

Woodgate Centre, Oak Tree Lane, Woodgate, PO20 3GU

Planning Reference: LU/299/22/PL

Employment Skills Plan
October 2025

REV A: Estimated total construction value, tables 4-1 & 4-2 added

Contents

1	Introduction and Aims	2
2	Construction Employment Profile	3
3	Employment and Skills Context	4
4	Benchmarks, Activities and Monitoring	5

1 Introduction and Aims

The Development

- 1.1 This Employment and Skills Plan has been prepared by Lovell Partnerships in support of the planning application at Woodgate Centre, Oak Tree Lane, Woodgate, ('the Site') in Arun District Council.
- 1.2 The planning application has been granted approval for a residential development ('the Development') comprising the demolition of the existing Woodgate Centre buildings (including 3 No. residential dwellings) and the construction of 180 No. residential dwellings with the creation of new vehicular access with footways and cycleways, ancillary road infrastructure, emergency access arrangements, associated parking, public open space, including children's play space, landscape planting, surface water attenuation & drainage & other associated infrastructure.
- 1.3 The Site is currently vacant and there is no existing employment on site.

Pre-commencement Condition: Employment and Skills Plan

- 1.4 Arun District Council's Local Plan (July 2018) Policy SKILLS SP1 sets out the requirement for an Employment and Skills Plan for the construction phase to be submitted with planning applications for residential development of 50 dwellings or more.
- 1.5 The commencement of works for the Development is subject to a pre-commencement condition, which states that:

Prior to commencement of development the applicant shall prepare and submit for approval to the Local Planning Authority an Employment and Skills Plan. Following approval of the Employment and Skills Plan the development will implement and promote the objectives of the approved plan.

Purpose of the Plan

- 1.6 The purpose of this Plan is to set out the opportunities likely to be generated by the Development and identify measures to promote the local opportunities for the construction period of the Development.

2 Construction Employment Profile

- 2.1 Project value: The estimated total construction value of the development is **£58 million**
- 2.2 Construction labour will peak at approximately 75-80 workers on site during high-activity phases and where multiple activities are being undertaken at any one time.
It is estimated that the average level of employment over the estimated build programme of 50 months is estimated to be 200 full-time equivalents (FTE) jobs over 50 months.
- 2.3 Due to the mobile nature of construction, employment on-site during construction would fluctuate over the course of the build programme. On a site of this scale, many construction activities such as groundworks, superstructures, second-fix operations and external works will likely occur at any one time.

3 Employment and Skills Context

Local Planning Policy

- 3.1 Arun District's Local Plan is currently under review. A Direction of Travel document has been published to form part of a public consultation in February 2024. The Vision for the District includes the need for "fulfilling Arun's economic potential", and specifically under the Economy & Infrastructure objectives, supporting local businesses and retaining and diversifying the local skills base.
- 3.2 The Adopted Arun District Local Plan (2018) supports *"the strategic provision of homes, employment and shops and will look to ensure that these are carefully co-ordinated with the services and facilities that communities rely on and which are essential to wellbeing and quality of life"*.
- 3.3 Policy SKILLS SP1 in the Local Plan (2018) sets out the requirement for an Employment and Skills Plan for the construction phase to be submitted with the planning applications for residential development of 50 dwellings or more.
- 3.4 The Policy also requires development to contribute to the following:
 - *Raise skills levels and increase employability;*
 - *Tackle skills shortages in existing and potential business sector clusters that are, or have the potential to be, strengths in the local economy;*
 - *Promote skills on strategic housing and employment sites particularly with regard to construction skills;*
 - *Address barriers to employment for economically inactive people; and*
 - *Provide for the development of childcare facilities within or close proximity to employment sites.*
- 3.5 Arun District Council has set the requirement for an Employment Skills Plan based on the following evidence base:
 - *Unemployment and worklessness data in Arun District;*
 - *Low Job Density in Arun District compared to West Sussex and the Coast to Capital LEP area; and*
 - *Low residents skills base in Arun District compared to West Sussex and the Coast to Capital LEP area.*

4 Benchmarks, Activities and Monitoring

Benchmarks

- 4.1 Arun's Economic Development Strategy (2020) sets out the key priorities and strategies in ensuring economic growth and high quality of life across the district. One of the key strategies is ensuring that residents have access to employment at all skill levels and that they are provided with the right opportunities to access employment. This is of particular relevance for the construction sector, where the Council has identified a need for more apprenticeships.
- 4.2 Based on the scale and type (residential) of the Development in terms of labour and supply chain, it is anticipated that the following outcomes (outlined in Table 4-1) can be achieved to the benefit of local residents. This represents indicative employment and skills benchmarks for the entirety of the construction phase of the Development, based on a review of industry standards including CITB (CITB, 2017) and HCA Guidance (HCA, 2010).

Table 4-1– Employment and Skills Benchmarks

Outcome	Number	Details
Work Experience (18+)	40	Definition / Justification: Individuals living in the Arun District (aged 18-24) that have completed 25 - 30 hours per week work experience for between 2 - 8 weeks Measure: Number of individuals (aged 18-24) that have completed 25 - 30 hours per week work experience for between 2 - 8 weeks
New (Project initiated) Apprenticeships	18	Definition / Justification: New apprenticeship places, which would not have been otherwise created / provided via any other funding or project/contract Measure: Individuals
Existing Apprenticeships	10	Definition / Justification: Supported learning for individuals who are employed by the Supplier on a relevant sector approved apprenticeship programme. The apprentice may be part way through their apprenticeship qualification and the contracted works are supporting the apprentice to gain the necessary work based evidence with the delivery partners' organisation. The apprentice may already be an employee of the Supplier or their supply chain company, which is active on the contracted works. The employment of any displaced apprentices (through agreement) will also count towards this target Measure: Individuals
School/College/University Site Visits/ Tours/Workshops	20 site visits 10 workshops	Definition / Justification: Visits by students to the suppliers' site/offices/ other location to support their learning / educational workshop activities that are delivered by the Suppliers or their supply chain within the school or college, or on site to provide a greater understanding and generate an aspiration for working

		in a particular industry. Measure: Number of students benefiting from visits, tours or workshops
Professional/ Vocational Qualifications being undertaken	15 NVQ Level 2 10 NVQ Level 3 6 HNC / BSc / PG Diploma 86 CSCS / Site Safety 20 First Aid	Definition / Justification: It will be expected that suppliers will recruit professional staff specifically to work on these projects or will provide training to existing staff in order for them to operate at a higher level (Level 3 upwards). This measures the number of staff undertaking a Vocational/Professional qualification to become more skilled in their profession. Measure: Individuals undertaking qualifications / certifications.
Supply chain events held	2 minimum	Definition / Justification: These events link the wider supply chain with workforce training, supporting apprentices and skills development. Supplier open days, supply chain workshops. Measure: Attendance lists, contacts recorded

Table 4-2 – Local Labour Commitments

Metric	Target	Notes
Local workforce within the Arun District	≥25% of total hours A minimum of 22 local jobs will be created	Across all trades Measure: by postcode
Regional workforce (West Sussex)	≥30% of total hours	Used to support local workforce where numbers are insufficient Measure: by postcode

Activities – Employment

- 4.3 The Contractor will provide workforce planning data (i.e. skills forecasting), to identify which opportunities will be available, and the phasing and lead-in time for when the recruitment of these opportunities needs to take place. Analysis of the labour histogram of phases/types of work will provide a breakdown of anticipated jobs roles, contract length and skill / competency accreditations needed by potential applicants.
- 4.4 The Contractor and its supply chain will advertise and employ local labour, committing to a proportion of the local labour to be from within 30 miles of the site. This will be detailed in the Procurement Policy.
- 4.5 In order to support local people into potential roles on the Project the Contractor will endeavor to implement the following activities (and any other that is considered relevant and appropriate by both the Contractor and Council):
 - Pre-employment training for entry level roles – supporting local residents to gain CSCS tickets and find employment in entry level roles;
 - Training to meet skills gaps - working with the manufacturers and suppliers we will support individuals into the short courses which address skills gaps e.g. the installation of drylining systems;

- Toolbox talks – this will enable local people that find work to become sustainably employed.

Activities - Apprenticeships

- 4.6 Apprenticeships can provide people, particularly young people, with a work-based route to gaining the skills and qualifications that are in high economic demand and provide progression routes to higher qualifications. The Economic Development Strategy (2020) notes that although the decline in apprenticeships is a national trend, Arun has seen a more drastic decline. New and continued apprenticeships will be delivered and supported by the Contractor across a range of different sectors to be determined by both the contractor's pre-existing workforce, but also rely on the pipeline of available apprentices within the local area and in relevant areas of training.
- 4.7 The Contractor will engage with Arun Council and local skills/training infrastructure such as local colleges to identify potential opportunities created by the Project and the availability of apprentices locally. In additionally, apprenticeship opportunities may be delivered through the use of local suppliers in the area.
- 4.8 The Contractor will adhere to standard industry charters supported by Contractors and Unions which outline commitments to supporting apprentices and detailing how they should be treated, supported and developed to ensure consistency between employers, and defining the minimum expected behaviours from apprentices.
- 4.9 Together (through engagement), the Contractor and Arun Council can consider options to recruit through local job brokerage, Job Centre Plus, the National Apprenticeship Service and schemes determined locally by Arun Council policy.

Activities - Skills

- 4.10 The Contractor will make clear through information supplied to Arun Council, local skills/training providers and suppliers the level of accreditation, competency and vocational qualification required for each package of works. Where there is an opportunity to support the local workforce to attain additional qualifications, this is a benefit to both the individual and the Contractor.
- 4.11 The Contractor will engage with the Council and other partners to identify and promote opportunities for traineeships or 16+ work experience and will be available to participate in Council-run and other training provider training programmes, engage with local schools and colleges, and complete all relevant risk assessment, induction and evaluation needed for work experience.

Monitoring

- 4.12 Monitoring will be undertaken by the Contractor (under the responsibility of the Contractor's nominated person) annually. This information is to be supplied to the Council's nominated person and reviewed against the overall benchmark.
- 4.13 The following information will be provided through this process:
- The levels of outputs achieved per month and cumulatively for the construction phase;
 - The number of vacancies notified for advert through Arun Council's approved programmes or other approved means;

- The postcodes (just the first 3 or 4 digits), the skill area and start date of all people participating in or who have gained from the social value activities;
- The school, college or other learning provider, sub-contractor who are involved in activities; and
- A trainee recruitment notification signed by the trainee permitting the provision of personal data to the Client for contract monitoring purposes;
- Qualitative notes/report providing details of any other relevant measures.
- Outputs will be reviewed against delivered outputs. Contractors will be required to include details of how these outputs have been met, providing supporting evidence where appropriate and identifying measures for improvement where benchmarks have not been met.