



Teun van Rooij
Manchester City Council

25 June 2020

For Attention of Teun Van Rooij

Dear Teun

Ref: Local Economy Benefits Plan Hampton by Hilton Manchester

Picking up from my last email regarding the LEBP, I have attached the final version of the local labour proposal template for your information and records which we hope can lead onto the planning condition 16a being discharged.

To support the attachment, I have inserted some comments below to try and demonstrate we've done our best to comply with the proposals.

Promote employment & economic sustainability. Improve and increase employment & economic sustainability during the contract period

It goes without saying the statement above have been met by building the hotel over a 2.5-year period which not only will have created employment for local companies but also helped the nearby community whilst workers use nearby shops and facilities. This will continue during the life expectancy of the hotel and benefit local traders.

Employ, train and develop 2 new local apprentice site engineers, technical apprenticeship via City College, Manchester or other training providers.

Although our business works under the remit of a management contractor (no direct labour) as part of procurement strategy we promote the use of young apprentices etc. Below is an insert from our order enquiry to back up our claim.

Create encourage the employment of young people and look to give opportunities to apprentices and graduates, where possible. The Sub-Contractor is expected to support this and where opportunity arises employ a graduate or trade apprentice The Sub-Contractor permits to giving / employing apprentices and / or graduates which will be involved in this project. Where the Sub-Contractor already employs apprentices on this project, they must provide details and information to the CSR and Sustainability Co-Ordinator.

createconstruction

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Community Engagement

This site operates under The Considerate Constructors Scheme and all Sub-Contractors and their employees are expected to adhere to the Site Code of Considerate Practice. To support this statement, I have attached a site report and a performance beyond compliance certificate for your records.

Environmental

Manage the quantity and nature of waste generated. Reuse and recycle waste with the aim of minimizing the amount sent to landfill.

To support and inform compliance I've attached a waste management report along with a certificate confirming 100% compliance with diversion of landfill.

Procurement

As part of our order enquiry we stipulate supporting the local community i.e. Create aim to support and invest in the community local to this project. The Sub-Contractor is expected to support the project team to deliver activities as set out on the Community Engagement Plan. To back up our claim I have attached all 3 local labour proposals which includes the last iteration for your consideration.

Summary

We hope the information contained within demonstrates our commitment to the Community Engagement Plan and look forward to a prosperous development within Manchester city center to the benefit of all involved previously and forthcoming in the future.

This is the only outstanding planning condition obviously due to the developing nature of the report and we would respectfully request if suitable you could inform the local planning officer of our compliance to allow a prerequisite of practical completion to be signed off.

Should you require any further information please do not hesitate to give me a call.

Yours sincerely,

Gary Thomas

Senior Project Manager

Create Construction Ltd

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Local Labour Proposal Template for Construction

This worksheet can be used as a stand alone local labour proposal - please refer to the Local Labour Guidance Note.

Please complete sections "Workforce", "Apprenticeships" and "Supply Chain" and chose from the other sections activities you also want to deliver: add an indicative target and use column "Delivery" to add detail (who, when, how). Please use works sheets "Report Yr" to submit your final report and to submit Progress Reports as agreed.

If you have any questions about this form or would like to discuss your local labour proposal(s) please contact your nominated officer or email business@manchester.gov.uk.

Development scheme details	Planning application number:	11921/FO/2016/N1	Value of scheme (nearest £1M):	17,000.000.00	Expected start and end date: [mm/yy to mm/yy]:	08/01/2018. 20/01/2020
Local labour Proposal submitted by	Name organisation:	Create Construction	Name contact:	Hampton by Hilton	Email address and telephone number of contact:	gary.thomas@createconstruction.co.uk
WORKFORCE	Total Indicative Target	PLEASE OUTLINE WHEN AND HOW YOU WILL DELIVER THIS ACTIVITY INCLUDING DETAILS OF ANY EXTERNAL ORGANISATIONS YOU PLAN TO USE. THE WORK AND SKILLS TEAM CAN SUPPORT YOU WITH ANY OF THESE ACTIVITIES AND INTRODUCE YOU TO LOCAL PROVIDERS.				
Number of new jobs expected to be created by the development	10 (staff)	Secured 4 new jobs so far. Senior Engineer, Site Manager, Assistant Site Manager, Contract Administrator 14 contractors have physically worked onsite average 4 men per contractor = 56 varying between Manchester city area and greater Manchester. A spread sheet of postcodes is currently being compiled for onward submission. Please see attached listed postcodes of total workers/contractors on site.				
% of these new jobs expected to be taken up by Manchester residents	65%	65% of jobs to be taken up by Manchester residents				
Number of existing staff expected to work on the development	14	Consisting of Senior QS, assistant QS, Project Manager and site managers already existing				
% of these existing staff expected to be Manchester residents	52%	QS lives within Harpurhay. Senior PM lives in Rochdale Road although commutes from Edinburgh Mon/Fri. Admin Doc controller lives Chadderton				
APPRENTICESHIPS	Total Indicative Target	See above				
Number of new apprentices expected to be recruited for the development	10	Roswick Employed a young apprentice during the groundwork period. Create have an apprentice QS				
Number of new apprentice weeks expected to be offered (if you are not able to offer full apprenticeships)	175	5 apprentices over a 35 week period.				
% of these new apprenticeship roles expected to be taken up by Manchester residents	60%	4 Apprentices will be employed within the Manchester area.				
Number of existing apprentices expected to work on the development	3					
Number of existing apprentice weeks expected to be working on the development (if you are not able to offer full apprenticeships)	60	3 apprentices over a 20 week period.				
% of these existing apprenticeship roles expected to be Manchester residents	100%	1 already been on site via Roswick Civils				
SUPPLY CHAIN	Total Indicative Target	See above				
Number of sub contractors expected to work on the development including those not working on site	70					
% of these subcontractors expected to be from the City of Manchester (approx 0 - 5 mile radius)	43%					
% of subcontractors expected to be from Greater Manchester (approx 5 - 20 mile radius from the development)	43%					
% of subcontractors expected to be from Greater Manchester (approx 40 + miles0 mile radius from the development)	15%					
Number of Meet The Buyer events	2					

DEVELOPING YOUR STAFF	Total Indicative Target	See above
% of above staff receiving CSCS card training	100%	
Number of staff receiving other training	100%	
Number of students / graduates / interns expected to be working/trained on the development	one	
LEARNING AND EMPLOYABILITY	Total Indicative Target	See above
Off site careers activities (e.g. career/sector talks; mock interviews; reading/writing /numeracy support)	2	Assistant site manager undertaken construction degree course.

On site careers activities (e.g. site tours / taster days)	4	1 number open day already undertaken relative to historical finding
Developing a strategic relationship with a secondary school/college	0	Will speak with Clair Walker of Enterprise Advisory regarding schools involvement
Work experience for under 18s	2	
Professional development for teaching /careers/employment staff	0	
Projects with Further and Higher Education	0	
Work placements for over 18s	0	
Volunteer opportunities	0	Will speak with Clair regarding opportunities
Work trials	0	
Other - please specify:	0	
WORKING WITH THE COMMUNITY	Total Indicative Target	See above
Community projects with skills and employability outcomes	0	
Other community projects	0	
SUPPORTING LOCAL BUSINESS GROWTH	Total Indicative Target	See above
Mentor a business	0	
Offer opportunities to a social enterprise	0	
Join/support a local business network	0	
OTHER PROPOSED ACTIVITIES (PLEASE DESCRIBE)	Total Indicative Target	See above

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Please use works sheets "Report Yr" to submit your final report and to submit Progress Reports as agreed.
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Local labour Proposal submitted by		Name organisation:	Create Construction	Name contact:	Hampton by Hilton	Email address and telephone number of contact:	gary.thomas@createconstruction.co.uk
WORKFORCE	Total Indicative Target	PLEASE OUTLINE WHEN AND HOW YOU WILL DELIVER THIS ACTIVITY INCLUDING DETAILS OF ANY EXTERNAL ORGANISATIONS YOU PLAN TO USE. THE WORK AND SKILLS TEAM CAN SUPPORT YOU WITH ANY OF THESE ACTIVITIES AND INTRODUCE YOU TO LOCAL PROVIDERS.					
Number of new jobs expected to be created by the development	10 (staff) 170 (SC labour)	Secured 4 new jobs so far. Senior Engineer, Site Manager, Assistant Site Manager, Contract Administrator. 14 contractors have physically worked onsite average 4 men per contractor = 56 varying between Mancheter city area and greater manchester. A spread sheet of postcodes is curewrntly being compiled for onward submission.					
% of these new jobs expected to be taken up by Manchester residents	40%	40% local labour 60% Greater Manchester					
Number of existing staff expected to work on the development	2	QS & Senior PM are existing.					
% of these existing staff expected to be Manchester residents	50%	QS lives within Harpur Hay Senior PM lives in Rochdale Road although commnutes from Edinburgh Mon/Fri					
APPRENTICESHIPS	Total Indicative Target	See above					
Number of new apprentices expected to be recruited for the development	5	Roswick Employed a young apprentice during the groundwork period.					
Number of new apprentice weeks expected to be offered (if you are not able to offer full apprenticeships)	175	5 apprentices over a 35 week period.					
% of these new apprenticeship roles expected to be taken up by Manchester residents	60%	3 Apprentices will be employed within the Manchester area.					
Number of existing apprentices expected to work on the development	3						
Number of existing apprentice weeks expected to be working on the development (if you are not able to offer full apprenticeships)	60	3 apprentices over a 20 week period.					
% of these existing apprenticeship roles expected to be Manchester residents	100%	1 already been on site via Roswick Civils					
SUPPLY CHAIN	Total Indicative Target	See above					
Number of sub contactors expected to work on the development including those not working on site	70						
% of these subcontractors expected to be from the City of Manchester (approx 0 - 5 mile radius)	40%						
% of subcontractors expected to be from Greater Manchester (approx 5 - 20 mile radius from the development)	60%						
Number of Meet The Buyer events	2						

DEVELOPING YOUR STAFF	Total Indicative Target	See above					
% of above staff receiving CSCS card training	100%						
Number of staff receiving other training	100%						
Number of students / graduates / interns expected to be working/trained on the development	10%						
LEARNING AND EMPLOYABILITY	Total Indicative Target	See above					
Off site careers activities (e.g. career/sector talks; mock interviews; reading/writing /numeracy support)	1	Assistant site manager undertaken construction degree course.					
On site careers activities (e.g. site tours / taster days)	4	1 number open day already undertaken relative to historical finding					
Developing a strategic relationship with a secondary school/college	0						
Work experience for under 18s	2						
Professional development for teaching /careers/employment staff	0						
Projects with Further and Higher Education	0						
Work placements for over 18s	0						
Volunteer opportunities	0						
Work trials	0						
Other - please specify:	0						
WORKING WITH THE COMMUNITY	Total Indicative Target	See above					
Community projects with skills and employability outcomes	0						
Other community projects	0						
SUPPORTING LOCAL BUSINESS GROWTH	Total Indicative Target	See above					
Mentor a business	0						
Offer opportunities to a social enterprise	0						
Join/support a local business network	0						
OTHER PROPOSED ACTIVITIES (PLEASE DESCRIBE)	Total Indicative Target	See above					

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Number of new jobs expected to be created by the development	120 new jobs.	During the build period of the project we expected to have a peak of 120 employees working on site. We have excedeed this target by 20%. We currently have 150 employees on site.					
% of these new jobs expected to be taken up by Manchester residents	60% MCC 80% GM	Due to the nature of the project jobs will be created in a sequential process to suit the programme. The first 12 months we had a maximum of 40/50 men which delivered the enabling, foundations and frame of the building. The second year numbers peaked to 150 due to the progressive development of the project which moved into the envelop, superstructure and finishes throughout. We engaged with local employment recruitment companise such as Linear, Footprint, Search to name a few. They provided us with a plethora of staff & trades people over the project to the benefit all including and moreover the Manchester region.					
Number of existing staff expected to work on the development	2	QS & Senior PM are existing.					
% of these existing staff expected to be Manchester residents	70%	Our Senior QS Matt Travis lives within Harpur Hay, Senior PM Gary Thomas lives in Rochdale Road, Project manager Chris Alessandra is from Rochdale, Senior site manager Paul Gibson is from Bury, Site manager Tom Spence is from Glossup.					
APPRENTICESHIPS	Total Indicative Target	See above					
Number of new apprentices expected to be recruited for the development	5	Roswick employed a young apprentice during the groundwork period. JT Joinery have employed a young apprentice. JMC employed a young girl to undertake an electrical apprenticeship. Plan B (Electrical sub let contractor) employed a young apprentice who was the owners son. GIN (coring contractor) had a father and son business.					
Number of new apprentice weeks expected to be offered (if you are not able to offer full	175	5 apprentices over a 35 week period.					
% of these new apprenticeship roles expected to be taken up by Manchester residents	100%	5 Apprentices will be employed within the Manchester area.					
Number of existing apprentices expected to work on the development	3	Roswick, JT Joinery, JMC.					
Number of existing apprentice weeks expected to be working on the development (if you are not able to	60	3 apprentices over a 20 week period.					
% of these existing apprenticeship roles expected to be Manchester residents	100%	5 refer to the above.					
SUPPLY CHAIN	Total Indicative Target	See above					
Number of sub contractors expected to work on the development including those not working on site	90	Sub contractors will be procured in accordance with the contrcat programme. Large focus on picking local subcontractors which benefits the project both from working core hours and helping the local economy.					
% of these subcontractors expected to be from the City of Manchester (approx 0 - 5 mile radius)	40%	Intex. JMC. Tim Groom. Taloir Fire. Va Cleaning. Omega. North Cheshire windows. Truseal. Connollys. IBN. Intrisic. Giraffe. Power On. John Sutch. Express Flooring. QED. Newhey Carpets. GIN. Bridgewater. Roswick.					
% of subcontractors expected to be from Greater Manchester (approx. 5 - 20 mile radius from the	60%	Intex. JMC. Tim Groom. Taloir Fire. Va Cleaning. Omega. North Cheshire windows. Truseal. Connollys. IBN. Intrisic. Giraffe. Power On. John Sutch. Express Flooring. QED. Newhey Carpets. GIN. Bridgewater. Roswick.					
Number of Meet The Buyer events	2	This was promoted by our HQ procument team resulting in a number of the subcontractors noted above.					
DEVELOPING YOUR STAFF	Total Indicative Target	See above					
% of above staff receiving CSCS card training	100%	Copies of training certificates must be provided and recorded during induction. It is a CCL mandatory requirement that all operatives must provide a valid and relevant CSCS Card, as a minimum.					
Number of staff receiving other training	100%	All staff receive SMSTS training as and when required. This is mandatory along with Fire marshall training, temporary works, scaffold inspection.					
Number of students / graduates / interns expected to be working/trained on the development	one	We recurited a young graduiat Surveyor from Urmston. Lucy Twemlow.					
LEARNING AND EMPLOYABILITY	Total Indicative Target	See above					
Off site careers activities (e.g. career/sector talks; mock interviews; reading/writing /numeracy support)	1	We met up with kids & teachers from Abbott School in Manchester and gave them a site tour and introdused them to construction. This was well received by all in particular the head Mistress Kate Stokes.					
On site careers activities (e.g. site tours / taster days)	4	Refer to the above.					
Developing a strategic relationship with a secondary school/college	0	This was only every undertaken with Abbott School which was a primary only.					
Work experience for under 18s	2	This can be demonstrated by the development of the young apprentices which were employed by our supply chain partners.					
Professional development for teaching /careers/employment staff	0						
Projects with Further and Higher Education	0						
Work placements for over 18s	0						
Volunteer opportunities	0						
Work trials	0						
Other - please specify:	0						
WORKING WITH THE COMMUNITY	Total Indicative Target	See above					
Community projects with skills and employability	0						
Other community projects	0						
SUPPORTING LOCAL BUSINESS GROWTH	Total Indicative	See above					
Mentor a business	0						
Offer opportunities to a social enterprise	0						
Join/support a local business network	0						
OTHER PROPOSED ACTIVITIES (PLEASE DESCRIBE)	Total Indicative Target	See above					

Area Postcode	Number of Employees	Percentage
B16	1	0.30%
B21	2	0.60%
B66	1	0.30%
B67	1	0.30%
B71	1	0.30%
BB10	2	0.60%
BB11	2	0.60%
BB3	1	0.30%
BB4	1	0.30%
BL0	1	0.30%
BL1	3	0.80%
BL2	4	1.10%
BL3	5	1.40%
BL4	7	2.00%
BL5	3	0.80%
BL6	1	0.30%
BL7	2	0.60%
BL8	1	0.30%
BL9	1	0.30%
CH43	1	0.30%
CH44	2	0.60%
CH5	1	0.30%
CH62	1	0.30%
CW12	2	0.60%
CW2	1	0.30%
CW9	1	0.30%
DE56	1	0.30%
DE6	5	1.40%
DN16	2	0.60%
DN5	1	0.30%
DY4	5	1.40%
EH4	1	0.30%
FK2	1	0.30%
FY2	1	0.30%
FY4	1	0.30%
FY5	1	0.30%
FY6	1	0.30%
G66	1	0.30%
G69	1	0.30%
G83	1	0.30%
HD1	1	0.30%
KY12	1	0.30%
L11	3	0.80%
L15	2	0.60%
L20	1	0.30%
L21	1	0.30%
L24	4	1.10%
L3	1	0.30%

L32	1	0.30%
L4	4	1.10%
L40	2	0.60%
L5	1	0.30%
L6	3	0.80%
L7	2	0.60%
L9	2	0.60%
LA1	1	0.30%
LA4	1	0.30%
LA6	1	0.30%
LL32	1	0.30%
LU2	1	0.30%
M11	1	0.30%
M12	2	0.60%
M13	2	0.60%
M14	8	2.20%
M15	1	0.30%
M16	3	0.80%
M18	2	0.60%
M2	1	0.30%
M21	2	0.60%
M22	8	2.20%
M23	13	3.60%
M24	4	1.10%
M25	1	0.30%
M27	1	0.30%
M28	6	1.70%
M29	5	1.40%
M30	1	0.30%
M31	1	0.30%
M32	1	0.30%
M34	2	0.60%
M35	2	0.60%
M4	2	0.60%
M40	6	1.70%
M41	1	0.30%
M43	2	0.60%
M45	2	0.60%
M5	1	0.30%
M6	3	0.80%
M7	5	1.40%
M9	2	0.60%
ML7	1	0.30%
NE21	1	0.30%
NE33	1	0.30%
NE34	1	0.30%
NE63	1	0.30%
NG17	1	0.30%
OL1	1	0.30%
OL11	2	0.60%

OL12	2	0.60%
OL2	3	0.80%
OL3	1	0.30%
OL4	5	1.40%
OL7	2	0.60%
OL8	2	0.60%
OL9	11	3.10%
PA14	1	0.30%
PA15	2	0.60%
PA2	5	1.40%
PA3	1	0.30%
PA5	1	0.30%
PR1	2	0.60%
PR6	3	0.80%
PR7	2	0.60%
S13	1	0.30%
S60	1	0.30%
S65	4	1.10%
S66	2	0.60%
S7	1	0.30%
SK1	1	0.30%
SK14	3	0.80%
SK15	1	0.30%
SK3	1	0.30%
SK4	6	1.70%
SK5	2	0.60%
SK6	1	0.30%
ST2	2	0.60%
ST5	2	0.60%
ST6	3	0.80%
ST7	1	0.30%
SY13	1	0.30%
TF9	1	0.30%
WA10	1	0.30%
WA12	2	0.60%
WA14	2	0.60%
WA15	2	0.60%
WA16	1	0.30%
WA2	2	0.60%
WA3	1	0.30%
WA4	1	0.30%
WA5	3	0.80%
WA7	1	0.30%
WA9	8	2.20%
WF1	2	0.60%
WF10	1	0.30%
WF4	1	0.30%
WN2	7	2.00%
WN3	6	1.70%
WN4	2	0.60%

WN5	9	2.50%
WN6	2	0.60%
WN7	3	0.80%
WN8	5	1.40%
WV13	1	0.30%
Total	357	

Considerate Constructors Scheme Monitor's Site Report



Project name	Hampton by Hilton Hotel				
Contractor name	Create Construction Ltd				
Onsite contact(s)	Gary Thomas				
Scheme ID number	113060	Visit no.	2	Visit date	28/06/2019

Project description, context, location and relevant constraints

Construction of a new nine story hotel on the outskirts of Manchester City Centre with a main road fronting site. There are a number of new apartment blocks to the rear with a Church to one side. Partial road closures have been obtained to provide some space around this very tight building footprint.

Code section	Visit 1	Visit 2		Scheme scoring explained
Care about appearance	7	8	/9	- Each section of the Checklist will be scored out of 9 points with 1 additional point available for each approved innovation, up to a maximum of 5. - A score of 5 in one of the sections of the Checklist reflects compliance with the Scheme's core requirements while scores of 4 or lower indicate different levels of non-compliance. - Higher scores indicate performance beyond compliance with 6 reflecting a 'good' level of performance, 7 'very good', 8 'excellent' and 9 'exceptional'. - Approved innovations will need to be further developed and improved to receive an additional point at a subsequent visit. - For more information on the Monitor Checklist, scoring descriptors, the Scheme's definition of innovation and report writing standards, visit www.ccscheme.org.uk. - For an online library of best practice examples, case studies, e-learning modules and other resources, visit www.ccsbestpractice.org.uk.
Respect the community	7	7	/9	
Protect the environment	7	7	/9	
Secure everyone's safety	7	7	/9	
Value their workforce	7	7	/9	
Additional points	0	0	/5	
Total score	35	36	/50	

Executive summary

The new "Corporate Brand Manual" was most impressive and the new ply hoarding, with excellent graphics, comply with these new requirements. The new standards meet with the requirements of Constructions First Impressions. The overall appearance of site was excellent. Communication with neighbours is very good and regular newsletters are issued which contain an explanation of Considerate Constructors Scheme. It would be good to see additional involvement with community activities. The company support charities and provide sponsorships. Environmental policy is ISO-14,001 compliant and promoted at induction, by Toolbox talks and environmental notices. 100% of waste is now diverted from landfill. It would be good to see pie charts, showing this, displayed on notice boards. Site will further consider how to reduce single use plastics and packaging. Very good access to site is provided via biometric turnstiles with barriered routes to offices and welfare. The company provides a very good level of safety training. It will be good to see a more comprehensive display of safety posters. "Fresh Eyes" safety inspections include staff from different projects and nonconstruction office staff. Matt has been trained as a mental health awareness first aider and site has supported Mental Health week. There is a very good display of mental and occupational health posters. Paul has carried out most CCS e-learning modules. It would be good to see a system to retrieve relevant medical conditions speedily in case of emergency. Site encourages the use of the new Construction Industry helpline App. Thanks to Tom, Luke, Paul and Dave for the warm welcome to site and for their time during our discussions. There has been a number of initiatives introduced since the last visit and the site are to be congratulated.

Detailed summary of findings

Care about appearance

First visit findings and score	7	/9
External appearances looked very good and site was surrounded by fencing consisting of water filled plastic barriers with metal panel tops displaying project signage. A new marketing hoarding will be erected within the next two months. We discussed Constructions First impressions. Many companies develop a policy at HQ and assist sites with its implementation. Existing tarmac roads lead into site and are readily maintained. Daily litter picks and hoarding checks are carried out. There is no graffiti either internally or externally. Surrounding roadways and footways very good. Materials are stored in containers or laydown areas. Housekeeping and cleanliness are noted at induction and Toolbox talks and reinforced by notices. Separate areas are provided for those who smoke tobacco and E cigarettes. The dress code includes a cover up policy but no nonoffensive T-shirt policy. Football shirts are not allowed. Company values are noted at induction. Social media is managed via HQ with a specific website for this project. We discussed #loveconstruction and CCS UK Construction Map.		
Second visit updated findings and score	8	/9
New ply hoarding has been erected around site with excellent quality marketing graphics for the client and contractor. A most impressive "Corporate Brand Manual" is now in use with standards for notices, hoarding, job opportunities etc. The new hoarding complies with these requirements and the requirements of Constructions First Impressions. Site accommodation is on road closures, surfaced with existing tarmac. Roads and surrounding area are clean and tidy. Regular litter picks and hoarding checks continues to be carried out. Site is graffiti free. Materials continue to be stored in containers, laydown areas and within the building. Housekeeping and cleanliness continues to be noted at induction. Separate areas continue to be maintained for those who smoke tobacco and E cigarettes. Employees are advised of the dress code which includes "no football shirts". Company values continue to be noted at induction. There is a specific website for this project and this, together with social media is managed by HQ.		

Respect the community

First visit findings and score	7	/9
Initial letters were issued prior to start the project included project and contact details together with an explanation of Considerate Constructors Scheme. Further letters are issued prior to key events with newsletters, including questionnaires, every two months. A community noticeboard is provided. Deliveries are allowed during site hours. Traffic Management is in place and noted on a logistics board. Local businesses and suppliers are used with local labour and spend being a project KPI. 24/7 contact notices displayed. Scheme signs, banners and notices were prominently displayed and the Scheme is noted at induction. Gary is the CCS champion. We discussed how some sites actively promote the benefits of registering with CCS. Noise monitoring is carried out. Compliments are not logged or displayed. One local apprentice is employed. No school/college visits to date. Good works include: cleaning graffiti off the adjacent church; carrying out area litter picks supplying surplus plastic to a local company. It would be good to see involvement some community activities.		
Second visit updated findings and score	7	/9
Newsletters and letters prior to key events continued to be issued. These contain an explanation of Considerate Constructors Scheme. Questionnaires are included and cover overall comments and CCS. Some neighbours have responded with very positive comments. Suppliers are asked if they are registered with CCS, during initial enquiries. Compliments are recorded but not displayed. A school visit was held earlier in the week. Site employs apprentices and trainees. Road sweepers visit site on a regular basis and clean the adjacent church and extended areas outside site. A talk was provided by Mr King, whose son Oliver died following a heart problem. This was an extremely touching talk and was taken to heart by employees. Site subsequently bought a defibrillator which is available for public use. A donation was made to "Oliver Trust" which will be supported by the company in future. HQ also supports charities provide sponsorships. Many companies are involved with community activities.		

Protect the environment

First visit findings and score	7	/9
An initial environmental assessment was carried out prior to start on site. Environmental and eco-investigations revealed minor amounts of asbestos which were removed by a specialist. Environmental policy is ISO 14,001 compliance and promoted at induction and Toolbox talks. Waste is placed in skips and sent to Kenny WTS. It would be good to see waste reporting pie chart format displayed in the canteen. We discussed air pollution and Gary advised that he had no idling policy and had plant which was regularly serviced. Actual is compared to target waste. PIRs and percussion taps were provided. There is a good display of environmental posters but it would be good to see a more comprehensive provision of clear, simple posters. Fuel is stored in the double banded tank with spill kits, drip trays and plant nappies available. KPIs are maintained for energy, water, waste and distance travel. Plastic bases are given to a company who melts down and uses the product to mould new items. We discussed reducing use of plastics and packaging. Van/car share is encouraged. Some employees use public transport or cycle to site.		
Second visit updated findings and score	7	/9
The environmental policy, which is compliance with ISO 14,001, is promoted at induction, Toolbox talks and environmental notices. Site is now connected to mains electricity and is mostly electric. Waste is placed in skips and sent to Kenny WTS and reports show 100% recycled. It would be good to see these displayed in the canteen in pie chart format. Site continues to have policies to reduce air pollution including: no idling; regular service plants; add blue. PIRs and percussion taps continue to be provided. KPIs continue to be maintained for energy, water, waste and distance travelled. Plastic bases from material deliveries continues to be provided to a company who melts these down and uses the material to produce new moulded items. We discussed single use plastics and packaging and the team will consider further options. Site promotes car share, cycle to work and use of public transport. Clear posters supporting these are displayed in welfare areas.		

Secure everyone's safety

First visit findings and score	7	/9
Two first aiders are introduced at induction, by notices with photo mobile by green crosses. Routes to the nearest A & E are displayed but not Minor Injury units. The gate man assists visitors to site and access is through a biometric turnstile. Barriers and walkways are provided. The drugs and alcohol policy includes random testing. Monthly director safety visits, Fresh Eyes, are carried out. The safety officer carries out monthly audits. Many contractors provide a more comprehensive display of safety posters and information. Site has a What you said, What we did system. Toolbox talks are provided. Site specific PowerPoint inductions are provided which are signed off by employees. The management team who fill in a Near Miss template which is investigated, collated and reviewed the trends. A "heat map" is displayed at the entrance showing incidents (none to date). The nearest defibrillator is discussed at induction but no notice showing location. Daily activity briefings are carried out with all employees. Two fully trained Traffic trap marshals are provided. We discussed FORS and CLOCS. Very good level of safety training is provided direct employees and S/Cs are checked prior to start on site. There were no incentives to promote safety.		
Second visit updated findings and score	7	/9
Four first aiders are now identified at induction, by notices with photos and mobile and by green crosses. Details of the nearest Minor Injuries Unit is now provided. Two Traffic Marshalls continues to assist visitors and deliveries. Access is via a biometric turnstile. Segregated access is provided for visitors. The "Fresh Eyes" visits continue with staff from different projects and non-construction office staff taking part. The display of safety posters has improved but a more comprehensive display could be provided. Notice boards are provided on every floor level with photos of pristine conditions and contractors are advised that they must be the same condition when they have completed their element of the works. Defibrillator is now provided on site and offered to the general public. Daily activity briefings continue to be carried out with all employees. Site awards are provided to encourage safety. A notice advises that all HGV vehicles must be CLOCS registered. This is discussed with suppliers at pre-tender to encourage them to participate. Very good level of safety training continues to be provided for direct employees. Subcontractor safety documentation is checked prior to start on site.		

Value their workforce

First visit findings and score	7	/9
All staff receive diversity training. Equality and diversity are noted at induction. Annual appraisals are carried out where training requirements are discussed. Many companies are now training first aiders for mental health awareness. Some occupational and mental health information is provided but it would be good to see a more comprehensive display. Welfare included two canteens, a drying room, male and female WCs but no lockers or showers. A quiet/prayer room is available. Checks are made for illegal workers. CSCS cards are copied and skills noted. Relevant medical conditions are noted at induction. We discussed a simple system to retrieve speed in case of emergency. Photo ID is not providing. HQ are tasked with encouraging new people into the industry, providing work experience and careers advice and arranging college visits. The company provide e-learning and some of the team have carried out CCS e-learning modules. We discussed the new CI helpline app.		
Second visit updated findings and score	7	/9
Equality and diversity continues to be noted at induction. Matt has been trained as a mental health awareness first aider. All staff have received diversity training. Site participated in "Supporting Mental Health" week. An extensive display of mental and occupational health posters is provided. Mental health talks will be carried out and all employees will be encouraged to use the Construction Industry helpline app. All direct employees already have the App. CSCS cards continue to be copied with skills noted. Company e-learning is carried out. Paul has carried out most CCS e-learning modules. We had further discussions concerning a simple system to retrieve relevant medical conditions speed in case of emergency. Photo ID is not provided. The team advised that HQ is responsible for encouraging new people into the industry, providing work experience and careers advice.		



Considerate Constructors Scheme

Scoring explained

Any site, company or supplier that registers with the Scheme makes a commitment to meet the minimum requirements of the Scheme's Code of Considerate Practice. To establish compliance, and recognise performance beyond compliance, Scheme Monitors will visit sites, offices, depots and individual work areas, and will use the appropriate Checklist to confirm a score against each of the five Code headings – appearance, community, environment, safety and workforce.

Separate Checklists have been developed to recognise the differences between sites, companies and suppliers but each includes a number of questions within the five key sections of the Code. The Checklists include the Scheme's minimum compliance requirements and these are highlighted as bold questions.

Each section of the Checklist is scored out of 9 points, with a score of 5 indicating compliance. All compliance requirements highlighted in bold on the Checklist must be satisfactorily addressed in order to achieve compliance in that section. However, Monitors are not only assessing compliance with the Scheme's Code and Checklist but also look to identify measures taken which are above and beyond these requirements, and addressing the non-bolded questions on the Checklist may result in a higher score.

An additional 5 points are then available, at the discretion of the Scheme, to reward those sites, companies or suppliers who have developed innovative ways of addressing Scheme expectations. The following will apply:

- Monitors will review all potential innovations presented to them and include any that they deem suitable within the Monitor Report which will be passed to the Scheme's Innovations Team to review, however no more than five can be submitted with the report.
- If a site, company or supplier feels they have more than five innovations, they must select the five that they feel have the strongest chance of approval. The Monitor may assist in selecting those to be presented but the responsibility sits with the site, company or supplier being visited.
- Each approved innovation will now result in one additional point being added to the overall Monitor's score, up to a maximum of 5 additional points.

The report will still present a score out of 50 which will be used to establish the star rating and eligibility for awards.

How to apply the scores

Monitors will use their discretion when assessing whether questions or prompts are relevant. Where they are not, they will not be considered when assessing performance or awarding a score. Monitors will decide whether a question/prompt has been adequately addressed taking into account the size, type and location of the site, company or supplier, as well as any identified constraints.

The score awarded reflects the Monitor's opinion on how the site, company or supplier is performing based on observations at the time of the visit and their discussion with the company representative or site manager. Please note that credit will not be given for activities that are planned but have yet to be carried out.

Failure to adequately address all bold compliance questions in a section to the Monitor's satisfaction will result in a non-compliant score for that section, regardless of any other positive activities or initiatives undertaken relevant to that section. The non-compliant score is awarded depending on the nature and severity of the issues identified and taking into account the required course of action.

Indicative scores vs validated scores

When monitoring a company or a supplier with multiple depots, following the initial office visit within a registration period, the Monitor will provide an indicative score, i.e. a score that reflects how the Monitor 'feels' that company or supplier is performing against the Checklist, based solely on the discussions and observations at the office visit. The score is indicative because the Monitor has not yet been able to validate the discussions with observations 'in the field' and it is therefore impossible to confirm with surety that the company or supplier is performing at a certain level.

For this reason, the indicative score will usually be given as a one-point range, e.g. 6-7, which would mean that the Monitor thinks the company is performing to a good or very good level using the descriptors shown overleaf but needs to verify the discussions before a validated score can be awarded.

Following the first validation visit, an updated indicative score will be shown on the report which may match that shown following the office report or may be flexed up or down, depending on whether observations at the validation visit matched the discussions that previously took place or whether they actually demonstrated a level of performance better or worse than previously discussed.

Following the second validation visit, the Monitor will also provide a final validated score for each section of the report that reflects how they feel that company is generally performing against the Scheme's Code of Considerate Practice and the associated Checklist. The validated score is not a reflection of the second site visited but of overall performance based on discussions and observations across three separate meetings.

Score descriptors

Descriptor	Explanation of score descriptor	Score
Gross failure	The majority of bold items on the Checklist have not been satisfactorily addressed demonstrating a gross failure to achieve compliance with the Scheme's Code of Considerate Practice. The areas highlighted reflect gravely on the construction industry and should be dealt with immediately to address the negative impact on the image of construction.	1
Failure	Several bold items on the Checklist have not been satisfactorily addressed demonstrating a failure to achieve compliance with the Scheme's Code of Considerate Practice. The areas highlighted reflect seriously on the construction industry and should be dealt with immediately to address the negative impact on the image of construction.	2
Major non-compliance	More than one bold item on the Checklist has not been satisfactorily addressed demonstrating major non-compliance with the Scheme's Code of Considerate Practice. The areas highlighted reflect poorly on the construction industry and should be dealt with immediately to address the negative impact on the image of construction.	3
Minor non-compliance	A bold item on the Checklist has not been satisfactorily addressed demonstrating minor non-compliance with the Scheme's Code of Considerate Practice. The area highlighted reflects unfavourably on the construction industry; however, it is deemed to be minor and should be quickly and easily addressed.	4
Compliance	All bold items on the Checklist have been satisfactorily addressed which demonstrates adherence to the minimum requirements of the Scheme's Code of Considerate Practice. When all bold compliance requirements in a section of the Checklist are addressed, but none of the applicable non-bolded areas have been addressed to the Monitor's satisfaction, that section will be deemed as compliant .	5
Good	All bold items on the Checklist have been satisfactorily addressed and additional measures to address some of the applicable non-bold areas of the Checklist are evident, demonstrating performance to a good standard beyond the minimum requirements of the Scheme's Code of Considerate Practice. When 'compliance' is demonstrated in a section and <u>some</u> of the applicable non-bolded areas have also been addressed to the Monitor's satisfaction, the level of performance against that section will be considered to be good .	6
Very Good	All bold items on the Checklist have been satisfactorily addressed and additional measures to address most of the applicable non-bold areas of the Checklist are evident, demonstrating performance to a very good standard well beyond the minimum requirements of the Scheme's Code of Considerate Practice. When 'compliance' is demonstrated in a section and <u>most</u> of the applicable non-bolded areas have also been addressed to the Monitor's satisfaction, the level of performance against that section will be considered to be very good .	7
Excellent	All bold items on the Checklist have been satisfactorily addressed and additional measures to address all of the applicable non-bold areas of the Checklist are evident, demonstrating performing to an excellent standard well beyond the minimum requirements of the Scheme's Code of Considerate Practice. When 'compliance' is demonstrated in a section and <u>all</u> of the applicable non-bolded areas have also been addressed to the Monitor's satisfaction, the level of performance against that section will be considered to be excellent .	8
Exceptional	At the forefront of industry best practice demonstrating the very highest level of achievement far above the minimum standards required by the Scheme's Code, addressing all applicable areas of the Checklist to the very highest standards. When 'compliance' is demonstrated in a section and <u>all</u> of the applicable non-bolded areas have also been addressed to the <u>very highest of standards</u> , the level of performance against that section will be considered to be exceptional . <i>The differentiator between 8 points and 9 points is the standard to which the items are addressed.</i>	9
Additional points	Additional points are available to reward those sites, companies or suppliers who have developed innovative ways of addressing Scheme expectations. Up to 5 additional points are available per visit. Innovation can be defined simply as the demonstration of original thinking relevant to the Scheme's Code of Considerate Practice that if replicated across the industry or sector would give a real improvement to the overall performance or image of construction. This is accomplished through the development and implementation of new or more effective solutions that meet new requirements, existing needs or positive opportunities identified by the site, company or supplier. It may be the establishment of a brand new way of tackling a specific issue, or the enhancement of an existing concept to deal with a new challenge. It is these activities which go above and beyond the expected which will receive recognition. Please note that all examples of innovation are checked and verified by the Scheme's Innovations Team and will only be approved if they meet the criteria as outlined on the Scheme's website.	1

Non-compliance process

Where a site, company or supplier is found to be non-compliant in one or more sections, the following will apply:

- A letter highlighting the area(s) of failure will be sent with a request to address the issue(s) detailed in the Monitor's report. In instances of **gross failure** or **multiple instances of failure**, the Scheme will request a meeting to be arranged to discuss the issue(s) detailed in the Monitor's report.
- A further subsequent visit may be required so that the Monitor can establish that compliance has been achieved. However, where minor non-compliance is identified, no reassessment is required and the company will be trusted to take the necessary steps to address the issues identified.

Failure to take appropriate action to address the identified non-compliance issue(s) may result in removal from the Scheme.

For more information about the Scheme's scoring system and the non-compliance process, please visit www.ccscheme.org.uk



Performance Beyond Compliance

Presented to

Gary Thomas

of

Create Construction Ltd

For

Hampton by Hilton Hotel

When visited by the Considerate Constructors Scheme's Monitor, this site performed beyond compliance by scoring at least 7 points in each of the following five sections of the Scheme's Code of Considerate Practice:

Care about
Appearance

Respect the
Community

Protect the
Environment

Secure everyone's
Safety

Value their
Workforce

Isabel Martinson MBE
Executive Chairman, Considerate Constructors Scheme



Waste Recovered & Recycled from Site Overview

From: 01/08/2019

To: 31/08/2019

Friday 13 September 2019

CREATE CONSTRUCTION LTD (SKIPS)

Hampton By Hilton Manchester, Sharp Street, Manchester, M4 4HT

Itemised Service List

Job Date	Our Ref	Weight Ticket	PO	Service	Container	Grade	EW Code	Weight
02/08/2019	1095572	1095572	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.460
02/08/2019	1095575	1095575	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	0.500
06/08/2019	1085136		0000012791	SLBIN1100 (Wheelie)		Mixed Municipal Waste	20 03 01	0.001
06/08/2019	1104436	1104436	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.880
06/08/2019	1104438	1104438	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.300
08/08/2019	1105893	1105893	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.840
12/08/2019	1107409	1107409	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	0.420
12/08/2019	1107411	1107411	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.900
12/08/2019	1107412	1107412	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.700
13/08/2019	1089201		0000012791	SLBIN1100 (Wheelie)		Mixed Municipal Waste	20 03 01	0.088
13/08/2019	1108589	1108589	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.920
13/08/2019	1108590	1108590	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.740
15/08/2019	1107415	1107415	0000012791		E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	3.080

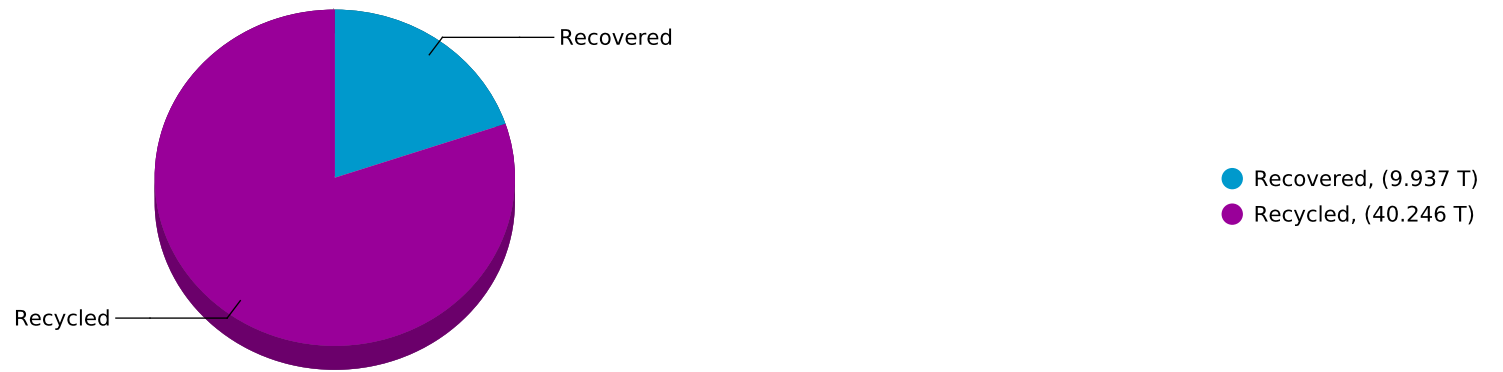
15/08/2019	1109556	1109556	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.200
15/08/2019	1109559	1109559	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.460
19/08/2019	1110247	1110247	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.060
19/08/2019	1110252	1110252	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.520
19/08/2019	1111104	1111104	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	3.160
20/08/2019	1093397		0000012791	SLBIN1100 (Wheelie)	Mixed Municipal Waste	20 03 01	0.062
21/08/2019	1110254	1110254	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.900
21/08/2019	1112499	1112499	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.700
23/08/2019	1110249	1110249	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.260
23/08/2019	1112500	1112500	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.360
27/08/2019	1097320		0000012791	SLBIN1100 (Wheelie)	Mixed Municipal Waste	20 03 01	0.001
27/08/2019	1114222	1114222	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.640
27/08/2019	1114225	1114225	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.120
29/08/2019	1114224	1114224	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	1.160
29/08/2019	1114226	1114226	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.240
29/08/2019	1114228	1114228	0000012791	E/R8 (Open)	Mixed Construction & Demolition Waste	17 09 04	2.520

Waste Split Summary

Date	EWC Code	Description of Waste	Weight or Quantity	Units	% by weight	Volume m3	% by Volume
Aug-19	17 09 04	Canteen / Office / Adhoc	0.144	tonnes	0.287%	0.554	0.515%
Aug-19	17 09 04	Co-Mingled Fine / Granular Material	7.750	tonnes	15.444%	6.250	5.812%
Aug-19	17 09 04	Metals	1.095	tonnes	2.182%	2.190	2.037%
Aug-19	17 09 04	Mixed Dense Material	12.238	tonnes	24.388%	9.869	9.177%
Aug-19	20 03 01	Mixed Municipal Waste	0.152	tonnes	0.303%	0.585	0.544%
Aug-19	17 09 04	Mixed Wood	9.535	tonnes	19.002%	28.894	26.869%
Aug-19	17 09 04	Non-Recyclable Mixed Waste	3.854	tonnes	7.680%	4.430	4.120%
Aug-19	17 09 04	Packaging & Polystrene	2.796	tonnes	5.572%	13.314	12.381%
Aug-19	17 09 04	Plasterboard & Gypsum Products	9.521	tonnes	18.974%	28.852	26.830%
Aug-19	17 09 04	Rigid Plastic & Films	2.695	tonnes	5.371%	11.717	10.896%
Aug-19	17 09 04	Tiles / Ceramics & Glass	0.305	tonnes	0.608%	0.517	0.481%
Aug-19	17 09 04	WEEE Waste	0.095	tonnes	0.189%	0.365	0.339%
Total weight/quantity			50.180			Total Volume	107.537

Destination Summary

Weight or Quantity		Landfill	Recycled Restoration/ Remediation aggregates	Recycled and sent for further reprocessing	Recycled/ Reprocessed to the WRAP protocol	Waste to energy	Grade Total
Volume							
tonnes	Canteen / Office / Adhoc	0.000 0.000	0.000 0.000	0.014 0.055	0.000 0.000	0.130 0.499	0.144 0.554
	Co-Mingled Fine / Granular Material	0.000 0.000	5.038 4.063	0.000 0.000	1.550 1.250	1.163 0.938	7.751 6.251
	Metals	0.000 0.000	0.000 0.000	1.095 2.190	0.000 0.000	0.000 0.000	1.095 2.190
	Mixed Dense Material	0.000 0.000	2.448 1.974	0.000 0.000	9.790 7.895	0.000 0.000	12.238 9.869
	Mixed Municipal Waste	0.000 0.000	0.000 0.000	0 0	0.000 0.000	0.152 0.585	0.152 0.585
	Mixed Wood	0.000 0.000	0.477 1.445	8.582 26.005	0.000 0.000	0.477 1.445	9.536 28.895
	Non-Recyclable Mixed Waste	0.000 0.000	0.000 0.000	0.000 0.000	0.000 0.000	3.854 4.430	3.854 4.430
	Packaging & Polystrene	0.000 0.000	0.000 0.000	0.839 3.994	0.000 0.000	1.957 9.320	2.796 13.314
	Plasterboard & Gypsum Products	0.000 0.000	0.952 2.885	8.569 25.967	0.000 0.000	0.000 0.000	9.521 28.852
	Rigid Plastic & Films	0.000 0.000	0.000 0.000	0.539 2.343	0.000 0.000	2.156 9.374	2.695 11.717
	Tiles / Ceramics & Glass	0.000 0.000	0.046 0.078	0.000 0.000	0.259 0.439	0.000 0.000	0.305 0.517
	WEEE Waste	0.000 0.000	0.000 0.000	0.048 0.183	0.000 0.000	0.048 0.183	0.096 0.366
	Destination Total by Weight	0.000 0.00 %	8.961 17.86 %	19.686 39.23 %	11.599 23.11 %	9.937 19.80 %	50.183 107.540
	Destination Total by Volume	0.000 0.00 %	10.445 9.71 %	60.737 56.48 %	9.584 8.91 %	26.774 24.90 %	



VAT Registration: 437 7018 45
Waste Management License: EAWML/50155

Company Registration: ENGLAND 3849027
Waste Carriers License: CBDU76122



WORKING IN PARTNERSHIP WITH



HAMPTON BY HILTON HAS ACHIEVED

100%

DIVERSION FROM LANDFILL

August 2019

