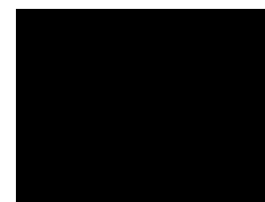




Employment and Skills Plan

Oldlands Farm, Newlands Road, Bognor Regis PO22 9FJ

6 New Bridge Street
London EC4V 6AB



Introduction

1. This Employment and Skills Plan has been prepared and submitted for planning application reference AL/87/21/PL at Oldlands Farm, situated off Newlands Road in Bognor Regis.
2. The description of development is for the:

“Erection of a warehouse (Use Class B8) with ancillary office, associated vehicle parking, van storage, plant, ancillary structures, lighting landscaping and infrastructure works including earthworks to facilitate flood compensation area”
3. The submission of this Employment and Skills Plan follows comments provided by Arun District Council’s Economic Development Team.
4. This Employment and Skills Plan has been prepared on behalf of the prospective occupier of the storage and distribution facility. It outlines the measures that the occupier will put in place to encourage and promote staff recruitment and training opportunities for local residents during operation of the facility.

Recruitment

5. Prior to the opening of the facility, based on the resourcing requirements, vacancies will be advertised via a multichannel campaign specifically targeting key locations within Arun District in order to attract local candidates.
6. It is anticipated that the facility will have additional resourcing to cover anticipated peak times in the year, and in the period leading up to Christmas each year. In order to fulfil this seasonal staffing demand, the occupier teams up with recruitment agencies that employ individuals on a temporary basis. The occupier’s recruitment agency partners will carry out recruitment in and around the facility’s catchment area. Recruitment marketing will again be targeted towards the same areas prior to the opening of the warehouse. Temporary staff engaged over the seasonal period receive full training,
Our ref: 15160a

and opportunities to become a permanent employee of the occupier, subject to business requirements.

7. The occupier will also liaise with Arun District Council's Economic and Regeneration Teams to identify opportunities to work together to promote employment opportunities on-site for local people.
8. The occupier collaborates with external contractors for various services required for the operation of the facility, e.g. catering, janitorial and security services. These contractors would also be recruiting and training staff within the local area, bringing further opportunity to the region.

Post Recruitment Opportunities

9. Upon joining the business, all recruits will receive full work-related training and coaching in their first 4 weeks of employment or temporary assignment. This includes Safe Handling as well as process specific instruction to carry out their roles effectively and safely within the facility.
10. For those who wish to pursue alternative academic qualifications, the occupier operates a career development training programme. Examples of courses available include:
 - Administration and Accounting
 - Construction Trades
 - Healthcare
 - Computer Science & Information Technology
 - Mechanical & Electrical Trades
 - HGV and Logistics Assistant
11. All permanent recruits with at least 1 year's service may participate in the career development training programme, subject to the programme's terms and conditions. The programme will be promoted internally to all eligible staff members to ensure maximum awareness of the opportunity, and best endeavours will be made to maximise take-up.

Monitoring

12. The company's recruitment team will monitor the locations of candidates to ensure recruitment is maximised from the local area. The company's aspiration is that 80% of recruited staff are from within a one-hour commute of the facility.
13. The HR and Learning & Development teams will monitor the awareness among eligible recruits of the career development training programme and measure the number of participants.