

Employment and Skills Plan Guidance

Purpose

The Local Plan requires the provision of an Employment and Skills Plan (ESP) for all major development proposals.

For regional and national consistency, we have aligned this policy with the Construction Industry Training Board (CITB), by adopting the National Skills Academy for Construction's Client-Based Approach. For commercial developments, the ESP must apply to both the construction and occupier phase.

In line with the CITB approach, an Employment and Skills Plan will be requested for:

- Residential developments that consist of 10 or more units
- Non-residential developments that amount to 1000 sqm or more of new internal floor space

Criteria on what will be considered a compliant ESP is set out below:

Content

A template ESP can be found below:



employment-skills-plan-template.xlsx

An Employment and Skills Plan should outline exactly what the construction company and (for commercial developments) the occupier will provide in terms of employment and training opportunities for local residents, including students and young people. This is secured by a legal section 106 agreement.

Below summarises the 7 employment and skills areas that are required as part of an Employment and Skills Plan:

1. Work experience placement (in education and not in education)
2. Jobs created (new entrants)
3. Construction careers information, advice and guidance events
4. Waged training weeks on site
5. Qualifying the workforce
6. Training plans
7. Case studies approved

The definitions, measurements and evidence for measuring outputs are detailed in the [CITB Client Based Approach CITB Client Based Approach KPI Tool-Kit](#) – Appendix A (pages 38-43)

The approach includes employer-led benchmarks determined by the type and value of the construction contract. The CITB has an evidence base which justifies and demonstrates that the benchmarks requested are proportionate and achievable.

The benchmarks should be used as minimum targets and are expected to be met and/or exceeded through the duration of the development. These benchmarks can be found in the [CITB Tool-Kit](#) – Appendix B (pages 44-67).

Method Statement

Developments of 100 houses or more, or non-residential development of 5000sqm or more, must also provide a Method Statement alongside their ESP. This can be a short summary outlining how the applicant will effectively deliver outputs against the 7 employment and skills areas. The Method Statement should also include:

- The overall strategic objectives for employment and skills within the organisation.
- An overview of how the Employment and Skills Plan will be implemented.
- The roles, responsibilities and contact details for those implementing the Employment and Skills Plan.
- How the applicant will monitor progress and deal with any obstacles.

For commercial developments, the method statement should detail the construction and occupier phases separately.

We expect Method Statements will typically be between 500 and 5,000 words depending on the scale of the proposed development.

Monitoring

If the proposed development is approved and the ESP is adopted, the developer will be expected to complete quarterly monitoring reports. Template reports for completion and a list of quarterly submission dates will be provided by the council at the beginning of the project. The developer is expected to complete and return these reports promptly, highlighting any issues or delays.