



# Training and Employment Plan (TEMP)

Himley Village, Middleton Stoney Road, Bicester

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## 1. Introduction

- 1.1. This Training and Employment Plan (TEMP) has been prepared by Cala Homes (Cotswolds) Limited to discharge the relevant obligation set out at Schedule 8 of the Section 106 Agreement.
- 1.2. Clause 1.1 of Schedule 8 requires a Training and Employment Plan (TEMP) to be submitted to the District Council no later than the implementation of the development.
- 1.3. The definition of the TEMP in the Section 106 Agreement is:

*“A training and employment plan which shall (as a minimum) include the arrangements by which the Owners and Developer will provide an appropriate number of onstruction (and related trades) apprenticeships starts (with a target of 85 such apprenticeship starts) during the construction of the Development in accordance with the following:*

- *The apprenticeships may be delivered through an accredited Apprenticeship Training Agency or other equivalent approach.*
- *All apprenticeship opportunities arising shall be initially advertised within the administrative area of the District Council and if there are no suitable applicants identified as a result of such advertisements the opportunities shall be advertised to people residing in Oxfordshire and then the surrounding locality (e.g. Milton Keynes, Aylesbury, Northamptonshire).*
- *How the Owners and Developer and its appointed contractor will work directly with local employment / training agencies including Job Centre Plus and Bicester Job Club or any successor initiatives to identify employment opportunities related to the construction of the Development and skills and training to assist local people residing in Bicester and within 5 miles thereof to access job opportunities.*
- *How the Owners and Developer will deliver local supply chain events to promote opportunities for companies local to Bicester and how such opportunities shall be advertised.*
- *How the owner will promote and market home working at the Development.*
- *Details of the annual monitoring report to be provided and how it will measure the outputs of the plan and demonstrate the progress towards achieving the targets set out therein.”*



## 2. The Development

- 2.1. Outline Planning Permission (LPA Ref: 14/02121/OUT) was granted on 30<sup>th</sup> January 2020 for:

*“Development to provide up to 1,700 residential dwellings (Class C3), a retirement village (Class C2), flexible commercial floorspace (Classes A1, A2, A3, A4, A5, B1, C1 and D1), social and community facilities (Class D1), land to accommodate one energy centre and land to accommodate one new primary school (up to 2FE) (Class D1). Such development to include provision of strategic landscape, provision of new vehicular, cycle and pedestrian access routes, infrastructure and other operations (including demolition of farm buildings on Middleton Stoney Road).”*

- 2.2. Cala Homes (Cotswolds) Limited has control of Phases 1 and 2 as set out in the approved Phasing Plan pursuant to Condition 7 of the Outline Planning Permission (LPA Ref: 23/00207/DISC).



### 3. Training

#### Site induction

To ensure compliance all Cala and contractor's personnel will attend Cala's HSE Induction prior to being allowed to start work on site. The induction video and test are to be delivered remotely via One-Site wherever possible.

In addition to the main Cala HSE induction, a site-specific induction is to be delivered by both the contractor's Site Supervisor and the Cala Site Manager. These details are to be recorded on the Cala HSE Induction Checklist.

Non site operatives such as Architects, Engineers, Sales Staff, and other similar groups of employees, as well as visitors will also be required to be inducted onto site; induction training for these employees will also be provided by site management.

Completed records can be found in The Site Red Folder 9; and they must be retained and safe guarded from interference for the duration of the project. To comply with GDPR requirements, induction records must be stored securely e.g. locked away. Records shall be retained after site completion in accordance with Cala Policy and Procedures.

Site Induction is not intended to provide general Health, Safety & Environmental training, but it should include a site-specific explanation of the following:

- The project management team, first aiders and fire marshals.
- High risk activities.
- Traffic management plan – vehicle and pedestrian routes.
- Incident reporting procedure – near miss, injury, unsafe act/condition, location of first aid equipment.
- Emergency arrangements in the case of fire – means of raising the alarm, assembly point.
- Welfare facilities – drying room, canteen, smoking areas, parking.
- Permit to work process for high risk work.
- Environmental aspects.
- Workforce communication – HSE bulletins, notice boards, grass roots meetings, toolbox talks.
- PPE
- Any site-specific HSE risks, for example, access arrangements, transport, site contamination, hazardous substances, surface water management, and manual handling.
- Site rules.

Contractor organisations will be made aware at pre-start meetings that they must inform Cala site management of all personnel starting work on site and not allow operatives to start work until the induction training has been carried out.



Contractor Organisations will be contracted to provide Apprenticeship placements by way of the local Bicester college and any resource will be locally searched using the job centre or local recruitment agencies.

Site Supervisors will also attend a supervisor specific induction regarding their roles and responsibilities on site, delivered by site management, and will complete the associated record form.

Operatives who have been away from the site for over four weeks must be re-inducted (site specific).

Cala HSE inductions are valid for one year, after which site-based operatives/supervisors must reattend the full Cala site HSE induction.

### **Non-English speaking operatives**

Following the enlargement of the E.U. there is an increase in the number of operatives working on construction sites whose first language is not English; in the construction industry generally approximately 10% of workers do not have English as their first language.

Cala will ensure that if they employ directly, via agencies or as contractors any operatives that come under this category, that suitable arrangements are in place to ensure that induction, signage, risk assessments, emergency procedures etc. are understood and can be complied with.

Compliance with this section can be attained by implementing the 5 to 1 rule whereby in any group or gang of 5 workers, working near each other, at least 1 person speaks and understands English.

For sites with a high proportion of workers whose first language is not English safety posters will be provided in the language most used.

The lack of understanding of spoken English will not be used as a reason for a lack of or poor standard of induction training. Site Managers will ensure that all operatives are competent to carry out their work and that the qualifications they hold are suitable for the task they are employed on.

### **CSCS card scheme**

All Contractor site operatives will be expected to hold a CSCS card suitable for the task they are being employed for. CSCS cards will be carefully examined by the site manager at induction with photocopies filed with the operative's induction record, held in Folder 9 (including any specific trade training certificates e.g. IPAF, Pasma, Paslode, Silo etc.).

Those who work in a non-construction related trade and are not able to attain a CSCS or affiliated scheme card, must have attended and passed the CITB H&S Awareness course as a minimum, as well as provide evidence of competence for their specific trade.

Cala staff that do not frequently visit construction sites, must attend, and pass the CITB H&S Awareness course.



### **Plant operators training**

Operatives of plant and equipment will be adequately trained by a recognised training provider; operatives should be in possession of a current licence, competent, and authorised to use such equipment. Current copies of their Certificate of Training Achievement (CSCS/CPCS/NPORS) card and driving licence must be shown to the Site Manager and a record of the details entered onto the relevant form contained within the site start up pack; the site manager will also keep a photocopy of the documents mentioned above in Folder 9.

Directly employed telehandler operators must maintain their accredited cards, including the need to complete logbooks, pass the HSE test on a regular basis (2 years before any renewal) as well as any endorsed category tests, i.e. RT17.

Telehandler operators must also re-attend the telehandler induction annually to ensure that their training is up to date, no changes have occurred that may affect their ability to perform their duties safely (e.g. loss of driving licence/new medical condition) and to review/update the telehandler lifting plan.

### **On-site training/ toolbox talks**

On-site training in the form of regular Toolbox Talks will be carried out and recorded on the Toolbox Talk training record sheet (copies available within the site start up pack); completed sheets will be kept for the duration of the project within the CPHSEP Folder 10.

The information gathered on both Toolbox and Induction training will be part of the site archive on project completion. Some contractors may carry out their own toolbox talks, where this occurs the site manager should request information on the training given and a list of those who attended.

There are many reasons why training will be carried out but it is normally associated with high risk works taking place on site, as a result of an accident or incident or due to direct observation of tasks being carried out incorrectly.

Other training courses are available for site operatives and supervisors; further information is available through the regional HS&E Manager or the Group HS&E Training Manager.

### **Home Working**

Cala Homes have designed their houses to be suitable for home working with adequate space to set up work stations. Superfast broadband will be provided on site, as per the conditions set out in the Outline Planning Permission.

### **Cala Direct Staff Training & employment plan**

See Appendix A referring to the Cala internal training plan which is regularly monitored and refreshed according to regional business & localised needs





## Employment & Apprenticeships

Cala Cotswold propose a framework to assign and monitor apprenticeships offered throughout the course of development, which is specified below. 85no apprenticeships must be provided across the 1700plot scheme. To summarise for each unit, 0.05 apprenticeships will be offered.

This calculation will assist Cala Cotswolds, and all delivery partners, to meet the Section 106 obligations, each phase will then have a calculated total of apprenticeships that must be offered during the build out;

		Plots	Apprenticeships offered
	Phase 2a	123	6no placements
	Phase 2b	377	19no placements

- Cala Cotswolds and their Contractors will procure construction (and related trade) apprenticeships throughout the construction of the employment development.
- Where possible, the recruitment process will begin prior to commencement of each development phase.
- Reasonable endeavours will otherwise be made maintain an open recruitment process.
- Throughout the construction process The Apprenticeship & Training Company Ltd, which is based in Banbury, (or a similar available service in Bicester) will assist with the recruitment, selection and training of apprentices.
- Apprenticeship opportunities will be advertised using appropriate means, with assistance from the above services. As a minimum, advertisements will be placed in local newspaper job sections, and posted on popular online services. Potential applicants will be made aware of the apprenticeship opportunity, the location and type of development.
- Local construction colleges may also be contacted to arrange recruitment events and/or to ensure relevant students are made aware of the available opportunities.
- Apprentices will be targeted in the local area, and within Cherwell and surrounding areas.
- Following this, normal recruitment procedures will apply, with Applicants recruited and trained based on their abilities and skillsets.
- The annual monitoring report will be submitted to Cherwell District Council each year. This will set out how many apprentices Cala have appointed in the year, copies of the advertisements and local companies appointed through the tender process.





## Local Goods, Services and Supply Contractors

- Where economically and practically feasible, Cala Cotswold procure goods and services from local contractors, sub-contractors and suppliers to support the employment of the local community.
- The process for selecting contractors, sub-contractors and suppliers involves due consideration of the company's location, with a preference for local companies where economically viable.

During the phases of the development at Himley Village, Bicester, the Contractors and their sub-contractors will look to make use of the following local supply chains and businesses:

- Nichols Builder Merchants - Telford Rd, Bicester OX26 4LD
- Blanchfords Builders Merchant - Unit 1, Lords Farm, Lords Lane, Bicester OX27 7HL
- Nolan Fuels - Lodge Farm Depot, Bucknell Rd, Middleton Stoney, Bicester OX25 4TA
- Jan's Kitchen Catering – (Behind Touch of Pine) Telford Rd, Bicester OX26 4LD
- Screwfix - Wedgwood Road Launton Road Industrial Estate, Telford, Launton Rd, Bicester OX26 4LD
- Travis Perkins - 128 Churchill Rd, Bicester OX26 4XZ
- Toolstation - Unit 1, trade park, Launton Rd, Launton, Bicester OX26 4JG
- Thames Water - Wendlebury Road. Bicester.
- HG Timber - The HG Timber Building/Radclive Rd, Buckingham MK18 4FD
- Encon Witney - Unit 5, Stanton Harcourt Industrial Estate, Stanton Harcourt, Witney OX29 5UX
- Wickes – Bicester, Launton Rd, Bicester OX26 5UL
- Quest Hardware Buckingham - Signal Hill, Lenborough Rd, Buckingham MK18 4BU
- Gem Tool Hire and Sales - 28 Wedgewood Rd OX26 4UL
- Scottish & Southern - Yarnton, Kidlington OX5 1NY
- Bicester Green - The Yard, Launton Road
- Jewson - Station Rd, Launton, Bicester OX26 5DS