

NEILCOTT

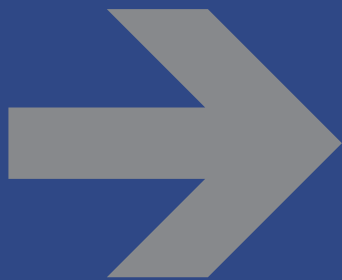
LOCAL LABOUR, SUPPLY
CHAIN AND EDUCATIONAL
COMMITMENTS STRATEGY
KILN PLACE HOUSING
PROJECT



NEILCOTT CONSTRUCTION LIMITED LOCAL LABOUR, SUPPLY CHAIN AND EDUCATIONAL COMMITMENTS STRATEGY - KILN PLACE HOUSING PROJECT

CONTENTS...





Introduction

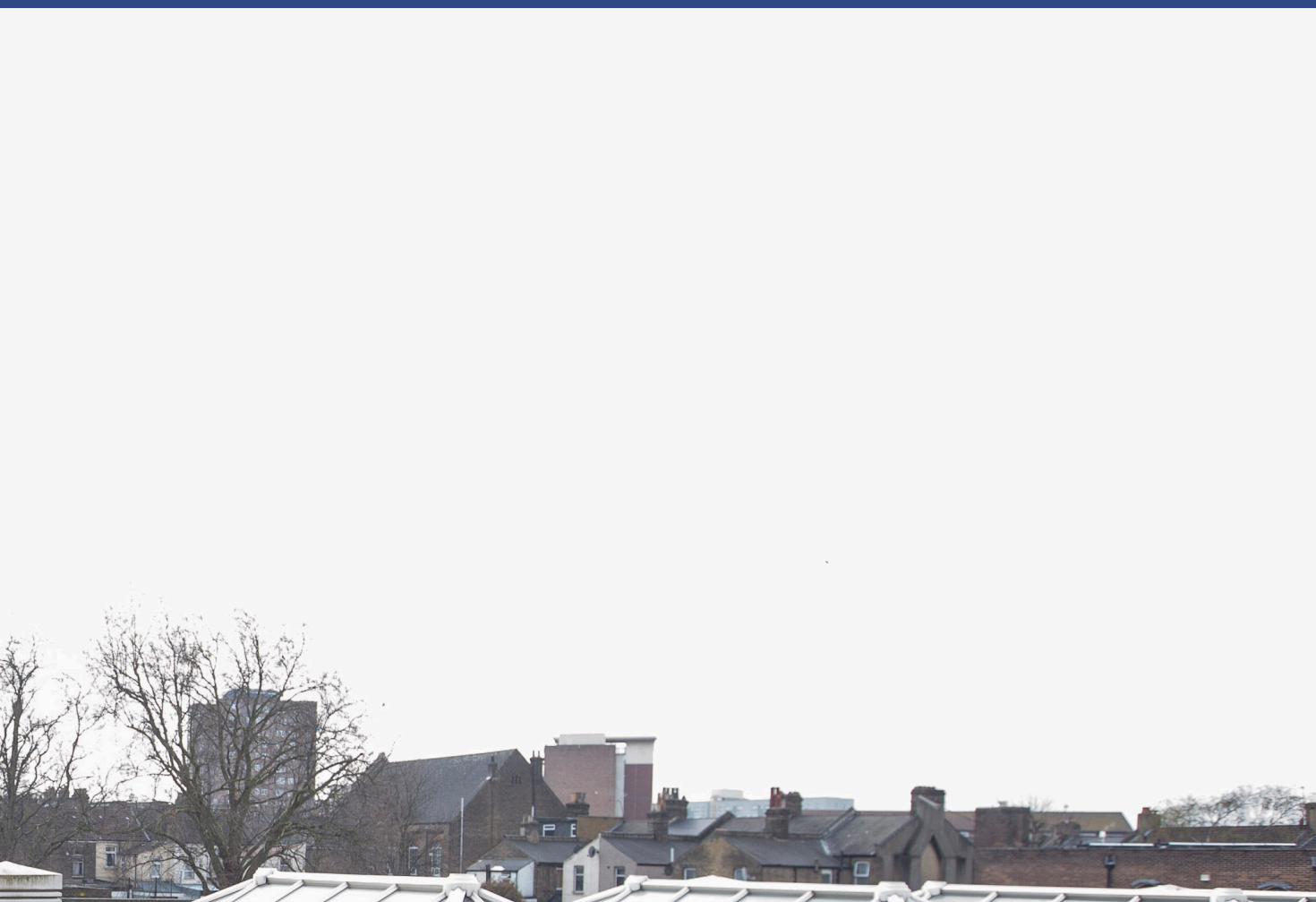
Labour Requirements

Apprentices/Construction Training

Education Engagement

Reporting and Monitoring

Appendix 1 Procurement Schedule





Introduction

1.1 Introduction

This Local Labour, Supply Chain and Educational Commitments Strategy has been developed and drafted by Neilcott Construction Limited in order to assist in the discharge of Conditions 19 and 20 of the Planning Decision Notice dated 31 March 2015, application reference 2016/2651/P

1.2 Project Brief

The project comprises the development of 15 residential units on 6 sites across Kiln Place Estate, following demolition of foyer entrances and refuse storage are for Blocks 1-64, 65-80, 81-96, 97-104, 105-116, 117-164 Kiln Place along with provision of new pathway and front entrances into lower maisonettes of 81-96 Kiln Place.

1.3 Key Contacts

Detailed in the table overleaf

1.4 Project Value

£4,060,347.00

1.5 Package Procurement

A copy of the package procurement schedule is appended

1.6 Definitions

Local Businesses are those based in the London Borough's of Islington, Westminster, Brent, Barnet and Haringey.

SME's:

Medium Sized

Companies with less than 250 employees with a turnover of equal to or less than £50m and a balance sheet of equal to or greater than £43m.

Small

Companies with less than 50 employees with a turnover of equal to or less than £10m and a balance sheet of equal to or greater than £10m

Micro

Companies with less than 10 employees with a turnover of equal to or less than £2m and a balance sheet of equal to or greater than £2m

Kings Cross Construction Skills Centre

King's Cross Construction (KCCSC) is Camden's flagship Skills Centre, and has been operational since June 2004. They offer training, apprenticeships and employment advice and opportunities to people looking to start a career within construction or those who are interested in furthering their career within the industry.

At the Centre they specialise in offering training, apprenticeships, employment advice and guidance to local residents keen on gaining construction qualifications, and starting or furthering a career in within the construction industry.

In the Camden area there are a number of exciting building developments happening, for example, King's Cross Central, currently being developed by Argent. This site, situated across the street from the centre, is regarded as one of the biggest construction developments in London.

Developments like this will of course mean job and training opportunities are being created for Camden and Islington residents.

Since becoming operational, the Centre has achieved the following:

- Provided training opportunities and offered support to over 5,000 clients
- Over 3,500 have gained a construction-related qualification
- 2,000 have gained their CSCS health and safety card
- 1,200 have gained employment in the industry

LOCAL LABOUR, SUPPLY CHAIN, EDUCATIONAL COMMITMENTS

FEBRUARY 2017

Contact	Name	Location	Contact Number
Client - London Borough of Camden	Debra Constance	Camden Town Hall, Judd Street, London WC1H 9JE	020 7974 5924
Employer' Agent - Arcadis	Simon Sutton	34 York Way, London N1 9AB	07881 354548
Architect - Peter Barber Architects	Alice Brownfield	173 King's Cross Road, London WC1X 9BZ	020 7833 4499
Group Construction Director - Neilcott	Neil Harrison	Excel House, Cray Avenue, Orpington, Kent BR5 3ST	01689 832199
Contracts Manager - Neilcott	Mark Currie	Excel House, Cray Avenue, Orpington, Kent BR5 3ST	01689 832199
Project Manager - Neilcott	TBA	Excel House, Cray Avenue, Orpington, Kent BR5 3ST	01689 832199
Senior Surveyor - Neilcott	Neil Cook	Excel House, Cray Avenue, Orpington, Kent BR5 3SY	01689 832199
Local Authority - Planning	London Borough of Camden - Eimear Heavy	Town Hall, Judd Street, London WCH 8ND	020 7974 4444



Labour Requirement

2.0 Labour Requirements - General

2.1 Neilcott Construction Limited

Originally established in 1967 to provide building contracting services from its base in Orpington, Kent. Neilcott specialises in the design, construction, refurbishment and maintenance of properties within the public and private sectors. Our approach succeeds through strong and effective teamwork both within the business and externally with clients, consultants, sub-contractors and suppliers.

Neilcott has become an established regional contractor, operating throughout the South East and South Midlands, with offices in Orpington, Kent and Farnborough, Hampshire.

Neilcott commits to maximising employment of Camden residents on site and shall use our best endeavours to achieve 25% of construction phase employees on site to be Camden residents.

In order to achieve this we shall work with Kings Cross Construction Skills Centre to achieve these targets and shall endeavour to provide these organisations with advance notice of the quantum and range of job opportunities upon this project as soon as they become available. All appropriate job vacancies upon this project will be placed with the Kings Cross Construction Skills Centre (KCCSC). This project has already been registered with KCCSC and have advertised for 2 appropriate construction trade apprentices for a total of 52 weeks and advised that the project will enable 3 work placement opportunities of no less than 3 weeks.

Our Project Manager, will liaise with these organisations and others with Camden's Economic Regeneration Team may suggest to provide details of our supply chain, details of site meetings and arrange for a slot at such site meetings to allow these organisations to present and promote their services to members of our supply chain working upon the Kiln Place Housing Project.

Quarterly feedback meetings will be arranged with Camden's Economic Regeneration Team and Neilcott's Community Liaison team to feedback results and review progress of the commitments made. Standard monitoring documentation will be tabled and reviewed at this meetings.

2.2 Supply Chain

Buyer engagement is critical in ensuring that local suppliers become visible to the larger procurers who are in a position to open up real contract opportunities to local suppliers. Increased engagement in supply chains by local SMEs will bring a significant return to the local economy, with less leakage to external economies and higher levels of community cohesion as a result of greater representation of local business in the supply chain.

We are committed to working with the local supply chain to build their ability to bid for and win contracts, not only with ourselves. So far we have undertaken the following:

- Ensuring that SME's have the correct policies in place and accreditations to pass through a PQQ stage of bidding
- Advice and guidance on submitting tenders generally and individual help where required on specific tenders
- Advice on marketing and on pricing to be competitive
- Mentoring of SME's
- Establishing a business network to encourage collaborative bidding and business to business buying
- Analysis and remedial assistance where contracts are not won

We maintain a database of suppliers and sub-contractors who are subjected to a formal constantly updated vendor performance rating system. The estimators are kept fully up to date with the current status of potential sub-contractors.

The selection of sub-contractors will be undertaken in the tender/pre-contract evaluation meetings.

Criteria for the selection will include but not limited to:

- Financial standing
- Most commercially suitable proposal
- Satisfactory completion of CDM competency forms and checks
- Most suitably experienced
- Confirmation of ability to adequately resource the works
- Ability to meet programme
- Ability to reach required quality standards
- Commitment to actively support and contribute towards all of our initiatives.

2.3 Local Recruitment Strategy

The following text will be included within the terms and conditions of sub-contract tender and contract documents:

Each Subcontractor where possible is to employ local labour to comply with this Local Labour, Supply Chain and Educational Commitments Strategy.

The Subcontractor shall use reasonable endeavours to employ such personnel from the London Borough of Camden or its fringe boroughs of Islington, Westminster, Brent, Barnet and Haringey.

The requirement to comply with the obligations detailed within this strategy document is discussed during mid and post tender and appointment meetings. This is also an agenda item during site progress meetings.

We will also invite KCCSC to workshops on site to engage with our supply chain to ensure that a full understanding of project and resource requirements are known.

2.4 Local Procurement Strategy

Neilcott is a socially and environmentally responsible business. We are a building and civil engineering contractor providing the essential facilities for communities such as hospitals, places of learning, offices, places of worship, retail stores, industrial buildings and leisure facilities. Our activities have an impact upon the environment, our people, the communities within which we operate, our customers and supply chain and broader society.

We are accountable for ensuring that we minimise the impact by ensuring that our business aims are responsible whilst remaining profitable and competitive. This means conducting our activities according to rigorous ethical, professional and legal standards. In this way, Neilcott continues to deliver high-quality development, design, construction, operational and management services that help ensure a sustainable built environment for future generations.

In all aspects of our responsibilities, we work closely with our employees, clients, suppliers and sub-contractors. We strive to balance short-term and long-term interests as well as integrate economic, environmental and social considerations into our strategic decision making. We are open minded in dialogue with those who are affected by our operations and communicate with our stakeholders in a timely and effective manner.

Due to our previous involvement and work undertaken upon the Fit for Legacy project, Fit for Legacy 2 project, and the new Building Legacies Project. Neilcott have established a health supply chain which is made up of numerous local supply chain members.

We are keen to work alongside the London Borough of Camden and fringe boroughs Economic Development teams and Fit for Legacy 2 who can support our project team to establish links with local SME's and suppliers we can invite to tender for work upon this project.

Our work with the fringe boroughs upon the Fit for Legacy Project has enabled us to produce a substantial directory for distribution to our subcontractors detailing companies and their scale and expertise.

In addition the surveying team headed by Neil Cook will liaise with KCCSC and Camden's Regeneration Team to provide advance notice of quantum and range of supply chain opportunities to enable Officers to alert local businesses of forthcoming opportunities. In addition our Procurement Manager, Michael Ryall will also liaise with them to provide information in relation to the procurement of goods.

Procurement opportunities will also be advertised via Constructionline and attendance at Meet the Buyer Events, it should be noted however that appointment of local contractors cannot in any way effect health, safety, welfare, environmental and quality targets and all prospective sub-contractors will be required to complete and pass Neilcott's vendor assessment procedures. Assistance will of course be provided in relation to this completion of this

Full detail will be given back on a quarterly basis upon our engagement with local SME's, local procurement and other initiatives contained within this strategy document. This aligns with our CSR, Procurement and Environmental Policies.

Neilcott are members of The Prompt Payment Code. The Prompt Payment Code (PPC) sets standards for payment practices and best practice and is administered by the Chartered Institute of Credit Management. Compliance with the principles of the Code is monitored and enforced by the Prompt Payment Code Compliance Board. The Code covers prompt payment, as well as wider payment procedures.

Code signatories undertake to:

Pay Suppliers on Time

- Within the terms agreed at the outset of the contract
- Without attempting to change payment terms retrospectively
- Without changing practice on length of payment for smaller companies on unreasonable grounds

Give Clear Guidance to Suppliers

- Providing suppliers with clear and easily accessible guidance on payment procedures
- Ensuring there is a system for dealing with complaints and disputes which is communicated to suppliers
- Advising them promptly if there is any reason why an invoice will not be paid to the agreed terms



Apprentices/Construction Training

3.0 Apprentices/Construction Training

3.1 Apprentices

Neilcott have an ambitious apprenticeship programme which has been specifically geared towards supporting troubled and disadvantaged young people in their efforts to move into useful employment.

This apprenticeship programme has links into a number of Schools and Colleges. We currently engage a number of full time apprentices, one of which has recently been awarded Apprentice of the Year in a recent London Region Construction Training Awards ceremony.

With support from the CITB (Construction Industry Training Board), we offer 2, 3 and 4 year trade apprenticeships in carpentry, joinery, painting and decorating, plumbing, plastering and electrical.

These programmes include attending college part-time, on-the-job training and very often this leads to a permanent role as a skilled trades person. For those who demonstrate the skills and ambition there is also the opportunity to continue development with college attendance and work based experience, leading towards HNC, HND, and/or Degrees in site management.

We foresee potential to engage apprentices in the following trades upon this project:

- Mechanical/Plumbing
- Electrical
- Carpentry/joinery
- Quantity Surveying
- Engineering

Neilcott currently have 6 full-time apprentices and also facilitate apprentices who are already undertaking an NVQ with works placements.

We also engage Project Initiated Apprentices and work with agencies such as K10, we also have a Memorandum of Understanding with several Colleges who project PIA's.

Apprentices salaries commence at £4.20 per hour, such salary is reviewed on a six monthly basis and incremental rises are given to reflect progress both on site and at College.

Neilcott's Apprentice Coordinator liaises with the Apprentices Line Manager, College and on-site Mentor (if applicable) on a monthly basis and progress reports are provided to the Human Resources Department.

3.2 Construction Training

It is the policy of Neilcott to continuously develop all employees in line with our business objectives. This is an integral part of our business planning and management process. Our training and development processes form part of our business planning – specifically in respect of career development and succession planning.

In further support of this Neilcott have made a public commitment whereby Neilcott actively encourages employees to gain qualifications that not only improve their personal future employability but also demonstrably raises employee skills and competencies to meet the needs of the business. As a minimum, Neilcott encourages and supports its entire workforce to acquire basic literacy and numeracy skills and achieve a relevant NVQ2 Level qualification.

As the Company places so much importance in having a skilled and qualified workforce, it makes a considerable investment both in time and money to assist employees to acquire appropriate skills. It is anticipated that the importance attributed to Training and Development is equally valued by Line Management and employees, so that all concerned make a serious commitment to take full advantage of available Training and Development opportunities.

Neilcott are now pursuing the issue of the “gender gap” in construction and are beginning to put together strategies by which the Company might better address this glaring imbalance. Denize Halton leads all Neilcott’s community engagement initiatives and is a director of the London Region Construction Training Group. The LRCTG has been set up as an independent company to compliment the other CITB funded regional training groups across the UK.

In 2013 the Group identified that London was a missing link in the national network of training groups and that an important opportunity to support construction SME’s operating in the London area to help fill the skills gaps was being missed. A successful application was made to the CITB which resulted in the pan-London group being formed.

The group is run as a not for profit organisation and is managed on a voluntary basis by its members.

Denize is also a member of the Construction and Facilities Management Business Board which is currently reviewing training and skills needs for the Construction Sector across the whole of East London.

Part of this programme is to better enable the development of training to meet the ongoing requirements of employers, it is intended to explore the introduction of a system which accurately forecasts industry skills needs, highlights the provision offered by training providers and thereby seeks to systematically ensure the development and delivery of targeted skills training programmes.

The goals of the Employer Board are:

- To enable the 6 Growth Boroughs to better understand the demands of the construction and FM sectors within the east London area
- To ensure that training and employment initiatives for the construction and FM sectors developed and delivered across the 6 boroughs fully represent the needs of employers of the sectors

- To develop a better skilled and adaptable workforce which fully meet the changing demands of the sectors
- Help to encourage a demand by business to recruit local employees and for local residents to want to work in the construction and FM sectors.



Education Engagement

4.0 Education Engagement

4.1 Student Placements

Each year we offer year placement opportunities to undergraduates across a range of disciplines, which could include roles in Site Management, Quantity Surveying, Estimating, Marketing, Procurement, Human Resources, IT, Engineering, etc. A mutually agreeable placement can lead to an offer of a permanent role after graduation in a specific discipline as a Management Trainee or even a broader opportunity as a general Graduate Management Trainee.

Neilcott has established solid relationships with some specific universities and colleges with excellent construction and business courses.

4.2 Work Experience

Neilcott welcomes the opportunity to give school work experience placements across all disciplines to 15-18 year olds, which provides many young people with greater insight into the construction industry and often leads to a career choice of a relevant discipline - be it at apprentice or graduate level.

4.3 Graduate Training Programmes

Our Graduate Training Programme provides the new intake with a broad exposure to the full range of key career disciplines within our industry – Management, Pre-construction, Quantity and Site Surveying, Planning, Engineering, Procurement, Marketing, HR, Finance, etc. Key milestones are then set over an 18-24 month period, at the end of which the Company and Trainee will identify the discipline in which they wish to specialise and pursue a career.

4.4 Curriculum Support Activities

We have established relationships with a number of local schools and would seek to establish "a memorandum of understanding" detailing the means and the methods as to how this project will support the students of a particular school or college. In the past this has included enabling students to understand the practical or theoretical applications of their construction studies. Past activities have been both classroom and site led and as well as contributing towards BTEC in Construction and CBE Diplomas this has included mock interviews, BOSS days and CV writing tips.

To facilitate the above, we work closely with Education Business Partnerships such as 15 Billion EBP and they are aware that we can offer works placements to students, we also contact local secondary schools and ensure that they are aware that we can facilitate work experience. 15 Billion EBP are aware that we have various employment and training obligations to fulfil and that these have to be offered to residents that live in the Borough's that we are working within. We are also happy to work with Camden Regeneration Team if this is a service that they facilitate. The usual time for work experience placements for most schools is April, May and June.

We have existing relationships with the University of East London, Lewisham and Southwark College, Barking & Dagenham College, Havering College, Technical Skills Academy, City University, and many of the Local Primary and Secondary Schools, members of our team are also CITB Construction Ambassadors and get called upon to work in numerous within London. Once again we would be happy to work with Camden's Regeneration Team if this is a service that they facilitate, we also contact all local schools in this regard.



Reporting and Monitoring

5.0 Quarterly Reporting on the Local Labour, Supply Chain and Educational Commitments Strategy

All standard reports will be provided on Camden standard templates. Reports as detailed below will be submitted Camden on no less than a quarterly basis to be agreed after commencement of the project.

All monitoring evidence will be collected from Camden residents who are asked to provide information on a voluntary basis.



Appendix 1 Procurement Schedule

				PACKAGE INFORMATION REQUIRED and PROCUREMENT SCHEDULE										
PROJECT NO:- SPW				Kiln Place				3/7/2017						
Item No	Prog No	Works Package		Sub contractor	Information Required	Appraisal Period	Enquiry Out Date	Tender Period	Tender Returns	Tender Appraisal Period	Place Order By	Lead in Period	Site Start Date prog	
1		Steel doorsets			6-Jun-17	7	13-Jun-17	21	4-Jul-17	14	18-Jul-17	42	29-Aug-17	
2		Steel staircase			6-Jun-17	7	13-Jun-17	21	4-Jul-17	14	18-Jul-17	42	29-Aug-17	
3		Aluminium cladding			22-Aug-17	7	29-Aug-17	14	12-Sep-17	14	26-Sep-17	35	31-Oct-17	
4		Piling			4-Apr-17	7	11-Apr-17	28	9-May-17	14	23-May-17	35	27-Jun-17	
5		Demolition			25-Apr-17	7	2-May-17	14	16-May-17	14	30-May-17	14	13-Jun-17	
6		Steelwork			16-May-17	7	23-May-17	14	6-Jun-17	14	20-Jun-17	42	1-Aug-17	
7		Groundworks/drainage			8-May-17	7	15-May-17	21	5-Jun-17	14	19-Jun-17	14	3-Jul-17	
8		Precast concrete floors			22-May-17	7	29-May-17	14	12-Jun-17	14	26-Jun-17	42	7-Aug-17	
9		Scaffolding			6-Jun-17	7	13-Jun-17	14	27-Jun-17	14	11-Jul-17	14	25-Jul-17	
10		Brick & blockwork			30-May-17	7	6-Jun-17	21	27-Jun-17	14	11-Jul-17	21	1-Aug-17	
11		Mains drainage connection			11-Apr-17	7	18-Apr-17	14	2-May-17	14	16-May-17	28	13-Jun-17	
12		Windows & ext doors			6-Jun-17	7	13-Jun-17	21	4-Jul-17	14	18-Jul-17	42	29-Aug-17	
13		Carpentry			18-Jul-17	7	25-Jul-17	14	8-Aug-17	14	22-Aug-17	14	5-Sep-17	
14		Electrical installation			7-Jul-17	7	14-Jul-17	28	11-Aug-17	14	25-Aug-17	35	29-Sep-17	
15		Mechanical Installation			7-Jul-17	7	14-Jul-17	28	11-Aug-17	14	25-Aug-17	35	29-Sep-17	
16		Screed			1-Aug-17	7	8-Aug-17	14	22-Aug-17	14	5-Sep-17	14	19-Sep-17	
17		Ceilings & partitons			11-Aug-17	7	18-Aug-17	14	1-Sep-17	14	15-Sep-17	14	29-Sep-17	
18		Balconies			14-Aug-17	7	21-Aug-17	21	11-Sep-17	14	25-Sep-17	42	6-Nov-17	
19		Roof lights			1-Aug-17	7	8-Aug-17	14	22-Aug-17	14	5-Sep-17	28	3-Oct-17	
20		Roof covering			12-Sep-17	7	19-Sep-17	14	3-Oct-17	14	17-Oct-17	14	31-Oct-17	
21		PV panels			28-Jul-17	7	4-Aug-17	14	18-Aug-17	14	1-Sep-17	28	29-Sep-17	
22		Balustrades			21-Aug-17	7	28-Aug-17	21	18-Sep-17	14	2-Oct-17	35	6-Nov-17	
23		Joinery			24-Aug-17	7	31-Aug-17	14	14-Sep-17	14	28-Sep-17	56	23-Nov-17	
24		Rainwater goods			18-Aug-17	7	25-Aug-17	14	8-Sep-17	14	22-Sep-17	21	13-Oct-17	
25		Mansafe			12-Sep-17	7	19-Sep-17	14	3-Oct-17	14	17-Oct-17	14	31-Oct-17	
26		Ceramic tiling			25-Sep-17	7	2-Oct-17	14	16-Oct-17	14	30-Oct-17	14	13-Nov-17	
27		Kitchens			11-Sep-17	7	18-Sep-17	14	2-Oct-17	14	16-Oct-17	28	13-Nov-17	
28		Painting & decorating			9-Oct-17	7	16-Oct-17	14	30-Oct-17	14	13-Nov-17	14	27-Nov-17	
29		Landscaping			6-Oct-17	7	13-Oct-17	14	27-Oct-17	14	10-Nov-17	14	24-Nov-17	
30		Line marking			6-Oct-17	7	13-Oct-17	14	27-Oct-17	14	10-Nov-17	14	24-Nov-17	
31		Tarmac/surfacing			23-Sep-17	7	30-Sep-17	14	14-Oct-17	14	28-Oct-17	14	11-Nov-17	
32		Fencing			20-Oct-17	7	27-Oct-17	14	10-Nov-17	14	24-Nov-17	28	22-Dec-17	
33		Soft floorings			12-Oct-17	7	19-Oct-17	14	2-Nov-17	14	16-Nov-17	14	30-Nov-17	
34		Mastic			10-Nov-17	7	17-Nov-17	14	1-Dec-17	14	15-Dec-17	7	22-Dec-17	
35		Builders clean			13-Nov-17	7	20-Nov-17	14	4-Dec-17	14	18-Dec-17	7	25-Dec-17	
36														
37														
50		Materials												
51		Brick & block			16-May-17	7	23-May-17	14	6-Jun-17	7	13-Jun-17	35	18-Jul-17	
52		Insulation			16-May-17	7	23-May-17	14	6-Jun-17	7	13-Jun-17	35	18-Jul-17	
53		Carpentry (stairs,upper floor, roof deck)			4-Jul-17	7	11-Jul-17	14	25-Jul-17	14	8-Aug-17	28	5-Sep-17	
54		lintels/masonry support			30-May-17	7	6-Jun-17	14	20-Jun-17	14	4-Jul-17	21	25-Jul-17	
55		skirting			28-Sep-17	7	5-Oct-17	14	19-Oct-17	7	26-Oct-17	14	9-Nov-17	
56		kitchen units/appliances			11-Sep-17	7	18-Sep-17	14	2-Oct-17	14	16-Oct-17	28	13-Nov-17	
57		Internal doors			24-Aug-17	7	31-Aug-17	14	14-Sep-17	14	28-Sep-17	56	23-Nov-17	
58		Ironmongery			28-Sep-17	7	5-Oct-17	14	19-Oct-17	14	2-Nov-17	21	23-Nov-17	
59		sanitary ware			7-Jul-17	7	14-Jul-17	28	11-Aug-17	14	25-Aug-17	35	29-Sep-17	
60		cycle stands			15-Sep-17	7	22-Sep-17	14	6-Oct-17	14	20-Oct-17	21	10-Nov-17	
61														



Head Office

Excel House, Cray Avenue
Orpington
Kent BR5 3ST

Farnborough

Trident House, 38-44 Victoria House
Farnborough, Hampshire GU14 7PG

- W: www.neilcott.co.uk
- T: 01689 832199

Local Labour, Supply Chain, Educational Commitments
Kiln Place Housing Project

