



Employment & Skills Plan

Ash Contracting Ltd

Site: Greyfriars Church Friar Street Reading
Landowner / Developer: Greyfriars Church
Planning Permission: 191848 dated 17th May 2021

October 2021

BLUESTONE PLANNING
TOWN PLANNING CONSULTANTS
13 The Black Barn, Manor Farm,
Manor Road, Wantage,
OX12 8NE

T: 01235 766825
E: admin@bluestoneplanning.co.uk



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Project:	Employment & Skills Plan Ash Contracting Ltd		
Author:	J Flawn	Project No:	298/0620/JF
Client:	Ash Contracting Ltd		

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1 BACKGROUND

1.1 Condition 11 of planning permission 191848 states:

“No development, including demolition, shall commence on site until a construction phase Employment Skill and Training Plan (EST) has been submitted to and approved by the LPA. The EST will include:

- Promoting any appropriately local jobs in the local job centre*
- Recognising that the main contractor may bring a workforce with them from elsewhere in the UK or overseas, but that they will use reasonable endeavours to provide opportunities for local school and college visits to the construction site and apprenticeship and training opportunities locally*
- Keeping a record of details of all locally employed members of the workforce engaged in the construction phase of the Church Centre development*

The EST hereby approved shall be fully implemented throughout the construction phase unless otherwise approved in writing by the LPA

REASON: To ensure local training and development initiatives, and to support the local economy in accordance with CC9 of the Reading Borough Local Plan (2019)”

1.2 This document forms the developer’s response to the requirements set out in Condition 11.

2 PROPOSED DEVELOPMENT

2.1 The development description is as follows:

Demolish Existing Church Centre, Construct New Three Storey Church Centre with Plant Enclosure on Roof and Single Storey Glazed Link at Ground Floor Level. Associated hard and Soft Landscaping and External Works

2.2 The current estimate of construction involved in this phase of the Greyfriars works is £4,500,000.

2.3 Works on phase 1 of the Greyfriars project commenced on 27th July 2020 and are due to complete on 20th of August 2021. Works on phase 2 are due to commence on 2nd of August 2021 and are programmed to complete by 16th of September 2022.

2.4 Phase 2 of the completed development will comprise:

- Re-building of the Church Centre on approximately the footprint of the present Greyfriars Centre
- Construction of a new link structure to provide safeguarding of children when moving around the site and an important access for the disabled between the church and the church centre
- Re-ordering of parts of the external parking courtyard to the front of the new Centre building

3 EMPLOYMENT OPPORTUNITIES

3.1 The construction stage of Phase 2 is likely to create approximately 1 job FTE in the following sectors, for the duration of the build phase:

- Construction
- Trades
- Groundworks
- M&E
- Landscaping

4 DEVELOPER CONTACT DETAILS

4.1 Key contacts are as follows:

Client

Name: Greyfriars Church

Address: Greyfriars Church, Friar Street, Reading RG1 1EH

Contact: Chris Tinker, Development Team / Julian Rowlandson, Operations & Finance Director

Telephone: 0118 951 6700

Main Contractor

Name: Ash Contracting Ltd

Address: 4 The Courtyard, Birling Road, Ryarsh, West Malling, Kent ME19 5AA

Contact: Peter Seex, Managing Director

Telephone: 01732 872600

Contact: Ahmed Abdulkareem, Senior Contracts Manager

Telephone: 07872 009021

Email: ahmed@ashltd.biz

Architect

Name: JBKS

Address: Suite 1 Parkwood Stud, London Road, Aston Rowant, Oxfordshire OX49 5SP
Contact: Katie Duggan, Managing Director
Telephone: 01844 350101
Email: kd@jbks.co.uk

Health & Safety /CDM Consultant

Name: Ridge and Partners LLP
Address: Beaumont House, 59 High Street, Theale, Reading RG7 5AL
Contact: Simon O'Loughlin
Telephone: 01275 813 500
E mail: SOLoughlin@ridge.co.uk

Structural and Civil Engineering

Name: Campbell Reith
Address: Raven House, 29 Linkfield Lane, Redhill, Surrey, RH1 1SS
Contact: Alex Forbes
Telephone: 01737 784 500
E mail: alexforbes@campbellreith.com

Building Services

Name: Ridge and Partners LLP
Address: Beaumont House, 59 High Street, Theale, Reading RG7 5AL
Contact: Andrew Selwood
Telephone: 0118 929 7287
E mail: aselwood@ridge.co.uk

5 DELIVERY

5.1 The employment and training measures to be employed in this phase 2 construction project is set out in the employment and skills matrix at Appendix A to this plan. It contains details of the employment and training measures that will be provided for local people during the construction phase of the development, in particular focussing on the following:

- Recruitment through Jobcentre Plus and other local employment vehicles
- Work trials and interview guarantees
- Pre-employment training
- Apprenticeships
- Vocational training (NVQ)
- Work experience (16-19 years and 19+ years)
- School, college and university site visits
- Construction Skills Certification Scheme (CSCS) cards
- Supervisor training
- Leadership and management training
- Support with transport, childcare and work equipment
- Any further details of in-house training schemes

6 METHOD STATEMENT FOR SUPPORTING EMPLOYMENT / SKILLS PLAN

- 6.1 Ash Contracting Ltd recognises that efficient ongoing training forms an essential part of an effective health and safety programme. It is essential that all persons working at Greyfriars be trained to perform his or her task effectively and safely.
- 6.2 All personnel will be trained to ensure their competency in all tasks to be undertaken. When necessary refresher training will be given and if new tasks are to be undertaken they will be provided with the necessary training.
- 6.3 Any training deemed beneficial will be provided and paid for by Ash Contracting Ltd. In the interests of staff, Health and Safety training will be mandatory with records of training retained at their head office. They also have a dedicated online training portal provided to us by Aviva Insurance. Every member of the team has access to this portal.
- 6.4 The Company has a firm commitment to the training of its employees in matters relating to absolute competency, health and welfare. This training is seen as a continuous process and is provided in both a formal and informal manner and all employees are positively encouraged to identify to Managers and Directors any areas where they feel they require training. On-site training may be provided in the form of induction courses and toolbox talks given by the Company. Time will be made available for this instruction and will, where necessary, including familiarisation with the place of work, provision and explanation of any information contained in risk assessments or method statements, it will also deal with the use of any Personal Protective Equipment together with instructions on maintenance of the equipment.
- 6.5 When the Company employs people under the age of 18 it will complete explicit risk assessments in accordance with the management of current Health & Safety at Work Regulations in respect of young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the Young Persons. The Company will inform the parents or legal guardians of the risk assessments and the Control measures to be used to provide a safe working environment as required by the above regulations. The company will provide the appropriate supervision to ensure that the young person undertakes their tasks safely.

- 6.6 Ash continually encourage the younger generation into the construction industry via social media campaigns, school visits and site visits. They run social media campaigns to highlight the different roles within the industry, engage with the younger generation on skill sets needed. They invite students to come to site to experience life on site, given them an understanding of the skills shortage and what diverse opportunities the industry has to offer allowing them a Q&A session with their Site Manager and commercial director. It is a priority in all projects to engage with the local community including schools to highlight and educate the importance of the construction industry has on the economy. They run a “year in industry” programme at Ash for interns from local universities to get a year of paid experience to help with their degrees. They will provide opportunities for an apprenticeship and training opportunities locally and will advertise for these roles via the Reading Borough Council website.
- 6.7 They will record details of all locally employed members of the workforce engaged in the construction phase of the Church Centre development in the site register.
- 6.8 In addition to the above and for avoidance of doubt, Ash will also commit to the following measures as set out in email correspondence from the Borough Council dated 14th October 2021:
- a) Further advertisements of any recruitment with DWP Job Centre will be recorded and efforts will continue to be made to recruit locally
 - b) Information will be provided of all apprentices working on site – including sub-contracted labour
 - c) Details will be provided of education outreach visits as soon as they are known
 - d) Numbers of persons completing training while on site will be recorded
 - e) Ash commit to report on progress monthly
- 6.9 For the purposes of recording employment and training information, details of the Name / Age / Postcode / Sector / Training Course or Level of those persons affected will be recorded and made available for the period necessary for the Council to inspect the information, subject to compliance with GDPR requirements.

7 MONITORING

- 7.1 This Employment and Skills Plan will be monitored at weekly client / project meetings in the Phase 2 pre-construction stage. Thereafter it will be an agenda item at the start-up meeting and subsequent weekly on-site meetings.
- 7.2 The Plan will be disseminated to the entire project team and updates of the Matrix will be requested from each contractor / sub-contractor at the weekly meetings.
- 7.3 Actions flowing from the monitoring will be implemented in accordance with agreed timescales (as agreed with the client and relevant project team members).

APPENDIX A: EMPLOYMENT AND SKILLS MATRIX

EMPLOYMENT AND SKILLS MATRIX							
Category	NSAfc-CBA Benchmark	Activity	Number of People	Supervision	Dates	Location of Permanent Residence	Notes
Work placement (16 – 19 years)							
Work placement (19+ years)	1	Fulltime site manager employed	1		11/8/21	READiNG Argyl street	New employee
School, college and university site visits	2	Site walk around Q/A	20		TBC		
Curriculum support Activities - individual Engagement							
Graduates - persons							
Apprentice starts - persons							
Existing apprentices - persons							
Apprentice completions - persons							
Jobs advertised through local employment vehicles - number							
NVQ starts for sub - contractors							
NVQ completions for subcontractors							

Training plans for subcontractors - number							
Training plans for subcontractors - persons							
Leadership and management training for sub-contractors – persons							
Advanced health and safety training for sub-contractors - persons							
Construction Skills Certification Scheme (CSCS) cards							
Support with transport, childcare and work equipment							
Recruitment through Jobcentre Plus	1	Advertised handyman role 8/8/21	1				
Recruitment through other local employment vehicles							
Work trials and interview guarantees							
Pre-employment training							
In-house training schemes	1	Aviva training ash staff	4				