

Employment, Skills and Supply Plan

Site Address: 30 Camden St

Planning Ref Number: 2013/1969/P

Developer: Camden

Main Contractor: Quinn London

Build Value: £3.45m

Planned Start Date: 23.01.17

Planned Completion Date: 08.03.18

1. Introduction

The London borough of Camden is well placed to support developers and contractors to meet the outcomes identified within the **Employment, Skills and Supply Plan (ESSP)**. The Council has embedded this approach in our S106 development and capital works. This methodology sets minimum outcome targets related to both the scale and type of development.

Contractors and developers are required to submit an ESSP as part of their contract/planning obligation. These plans include the employment and skills benchmark targets, a target for local supply (supporting local businesses to bid for contracts) and a method statement outlining how the developers will work with the Council to deliver these targets.

The ESSP places a requirement on the developers to work with the Council on all end use vacancies, providing job descriptions at least **three months prior to recruitment**.

This approach provides a framework for employment and skills delivery to bring together all partners involved in a project to co-ordinate skills needs and training delivery for the borough. This ensures that the core objective of supporting employment and skills development for local residents is taken forward on a site specific approach.

Organisations undertaking capital works in the borough are required to produce a project specific ESSP and accompanying method statement. This details how organisations will approach the delivery of these outcomes and identify any additional outputs they consider achievable. The ESSP can be broken down into 2 key areas:

1. Training Opportunities
2. Employment and procurement

This approach is of considerable benefit to companies by creating a strategic education partnership combined with a job brokerage service. The model supports existing high quality training which meets employer-defined standards, helping to encourage increased investment in training in the borough.

2. Benchmark – Employment and Skills Outcomes

Contract specific benchmarks are developed for the minimum outputs for each Employment and Skills Plan (ESSPs). They are based on project contract values. Organisations are to use their own judgement as to what additional outputs they consider achievable in relation to the project.

Additional template sheets should be used for contracts that will exceed 12 months duration.

No.	New Entrants - Skills development	Numbers
1.	School/Ciriculum Based Activities / College Site Visits – number	1
2.	School/College Site Workshops – number	1
3.	Work experience	7
3a	14-16 years – person weeks	0
3b	16+ years – person weeks	14
4.	Apprentices – New starts	3
	Skills Culture	
5.	Employment – number of roles created	10
6.	Locally procured good and services – value £'s	£343,000

The output figures for the ESSP are to indicate the minimum outputs for each month against the relevant Employment and Skills areas. The summary columns are also to be completed. Guidance on the Employment and Skills areas is also included.

3. Employment Skills and Supply Plan Method Statement

Organisations are required to provide a Method Statement setting out how they intend to deliver the ESP. The Method Statement should be restricted to **700 words** and clearly set out the proposed approach for delivering skills development against the output categories covering the following areas:

- i. A named contact for who in the organisation will be responsible for managing the ESSP
Managing the employment of local labour and local contractors will be dealt with by Henry Kiviorg. As the contracts manager on the job he is best placed to take this forward due to being heavily involved in the procurement of all works packages as well as monitoring works on site.
- ii. which trades or occupational areas will be offering apprenticeship opportunities
We have committed to providing 3 number apprenticeships as part of the 30 Camden St project. When selecting the suitable trades we have tried to focus on the availability of suitable potential candidates as well as the longevity of the opportunity. Mechanical and electrical, partitioning, carpentry and brickwork have been identified as the longest running on site and therefore the most suitable. There may also be opportunity for providing an apprenticeship opportunity working as a document controller or an assistant site manager direct for Quinn London.
- iii. which types of apprenticeships will be offered i.e. broken down by trade
Further to the above we are at the moment targeting the following:

1. 1 x plumber
2. 1 x electrician
3. 1 x carpenter

iv. how the target outputs as set out in the ESSP will be delivered

Quinn London have got a number of local suppliers that operate in Camden like Travis Perkins, Howdens, etc which will help achieving the local suppliers target. We will also be using the database provided by Camden to send out work packages for quotes to engage potential subcontractors in addition to our own database. We will also insist on the subcontractors to engage their operatives that are residents in Camden to work on this project to help towards achieving our targets as well as making it more efficient and environmentally friendly saving on travel.

We have already been in touch and met with Anita Khan from Kings Cross Construction Skills Centre to identify suitable apprenticeship opportunities and have got the buy in from our subcontractors. Through Anita we will also arrange the two week work placements and school visits and workshops.

v. how any health & safety issues will be managed

All trade contractors will need to make sure that the candidates taken on board have got the necessary CSCS card and that they have understood the risk assessments and method statements relevant to their works. Quinn London will also induct all the operatives that attend site on arrival to make sure they are familiar with the site rules and arrangements in regards to health and safety. The apprentices, like all other operatives, will be required to attend weekly toolbox talks on site and any other training organised by Quinn London or its subcontractors. Quinn will also ask the relevant subcontractor to identify a mentor responsible for the apprentice so that their activities and progress on site are monitored in order to provide them with valuable experience as well as make sure they are working in a safe environment.

vi. what actions will be taken to ensure the requirements are cascaded down to trade contractors working on the project to ensure compliance

The requirements of employing local labour and providing apprenticeships are communicated to all subcontractors at tender stage and then discussed in detail prior to entering into contract and letting the works package. The requirements will thereafter be a contractual obligation that they need to conform with. Quinn London has got a pool of preferred contractors who are carefully vetted and who we have got a long running history of working together which also makes it easier to ensure compliance.

vii. how compliance will be managed with respect to the Contractor's trade contractors

The project team on site holds weekly co-ordination meetings with all the trade contractors. The local labour employment and apprenticeships will be discussed and the monitoring sheet filled in. Should any noncompliance be discovered Quinn London will discuss and agree a plan going forward to make sure targets are met. These will in summary form the monthly reports sent back to Camden as part of the overall site monitoring. Quinn London can also assist with finding suitable candidates for the subcontractors in order to ensure progress and compliance.

Additional employment and skills measures that will support the Employment & Skills Strategy

The Organisation is to set out what additional employment and skills support they would be willing to provide and / or suggest how their approach to delivering against the areas outlined within the ESSP template will provide additional value. **(Max 350 words)**

Additional employment and skills measures that will support the Employment & Skills Strategy

Quinn London operate on approximately 30 sites at any given time with most of them being in central London. Suitable candidates that may not get the opportunity to work on the current 30 Camden St programme will be put forward for other projects. We will also encourage our subcontractors to seek additional labour via Reach Out and advertise all work opportunities locally for all of their schemes rather than just 30 Camden.

If we find suitable contractors for work packages taking us past our targets we will make sure to use them as it will be more economical overall and Quinn London take pride in giving back to the local community.

4. Monitoring arrangements

The Organisation will be required to provide a **monthly report**. This is to include an update of the ESSP showing the achievements against each of the agreed Employment and Skills areas. It will also include a qualitative report providing details of the various employment and skills activities delivered in the month. This report will be reviewed at the monthly site meetings and form part of the contract review process. The overall performance against the ESSP will form part of a general Camden wide review and evaluation process. Evaluation will include:

- i) a review of the contractor's achievements against the original ESSP
- ii) their commitment to achieving the goals and
- iii) any additional value-added contribution that the contractor was able to delivery as an enhancement to the contract ESSP.

Employment & Skills Plan

Development Name:

(This should be completed for **each calendar year** of the development and accompanied by a Method Statement)

2016/17

Employment and Skills areas	January	February	March	April	May	June	July	August	September	October	November	December	Summ. No.	Sum. P/W
NEW ENTRANTS														
1. School/College/University Site Visits							1						1	
1a. Site visits – No. of students							15						15	
2. School/College Workshops								1					1	
2a. Workshops – No. of students								15					15	
3. Work Experience				1 x 2w	1x 2w	1x 2w	1x 2w	1x 2w	1x 2w	1x 2w			7	14
3a. 14-16 years													0	0
3b. 16+ years				1 x 2w	1x 2w	1x 2w	1x 2w	1x 2w	1x 2w	1x 2w			7	14
4. Apprentices – New Starts (breakdown into specific trades)														
<i>Carpentry & Joinery</i>										1				18w
<i>Mechanical</i>									1					21w
<i>Electrical</i>									1					21w
<i>Groundwork</i>														
<i>Painting and decorating</i>														
<i>Other please add...</i>														
Total apprentice starts									2	1			3	
5. Employment – (number of Camden residents)				1		1	1	1	4	2			10	130

supported into employment)													
6. Value of local procurement £'s	£80,000	£25,000	£40,000	£8,000				£40,000	£50,000	£85,000	£15,000		£343,000

SITE NAME:	
DEVELOPER / CONTRACTOR:	
TOTAL PROCUREMENT VALUE	
LOCAL PROCUREMENT TARGET (%)	

LOCAL PROCUREMENT TARGET (£)	£0
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NO OF LOCAL COMPANIES INVITED TO TENDER	0
NO OF LOCAL TENDERS RETURNED	0
NO. OF COMPANIES AWARDED	0
TOTAL LOCAL PROCUREMENT SPEND	£0
% LOCAL PROCUREMENT TO DATE	10%

DATE	WORKS PACKAGE	CONTRACT VALUE	LOCAL COMPANY	ADDRESS	POSTCODE (with space)	WARD
13.02.17	Groundworks	£120,000.00				
14.03.17	Piling	£38,000.00	JM Piling		NW5 1TN	
28.03.17	Concrete Frame	£240,000.00				
05.09.17	Mechanical	£100,000.00				
05.09.17	Electrical	£100,000.00	Edmundson Electrical		NW1 0BY	
03.01.17	Strip out	£10,000.00				
23.01.17	Demolition	£40,000.00				
23.01.17	Asbestos Removal	£4,000.00				

25.09.17	Lift	£22,000.00			
03.01.17	Scaffolding	£80,000.00	Griffin Scaffolding		NW1 0LG
05.05.17	Partitioning, ceilings and screed	£300,000.00			
05.05.17	Brickwork	£280,000.00			
01.04.17	Cleaning	£8,000.00	Serna Services		NW1 0AG
30.01.17	Security	£25,000.00	Avondale		NW1 8NS
28.07.17	Roof finishes	£35,000.00			
26.05.17	Aluminium windows and external doors	£60,000.00			
20.09.17	Internal doors and joinery	£30,000.00			
20.09.17	Carpentry	£30,000.00			
20.11.17	Ironmongery	£15,000.00	AllGood		EC1N 2LE
04.08.17	Balconies and railings	£40,000.00	Laidlaw		WC1E 7BT
30.10.17	Landscaping and paving	£35,000.00			
30.10.17	Decorations	£20,000.00			
12.10.17	Kitchens	£30,000.00	Howdens		NW5 3EW
25.09.17	Tiling	£15,000.00			
23.10.17	Flooring	£55,000.00	The Flooring Group		NW3 2QE

5. Summary of the Employment and Skills areas

NEW ENTRANTS	
<p>1. School / College / University site visits – visits by students to the site to support their learning.</p> <p>1. monthly outputs – number of visits, 1a. monthly outputs - number of students 1. Summary information – total number of visits, 1a. Summary information - total number of students</p>	<p>2. School workshops – educational workshop activities that are delivered by the contractor or their supply chain within the school or college, or on site. This is to support the Construction & Built Environment Diploma and other relevant areas of the educational curriculum.</p> <p>2. monthly outputs – number of workshops, 2a. monthly outputs - number of students 2. Summary information – total number of workshops, 2a. Summary information – total number of students</p>

<p>3. Work experience 14-16 years and 16+ years This can also include University Student placements which will be particularly relevant for the larger projects 3. monthly Outputs – number of placements 3. Summary information – total number of placements and number of person weeks</p>	<p>4. Apprentices New Starts- an individual who has been recruited as part of the project and is employed on an apprenticeship programme recognised by the relevant sector skills council. 4. monthly Outputs – number of starts in month for project initiated apprentices 4. Summary information – i.) total number of project initiated apprentice starts, ii) total number of person weeks</p>
<p>5. Employment – number of roles created – individuals resident in Camden who have been directly appointed to work on this project. This could include Job Centre Plus pre-employment initiatives.</p> <p>monthly Outputs – number of individuals who have been supported Summary information – total number of individuals who have been supported and ii) total number of individuals who have been supported into employment with an expectancy of the employment lasting 13 weeks or more.</p>	<p>6. Value of local Procurement State the value of locally sourced good and materials</p>

6. Delivering Employment and Skills plan targets: Support from the London Borough of Camden – Employment Services team

Skills and Employment

The Camden is well placed to support contractors to meet the outcomes identified in the Employment and Skills Plan. The support is focused on:

Apprentices and Job Brokerage

Kings Cross Construction Skills Centre is the primary point of contact in relation to sourcing local apprentices and construction operatives. It has a dedicated team to support Construction Recruitment. This free service has considerable experience of supporting contractors to employ appropriately qualified job ready candidates and apprentices.

The team works with the full range of other providers of employment and skills services working in the borough. Vacancy details are circulated to every provider serving borough residents with the centre managing quality control/sift applicants to ensure that only job ready clients are matched to employer opportunities.

Please Contact: **Anita Khan 0207 974 5169** (Employment and Training Coordinator)
Anita.khan@camden.gov.uk for more information.

14-19 Work Experience is responsible for the development and delivery of work experience provision. Camden is working in partnership with Inspire! to arrange work experience placements for young people. Inspire staff and Camden's work experience coordinator will be available to support you in the planning and supervision of the placements you offer. We would expect all placements to include:

- A basic role description
- A scheme of work for the duration of the placement
- Regular supervision sessions
- A exit interview

The 14-19 Team will also support employers to build relationships with local schools and other youth referral agencies. Please contact: **Lorraine Lawson 020 7974 1264** Lorraine.Lawson@camden.gov.uk (Brokerage Manager) for further information

7. Delivering supply chain opportunities: support from the London Borough of Camden

The Council is committed to working with local partners to support new business starts, assist existing businesses to grow and promote inward investment into the borough. The Council is keen to promote local supply chain opportunities. The borough is home to a diverse range of suppliers, including both construction and manufacturing.

Through its work with local partnerships, the Council will endeavour to ensure local businesses are aware of the work opportunities and quality standards emanating from the service needs of the construction and business operations.

It is the Council's expectation that major suppliers to the council will demonstrate their commitment to engage with local businesses to supply goods and services. This will range from construction-related work through to manufactured goods. We would aim to achieve as much local procurement as is practical and economic to do so.

Please contact: **Genny Fernandes (020 7974 8517, Genny.fernandes@camden.gov.uk)** for further information about how we can support you.