

## **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 will be expected to follow the CITB Client-Based Approach.

The Building Plymouth Skills Co-ordinator is the Council's lead 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. 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 approved

The definitions for measuring outputs are detailed in the supporting CITB Client Based Approach KPI Tool-Kit.

### 3. 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 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.

## NEXT STEPS:

- TYPE: Determine the type of development from the categories above
- VALUE: Calculate the overall construction spend over the life of the project
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- EMPLOYMENT AND SKILLS TEMPLATE: After discussing the development and Employment and Skills Plan with the Building Plymouth Skills Co-ordinator, you will be provided with a template containing a summary of the minimum KPIs against the 7 employment and skills areas, in accordance with the type and value of the development
- COMPLETE THE TEMPLATE: You will then forward plan the minimum outputs against months/ years of the development against the template provided
- METHOD STATEMENT: Provide a short summary outlining *how* you will effectively deliver outputs against the 7 employment and skills areas
- SUBMIT: Send the draft Employment and Skills Plan (the template), along with the supporting Method Statement to the Building Plymouth Skills Co-ordinator for approval. The documentation submitted should cover the following areas: overall objectives and priorities; the 7 employment and skills areas; benchmarks; implementation; roles and responsibilities; monitoring; reporting and review
- POST APPROVAL: Subject to proceeding, the Building Plymouth Skills Co-ordinator will agree with you a regular monitoring and reporting timeline against delivery of the Employment and Skills plan. Through on-going Building Plymouth activity, the Skills Co-ordinator will pro-actively support you in delivery of your targets, highlighting appropriate opportunities and connecting local people