

HINCKLEY NATIONAL RAIL FREIGHT INTERCHANGE

*Comments on Deadline 2
submissions, by Blaby District
Council (IP ref. 20040018).
Response to the Applicant's
comments on Blaby District
Council's Local Impact Report
and Written Representation (ref.
TR05007).*

Deadline 3 - November 14, 2023

COMMENTS ON DEADLINE 2 SUBMISSIONS APPENDIX 1

Hinckley National Rail Freight Interchange

Skills and Training Plan Framework Principles

November 2023

Definitions

Construction Phase:

Initial Operation Phase:

Enabling Phase:

Practical Completion:

Upskilling:

Principal Contractor's Skills and Training Team:

Construction Phase A:

Commencement of Development:

1. Introduction

- 1.1 This document ("**the Framework**") has been prepared to set out the skills and training plan for the Construction Phase and Initial Operation Phase of the Hinckley National Rail Freight Interchange (HNRFI) which Tritax Symmetry (Hinckley) Ltd ("**the Applicant**") together with the Principal Contractor and any subcontractors ("**the Contractors**") shall fulfil.
- 1.2 The Applicant will work with all parties, to generate as many employment and training opportunities where possible throughout the Construction Phase and Initial Operation Phase of HNRFI.
- 1.3 The Applicant will be seeking tenders for all contracts during the Construction Phase of HNRFI – including site works; infrastructure; construction of the rail port and warehouses:
 - (i) Make reference to the targets set out in the Framework.
 - (ii) Include contractual requirements requiring the Contractors to comply with the Framework in fulfilling construction and other contracts

2 Work and Skills Group

- 2.1 Within 6 months of the submission of the first application to discharge any Development Consent Order Requirement of the HNRFI, the Applicant shall establish a Work and Skills Group ("**the Group**"). The Group shall be made up of the Applicant, the Principal Contractor, Blaby District Council, Hinckley and Bosworth Borough Council, Leicestershire County Council ("**the Permanent Members**"). The Group shall also comprise any other parties that the Permanent Members choose to invite.
- 2.2 Thereafter, the Group shall meet on a quarterly basis (unless otherwise agreed by the Permanent Members) until a period of 1 year following the Practical Completion of the final Construction Phase. The Group shall be chaired by the Applicant.
- 2.3 The Group will be administered by the Work and Skills Co-ordinator.

Commented [ES1]: Can we change the name of this to Work and Skills as the existing title doesn't really reflect the operational aspects of this framework.

Commented [MP2]: These all require definition

Commented [ES3R2]: Tritax team, can you please define all the definitions please.

Commented [ES4]: Would you prefer to be referenced as "the Developer" in this sort of document, rather than the Applicant?

Commented [MP5]: Can this be more clearly defined?

Commented [MP6]: How will these be packaged up? Ideally they should include contract sizes that enable smaller SMEs to compete.

Commented [ES7]: The name of this (and subsequent sections) should match the name of the framework.

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2.4 The Group will be responsible for:

- 2.4.1 Agreeing Terms of Reference of the Group, including the format and location of meetings;
- 2.4.2 Monitoring the HNRFI's compliance with the Framework, reviewing the monitoring reports produced by the Work and Skills Co-ordinator and agreeing actions in response to those monitoring reports; and,
- 2.4.3 Using its collective resource to support the Work and Skills Co-ordinator and introduce them to key contacts and resources to assist their work.

3. Work and Skills Co-ordinator

3.1 The Applicant will fund and appoint a Work and Skills Co-ordinator for 180 working days per year during the Enabling Phase, Initial Operation Phase and Construction Phase of the HNRFI and for 90 working days per year for a period of 1 year following the practical completion of the final construction phase.

3.2 The Work and Skills Co-ordinator will:

- 1. Work with the Applicant, the Principal Contractor's Skills and Training Team and the Group to aid the delivery of the HNRFI Skills and Training Framework;
- 2. Develop and maintain key relationships to provide an effective communication mechanism between training, education and employment providers and their client base;
- 3. Be the central point of contact for liaison with key site staff and subcontractors to interpret and plan on-site placements, employment and training activity in line with the programme of works and the Framework;
- 4. Monitor and report on activity delivered against the Framework's targets and provide quarterly reports to the Group; and
- 5. Provide administrative support to the Group (the scope of which is to be defined and agreed).

4. Training and Learning through skills providers

4.1 The Applicant shall require the Principal Contractor's Skills and Training Team, along with the Work and Skills Co-ordinator, to discuss the training needs of students with local colleges, universities and other education and development providers in advance of the Enabling Phase or Initial Operation Phase and advise on opportunities on offer to meet these needs. Training can be given either at the education premises or on site at HNRFI. Members of the Group shall be consulted to ascertain what support they can offer in this regard.

4.2 To help facilitate the delivery of the Framework, the Applicant will provide a dedicated and sole purpose on-site training room capable of accommodating 30 people, as part of the office accommodation set up, which can be utilised by the colleges and other providers as required on a pre-arranged basis.

4.3 The on-site training room will be provided prior to the commencement of Construction Phase A. The training room shall be provided in accordance with

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details submitted to and approved in writing by Blaby District Council; the details shall include but not be limited to:

- Space to accommodate at least 30 people
- Include a classroom and work area
- Size and internal layout
- Location
- Process for bookings

4.4 Site walk arounds will be arranged with learning facilitators such as schools and colleges, using safely managed routes and site staff supervision. These will be arranged in advance at set key milestones within the programme of works and agreed with the Group. This would include, but not be limited to: groundworks, steelworks, cladding and concrete slabs.

5. Apprenticeships

5.1 The applicant will include a contractual requirement for the Principal Contractor to become a member of the 5% Club <https://www.5percentclub.org.uk/>. By joining the 5% Club, members aspire to achieve 5% of their workforce in earn and learn positions (including apprentices, sponsored students and graduates on formalised training schemes).

6. School and College Site Visits

6.1 After the Enabling Phase, site visits will be offered to secondary schools and colleges in Leicester, Leicestershire, Coventry and Warwickshire. There will be a target of a minimum 12 site visits per year from the commencement of Construction Phase A until a period of 1 year following the practical completion of the final Construction Phase.

7. Local Employment

7.1 The Applicant commits to and will include a contractual requirement for the Contractors to be required to promote local employment opportunities for the development by advertising any vacancies in conjunction with Blaby District Council and Hinckley and Bosworth Borough Council and Job Centre Plus. A link will also be provided on the Hinckley National Rail Freight Interchange Website to advertise all job vacancies created by the Project.

7.2 The Applicant will provide a Mobile Employment Unit to advertise and promote jobs. The Mobile Employment Unit shall be provided in accordance with details submitted to and approved in writing by Blaby District Council, Hinckley and Bosworth Borough Council and Leicestershire County Council; the details shall include but not be limited to:

- Locations it will be stationed including within Blaby District and Hinckley and Bosworth Borough and any other locations as agreed
- Opening times
- Frequency of visits
- Type of unit
- Further detail needed

Commented [ES8]: This list does not incorporate operational activities which I think should be added here.

Commented [ES9]: Further definition in terms of the level of memberships (platinum, gold, silver or bronze) is required from Tritax.

Commented [ES10]: This trigger point is aimed at providing time for the on-site training facility to be provided (4.2).

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- 7.3 The Mobile Employment Unit will be operational from the Commencement of Development until a period of 1 year following the practical completion of the final Construction Phase. [see comments in email – much more detail needed]
- 7.3 The Work & Skills Coordinator will monitor the success of the provision of local employment and will report to each meeting of the Group for discussion and review if required.

8. Meet The Buyer

- 8.1 The Applicant will commit to and will include a contractual requirement for the Contractors to be required to work with the Work and Skills Co-ordinator to organise and deliver phase specific Meet the Buyer Events; these are intended to introduce supply-chain opportunities to all local businesses for each phase of the development.
- 8.2 Meet the Buyer events will be used to maximise the opportunities for Small and Medium Enterprise's (SME's).
- 8.3 There will be a target of 2 events per year during the Enabling Phase and Construction Phase A and 1 event per year during the remaining Construction Phases which the Principal Contractor will facilitate.
- 8.4 The Work & Skills Co-ordinator will monitor the success of the provision of Meet the Buyer events and will report to the next meeting of the Group following the event for discussion.

9. Small & Medium Enterprise Opportunities

- 9.1 The Applicant will commit to and will include a contractual requirement for their Contractors to ensure that local products and services are utilised where practicable, efficient and legal to do so during the construction phases of the HNRFI.
- 9.2 The Applicant will commit to and will include a contractual requirement for their Contractors to meet a target of at least a 30% on site spend with SMEs. The Work and Skills Co-ordinator will assist in supporting the identification of SME's and support opportunities for SME's to become a supplier to the HNRFI.
- 9.3 The Work & Skills Coordinator will monitor the success of the utilisation of local products and services and will report to each meeting of the Group for discussion. Spend with SME's will be reported from within the Leicestershire and Coventry and Warwickshire areas. To enable the reporting of this, postcodes are required to be recorded along with company name when individuals report to site; the Applicant will include contractual requirements with all relevant contractors to secure this.

10. Prison Leavers, Former Members of the Armed Forces and Care Leavers

- 10.1 The Applicant will commit to, and will include a contractual requirement for their Contractors to, where agreed, work with Blaby District Council, Hinckley & Bosworth Borough Council and the Probation Service and other relevant providers such as Serco, as necessary, to identify appropriate opportunities for prison leavers, former members of the Armed Forces and care leavers.
- 10.2 The Applicant will include a contractual requirement for their Contractors to become a member of Charter <https://www.leicesteremploymenthub.co.uk/employers/ex->

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[offenders-project/charter/](#) operated by Leicester Employment Hub. Charter assists prison leavers into employment. All new jobs will be advertised to Charter to promote matches with prison leavers. Apprenticeships and work experience opportunities for prison leavers will also be promoted through Charter.

11. Curriculum Support Events

11.1 Representatives of the Applicant will attend events organised by Blaby District Council or Hinckley and Bosworth Borough Council or any of the schools and colleges involved at 6.1 above to showcase the development and construction sector. There will be a target of a minimum of 4 curriculum support activities per year from the commencement of Construction Phase A until a period of 1 year following the practical completion of the final Construction Phase. These events are in addition to the site visits set out in paragraph 6.1.

12. Community Projects

12.1 The Applicant will undertake, or will include a contractual requirement for their Contractors to undertake, at least two community projects per year during the Construction Phase of the HNRFI. The community projects shall be agreed in advance by the Group.

13. Upskilling

13.1 There will be a target that a minimum of 80% of the workforce benefit from upskilling annually during the construction phases of the HNRFI. These opportunities will be identified and facilitated through internal training programmes.

13.2 This target will be monitored by the Work and Skills Co-ordinator and reported to the Group.

14. Work experience

14.1 Work experience opportunities will be offered as and when specific trade works are taking place on site and suitable candidates are available. There will be a target of at least X persons over the age of 14 beginning a work experience placement per year from the commencement of Construction Phase A.

Commented [ES11]: We need to discuss this target, I am conscious that the number of construction workers on site varies. Perhaps a phased approach is best?

15. Monitoring

15.1 A report shall be provided by the Work and Skills Co-ordinator twice a year beginning with the commencement of the Construction Phase and submitted to the Group. The report shall set out the monitoring information for performance against this Framework.

15.2 The Group will keep the provisions of the Framework under review and if circumstances change requiring amendment to the Framework, they shall be agreed with the Applicant who shall not withhold their agreement unreasonably.

16. Enforcement [TBC]

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Hinckley National Rail Freight Interchange

Skills and Training Plan Framework Principles

Appendix 1 Plan Targets

November 2023

2. Introduction

- a. This appendix is intended to summarise the numerical targets set out in the Skills and Training Plan Framework (“**the Framework**”) which has been prepared to set out the skills and training plan for the construction and initial operation of the Hinckley National Rail Freight Interchange (HNRFI) which Tritax Symmetry (Hinckley) Ltd (“**the Applicant**”) together with the Principal Contractor and any subcontractors (“**the Contractors**”) shall fulfil.
- b. This appendix does not summarise all the obligations of the Framework which itself contains further detail on the targets listed below.

Commented [ES12]: Would you prefer to be referenced as “the Developer” in this sort of document, rather than the Applicant?

3. Plan targets

- a. From commencement of development.

Paragraph Reference	Target	Time period relevant
5.1	5% of the Principal Contractors workforce in earn and learn positions (including apprentices, sponsored students and graduates on formalised training schemes).	All construction phases.
8.3	2 meet the buyer events per year.	Enabling and Construction A Phases.
9.2	30% of on site spend with SMEs.	All construction phases.
12.1	At least 2 community projects per year.	All construction phases.
13.1	80% of the workforce benefit from upskilling annually.	All construction phases.

- b. From Construction Phases A.

Paragraph Reference	Target	Time period relevant
6.1	12 school and college site visits per year.	Construction Phase A onwards.
11.1	4 curriculum support activities per year during the construction phases of the HNRFI.	Construction Phase A onwards.
14.1	X persons over the age of 14 beginning a work experience placement per year.	Construction Phase A onwards.

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c. After Construction Phase A.

Paragraph Reference	Target	Time period relevant
8.3	1 meet the buyer event per year.	After Construction Phases A.

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