

Employment Skills Plan Guidance for Developers

Wokingham Borough Council

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1. Introduction

Organisations undertaking major development in the Wokingham borough are required to produce a site specific Employment Skills Plan (ESP) and accompanying method statement as part of the WBC planning process. This guidance details how the outcomes for Employment and Skills Plans are calculated and what WBC expects to see in the method statement.

As an alternative to an Employment Skills Plan, an in lieu financial contribution (secured via a legal agreement) may be agreed,

The Wokingham borough has been awarded National Skills Academy for Construction (NSAFC) status and the outcomes set out in this document are based on this framework. The Council is working in partnership with construction and training partners to effectively deliver training and employment opportunities to local residents.

2. Policy Context

Wokingham Borough Council is committed to encouraging both the training and use of local labour in the construction phase of major developments as illustrated both within the Economic Development Strategy (2016) and within the Managing Development Delivery DPD (Policy TB12: Employment Skills Plan).

Policy TB12: Employment Skills Plan

Proposals for major development should be accompanied by an Employment and Skills plan to show how the proposal accords opportunities for training, apprenticeship or other vocational initiatives to develop local employability skills required by developers, contractors or end users of the proposal.

Wokingham Borough Managing Development Delivery Document

The Core Strategy DPD equally outlines the Council's commitment to promoting employment opportunities in section CP15. The Council expects contractors of major developments to submit an Employment Skills Plan in line with this guidance note.

NB: A Major development is a development of 10 or more dwellings or more than 1,000 sq. m of development

3. Preparing an Employment Skills Plan (ESP)

When appropriate, the request for an ESP and the likely requirements will be raised with the developer by the planning officer at the pre-application stage.

Following this, the developer will be referred to a member of the economic sustainability team who will be able advise the developer on detailed measures and requirements for delivery.

The ESP will form part of the contractual basis of planning permission and so be incorporated as part of the Section106 Agreement for the development.

The economic sustainability team will also help the developer to implement the plan and where appropriate provide a link between the developer and key partners such as Jobcentre plus, schools and FE colleges.

3.1 Establishing the value of construction for the development

Planning applicants will need to submit an estimated construction value for the development or this value will be calculated using the proposed floorspace in the planning application and applying BCIS industry standard build costs (£1025 m²).

Value of construction = (Size of Development = WBC minimum space standards by type of dwelling (m²) x number of units) x build cost per metre squared of £1025 (BCIS)

WBC Minimum space standards	
Unit	Size (m2)
1 bed flat	50
2 bed flat	61
2 bed house	83
3 bed house	87
4/5 bed house	100
Total	

(For commercial development the floor space should be provided with the planning application)

3.2 Determining site specific outcomes for the ESP

The number of employment and training outcomes for the site specific ESP will be derived by applying the value of construction for the development to the benchmarks based on the NSaFC and set out below

	Bands									
Outcomes	1	2	3	4	5	6	7	8	9	10
	£1-3.5m	£3.5 - 6m	£6 - 10m	£10 - 15m	£15 - 20m	£20 - 30m	£30 - 40m	£40 - 50m	£50 - 60m	£60 - 100
Community Skills Support – CSCS cards, school visits etc.	3	5	7	9	11	13	16	18	19	21
Apprenticeship starts	0	2	4	6	7	8	9	10	11	12
Jobs created	1	2	3	6	7	8	9	9	11	11

Definitions are set out in section 6. An example template employment skills plan is attached.

3.3 Method Statement

Organisations are required to provide a Method Statement setting out how they would intend to deliver the ESP. The Method Statement should clearly set out the proposed approach for delivering skills development against the output categories covering the following areas:

- i. who in the organisation will be responsible for managing the ESP
- ii. which trades or occupational areas will be offering apprenticeship opportunities
- iii. which types of apprenticeships will be offered
- iv. how the target outputs as set out in the Employment & Skills Plan will be delivered
- v. how any health & safety issues will be managed
- vi. what actions will be taken to ensure compliance by the trade contractors working on the project
- vii. how compliance will be managed with respect to the Contractor's trade contractors

The Council's Economic Prosperity and Place Team will also offer guidance on preparing the developer's method statement for implementation of the ESP. An example ESP can be found in Appendix C.

3.4 In lieu financial contribution

On occasion it may be preferable for developers to provide an in lieu financial contribution in place of delivering an employment skills plan. Amounts will be based on the CITB baselines and the cost to Wokingham Borough Council of delivering skills and employment support equivalent to the ESP.

Below are the calculations for an in lieu financial contribution

Using the overall value of developing the site and the CITB benchmark tables the number of outcomes is calculated.

The cost to Wokingham Borough Council to produce an employment outcome (apprenticeship start or jobs created) as specified in the benchmarks is £3750

The off-site financial contribution is derived by multiplying this cost by the number of outcomes (apprenticeship start or jobs created) specified for the Employment Skill Plan for the development.

An In lieu financial contribution will be agreed before planning permission is given and then become part of the S106 agreement.

Payment is triggered upon start-on-site or a pre agreed date agreed between the parties.

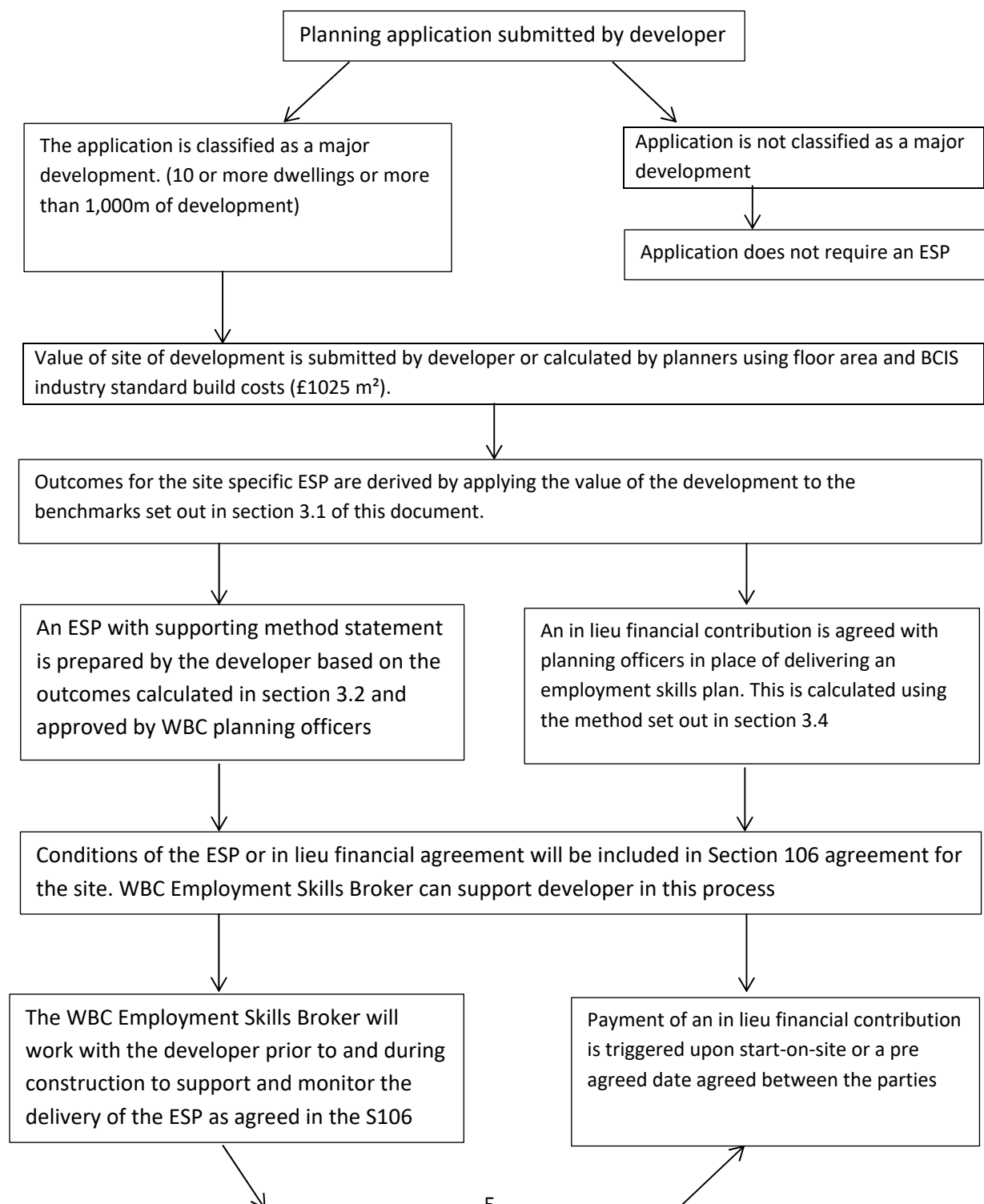
3.5 Monitoring arrangements

The applicant will be available to communicate progress on the ESP with the Economic Prosperity and Place team at any time but will generally be required to provide regular status reports on the progress on delivering the ESP at pre-agreed intervals. Primarily, before start on site and 50% way through build. This will include an update of the ESP demonstrating the achievements and providing evidence against each of the agreed employment and skills areas.

If there are concerns about meeting the requirements of the ESP as agreed in s106, identified by half way through the build, a report will be compiled by the Construction Skills

Broker and referred back to WBC Planning team. If it has been deemed that insufficient progress has been made on achieving the KPI's as outlined, there will be an option to sign off the planning condition/Section 106 requirement by agreeing in lieu financial contribution

3.6 Route for submitting a ESP



Monitoring arrangements will be set out in the S106 agreement. Progress will be assessed prior to start at on site and at 50% of the way through the build. Where relevant, recommendations will be given to ensure that the outcomes set out in the ESP can be achieved

If at 50% of the way through the build, outcomes look as if they may not be achieved the option for the developer to convert outcomes to an in lieu financial contribution will be explored.

4. Commercial development

Where the application is for a commercial development the same criteria will apply, as above. We will seek an agreement whereby the first tenant agrees to an employment skills plan for the

5. Commitment to local employment and supply chain

The organisation is expected to ensure its contractors and sub-contractors are provided with clear written details demonstrating that this approach cascades down to sub-contractors involved in delivering the works. Any company invited by the organisation or its contractors or sub-contractors to tender for work, should be given clear written details of the requirement to promote local employment and the use of local contractors and sub-contractors prior to the receipt of any bid.

Applicant may find it helpful to ensure that the contact details from relevant contractors are passed on to the Construction Skills Broker at the earliest opportunity to ensure timely preparation of the apprenticeship process.

6. Definitions

Jobs Created

These will be new job opportunities specific to the development site relating to the planning application.

It is preferred that the applicant works with the Construction Skills Broker and local agencies to recruit suitable candidates. They include unskilled/unemployed people, as well as graduates and need to be in post a minimum of 6 months

Evidence: Notification of vacancy, copy of offer of employment/other relevant documentation to confirm the start and finish dates and length of contract. Confirm resident within the Wokingham or surrounding area.

Apprenticeships

New apprenticeships will be created for local people (people resident in and within easy travelling distance of Wokingham borough). These will be specific to the development site relating to the planning application.

Evidence: Copy of college (provider) training agreement and offer letter from employer.