

Jackie Towell

From: Jackie Towell
Sent: 26 January 2017 16:31
To: 'Wales - Info'
Cc: 'robert.parker@ross-carbery.co.uk'
Subject: RE: IIP Welcome Pack
Attachments: 161104 Premier Values.PNG; SKM_C454e17012616110.pdf; Emails.xlsx

Hi Becky, please find attached the completed questions from the Getting Started Welcome Pack, we would like to add some of the additional questions that you have suggested; Age, Gender and Length of Service, this will help us determine the success of our ongoing initiatives compared to the employee demographics, also attached is the Premier Group "Premier Values" logo which we would like used to personalise the online assessment, these values were born from employee feedback during our last Investors in People Accreditation so they will now come full circle.

Also attached is the completed excel template with our employee names and email addresses, I trust this is all in order but please do let me know if you need anything further.

Lastly, I have received a couple of calls from Ruth and I have tried to call her back, but the number I am calling on isn't getting picked up, is she one of your colleagues? If so could you ask her to drop me an email with contact details on or perhaps try calling me again?

Thanks

Jackie

From: Wales - Info [mailto:info@iipwales.investorsinpeople.com]
Sent: 03 January 2017 13:53
To: Jackie Towell <Jackie.Towell@premiergroup.org.uk>
Cc: robert.parker@ross-carbery.co.uk
Subject: IIP Welcome Pack

Hi Jackie,

We are looking forward to working with you as you progress through your Investors in People journey. Following receipt of your proposal we now need to work with you on setting up your online assessment.

Please find attached an online assessment pack which has all the details you need, to help get your online assessment underway. In the pack it explains the different deployment method available and there is a section for you to complete regarding the date for your online assessment to be deployed.

Please can you complete the required information as outline in the welcome pack and send this back to me as soon as possible.

If you have any further questions, please don't hesitate to contact me.

Kind regards,
Becky

Rebecca Swain
Project Administrator
Direct Line 0207 227 7827

Jackie Towell

Subject: Jackie IIP Meeting with Robert Parker
Location: Jackie's Office

Start: Wed 01/02/2017 15:00
End: Wed 01/02/2017 16:30

Recurrence: (none)

Meeting Status: Accepted

Organizer: Jackie Towell
Required Attendees: Robert Parker; Jackie Towell

Hi Robert, 3pm Wednesday 1st Feb is good with me, not sure how long we'll need so have put it in for 1.5 hours, hope that's enough, see you next week.

Regards

Jackie

20 February 2017 - 26 February 2017

February 2017

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2017

Mo	Tu	We	Th	Fr	Sa	Su
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

20 February

- 00:00 Staff on line IIP Assessments - Jackie Towell →
- 14:30 - 15:30 Training Review (Steve's Office) - Jackie Towell

21 February

- ← Staff on line IIP Assessments - Jackie Towell →
- 09:30 - 10:30 Fire Alarm Test & Emergency Procedures ☉

22 February

- ← Staff on line IIP Assessments - Jackie Towell →

23 February

- ← Staff on line IIP Assessments - Jackie Towell →
- 10:00 - 10:30 SPA Training Mon 27-Tues 28th Feb
- 14:00 - 15:00 Training (Steve's Office) - Jackie Towell

24 February

- ← Staff on line IIP Assessments - Jackie Towell →
- 10:30 - 11:00 Let Karen know any payroll adjustments ☉

25 February

- ← Staff on line IIP Assessments - Jackie Towell →

26 February

- ← Staff on line IIP Assessments - Jackie Towell →

Jackie Towell

From: Jackie Towell
Sent: 23 February 2017 09:30
To: 'Robert Parker'
Subject: RE: IIP Assessment - interviews
Attachments: 170223 IIP Employee Data.xls; 170223 March Leave Report.xls

Hi Robert, please see attached employee data report which covers everything requested below and also a holiday report for March.

I wanted to draw your attention to one thing, there are a group of employees based in Nottingham, this team was TUPE'd across from Premier Pump and Tank on the 1st October 2016, so whilst length of service indicates that they have been employed for some time, in actual fact it is less than 6 months for this business and they have not been through IIP before.

Hope you have everything you need, if not please just ask.

Thanks

Jackie

From: Robert Parker [mailto:robert.parkera@gmail.com]
Sent: 23 February 2017 08:17
To: Jackie Towell <Jackie.Towell@premiergroup.org.uk>
Subject: IIP Assessment - interviews

Hi Jackie

I went to prepare the draft interview list yesterday only to discover that the employee list I thought I had was actually just the email addresses that you shared with IIP London for the online assessment. Silly me!

Could you send me therefore a full employee list please. As soon as you can really as I can then get back to you with the draft running order. As you will recall - there is flexibility in that, in terms of swapping some people and times too.

So, what is needed please is (and Excel spreadsheet is best):

1. first name
2. last name
3. job title
4. location
5. Senior manager / other manager / other staff
6. Sex
7. full or part time
8. recent start (under 6 months)
9. representative role e.g. shop steward (if you have any)
10. any special circumstances - e.g. soon leaving, long term ill, on holiday on the day, etc etc

I'll be sending you drafts of the assessment plan later of which this will also be part

Many thanks in advance!

27 February 2017 - 5 March 2017

February 2017						
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27	28					

March 2017						
Mo	Tu	We	Th	Fr	Sa	Su
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

27 February

← Staff on line IIP Assessments - Jackie Towell →

28 February

← Staff on line IIP Assessments - Jackie Towell →

09:30 - 10:30 Fire Alarm Test & Emergency Procedures ☉

10:30 - 11:30 Sinclair Fleet (Jackie's Office) - Jackie Towell

1 March

← Staff on line IIP Assessments - Jackie Towell →

08:30 - 09:00 Birthdays ☉

14:30 - 15:00 National living wage to rise to £7.50, chancellor confirms

2 March

← Staff on line IIP Assessments - Jackie Towell →

3 March

← Staff on line IIP Assessments - Jackie Towell →

10:00 - 12:00 Kate Morse Keeping in touch day - Jackie Towell

4 March

← Staff on line IIP Assessments - Jackie Towell →

5 March

← Staff on line IIP Assessments - Jackie Towell →

Jackie Towell

From: Wales - Info <info@iipwales.investorsinpeople.com>
Sent: 08 March 2017 14:09
To: Jackie Towell
Cc: Robert Parker
Subject: IIP Online Assessment

Hi Jackie,

Just a final update on the number of submissions you have on your IIP online assessment.

You currently have 69 submissions with a response rate of 86%.

Well done you have met your minimum response rate!

Kind regards,
Ruth

Ruth Odesanya
Project Administrator
Mobile: 07539307839

Investors in People
Telephone: 0300 303 3033



If you have any technical enquiries, please contact support@investorsinpeople.co.uk and a member of the team will be happy to assist.

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Jackie Towell

Subject: Robert Parker on Site - IIP Assessment

Start: Mon 13/03/2017 00:00
End: Tue 14/03/2017 00:00

Recurrence: (none)

Meeting Status: Accepted

Organizer: Jackie Towell
Required Attendees: Jackie Towell; Steve Evans; Robert Parker

Jackie Towell

Subject: Site Investors In People Interview

Location: Small Meeting Room

Start: Mon 13/03/2017 10:00

End: Mon 13/03/2017 10:55

Recurrence: (none)

Meeting Status: Accepted

Organizer: Jackie Towell

Required Attendees: Jackie Towell; Robert Parker; Steffani Taylor

Steve Elwood

13 March 2017 - 19 March 2017

March 2017						
Mo	Tu	We	Th	Fr	Sa	Su
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2017						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

13 March

- ☐ 00:00 Small Meeting Room Booked - Jackie IIP - Jackie Towell →
- ☒ Robert Parker on Site - IIP Assessment - Jackie Towell
- ☒ 10:00 - 10:55 Site Investors In People Interview (Small Meeting Room) - Jackie Towell
- ☒ 14:00 - 14:45 Investors in People Interview (Small Meeting Room)

14 March

- ☐ ← 00:00 Small Meeting Room Booked - Jackie IIP - Jackie Towell
- ☒ Robert Parker on site day - Jackie Towell
- ☐ 09:30 - 10:30 Fire Alarm Test & Emergency Procedures ☉
- ☒ 14:00 - 15:00 Copy: Procurement Meeting + Stores (Small Meeting Room) - Owain James
- ☒ 15:00 - 16:30 Investors in People Group Interview (Boardroom) - Jackie Towell

15 March

- ☒ 13:30 - 14:00 Archive Room (Archive Room) - Jackie Towell
- ☒ 14:00 - 15:00 Archive Room (Archive Room) - Jackie Towell
- ☒ 15:00 - 15:30 Few things (Steve's Office) - Jackie Towell

16 March

- ☒ 08:30 - 09:30 Meeting as per my Email (Board Room) - Steve Evans
- ☒ 09:30 - 12:00 As Per my Email regarding contract operations (Flexible / Contract Dept) - Steve Evans

17 March

- ☒ 15:00 - 16:00 Site Investors in People Interview (Small Meeting Room) - Jackie Towell
- ☒ 16:00 - 17:00 Site Investors in People Interview (Small Meeting Room) - Jackie Towell

18 March

19 March

Premier Group Construction (CNC Supplies Limited)

On-Site Interview and Observation List

Monday 13th March 2017

9.00	Steve Evans	Managing Director
10.00	Steve Elwood	Major Works Site Supervisor
11.00	Owain James	Procurement Manager
1.00	Sian Bevan	HR & Administration Assistant
2.00	Lydia Giorgi-Allfree	Project Officer
3.00	Jackie Towell	Group HR Manager

Tuesday 14th March

2.00 Team Activity: Owain James' Procurement + Stores meeting (Owain James, Chloe Mason, Chris Stoneman, James Cook)

3.00 Group interview: Maintenance (Alex Harries, Charlotte Beynon, Hefin Jones, Kerry Smith, Linzi Chellew, Luke Rosser, Steffani Taylor, Steve Phillips, Stuart Trew) –

4.00 (by telephone) Neil Farmer – Nottingham

Friday 17th March

3.00	Garry Lewis and James Maghee	Site Operative; Carpenter (James is a fairly new employee)
3.45	Kevin Rees and Ian Risk	Both Working Foremen

4.30 Feedback option (if requested)