



London Borough of Camden

Employment, Skills and Supply Plan

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|---------------------------------|---|
| Site Address: | Central Somers Town Covering Land at Edith Neville Primary School, Polygon Road Open Space |
| Planning Ref Number: | 2015/2704/P |
| Developer: | London Borough of Camden |
| Main Contractor: | Neilcott Construction Limited |
| Build Value: | Circa £23m |
| Planned Start Date: | October 2017 |
| Planned Completion Date: | Early 2019 |

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/Curriculum Based Activities / College Site Visits – number | 15 Visits |
| 2. | School/College Site Workshops – number | 10 Visits |
| 3. | Work experience | |
| 3a | 14-16 years – person weeks | 72 |
| 3b | 16+ years – person weeks | 72 |
| 4. | Apprentices – New starts | 6 |
| | Skills Culture | |
| 5. | Employment – number of roles created | 10 |
| 6. | Locally procured good and services – value £'s | 10% |

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

Denize Halton – Pre-Construction Manager

- ii. which trades or occupational areas will be offering apprenticeship opportunities

- Electrical
- Plumbing, Heating and Ventilation
- Multi-skilled Operatives
- Groundworks
- Carpentry
- Brickwork
- Painting and Decorating
- Drylining

- iii. which types of apprenticeships will be offered i.e. broken down by trade

Traditional Apprenticeships

A Traditional Apprenticeship combines studying at college (or training provider) with experience on-site over a one, two, three or four-year period. As part of an apprenticeship, an apprentice would achieve an NVQ or SVQ qualification, which can be used to qualify for one of the industry card schemes.

These apprenticeships will be offered for all trade based as detailed in ii. In addition, traditional apprenticeships will also be offered where appropriate to document control/site administration positions.

Higher Apprenticeships

The Higher Apprenticeship provides broad-based training and a structured career path for a range of technical, supervision and management roles. This will enable them to progress to higher level jobs using Further and Higher Education.

A Higher Apprenticeship can also develop the skills and knowledge required by construction managers at senior levels to be of a nationally consistent specification and standard.

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

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 will work alongside the Kings Cross Construction Skills Centre and Camden's regeneration and planning teams to advertise the various work placements.

Work Experience

Neilcott welcomes the opportunity to give school work experience placements across all disciplines to 15-19-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. Work placements will also be offered to full-time College students where work experience is a mandatory part of their vocational qualification.

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.

Site Visits

There will be opportunities for supervised site visits throughout the various stages of the project for local school and college students.

Neilcott will work alongside the Kings Cross Construction Skills Centre and Camden's regeneration and planning teams to advertise the various work placements, apprenticeships and other employment, training and skills opportunities.

Local Procurement

We will engage with Camden's Regeneration and Planning Team to provide details of local suppliers; procurement opportunities will be advertised via the Somers Town website and upon Compete For.

- v. how any health & safety issues will be managed

Personnel employed by Neilcott are appropriately qualified and experienced in the management of construction activities and have received the required health and safety training, which is updated in accordance with our safety training programme and is reviewed annually. In addition, staff receive particular guidance in respect of younger trainees. All of our apprentices and trainees are immediately enrolled onto our training programme. All persons engaged upon our sites receive specific induction training. For trainees, this is more extensive and covers a more detailed introduction to health and safety. In addition to formal health and safety training regular "tool box" talks are held on sites to cover a range of topical issues.

For young person's undertaking work experience or work placement upon site, a specific young person's risk assessment will be undertaken prior to their commencing on site and project specific young person's toolbox talks will be given to all operational staff.

All Neilcott staff have undergone DBS clearance and in relation to young people we operate a policy of not working on a one-to-one basis with a particular member of the team.

All appropriate PPE will be made available and on-site audits are undertaken to ensure compliance at all times.

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

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.

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

Compliance is monitored during monthly progress reports with trade contractors reporting on various outputs.

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)**

Neilcott are extremely proactive in the delivery of Employment and Skills Strategies, members of our team have already met with the team at Kings Cross Construction Skills Centre (KCCSC) to discuss other ways that we can deliver various other outputs during this project in terms of workshops aimed specifically getting Women into Construction particularly targeting the BAME groups. We are aiming to provide introduction to construction sessions and specific construction linked activities to break down some of the barriers and “bust” some of the myths surrounding construction.

Members of our team both professional and operational will be available to provide careers talks and advice on paths to take to get into construction. We also have female members of staff who can talk about women in construction and the various paths available. Our professional team (designers) will also be available to provide information on the different career paths. – Supervised site visits can be undertaken. Previous workshops have lasted for 30/40 minutes but can be combined into a work week type of event with other professions.

A number of games and competitions can be undertaken: myth busters, Lego towers, dragons den type events, as well as specific art projects upon which we have already spoken with a number of schools and colleges in this regard.

Numerous members of our team are also CITB Construction Ambassadors and therefore attend many local careers fairs and workshops with local schools and colleges.

We would also look to develop a programme/workshop alongside KCCSC aimed at the local homeless or “couch surfers”

As a delivery partner on the Building Legacies programme we are also providing access to specific training and development programmes aimed at local SMME’s ensuring that they have access to the necessary skills, advice, support and mentoring to enable them to bid and win work locally.

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.

Neilcott would recommend that in addition to the monthly reports quarterly meetings are held to review targets and monitor overall performance.

Employment & Skills Plan

Development Name: Central Somers Town Covering Land at Edith Neville Primary School and Polygon Road Open Space

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

2017/2018

| Employment and Skills areas | October | November | December | January | February | March | April | May | June | July | August | September | Sum. No. | Sum. P/W. |
|---|---------|----------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|----------|-----------|
| NEW ENTRANTS | | | | | | | | | | | | | | |
| 1. School/College/University Site Visits | | | | | | | | | | | | | | |
| 1a. Site visits – No. of students | | | | 10 | | | 10 | | | 10 | | | | 30 |
| 2. School/College Workshops | | | | | | | | | | | | | | |
| 2a. Workshops – No. of students | | | 10 | | | 10 | | | 10 | | | 10 | | 30 |
| 3. Work Experience | | | | | | | | | | | | | | |
| 3a. 14-16 years | | | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | | 40 |
| 3b. 16+ years | | | | | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | | 32 |
| 4. Apprentices – New Starts (breakdown into specific trades) | | | | | | | | | | | | | | |

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|---|---|--|---|---|--|--|---|--|--|---|--|---|--|-----|
| Carpentry & Joinery | | | | | | | | | | | | | | |
| Mechanical | | | | | | | | | | | | | | |
| Electrical | | | | | | | | | | | | | | |
| Groundwork | | | | | | | | | | | | | | |
| Painting and decorating | | | | | | | | | | | | | | |
| Other please add... | | | | | | | | | | | | | | |
| Total apprentice starts | | | 1 | | | | 1 | | | 1 | | 3 | | |
| 5. Employment – (number of Camden residents supported into employment) | 1 | | | 1 | | | 1 | | | 1 | | 4 | | |
| 6. Value of local procurement £'s | | | | | | | | | | | | | | 10% |

| Employment and Skills areas | October | November | December | January | February | March | April | May | June | July | August | September | Sum. No. | Sum. P/W. |
|---|----------------|-----------------|-----------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|-----------------|------------------|
| NEW ENTRANTS | | | | | | | | | | | | | | |
| 1. School/College/University Site Visits | | | | | | | | | | | | | | |
| 1a. Site visits – No. of students | 10 | | | 10 | | | 10 | | | 10 | | | | 40 |
| 2. School/College Workshops | | | | | | | | | | | | | | |
| 2a. Workshops – No. of students | | | 10 | | | 10 | | | 10 | | | 10 | | 40 |

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|--|---|---|-----|
| | | | | | | | | | | | | | | |
| 3. Work Experience | | | | | | | | | | | | | | |
| 3a. 14-16 years | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | | | | | | 32 |
| 3b. 16+ years | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | | | | 40 |
| 4.Apprentices – New Starts (breakdown into specific trades) | | | | | | | | | | | | | | |
| <i>Carpentry& Joinery</i> | | | | | | | | | | | | | | |
| <i>Mechanical</i> | | | | | | | | | | | | | | |
| <i>Electrical</i> | | | | | | | | | | | | | | |
| <i>Groundwork</i> | | | | | | | | | | | | | | |
| <i>Painting and decorating</i> | | | | | | | | | | | | | | |
| <i>Other please add...</i> | | | | | | | | | | | | | | |
| Total apprentice starts | 1 | | 1 | | 1 | | | | | | | | 3 | |
| 5. Employment – (number of Camden residents supported into employment) | 1 | | | 1 | | 1 | | 1 | | 1 | | 1 | 6 | |
| 6. Value of local procurement £'s | | | | | | | | | | | | | | 10% |

| Employment and Skills areas | October | November | December | January | February | March | April | May | June | July | August | September | Sum. No. | Sum. P/W. |
|---|---------|----------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|----------|-----------|
| NEW ENTRANTS | | | | | | | | | | | | | | |
| 1. School/College/University Site Visits | | | | | | | | | | | | | | |
| 1a. Site visits – No. of students | | | | | | | | | | | | | | |
| 2. School/College Workshops | | | | | | | | | | | | | | |
| 2a. Workshops – No. of students | | | | | | | | | | | | | | |
| 3. Work Experience | | | | | | | | | | | | | | |
| 3a. 14-16 years | | | | | | | | | | | | | | |
| 3b. 16+ years | | | | | | | | | | | | | | |
| 4. Apprentices – New Starts (breakdown into specific trades) | | | | | | | | | | | | | | |
| <i>Carpentry & Joinery</i> | | | | | | | | | | | | | | |
| <i>Mechanical</i> | | | | | | | | | | | | | | |
| <i>Electrical</i> | | | | | | | | | | | | | | |
| <i>Groundwork</i> | | | | | | | | | | | | | | |
| <i>Painting and decorating</i> | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|
| <i>Other please add...</i> | | | | | | | | | | | | | | |
| <i>Total apprentice starts</i> | | | | | | | | | | | | | | |
| 5. Employment – (number of Camden residents supported into employment) | | | | | | | | | | | | | | |
| 6. Value of local procurement £'s | | | | | | | | | | | | | | 10% |

| | |
|------------------------------|----|
| SITE NAME: | |
| DEVELOPER / CONTRACTOR: | |
| TOTAL PROCUREMENT VALUE | |
| LOCAL PROCUREMENT TARGET (%) | |
| LOCAL PROCUREMENT TARGET (£) | £0 |

| | |
|---|-----|
| 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% |

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</p> <p>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</p> <p>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</p> <p>This can also include University Student placements which will be particularly relevant for the larger projects</p> <p>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.</p> <p>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> |

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.

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.

6. Value of local Procurement

State the value of locally sourced good and materials

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.