

SCHEDULE 3
CONTRACTOR'S SERVICE PROPOSALS
METHOD STATEMENT 8
EMPLOYMENT AND STAFFING

1. Management

An organogram showing the management structure of Contractor and management responsibilities and decision-making processes is included as Appendix 1 to this Method Statement.

2. Key Project Personnel

The Contractor's staff will benefit from a Staff Training and Development Programme with the aim of delivering good working practices and high quality service provision.

The key managerial and processing personnel [REDACTED]

The Contractor will advise the Authority of any changes to its:

- [REDACTED]
- [REDACTED]
- [REDACTED]

("Key Personnel").

3. Staff Welfare

At each Facility, the Contractor will assess welfare arrangements needed for staff and will, as a minimum, provide facilities required to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 (or its amendments).

4. Training and Development

4.1 Staff Training and Development Framework

The training and development framework for staff sets out [REDACTED] for the Contractor:

[REDACTED]

4.2 Staff Training and Development Programme

The staff training and development programme includes staff training in the following areas:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4.3 Appraisals

Annual appraisals will be carried out by the Contractor of all staff members [REDACTED]

[REDACTED]

4.4 Implementation of the Staff Training and Development Programme

[REDACTED] will have overall responsibility for ensuring that the framework and programme is implemented.

The Contractor's managers and supervisors will be responsible for ensuring that the programme is understood and implemented throughout the workforce on a day-to-day basis.

[REDACTED]

[REDACTED]

5. Staff ID and Uniform

The Contractor's polo shirts, sweatshirts, overalls and fleeces are issued to all employees as appropriate to their operational needs.

All staff Personal Protective Equipment (PPE) and uniforms carry the Contractor's logo and those associated with the operating of the HWRC's will include 'Working in Partnership with Cambridgeshire County Council'.

6. **Staff Code of Conduct**

The Contractor operates a Staff Code of Conduct for its staff. [REDACTED]

[REDACTED] Any failure of the Contractor's staff to comply with the Code will lead to disciplinary action being taken under the Contractor's Disciplinary Procedures [REDACTED]
[REDACTED]
[REDACTED]

7. **Staff Shortage, Seasonal and Exceptional Staffing Requirements**

In the event of staff shortages due to unavoidable circumstances arising, the Contractor maintains links with driver and operator agencies. [REDACTED]

[REDACTED] The Contractor will ensure that all staff employed to cover during times of staff shortage are suitably trained for the role they are covering.