

**Employment and Skills Plan for RG Group,
For Olympian Homes, The Fairfax, Manchester**

(The Fairfax (Formally Rammon House), 1 Portugal Street East,
Manchester, M1 2WX)

EMPLOYMENT AND SKILLS PLAN (ESP)

Revision 0

Date: 7th July 2022

Project: The Fairfax, Manchester.

Client: Olympian Homes

Issued by: Tara Murray

Quality Manager

Tara.murray@rg-group.co.uk

Project Manager

Name: James Smith

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1. INTRODUCTION

RG Group have developed an Employment and Skills Plan (ESP) for Olympian Homes in relation to the redevelopment at The Fairfax (Formally Rammon House), 1 Portugal Street East, Manchester, M1 2WX).

Overview of works.

This project is for the for the Design & Build of The Fairfax, Manchester. A new residential development following the Build to Rent model.

The site is located in Manchester City Centre just behind Piccadilly Station in the Piccadilly area of the City. The development is in the form of two tower buildings of 22 & 28 floors. The towers are linked via a large communal atrium with ancillary spaces for social interaction of the residents. A basement car park, plant rooms, refuse and cycle storage are also incorporated into the development for the resident's use.

Set in a new masterplan The Fairfax has extensive external space including a new public park. Works will incorporate the demolition of existing buildings, disconnections, and diversions to existing services. Groundworks, highways, mechanical and electrical fit out with associated testing and commissioning and the construction of the apartments including provision of fully fitted kitchen with integrated / free standing white goods, bathrooms and shower rooms and wardrobe as per the contract plans.

The project commencement date is July 2022, with Practical Completion scheduled for May 2025 for a value of £95m

2. EMPLOYMENT AND SKILLS REQUIREMENTS

It is anticipated the site will require at least 28 Full Time Employees during the course of the construction works (see Table 1). These include a wide variety of skilled and semi-skilled positions from trades (groundworker, cladding, labourer etc.), to management (project, site etc.).

Table 1: Employment Requirements for The Fairfax, Manchester (Construction, New Positions)

Year	Job Type	Phase	Contractor	No of people	FTE Positions*
2022 onwards	Construction/TP Manager	Construction	RG	2	2
2022 onwards	Security Guard	Construction	TBC	1	1
2022 onwards	Ground Worker	Construction	TBC	4	4
2023 onwards	Cladders	Construction	TBC	2	2
2023 onwards	Dry Liner	Construction	TBC	2	2
2024 onwards	Decorator	Construction	TBC	4	4

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2022 onwards	Labourers (inc Hoist Supervisor, Banksman, Forklift Driver)	Construction	TBC	6	6
2023 onwards	Electricians	Construction	TBC	2	2
2023 onwards	Plumbers	Construction	TBC	2	1
2023 onwards	Glaziers	Construction	TBC	2	1
2023 onwards	Roofing	Construction	TBC	2	2
					28

RG Group, in all of their projects, dependant on cost, size and duration follow the CITB benchmark targets for construction in partnership with all their stakeholders.

This is a summary of the employment and skills plan we feel we can offer against CITB benchmarks for The Fairfax, Manchester project, subject to further discussion and agreement with Manchester City Councils Works and Skills team.

The development will offer:

- **Target One.** 26 work experience placements. This will be aimed at a young person in education. Some of the construction operations such as underground works and cladding installation are specialist in nature or carry significant health and safety risks for untrained personnel. (Evidence to be provided: Written confirmation from the placement organisation/partner and employer hosting participant).
- **Target Two.** 28 full time jobs. As well as these 23 posts there are likely to be further new jobs, as later contract packages are let. (Evidence to be provided: offers of employment following GDPR Legislation).
- **Target Three.** All of the major sub-contractors have agreed (including RG) to actively participate in at least 14 local Construction Careers Information, Advice and Guidance (CCIAG) event or activity. Contractors would welcome support from the council in facilitating appropriate links with schools and colleges. (Evidence to be provided: confirmation from the participating organisation of the student engagement in the activity).
- **Target Four.** An estimated 1984 formal training weeks are anticipated at this stage on site by the site labour force working on the project. This will involve training following a recognised syllabus of study which has been accredited/certificated by either an awarding body for that qualification or by the recognised issuing organisation, such as RICS, NVQ, CIOB etc. It should be noted that many of the apprentices are on site for one year but will be two years in duration. Some contractors would be open to sharing their apprentices with other council/partner projects after the construction period is complete April 2025 (Evidence to be provided: completion certificates).
- **Target Five.** The technical nature of much of the construction work means the labour force will receive continual training. The target of 51 qualifications gained / short duration

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training course will be undertaken. This will largely be achieved through short duration training. Examples include:

- o CITB Construction Skills Certification Scheme (CSCS) – Labourer Green Card (est. 7.5 hours per course).
- o CITB Site Management Safety Training Scheme: Site Safety Plus (5 days)¹.
- o Other specialist training e.g. for ground workers this might include on site abrasive wheel training; and fire awareness.

(Evidence to be provided: completion certificates).

- **Target Six.** RG and Sub-Contractors will aim to donate 30 hours of useful time towards local community projects while trying to assist in leaving learning legacy's behind in the area too.
- **Target Six.** RG and Sub-Contractors will aim to producing 8 no promotional case studies which describe either an example of best practice or a significant achievement on the project. Contractors are happy to share these with the CITB, but would require final editorial comment. Current ideas for case studies include success stories of local recruits. (Evidence to be provided: copy of approved case study).

3. METHOD STATEMENT

This section sets out how RG Group intend to implement their employment and training requirements to deliver the ESP.

Responsibility for managing, overseeing and delivering the ESP.

Tara Murray is Quality Manager at RG Group contactable at tara.murray@rg-group.co.uk. She will manage and oversee the ESP and provide the ESP report on the agreed date with Manchester City Council. The outputs will be monitored, day to day by the RG Group Project Manager for The Fairfax, Manchester.

Education and training providers involved.

Contractors use various training providers including in-house and external suppliers. In-house provision includes mandatory site inductions and weekly toolbox talks for all contractors approximately for one hour per week. Typical subjects for the toolbox talks include on site housekeeping/tidiness, PPE, electrical safety, health and safety procedures etc. Local Universities such as will be used where required. Competency matrices and training plans will be used to identify learning and skills requirements, although the HR and training processes differ slightly between contractors.

Types of Accredited and Non-Accredited Training Offered and Apprenticeships.

All sub-contractors are required to be CITB Construction Skills Certification Scheme (CSCS) compliant to operate on site. Other specialist training, typically taking the form of short courses, will also be

¹ Examples of content include: Behavioural safety, management of occupational health, electricity, excavations, working at height, scaffolding, demolition and confined space.

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offered. This will be provided through specialists (some firms have their own preferred providers) or via the nearest or most suitable CITB or HSE accredited provider:

All project management/construction management/supervisors at RG Group will be offered appropriate training to competently carry out their roles. Any trainees seconded to site will receive the appropriate training and support for the complete duration of their time on site. (not allocated at present).

Ground workers training needs are quite extensive and diverse. Depending on their experience these might include on site abrasive wheel training, avoiding danger from underground services, working in confined spaces, training in respiratory protective equipment, hand-arm vibration at work, 360 degree digger training courses and fire awareness.

For cladding this might include working at heights and lifting operations in construction.

For services this includes vehicle marshalling, site supervisor safety training, and managing and co-ordinating plant.

Other health and safety training will be provided as required. Inductions and appraisals will be provided.

The following indicative apprenticeships/placements are anticipated:
A graduate placement in construction or quantity surveying by RG group.

Management of Health and Safety Issues.

RG Group have a dedicated Health and Safety Advisor (Helen Rawlinson) who is responsible for this across all sites as well as ensuring appropriate procedures are in place for new sites. Helen's in-house team conducts both advisory and scored audits on a regular basis, which identify any company wide issues and learning requirements.

Actions to ensure the support of Sub-Contractors working on the project.

RG Group is the main and principle contractor for the construction of the project. Their sub-contractors will be required to sign a sub-contractor agreement and report on agreed employment and training requirements to the RG group Project Manager. RG Group will monitor compliance against any agreed KPI's which will include employment opportunities using S106 ESP monitoring forms. Recruitment will be advertised locally and nationally. RG Group and their sub-Contractors are happy for the council to publicise local opportunities through its networks.

Compliance Management (and monitoring)

All RG and Sub-Contractor information generated from operations training and employment matters will be monitored and co-ordinated by the RG Project Manager. They will then report the information to the Quality Manager at RG, Tara Murray. She will in turn, complete Manchester City Council's agreed method of reporting form and submit to the Council on their preferred submittal date.

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Training Location

e-Learning facilities will be provided on site within one of the portacabins. Some health and safety training and all CSCS training can be completed on-line.

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APPENDIX A

S106 EXAMPLE INTERNAL MONITORING FORM

Part 1: Local Labour

Period of Performance (please highlight): **Monthly 1 - Date:**

Project Name	The Fairfax, Manchester
Monitoring contact	Tara Murray
Contact email	Tara.murray@rg-group.co.uk
Contact telephone	07770 536899

1.1 Local Labour Reporting

Please use this section to report details of your employees/works people. All data supplied will be processed and anonymised in accordance with new **The General Data Protection Regulation (GDPR) May 2018**.

(NB: Employees are asked to provide this information on a voluntary basis from site induction forms).

Total staff number on contract at the end of reporting period	
Percentage of Local residents at the end of this reporting period	

1.2 Recruitment Since Last Monitoring Report

Please give details of any recruitment since the last report.

Number of new job opportunities	N/A
Number of new recruits who are local residents	N/A
Any jobs offered on completing of other training and/or work experience programmes?	N/A <i>e.g.</i> <i>Name of course and numbers</i> <i>Entry to Construction Level 1 (Workplace)</i> <i>Entry to Construction Level 1 (Other)</i> <i>Workplace training course</i> <i>Women in Construction Placement</i> <i>Work experience 18+</i> <i>Other</i>

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1.3 Apprenticeships

Please use this section to provide information about any apprenticeships onsite:

Total Apprentices employed onsite	N/A
Number of apprentices who are local residents	N/A
Where/how were they recruited?	N/A

Part 2. Educational Activities and Engagement

Educational engagement with local schools, colleges and universities, delivered in the last quarter.

Type of Educational Activity	N/A
Name of School/College/University	N/A
Date and Length of Time	N/A
Age Range	N/A
Short Description	N/A
Number of Students Participated	N/A
Comments	N/A

Type of Educational Activity	N/A
Name of School/College/University	N/A
Date and Length of Time	N/A
Age Range	N/A
Short Description	N/A
Number of Students Participated	N/A
Comments	N/A

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Part 3. Any Other Information

Please provide details below of anything else that you wish to inform the council about.

This information is useful but not mandatory.

Part 4. Local Contractors and Suppliers

Please provide postcode and contractor values companies your project has purchased from in the Manchester City Council Area. **Local Postcodes agreed with the Council's target areas.**

Item	Location/ Supplier	Company	Month	Spend
			TOTAL	£

Equality Information

Please provide details of all the people working on site.

This information is useful but not mandatory.

Breakdown information (for Local residents only Postcodes)			
Gender %			
Identify as Male		Identify as Female	
Identify as other		Prefer not to say	
Disability %			
Disability		No Disability	
Not known		Prefer not to say	
Ethnicity % only			
White British		Mixed - White/ Black Caribbean	

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White English		Mixed - White/Black African	
White Scottish		Mixed - White/Asian	
White Welsh		Mixed - Other	
White Irish		Asian or Asian British – Indian	
White British Other		Asian or Asian British – Pakistani	
White Other		Asian or Asian British – Bangladeshi	
Black or Black British - Caribbean		Asian or Asian British – Other	
Black or Black British - African		Chinese	
Black or Black British - Other		Not Stated	
Not Stated		Other	

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S106 EXAMPLE MANCHESTER CITY COUNCIL MONITORING FORM

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: I NEED PLANNING REF..... Contact name / email: Tara Murray - tara.murray@rg-group.co.uk		04/07/2022		28/04/2025					Oct-22								£92m					
1. WORKFORCE		Total Indicative Target	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.		28																				
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 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)		26																				
4. Total number of weeks these apprentices will be / were working on the development																						
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 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 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)		30																				
8. Number of weeks of meaningful works placements or pre-employment training for secondary school and further education students.		16																				
9. Number of weeks of work trials for city of Manchester job seekers that will be / were offered.		16																				
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.		30																				
5. WORKING WITH THE COMMUNITY ORGANISATIONS IN THE CITY OF MANCHESTER		Total Indicative Target	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		30																				
6. DETAILS OF SCHOOLS AND COMMUNITY ORGANISATIONS & CELEBRATING SUCCESS Please name the individual named schools/universities and community organisations supported under 4 and 5 above. We also want to hear your good news stories so if you have something to shout about tell us here!																						
Name of authorised person Tara Murray Position in organisation Quality Mgr Date																						
(E)Signature <i>Tara Murray</i>																						