

RYLANDS BUILDING

LOCAL EMPLOYMENT PLAN

This plan is intended to detail Russell WBHO's intent to show its commitment to local employment during the construction phase of the Rylands Building project. We believe we can make a positive difference in supporting our local community in areas such as employment, training, skills and local community initiatives.

We are committed to Manchester strategy "Our Manchester" which sets out the vision for the city from 2016 to 2025.

ACTION PLAN

Directly Employed Staff

Russell WBHO will endeavour to provide direct employed labour from within the local geographical area in line with any key performance indications outlined in the contract with your client.

Russell WBHO will utilise the majority of labour from the M1, M2, M3, M4, M5, M6, M7, M8, M9, M11, M12, M13, M14, M15 and M40 postcode area (Tier 1).

These will be supplemented by candidates from the remaining 'M' postcode locations (Tier 2).

Should the suitable operative not be available from Tier 1 & Tier 2 Russell WBHO will look outside to the postcode areas of OL, SK, WN, WA, and BL (Tier 3)

Subcontractors

Russell WBHO will endeavour to subcontract works to subcontractors from within the local geographical area. We will employ a tier structure as follows:

Tier 1 – Manchester area

Tier 2 – North West area

Tier 3 – National

We expect to employ 90% of our subcontractors from either tier 1 or tier 2.

Suppliers

Russell WBHO will endeavour to specify and place orders with local suppliers from the local geographical area. We will employ a tier structure as follows:

Tier 1 – Manchester area

Tier 2 – North West area

Tier 3 – National

Tier 4 – International

We expect to employ 80% of supplies will be from either tier 1 or tier 2.

Apprenticeships

Russell WBHO will endeavour to provide a number of apprenticeship opportunities throughout the duration of the project both directly employed and through negotiation with our sub contract supply chain.

Work Placements

Russell WBHO will work with the My Future Service to provide a number of work placement opportunities throughout the duration of the project.

Raise the aspirations of Manchester's young people

Russell WBHO will support schools through offering site tours to students or giving talks at assemblies about working in the construction industry.

Our Neighbours

Russell WBHO will engage as a good neighbour and provide support to the local communities. Meetings with our neighbours will be held on a regular basis and monthly newsletters will be issued.

Local Labour Proposal Form - Construction Phase			
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 some detail (who, when, how). Please use works sheets "Local Labour Report" to profile your main recruitment and procurement activities. These worksheets can also be used to submit quarterly Progress Reports. 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.			
DETAILS OF DEVELOPMENT SCHEME			
Development scheme details		Planning application number: 127881/FO/2020	Value of scheme (nearest £1M): 93
Local labour Proposal submitted by		Name organisation: Russell WBHO	Expected start and end date: [mm/yy to mm/yy]: 05/23 to 09/25
		Name contact: Joe Rawlinson	Email address and telephone number of contact: jrawlinson@russellwbho.co.uk
WORKFORCE	Total Indicative Target	PLEASE DESCRIBE WHEN YOUR MAIN RECRUITMENTS AND PROCUREMENTS WILL TAKE PLACE INCLUDING DETAILS OF ANY RECRUITMENT AGENCIES OR BUSINESS ORGANISATIONS YOU PROPOSE TO USE. FOR OTHER LOCAL LABOUR ACTIVITIES PLEASE DESCRIBE HOW YOU INTEND TO DELIVER THESE.	
Number of new jobs expected to be created by the development	20		
% of these new jobs expected to be taken up by Manchester residents	70%	Russell WBHO will utilise the majority of labour from the M1, M2, M3, M4, M5, M6, M7, M8, M9, M11, M12, M13, M14, M15 and M40 postcode area (Tier 1). These will be supplemented by candidates from the remaining 'M' postcode locations (Tier 2). Should the suitable operative not be available from Tier 1 & Tier 2 Russell WBHO will look outside to the postcode areas of OL, SK, WN, WA, and BL (Tier 3)	
Number of existing staff expected to work on the development	13		
% of these existing staff expected to be Manchester residents	70%	as above	
APPRENTICESHIPS	Total Indicative Target	See above	
Number of new apprentices expected to be recruited for the development	8	Russell WBHO will endeavour to provide a number of apprenticeship opportunities throughout the duration of the project both directly employed and through negotiation with our sub contract supply chain	
Number of new apprentice weeks expected to be offered (if you are not able to offer full apprenticeships)	32		
% of these new apprenticeship roles expected to be taken up by Manchester residents	70	Russell WBHO will utilise the majority of labour from the M1, M2, M3, M4, M5, M6, M7, M8, M9, M11, M12, M13, M14, M15 and M40 postcode area (Tier 1). These will be supplemented by candidates from the remaining 'M' postcode locations (Tier 2). Should the suitable operative not be available from Tier 1 & Tier 2 Russell WBHO will look outside to the postcode areas of OL, SK, WN, WA, and BL (Tier 3)	
Number of existing apprentices expected to work on the development	0		
Number of existing apprentice weeks expected to be working on the development (if you are not able to offer full apprenticeships)	0		
% of these existing apprenticeship roles expected to be Manchester residents	0		
SUPPLY CHAIN	Total Indicative Target	See above	
Number of sub contractors expected to work on the development including those not working on site	60		
% of these subcontractors expected to be from the City of Manchester (approx 0 - 5 mile radius)	30		
% of subcontractors expected to be from Greater Manchester (approx 5 - 20 mile radius from the development)	60		
Number of Meet The Buyer events	0		

DEVELOPING YOUR STAFF	Total Indicative Target	See above
Number of staff receiving CSCS card training	100%	CSCS is mandatory for all staff
Number of staff receiving other training	70%	70% of staff will also receive SMSTS and SSSTS training
Number of students / graduates / interns expected to be working/trained on the development	3	Currently employ 1 graduate training on site to be a quantity surveyor
LEARNING AND EMPLOYABILITY	Total Indicative Target	See above
Off site careers activities (e.g. career/sector talks; mock interviews; reading/writing /numeracy support)	0	
On site careers activities (e.g. site tours / taster days)	0	
Developing a strategic relationship with a secondary school/college	0	
Work experience for under 18s	0	
Professional development for teaching /careers/employment staff	0	
Projects with Further and Higher Education	0	
Work placements for over 18s	5	
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	
Join/support a local business network	0	
OTHER PROPOSED ACTIVITIES	Total Indicative Target	See above

Local Labour Construction - Yr 1		Please use this form to: - As a minimum to profile your targets for your main recruitment(s), apprenticeship intake(s) and procuring sub-contractors/suppliers. - Record actual delivery of targets to date - Add any good news stories you would like us to hear about and promote - Submit this form on the second Monday of the month ending period 1 (Apr - Jun), 2 (Jul - Sept), 3 (Oct - Dec) and 4 (Jan - Mar)									
Please complete monitoring report details		Planning reference {=CELL}		Monitoring period: [mm/yy to mm/yy]				Submitted by: [name, name organisation, email address]			
WORKFORCE	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Number of new jobs expected to be created by the development	20										Please also provide a breakdown of jobs by full postcode
% of these new jobs expected to be taken up by Manchester residents	0.7										
Number of existing staff expected to work on the development	13										Please also provide a breakdown of jobs by full postcode
% of these existing staff expected to be Manchester residents	0.7										
APPRENTICESHIPS	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	
Number of new apprentices expected to be recruited for the development	8										Please provide a breakdown by type and level of apprentices separately and a breakdown by full postcode
Number of new apprentice weeks expected to be offered (if you are not able to offer full apprenticeships)	32										
% of these new apprenticeship roles expected to be taken up by Manchester residents	70										
Number of existing apprentices expected to work on the development	0										Please provide a breakdown of type and level of apprentices separately and a breakdown by full postcode
Number of existing apprentice weeks expected to be working on the development (if you are not able to offer full apprenticeships)	0										
% of these existing apprenticeship roles expected to be Manchester residents	0										
SUPPLY CHAIN	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Number of sub contractors expected to work on the development including those not working on site	60										Please provide a breakdown of suppliers by full postcode
% of these subcontractors expected to be from the City of Manchester or from a 0 - 5 mile radius from the development	30										
% of subcontractors expected to be from Greater Manchester or from a 5 - 20 mile radius from the development	60										
Number of Meet The Buyer events	0										Please provide details (date; venue; number of suppliers attending)
DEVELOPING YOUR STAFF	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Number of staff receiving CSCS card training	1										
Number of staff receiving other training	0.7										

Number of students / graduates / interns expected to be working/trained on the development	3											Please provide full postcodes
LEARNING AND EMPLOYABILITY	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)	
Off site careers activities (e.g. career/sector talks; mock interviews; reading/writing /numeracy support)	0										Please provide details of these activities including dates, name of school, number of pupils taking part, any follow up activities	
On site careers activities (e.g. site tours / taster days)	0										Please provide details of these activities including dates, name of school, number of pupils taking part, any follow up activities	
Developing a strategic relationship with a secondary school/college	0										Please describe nature of relationship	
Work experience for under 18s	0										Please provide a breakdown by postcode	
Professional development for teaching /careers/employment staff	0										Please provide details of topics and number of teaching/training staff/name of their employers	
Projects with Further and Higher Education	0										Please provide details of topics and names of organisations	
Work placements for over 18s	5										Please provide a breakdown by postcode	
Volunteer opportunities	0										Please provide details of roles and breakdown by postcodes	
Work trials	0										Please provide details of positions/postcodes	
Other - please specify:	0											
WORKING WITH THE COMMUNITY	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)	
Community projects with skills and employability outcomes	0										Please provide name(s) of organisations supported, the nature of support and number of residents taking part	
Other community projects	0										Please provide name(s) of organisations supported, the nature of support and number of residents taking part	
SUPPORTING LOCAL BUSINESS GROWTH	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)	
Mentor a business	0										Please provide name and postcode of the business	
Support a local business network	0										Please provide details of support given	
OTHER PROPOSED ACTIVITIES	Total Indicative Target	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual to date	Qtr 2 Forecast	Qtr 2 Actual to date	Qtr 3 Forecast	Qtr 3 Actual to date	Qtr 4 Forecast	Qtr 4 Actual to date	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)	
	0											
CELEBRATING SUCCESS	We want to hear your good news stories so if you have something to shout about tell us in this section.											

Please complete monitoring report details	Planning reference {CELL}			Monitoring period: [mm/yy to mm/yy]				Submitted by: [name, name organisation, email address]				
WORKFORCE	Total Indicative Target	Actual yr 1	Indicative target yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Number of new jobs expected to be created by the development	20	0										Please also provide a breakdown of jobs by full postcode
% of these new jobs expected to be taken up by Manchester residents	0.7	0										
Number of existing staff expected to work on the development	13	0										Please also provide a breakdown of jobs by full postcode
% of these existing staff expected to be Manchester residents	0.7	0										
APPRENTICESHIPS	Total Indicative Target	Actual yr 1	Actual to date yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	
Number of new apprentices expected to be recruited for the development	8	0										Please provide a breakdown of type and level of apprentices separately and a breakdown by full postcode
Number of new apprentice weeks expected to be offered (if you are not able to offer full apprenticeships)	32	0										
% of these new apprenticeship roles expected to be taken up by Manchester residents	70	0										
Number of existing apprentices expected to work on the development	0	0										Please provide a breakdown of type and level of apprentices separately and a breakdown by full postcode
Number of existing apprentice weeks expected to be working on the development (if you are not able to offer full apprenticeships)	0	0										
% of these existing apprenticeship roles expected to be Manchester residents	0	0										
SUPPLY CHAIN	Total Indicative Target	Actual yr 1	Actual to date yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Number of sub contractors expected to work on the development including those not working on site	60	0										Please provide a breakdown of suppliers by full postcode
% of these subcontractors expected to be from the City of Manchester or from a 0 - 5 mile radius from the development	30	0										
% of subcontractors expected to be from Greater Manchester or from a 5 - 20 mile radius from the development	60	0										
Number of Meet The Buyer events	0	0										Please provide details (date; venue; number of suppliers attending)
DEVELOPING YOUR STAFF	Total Indicative Target	Actual yr 1	Actual to date yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Number of staff receiving CSCS card training	1	0										
Number of staff receiving other training	0.7	0										
Number of students / graduates / interns expected to be working/trained on the development	3	0										Please provide full potscodes

LEARNING AND EMPLOYABILITY	Total Indicative Target	Actual yr 1	Actual to date yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Off site careers activities (e.g. career/sector talks; mock interviews; reading/writing /numeracy support)	0	0										Please provide details of these activities including dates, name of school, number of pupils taking part, any follow up activities
On site careers activities (e.g. site tours / taster days)	0	0										Please provide details of these activities including dates, name of school, number of pupils taking part, any follow up activities
Developing a strategic relationship with a secondary school/college	0	0										Please describe nature of relationship
Work experience for under 18s	0	0										Please provide a breakdown by postcode
Professional development for teaching /careers/employment staff	0	0										Please provide details of topics and number of teaching/training staff/name of their employers
Projects with Further and Higher Education	0	0										Please provide details of topics and names of organisations
Work placements for over 18s	5	0										Please provide a breakdown by postcode
Volunteer opportunities	0	0										Please provide details of roles and breakdown by postcodes
Work trials	0	0										Please provide details of positions/postcodes
Other - please specify:	0	0										
WORKING WITH THE COMMUNITY	Total Indicative Target	Actual yr 1	Actual to date yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Community projects with skills and employability outcomes	0	0										Please provide name(s) of organisations supported, the nature of that support and number of residents taking part/benefitting
Other community projects	0	0										Please provide name(s) of organisations supported, the nature of that support and number of residents taking part/benefitting
SUPPORTING LOCAL BUSINESS GROWTH	Total Indicative Target	Actual yr 1	Actual to date yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
Mentor a business	0	0										Please provide name and postcode of the business
Support a local business network	0	0										Please provide details of support given
OTHER PROPOSED ACTIVITIES	Total Indicative Target	Actual yr 1	Actual to date yr 1	Qtr 1 Forecast	Qtr 1 Actual	Qtr 2 Forecast	Qtr 2 Actual	Qtr 3 Forecast	Qtr 3 Actual	Qtr 4 Forecast	Qtr 4 Actual	Comments (when reporting back please use this column or a separate sheet to provide details as suggested)
	0	0										Please provide names/postcodes of organisations, number of residents taking part and type of activity
CELEBRATING SUCCESS	We want to hear your good news stories so if you have something to shout about tell us in this section.											