

Employment and Skills Plan (ESP)

Place Directorate

|  |  |
| --- | --- |
| Site |  |
| Project Value |  |
| Developer |  |
| Primary Contractor |  |
| Project Manager |  |
| ESP Reference |  |
| CITB/NSAFC Benchmark Banding |  |
| Named ESP Delivery Coordinator |  |
| Planned Start Date |  |
| Projected Completion Date |  |

[Delete as appropriate]

This document constitutes the Developer’s response to clauses……..of the Section 106 agreement between Gloucester City Council and………..

OR

This document has been prepared to satisfy condition… of planning application…., meeting the requirement of Policy B1 outlined in the *Gloucester City Plan 2016-2031*.

**1.0 Introduction**

**NB: For Section 1:1, please identify whether this ESP is enforced by either a clause in a S106 Agreement or a separate extant planning condition.**

1.1 The Section 106 Agreement (Town and Country Planning Act, 1990)/Planning Condition XX linked to this development obliges the Developer, or their Primary Contractor (where they are not the same person) to agree an Employment and Skills Plan (ESP) with the local planning authority (Gloucester City Council).

1.2 This plan should be developed by the Developer or their Primary Contractor for the site (where they are not the same person), in cooperation with the City Council’s Economic Development & Regeneration Team, to meet this obligation to a satisfactory standard.

1.3 The plan demonstrates, amongst other factors, how skills development and employment opportunities will be made available to the local workforce during the construction phase, and at completion of, the project.

**2.0** **Development Summary**

2.1 In the box below, please provide a brief overview of the project. This should cover what will be delivered upon site completion, the location of the site (an address if possible), a planning application reference number, and any other details you feel necessary to include e.g. stages of work such as archaeology that may be involved.

*Note: This should include the summary proposal description in section 3 of the Application Form for Planning Permission (Town & Country Planning Act 1990).*

**3.0 Method Statement**

3.1 Please provide a summary of the approach you will take to achieve the deliverables- identified in both the informal guidance note and in consultation with the Economic Development Officer- to deliver a satisfactory Employment and Skills Plan. This should include:

* The nominated individual within your organisation responsible for managing the plan.
* How various stakeholders (e.g. residents, the local supply chain) will be engaged with across the lifetime of the development.
* The actions that will be taken where required to ensure compliance with the plan by those connected with the project; specifically, secondary contractors.

**4.0 Benchmark Delivery**

4.1 Detail how each of the bandings that comprise the Employment and Skills Plan will be supervised and delivered, in light of the size of the benchmark required. Use this space to also flag up any potential issues.

4.2 Reference the *Informal Guidance Note on Employment and Skills Plans in the City of Gloucester* for formal definitions of each area of the Employment and Skills Plan. The benchmark requirements set will be agreed upon in consultation with the Economic Development Officer, in accordance with that specified by the Construction Industry Training Board (CITB).

4.3 **Work Experience Placements**

 *Key considerations include:*

* *Procedure for coordination with site team*
* *Assurances including risk assessments, method statement, insurances, parental consent, supervision*
* *Site induction programme*
* *Advertising of opportunities through local channels*

4.4 **Jobs created**

 *Key considerations include:*

* *Engagement with target group (apprentices, previously unemployed, graduates) within the Gloucestershire area*
* *Approach to recruitment*

4.5 **Construction Careers Information, Advice & Guidance (CCIAG) Events**

 *Key considerations include:*

* *Preparing and distributing marketing material*
* *Raising awareness and ensuring events are attended*
* *Delivery and structure of workshops*

4.6 **Training Weeks on Site**

 *Key considerations include:*

* *Appropriate mix of apprentices, traineeship and those doing technical/higher level qualifications*
* *Accreditation and skills that can be offered on site*

4.7 **Qualifying the Workforce (NVQ2+)**

 *Key considerations include:*

* *Split between new/existing apprenticeships*
* *Employment procedure*
* *Progression and anticipated growth through project*

4.8 **Promotion and Community Engagement**

*Key considerations include:*

* *A diverse mixture of communication channels*
* *How best to raise the profile of corporate social responsibility (CSR)*

5.0 **Other Benchmark Considerations**

5.1 Please detail any other opportunities that you will make available to the people of Gloucester through the delivery of this Employment and Skills Plan.

6.0 **Education providers and the VCSE sector**

6.1 Please detail the relationships you intend to develop with local schools, further education providers, the VCSE sector and others (e.g. Jobcentre Plus)to support delivery of the plan.

6.2 This should include crossover with existing services already delivered in the City, and reference specifically how opportunities will be available to a broad demographic including NEET’s (not in education, employment or training) and long-term unemployed.

7.0 **Role of the Local Authority**

7.1 Please outline the specific assistance, support and information you require from the Local Authority to maximise the effective delivery of your plan and achieve your targets. This can include:

* Introductions to stakeholders/organisations in the City of Gloucester
* Collaboration on promotional activity and community engagement
* Setting up opportunities with local education providers

8.0 **Monitoring Arrangements**

8.1 This Employment and Skills Plan will be reviewed on a quarterly basis by both the Local Authority and the applicant/primary contractor. The *Employment and Skills Plan Schedule* will form the basis of these discussions.

9.0 **Contact Details**

9.1 Please provide details of the individual who will act as the primary representative to the Council for the delivery of this plan.

Name:

Position:

Telephone:

E-mail:

Address:

10.0 **Signatures**

10.1 It is a requirement that the Employment and Skills Plan is duly signed by authorised representatives from each of the specified parties.

**SIGNED**

For and on behalf of the *Developer/Primary Contractor*

Name: Date

………………………………… …………………………………

Title: Signature

………………………………… …………………………………

Date:

…………………………………

Signature:

…………………………………..

**SIGNED**

For and on behalf of *Gloucester City Council*

Name: Date

………………………………… …………………………………

Title: Signature

………………………………… …………………………………

Date:

…………………………………

Signature:

…………………………………..