

Employment and Skills Plan

Site	
Developer	
Main Contractor	
Author	
Estimated build value	
NSAfC-CBA Benchmark	
Planned start date	
Planned Completion date	

This document forms the Developer's response to condition no ... / (or clause ... of the Section 106 agreement between Leicester City Council and).

or

This document has been prepared by to meet the Leicester City Council requirement to accord with the *Employment and Skills Strategy* within its *Guide to Sustainable Procurement* and/or *Contract Procedure Rules*.

1. Introduction

Leicester City Council and the Developer/Contractor will formulate activities within the ESP with an aim to achieving the objectives set out in Leicester City Council's Employment and Skills Strategy:

- Contribute towards the Council's commitment to the Social Value Act 2012
- Supporting the construction sector to meet future recruitment needs
- Ensuring the impacts from procurement activities benefit of the local economy
- Deliver employment training and apprenticeship opportunities for young people, NEETs and unemployed adults through physical developments
- Commitment to deliver new construction apprenticeships through Leicester to Work
- Contribute towards tackling worklessness and youth unemployment
- Develop links between construction activities and the education sector at all levels

To include:

Either condition no ... or clause ... of the Section 106 Agreement (*Town and Country Planning Act*) linked to this development, obliges the Developer/Contractor to agree an Employment and Skills Plan (ESP) with the planning authority (Leicester City Council).

or

The Leicester City Council *Guide to Sustainable Procurement and Contract Procedure Rules* sets out the context for the need for an agreed Employment and Skills Plan (ESP) between the Contractor and the Council.

This mutually authored ESP is to meet the above obligation/s.

It is a contractual requirement on the Developer/Contractor to use the Employment and Skills Strategy as a basis to create an Employment and Skills Plan for their development. The Employment and Skills Plan will set out how Leicester City Council's benchmarked targets will be met over the duration of construction and will have to be approved by Leicester City Council before proceeding to site.

2. Development

Describe the project below (what is the location, what is being constructed and what the end use will be, once completed)?

3. Method Statement

- a) Please provide a summary of the approach you will be adopting to achieve the Employment and Skills Strategy objectives and the development benchmarks, including:
- Who in the organisation will be responsible for managing the training scheme?
 - How any health and safety issues will be managed?
 - How will you be engaging with the local supply chain at various stages of the development?
 - What actions will be taken to ensure compliance by the trade contractors working on the project and how will this be managed?

b) Detail below how each of the benchmarks and additional local measures identified in Section 4 will be supervised and what activities will be undertaken to deliver the benchmarks. See Appendix A for a summary of employment and skills areas and the definitions for measuring benchmark outputs.

1.0 Work experience placements

Key issues: coordination with site team, risk assessment and method statement, insurance, site safety induction, child protection, parental consent and supervision

Benchmark (as per CITB minimum requirements)	Contractor Target

2.0 Construction curriculum support activities

Key issues: preparation of engaging material and delivery of workshops

Benchmark (as per CITB minimum requirements)	Contractor Target

3.0 Apprenticeships supported

i. Existing apprentices

Key issues: progression

Benchmark (as per CITB minimum requirements)	Contractor Target

ii. New apprentices

Key issues: employment, progression and range of experience

Benchmark (as per CITB minimum requirements)	Contractor Target

Additional Local Measures

4.0 Local Employment

a. Construction Phase

<p>Benchmark (as per LCC minimum requirements) A measure of the local employment on a project by measuring the distance from the home of all people working on site daily taken as a direct line from the postcode of the site and reported in the following bands:</p>	<p>Contractor Target %</p>
<p><i>25% within LE Postcode</i> <i>50% within less than 20 miles</i> <i>75% within less than 40 miles</i></p>	<p>..... </p>

b. Post-Construction Phase (if applicable i.e. Retail where jobs will be created)

<p>Benchmark (as per LCC minimum requirements) A measure of the local employment on a project by measuring the distance from the home of all people working on site daily (post-construction) taken as a direct line from the postcode of the site and reported in the following bands:</p>	<p>Contractor Target %</p>
<p><i>25% within LE Postcode</i> <i>50% within less than 20 miles</i> <i>75% within less than 40 miles</i></p>	<p>..... </p>

5.0 Supply Chain Spend

Please explain how you will engage with the local supply chain

<p>Benchmark (as per LCC minimum requirements) A measure of the local spend on a project by measuring the spend with each sub-contractor based on the sub-contractor office location and the distance from the postcode of the site and reported in the following bands:</p>	<p>Contractor Target %</p>
<p><i>25% within LE Postcode</i> <i>50% within less than 20 miles</i> <i>75% within less than 40 miles</i></p>	<p>..... </p>

6.0 Other activities

E.g. Specific events with local suppliers i.e. supply chain events

7.0 Mechanisms and Routes

How will relationships with local schools and Further Education colleges be developed to support delivery? What links are there with other programmes targeted at young people and those NEET (not in education, employment or training)? How will unemployed adults access training and work experience?

Provide contact details for the employment agencies used to recruit people to work on this project. You may wish to distinguish between local and national agencies, and specify the skills you are recruiting for.

Please tell us what particular assistance / support / information you need from us in order to help you deliver your Plan and achieve your targets e.g. work with us on positive PR stories, Case studies, Referrals for our social media contacts, Work experience with schools, Employment, Introductions, etc.

8.0 Monitoring Arrangements

This ESP will be reviewed quarterly by both parties and there will be a written record of that discussion built into regular site visits.

The Monitoring Form along with the evidence about how you should meet the requirements are provided in Appendix A.

9.0 Contact Details

Please list below the main contact details for the Developer/Contractor's project team.

Name:
Position:
Telephone:
E-mail:
Address:

10.0 Signatures

This Employment and Skills Plan has been signed by duly authorised representatives of each of the Parties.

SIGNED
For and on behalf of (Developer)
Signature: _____
Name: _____
Title: _____
Date: _____

SIGNED
For and on behalf of (Main Contractor)
Signature: _____
Name: _____
Title: _____
Date: _____

SIGNED
For and on behalf of Leicester City Council
Signature: _____
Name: _____
Title: _____
Date: _____

Table 1: Development Specific Benchmarks / Monitoring Form

The benchmark for each employment and skills area relevant to this development are outlined in the table below. Please note that **this is the minimum requirement** for this development and Developers/Contractors are to use their own judgement as to what additional outputs they consider achievable in relation to the development. Please populate the table below to demonstrate how the proposed development will achieve the benchmarks.

Name of Development: **Contact Name:** **Date:**/...../.....

LCC Measures	Primary Measures	Benchmark (as per CITB minimum requirements)	Contractor Target	Contractor Actual	Additional Data (from the Contractor Actual column, please indicate how many were from LE Postcode, etc.)		Evidence	
1.0 Work Experience Placements	i. No of Persons	LCC to pre-complete			LE Postcode		Signatures & Postcodes	
	No of Work Experience Days	No of Days x No of Persons			College			
	This target reflects and recognises the various opportunities for work experience. Work experience placements must be for a minimum of 5 working days. 1 work experience placement = 1 outcome.					University		
						Unemployed		
						Pre 16		
Post 16								
2.0 Construction Curriculum Support	i. No of Persons	LCC to pre-complete			LE Postcode		Signatures & Postcodes	
This target describes the delivery and/or support of construction specific activities aligned to a formal course of study. Examples include enabling students to understand the practical or theoretical application of their construction studies. Activities can be classroom-led or on-site e.g. tool box talks, site visits, workshops. 1 student attending a specific activity = 1 outcome.	No of School / College / University site visits or workshops				College			
						University		
						Unemployed		
						Pre 16		
						Post 16		
3.0 Apprenticeships Supported	i. No of Existing Apprentices working on this project	LCC to pre-complete			LE Postcode		Signatures, Timesheets & Postcodes	
This target measures the instances of apprentices joining the NSAFc project after starting their apprenticeship with their employer as part of another project and can include Apprentice Training Agency (ATA), Group Training Association (GTA), other third party organisation placements and shared apprentices. These cannot be counted as new apprenticeship starts as the apprentice would have previously commenced at another location. 1 apprentice joining the NSAFc project = 1 outcome.	No of weeks spent working on this project	No of weeks x No of Existing Apprentices			College			
						University		
						Unemployed		
						Pre 16		
						Post 16		
This target describes recruitment of Traditional Apprentices, Shared Apprentices, Specialist Apprentices or Adult Apprentices to the NSAFc workforce, with the apprentice being recruited by an employer in the NSAFc supply chain. An apprenticeship outcome is defined as an individual pursuing a formal apprenticeship framework incorporating either NVQ level 2, 3 or above. 1 new apprentice recruited = 1 outcome.	ii. No of New Apprentices initiated due to this project	LCC to pre-complete			LE Postcode		Signatures, Timesheets & Postcodes	
	No of weeks spent working on this project	No of weeks x No of New Apprentices			College			
						University		
						Unemployed		
						Pre 16		
Post 16								

Additional Local Measures

Leicester City Council also requires that the ESP includes the measurement and reporting of additional local measures in relation to local employment and local spend benchmarks:

- A measure of the local employment on a project by measuring the distance from the home of all people working on site daily / post-construction taken as a direct line from the postcode of the site and reported in the following bands:
 - 25% within LE Postcode
 - 50% within less than 20 miles
 - 75% within less than 40 miles

- A measure of the local spend on a project by measuring the spend with each sub-contractor based on the sub-contractor office location and the distance from the postcode of the site and reported in the following bands:
 - 25% within LE Postcode
 - 50% within less than 20 miles
 - 75% within less than 40 miles

Please populate the table below to demonstrate the percentage that will be achieved by your development for each measure:

		Benchmark	Contractor Target		Contractor Actual		Postcodes & List of staff engaged
			No	%	No	%	
4.0. Extent of Local Employment	i. Workforce employed (Construction Phase)	25% within LE Postcode					
		50% within less than 20 miles					
		75% within less than 40 miles					
		Benchmark	Contractor Target		Contractor Actual		Postcodes & List of staff engaged
			No	%	No	%	
4.0. Extent of Local Employment	i. Workforce employed (Post-construction Phase)	25% within LE Postcode					
		50% within less than 20 miles					
		75% within less than 40 miles					
		Benchmark	Contractor Target		Contractor Actual		Records of contract values & payments
			£	%	£	%	
5.0. Extent of Local Supply Chain Spend	i. Gross payments to suppliers	25% within LE Postcode					
		50% within less than 20 miles					
		75% within less than 40 miles					

This section outlines how Leicester City Council will help deliver the targets and forms part of the ESP

