

# Employment Skills Plan

Highgate Newtown Community Centre

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# Farrans Employment Skills Plan



## Revisions

Rev	Status	Date	Prepared by	Reviewed by	Approved by
1.		03.12.20	Sarah Fearon		

## Purpose

Define the procedures used by Farrans to ensure the successful delivery of a training, recruitment plan, identifying and implementing sustainable employment and training & development opportunities associated with the Highgate Newtown Community Centre (HNCC) contributing to a more equal and fairer society.

The rationale for delivering the Social Sustainability Requirements for HNCC is informed by the Social Value Act, Constructing Excellence - Respect for People (RfP) Code of Good Working Health and Safety Practices and Considerate Constructors Scheme (CCS), to ensure compliance to minimum requirements and to identify areas where we can deliver additional output to add further value.

Employment and training are key components of our social commitments. We have a strong commitment and track record working with clients and communities to realise wider project benefits including the creation of sustainable employment, training and skills development to leave a lasting legacy.

We have a sound working knowledge and understanding of successfully serving the communities in which we work, so that people are proud to live, learn, work and play in their enhanced/regenerated community.

## Scope

This plan sets out the responsibilities, processes and procedures for engagement with the local community through key stakeholders including education providers and established community groups.

## Responsibility

The engagement, recruitment and training process will be led by the Stakeholder Engagement Co-Ordinator, who will manage and co-ordinate Social Sustainability activities within HNCC.

Our approach to delivering social sustainability is based on building strong partnering relationships with key stakeholders including: Job Centres and local Council employment officers.

We will sub-contract most work packages and will therefore have limited direct employment opportunities i.e. work experience, security, cleaners and business admin etc. We will, through the supply chain engage with the unemployed, apprentices, and individuals who wish to undertake work experience.



## Guidance for each KPI

Farrans are committed to making a positive difference and enhancing the communities in which we operate. An ESP has been devised to ensure a positive lasting legacy. This document details the requirements for each of the social sustainability targets outlined and how they can be achieved. For the purpose of HNCC a disadvantaged resident is defined as someone who is not in employment, education or training, ex-offender, have a disability, unemployed for at least 6 months or homeless.

## Employment Skills Plan (ESP) Requirements

KPI Number	Employment and Skills Areas	Target
<b>Skills Development</b>		
1a	Work experience for disadvantaged residents and young people under the age of 24 (number of weeks)	24
1b	Apprentices including young people under the age of 24 and disadvantaged residents (number of people)	6
1c	Employment skills workshop for residents over 24 (number of events)	1
	Employment skills workshop for young people under 24 (number of events/workshops)	1
	Employment skills training for people from disadvantaged backgrounds (number of events/workshop)	2
1d	School/college workshop/presentation (number of events)	4
1e	Workshops for youth groups- HNCC (number of events)	2
1f	Teacher insight visit (number of events)	1
1g	Meet the Buyer (number of events)	1
<b>Skills Culture</b>		
2a	New FT employees to be taken on from local area (number of employees)	3
	Employ FT disadvantaged resident (number of employees)	1
	Employ PT disadvantaged resident- 16hrs (number of employees)	1
	Total No. FTE Local resident employees (number) including the targets above of 3 local people, 1FT disadvantaged resident and 1PT disadvantaged resident	15
<b>Volunteering</b>		
3a	Donations (total amount £)	1
3b	Supporting local community projects (number of hours)	12
3c	Foodbanks (number of times)	2
3d	Hoarding Artwork (number of projects)	1
<b>Campaigns/Partnering</b>		
4a	STEAM Talent Pledge (number of members signed up)	1
4b	Campaign for Loneliness Pledge (number of members signed up)	2

## Monitoring and Reporting

Monitoring compliance with the social sustainability targets (ESP) is detailed under each of the requirements. Where possible pictures will be taken for reporting and promotional purposes alongside an ongoing progress report for the HNCC.



# Skills Development

## 1a. Work Experience Weeks

Target Weeks	
Target audience	Number of weeks
Disadvantaged residents and young people under the age of 24	24

Work experience placements are important as they provide individuals with insight into the world of work and help build a person's CV; highlighting interpersonal and practical skills as well as commitment and dedication to a role enhancing their career prospects.

This target can be measured in **number of weeks** the individual will be placed either onsite or in an office including Farrans, subcontractors, suppliers and consultants. However, due to the current pandemic (COVID 19), work experience is not limited to site/office and can take place virtually. This involves a series of interactive engagements over a period e.g. a week or a selected day for 5 weeks.

Measures outlined by London Borough of Camden suggest work experience should last a minimum of 2 weeks per person. Whilst the target is the same, the stipulation of 2 weeks discounts a large proportion of the target market as students will not have 2 weeks to dedicate to work experience and due to Covid19 Farrans must restrict numbers on site to comply with social distancing measures. Therefore, we propose the 24-week target can be achieved in any format e.g. 2 weeks for 12 placement students or 1 week for 24. Individual days can also be calculated as 0.2 weeks. As a company we aim to leave a positive lasting legacy and believe by not being so restrictive during such unprecedented times Farrans are most likely to positively impact on more lives. In keeping with this, we understand each placement cannot be accounted for any more than 6 weeks-25% of the KPI for disadvantaged residents/young people under 24.

When targeting disadvantaged residents Farrans will offer work experience to those living within the London Borough of Camden and the neighboring London Borough of Islington (due to close proximity to site) before extending the offer to other residents in London boroughs. This will help maximize economic impact if there is limited uptake by Camden residents as it is likely to increase expenditure in local shops.

Stakeholder Groups we endeavor to engage with include employment support groups based on London Borough of Camden recommendations as well as 'Voices not Violence' via Young Camden Foundation, Greenland Street Hub, Camden RTS, Camden Ability, Good Work Camden Job Hub, brokers via Cross River Partnership.

Farrans will target schools/colleges based on London Borough of Camden recommendations to help achieve the KPI for young people under 24 and engage with Speakers for Schools.

For monitoring and reporting purposes the Stakeholder Engagement Co-Ordinator will record the type of work experience engaged in by each participant and the duration which will be recorded on a monthly progress report. Pictures and testimonials will be provided where possible.



## 1b. Apprentices on Site

Target Apprentices	
Target audience	Total Number
Disadvantaged residents and young people under 24	6

Apprentices are measured in terms of **number of people** and include No. of intermediate apprenticeships (Level 2), advanced apprenticeships (Level 3) and higher degree apprenticeships (Level 4) that have either been completed during the project, or that will be supported by Farrans, subcontractors, suppliers, consultants or through the shared apprenticeship scheme. Apprenticeships therefore are not required to be new starts or completed during the project.

Farrans will engage with each of the sub-contractors on appointment to determine any apprentices they currently have that will be working on the project and if there are any new apprenticeship opportunities available. Potential construction apprenticeships include the below trades/disciplines although they are not limited to this list.

- Bricklaying
- M&E
- Plastering
- Joinery
- Painter

When targeting residents Farrans will offer new apprenticeship opportunities to those living within London Borough of Camden and the neighboring London Borough of Islington (due to close proximity to site) before extending the offer to other residents in London. The Stakeholder Engagement Co-Ordinator will liaise with London Borough of Camden Council with regards any new construction opportunities and will advertise them via **Kings Cross Construction Skills Centre** 1 week before they are promoted through other organizations and channels. These will include K10 who Farrans have established a relationship with, the shared apprenticeship programme through Evolve (not-for-profit organisation supporting partners in the London area who co-ordinate the CITB shared apprenticeship scheme) and the event #ConstructLondon which again Farrans have been affiliated with. It is important to note Farrans have engaged with Stephen Kelly from Kings Cross Construction Skills Centre since being awarded the contract to gain an understanding of the processes involved and introduce the company into the area prior to commencement of works in the New Year.

Other hubs Farrans will use to promote new apprenticeship opportunities include:

- Jobcentre Plus
- National Women into Construction network
- Good Work Camden Job Hub
- The North and Central Mayors Construction Academy

For recruiting our non-construction role-business administration we will consult with the Council's Economic Development team.

Details of apprentices that have been engaged on the contract, their status and the number of weeks they have delivered will be reported to the client via a monthly progress report. Pictures and testimonials will be provided where possible.



## 1c. Employability Skills Sessions/Workshops

Target	
Group	Number of events
Under 24	1
Over 24	1
Disadvantaged residents	2

Employability skills sessions/workshops are measured in terms of **number of events/workshops** and Farrans have committed to delivering a total of 4 employability skills sessions. Depending on interest and each groups' needs. Employability sessions cover a wide range of material including employability skills, how to write a CV/fill out an application form and tips on preparing for interviews. This material can be covered in one or more employability sessions. However, mock interviews require a separate employability skills session.

When targeting residents Farrans will offer employability skills sessions to those living within London Borough of Camden and neighboring London Borough of Islington (due to close proximity to site) before extending the offer to others residing in London. Farrans will engage with local employment support groups based on Camden Councils recommendations as well as 'Voices not Violence' via Young Camden Foundation, Greenland Street Hub, Camden RTS, Camden Ability, Good Work Camden Job Hub, brokers via Cross River Partnership and local schools/colleges. This can lead onto work experience helping Farrans to achieve the target for residents and young people under 24 undertaking work experience.

The main source of evidence for this will include a description of the events detailing how many participants engaged in the monthly progress report. Pictures and testimonials will be provided where possible.

## 1d. School/ College Workshop/Presentation

Target	
Group/Event	Number of events
Primary School- Safety	1
Secondary School/College- Careers in Construction	2
Women under 24- Careers in Construction	1

This target is measured in **number of events** including workshops/presentations Farrans have committed to delivering. These include one safety workshop/presentation to Brookfield Primary School and a Careers in Construction session to LaSainte Union School, Westminster Kingsway College and to women under 24. If the specified schools do not wish to uptake the opportunities made available to them, Farrans Stakeholder Engagement Co-Ordinator will offer such opportunities to other schools within the Borough.

A description of events detailing how many participants were engaged will be provided in a monthly progress report. Pictures and testimonials will also be provided where possible.



## 1e. Youth Group Workshops

Target	
Activity	Events
Workshops including STEAM and Careers	2

This target is measured in **number of events** (workshops). To ensure children/youths are given a better start to life the site team, Farrans wider workforce and supply chain will work in partnership with youth groups from HNCC/FYA-a peer mentoring service for young people in Camden to engage in workshops/Careers in Construction sessions.

All events/activities will be recorded on a monthly progress report- detailing date of event, hours involved including prep work. Pictures and testimonials will be provided where possible.

## 1f. Teacher Insight Visit

Target	
Group	Number of events
School teachers/advisers, local brokers, training providers	1

This target is measured in **number of events**. Farrans will support the professional development of teachers/careers advisers by hosting a Teacher Insight Visit. This will consist of a careers session that will be offered to local teachers, brokers and training providers to support the aim of reducing the constructions skills gap. Farrans will invite education/ employment staff based on Camden Councils recommendations.

A description of the events detailing how many participants engaged in a monthly progress report will act as a source of evidence. Pictures and testimonials will be provided where possible.

## 1g. Pre-Market Engagement

Target	
Event	No. of Events
Meet the Buyer	1

Pre-market engagement is measured in **number of events**. Farrans engage with local subcontractors through Meet the Buyer events. Using the opportunity to consult with local businesses on award of contract allows Farrans to remove barriers facing SMEs accessing contracts. Farrans will develop a preferred supplier list, with a weighting based on geographical location and company size. This will help deliver social and economic benefit to the Camden area.





## Skills Culture

### 2a. Employment

Target		
Person	Type of Employment	Number of people
Disadvantaged resident (unemployed)	FTE	1
Disadvantaged resident (unemployed)	PTE (16 hours)	1
Local person	Newly employed on contract	3
Resident	Full time employees	10

Measures outlined by London Borough of Camden suggest employment should last a minimum of 1 year or the project duration if less than a year. Whilst both the Gate Person and Cleaning Operative can be appointed towards the start of the contract, this is not always possible due to the sites needs and sub-contractors commencing works at various stages dependent on the construction programme. Therefore, new employees will be recruited once the supply chain/subcontractors are required on site and for the duration they are based on the project This means full-time annual equivalent (FTE)/part-time annual equivalent (PTE) employees will be measured by the **number of people** employed on the contract residing in Camden and all other London boroughs. For instance, if an M&E apprentice living in a London borough is employed on the contract for 6 months they will count as a full-time employee as that is the duration they were required on site for. It is important to note, when targeting residents Farrans will offer new employment opportunities to those living within the Borough and Islington (due to close proximity to site) before extending the offer to other residents in London.

Roles such as Gate person, Cleaning Operative, Banks person or Laborer's will be offered to those from hard to reach backgrounds. Farrans will liaise with brokers and charities such as Stonewall, Princes Trust, Disability Action and Infrastructure Employment Forum to widen opportunities to underrepresented groups.

This data will be captured at inductions in compliance with all GDPR guidelines and will be monitored via the monthly progress report

## Volunteering.

For monitoring and reporting purposes all volunteering activity will be captured on the monthly progress report. Pictures and testimonials will be provided where possible.

### 3a. Donations

Target	
Volunteering Activity	£'s
Donations	500

**A total amount** of £500 can be donated to a single charity, amongst different charities or from in-kind contributions of materials to local residents/businesses etc. The Stakeholder Engagement Co-ordinator will liaise with the council to decide on agreed charities.



### 3b. Supporting Local Community Projects

Target	
Volunteering Activity	No of hours
Supporting local community projects	12

12 **hours volunteering** to benefit residents, examples include minor interior and exterior repairs to a local community centre the residents will be using whilst HNCC is undergoing construction. The Stakeholder Engagement Co-Ordinator will liaise with the council to decide on agreed activities. The measurement in hours can take any format in terms of volunteers and days e.g. 3 volunteers for 4 hours in one day, 4 volunteers for 3 hours in one day or 1 volunteer for 2 hours over 6 days.

### 3c. Support of Foodbanks for Homeless/Disadvantaged Residents

Target	
Volunteering Activity	No. of event
Support of foodbanks for homeless/disadvantaged residents	2

This is measured in **number of events**. The site team will volunteer in the collection of goods, creation of parcels and delivery to community groups or disadvantaged residents. Farrans will liaise with London Borough of Camden to link in existing partnerships the council have created and deliver the goods on December and June of contract delivery.

### 3d. Hoarding Artwork

Target	
Volunteering Activity	No. of projects
Artwork project	1

This is measured in **number of projects**. Farrans will work with existing groups within HNCC including FYA and Aging Better in Camden to intergrade artwork on the site hoarding which HNCC could possibly display in the community centre upon contract completion. In addition to evidencing the engagement in the progress report, Farrans will provide images of the artwork and hope to get testimonials from those involved.

## Campaigns and Partnering

### 4a. STEAM Talent Pledge

Target	
Volunteering Activity	No. of employees signed up
Commit to the STEAM Talent Pledge	1



This is measured by **number of employees**. For more opportunities for young people in the borough Farrans will support the STEAM Commission through offering our virtual material which includes a site overview, careers talk and Q&A's.

## 4b. Campaign for Loneliness Pledge

Target	
Volunteering Activity	No. of employees signed up
Commit to Campaign for Loneliness Pledge	2

This is measured by **number of employees**. Two members of Farrans staff will commit to the Campaign for Loneliness Pledge.