

## Attachment 1.4 – Employment Sills Plan

### Reporting

The Contractor shall provide to the Employer the following report, on a quarterly basis:

A report outlining the achievements during the previous quarter against the Employment Skills Plan (ESP) and ESP Method Statement including details of the various employment and skills activities delivered in the quarter. The Director will monitor the Operating Company compliance with the implementation of the ESP and ESP Method Statement. The templates (shown below as tables 1.4.1, 1.4.2 and 1.4.3 will be supplied by the Director in a spreadsheet format and used for reporting. The spreadsheet will also include a copy of MI 20 Community Engagements and Community Benefits which should be populated.

Documentary evidence (electronic or hard copy) to support validation of each activity shall be collated by the Operating Company and filed in date order under each benefit heading. On receipt of each quarterly report the Director will validate the delivery of benefits, querying as necessary any evidence that is unclear or inconclusive.

The Operating Company will send a copy of the validated quarterly report template to the Director, who may, at any time, carry out monitoring, spot checks or audit the delivery of benefits. The wider community benefits being delivered, covering the data requirements contained in Table 1.4.2 form part of the reporting obligations under the Procurement Reform (Scotland) Act 2014 in accordance with the Scottish Government requirements.

Note: For the Validation Approach the OC is to evidence their delivered community benefits. This can come in different forms depending on the community benefits delivered. (e.g. For school/college STEM talks – evidence of the material used (information, photos, slides, etc.) and a statement from the school/college to confirm who delivered the talks and time spent.)

Table 1.4.1

<b>Community Benefits Report Narrative</b> <i>{This report is to be submitted quarterly to Transport Scotland by the Operating Company, demonstrating its compliance with the requirements of Schedule 3 Contract Management, Section 1 Introduction, 1.4 Community benefits and Schedule 6, Attachment 1.8 - Quality Submission, Question 6}</i>	<b>Quarter 1 - April to June 2019</b> (Insert more lines as required)	<b>Quarter 2 - June to August 2019</b> (Insert more lines as required)	<b>Quarter 3 - September to December 2019</b> (Insert more lines as required)	<b>Quarter 4 -January to March 2020</b> (Insert more lines as required)
<b>1.0 Community Benefits and Community Engagements</b> <i>{Information to include initiatives that have already been done or are currently being delivered}</i> This section shall include any community benefits (incl. when/who was involved/where delivered etc.) and community engagement completed.				
<b>1.1 Employment and Skills</b> <i>(Highlight any specific activities – i.e. engagement with Job Clubs or Kickstart Employer Scheme; recruitment workshops; examples of new entrants; training initiatives; qualifications achieved)</i>				
<b>1.2 Business/Economic Community Impact</b> <i>(Highlight any new relationships with SMEs, Social Enterprises or Supported Businesses)</i>				

<b>1.3 Community Engagement Activities</b> <i>(This section shall include any community engagement completed to date and organisations which have been consulted and the outcome of such consultations e.g. education initiatives, education sponsorships, charity activity, staff community engagement activities including anything with a focus on the environment. Activities to be reported under the relevant sub heading below.)</i>				
1.3.1 Community engagement activities				
1.3.2 Educational engagement events				
1.3.3. Environmental activities/events				
1.3.4 Fundraising activities/events/sponsorships				
<b>2.0 Additional Benefits/Added Value</b>  <i>{Add in more rows for more additional benefits that were detailed in Schedule 6, Attachment 1.8 - Quality Submission, Question 6}</i>				
The following additional community benefits have been delivered in accordance with the Schedule 6 Quality Proposals:				

<b>3.0 Performance Monitoring</b>  <i>{There may be occasions the OC does not meet their monthly/quarterly targets. Reasoning/justification should be given in here}</i>				
Justification for any community benefits targets missed should be included here:  {This section should also include a new timeline for delivering the missed target(s).}				

Table 1.4.2

Ref	ESA Ref	OC Champion	Delegated Champion or Backup	Reporting Criteria	Measure	Evidence Link	Q1	Q2	Q3	Q4	Monthly Total	Cumulative Total
CB1	ESA 2			Number of vacancies filled by priority groups*	1 job (vacancy)							
CB2	ESA 2(A)			Number of apprenticeships filled by priority groups*	1 job (apprenticeship)							
CB3	ESA 2(A)			Number of apprenticeships recruited to deliver contract	1 person (apprentice)							
CB4	ESA 1(B)			Number of work placements for priority groups*	1 completed placement							
CB5	ESA 1(A)			Number of work placement for school pupils, college and university students	1 completed placement							
CB6	ESA 4&5			Number of qualification achieved through training by priority groups*	1 qualification / certification							
CB7	ESA 4&5			Number of qualification achieved through training by other employees	1 qualification / certification							
CB8	ESA 2			Number of recruits from priority* groups employed at 26 weeks after job start	1 person							
CB9	ESA 2			Number of apprenticeships from priority groups* employed at 26 weeks after job start	1 person							
CB10	ESA 1&2			Number of work placements from priority* groups subsequently recruited by Operating Company	1 person							
CB11	-			Total number of jobs advertised through local job centres	1 job							
CB12	ESA 2			Number of jobs filled by priority groups*	1 job							
CB13	-			Number recruited to deliver Contract	1 person							
CB14	-			Number of new Small to Medium Enterprise SMEs sub-contractors	1 contract							

CB15	-			Value of sub-contracts awarded to Small to Medium Enterprise SMEs	£ value								
CB16	-			Number of new Social Enterprises sub-contractors	1 contract								
CB17	-			Value of sub-contracts awarded to Social Enterprise	£ value								
CB18	-			Spend in period on new and existing sub-contracts/off contract spend with Social Enterprises	£value								
CB19	-			Number of sub-contracts awarded to Supported Businesses	1 contract								
CB20	-			Value of sub-contracts Small to Supported Businesses	£value								
CB21	ESA 3			Spend in period on new and existing sub-contracts/off-contract spend with Supported Business	£value								
CB22				Number of sub-contracts advertised via Public Contracts Scotland portal	1 sub-contract								
CB23	ESA 3			Community Engagement Activities	Individual activity								
CB24	-			Number of educational engagement events undertaken in period (to include any CCIAG events detailed at Section 3)	Individual activity								
CB25	-			Number of environmental activities undertaken in period	Individual activity								
CB26	-			Number of fundraising activities undertaken in period	Individual activity								

\*Priority groups include young people, unemployed & disadvantaged groups



6	Training Plans - Actual			2										
7	Sub-contracting			No Minimum Requirements										
7a	Total number of new sub-contractors													
7b	Total value of operations instructions issued to new and existing subcontractors													
8	Case Studies - Actual			No Minimum Requirement										

Based on £40-50m project (CITB Client Based Approach, Appendix B Benchmark Table 3 Band 8)