

## Appendix A

# Achieving Employment and Skills Plans

Supplementary Planning Document - consultation draft

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## SECTION 1: INTRODUCTION

- 1.1 The council has to improve educational attainment and skills and raise aspirations in the city. It is important to ensure that local people get the right education, skills and inspiration to enable them to get jobs. The council wants to work with developers to ensure that local people have the skills and the opportunity to access employment generated from major new development in the city. Requesting Employment and Skills Plans from major development is one way of achieving this.
- 1.2 Employment and Skills Plans are prepared by a developer with the help of the council and other key partners such as jobcentre plus. Such plans set out the type of training and employment opportunities that will be offered through the development.
- 1.3 This supplementary planning document (SPD) sets out why employment and skills plans are needed, what would go into such a plan, what type and size of development this would apply to and the process involved in requesting, preparing and implementing a plan.
- 1.4 The council's Corporate Plan and Regeneration Strategy both recognise the need to improve skills and access to jobs for people in the city. This has been translated into the Portsmouth Plan which states that Portsmouth will need to raise aspirations and diversify the skills of the local workforce in order to continue to strengthen the economy and ensure local people can make the most of new job opportunities that will arise in the city. Policy PCS16 "Infrastructure and Community Benefit" in the Portsmouth Plan seeks to achieve community benefits related to the development. Skills training can be included as a community benefit.

## SECTION 2: WHEN AN EMPLOYMENT AND SKILLS PLAN WOULD BE REQUESTED

- 2.1 New development in the city can contribute towards providing training and employment opportunities for local residents. To ensure that not too many burdens are placed on the smaller developer employment and skills plans will only be requested from major developments. This will cover residential and commercial developments (office, retail, leisure, hotels, industrial and warehousing).
- 2.2 The Government defines major developments as 10 or more residential units or more than 1000m<sup>2</sup> of commercial floorspace. It is considered that a development of 10 units is relatively small and requiring employment and skills plans from these developments could prove too burdensome. A more appropriate threshold would be 30 or more residential units as this represents a more substantial development.
- 2.3 It is therefore proposed that employment and skills plans would be requested from residential developments of 30 or more units and commercial development of 1000m<sup>2</sup> floorspace or larger.
- 2.4 All new development creates employment opportunities at the construction stage therefore employment and skills plans will be requested for the construction phase of all major development in the city, as defined above.
- 2.5 Some development will create job opportunities at the occupation stage as well, such as retail or hotel developments. Therefore, employment and skills plans will be requested to cover the end user where the development will create 50fte jobs or more. This is considered to be a reasonable threshold as it aligns with the Government's definition of a medium sized business as set out in the Companies Act 2006. In order to calculate the likely level of job creation from proposed development the council will use the density guides published by the Homes and Communities Agency, see Table 3 below.

Use Class	Land Use	Area per FTE (m <sup>2</sup> )	Threshold (m <sup>2</sup> )
A1-A5	Retail	20	1000
B1	Offices	12	750
B2	Manufacturing	36	2000
B8	Warehousing	70	4000
C1	Hotel	1 employee per 2 bedrooms	100 bedrooms

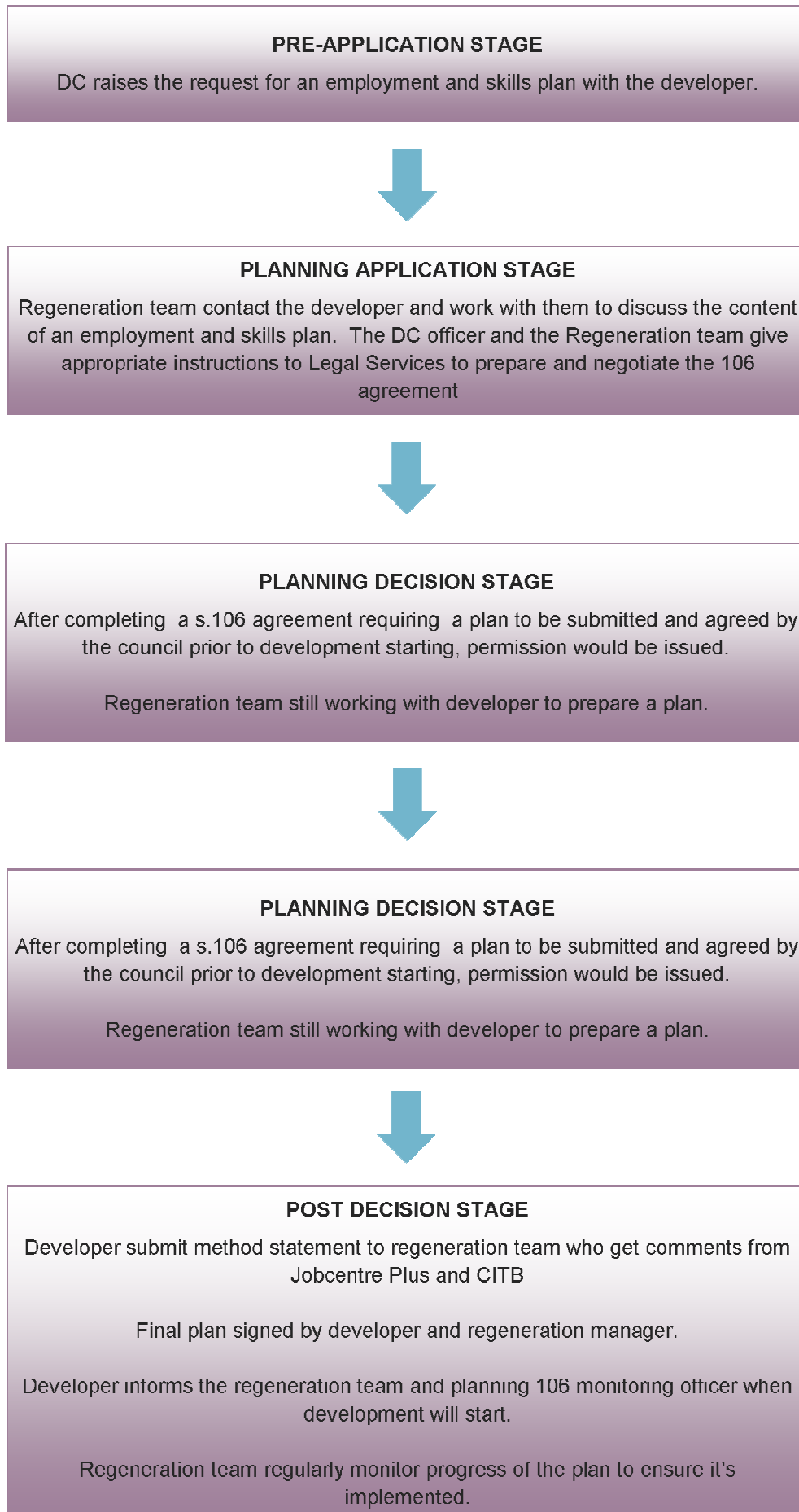
(source: Homes and Community Agency Employment Densities Guide 2010)

## SECTION 3: IMPLEMENTING THE POLICY

- 3.1 The council will request that developers agree to prepare employment and skills plans to be submitted to the council. This would be agreed through an agreement made under Section 106, Town and Country Planning Act 1990, which would provide that an employment and skills plan should be submitted to and approved by the council prior to development starting, and that the plan will be monitored by the council. The 106 Agreement would be discussed with planning officers during the pre-application stage and prior to the decision being made. The employment and skills plan, with detailed measures and requirements, can be agreed after planning permission is granted but before development starts on site.
- 3.2 The request for an employment and skills plan will be raised with the developer by the case officer at pre-application stage. Following this the developer will be put in touch with a member of the regeneration team who will work with the developer to agree the content of an employment and skills plan. At this stage all discussions / negotiations regarding the content and delivery of an employment and skills plan will be led by the regeneration team. The regeneration team will also help the developer to implement the plan providing a link between the developer and key partners such as jobcentre plus, schools and colleges etc.
- 3.3 Figure 1 sets out the process involved in agreeing and securing employment and skills plans.



Figure 1 - Process



## SECTION 4: THE NEED FOR EMPLOYMENT AND SKILLS PLANS

4.1 There are two main categories of evidence that drive the need for Employment and Skills Plans in Portsmouth. These are:

- High unemployment and worklessness, particularly in some Wards ( Table A)
- Low resident skills base ( Table B)

4.2 A number of statistics are set out below that provide clear evidence on the need to provide employment and training opportunities locally through Employment and Skills Plans. The information has been benchmarked with regional and national data to demonstrate how important these issues are locally. Some evidence is given at a ward level to reflect the very intense pockets of employment and skills deprivation that exist in the City particularly in Charles Dickens and St Thomas.

4.3 The unemployment rate in Portsmouth was 7.4% compared to the South East figure of 5.9%. The unemployment rate varies across the City with the highest rate recorded in Charles Dickens at 10.8% and the lowest recorded in Drayton & Farlington at 2.4%. A detailed breakdown by gender and ward is set out in Table 1.

Ward	Males		Females		Total	
	Nos.	%	Nos.	%	Nos.	%
Baffins	180	4.9	111	3.5	291	4.2
Central Southsea	256	6.7	149	4.7	405	5.8
Charles Dickens	412	12.8	222	8.3	634	10.8
Copnor	148	3.8	105	3.1	253	3.5
Cosham	155	4.8	112	4.0	267	4.4
Drayton & Farlington	93	2.9	50	1.8	143	2.4
Eastney & Craneswater	204	5.7	138	4.9	342	5.4
Fratton	212	5.4	147	4.5	359	5.0
Hilsea	144	4.0	95	3.1	239	3.6
Milton	188	5.4	114	3.8	302	4.7
Nelson	244	5.8	146	4.5	390	5.2
Paulsgrove	283	8.0	169	6.1	452	7.2
St Jude	265	8.1	121	4.8	386	6.7
St Thomas	279	9.1	179	7.5	458	8.4
TOTAL	3063	9.5	1858	6.1	4921	7.4

Source: NOMIS - July 2011 to June 2012. Rates are calculated from the resident working age population (16-64 for males and females i.e. those registered as unemployed)

- 4.4 A wider measure of worklessness in the City is the number of people claiming out-of-work benefits. In February 2012 there were 16,740 key out-of-work claimants, which is 11.5% of the resident population of working age. This is considerably higher than the regional percentage of 8.8% for the South East. The percentage of the working age population who are claiming benefits in Portsmouth City has been consistently higher than the South East.
- 4.5 Comparing skills levels in Portsmouth City with that of the South East shows that Portsmouth has a greater portion of its workforce with no qualifications. The low resident skills base is one of the greatest challenges facing the City and is one of the main policy drivers for Employment and Skills Plans. A breakdown of the number and proportion of residents with the levels of qualifications is set out in Table 2. This shows that 11.4% of the City's residents do not have any qualifications.

	Portsmouth (nos.)	Portsmouth (%)	South East (%)
NVQ4 and above	41,800	29.4	36.2
NVQ3 and above	73,800	52.0	56.7
NVQ2 and above	98,500	69.4	73.3
NVQ1 and above	118,200	83.3	86.6
Other qualifications	7,600	5.3	5.5
No qualifications	16,200	11.4	7.9

Source: ONS Jan 2011 to Dec 2011.

Notes: Numbers and % are for those aged 16-64. % is a proportion of resident population of area aged 16-64.

- 4.6 The high number of young people who are not in employment, education or training (NEET) is a significant problem within the Hampshire Economic Area with 51,000 (5.7%) 16 - 18 year olds classified as NEETs. Figures compiled by Integrated Youth Support Services (previously Connexions) reveal that in Portsmouth 7.9% 16-18 year olds are classified as NEETs, although this is reducing. Young people entering the labour market were particularly affected by the recession with limited employment opportunities available to them in both the public and private sector. Research has shown that people who experience extended periods of economic inactivity when young suffer disproportionately from unemployment later on in their working life.

## SECTION 5: EMPLOYMENT AND SKILLS PLANS

- 5.1 A wide range of local employment and training measures can be secured through an Employment and Skills Plan including the following:
- Recruitment through Jobcentre Plus and other local employment vehicles
  - Work trials and interview guarantees
  - Pre-employment training
  - Apprenticeships
  - Vocational training (NVQ)
  - Work experience (14-16 years, 16-19 years and 19+ years)
  - School, college and university site visits
  - Construction Skills Certification Scheme (CSCS) Cards
  - Supervisor training
  - Leadership and management training
  - Support with transport, childcare and work equipment
  - In-house training schemes
- 5.2 The details of the measures to be included in the Employment and Skills Plan will be negotiated flexibly on a site by site basis with the developer. These measures will be individually tailored to ensure that the right skills and employment opportunities are provided at the right time to the benefit of both the developer and the local community. Specific activities, target numbers, supervision responsibilities and time parameters will be agreed before construction begins. Reference will need to be made to sub-contractors working on different parts of the construction project and how they will implement the measures and requirements of the plan.
- 5.3 The Council recognises that many companies already have well established training programmes. These will be taken fully into account when drawing up Employment and Skills Plans at both the construction and occupancy stages
- 5.4 Portsmouth City Council is working in partnership with the Construction Skills Industrial Training Board (CITB) and will use the benchmarks set out in Annexe C of the CITB 'Client and Local Authority Guidance' as a starting point for negotiations with developers on the construction phase of development. These benchmarks have been formulated for a range of construction types and value bands. The benchmarks provide target outputs for a range of employment and skills areas such as apprenticeships and entry into employment. A template for an Employment and Skills Plan is set out in Appendix 1. This includes a matrix, which sets out the local employment and training measures to be secured in the plan along with the targets and milestones. A method statement would also be required to support the plan, which would be assessed by the Regeneration Manager and the CITB.
- 5.5 A number of delivery partners will be involved in the formulation of an Employment and Skills Plan. The CITB will be a key delivery partner advising on the measures and requirements for the construction phase of the plan based on the key performance indicators set out in the Client and Local Authority Guidance. Jobcentre Plus will also be a key delivery partner advising on recruitment, work trials, interview guarantees and pre-employment training both

at the construction and occupancy phases of the development. Educational activity will be delivered in partnership with Highbury College and other training partners.

- 5.6 A method statement supporting the plan will need to be submitted to the Regeneration Team who will refer it on to Jobcentre Plus and the CITB for comments. The finalised plan will be signed by the developer and the Regeneration Manager. It is the responsibility of the developer to liaise with sub-contractors to ensure the implementation of the plan. The delivery specifications will be agreed and a monitoring framework put in place.
- 5.7 The regeneration team, Jobcentre Plus and the CITB will work with the Skills Funding Agency and potential delivery partners on training procurement. A list of potential delivery partners drawn in the main from the Portsmouth Partnership is set out below. It should be noted that this list is not exhaustive and will change over time.

Partners:

- Portsmouth Craft and Manufacturing Industries (PCMI)
- Highbury College
- Integrated Youth Support Services (IYSS)
- University of Portsmouth
- Pride in Pompey
- PETA Ltd
- Portsmouth Education Business Partnership
- Wheatsheaf Trust

- 5.8 The regeneration team will be responsible for monitoring the Employment and Skills Plan and ensuring that all the measures and requirements are implemented. The developer should let the team know as early as possible when development is likely to start. The employment and skills matrix included in the plan will be completed by the regeneration team to provide a delivery log. The plan will relate to the whole construction phase of the project up to completion. Employment and Skills Plans relating to the occupancy phase of commercial development will apply to the initial occupiers of the development and will not apply in perpetuity.
- 5.9 However, the developer will be expected to set up a meeting/introduce the team to facilitate an Employment and Skills Plan with the end user. This has been adopted by Southampton City Council who will share their matrix with Portsmouth City Council.
- 5.10 Finally, it will be important for the council, developers, sub-contractors and delivery partners to evaluate the outcomes of Employment and Skills Plans once they have been put into place and completed. Examples of best practice both in Portsmouth and in other areas will be used to inform the preparation of future plans for the benefit of local people and will be reported in the Annual Monitoring Report (AMR) published by the council.

# Appendix 1



## Portsmouth Council Employment and Skills Plan Template

<b>Site</b>
<b>Landowner/developer</b>
<b>Planning application number</b>
This document forms the developer's response to sections XX of the Section 106 Agreement between XX and XX dated XX
<b>Development</b> Please give a description of the proposed development including identifying what is being built, the estimated construction cost, the start date, the period of construction and what the end use(s) of the development will be.
<b>Opportunities</b> Please state the approximate number and type of jobs that will be created during the construction stage of the development. Please provide a copy of the labour forecasting tool if available.
<b>Opportunities</b> Please state the approximate number and type of jobs that will be created during the occupation stage of the development. Please provide a copy of the labour forecasting tool if available.

<b>Contact details</b> Please provide full contact details for the developer's project team.

### Portsmouth Council Employment and Skills Plan Template

<b>Delivery</b>
Please complete the employment and skills matrix at the end of this document with details of the following employment and training measures that will be provided for local people during the construction phase of the development. Please provide any other relevant information to support the employment and skills plan.
<input type="checkbox"/> Recruitment through Jobcentre Plus and other local employment vehicles <input type="checkbox"/> Work trials and interview guarantees <input type="checkbox"/> Pre-employment training <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Vocational training (NVQ) <input type="checkbox"/> Work experience (14-16 years, 16-19 years and 19+ years) <input type="checkbox"/> School, college and university site visits <input type="checkbox"/> Construction Skills Certification Scheme (CSCS) cards <input type="checkbox"/> Supervisor training <input type="checkbox"/> Leadership and management training <input type="checkbox"/> Support with transport, childcare and work equipment <input type="checkbox"/> Any further details of in-house training schemes
Please complete the employment and skills matrix at the end of this document with details of the following employment and training measures that will be provided for local people during the occupation phase of the development. Please provide any other relevant information to support the employment and skills plan.
<input type="checkbox"/> Recruitment through Jobcentre Plus and other local employment vehicles <input type="checkbox"/> Work trials and interview guarantees <input type="checkbox"/> Pre-employment training <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Vocational training (NVQ) <input type="checkbox"/> Work experience (14-16 years, 16-19 years and 19+ years) <input type="checkbox"/> School, college and university site visits <input type="checkbox"/> Construction Skills Certification Scheme (CSCS) cards <input type="checkbox"/> Supervisor training <input type="checkbox"/> Leadership and management training





## Portsmouth City Council Employment and Skills Plan Template

### Employment and Skills Matrix

Category	NSAfc-CBA Benchmark	Activity	Number of People	Supervision	Dates	Notes
Work placement (14-16 years)						
Work placement (16 - 19 years)						
Work placement (19+ years)						
Curriculum support Activities - individual Engagement						
Graduates - persons						
Apprentice starts - persons						
Existing apprentices - Persons						
Apprentice completions - Persons						
Jobs advertised through Local employment vehicles - number						
NVQ starts for sub -						

contractors						
NVQ completions for sub-contractors						
Training plans for sub-contractors - number						
Training plans for sub-contractors - persons						

## Portsmouth City Council Employment and Skills Plan Template

Leadership and management training for sub-contractors - persons						
Advanced health and safety training for sub-contractors - persons						
Construction Skills Certification Scheme (CSCS) cards	n/a					
Support with transport, childcare and work equipment	n/a					
Recruitment through Jobcentre Plus	n/a					
Recruitment through other local employment vehicles	n/a					
Work trials and interview guarantees	n/a					
Pre-employment training	n/a					
In-house training schemes	n/a					





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