

Jackie Towell

From: Jackie Towell
Sent: 13 August 2018 16:04
To: 'Gareth Owen (gareth.owen@premiergroup.org.uk)'
Subject: Mick Cheshire
Attachments: 180328 Medical Information.pdf; Michael Cheshire- PDF Report.pdf; 180813 LTA Meeting Invite.doc; JCP HR Services LTA Meeting Checklist.pdf; Meeting Rooms

Importance: High
Sensitivity: Confidential

Hi Gareth, attached you will find the letter to send to Mick to invite him to the meeting, you will need to finish off in terms of dates/times/ location etc. Also attached are;

1. The OH and GP reports for him (and you to review) as referred to in the letter
2. JCP script / checklist for the meeting
3. Suggested location and pricing for the meeting, I think its about 6 miles from where he lives seems reasonably priced too.

Let me know what you think and what you plan to do.

Thanks

Jackie

Jackie Towell
Group HR Manager
The Premier Group Construction Division
e: jackie.towell@premiergroup.org.uk



The Premier Group
Endeavour House
Viking Way
Swansea
SA1 7DA

Reception: 01792 310600
Direct: 01792 315573
Mobile: 07885 283575
Fax: 01792 315599
w: www.premiergroup.org.uk

Specialists in Building, Maintenance, Refurbishment
& Decommissioning of Petrol Filling Stations.

This e-mail is intended solely for the person(s) to whom it is addressed. It may contain information which is confidential. Therefore, if you are not the intended recipient of this message, please contact the sender immediately and please be advised that any use of this e-mail, including printing or copying, is strictly prohibited. The views expressed in this communication may not necessarily be the views held by The Premier Group of Companies.



Consider the environment. Please don't print this e-mail unless you really need to.