



An Introduction to Lewisham Council's Local Labour and Business Scheme

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Introduction

Lewisham's Local Labour and Business Scheme (LLBS) was created to use planning agreements, local authority procurement and voluntary agreements with partners to provide additional social benefits for Lewisham residents and businesses.

The LLBS objectives are supported by relevant Section 106 agreements, Lewisham Council's Code of Practice for Contractors, Suppliers and Service Providers, London Council's Procurement Pledge and the Public Services (Social Value) Act 2012.

The Local Labour and Business Scheme, which is managed by the Local Labour and Business Co-ordinator (LLBC), will aim to deliver outputs against the following targets through engaging and working closely with internal and external partners.

The Apprenticeship and Social Value Targets are as the following schedule;
(Please see the Apprenticeships and Social Value Targets Guidance for further detail):

		TARGET
LOCAL EMPLOYMENT		
1	New Apprenticeships	
2	Continued Apprenticeships	
3	Finished Apprenticeships	
4	Recent Graduates	
5	Community Involvement Activities	
6	% of Local Residents Employed on the Project/Contract	25 - 50%
7	16+ Work Experience	
8	14 - 16 Work Experience	
9	Jobs Advertised through LLBS	
10	Job Starts - Lewisham residents securing work through project < 6 months	
11	Job Starts -Lewisham residents securing work through project => 6 months	
UPSKILLING THE LOCAL WORKFORCE		
12	Accredited Training for Individuals working in the project supply chain	
13	Non-Accredited Training for Individuals working in the project supply chain	
14	Training Plans for Supply chain members	
15	Supervisor Training for individuals working in the project supply chain	
16	Management Training for individuals working in the project supply chain	
17	Advanced Health & Safety Training for individuals working in the project supply chain	
18	Training Other (Project or sector specific training)	
LOCAL BUSINESS		
19	Prequalification Questionnaire Completed by local businesses	
20	Invitations to Tender sent to Local Businesses	
21	Value of Business Contract Secured by Local Businesses	
OTHER SOCIAL VALUE OFFER		
22	To Be Detailed by Tenderer	
23	To Be Detailed by Tenderer	

Our aims are to:

- Increase the number of Lewisham residents securing **apprenticeships**
- Increase the number of Lewisham residents securing **full and part time jobs**
- Provide the opportunity for Lewisham residents to access **work experience placements** (age 14-16 and 16 and over) / mentoring
- Up skill Lewisham residents by providing access to **accredited and non-accredited training**
- Encourage referrals to **community involvement activities**, e.g. work with schools, youth and adult groups involving them in industry processes and raising awareness of opportunities available within the construction and other industries.
- Lead on organising and delivering Lewisham's annual **Job Fair**. The job fair will provide an opportunity for internal and external partners to deliver on their agreement to engage with local residents. These events will also serve to ensure that our residents are given the opportunity to meet employers of local people, from a variety of sectors, face to face.
- Work in partnership with Lewisham's business support service provider to ensure that local businesses are able to access procurement processes and contract opportunities. Partnership working will include being involved in **supply chain workshops, contractors' workshops and other business events**.

At a Glance

You need;

You, the contractor, service provider or supplier should have the following documents;

1. Project / Contract Commencement Notice
2. Monitoring Suite (Including the following worksheets).
 - a. Targets (Project/Contracts Targets)
 - b. Delivery Plan
 - c. Employment Related Outputs
 - d. Skills Outputs
 - e. Business Journey Outputs
 - f. Workforce Monitor Summary
 - g. Workforce schedules (1 for each reporting month in the current financial year).
3. Monitoring Suite User Guide
4. Apprenticeships and Social Value Targets Guidance

If you have not been issued the above documents, please contact Lewisham's Local Labour and Business Coordinator.

Lewisham Council needs;

You, the contractor, service provider or supplier are required to issue the following to Lewisham's Local Labour and Business Co-ordinator;

1. Completed Project / Contract Commencement Notice
2. Populated targets and delivery plan (2 worksheets in the monitoring suite)
3. Preliminaries/resource schedule
4. Your supply chain pre-qualification process and associated forms
5. Procurement schedule
6. Key milestone/Construction Programme
7. Your Local Labour and Business Scheme Statement template (to be issued to your supply chain).
8. Implementation statement. (The LLBS can offer assistance with the production of this if required, please contact the LLBC for further information).

If you have not issued the above documents, please contact the Lewisham's Local Labour and Business Coordinator as soon as possible.

The Process

The contractor, service provider and supplier will complete a **Project/Contract Commencement Notice** prior to commencement of the contract.

The contractor, service provider and supplier will produce and submit a **Local Labour and Business Strategy**, which will include a monitoring suite (with proposed project/contract targets schedule and delivery plan worksheets populated) coupled with an implementation statement, for approval prior to commencement of contract.

The Local Labour and Business Strategy should cover three stages Pre-commencement; Works and End User.

The Local Labour and Business Scheme Strategy will include the following information and provision for updates of supporting documentation to be submitted and approved as works progress:

1. Tender/contract documents issued to subcontractors securing their commitment to the Lewisham's LLBS.
2. A LLBS Projects/Contracts Targets and Delivery Plan.
3. Implementation Statement (Outline).
4. It is expected that the strategy will evolve allowing for 2nd tier contractors' implementation statements to be submitted and included for each work package. The content of which will support the main contractor's strategy.
5. Copy of the pre-contract meeting minutes template evidencing the inclusion of the Local Labour and Business Scheme objectives and targets as an agenda item.
6. Approved supply chain pre-qualification process and relevant documentation.
7. Preliminaries/resourcing schedule which will form part of the Local Labour and Business Scheme strategy. Preliminaries/resourcing schedules should be sought as each work package contract is awarded.

These schedules will enable the local authority to identify, at an early stage, employment opportunities which may become available for Lewisham residents to access.

Example below:

Role	Total No. of Staff Required	No. Existing Staff	Approximate No. New Posts	Approximate Date Required.	Job Description Attached
Maintenance Operative	6	5	1	05/06/2012	Yes
Cleaner	12	9	3	11//11/2012	Yes
Technician	4	4	0	N/A	No

8. Procurement Schedule - List of subcontract, material and plant packages with approximate values
 - a. Critical information required to assist the Business Advisory Service in supporting appropriate local businesses to compete for contracts on the project.
 - b. The procurement schedule must clearly indicate the tender issue date, tender submission dates and site commencement dates.

9. Key milestone/Construction Programme
10. Supply Chain contact details of subcontractors and suppliers who have been shortlisted to receive invitation to tender/appointed on the project. (We require key contact name, company director or similar, mobile and office telephone number, email address along with postal address).
 - a. The Business Advisory Service may approach your subcontractors with a view to harnessing 2nd tier business contract and employment opportunities.
 - b. We may contact your supply chain partners with a view to establishing whether they have been made aware of the Lewisham Local Labour and Business Scheme.

Notification of job vacancies and other opportunities

Our aim is ensure that local residents are able to access opportunities through the project/contract.

Notification of all opportunities, whether they be apprenticeships, job vacancies, work experience placements or business contracts, should be copied to Lewisham council's Local Labour and Business Co-ordinator. When working in accordance with a Section 106 agreement these are to be sent 5-7 days prior to general advertisement.

Lewisham residents may make speculative enquiries about job or work experience opportunities. In these instances we will circulate a speculative employment request to all our partners along with the residents' CV. Enquiries are to be made with your organisation and with the supply chain. Responses should be submitted within 7 days.

Employment, Skills and Business Monitoring System

Target setting, tracking and reporting is to be submitted on the Lewisham Council **E, S & B Monitoring Suite**.

Please refer to Monitoring Suite User Guide for further details.

Please also refer to Apprenticeship and Social Value Targets Guidance for definitions of each target area.

Community Involvement Activities are reported separately (see Apprenticeship and Social Value Targets Guidance).

Local Labour and Business Scheme Requirements

1. Submitting monitoring returns monthly and quarterly as indicated (Apprenticeship and Social Value Targets Guidance).
2. Provide evidence on a quarterly basis to substantiate outputs reported
3. Provide evidence to demonstrate that your organisation has cascaded, embedded and reinforced the commitment to Lewisham's Local Labour and Business Scheme throughout the supply chain e.g. copies of contracts setting out requirements, minutes of meetings detailing actions to deliver against the obligations, copies of 2nd and 3rd tier method statements and delivery plans.

4. Details of activities undertaken to engage with local businesses and local residents and evidence to substantiate.
5. Evidence of job advertisements and community involvement activities.

The above actions will aid in a seamless close out of Local Labour and Business obligations.

It is acknowledged that where contracts being let are above the EU threshold in value requiring compliance with the EU public procurement regime, the Council is constrained from imposing requirements upon bidders to use local labour in such a way that it breaches EU principles guaranteeing the free movement of workers and the right to equal treatment in respect of access to employment. However, this should not be taken to avoid the recruitment of local labour where no breach of these rules would occur and the Council will expect all its contractors to take positive steps to recruit local labour and help towards the sustainability of the local economy where it is able to do so lawfully.

DEFINITIONS

The following words/terms shall have the following meaning except where context requires otherwise;		
Words/terms	Meaning	Notes
Project/Contract Commencement Notice.	Form to be populated by the contractor, service provider or supplier. It is to be submitted to the LLBC as early in the process as possible prior to commencement	Request template prior to commencement.
Local Labour and Business Scheme Targets & Delivery Plan	A schedule listing the employment, skills and business targets, along with anticipated timescales or delivery of outputs. The contractor/developer, service provider or supplier will include the agreed targets in the Local Labour and Business Scheme Strategy.	Worksheets in the project Monitoring Suite.
Local Labour & Business Scheme Strategy	A document including a method statement outlining how and when the targets in the LLBS targets and delivery plan will be achieved. The document will include processes applicable to all parties involved. This strategy will be submitted to Lewisham Council for approval	
Implementation Statement	Detailed statement setting out the rationale behind the targets offered and how the organisation intends to deliver against these targets. This statement will provide updated on a quarterly basis.	
Pre Qualification Questionnaire Process	Written process and forms used to assess	

and Documentation	qualification for a business' inclusion on the contractors, service providers and subcontractors approved supply chain database.	
Pre-contract meeting minutes	Minutes of meeting held by contractor, service provider or supplier with subcontractor prior to final award of contract.	
Preliminaries / Resource Schedule	<p>Schedule listing the type, duration of post and number of staff required to deliver the contract, produced prior to commencement.</p> <p>On construction projects this would include labourers, banksmen, forklift drivers and other trades.</p>	
Procurement Schedule/ Work Package Schedule	<p>Schedule of 2nd Tier subcontract, supplier and service provider packages. The schedule will provide the following information for each package; approximate values, invitation to tender date, tender submission date, contract commencement date.</p> <p>Critical information required to assist the BAS in supporting local businesses in assessing whether they are capable of competing for contracts on the project.</p>	
Accommodation Schedule	<p>A schedule, used on construction projects, detailing types of spaces and sizes of plots on completion of the physical works e.g. commercial, residential etc.</p> <p>The schedule provides information about</p>	

	individual areas constructed such as plot number, house type, gym, retail unit 1 and provides details relating to those spaces i.e. phase, block and square footage.	
Key milestones schedule or project / construction programme	Schedule of key milestones and stages of the contract. Normally in a Gantt chart format.	
Supply Chain	Organisations appointed by the Contractor, Service Provider and Supplier to execute the contract works.	
2 nd Tier Supply Chain	Subcontractors to the Contractor, Service Provider or Supplier's supply chain	
2 nd Tier contracts	Contracts awarded to the 2 nd tier supply chain.	