Limerick City and County Council Employment Charter

15th November 2019

Limerick
CITY & COUNTY
COUNCIL

Document Control

Revision	**Date**	**Project / Filename**	Limerick City and County Council Employment Charter		
	15th November 2019	**Description**	Limerick City and County Council in partnership has established and adopted this policy entitled the Limerick City and County Council Employment Charter. The aim of the Charter is to ensure as far as practicable the structural and social regeneration of the Limerick City and County		
			Prepared by	**Checked by**	**Approved by**
		Name	Andrew Warren, Tom McNamara & Partners	Brendan Moore, LCCC	Sean McGlynn, LCCC
		Signature			

Contents Page

1. Introduction 1
2. The Limerick City and County Council Employment Charter 2
3. Employment Coordinator 2
4. Contractor Liaison Officer 2
5. Meetings 2
6. Employment Opportunities 3
7. Monitoring 4
8. Training and Development 4

Appendix 1 – Quarterly Planning Forecast 5
Appendix 2 – Employment Monitoring 7

1. Introduction

1.1. Limerick City and County Council (LCCC) in partnership with has established and adopted this policy entitled the Limerick City and County Council Employment Charter (Charter).

1.2. The Charter applies in respect of the implementation by the Contractor of a project for which it has been engaged by LCCC[1] It is designed to respect the Contractor's rights under Irish and European law and is to be interpreted accordingly.

1.3. The aim of the Charter is to ensure, as far as practicable, the structural and social regeneration of the Limerick City and County Council area for a sustainable future for local people and businesses. In order to achieve this, LCCC encourages a synergy between the public and private interests for the benefit of the Limerick City and County Council community, to the maximum extent possible. The Charter applies to the extent practicable in the context of a given project.

1.4. By subscribing to the Charter or entering into any contract incorporating the Charter, Contractors commit to the terms of the Charter.

1.5. At the same time, LCCC is mindful and agrees that the Charter's implementation should not impact upon the efficiency of the Contractor's contract with LCCC. LCCC is equally conscious that the Contractor should not cause any of its or its subcontractors' current employees to become unemployed as a result of this Charter.

[1] The "project" means the works or other deliverables being provided by the Contractor under a Contract or Framework Agreement - which includes the carrying out of works.

2. The Limerick City and County Council Employment Charter

2.1. LCCC will strive to implement this Charter to optimise employment and training opportunities arising from the Limerick City and County Council contracts and projects for persons residing within the Limerick City and County Council area.

2.2. LCCC will seek to ensure that a minimum of 20% of new jobs created on projects will be on offer to residents of the Limerick City and County Council area in the first instance and, after that, of its surrounding areas.

2.3. The Contractor agrees to use all reasonable steps to fill at least 10% of new jobs created for the delivery of the project with new entrants or long term unemployed[2]. It will treat locals equally and give specific consideration to their employment.

2.4. This proportion can be divided into full-time jobs and apprenticeships. LCCC accepts that local jobs are dependent on the availability of appropriate skills in the Limerick City and County Council area.

2.5. LCCC's appointed Employer's Representative, whether under a traditional contract, framework agreement or a design and build contract, will be responsible for monitoring the implementation of this Charter by the Contractor and will report accordingly to the Employment Coordinator.

3. Employment Coordinator

3.1. The Employment Coordinator or an appropriate other person appointed by LCCC in partnership LCCC will oversee the implementation of the Charter and deal with queries on behalf of the Contractor or Design Team in connection with this Charter

4. Contractor Liaison Officer

4.1. The Contractor will appoint a Liaison Officer who will liaise with the Employment Coordinator in order to promote and achieve the objectives and terms of the Charter. The Contractor ideally will appoint a Liaison Officer residing in the location.

5. Meetings

5.1. The Contractor, within 4 weeks of contract commencement and/or in advance of projected employment opportunities, will participate in a `meet the Contractor day', which will be hosted at an agreed local venue. The aim of the day will be to introduce the project and the Contractor to local people and businesses to enable the contractors to network and develop opportunities.

[2] "Long-term unemployed" means those who are out of paid employment for more than 12 months.

6. Employment Opportunities

6.1. The Contractor's Liaison Officer will, within four weeks of contract commencement and at the end of each calendar quarter after that, provide the Employment Coordinator with a non-binding projection of any employment or apprenticeship opportunities, including those of subcontractors on the project in the following six-month period. S/he will do this by completing and submitting LCCC's quarterly planning forecast template to the Employment Coordinator (Appendix 1).

6.2. The Employment Coordinator will then forward details of any vacancies and relevant contractor/subcontractor contact details to Intreo (Department of Employment Affairs and Social Protection) who will seek to match suitable clients to vacancies. Intreo will subsequently forward details of suitable applicants directly to the Contractor(s). The Employment Coordinator, working with Intreo, will maintain a separate list of skills required in relation to the Limerick City and County Council contracts and projects based on all Contractors' forecasts

6.3. The Employment Coordinator will also maintain a register of the names and contact details of local residents who are not registered with Intreo and/or who have indicated a preference for receiving details of vacancies directly. S/he will then forward details of any vacancies and contractor/sub-contractor contact details directly to those on the register to make direct contact with hiring contractors.

6.4. The Contractor's Liaison Officer will inform the Employment Coordinator of any employment/apprenticeship opportunities or subcontractor opportunities on the project at least 14 days (or, in urgent cases, as soon as reasonably possible) before filling the position and no later than when they first advertise the opportunity elsewhere. This is so local people/local businesses have an equal opportunity to fill the position or engage with the contractors.

6.5 To promote the employment and business opportunities on the site the Contractor's Liaison Officer will provide the Employment Coordinator with the names and contact details of the Contractor and sub-contractors. This will be published on LCCC and LCCC websites for the period of the contract.

7. Monitoring

7.1. The Contractor's Liaison Officer will complete and submit the employment monitoring template (Appendix 2) to the Employment Coordinator.

7.2. The Employment Coordinator and the Contractor's Liaison Officer will have regular meetings to monitor and review the implementation of the Charter. It is envisaged that these meetings take place on a monthly basis though at initial stages these meetings might be more frequent.

7.3. The Employment Coordinator will, in particular, monitor and review the effectiveness of measures taken to achieve any commitments or targets of the Contractor under this Charter. The Contractor's Liaison Officer, in conjunction with the Employment Coordinator, will also monitor the number of local people employed on the project.

7.4. Monitoring of local employment will also be a standing item on the agenda of the Contractor's programme meeting.

7.5. The Contractor's Liaison Officer will, upon request, provide an explanation as to why they are not meeting any of the Contractor's commitments or targets under this Charter.

8. Training and Development

8.1. The Employment Coordinator will work with relevant educational provider partners to identify apprentice opportunities and training /upskilling programmes in relation to employment opportunities arising from the Limerick City and County Council contracts and projects, and to coordinate their development and roll out by educational provider partners for the local community.

Appendix 1 – Quarterly Planning Forecast

Contractor_____Period_____Projects_____

List of jobs for recruitment on site	Qualifications Required (for jobs being advertised)	Date when recruitment starts	Date when employment starts	Number of own staff	Number of local labour
Site Staff					
Direct Labourers					
Day work Labourers					
Bricklayers					
Scaffolders					
Carpenters					
Roofers					
Plumbers					
Glaziers					
Painters					
Electricians					
Heating engineers					
Tilers					
Fencers					
Landscapers					
Security					
Other please state					
Total on site					

*Please note if jobs are not listed please add job titles as appropriate

Appendix 1 - Quarterly Planning Forecast, contd.

Contractor_____Period_____Projects_____

List of jobs for recruitment on site	Qualifications Required (for jobs being advertised)	Date when recruitment starts	Date when employment starts	Number of own staff	Number of local labour
Architects					
Planners					
Project Management					
Engineers					
Administration					
Security					
Building officer					
Finance					
Total on site					

*Please note if jobs are not listed please add job titles as appropriate

Appendix 2 – Employment Monitoring

Main Contractor_____ Month Beginning _____

Projects_____ Sheet Number_____

Analysis of local labour

Number	Address	Trade/Job type	Name Contractor/sub-contractor. Please state if local	Apprenticeships	No of days worked
1					
2					
3					
4					
5					
6					
		Total number of local employees on this sheet:			
		Total number of local employees from previous sheet:			
		Total number of employees employed this month:			
		Total number of local labour employed this month:			
		Cumulative local labour carried/forward:			
		% local labour in this month:			
		% local labour cumulative:			

Signed for main contractor_____Title_____ Date_____

Limerick City and County Council
Employment Charter

Guidelines for Contractors on the Implementation and Monitoring of the Charter

Limerick
CITY & COUNTY
COUNCIL

Contents

	Page
Introduction	3
Key Features of the Charter	4
Steps in Implementing the Charter	5
Template - Employment Forecasting	6
Template - Monthly Local Labour Monitoring	7

Introduction

The Charter sets out what is required of contractors and sub-contractors in respect of employing local labour. All contractors and sub-contractors who are awarded contracts will be briefed on the Charter to ensure that they have a clear understanding of what is required of them. The Charter, along with these guidelines, outlines how it should be implemented, monitored and the mechanisms for reporting on local employment levels.

The Charter's implementation and monitoring procedures are designed to minimise the amount of paperwork for the contractor - there is a template for reporting on the number of local employees on site and a template for employment forecasting.

Before the contractor is appointed, they will be aware of the Charter as there is reference to it in the Tender Documents. The Tender Documents make it clear that the `successful Tenderer will be required to implement the Charter as a condition of the contract'.

Limerick City and County Council wants to ensure as far as possible that the project makes a real contribution to the structural and social regeneration of the local community, contributing to a sustainable future for local people and businesses.

These set of guidelines are designed to assist contractors and sub-contractors in the implementation of the Limerick City and County Council Employment Charter. Limerick City and County Council looks forward to working with you in implementing and delivering employment opportunities for the local community.

For further information contact:

Brendan Moore
Project Coordinator
Limerick City and County Council
Regeneration Office
Roxborough Shopping Centre
Roxborough
Limerick

brendan.moore@limerick.ie
087 189 4064

*The local community is defined as people living in the Limerick County and City areas.

Key features of the Limerick City and County Council Employment Charter

- LCCC in partnership is seeking to ensure that a minimum of 20% of new jobs created on projects will be on offer to residents of the Limerick City and County Council neighbourhoods in the first instance and after that, of the surrounding areas.
- The contractor agrees to use all reasonable steps to fill 10% of new jobs created with new entrants into the labour market or long-term unemployed.
- The (LCCC) Employment Coordinator or an appropriate person will oversee the implementation of the Charter and deal with any queries on behalf of the Contractor in connection with the Charter.
- The contractor will have a named employment liaison contact/officer on site, who will be responsible for monitoring the implementation of the Charter and will report accordingly to the employment coordinator.
- The contractor/subcontractor will complete the quarterly employment forecast template, this will identify the employment skills required by the contractor. The contractor/subcontractor will also complete the monthly, local labour monitoring template. The main contractor is responsible for collecting this information from sub-contractors.
- The contractor/subcontractor will promptly notify the Employment Coordinator of any vacancies which arise. The Employment Coordinator will then pass the details to Intreo (Department of Employment Affairs and Social Protection) who will also circulate them to their relevant sub-contractors e.g. the Local Employment Services.
- Intreo and the LES will match clients on their register with vacancies and will forward the details of suitably qualified/experienced clients directly to the hiring contractors for their consideration.
- The Employment Coordinator will also maintain a register of the names and contact details of local residents who are not registered with Intreo or who have indicated a preference for receiving details of vacancies directly to make direct contact with hiring contractors.
- The Employment Coordinator will monitor the number of local persons employed and will have regular contract meetings with the contractor to monitor and review the process.
- The Employment Coordinator will work with the relevant educational provider partners to identify training opportunities/up-skilling programmes in relation to employment opportunities arising from the project.
- It is the contractor's responsibility to ensure that sub-contractors are aware of and agree to the process.

Tender process

- LCCC issues a tender notice followed by relevant tender and contract documentation incorporating agreed text relating to the Charter and its requirements.

Post tender briefing

- Project Coordinator briefs Contractor on requirements and processes around Charter.
- Project Coordinator provides Contractor with information pack and reporting templates.
- The Contractor appoints a Liaison Officer to liaise with Project Coordinator on implementation and operation of Charter.

Implementation

- Contractor Liaison Officer provides initial projection of employment & apprenticeship opportunities on site to Project Coordinator.
- Contractor notifies labour requirements on quarterly basis throughout project in addition to ad hoc notifications as additional opportunitees arise.
- Project Coordinator works with E&T partners to identify apprenticeship and training opportunities from the project for local communities.

Recruitment of local labour

- Unemployed people register their interest in LCCC area jobs with Intreo, employed people /local residents/others can register their interest with Project Coordinator.
- Project Coordinator notifies vacancies to Intreo and LES, and to people on this register so the latter can make direct contact with Contractor.
- Intreo and LES Case Officers match people on their register to vacancies and send their detaiils directly to hiring Contractor.

Monitoring and reporting

- Standing item on Design Team/Contractor meetings on employment onsite.
- Monthly monitoring reports from Contractor to Employer's Representative then to Project Coordinator.
- Project Coordinator and Contractor Liaison Officer meet regularly to review Charter implementation and to address any failure to meet contractor requirements under the Charter.

Limerick CITY & COUNTY COUNCIL

Example Quarterly Planning Forecast

Contractor: **Period: January 2020 – March 2020** **Project Title: LCCC Retrofit**

List of jobs for recruitment on site	Qualifications Required (for jobs being advertised locally)	Date when recruitment starts	Date when employment starts	Number of own staff	Number of local labour
Site Staff					
Direct Labourers					
Day work Labourers					
Bricklayers					
Scaffolders					
Carpenters					
Roofers					
Plumbers					
Glaziers					
Painters					
Electricians					
Heating engineers					
Tilers					
Fencers					
Landscapers					
Security					
Total on site					

Example
Project Title: LCCC Retrofit **Sheet Number: 2**

Contractor: **Month Beginning: January 2020**

Analysis of local labour					
Number	Address	Trade/Job type	Name Contractor/sub-contractor	Apprenticeships	Start date
1		Carpenter		NA	6/1/20
2		Painter		NA	6/1/20
3					
4					
5					
6					
7					
8					
		Total Number of local employees on this sheet:			2
		Total number of local employees from sheet number 1 (previous sheet):			4
		Total number of local labour employed this month:			6
		Cumulative total local labour balance/forward:			6
		Cumulative total labour force carried/forward including local labour			110
		% local labour in month:			1.8%
		% local labour cumulative:			5.4%

PROCESS FOR IMPLEMENTATION AND MONITORING OF

LIMERICK CITY AND COUNTY COUNCIL EMPLOYMENT CHARTER

Background

The Charter proceeded to set out what was required of Contractors and Sub-Contractors in respect of employing local labour on site. The Charter also outlines how this will be monitored and reported on. All Contractors and Sub-Contractors who are awarded contracts are briefed to ensure that they have a clear understanding of what is required of them in terms of reporting, including forward planning, and that they identify potential jobs that they will be recruiting for locally.

Limerick City and County Council (LCCC) wants to ensure as far as possible that the project makes a real contribution to the structural and social regeneration of the local community, contributing to a sustainable future for local people and businesses.

Implementation of the Charter has been addressed in a number of different ways and is constantly evolving to meet the needs of the project, local employment needs in the community, and legislation.

LCCC Project Coordinators

An LCCC Project Coordinator is assigned to each project who may appoint an Employment and Training Coordinator (E&T Coordinator) to assist as delegated by the Project Co-ordinator.

Tender process

When a tender notice is issued by LCCC, the Project Coordinator is responsible for ensuring that agreed text relating to the Limerick City and County Council Employment Charter is included in all relevant documentation. The agreed text and a copy of the Employment Charter are included in the Call for Tender.

Post tender briefing of design teams/contractors/sub-contractors

Once the Contractor has been appointed, the Project Coordinator arranges an initial meeting between them, the LCCC who briefs them on the requirements of the Charter (including implementation, reporting, monitoring, and their respective roles within these projects). The initial meeting with the Project Coordinator is to alert the contractors to their commitment to the Charter at the highest level. The Project Coordinator provides the Contractor with an information pack which includes templates for notification of labour needs and reporting on local employment on site. The Contractor appoints a Liaison Officer to liaise with the Project Coordinator on the implementation and operation of the Charter

throughout the project. Contractors are responsible for ensuring that any Sub-contractors meet the requirements of the Charter. Additional briefings for Sub-contractors are organised as and when required.

Implementation of Charter

The Employment Charter is a standing agenda item for site meetings. The Contractor's Liaison Officer provides the Project Coordinator with a projection of any employment and apprenticeship opportunities on site by completing the Limerick City and County Council quarterly planning forecast template. The Contractor continues to notify their labour requirements on a quarterly basis for the duration of the project. Any additional requirements are notified to the Project Coordinator by the Contractor's Liaison Officer using the Additional Labour Requests form.

Recruitment of local labour

Prior to the beginning of larger projects with significant employment opportunities, the Project Coordinator may organise a 'meet the contractor' event for local people interested in working on the Limerick City and County Council Development to find out more about what opportunities are available.

Local people who are interested in jobs on the Limerick City and County Council Development can register their interest in a number of ways:

- People who are unemployed and registered with Intreo (Department of Social Protection) and/or the Local Employment Service (LES) are advised to notify their Intreo/LES Case Officer that they are interested in Limerick City and County Council jobs.

- People who are in employment or who are not registered with Intreo/LES are invited to provide their details to the Project Coordinator.

Once the Project Coordinator receives labour requests from a Contractor, this information is forwarded to the Intreo office:

Dominick Street, Limerick V94 X327
Phone: (061) 212200
Fax: (061) 414448
Opening Hours: Monday - Thursday: 9:15 - 17:00, Friday: 10:15 - 16:30

Where Case Officers match unemployed clients to vacancies and send details of any suitable clients directly to the hiring contractors. The Project Coordinator also sends details of vacancies and contact details for hiring contractors to employed people and other local people not registered with Intreo directly to them so they can make contact with the relevant contractors if interested in any of the available jobs.

Monitoring and reporting Charter compliance

Reporting on employment onsite is a standing agenda item for Contractor meetings. Monthly monitoring reports are submitted to the Client's Employer's Representative who feed them back to the Project Coordinator. This information is collated on a spreadsheet which is used for monitoring and reporting purposes. In addition, the Project Coordinator and the Contractor's Liaison Officer meet regularly (usually on a monthly basis) to review the implementation of the Charter and to address any failure to meet contractor requirements under the Charter.

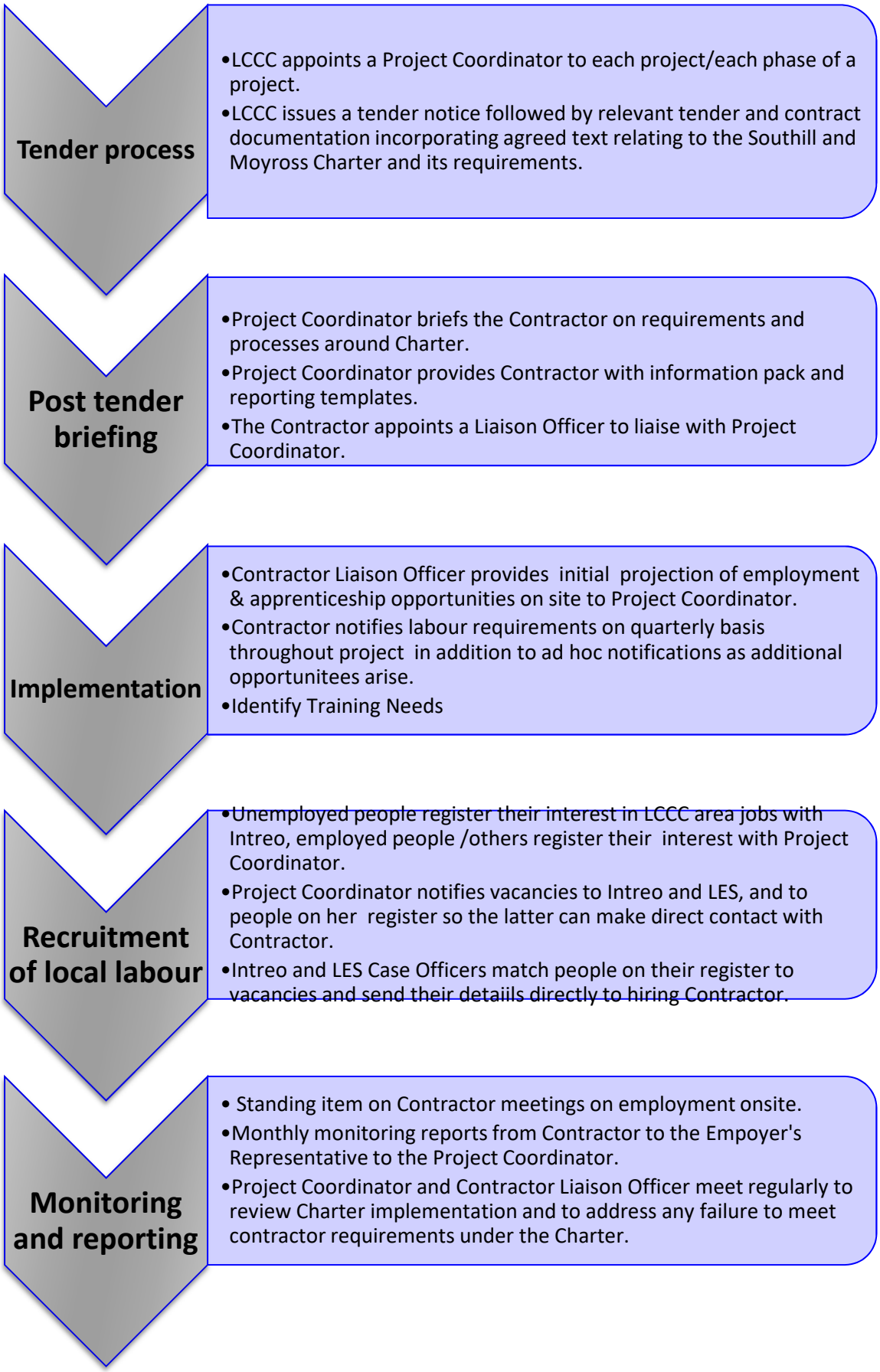
Monthly reports on Charter compliance is provided by the Project Co-ordinator to the LCCC Director of Services.

Training and Development

In the process leading to a Contractor coming on site and on receipt of notification of labour needs, the Project Coordinator will work with relevant educational provider partners to identify training opportunities/upskilling programmes in relation to employment opportunities arising from the Limerick City and County Council project and to coordinate their development and roll out by educational provider partners for the local community.

Debriefing of Contractors at end of contract/project

The Project Coordinator meets with Contractors at the end of their contract and completes a questionnaire with them, capturing feedback on their experiences of implementing the Charter. This information is then used to improve future implementation.


Tender process
•LCCC appoints a Project Coordinator to each project/each phase of a project.
•LCCC issues a tender notice followed by relevant tender and contract documentation incorporating agreed text relating to the Southill and Moyross Charter and its requirements.
Post tender briefing
•Project Coordinator briefs the Contractor on requirements and processes around Charter.
•Project Coordinator provides Contractor with information pack and reporting templates.
•The Contractor appoints a Liaison Officer to liaise with Project Coordinator.
Implementation
•Contractor Liaison Officer provides initial projection of employment & apprenticeship opportunities on site to Project Coordinator.
•Contractor notifies labour requirements on quarterly basis throughout project in addition to ad hoc notifications as additional opportunitees arise.
•Identify Training Needs
Recruitment of local labour
•Unemployed people register their interest in LCCC area jobs with Intreo, employed people /others register their interest with Project Coordinator.
•Project Coordinator notifies vacancies to Intreo and LES, and to people on her register so the latter can make direct contact with Contractor.
•Intreo and LES Case Officers match people on their register to vacancies and send their detaiils directly to hiring Contractor.
Monitoring and reporting
• Standing item on Contractor meetings on employment onsite.
•Monthly monitoring reports from Contractor to the Empoyer's Representative to the Project Coordinator.
•Project Coordinator and Contractor Liaison Officer meet regularly to review Charter implementation and to address any failure to meet contractor requirements under the Charter.