

Romec Limited and CWU Efficiency and Enterprise Agreement (2011)

Introduction

This agreement resolves all issues falling out of the 2011 dispute.

The Enterprise contract contains a new set of standards governing speed of response for attending jobs and for fixing faults. Romec's corporate customers also expect increasingly professional and responsive standards of working.

The need to change is rendered urgent by the significant fall in revenue arising from price reductions in the RMG contract and the effect of the general economic downturn on some areas of Romec's business. To respond to these changes requires the business to set business level targets for efficiency.

In the Engineering Services business this specifically means the business achieving 80% of paid for hours being used on chargeable work, a level of return visits being 20% or lower of jobs attended and no more than 1.5 hours per day – on average across the business – being travelling time between jobs [this does not include travel to the first job of the day or from the last job of the day]. These are not targets for the individual engineer. For example, if there is little or no work available an engineer will not be able to reach 80% utilisation – if someone has scarce skills they may need to travel longer each day – but overall the business must hit these measures of performance.

In the Projects Division this means being able to tender for work at a blended market hourly labour rate, (which is at present between £17.50 and £18.50 per hour) and being able to match industry standards governing travel and other on costs. Both parties agree that delivery of these targets requires significantly improved industrial and employee relations, key to which is developing a climate of trust in which the workforce is valued and genuinely involved in making Romec a successful business. Fundamental to this is the willingness of both parties to honour existing agreements unless and until renegotiated.

This agreement reaffirms and enhances the 2007 and 2010 pay agreements, the 2008 attendance and modernisation agreement, the 2002 agreement on the use of remote communications for operational systems and the 2009 national agreement on the use of Masternaut mobile collection units. It sets out a programme of changes required to meet customer needs, achieve market rate efficiency and develop a culture of mutual interest involving managers, union and employees working together to achieve and share in success. That will be underpinned by a far more open and consistent use of information relating to business service and efficiency performance.

A Valued Workforce - Developing a Culture of Trust and Mutual Interest

Romec and CWU reaffirm the joint goals set out in the Industrial Relations Framework Agreement of 2007.

Romec and CWU recognise that there must be a significant and a sustained improvement in industrial and employee relations in order for the business to succeed. For this improvement to occur, the following are key:

- Both parties will honour all current agreements.
- Industrial relations will be restructured and professionalised through more effective involvement, consultation and negotiation. Romec will provide CWU with genuine involvement at the development stage of business initiatives supported by transparency and information share to enable the union to influence and shape initiatives before decisions are taken.

- Romec will support CWU by providing an appropriate level of agreed release and facilities to enable accredited reps to carry out their roles and support effective industrial relations.
- An ACAS supported programme will be undertaken to ensure that managers and reps at all levels have the skills and necessary support to apply agreements correctly and consistently.
- A new set of modern HR procedures will be introduced. This will provide a shared understanding of employee rights and obligations.
- A new forum (NCF) will be established to govern this developing relationship.

National Consultative Forum (NCF)

An independently chaired National Consultative Forum comprising senior operational and HR managers, CWU national officer, executive council members, and Romec national representatives will meet monthly to discuss a pre determined agenda. This group will be fed by relevant management information (eg Hitachi Reports) that is readily available in the business. This group will be empowered to make decisions and to issue joint communications.

This group will:

- Monitor the consistent deployment of all national agreements including redundancy and restructuring exercises.
- Resolve any disagreements regarding the interpretation of national agreements.
- Review compliance to business standards governing work practice e.g., Toughbook User Guide inc Engineers Quick Reference Guide.
- Review engineering performance utilising the following (Hitachi) reports:
 - Engineer Efficiency
 - Engineer Productivity
 - Engineer Utilisation
 - GPS Job Completion Correlation
 - GPS On Site Correlation
 - Jobs Not Refused
 - Jobs Not Returned
 - Log Off Achieved
 - Log Off Compliance
 - Log On Compliance
 - Travel Efficiency
- Travel Efficiency (i.e. planned versus actual travel time) is a major issue for a mobile engineering business. Romec and the CWU will engage in a joint study of current performance as one of the first tasks for the NCF with the aim of understanding current performance and improvement opportunities.
- Review the required skills & competencies – including those required to meet industry regulatory requirements - within the engineering workforce.
- Review any changes required to attendance arrangements.
- Review the introduction of new technologies and the use of information derived from them.
- Review the engineering sales pipeline and any new contract mobilisation requirements.

- Any other issues deemed appropriate by the NCF.

Technology

At Annex A we set out how technology will be deployed and information used.

Changing the way of working

At Annex B we set out how the Projects Division – BSI– will be restructured.

At Annex C we set out measures to raise the performance of Engineering Services – both in terms of efficiency and service to customers – including new standby call out arrangements.

Incentives

Annex D sets out the agreed approach to engineering incentives.

Deployment

Annex E sets out the deployment timetable and process for this agreement.

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Annex A

Deployment Of Technology And The Use Of Information

The approach defined in this agreement will govern all future use of technology in Romec.

Consultation

- The NCF will oversee issues relating to use of technology.
- CWU national reps will be supplied with all documentation relating to the operation of technology, together with access to the management information produced, on an ongoing basis.
- CWU will be consulted on the "business rules" governing the way technology allocates jobs. Any change to these "rules" will be subject of prior consultation, with the sole proviso that the business will act immediately if service is placed at risk, subsequently and as soon as possible, sharing the lessons from experience and any changes required.
- Consultation on system changes which will impact on employees will take place on a timely basis at the planning stage, before Romec has committed to purchase or change.

Reports

A key principle is that the individual engineer should have first sight of information regarding their own performance and Romec will, as soon as practically possible, give engineers direct access to this report.

In Engineering Services, line Managers will receive the weekly Hitachi report for the people who work for them. Managers throughout the business will also receive weekly speeding reports for the people who work for them. All reports will remain strictly confidential and accessible only by named individuals.

Real time access to information will only be available to designated staff at the ARC & NSC. Real time access will not be provided to Operational Managers.

If further reports containing individual performance data are required these will be the subject of prior consultation with the CWU via the NCF, with the joint objective of reaching agreement.

Use of Individual Data

Systems are intended to enable the business to move its performance to excellent service at market rate efficiency. Should a matter arise that requires investigation this will be done in a timely and consistent manner in line with the principles in Romec's HR procedures.

As part of this agreement Romec will cease the use of private investigation agencies within engineering.

Data Protection

Information held on Romec's technologies is covered by the Data Protection Act. Access to the information will be confined to strict access lists which will be notified to CWU Head Office. Any attempt to gain unauthorised access to the system or the information derived from it will be regarded as a disciplinary offence. If an individual requires copies of any information relating to them held within the system this can be requested from the NSC.

Annex B

Projects Division

In order to achieve those targets contained within this agreement it will be necessary to restructure BSI and align it to industry standards

Structure

To be competitive and ensure BSI has the ability to competitively tender for jobs Romec will move to a smaller pool of core labour. This will consist of 30 Site Foreman in Projects paid at a 'national rate' £29991 and a 'London rate' of £33596. JIB rules will be applied in determining entitlements to London rates. The job descriptions for this role are contained at appendix 1. Additional labour will be drawn from Agency, Sub-Contractors and any retained employees.

The selection process for the Site Foreman role is outlined in the deployment appendix. Redeployment and redundancy will be offered in accordance with Romec's Managing Surpluses Agreement (MSA) processes to all Engineers working within BSI following a jointly agreed preference exercise. MSA terms will be used to calculate compensation for leavers. Where the total cost of release would exceed 2 years salary, a release package will be offered, capped at a cost to the business of 2 years salary.

Following the restructuring of BSI, some employees may be retained within the product in addition to the Site Foreman. Retained employees will be entitled to their existing terms and conditions under the terms of existing national agreements. Where employees have been receiving terms in variance with those agreements these variances will be discussed at the NCF with the objective of aligning practice with the relevant national agreements.

Terms and Conditions for the Site Foreman Job

Terms and conditions will be consistent with standard Romec engineering grade terms other than where varied by this agreement.

a) Hours & Days of attendance

Hours of attendance will be 37.5 hours per week excluding travel to and from work and meal breaks.

Flexibility on patterns of attendance is required, to meet the requirements of the projects worked.

The working week will be a maximum of any five out of seven days including weekends. All overtime and premium payments will be in line with the 2008 Attendance and Modernisation Agreement.

In line with the 2008 Attendance and Modernisation Agreement, the default core working day will be 0600 – 1800 Monday to Friday. Each individual will have an attendance pattern within this core working day. If this attendance needs to be varied but remains within the parameters of the core working day individuals will be provided with as much notice as possible, with a minimum of 48 hours. If the default attendance pattern needs to be varied outside of the core working day then a minimum of 2 week's notice will be provided. For the avoidance of doubt, this can include Saturdays and Sundays. Due account will be taken of personal and domestic circumstances if changes to attendance patterns are proposed.

Individuals will need to be flexible as to location and attend sites where the work is scheduled and provide the hours that are required to complete the job on time, within hours and budget. This will include the need to work away and lodge if required.

b) Travelling

This agreement replaces previous agreements governing travelling arrangements that are in conflict with its terms.

All travel payments will be in line with JIB rates with the introduction of radius allowance. Each engineer will be allocated a Headquarters from which his/her travel will be deemed to begin. Payments will be paid based on miles travelled from that headquarters. This will be monitored and agreed with the manager of the project before commencement and will be in line with the project requirement and needs of the business.

c) Travelling Time Payment

Travel in the Project division will be reimbursed in line with the Joint Industry Board (JIB) published rates.

These are up-dated annually and are readily available on the JIB website. Current rates are contained in appendix 2:

In line with JIB the following provisions are applicable.

1. Employees are entitled to a travelling time payment measured from their head quarters to their place of work for distances of 15 miles or more.
2. Romec will reimburse the cost of any ferries and tolls incurred by an employee during working time.
3. The amount paid is calculated on a daily basis, one way only and dependent on miles travelled, e.g. if an individual travels 28 miles from his Headquarters to work in a company vehicle and 28 miles from place of work to Headquarters he would receive a total of £7.25 (National) / £7.91 (London) for the entire 56 mile journey.
4. All distances are measured in a straight line.
5. Romec will provide a vehicle.
6. No additional travel payments or expenses are claimable.
7. Where an individual travels both within and outside of the M25 boundary, mileage must be separated and the relevant payments are paid accordingly.

d) Lodging Allowance

Lodging Allowance is £55 per night. This will be the total payment received by an employee to cover both lodging and any additional expenditure. No additional payments or expenses are claimable. This payment will be made tax-free subject to HMRC rules.

Annex C

Raising Efficiency And Service Quality Within Engineering Services

Jobs

In order to support the achievement of market rate efficiency and service within Engineering Services it is necessary to review employee numbers, skills and grading, and standby arrangements during 2011. It is agreed that there will be a net reduction of 50 jobs in Engineering Services following a jointly agreed and managed preference exercise. The jobs affected will be Technicians 2,3 and Technician 1 jobs covered by engineers who were assimilated to that grade without Technician 1 skills. MSA terms will be used to calculate compensation for leavers. Where the total cost of release would exceed 2 years salary, a release package will be offered, capped at a cost to the business of 2 years salary.

As an enabler for the reduction of return visits, Romec and CWU will review where there are skills shortfalls and identify what skills are required by location and what investment in skills is required. There will be an overall net increase of at least 36 Technician 1 grades, through upgrading. The location of these new Technician 1s will be based upon delivering Romec's obligations to its customers and the provisions of the technical grading structure.

First/Last Job of the Day

It is agreed that itinerant service engineers must log onto their MDU 30 minutes before their agreed attendance start time. Once engineers have logged on they will receive work from the National Service Centre (NSC). Once a job has been sent, the engineer will accept that job if he/she is able to perform it, conduct their vehicle check, check the route using provided Sat Nav technology, and will travel to site. The engineer may decline any job which would entail more than 30 minutes travel time after the end of shift. If such a job is accepted, travel in excess of 30 minutes will be paid at the appropriate overtime rate.

To minimise the amount of travel, the first and last jobs of the day will wherever possible be scheduled closest to home.

In line with the 2008 agreement, vehicle checks will be conducted in accordance with Romec's safe system of work and require daily entries into vehicle log books and subsequent check and audit.

Current work practice standards governing core workload within Engineering Services are set out within the Toughbook User Guide. Changes to these standards will be discussed at the NCF.

Night Working

The 2007 agreement, reaffirmed in 2008, provided a set of principles governing provision of service on a 24/7 and 365 days a year basis. Romec and CWU agree that where supported by customer requirements, night working can be scheduled at a rate of x 1.33 per hour.

Standby Callout Arrangements For Engineering Services

This agreement sets out the terms applicable to the standby/callout scheme for Romec Maintenance and Security and replaces all previous agreements covering this.

Purpose

Romec must be able to compete in the corporate market place. Such competitive advantage can come from a number of sources, e.g. price, technology, safety. Guaranteeing rapid response outside of normal working hours, with a low proportion of return visits, represents a major source of competitive advantage.

Scope

Standby is a contractual requirement for all service engineers in Fire and Security. In Building Services Maintenance it is a contractual requirement for those engineers that commenced employment after May 1997 or who were promoted after this date where it was agreed to be a requirement of the job.

Rotas

Cover will be provided on a rota basis depending upon operational requirements covering one or more SPC areas which will be constructed by agreement at regional level. Disagreements will be progressed using the provisions of the industrial relations agreement. The first set of refreshed rotas will be agreed and put in place by the end of October 2011 – pending that current arrangement's will remain in place

When on rota, individuals will be expected to attend any fault requiring attendance within their geographical area. In the event that cover is not available within the geographical area, an individual from a neighbouring area may be called upon to attend a fault within a reasonable travel period.

Rotas will be constructed on a maximum 1 in 4 week basis. There will be no upper ceiling on this e.g. a 1 in 6, 1 in 8 etc would all be valid patterns, if agreed.

Rotas will be populated on the following basis:

1. Volunteers with the requisite skills (wherever possible).
2. Those with contractual obligations with the requisite skills.

Rotas will be reviewed every six months or earlier if there is a significant change in customer requirements.

In all cases, those individuals on rota must be in possession of the relevant skills to fix the mix of faults likely to be experienced. Engineers currently on rotas but without the requisite skills will be provided with training and development where it would enable them to return to the rota within three years. Engineers removed from the rota due to lack of skills will receive pay protection whilst removed from rota on the following basis:

Total standby allowance received in previous 6 month divided by 6 months = **monthly pay supplement**

Length of time receiving standby allowance	Duration of monthly pay supplement
6-12 months	6 months
12 – 24 months	9 months
24-36 months	18 months
More than 36 months	36 months

If an individual is unable to perform a scheduled standby rota due to unforeseen domestic circumstances or sickness, they must notify the NSC as soon as possible. In normal circumstances this would be before the scheduled commencement of the standby duty. Alternative arrangements will then be put in place.

Payments

There will a standby payment of £25 per day Monday to Friday, £50 per day Saturday and Sunday, and £75 per day for Bank Holidays.

In addition, overtime at the appropriate rate will be paid for all work performed on standby from the point that an individual leaves and returns. NDA is not payable for overtime performed on standby / call out.

Individuals should start their journey to the fault within 15 minutes of receiving a call that requires attendance.

If a fault is successfully cleared by telephone 30 minutes overtime will be paid.

Withdrawal from Rota

Should an individual's personal, domestic or confirmed health circumstance mean that they cannot form part of the rota then this should be discussed with their Line Manager and CWU Regional Representative. Flexibility will be applied where these circumstances require individuals to come off rota, whether for a limited period or on an ongoing basis.

In all circumstances where an individual withdraws from the rota, this rota will need to be adjusted to ensure the necessary cover is provided on a maximum 1 in 4 basis, using the sequence to populate rotas as laid out above.

Rest Time

In order to comply with working time regulations there will be a minimum 11-hour break between duties, including performing callouts. For the present the business suspends, but does not waive, its right to reschedule un-worked normal hours.

Provision of Vehicle

Romec will supply an official vehicle, which may also be used for personal use, subject to HRMC rules.

Health and Safety

Appropriate training, familiarisation and risk assessment will be undertaken to ensure staff are able to perform safely any work to which they are liable to be called out.

Annex D

Incentive schemes for engineers

The following arrangements govern incentives for engineers pending the introduction of a longer term scheme or schemes to be agreed for implementation in 2012.

All Engineers

A lump-sum non-consolidated payment of £1000 will be made to all engineers (excluding MSD and Print & Reprographics) following membership endorsement of this agreement and in lieu of 2011 incentive arrangements.

Additional Incentives for engineers in Maintenance and Fire & Security - Service

Compliance and work standards

A one off individual payment of £500 to be made following a measured score of 90%, sustained over 3 months, against the non-productivity (i.e. GPS Job Completion Correlation, GPS On Site Correlation, Jobs Not Refused, Jobs Not Returned, Log Off Achieved, Log Off Compliance, Log On Compliance) measures contained within the Hitachi reporting suite. For service engineers whose work is not allocated through WPA the nearest equivalent measures drawing upon JBA and GPS data will be used.

Productivity

Productivity shall be measured as completed and validated jobs routed through the WPA system [i.e. jobs that are actually on sited, completed and closed] per working day in scheduled hours. For this element of bonus, measurement will occur on a Regional Engineering Manager basis. This represents the bonus unit.

Productivity performance will be measured for 3 months from 1 October 2011 to 31 December 2011 to provide a reference period (quarter 1). The actual number of jobs completed and validated per working day will be assessed over this period.

If 4 completed and validated jobs per working day are achieved on average over the reference period then a payment of £250 will be made to each engineer in the bonus unit following the end of the reference period.

If 5 completed and validated jobs per working day are achieved over the reference period then a payment of £500 will be made to each engineer in the bonus unit following the end of the reference period.

If the number of completed and validated jobs per day is between 4 and 5 then the actual level achievement will be rewarded on a straight line basis. Eg performance of 4.5 will be paid at £375, performance of 4.7 will generate £425 etc.

Subsequent Productivity Incentive (Quarter 2)

If, following the initial reference period, performance is over 4.5 an additional payment of up to £500 can be generated. This is calculated on the same principles as set out for the initial reference period with a minimum of 4.5 completed and validated jobs per working day being the trigger point for a payment of £250.

A region that performs at 5 or above in quarter 2 can earn an additional incentive of £100 if return visits are less than 20% of job volumes in that bonus unit.

Additional Incentives for engineers in Projects Group and Fire & Security - Install

BSI, NPG and Automation will represent one bonus unit. Fire and Security Install will represent a separate bonus unit.

40% of rest of year over budget margin achievement will be distributed equally amongst the engineers in these bonus units. This sum will be capped at £1000 per person.

General Conditions for All Incentive Schemes

All of the above incentive schemes are subject to the following terms:

- To be eligible for payment, employees must be in employment at point of payment.
- Where individuals commence employment part way through the bonus period, payment will be made on a pro rata basis.
- All payments will be non pensionable and subject to Tax and National Insurance deductions.
- All of these incentive schemes cease 31 March 2012.

The Role of Line Managers

Managers should take positive steps – in line with business values and customer obligations - to support their engineers in achieving maximum levels of incentive payments.

Annex E - Efficiency and Enterprise Agreement Deployment Timetable 2011

	Target Date
National Consultative Forum	
Identify independent chair and agree	End Sept
Schedule monthly meetings	End Sept
Determine location of meetings	End Sept
Preference Forms	
Design and agree preference form	Mid Sept
Agree timescales for sending out preference form	Mid Sept
Agree timescales for return of preference form	End Sept
Notify CWU of results of preference form	End Sept
Agreements	
Send toughbook user guide to all staff inc quick reference	End Sept
Send out copies of new agreement and all agreements referenced therein	End Sept
Arrange joint briefing to explain new agreement	End Sept
Health and Safety	
Jointly review SSOW regarding vehicle checks	End Oct
Distribute copies of SSOW relating to vehicle checks to engineers	End Oct
Design vehicle audit check log book for engineers	End Oct
Send out audit check book to engineers	End Oct
Technology and Systems	
Set up access for line managers and CWU representatives	End Sept
Set up access for engineers to view individual data	End Oct
Disable real time GPS access for line managers	End Sept
Set up training process for Hitachi reports for all staff affected	End Sept
Construct a user guide for Hitachi reports and despatch	End Sept
Order Sat Nav systems	End Sept
Construct a user guide for sat nav system	Mid Oct
Allocate sat nav systems to engineers	End Oct
Construct programme to give individual access to information	End Sept
Engineering Services Skills	
Establish current skills from skills matrix	End Aug
Establish current gaps based upon current service failures, current sub contractor/agency spend and anticipated growth	End Sept
Share gap analysis with local representatives	Mid Oct
Establish training requirements based upon gaps in skills	End Oct
Communicate training requirements to specific engineers	TBC
Prioritise training in areas and skills	End Nov
Arrange training via T&D team	TBC
Identify Tech 1's in Training for potential Tech 1 vacancies	End Sept

Engineering Services Efficiency	
Release 50 engineers who wish to leave and meet criteria	End Sept
Process payments in line with agreement for individuals to leave business	End Sept
Determine where the business requires 36 Tech 1's based upon current service failures, current sub contractor/agency spend and anticipated growth	End Sept
Define assessment criteria for Technician 1 roles	End Sept
Advertise Tech 1 job internally along with new times of attendance and rota details for Stand by Call Out	End Sept
Applications are received and sifted and shortlisted against criteria	Mid Sept
Notify individuals who have been deselected during shortlisting	Mid Sept
Interview shortlisted candidates	End Sept
Notify individuals who have been unsuccessful during interview stage	End Sept
Notify successful candidates	End Sept
Arrange start dates	End Oct
Determine critical sites, critical assets and corporate contracts in accordance with skills map and current attendance arrangements	End Sept
Agree rotas with CWU to reflect customer requirements	Mid Oct
Seek volunteers that have the correct skills to fulfil standby	Mid Oct
Carry out gap analysis with CWU to establish if there are rotas which do not have either enough staff or insufficient skills	End Oct
If sufficient numbers of volunteers with relevant skills, populate rotas	End Oct
If insufficient numbers of volunteers, identify contractual members of staff	Mid Nov
Carry out another gap analysis with CWU on contractual staff to ensure correct skills	Mid Nov
If sufficient numbers of contractual staff with relevant skills, populate rotas	End Nov
If insufficient numbers of contractual staff, look to develop skills to ensure commitment to the rota	TBC
Arrange payment of monthly standby pay supplement for engineers removed from rota for lack of skills and further development required	End Nov
Set up review process on a six monthly basis to establish if rotas are populated fully and to correct skill levels	TBC
Data Protection	
Determine access list for real time information	Mid Sept
Brief line managers regarding data protection and access to GPRS	End Sept
Brief NSC regarding data protection and access to GPRS	End Sept
BSI Restructure	
Release engineers who wish to leave the business on agreed terms	End Sept
Process payments in line with agreement for individuals to leave business	End Sept
GM's and DJ agree proposed locations for site foremans and numbers per region	Mid Sept
Consult with CWU on roles and assessment criteria	End Sept
Define assessment criteria and deployment plan	End Sept
Advertise site foreman jobs internally	Mid Oct
Applications are received and sifted and shortlisted against criteria	Mid Oct

Notify individuals who have been unsuccessful and advise externally where necessary	Mid Oct
Reiterate to unsuccessful candidates the offer to leave the business or discussion regarding future in line with MSA	Mid Oct
Interview shortlisted candidates	End Oct
Notify individuals who have been unsuccessful at interview	Mid Oct
Reiterate to unsuccessful candidates the offer to leave the business or discussion regarding future in line with MSA	Mid Oct
Notify successful candidates	Mid Oct
Arrange start dates and ensure development plan arranged on previous performance and performance at assessment centre	End Oct
Retained employees determine current practices and refer to NCF for resolution where individuals are outside of National Agreements	End Nov
Notify selected individuals of headquarters and of core attendance pattern	End Oct
Provide site foreman with relevant HMRC lodging paperwork	Mid Nov
Payroll	
Arrange payment of £1000 taxed and liable to all engineers covered by this Agreement.	October
Schedule meeting with GM's/HOM's and Finance Mgr's to determine co-ordination of bonus payments	End Sept
Share information from meeting with CWU	End Sept
Communicate process to payroll	End Sept
Payroll to set up new codes for incentive payments	Mid Oct
Schedule meeting in April 2012 to determine Projects and F&S Install bonus achievement figures	01 April 2012
Determine who is going to collate information for verification before payment	End Sept
Determine sign off authorities for payment	End Sept
Commission systems work for automated performance reporting	Mid Sept

Appendix 1 – Site Foreman Job Description’s

Job Title: Site Foreman -Electrical	Function: Projects	Reports to: Project Manager
Job Purpose and Context: <p>To be the person in charge of all site operations on a project, working with, supervising and co-ordinating technicians, contractors and sub-contractors to ensure that the project runs to schedule.</p> <p>The foreman in conjunction with the Project Manager, will control all aspects of the site including planning work, arranging delivery of materials and supervising a range of subcontractors, and is responsible in conjunction with the Project Manager for ensuring a project is delivered on time and to budget. The Site Foreman will be the clients first point of contact on site.</p> <p>This role will be subject to security vetting to enhanced CRB and Counter-terrorism checks in line with Romec's contractual requirements.</p>		
Technical Competencies: <ul style="list-style-type: none"> • Must have 5 years experience as an Approved Electrician with demonstrable supervisory experience or potential. • Must have obtained the City & Guilds of London Electrical Installation Work part III Course Certificate (or approved equivalent) • Experience of working on large electrical installations of such complexity and dimension as to require wide technical expertise and organisational ability • Thorough working knowledge of the National Working rules for the Electrical Contracting Industry, current IEE Regulations for Electrical Installations • Working knowledge of the Electricity at Work Regulations 1989, the Electrical Supply Regulations, Installation (ie Regulations 22-29 inclusive and 31), any Regulations dealing with Consumers Installations which may be issued • Knowledge of the relevant British Standards and Codes of Practice and of Construction Industry Safety Regulations • Experience of performing the role of Principal Contractor • Understanding and knowledge of CDM Regulation 		
Personal Aptitudes <ul style="list-style-type: none"> • Motivated and organised • The ability to motivate teams of technical staff • Ability to build relationships and influence key customers • Task orientated • Lead by example • Fosters a positive team spirit and can do attitude 		

Accountabilities:

- Ensuring that projects run to schedule and to budget, managing varied programmes of work, and finding solutions to problems that may cause delays, such as the late arrival of materials;
- Identifying to the Project Manager any circumstances that are causing Romec to incur costs which are outside the original scope of works or site conditions
- Knowledge and responsibility for budgets and their impact on the project requirements, by discussion with the Project Manager
- To play a role in pre-contract and on-site meetings with the client and their professional team; including quantity surveyors, contract administrators together with our on site labour and subcontractors; to ensure the project is successful
- Maintaining strict quality control procedures - this necessitates regular testing of materials, visual inspections of work, and frequent tours of the site; conducting regular site safety checks.
- Providing progress reports and up-dates to the Project Manager
- Maintaining a record of the installed works via notes and mark up's for record drawings
- Have knowledge of the most economical and effective layout of electrical installations together with the ability to achieve a high level of productivity in the work that they control
- Controlling work and ensuring the effective utilisation of hours
- Providing technical advice to individuals working on the project
- Working closely with other Romec products
- Maintaining a high standard of safety in the work environment, understanding H&S risk and issues, taking initiative to ensure the individuals on site are aware of these risks and issues and work safely
- Maintaining good communication flow and customer contact
- Ensure and record that the project is handed over to the client snag free

Appendix 1 – Site Foreman Job Description's

Job Title: Site Foreman -Mechanical	Function: Projects	Reports to: Project Manager
Job Purpose and Context: To be the person in charge of all site operations on a project, working with, supervising and co-ordinating technicians, contractors and sub-contractors to ensure that the project runs to schedule. The foreman in conjunction with the Project Manager, will control all aspects of the site including planning work, arranging delivery of materials and supervising a range of subcontractors, and is responsible in conjunction with the Project Manager for ensuring a project is delivered on time and to budget. The Site Foreman will be the clients first point of contact on site. This role will be subject to security vetting to enhanced CRB and Counter-terrorism checks in line with Romec's contractual requirements.		
Technical Competencies: <ul style="list-style-type: none"> • Must have a minimum of 5 years experience as a skilled mechanical engineer. • Must have completed a HVAC craft apprenticeship scheme or relevant equivalent • Must have experience of working on large multi-service installations including coordinating large projects • Extensive experience of prefabrication and modulisation • Knowledge of the relevant British Standards and Codes of Practice and of Construction Industry Safety Regulations • Experience of performing the role of Principal Contractor • Understanding and knowledge of CDM Regulation 		
Personal Aptitude <ul style="list-style-type: none"> • Motivated and organised • The ability to motivate teams of technical staff • Ability to build relationships and influence key customers • Task orientated • Lead by example • Fosters a positive team spirit and can do attitude 		
Accountabilities: <ul style="list-style-type: none"> • Ensuring that projects run to schedule and to budget, managing varied programmes of work, and finding solutions to problems that may cause delays, such as the late arrival of materials; • Identifying to the Project Manager any circumstances that are causing Romec to incur costs 		

which are outside the original scope of works or site conditions

- Knowledge and responsibility for budgets and their impact on the project requirements, by discussion with the Project Manager
- To play a role in pre-contract and on-site meetings with the client and their professional team; including quantity surveyors, contract administrators together with our on site labour and subcontractors; to ensure the project is successful
- Maintaining strict quality control procedures - this necessitates regular testing of materials, visual inspections of work, and frequent tours of the site; conducting regular site safety checks.
- Providing progress reports and up-dates to the Project Manager
- Maintaining a record of the installed works via notes and mark up's for record drawings
- Controlling work and ensuring the effective utilisation of hours
- Providing technical advice to individuals working on the project
- Working closely with other Romec products
- Maintaining a high standard of safety in the work environment, understanding H&S risk and issues, taking initiative to ensure the individuals on site are aware of these risks and issues and work safely
- Maintaining good communication flow and customer contact
- To be able to assist/resolve coordinated drawing service issues and clashes
- Ability to produce prefabrication sketches from approved working drawings
- Clearly understand the installation technique associated with modular pipe work systems
- Supervise, manage and record such tests necessary to pressure test pipe work systems
- Ordering of the pipe work component as identified on the relevant working drawings
- Ensure and record that the project is handed over to the client snag free
- Manage the best methods and processes associated with on site gas and arc welding practices

Appendix 2 – Travelling Time Payment

Straight Line Distance from Job to Headquarters	Total Daily Travelling Time Payment
(a) National Standard Rate	
Up to 15 miles each way	Nil
Over 15 & up to 20 miles	£4.68
Over 20 & up to 25 miles	£5.93
Over 25 & up to 35 miles	£7.25
Over 35 & up to 55 miles	£9.57
Over 55 and up to 75 miles	£11.71
For each additional 10 mile band over 75 miles an additional payment of £2.06 will be made.	
(b) London Rate	
Up to 15 miles each way	Nil
Over 15 & up to 20 miles	£5.03
Over 20 & up to 25 miles	£6.57
Over 25 & up to 35 miles	£7.91
Over 35 & up to 55 miles	£10.68
Over 55 and up to 75 miles	£12.50
For each additional 10mile band over 75 miles an additional payment of £2.08 will be made.	