

# HTS Group Bulletin

Transition to HTS (Property & Environment) Limited



HTS (Property & Environment) Limited

• Proudly serving Harlow •

## Keeping you informed

April 2016

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

### Message from John Phillips

**Managing Director of HTS (Property & Environment) Limited**



*"I'm really excited to be playing a key role as Managing Director in setting up and running this new venture - HTS (Property & Environment) Limited.*

*The team at Kier Harlow is committed to delivering excellent services to our customers and I am also proud that I will be able to continue to work with colleagues in the new company when they come across in February next year.*

*In the next nine months before we go live there will be several challenges but the strong working relationships that have been developed within the JVCo over the last nine years put us in a good place to ensure success for the new company.*

*I look forward to working with you all. If you have any questions about the new company please do contact me."*

**John Phillips**

[john.phillips@kier.co.uk](mailto:john.phillips@kier.co.uk)

### Keeping you updated

As we move closer to the transfer, this bulletin will now be produced regularly.

Monthly extended management team face-to-face briefings with John Phillips are now to be held and regular information from these will be communicated to the Kier Harlow workforce.

Wider quarterly briefings for the Kier Harlow workforce have been set up so four sessions will be held before the company goes live on 1 February 2017.

### 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](mailto:niel.churchill@harlow.gov.uk)

Helena Royle, Kier Services  
[Helena.Royle@kier.co.uk](mailto:Helena.Royle@kier.co.uk)

### Inside this edition...

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- Recruitment of Non-Executive Chair
- Company logo agreed

Latest updates from Project Teams:

- Corporate
- Demobilisation
- ICT
- Governance
- Supply chain
- HR/Payroll
- Fleet and plant

For more information on this bulletin please email:

Niel Churchill [niel.churchill@harlow.gov.uk](mailto:niel.churchill@harlow.gov.uk) or Helena Royle [Helena.Royle@kier.co.uk](mailto:Helena.Royle@kier.co.uk)

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### Update from the Board

The **HTS (Property & Environment) Limited** Board has now been established and meets monthly.

The three appointed company directors who are also Councillors, have started to receive training for their directorship roles, completing courses on legal and fleet management responsibilities so far.

The Board has considered the reporting arrangements (see chart below) to the Council for **HTS (Property & Environment) Limited** and these will also be the arrangements for when the company is up and running.

There may be some minor changes to this as necessary.

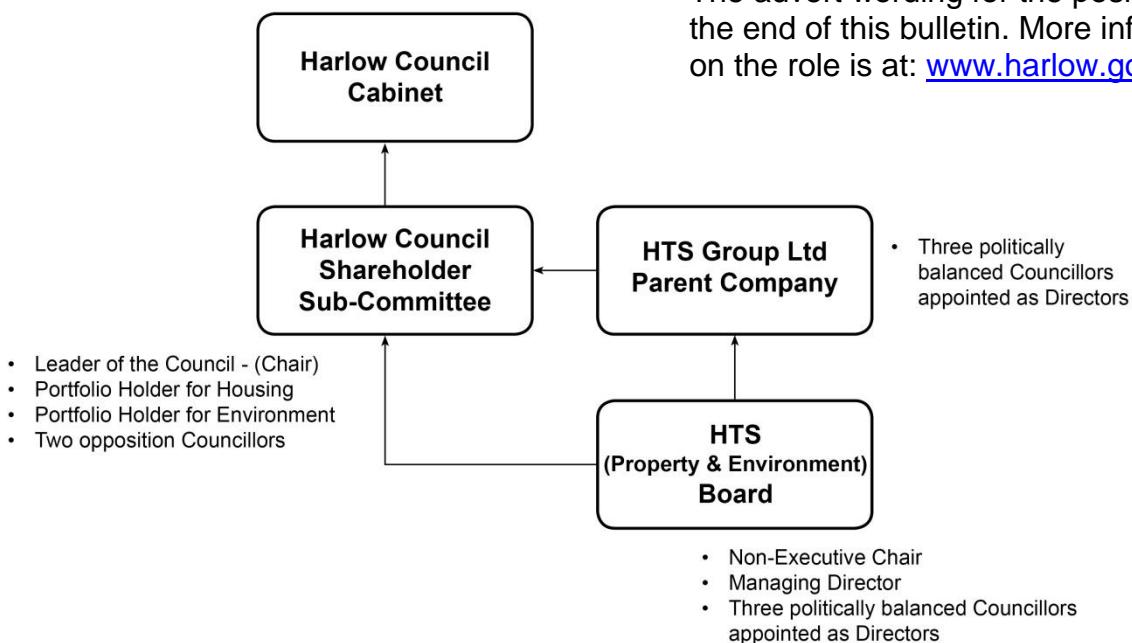
The Board is working through the business plan which will set out how the company will operate. It is intended that the final business plan will be presented to the Board in May 2016. The Board has finalised its comments on Articles and Scheme of Delegation for the company.

### Non-Executive Chair

The position for the Non-Executive Chair of the Board is being advertised with a closing date of 2 May 2016. A salary of up to £20,000 per year (inclusive of expenses) is being offered. Interviews are set to take place in May 2016.

The Board is looking to recruit a commercially minded person with substantial knowledge and experience in the commercial world. The Non-Executive Chair will work with the Board and the Managing Director.

The advert wording for the position is at the end of this bulletin. More information on the role is at: [www.harlow.gov.uk/jobs](http://www.harlow.gov.uk/jobs)



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### Company logo agreed

As you will see from the heading of this bulletin, a logo for the company has now been agreed by the **HTS (Property & Environment) Limited** Board.



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Following consultation with colleagues in March the Board has been considering the final option for the logo and branding.

The Board agreed that the logo should have a strong strapline that represents our vision for the services we deliver. Recently the Kier Harlow workforce was asked for their views on four preferences for the strapline, with "**Proudly serving Harlow**" being chosen as the final one by the Board.

The Board would like to thank all colleagues who took part in the consultations and provided valuable feedback for the logo's development.

Part of this feedback has told us that if one of the options for polo shirts is black this colour would not be practical for colleagues working during the warmer summer months. This feedback is very useful; therefore we will not be supplying black polo shirts to the workforce but grey polo shirts instead.

Work now starts on producing a company style guide, which will be a handbook on how the logo and branding should be used on vehicles, uniforms, stationery, promotional materials and in digital communications. The logo is not being used on any other materials at this point.

### Updates from Project Teams:

#### Corporate

Work has started to identify the Safety, Health and Environmental (SHE) and Human Resources policies and practices that will continue with **HTS (Property & Environment) Limited**. Additional temporary staff to enhance the capacity of the Project Team will be employed to enable the development and production of the revised policies and practices.

Health and safety of the new company continues to be discussed. The aim is to ensure that the current excellent practices and standards within Kier Harlow are transferred to the company.

The current arrangements for the performance management framework and payment mechanism will continue, subject to minor changes where necessary.

The banking arrangements have been arranged through the Council's bankers, Barclays, and VAT registration is currently taking place.

The Repairs Centre will stay at Mead Park Depot and be run by **HTS (Property & Environment) Limited**.

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The ISO standards and accreditation process currently in place is being reviewed.

### Demobilisation

The process for the demobilisation of the Kier Harlow JVCo is underway and is being led by Kier Operations Director Mark Whittaker, who is being supported by Kier Operations Manager Christine Power.

Both Mark and Christine are meeting with colleagues from Harlow Council on a monthly basis to formally review the detailed elements within the plan as well as progress of the actions against the proposed timescales and subsequent milestones.

We understand that change can create an unsettling period for our people. Should you have any questions or queries regarding the demobilisation please don't hesitate to email:

[mark.whittaker@kier.co.uk](mailto:mark.whittaker@kier.co.uk) or

[christine.power@kier.co.uk](mailto:christine.power@kier.co.uk)

The Council has provided Kier Harlow with an updated stock condition survey of Mead Park Depot. Discussions are taking place to agree the scale and scope of the repairs needed to buildings and subsequent programme of work prior to the handover and start-up of **HTS (Property & Environment) Limited**.

A floorplan with seating positions for employees has been completed and will be used as guidance.

The floorplan includes an area for new ICT infrastructure. We will consult with our employees in the next few weeks and once this has received formal agreement the necessary building works will start.

A capital programme business case has been submitted for the replacement of the petrol pumps at the depot as part of the Council's business continuity plan.

### ICT

Meetings continue to take place between the Project Team which includes colleagues from the Council, Kier Harlow and Kier.

The team will be meeting with Islington Council to learn more about what they did when they embarked on a similar project and introduced a new ICT infrastructure.

The **HTS (Property & Environment) Limited** Board recently agreed to source an interim ICT solution through Cohesive call-sys software.

Part of the ICT work will be installing a new ICT infrastructure for **HTS (Property & Environment) Limited** in the coming months.

### Governance

A workshop is planned to look at service level agreements between the Council and **HTS (Property & Environment) Limited**. This workshop will consider the performance monitoring and scope of services the company will provide for the Council.

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### Supply Chain

A procurement plan has been developed to enable the prioritisation of the contracts to be secured. This will be a single document for all of **HTS (Property & Environment) Limited** procurement activities. Principles for engaging with sub-contractors have also been developed.

### HR/Payroll

Information has been 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.

### Fleet and Plant

A number of options for the fleet are being considered by Council, HTS and Kier Harlow colleagues. There will be a requirement for **HTS (Property & Environment) Limited** to purchase or lease a range of fleet vehicles.

Currently there are around 180 leased vans and numerous landscape plant equipment and machines. No final decision on whether to lease or purchase the vehicles has been made at this point.

The Board has agreed that the tender process for the fleet will start in May 2016. Audit consultants will review the contract output specification for the fleet and will make recommendations prior to the Board and after the tender process begins.

Plant equipment to be used by the company's employees will be completely replaced for the start of the new arrangements.

### Advert for Non-Executive Chair

HTS Group Ltd and HTS (Property & Environment) Ltd are looking for a successful management professional to drive forward the establishment and evolution of a new Local Authority Trading Company (LATC), delivering property maintenance and a range of environmental services.

This is a rare opportunity to play a leading role in the establishment and evolution of a new LATC through the transfer of assets and activities for the end of a contract term from a joint venture company that has traded successfully for the past nine years.

Possessing Board level experience you will provide leadership and direction and ensure effective decision-making processes, drawing on your knowledge of operating at the interface of the private and public sectors. You will act as an ambassador, actively promoting the company to key stakeholders and potential new clients and customers.

Harlow, as a former New Town, has been characterised by its pioneering spirit, passion and boldness; by community pride and a willingness to work together. These are the very characteristics we will expect from you. In return we will offer you an attractive remuneration package, an excellent working environment and, most importantly, the chance for you to make a real difference in a new company.

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