role. Chris volunteered to fill the Technical Supervisor role temporarily at Rathbone Residential. Within four weeks, he was able to complete all overdue tasks and now has the site running smoothly. Although Chris was meant to be there temporarily, the client asked Chris to stay permanently. Chris's Business Unit Head, Roger Starling, was impressed by the turnaround of service delivery. Fantastic work, Chris!

Gary Reynolds, one of Jaguar's Roving Engineers, has been recognised for his hard work and using his initiative on site, especially at St Botolph's and Simmons and Simmons. The Site Managers at both sites have praised Gary's standard of work and said: "He has been a pleasure to have on site." Well done, Gary!

Our first runner-up is **Stuart Colvin**, our Water Treatment Consultant. A member of Savills Technical Team thanked Stuart at the monthly contract meeting for technical support during a tenant fit-out at Kings

Place. Stuart was also praised for his knowledge regarding the management of the water systems. Stuart continues to give support to all business units regarding analysing water treatment results and general guidance. Congratulations Stuart, and thank you for your hard work.

Our second runner-up is **Will Kendal**, Technical Services Manager, at Head Office. Will has supported 72 Welbeck Street during the generator supply to the ATS for the lifts and life safety systems. This is a historical matter as the generator signalling cables were isolated while the refurb was undertaken to avoid fault signals. Will also supported the Bells Scada system outage at One Crown Place, as the life safety systems/mains supply failed initially due to a breakage outage in the HV area. A secondary element was the site network failure which has now been resolved. Amazing work, Will! ■

NOMINEES

Thank you to everyone who took the time to make a nomination and well done to all of our nominees this quarter: **Aisling Miller**, **Bryony Meadows**, **Jade Stevens** and **Paul Stevens**, Business Development at Head Office, and **Jack Abramowitz**, Engineering Manager at King Place.



Chris Rootsey



Stuart Colvin



Will Kendal



Vote for your next Employee of the Quarter

Voting has now reopened! Click on the following link to nominate your Employee of the Quarter via The Gateway: Gateway - Reward and Recognition <https://jaguarbuilding.rewardgateway.co.uk/Authentication/Start>

Please submit all nominations by 6th October for your vote to be counted.



TECHNICAL QUESTION

We received a huge number of answers to April's technical question and well done to everyone who answered correctly. Here's a reminder of the question: Table 1 of HSG107, Maintaining Portable Electrical Equipment, provides what information? The answer was: Suggested initial maintenance intervals (for portable electrical equipment).

Well done to **Tony Poppleton** at 30 Panton Street for submitting the correct answer! A voucher is on its way to you via The Gateway.

JULY'S TECHNICAL QUESTION IS:

What are the five steps to conducting a risk assessment?

Log in to The Gateway and send us your answer by **6th October 2023** to be in with a chance of winning!

All correct entries are submitted into a prize draw and the winner is picked at random. Anyone can enter, just answer the question and submit - even if you are not an engineer!



The Access EarlyPay

app: Get your earnings before payday



SALARY FLEXIBILITY

Are you using the EarlyPay app yet? It's now available for staff to download!

WHAT IS THE ACCESS EARLYPAY APP?

The Access EarlyPay app provides a simple and efficient way to access a percentage of your basic pay before the scheduled payday. It's an on-demand pay service that offers you more flexibility to access your pay early.

HOW DOES IT WORK?

With the EarlyPay app, you can withdraw up to £1,000 each month.

This means you can receive a partial amount of your monthly earnings in advance, while the remaining balance will be paid on payday. It is important to note that each transaction made through the app incurs a cost of £2.75.

WHEN CAN I USE THE EARLYPAY APP?

The EarlyPay system operates from the 4th until the 22nd of each month. After this date, you will have to

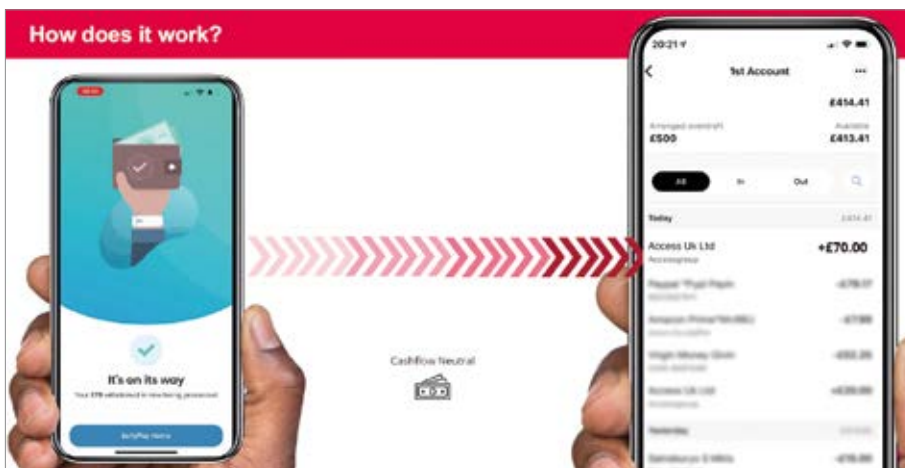
wait until payday to receive your full monthly pay. So, make sure to plan your withdrawals accordingly.

WHERE CAN I ACCESS THE EARLYPAY APP?

When you become eligible, you will be sent an email with all the information you need. Then, to access the EarlyPay app, simply visit the Google Play or App Store on your mobile device and search for the Access EarlyPay app. Once downloaded, you can install it and start using it right away.

AM I ELIGIBLE?

While the EarlyPay app provides a convenient way to access your earnings early, there are certain conditions that may affect your eligibility for the EarlyPay scheme. First, you must have passed probation. Employees who are absent from work for any reason, involved in disciplinary





TOP TIP:

DO NOT USE THE APP DAILY

While the EarlyPay app offers you the convenience of accessing your earnings early, it's important to use it responsibly. We recommend avoiding daily withdrawals through the app and instead use it for necessary expenses or unexpected financial needs. This way, you can maximise the benefits of the app while ensuring you have access to your monthly pay on payday and without incurring too many costs.



CHEAPER THAN ALTERNATIVES

procedures, or have outstanding debts to Jaguar may be temporarily suspended from accessing the app. To ensure you remain eligible for the EarlyPay scheme, it's crucial to maintain accurate real-time attendance recording and keep the HR department informed about any absences or changes in circumstances.

IS THIS A LOAN?

The app is an advance on your pay and not a loan or credit facility. It simply allows you to access a portion of your basic pay that you have already earned.

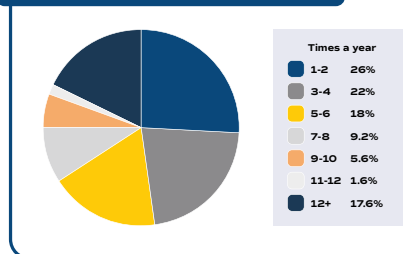
WHAT ARE THE BENEFITS OF USING THE EARLYPAY APP?

Hopefully you will benefit from the added flexibility with improved financial wellbeing. The app is often a more



FINANCIAL WELLBEING

How often EarlyPay is used:



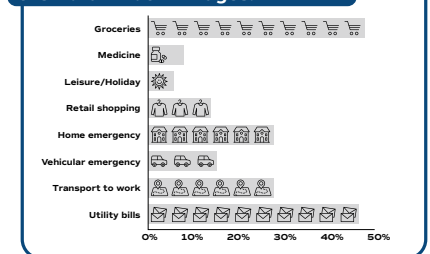
cost effective option compared to alternative methods of funds.

IF I HAVE WORKED OVERTIME, WILL THIS BE ACCESSIBLE?

Unfortunately, no, only your basic pay will be available. While the extra hours worked may result in a higher take home pay on payday, it doesn't mean that the additional pay will be accessible via the EarlyPay app.

For any inquiries or clarifications regarding the new EarlyPay scheme, please

How EarlyPay users are spending their drawn down wages:



email payroll@jbs-ltd.co.uk or visit Access EarlyPay website: www.theaccessgroup.com/en-gb/earlypay/resources/employee-faqs

Feel free to get in contact if you have any questions or need further information about the new app. Please remember that Jaguar also operates an interest-free loan scheme. If you have longer term financial difficulties, head to the Gateway for more information. If you would like to discuss further, contact Liza McGuigan. ■





You are invited to the **Jaguar** Summer Party



PLEASE JOIN US

Friday 4th August 2023, 5pm
Pitcher & Piano
28/31 Cornhill, EC3V 3ND



6 Gracechurch Street, London,
EC3V 0AT
Phone: 0207 071 0700
Email: enquiries@jbs-ltd.co.uk



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