

Schedule 7

Employment and Skills Plans

Site	Ranelagh Road, Havant, Hampshire		
Landowner/developer	Jacobs Foreman Developments Limited		
Planning application No	APP/12/00772 & APP/13/01267		
This document forms the developer's response to section 5.1 of the Section 106 Agreement between Orchard Homes & Developments Limited, Brockhampton Property Investments Ltd, Portsmouth Water Limited, The Council of the Borough of Havant and Hampshire County Council dated the 30th July 2013			
Development Please give a brief description of the proposed development including identifying what is being built, the estimated construction cost, the start date, the period of construction and what the end use(s) of the development will be.			
The development comprises 79 residential units consisting of 1 and 2 bedroom apartments and 2 and 3 bedroom houses for the social and private market. The estimated construction value is £8,329,771. Construction of the development is due to commence September 2014 and is anticipated to take a period of two years to complete.			
Opportunities Please state the approximate number and type of jobs that will be created during the construction stage of the development. Please provide a copy of the labour forecasting tool if available.			
Foreman Homes Group does not employ trade persons for the construction of their developments and are unable to predict the employment requirements throughout their sub-contracting workforce. Within the company we would anticipate the need for a variety of staff across the existing workforce and would anticipate five or six new positions becoming available throughout the two year construction period, the first in administration within the Foreman Homes Group office, the second in sales, the third in customer services and the remaining two or three on site depending on the placement of existing staff, these roles are likely to include, labourer, forklift driver and Site/Project Manager.			
Opportunities Please state the approximate number and type of jobs that will be created during the occupation stage of the development. Please provide a copy of the labour forecasting tool if available.			
As all of the work required following occupation will be undertaken by sub-contractors it is difficult to ascertain the level of staffing required post 2017, however we understand the development will require the services of a variety of different subcontractors so would anticipate the following need;			
			1
Travel Plan Monitor			1
Management Company Office Staff			1
Landscape Maintenance			1
Open Space Maintenance			1
Service Engineers			1
Road and Footway Maintenance			1
Window Cleaner			1
Contact details Please find full contact details for the developer's project team.			
The head of construction will be the point of contact for this development his contact details are;			
Michael Avery Foreman Homes Ltd Unit 1, Station Industrial Park Duncan Road Park Gate Southampton Hampshire SO31 1BX		Tel: 0845 450 7716 Option 5 Email: Michael@foremanhomes.co.uk	

HAVANT BOROUGH
COUNCIL

09 JUL 2015

RECEIVED

Delivery

Please complete the employment and skills matrix at the end of this document with details of the following employment and training measure that will be provided for local people during the construction phase of the development.

Please provide a method statement to support the employment and skills plan.

- Recruitment through Job Centre Plus and other local employment vehicles
- Work trials and interview guarantees
- Pre-employment training
- Apprenticeships
- Vocational training (NVQ)
- Work experience (14-16 years, 16-19 years and 19+ years)
- School, college and university site visits
- Construction Skills Certification Scheme (CSCS) cards
- Supervisor training
- Leadership and management training
- Support with transport, childcare and work equipment
- Any further details of in-house training schemes

Please see Appendix 1 – Employment and Skills Matrix

Please see Appendix 2 – Method Statement

Please complete the employment and skills matrix at the end of this document with details of the following employment and training measures that will be provided for local people during the occupation phase of the development.

Please provide a method statement to support the employment and skills plan.

- Recruitment through Job Centre Plus and other local employment vehicles
- Work trails and interview guarantees
- Pre-employment training
- Apprenticeships
- Vocational training (NVQ)
- Work experience (14-16 years, 16-19 years and 19+ years)
- School, college and university site visits
- Construction Skills Certification Scheme (CSCS) cards
- Supervisor training
- Leadership and management training
- Support with transport, childcare and work equipment
- Any further details of in-house training schemes.

Not applicable

Monitoring

Please provide details on how the Employment and Skills Plan will be monitored.

The monitoring of the Employment and skills plan will take place 6 monthly with the construction phase all details will be compiled of the Monitoring Form as shown in Appendix 3 and then forwarded to the council for their information.

Appendix 1

Employment and Skills Matrix During Construction

Category	NSAfc-CBA Benchmark	Activity	Number of People	Supervision	Dates	Notes
Work placement (14-16 years)		Refer to Method Statement	2	2	Summer 2015 Summer 2016	
Work placement (16-19 years)		Refer to Method Statement	2	2	2015-2016	
Work placement (19+ years)			0			
Curriculum support activities - individual engagement			0			
Graduates - person			0			
Apprentice starts – persons		Electrician Customer Care	2	2	2015-2016 Autumn 2015	
Existing apprentices – persons		Plumbing	1	1	2015-2016	
Apprentices completions – persons			0			
Jobs advertised through local employment vehicles – number		Labour Forklift driver Administration Sales	4		2015-2016	
NVQ starts for sub-contractors			0			
NVQ completions for sub-contractors			0			
Training plans for sub-contractors - persons			0			
Supervisor training for sub-contractors – persons			0			
Leadership and management training for sub-contractors – persons			0			
Advanced health and safety training for sub-contractors – persons		Site Agents	1		2015-2016	
Construction Skills Certification Scheme (CSCS) cards	N/A	Site Staff	4		2015-2016	
Support with transport, childcare and work equipment	N/A		0			
Recruitment through Job Centre Plus	N/A		0			
Recruitment through other local employment vehicles	N/A	Site/Project Manager	1			
Work trials and interview guarantees	N/A		0			
Pre-employment training	N/A		0			
In house training	N/A		31		2015-2016	
Scheme	N/A		0			

Appendix 2

Employment Method Statement During Construction

Working Experience Placement (14-16 years) The Foreman Home Group have supported their local schools in the placement of young adults undertaking work experience during the spring term since its incorporation in 1997 and are committed to continue this practice. These roles are always office based in order to comply with our Health & Safety Policy.	
Target	1 to 2 per annum.
Department: Land Acquisitions, Construction, Legal, Accounts & Customer Services	Department will depend on individual's preference.
Duration	2 or 3 Weeks
Working Experience Placement (16-19 Adults) The Foreman Home Group have supported their local schools in the placement of young adults undertaking work experience during the summer holidays since its incorporation in 1997 and are committed to continue this practice.	
Department: Land Acquisitions, Construction, Legal, Accounts & Customer Services	Department will Depend on individual's preference.
Target	1 to 2 per annum.
Duration	6 Weeks
New Apprentices The Foreman Homes Group has long standing partnerships with a number of their subcontractors and activity support their trades in the employment of apprentices by forwarded CV's and contact details of people and education facilities contacting the company interested in apprenticeships. The company currently recognises the need for an apprentice within the customer care division due to the growing numbers of new homes being constructed per annum to which Ranelagh Road will greatly contribute.	
Target	2
Department: Plumbing, Electrical and Carpentry Contractors and Customer Care Department in house	Electrical Sub-Contractors & Foreman Homes Customer Care Department
Duration	2 years
Existing Apprentices The Foreman Homes Group has long standing partnerships with a number of their subcontractors and is currently working with a plumbing Sub-Contractor who has an apprentice. The company will also seek to prioritise Sub-contractors who are involved in apprentice schemes by requesting the information at the point of tender and checking the details as the pre-site meetings and at Tool Box training on site.	
Target	1
Department: Plumbing, Electrical and Carpentry Contractors and Customer Care Department in house	Plumbing Sub-Contractors
Duration	2 years
Jobs Advertised through local employment vehicles It is company policy to advertise all employment opportunities via the Job Centre, local press and on our website; this practice has lead to the vast majority of our staff being employed from the local community.	
Target	5
Department: All departments	Site/Project Manager, Labourer, Forklift Driver, Administration Operative, Sales Negotiator
Advanced health and safety training for Sub-Contractors The health and safety policy of each sub-contractor is provided to the company in the pre-start meeting which takes place prior to commencement of development. All the contractors personal are required to attend an Site Induction meeting with the Site Manager prior to working and start and are required to attend the onsite Tool Box Tools if adequate training has not been provided by their employer.	
Target	1
Department: On Site	Subcontractors
Construction Skills Certification Scheme (CSCS) Cards All on site personnel are required to have CSCS training this is monitored by head office by way of our Training Schedule.	
Target	4
Department: On Site and in office	Site/Project Manager, Labourer, Forklift Driver, Administration Operative, Sales Negotiator
In house training – Each employee is required to attend company reviews which are undertaken throughout different intervals; 6 weeks, 6 months and 12 months depending on their length of employment. Training requirements are an integral part of the company review and any necessary training is then logged/diarised on the company Training and Development Plan in anticipation for all the necessary arrangements to be made.	
Target	31
Department: All departments	Site/Project Manager, Labourer, Forklift Driver, Administration Operative, Sales Negotiator

Appendix 3

Monitoring Form

Category	Dates	Target	Actual	Name	Post Code	Date of Birth	Notes
Work placement (14-16 years)		2					
Work placement (16-19 years)		2					
Apprentice starts – persons		2					
Existing apprentices – persons		1					
Jobs advertised through local employment vehicles – number		4					
Advanced health and safety training for sub-contractors – persons		1					
Construction Skills Certification Scheme (CSCS) cards		4					
Recruitment through other local employment vehicles		1					
In house training		31					