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| http://www.adso.co.uk/wp-content/uploads/2015/04/getasset.jpg**Schedule 2 – SERVICE INFORMATION(Part 3 – EMPLOYMENT SKILLS PLANS)**to theINVITATION TO PARTICIPATEfor the provision of**HIGHWAYS & TRANSPORT MAINTENANCE & CONSTRUCTION CONTRACT**for**Wokingham Borough Council**January 2018 |

**Wokingham Borough Council Employment Skills Plans Guidance for Tenderers**

**Introduction and Background**

Despite having a relatively strong economy with high levels of employment there are still issues of unemployment within Wokingham Borough, particularly amongst our most vulnerable residents. At the same time, businesses complain about skills gaps and the lack of readiness of young people for employment.

The Public Services (Social Value) Act 2012 introduced a new legal requirement on public authorities that “before starting the process of procurement to consider:

* how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area; and
* how, in conducting the process of procurement, it might act with a view to securing that improvement”

The Wokingham Borough Council Constitution, Procurement and Contract Regulations state that “when procuring goods and services the Council must give due consideration to social benefits within the local community” and that “For all service contracts with a value in excess of the EU threshold and all works contracts over £1m the contractor and its supply chain will be required to actively participate in the achievement of social objectives relating to the participation in skills development, employment and training programmes” as set out in this guidance.

The Council has default position that means that all works tenders over contract value of £1m and service contracts with a value in excess of the EU threshold are required to actively participate in the economic and social regeneration of Wokingham Borough by providing an Employment Skills Plans. Contract conditions depend on the size and type of contract and will be detailed in the invitation to tender and contract documents (Both service and construction benchmarks are set out in Appendix A)

The Council has partnered with the Construction Industry Training Board to help embed Employment Skills Plans on construction tenders and planning applications in the borough. Employment Skills Plans will allow the economy to take advantage of the considerable development planned in the SDLs and the town centre regeneration.

**How to prepare an Employment Skills Plans**

An Employment Skills Plan iswhere the tenderer sets out the employment and skills goals and key deliverables as required by Wokingham Borough Council (Appendix B and Appendix C), and is created as part of the contractor's tender return and will become a contract document.

In an Employment Skills Plan, the tenderer agrees to provide a minimum number of local apprenticeships, work experience and employment opportunities depending on the value and type of contract.

The specification for an Employment Skills Plan based on the value and type of contract will be sent out at the invitation to tender stage of the procurement process.

Tenderers will be expected to use the benchmarks set out in Appendix A to devise an Employment Skills Plan. Organisations are to use their own judgement as to what additional outputs they consider achievable in relation to the project.

Trainees and recruits must, as a minimum, be paid in accordance with industry norms and must have terms and conditions of employment that are at least equivalent to those provided to employees that have equivalent skills and experience. Contractors are encouraged to increase the remuneration of trainees in line with their experience and productivity, in accordance with practices that are in place in relation to other employees. This is included to ensure equal treatment between existing trainees and new trainees, and to maximise retention by ensuring that trainees are rewarded as their productivity increases. It is also a requirement that the workforce will represent the diversity of the population both in gender and race.

**How to prepare a Method Statement**

A method statement is the tenderers detailed description of how the Employment Skills Plan will be implemented. It should be created as part of a tender return and will become a contract document.

Organisations are required to provide a Method Statement setting out how they would intend to deliver the Employment Skills Plan. The Method Statement should clearly set out the proposed approach for delivering the Employment Skills Plan against the output categories covering the following areas:

1. Who in the organisation will be responsible for managing the Employment Skills Plan
2. Which trades or occupational areas will be offering apprenticeship/ training/employment opportunities
3. Which types of apprenticeships/training/employment will be offered
4. How the target outputs as set out in the Employment Skills Plan will be delivered
5. How any health & safety issues will be managed
6. What actions will be taken to ensure compliance by the tenderers supply chain working on the project?

**Pre-tender Discussions**

On occasion Wokingham Borough Council may choose to discuss their requirements for Employment Skills Plans (This will be in part to assess the capabilities of potential tenderers but also to ensure that the requirements are realistic). Any conversations held with tenderers will be non-discriminatory and discussions will be open and transparent.

**Measurable Outputs and Contract Monitoring**

Employment Skills Plans will have clear, measurable outputs set out in contracts that will be carefully monitored and managed by Wokingham Borough Council. Evidence must be provided by the tenderer to show that they are delivering as agreed. Appendix A has a description of the outputs and list of the type of evidence that will be required for monitoring purposes.

The successful tenderer will be required to provide a monthly report. This will include an update of the Employment Skills Plan showing the achievements against each of the agreed Employment and Skills areas. This report will also include a qualitative report providing details of the various outputs and form part of the contract review process.

The organisation is expected to ensure its contractors and sub-contractors are provided with clear written details demonstrating that this approach cascades down to all the sub-contractors involved in delivery.

On longer term contracts, requirements are likely to be incremental.

**Support from Wokingham Borough Council**

Wokingham Borough Council will be able to provide its successful tenderers with some assistance in implementing employment and skills plans and the services they will need to access, in order to deliver employment and training outcomes. Following the award of the contract the tenderer will be will be put in touch with a member of the Economic Sustainability team who will work with the tenderer on how best to deliver the Employment Skills Plan

A key issue in the selection of the jobs and skills requirements is what relevant training and employment services are available locally, and how accessible and affordable they are. Clarity on the range of support services that exist and the access routes available to businesses seeking to offer training and employment opportunities will be provided. In addition, information about funding available for a variety of training options will be made available. The Council will support prospective tenderers with information not only about the range of support which major delivery agencies such as Jobcentre Plus, the Skills Funding Agency and the National Apprenticeship Service can provide, but equally to supplement this with details of the additional and complementary support services that can be provided from the locality.

**Contractual Obligations**

It is important to emphasise that Employment and Skills Plans comprise a contract clause within the tender agreement. Whist some flexibility can be agreed within the tender failure to comply will be treated in the same way as other contractual failures and result in a penalty as set out in the documents.

**National Skills Academy for Construction (NSAfC) status**

Wokingham Borough Council has been awarded National Skills Academy for Construction (NSAfC) status. The Council is working in partnership with Construction Industry Training Board, the sector skills council for Construction, to deliver the Client Led approach. The Council has embedded this approach into its procurement and delivery of capital works.

The NSAfC provides a framework for employment and skills delivery and has devised a set of industry recognised benchmarks that have been applied to works Employment Skills Plans at Wokingham Borough Council.

The NSAfC provides a platform for the Council to work with construction and training partners to effectively deliver training and experience to local residents. All works contractors adopting an Employment Skills Plan through the Wokingham Borough Council procurement process will be entitled to use the National Skills Academy for Construction logo on related sites.

**Appendix A: Benchmarks for Service and Construction Tenders**

**The benchmarks for tenders are guidelines only and will be negotiated during the mobilsation process**

**Benchmarks for service tenders**

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|  |  **Value in £**  |
| **Description**  | **EU Threshold to 500,000** | **500,000-****1,000,000** | **For contract value of over 1,000,000** | **For every £500,000 contract value there after**  |
| Work Experience Placements – In Education | **4** | **8** | **12** | **4** |
| Curriculum support activity | **1** | **2** | **3** | **1** |
| Apprentice New Starts | **0** | **0** | **1** | **0.5** |
| Jobs Created | **0** | **0** | **1** | **0.5** |

**Benchmarks for construction tenders**

|  |  |
| --- | --- |
|  |  **Value in £** |
| **Descrption** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  | **£1-3.5m** | **£3.5 -****6m** | **£6 -****10m** | **£10 -****15m** | **£15 -****20m** | **£20 -****30m** | **£30 -****40m** | **£40 -****50m** | **£50 -****60m** | **£60 -100m** |
| **Community Skills Support** – CSCS cards, school visits ect. | **3** | **5** | **7** | **9** | **11** | **13** | **16** | **18** | **19** | **21** |
| **Apprenticeship starts**  | **0** | **2** | **4** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Jobs created**  | **1** | **2** | **3** | **6** | **7** | **8** | **9** | **9** | **11** | **11** |