

Projected Recruitment & Training Requirements

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|---|--|
| Planning Application Ref: <i>If applicable</i> | |
| Name | |
| Company Name | |
| Company Address | |
| Contact No. | |
| E-mail Address | |
| Name & Address of Development | |
| Proposed Start Date for Construction Phase | |
| Proposed End Date for Construction Phase | |
| Total Number of Jobs in Construction | |
| Number of Construction vacancies | |
| Recruitment Process | |
| Recruitment Timetable | |
| End User Activities | |
| Contact Details of End User <i>If not available at this time, please supply this information as soon as possible</i> | |
| Description of end-user activities | |
| Proposed Start Date for End-User Activities | |
| Total Number of Jobs for End-User | |
| Number of End-User vacancies | |
| End-User Recruitment Process | |
| End-User Recruitment Timetable | |

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|---|---|
| Training Requirements | |
| Are you aware of any specific training needs for your employees? If so please outline these | |
| Young People | |
| Can you offer apprenticeships? | |
| Can you offer work placements? | |
| Do you have any vacancies suited to 16 – 18 year olds? | |
| Have you had any involvement with Derbyshire Education Business Partnership? If yes, please give details | |
| Would you be able to support 14 – 19 year olds in any of the activities listed? There are a number of ways you can help young people to learn about and enter the world of work. Some of these include | <p>hosting visits to your site</p> <p>speaking to a classroom of students about your work/organisation</p> <p>supporting the design of curriculum resources</p> <p>providing real work projects to learners</p> |

| Job Title | No. of Jobs | Salary Range | Weekly Hours | Job Description / Person Specification available? <i>Or please detail skills needed</i> |
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In order to support your recruitment and training needs we will share this information with our partner organisations such as Jobcentre Plus, Connexions and Skills Funding Agency.

Please return the completed form to Economic Regeneration Team, Regeneration Department, Chief Executive's Office, Derby City Council, Saxon House, Friary Street, Derby, DE1 1AN
For any help in completing the form please ring: 01332 641626 or e-mail: suman.gupta@derby.gov.uk

Recruitment and Training Agreement

This Voluntary Agreement is made on
By _____ whose registered office is at _____
and is made in connection with _____

I confirm that _____ has properly considered the Recruitment and Training Agreement of **Derby City Council (DCC)**, and has authorised me to commit the organisation to support Schedule A _____ B of the Agreement and to the production of an action plan about how my organisation will support the approach being encouraged by **DCC** by:

1.

In return, DCC and our partners (i.e. Jobcentre Plus) will, subject to resources, provide access to:

- advice and support on the implementation of the Agreement, including the selection of suitable actions and targets
- access to a professional and customised recruitment service
- advice about a range of construction and other training programmes and funding regimes
- access to construction training facilities and students/trainees
- assistance with your outcome monitoring and reporting in accordance with the Agreement.

Schedule A - Construction Activities:

We agree that We will ensure that the project maximises recruitment and training opportunities for unemployed people and trainees *in any construction activities* by:

1. Fully endorsing the principles and implementing the actions embodied in this document in support of the aims and objectives of the Derby City Council Procurement Policy and the Planning Obligations Supplementary Planning Document (SPD).
2. Providing **Derby City Council and Jobcentre Plus** with details of forecast requirements for labour (by discipline / trade) and targets for the recruitment of previously unemployed people and trainees prior to the commencement of the construction contract.
3. Meeting with nominated JCP representative in order to establish and agree recruitment needs, timelines and processes
4. Working with **Derby City Council and Jobcentre Plus** to identify current positive action programmes to enable trainees to gain employment, in support of equal opportunities, where these are applicable.
5. Working with **Derby City Council and Partners** to identify any opportunities to:
 - a. existing trainees/students whilst also facilitating the completion of the trainees/students training
 - b. provide access to an appropriately supervised group of students and tutors from the college and/or training providers to view the construction site
 - c. provide suitably experienced guest speaker(s) for specific Tutorials.
6. Maintaining and submitting an accurate record of activities achieved through this agreement and people supported to **Derby City Council and Jobcentre Plus**
7. Providing reasonable access for representatives of **Derby City Council, Jobcentre Plus and any other partners** who may from time to time visit the project to check progress on a periodic basis to:
 - a. review training and recruitment
 - b. promote their services to sub-contractors
 - c. offer advice on training grants and employment subsidies, where available
 - d. offer advice on how to engage and employ long term unemployed people (including providing access to groups who have traditionally not been engaged by the industry)
 - e. seek feedback from recruits / trainees.
8. Ensuring that all our employees are suitably trained and that our trainees, wherever possible, are on approved courses.
9. Supporting the **Source Derbyshire** initiative by becoming a partner organisation and where appropriate advertising contract opportunities for works, services or supplies being procured in relation to the development.
10. Evaluating the competence of any people or local companies referred to us and resolving any disputes with local employees or sub-contractors.
11. Ensuring that the provisions of this agreement are discussed and agreed by sub-contractors and companies involved in the supply chain of this project, where appropriate.

Main contacts:

Derby City Council

Suman Gupta Tel: 01332 641626

Email: suman.gupta@derby.gov.uk

Derbyshire Jobcentre Plus

Henry Murray Tel: 01332 714332

Email: Henry.Murray@dwp.gsi.gov.uk

The Skills Funding Agency

Mick O'Reilly

Email: mick.o'reilly@skillsfundingagency.bis.gov.uk

Source Derbyshire

www.sourcederbyshire.co.uk

Schedule B - End User Activities:

I / We agree that I / we will ensure that the project maximises recruitment and training opportunities for unemployed people and trainees **in end use activities** during the initial period of recruitment activity by:

1. Fully endorsing the principles and implementing the actions embodied in this document in support of the aims and objectives of the Derby City Council Procurement Policy and the Planning Obligations Supplementary Planning Document (SPD).
2. Providing **Derby City Council** with details of forecast requirements for labour (by job type) and our targets for the recruitment of previously unemployed people and trainees immediately the contract is signed.
3. Notifying **Jobcentre Plus** of any vacancies generated by the project for the recruitment of staff, at the same time or in advance of recruitment from other sources.
4. Working with **Derby City Council, Jobcentre Plus, and other partners** to identify specific positive action programmes (such as Work Programme) to enable trainees to gain employment, in support of equal opportunities, where these are applicable.
5. Working with **Derby City Council and Partners** to identify any opportunities to:
 - a. existing trainees/students whilst also facilitating the completion of the trainees/students training
 - b. provide access to an appropriately supervised group of students and tutors from the college and/or training providers to view the construction site
 - c. provide suitably experienced guest speaker(s) for specific Tutorials.
6. Ensuring that all our employees are suitably trained and that our trainees, wherever possible, are on approved courses.

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The Skills Funding Agency

Mick O'Reilly

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Source Derbyshire

www.sourcederbyshire.co.uk