Local Labour Construction - Proposal and Reporting Template

Proposal:
1. Please complete all information in the top row "Scheme Overview".
2. For sections 1 - 3 please complete column "Total Indicative Target" and a 3-monthly profile. Do the same for activities you want to undertake under sections 4 - 5 + if known add organisation(s) details in section 6.
3. An authorised person then needs to sign and date the form at the bottom.
If you would like to discuss your proposal including any support available please email workandskillsadmin@manchester.gov.uk.
NB. Sections marked 'reporting only' do not require an indicative target, and are only required for each quarterly reporting period.
Reporting:
1. You should also use this form to send us 3 monthly unless otherwise agreed; this should be sent to the email address above. Your final report must also be sent to the Planning Team to discharge the local labour condition.
2. Provide the cumulative actual achieved after each 3-monthly period. In any case of under/over achievement you should update the forward profile accordingly on the same report, so that we know what to expect during later reports.
3. Please use section 6 to:
- Name schools/universities/community organisations you supported in sections 4 and 5.
- Tell us about any good news stories or case studies you want us to share with others.
4. An authorised person then needs to sign and date the form at the bottom.

Scheme Overview	**Scheme Start**			**Scheme End**				**Expected start date of main recruitment (mm/yy)**						**Est construction value of scheme (nearest £M)**				
Planning reference / scheme name: Hill Quays rooftop extension **Contact name / email:**	Feb-22			**Mar-23**				**Jan-22**						**2**				
1. WORKFORCE	Total Indicative Target	Yr 1 Quarter 1 (Apr to Jun)	Yr 1 Quarter 2 (Jul to Sept)	Yr 1 Quarter 3 (Oct to Dec)	Yr 1 Quarter 4 (Jan to Mar)	Yr 2 Quarter 1 (Apr to Jun)	Yr 2 Quarter 2 (Jul to Sept)	Yr 2 Quarter 3 (Oct to Dec)	Yr 2 Quarter 4 (Jan to Feb)	Yr 3 Quarter 1 (Apr to Jun)	Yr 3 Quarter 2 (Jul to Sept)	Yr 3 Quarter 3 (Oct to Dec)	Yr 3 Quarter 4 (Jan to Mar)	Yr 4 Quarter 1 (Apr to Jun)	Yr 4 Quarter 2 (Jul to Sept)	Yr 4 Quarter 3 (Oct to Dec)	Yr 4 Quarter 4 (Jan to Mar)	Target achieved?
1. Total number of newly created jobs on the development (both on site and off site). This includes supply chain and sub-contractors.	4																	
2. Of that total, how many were City of Manchester residents (see map in Annex 1 of guidance note) - **reporting only**																		
2. APPRENTICESHIPS	Total Indicative Target	Yr 1 Quarter 1 (Apr to Jun)	Yr 1 Quarter 2 (Jul to Sept)	Yr 1 Quarter 3 (Oct to Dec)	Yr 1 Quarter 4 (Jan to Mar)	Yr 2 Quarter 1 (Apr to Jun)	Yr 2 Quarter 2 (Jul to Sept)	Yr 2 Quarter 3 (Oct to Dec)	Yr 2 Quarter 4 (Jan to Feb)	Yr 3 Quarter 1 (Apr to Jun)	Yr 3 Quarter 2 (Jul to Sept)	Yr 3 Quarter 3 (Oct to Dec)	Yr 3 Quarter 4 (Jan to Mar)	Yr 4 Quarter 1 (Apr to Jun)	Yr 4 Quarter 2 (Jul to Sept)	Yr 4 Quarter 3 (Oct to Dec)	Yr 4 Quarter 4 (Jan to Mar)	Target achieved?
3. Total number of new apprentices that will be / were working on the development (incl those working for subcontractors/suppliers)	1																	
4. Total number of weeks these apprentices will be / were working on the development	52																	
5. Of the total number of new apprentices, how many were City of Manchester residents (see map in Annex 1 of guidance note) - **reporting only**																		
3. SUB CONTRACTORS AND SUPPLIERS	Total Indicative Target	Yr 1 Quarter 1 (Apr to Jun)	Yr 1 Quarter 2 (Jul to Sept)	Yr 1 Quarter 3 (Oct to Dec)	Yr 1 Quarter 4 (Jan to Mar)	Yr 2 Quarter 1 (Apr to Jun)	Yr 2 Quarter 2 (Jul to Sept)	Yr 2 Quarter 3 (Oct to Dec)	Yr 2 Quarter 4 (Jan to Feb)	Yr 3 Quarter 1 (Apr to Jun)	Yr 3 Quarter 2 (Jul to Sept)	Yr 3 Quarter 3 (Oct to Dec)	Yr 3 Quarter 4 (Jan to Mar)	Yr 4 Quarter 1 (Apr to Jun)	Yr 4 Quarter 2 (Jul to Sept)	Yr 4 Quarter 3 (Oct to Dec)	Yr 4 Quarter 4 (Jan to Mar)	Target achieved?
6. Total amount (£) spent in LOCAL supply chain through the contract - **reporting only**																		
4. LEARNING AND EMPLOYABILITY WITH CITY OF MANCHESTER SCHOOLS AND JOB SEEKERS	Total Indicative Target	Yr 1 Quarter 1 (Apr to Jun)	Yr 1 Quarter 2 (Jul to Sept)	Yr 1 Quarter 3 (Oct to Dec)	Yr 1 Quarter 4 (Jan to Mar)	Yr 2 Quarter 1 (Apr to Jun)	Yr 2 Quarter 2 (Jul to Sept)	Yr 2 Quarter 3 (Oct to Dec)	Yr 2 Quarter 4 (Jan to Feb)	Yr 3 Quarter 1 (Apr to Jun)	Yr 3 Quarter 2 (Jul to Sept)	Yr 3 Quarter 3 (Oct to Dec)	Yr 3 Quarter 4 (Jan to Mar)	Yr 4 Quarter 1 (Apr to Jun)	Yr 4 Quarter 2 (Jul to Sept)	Yr 4 Quarter 3 (Oct to Dec)	Yr 4 Quarter 4 (Jan to Mar)	Target achieved?
7. Number of hours dedicated to supporting young people up to the age of 24 years into work (e.g. career/sector talks; cv writing support; mock interviews)	10																	
8. Number of weeks of meaningful works placements or pre-employment training for secondary school and further education students.	2																	
9. Number of weeks of work trials for city of Manchester job seekers that will be / were offered.	2																	
10. Number of hours of support into work provided to unemployed adults (over 24yrs) through career mentoring; including mock interviews, cv writing support, and careers advice.	10																	
5. WORKING WITH THE COMMUNITY ORGANISATIONS IN THE CITY OF MANCHESTER	Total Indicative Target	Yr 1 Quarter 1 (Apr to Jun)	Yr 1 Quarter 2 (Jul to Sept)	Yr 1 Quarter 3 (Oct to Dec)	Yr 1 Quarter 4 (Jan to Mar)	Yr 2 Quarter 1 (Apr to Jun)	Yr 2 Quarter 2 (Jul to Sept)	Yr 2 Quarter 3 (Oct to Dec)	Yr 2 Quarter 4 (Jan to Feb)	Yr 3 Quarter 1 (Apr to Jun)	Yr 3 Quarter 2 (Jul to Sept)	Yr 3 Quarter 3 (Oct to Dec)	Yr 3 Quarter 4 (Jan to Mar)	Yr 4 Quarter 1 (Apr to Jun)	Yr 4 Quarter 2 (Jul to Sept)	Yr 4 Quarter 3 (Oct to Dec)	Yr 4 Quarter 4 (Jan to Mar)	Target achieved?
11. Number of hours of community projects will be / were delivered and have skills and employability outcomes for residents	0																	

6a) Proposal stage: Please describe how you arrived at the above indicative targets; HOW you are going to deliver the activities; and name recruitment / employment organisations, schools and community groups you intend to work with or you would like us to connect you with.
6b) Reporting stage: please use this space to highlight good news stories and case studies.

Name of authorised person

Position in organisation

Date

(E)Signature