



Grangegorman
Development Agency
Gníomhaireacht Forbartha
Ghráinseach Ghormáin

Grangegorman Employment Charter

Guidelines for Contractors On the Implementation and Monitoring of the Grangegorman Employment Charter

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Introduction

The Grangegorman Development Agency (GDA) working with the Employment and Training Coordinator and the Labour and Learning Forum has developed a Grangegorman Employment Charter. The purpose of the Charter is to ensure that the local community benefit from any employment opportunities that may arise from the project.

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 outline 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'.

The GDA want 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 Grangegorman Employment Charter. The GDA look forward to working with you in implementing and delivering employment opportunities to the Grangegorman community.

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Key features of the Grangegorman Employment Charter

- The GDA is seeking to ensure that a minimum of 20% of new jobs created on projects will be on offer to residents of the Grangegorman neighbourhood 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 GDA employment coordinator or an appropriate person will oversee the implementation of the Charter and deal with any queries on behalf of the design team 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 FAS and the Local Employment Services (LES) of vacancies that arise (giving appropriate notice).
- The LES will forward to the coordinator, on a monthly basis, a list of the unemployed who have registered with them. It will include their skills and qualifications (skills database). The coordinator will forward this to the contractor's liaison officer.
- 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 co-ordinator 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 contractors responsibility to ensure that sub-contractors are aware and agree to the process.

Steps in Implementing the Charter

When a contractor/sub-contractor have been appointed, they will receive an information pack. This will contain a copy of the charter and guidelines on implementing the Charter.

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 will participate in a “meet the contractor day”. This will be organised by the employment coordinator. The purpose of this is to ensure an understanding of how the Charter should operate.

The contractor’s liaison officer will provide a projection of any employment opportunities this will be done on a quarterly basis. The liaison officer will do this by completing and submitting the GDA’s quarterly planning forecast template.

The contractor’s liaison officer will completes and submit to the employment coordinator the employment monthly monitoring template.

The employment coordinator working with the Local Employment Services will supply a database of the skills of the unemployed in the area.

The employment coordinator and the contractors Liaison officer will meet regularly to review the implementation of the Charter.

The contractor’s liaison officer will, upon request, provide an explanation as to why it is not meeting any of the contractor’s commitments or targets under this Charter.

Contractor _____ Period _____ Projects _____

Example

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

Appendix 1 – Employment Monitoring

Main Contractor: Sisk _____ Month Beginning: July 2012 Project: Top House Sheet Number: 2

Example

| Analysis of local labour | | | | | |
|--------------------------|--|--|--|-----------------|-------------------|
| Name | Address: Must include post code and road | Trade/Job type | Name: Contractor/s-contractor. Please state if local | Apprenticeships | No of days worked |
| Tom Moore | Manor Street D7 | Carpenter | Sisk | No | 15 |
| Joe Duggan | Bride Road D7 | Plummer | Ryan | No | 15 |
| Seamus Doyle | Dublin 1 | Roofer | Sisk | No | 10 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | Total Number of local employees on this sheet: 3 | | | |
| | | Total number of local employees from previous sheet 15 | | | |
| | | Total number of local labour employed this month: 2 | | | |
| | | Cumulative total carried/forward: 17 | | | |
| | | % local labour in this month: 12% | | | |
| | | % local labour cumulative: 20% | | | |
| | | | | | |

Signed for main contractor _____ Title _____ Date _____