



GUIDANCE FOR DEVELOPERS AND CONTRACTORS

Maximising employment and skills opportunities through local planning and procurement

1. INTRODUCTION

Plymouth, like some other Local Authorities have aligned with the Construction Industry Training Board (CITB), to adopt the National Skills Academy for Construction's Client-Based Approach. This provides a toolkit to deliver employment and skills interventions including apprenticeships, work placements, job creation and up-skilling opportunities for public sector clients through our construction projects, planning policy and development control. It also defines Employment and Skills based benchmarks for developments based on build cost and build type against prescribed employer led KPIs.

In January 2016, Plymouth City Council was formally accredited for the Client Based Approach through the National Skills Academy for Construction across both planning and procurement contracted construction activities. Developers/Contractors who have agreed with Plymouth City Council to deliver Employment and Skills Plans as a planning condition will be expected to adopt this process.

Emma Hewitt, Skills Lead is the Council's point of contact for advising and assessing employment and skills plans, and method statements through the Client-Based Approach, and then monitoring on-going delivery against the benchmark targets.

2. BENCHMARKS

The Client-Based Approach ensures that all tiers of the construction and built environment supply chain can grow their business by supporting employment, skills and apprenticeships.

The approach includes employer-led benchmarks determined by the TYPE and VALUE of the construction contract which are reasonable, 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.

Benchmarks have been developed by industry for the following thirteen categories of construction projects (1-13) and four maintenance sectors (14-17):

1. Residential
2. Retail, sport, leisure and entertainment
3. Highways
4. Infrastructure
5. Factories
6. Education
7. Health
8. Offices
9. Regeneration
10. Refurbishment/ decent homes
11. Water supply and waste disposal
12. Off-site structures
13. Judicial – 13.1 Courts (New Build), 13.2 Young offenders (New Build), 13.3 Prisons (New Build)
14. Housing repairs and maintenance
15. Non-housing repairs and maintenance
16. Highways maintenance – 16.1 Highways structural maintenance, 16.2 Highways routine cyclical maintenance, 16.3 Highways routine structures
17. Courts – 17.1 Courts – refurbishment, 17.2 Young offenders – refurbishment, 17.3 Prisons – refurbishment

The size of the project is taken into account by the value bandings. For construction projects these typically range from £1 million to £100 million in terms of overall construction spend over the life of the project. In the case of repairs and maintenance projects, the values bands are based on annual spend.

3. SUMMARY OF THE EMPLOYMENT AND SKILLS AREAS

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

4. NEXT STEPS

Step 1 – Contact Emma Hewitt, Skills Lead

Planning stage: To action when negotiated as a planning condition at pre-app or validation

- **TYPE:** Determine the type of development from the categories (highest % if mixed purpose)
- **VALUE:** Calculate the overall construction spend over the life of the project
- **DURATION:** Confirm the expected build duration in months and anticipated start/ end dates
- **KPI TARGETS:** On receipt of sharing these details above, the KPI targets will be issued by the Skills Lead along with an optional template for an Employment and Skills Plan

Step 2 – Develop the Employment and Skills Plan

Planning stage: To action as a pre-commencement condition. We advise early development of the Plan and direct consultation with the Skills Lead to avoid unnecessary delays in discharging the planning condition.

- **EMPLOYMENT AND SKILLS PLAN:** Using the Word template provided by the Skills Lead as guidance, create the project's bespoke Employment and Skills Plan
- **DEFINITIONS OF KPIs:** Understand the KPI definitions and evidence required

Step 3 – Submit the Employment and Skills Plan to Plymouth City Council

Planning stage: To enable discharge of the planning condition

- **PRE-APPROVAL:** Before the Plan is formally submitted to Planning, the Skills Lead must review and approve the Employment and Skills Plan on behalf of Plymouth City Council
- **DISCHARGE OF CONDITION:** Upon approval by the Skills Lead, make a condition discharge application to the Planning Officer attaching the finalised Employment and Skills Plan and evidence of approval of the Plan from the Skills Lead

Step 4 – Monitor and report on delivery of KPIs

- **REVIEW:** The Skills Lead will agree a regular monitoring and reporting timeline against delivery of the Employment and Skills plan. During these review meetings, the latest KPI status will be required and the evidence file made accessible
- **DELIVERY:** Through on-going Building Plymouth activity, the Skills Lead will pro-actively support delivery of KPI targets, highlighting appropriate opportunities and connecting local people
- **COMPLETION:** On completion of the project, a detailed evidence file including a case study must be submitted to Plymouth City Council and approved by the Skills Lead who will initiate a closure communication and record progress on the planning case file

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