

## **Operational Employment and Training Strategy**

### **Introduction**

Pall-Ex has identified the site at Wiggs Farm, Station Road as a suitable location to accommodate the new Hub that the business requires to support our current and planned growth, which will strengthen the local economy and provide a substantial number of new jobs for local residents and support local authority goals.

This document responds to the requirements for a Local Employment and Training Strategy prior to commencement of any part of the above-mentioned development. It details some of the approaches that will be adopted, with the understanding that further detail will become available as the project progresses through its various stages. At this first stage the document focuses on the Construction and Supply Chain Elements of the scheme. As the scheme nears operation this document will be updated to include more information and a strategy for operational employment.

### **1. Objectives**

- Demonstrate the Pall-Ex Group's commitment to working in partnership with Hinckley and Bosworth Borough Council (HBBC) and Leicestershire County Council (LCC) and their partners to engage where possible with employment, apprenticeship / trainees, training / upskilling and work experience opportunities for the local community that arise from the construction and operation of the new Hub.
- Highlight the importance Pall-Ex places on working in partnership with HBBC and LCC, to promote local employment opportunities and where possible, encourage and facilitate learning, development and continuous professional development of the local workforce.
- Promote the positive impact the new Hub will have on the local community by providing sustainable employment and excellent training opportunities for the local community to support personal, economic and business growth.

### **2. Commitments**

We commit to the following actions:

- Working closely with our chosen construction provider(s), we will ensure the local community the chance to gain valuable construction site and project-related experience, especially targeting unemployed Hinckley and Bosworth Borough Council residents, job seeking local students, promoting opportunities and career support to young people (school, Sixth Form, FE college and University);
- Advertise all vacancies and recruitment events with HBBC and the Department for Work and Pensions (DWP), local colleges and to maximise the labour pool so that local unemployed people and local job seeking students have access to possible job opportunities available;
- Continue to participate and contribute to the Employment and Skills Taskforce and other authority projects whilst engaging with schools, local unemployed residents and job seeking

students to show case both the construction and logistic sector for the potential benefit of all parties;

- Proactively devise a plan detailing the labour requirements working in partnership with local employment, educational and training partners to meet the objectives of this strategy;
- All prospective construction contractors will be encouraged to support our approach and strategy, helping them to secure the economic and social benefits we aim to achieve which may support and enhance all parties' Corporate Social Responsibility strategy.

### **3. Delivery**

#### **Educational Visits and Work Experience**

- Once the project programme becomes clearer, we will liaise with HBBC and local education providers (schools and colleges), to identify periods for visits which will best showcase this project, focusing on construction and the logistics industry careers and opportunities generally so to maximise the experience for those attending. This will also help promote future roles after the development stage and put Pall-Ex as an employer of choice;
- Work with local education and training providers to identify a timetable for work-experience admissions to identify achievable opportunities and outcomes;
- To structure any work experience intakes to ensure that positive exposure to construction and logistics employment is achieved;

#### **Operational and Office Stage Recruitment**

- Relevant vacancies which arise following the appointment of contractors will be advertised via HBBC, DWP, North Warwickshire & South Leicestershire College and any other Council agencies;
- In line with GDPR requirements, create a talent pipeline of local people following from recruitment events, work experience, school and college visits and local promotions and through local authority agencies;
- Liaise with any local private recruitment agencies that can assist in identifying local people for any ongoing short-term requirements;
- Advertising and screening of applications will commence no later than 6 months from go live date, with relevant training plans in place to ensure skills are transferred prior to go-live;
- This project will actively promote the employment and training of local apprentices throughout the project life-cycle. This project is committed to providing employment via the apprenticeship scheme and our in house training schemes.

## **Supply Chain opportunities**

- We are committed to become involved with local supply chain networks to ensure localism is maximised throughout the project;
- Most of the contractor packages will be of such a scale that these will naturally require liaison with National Contractors in the first instance. This will not however preclude any local SME's from working with us if they can demonstrate suitability through our pre-qualification process which will focus on Health & Safety, Quality, Financial standing and Experience;
- Where packages are of a scale that is suitable, the local SME community will be actively encouraged to engage in work with us as we aim to address areas of social and economic deprivation including worklessness, intergenerational and long-term unemployment;
- We will actively utilise supplier databases, local adverts, marketing and websites to get early identification of companies that may be interested in tendering for packages on this project. Where any suitable companies are identified we will liaise with them and identify any areas that may need to be addressed prior to the various tender package release to ensure that they are best prepared;
- Owing to the scale of the packages available, if we cannot identify opportunities for direct involvement of local SME's, we will encourage any appointed contractors to engage with relevant local businesses that may be able to support in-part, the delivery of larger volumes of work. This may be through the use of plant, materials or labour. Workshops will be held on this matter if relevant and applicable to this scheme;
- We will incorporate into the evaluation of contractors their proposed use and upskilling of local people, businesses or services or any other identifiable community benefits and ensure that this proposal is delivered during the life of the project.

## **The new Hub**

- Once operational, the new Hub will gradually employ over a 5 year period to support the planned growth approximately 480 people on-site;
- These positions will be filled considering the commitments made above and will cover:-
  - Site, section, deputy and senior leadership roles,
  - Administrative roles,
  - LGV Drivers,
  - Warehouse operatives and assistants,
  - Maintenance and equipment staff,
  - Specialist roles in IT, Finance, HR, Marketing, International Freight,
  - Transport managers and drivers,
  - Occasional ancillary staff supporting the overall operation of the building

- Rates of pay of staff within the new Hub facility would be highly competitive with progression opportunities to earn more through various developmental pathways for all levels of roles.

### **Framework Progress & Achievements**

During the construction cycle we will provide returns and updates on request regarding our performance against this Local Employment and Training Strategy and we will comply with any and all current data protection legislation.

### **Management & Implementation**

We will delegate responsibility for the delivery of the Local Employment and Training Strategy to a dedicated member of the local Project Team and once appointed, the person(s) and their contact details will be notified to relevant parties.

This resource will be supported by or a member of the on-site Project Team, with regional assistance and co-ordination as required by Head Office.