

HTS Group Bulletin

Transition to HTS (Property & Environment) Limited



HTS (Property & Environment) Limited

• Proudly serving Harlow •

Keeping you informed

June 2016

This bulletin brings you the latest news on the move to the Local Authority Trading Company – **HTS (Property & Environment) Limited**.

Latest message from John Phillips

Managing Director of HTS (Property & Environment) Limited



“I’m pleased to report this month that there has been a lot of activity which will continue to increase over the coming weeks and months.”

Soon we will start the process of designing how we want to deliver the services when **HTS (Property & Environment) Limited** goes live. This is our opportunity to evolve all the good work from the past 10 years and turn it into a service that we can all be proud of.

As the company’s motif says “Proudly Serving Harlow” is how we want everyone who works for **HTS (Property & Environment) Limited** to feel about the jobs they’ll be doing, and to assist this we’ll be holding sessions with staff members to help us design a service that’s right for Harlow and **HTS (Property & Environment) Limited**.

In the next few weeks we hope to be in a position to have the Senior Management Team confirmed. This will allow us to accelerate the numerous actions that are required to get the business up and running from 1 February 2017. As ever I’ll keep you informed as things develop.

In the meantime, if there are any questions please contact me on the email address below and I look forward to speaking to Kier Harlow staff at the next briefing session set for 27 July 2016. Please ensure you put the date in your diary.”

John Phillips

john.phillips@kier.co.uk

Inside this edition...

- Update from the Board.
- Appointment of Non-Executive Chair.
- Introducing Dan Green, Mobilisation Manager.
- Latest updates from Project Teams.
- Latest job opportunities.

Keeping you updated

We welcome you to the latest edition of this bulletin.

The monthly extended management team face-to-face briefings with John Phillips are continuing with regular information from these communicated to the Kier Harlow workforce.

This is your bulletin – we want your views

If there is something you would like included in this bulletin please email your views or suggestions to:

Niel Churchill, Harlow Council
niel.churchill@harlow.gov.uk

Helena Royle, Kier Services
Helena.Royle@kier.co.uk

For more information on this bulletin please email:
Niel Churchill niel.churchill@harlow.gov.uk or Helena Royle Helena.Royle@kier.co.uk

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Update from the Board

The **HTS (Property & Environment) Limited** Board continues to meet monthly.

The company Directors who sit on the Board are also Councillors. They are:

Councillor
Simon Carter



Councillor
Bob Davis



Councillor
John Strachan



Each Director continues to receive training and just last month completed IOSH leading health and safety training. The business plan is on track for completion and sign off commencing July 2016.

Welcome Michael Harrowven



Michael Harrowven has been appointed as the new Non-Executive Chair of the **HTS (Property & Environment) Limited** Board.

Michael has a wealth of company director and non-executive director experience in the construction and social housing sectors as well as trustee experience with charities seeking to support and develop local communities.

A total of five candidates were interviewed for the position by the Board at Mead Park on 24 May 2016. Candidates all had a wealth of experience in the commercial sector and were selected from a large number of high-quality applications that were received for the position.

Michael's experience will bring knowledge and commercial expertise to the **HTS (Property & Environment) Limited** Board. This will help to focus the Board on its strategy for delivery of excellent performance for the communities of Harlow from day one, and achieve business growth and development of the company in the future.

Michael, says: *"I am delighted and privileged to be taking up the role as Non-Executive Chair in setting up and running this new venture. Previously, I have spent many years strategically shaping boards of organisations to operate with an innovative approach and have a maximum positive impact on our communities. I therefore have a very real understanding of the importance HTS will play in this space, so that the best possible outcomes are achieved to ensure the delivery of excellent services to our customers over the coming years."*

I look forward to meeting you all soon and working with you."

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Introducing Dan Green



Dan Green started as Mobilisation Manager for HTS on 23 May 2016.

As mentioned in the previous newsletter, Dan will work with Joe McGill and

Becca Farrant the Harlow Council project management team, to enhance its capacity and deliver what's required for the company.

Dan will work on a fixed-term basis until February 2017 to assist with ensuring all the necessary policies and procedures are in place for the company to operate from February 2017.

He will also be working on the company's strategy for delivering high-quality services to Harlow. Dan is looking forward to working in Harlow and getting to know everyone.

Updates from Project Teams:

Corporate

A style guide is being developed for the use of branding and the logo on documents and also uniforms, vehicles and plant. This will ensure the **HTS (Property & Environment) Limited** branding is used in a consistent way to present the company correctly to its customers and potential new clients. Feedback from the consultation on the logo will be included as well as the colour of uniforms and the use of the strapline 'Proudly Serving Harlow'.

Demobilisation

Mark Whittaker and Christine Power of Kier Services have begun meetings with colleagues from Harlow Council and HTS on a monthly basis to formally review the detailed elements within the Kier Harlow Ltd Demobilisation Plan.

Risk workshops within Kier Harlow Ltd have also taken place and the outcome of these will be shared with Harlow Council to create a joint Demobilisation Risk Register.

Should you have any questions or queries regarding the demobilisation Mark and Christine are more than happy to hear from you; please don't hesitate to email:

mark.whittaker@kier.co.uk or
christine.power@kier.co.uk

ICT

Meetings continue to take place between the Project Team which includes colleagues from the Council, HTS, Kier Harlow and Kier. The team met with Islington Council on 13 May to discuss their experiences on a similar project, and all who attended felt the day was useful.

The ICT team is now reviewing the information received to re-visit their current timescales for the implementation of the Cohesis call-sys software and scope-out development required.

Work to install a new ICT infrastructure will begin once agreement on the potential future use of part of the Mead Park depot by Kier Services has been confirmed.

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This is likely to involve some office moves and consultation on the proposals will start shortly with managers and teams.

Governance

A review of the service agreement between the Council and **HTS (Property & Environment) Limited** has started. The work will look at how the relationship between the two organisations will be managed and workshops to look at this further will be arranged for June after a first draft document has been developed.

Supply Chain

Implementation of the procurement plan is being timetabled and use of existing frameworks to secure supplies for **HTS (Property & Environment) Limited** is being explored.

Use of existing frameworks will ensure compliant procurement is carried out in a timely manner and ensure the company has agreements in place for key supplies.

A list of contractors interested in working for HTS is being put together as enquiries are received and engagement with local suppliers and contractors is planned over the summer.

Fleet and Plant

The tender process for the fleet started in May 2016. Audit consultants are reviewing the contract output specification for the fleet and they will make recommendations prior to the Board and after the tender process begins.

HR/Payroll

Information continues to be shared between the Council and Kier Harlow and discussions continue regarding the TUPE of Kier Harlow staff to **HTS (Property & Environment) Limited**.

Regular consultation will take place with the workforce and the trade unions once the formal process begins.

An interim HR Manager is currently being recruited to work with the company.

Latest job opportunities

The following three new positions within **HTS (Property & Environment) Limited** are currently being advertised:

Operations Director

Circa £80,000

HR, Payroll & Communications Manager

£55,000 + benefits

Safety, Health, Environment and Compliance Manager

£50,000/£40,000

The closing date for the roles is 12pm Thursday 23 June 2016.

More information on each role including the job descriptions and employee profiles can be found at:

www.harlow.gov.uk/jobs

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