RG Group Skills Plan for the Landlink Estates Development of Saltbox, Bognor Regis

(i.e. Development of the Land to the west of the A29, Shripney Road, Bognor Regis PO22 9RP)

SKILLS PLAN

Revision 0

Date: 25th November 20

Project: Saltbox, Bognor Regis.

Client: Landlink Estates

Issued by: Tara Murray

Learning & Development Manager

[redacted]

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Name: Brian McAllen

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ARUN DISTRICT COUNCIL BE/142/20/DOC

CONTENTS

1. Introduction

2. Skills Requirements

3. Method Statement

Saltbox Development Skills Plan

1. INTRODUCTION

RG Group have developed the Skills Plan for the Landlink Estates development of land to the west of the A29, Shripney Road, Bognor Regis, PO22 9RP.

Overview of works.

The development, developed by RG Group, comprises a of a distribution centre for Warburtons, Supermarket (Aldi), 2no drive thru's (Greggs & Starbucks) plus the infrastructure to service these buildings. The total floor area is
The indicative pricing of the development stands at £13m and the duration for the scheme is approximately 10 months (Aug 2020 – Jun 2021).
The next section summarises the employment and training opportunities arising from the development.

2. SKILLS REQUIREMENTS

It is anticipated the site will require at least 8 new full-time equivalent posts in construction (see Table 1). These include a wide variety of skilled and semi-skilled positions from trades (groundworker, cladding, labourer), to management (project and site).

Table 1: Employment Requirements for Saltbox (Construction, New Positions)

Year	Job Type	Phase	Contractor	No of people	FTE Positions*	Full/Part Time
2020	Ground Worker	Construction	AD Bly	2	2	Full
2020	Construction Manager	Construction	RG	1	1	
2021	Ground Worker	Construction	AD Bly	1	1	Full
2021	Cladders	Construction	Industrial Construction (Sussex) Ltd	1	1	Full
2021	Dry Liner labourer	Construction	B Team Ltd	1	1	Full
2021	Decorator	Construction	TBC	2	2	Full
				8	8	

Saltbox Development Skills Plan

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 skills plan we feel we can offer against CITB benchmarks on Saltbox project subject to Arun District Council discussion and agreement.

The development will offer:

- Target One. One work experience placement. 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. 8 full time jobs. As well as these 8 posts there are likely to be further new jobs, but these have not been included as they are currently unconfirmed, or contracts have yet to be let. (Evidence to be provided: offers of employment following GDPR Legislation).
- Target Three. All of the major contractors have agreed including RG to actively participate in a 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 20 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.
- Target Five. The technical nature of much of the construction work means the labour force will receive continual training. The target of 4 qualifications gained / short duration training course will be undertaken. This will largely be achieved through short duration training. Examples include:
    - CITB Construction Skills Certification Scheme (CSCS) – Labourer Green Card (est. 7.5 hours per course).
    - CITB Site Management Safety Training Scheme: Site Safety Plus (5 days)[1].
    - Other specialist training eg for ground workers this might include on site abrasive wheel training; and fire awareness.

  (Evidence to be provided: completion certificates).
- Target Six. Training plans are used by most contractors, these will form an index in the bi-monthly report.
- Target Seven. RG/Contractors had committed to producing 1no promotional case study which describes either an example of best practice or a significant achievement on the project. Contractors are happy to share these with the CITB, CIOB and CCS, these would require final editorial comment.

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

3. METHOD STATEMENT

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

Responsibility for managing, overseeing and delivering the ESP.

Tara Murray is Learning and Development Manager at RG Group contactable at [redacted] he will manage and oversee the Skills Plan and provide the bi-monthly report on the agreed date with Arun Council. The outputs will be monitored day to day by the Project team for Saltbox.

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 Chichester will be used where required. Competency matrices and training plans will be used to identify learning and skills requirements though the HR and training processes differ slightly between contractors.

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

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

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

Saltbox Development Skills Plan

Management of Health and Safety Issues.

RG Group have a dedicated Health and Safety Advisor who is responsible for all sites as well as ensuring appropriate procedures are in place for new sites. The Health and Safety's in-house team conducts fortnightly audits, both advisory and scored audits, 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 key contractor for the construction of this development. Their sub-contractors will be required to sign a sub-contractor agreement and agreed to participate in the training requirements to the RG group Project Manager. The lead contractors will monitor compliance against any agreed KPI's which will include employment opportunities using the monitoring forms. Recruitment will be advertised locally and nationally. 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 Learning and Development Manager at RG, Tara Murray, who will in turn will complete the Arun Council's agreed method of reporting form and submit on a bi-monthly basis.

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.

Part 1: Local Labour

Period of Performance (please highlight): **Bi-Monthly 1 - Date: 9/10/2020**

Project Name	Landlink Estates, Saltbox, Bognor Regis
Monitoring contact	Tara Murray
[redacted]	

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 **The Data Protection Act 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	
Number of new recruits who are local residents	
Any jobs offered on completing of other training and/or work experience programmes?	

1.3 Apprenticeships

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

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

Part 2. Educational Activities and Engagement

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

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

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

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 Arun Council Area. **Local Postcodes: PO20 & PO21**

Item	Location/ Supplier PO20 & PO21	Company	Month	Spend
			TOTAL	£

Appendix 1: 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) PO20, PO21			
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	
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	