



**Brighton & Hove  
City Council**

## **A Guide for Developers and Contractors**

### **What to include in an Employment & Training Strategy**



## Overview

In recent years, major new developments have increasingly become a focus as a potential route to employment and training opportunities in construction for local people. For the city of Brighton & Hove, one of the key objectives of Chapter 5 of the adopted Local Plan, 'Supporting the local economy and getting people into work' is to 'Improve the skills level of the local workforce'.

Local Employment or Labour Schemes have been established in many areas of the country where Local Planning Authorities work collaboratively with officers in Economic Development and other related services to address issues such as unemployment, low skills and encouraging the use of local supply chains. Section 106 obligations in respect of employment and training ensure that developers either directly or through their subcontractors, contribute to the economic wellbeing of the community where they are delivering their projects.

This guidance is to assist developers, their delegated agents or contractors, with the production of an obligatory Local Employment and Training Strategy that will ensure that the minimum requirements for local employment and training provision targets are met, in respect of relevant private and public sector construction projects in the city.

Brighton & Hove City Council has its own Local Employment Scheme and a dedicated Local Employment Scheme Co-ordinator (LESC) who is available to provide any further advice or assistance in producing the said strategy.

### **How \*Local Employment and Training needs are met.**

On major projects, planning approval will be issued subject to a range of conditions. Local employment and training is a priority for the city and therefore there will be an obligation under the Section 106 (s106) which is a legally binding agreement.

**Note : Local means living within the city boundaries Postcodes BN1/2/3 and BN41**



## A guide to producing an Employment & Training Strategy

- Early discussions with the Local Employment Scheme Co-ordinator (LESC) will help ensure all requirements are understood to enable the timely provision of a Strategy submission
- The Strategy should be submitted on company headed paper. It should make reference to the S106 agreement including the date of that document, and the specific schedule within the S106 that relates to Employment and Training obligations. A template will be provided by the LESL.
- Suggest a cover page incorporating image of the completed development
- The Strategy should include named contacts e.g.the project lead/coordinators and any other individuals who may have any on-site responsibilities for the workforce. The LESL should be informed of any change in contact details. Were appropriate, relevant contact details for any subcontractors on contract award should be shared in order to discuss any opportunities for additional operatives, work experience or apprenticeships
- The Strategy should be detailed and provide assurance by demonstrating how targets and other commitments will be achieved and address each sub-clause as headed in the s106 legal agreement; detailing how training requirements will be provided and requirements met
- The Strategy should include details of phases of the project and the numbers of all site roles at all stages during development so there is a clear indication of numbers in order to determine what equates to the minimum 20% target of B&H workforce
- Details of training opportunities, apprenticeship starts and provision of work experience placements for current college and university students and local people seeking to enter the industry.
- Details are to include proposed arrangements for the LESL to meet with sub-contractors in advance of starting on-site or pre-phase start
- Indication of how jobs are to be marketed, promoted and advertised and how the local workforce will be engaged (depending on the type and scale of development the council would expect to see involvement in marketing events, through 'open days' or other events such as DWP jobs fairs, throughout the build programme)
- Commitment to provision of evidence including target indicators and how and when any 'open days' events are to be provided in order for the LESL to liaise with key partners with regards to recruitment
- Commitment to submission of workforce monitoring and updates by the given dates to the LESL. (To be discussed at initial meetings) and for CITB purposes where applicable
- The final page of the document will be for agreement and approval sign off between the developer or their main delivery contractor, the LESL and S106 Planning Officer for Brighton & Hove City Council. A template will be provided by the LESL.
- Note : An electronic copy can be submitted for approval.

**Brighton & Hove City Council** launched the **Local Employment Scheme** for the construction Industry in late 2010 and since that time has worked closely with CITB (Construction Industry Training Board) to provide support to contractors in order to achieve targets; access information about apprenticeship training provision, grants and other funding available and agree processes and KPIs based on the national guidance for the sector, taking into account the project value and type of development.

There has been an unprecedented increase in development activity in Brighton and Hove in recent years, with indications that this will continue for some years to come.

There is already evidence nationally of skills shortages within the industry at every level. Contractors working in the city are encouraged to be part of the solution and not the problem when it comes to addressing the skills shortages by providing employment and training opportunities for local people, including apprenticeships. Links can be provided with schools, GBMET ( the local FE college) and the University of Brighton, which delivers degrees in the Built Environment, Engineering, Project Management and most recently, QS.

#### **The main objectives for the scheme:**

- To increase the employment and training opportunities for local people
- To promote the use of local supply chain – subcontractors and including recruitment agencies where applicable.

#### **What the scheme offers employers:**

- Collaborative support to help contractors achieve targets and meet S106 obligations
- Ensuring that direct referrals for work will have valid CSCS cards
- Assist with promotion of recruitment days or meet the buyer events, engagement with schools, colleges and universities
- Potential to fund training from any developer contributions linked to the site, Including up-skilling the existing workforce



#### **How to contact the Local Employment Scheme Co-ordinator**

Email: [linda.shaw@brighton-hove.gov.uk](mailto:linda.shaw@brighton-hove.gov.uk)

Direct Line : 01273 291107 Mobile: 07584 217248