

Employment and Skills Plan

Prepared by:	JJR Designs Ltd
Client:	Regent Property
Principal Contractor:	Rishman Construction
Site Address:	2-10 The Hatters Inn, Queensway, Bognor Regis PO21 1QT
Development:	Three storey upward extension and redevelopment of the existing first and second floors to deliver 43 No flats along with associated cycle storage and waste/recycling provision in lieu of previously implemented and extant schemes for 24 No flats across five storeys (resubmission following BR/294/21/PL). This application may affect the setting of listed buildings, affects the character and appearance of The Steyne Conservation Area and is in CIL Zone 4 (Zero Rated) as flats

DOCUMENT CONTROL

Issue	Issue Date	Prepared by	Issued To
01	17.12.2025	Richard Stefanski	Arun District Council
01	17.12.2025	RS	Regent Property
01	17.12.2025	RS	Rishman Construction
02	06.01.2026	RS	Arun District Council
02	06.01.2026	RS	Regent Property
02	06.01.2026	RS	Rishman Construction

Name: Richard Stefanski

Signature: RPS

Date:17.12.2025

1.1 Introduction

This Employment and Skills Plan (ESP) has been prepared by JJR Designs Ltd on behalf of the Applicant/Client, Regent Property, to discharge Condition 6 attached to the planning permission for the approved redevelopment and upward extension at 2–10 The Hatters Inn, Queensway, Bognor Regis.

Condition 6 requires the submission and approval of an Employment and Skills Plan prior to the commencement of development. The condition seeks to ensure that the construction phase of the development contributes positively to employment, training and skills outcomes, in accordance with Policy SKILLS SP1 of the Arun Local Plan.

This Plan sets out a clear framework of objectives, actions and measurable Key Performance Indicators (KPIs) that will be implemented throughout the construction phase. The commitments within this Plan are proportionate to the scale, duration and complexity of the development and are deliverable within the practical constraints of a live construction site.

No development shall commence until this Employment and Skills Plan has been approved in writing by the Local Planning Authority. Following approval, the objectives and commitments of the Plan shall be implemented and promoted for the duration of the construction phase.

2. Development and Construction Context

The development comprises a three-storey upward extension and redevelopment of the existing first and second floors of the building to deliver 43 No. residential flats, together with associated cycle storage and waste and recycling provision. The proposals replace previously approved schemes and are located within a town centre and Conservation Area setting.

The ground-floor commercial premises (The Hatters Inn) will remain operational during construction, requiring careful management of site logistics, safety and programme sequencing.

Construction works will be undertaken by Rishman Construction Ltd as Principal Contractor, supported by a supply chain of subcontractors and specialist trades. The anticipated construction phase provides opportunities for:

- Direct employment on site
- Engagement of skilled and semi-skilled trades
- Training, apprenticeships and upskilling
- Local supply chain participation

This Plan has been prepared with regard to:

- The urban location of the site
- The anticipated construction programme
- The need for proportionate and realistic commitments

3. Objectives of the Employment and Skills Plan

The overarching aim of this Employment and Skills Plan is to ensure that the construction phase of the development delivers tangible and measurable socio-economic benefits to the local area.

The specific objectives of the Plan are to:

- Maximise opportunities for local employment during construction
- Support the delivery of training, apprenticeships and skills development
- Encourage engagement with local education, training and employment providers
- Promote awareness of careers in construction and the built environment
- Ensure that employment and training opportunities are fair, inclusive and accessible
- Provide measurable KPIs against which performance can be monitored
- Support the aims and requirements of Policy SKILLS SP1 of the Arun Local Plan

All objectives will be pursued in a manner that is proportionate, practical and appropriate to the scale and nature of the development.

4. Employment and Skills Key Performance Indicators (KPIs)

The following KPIs represent the minimum targets that the Principal Contractor will seek to achieve during the construction phase. These KPIs have been selected to ensure that outcomes are specific, measurable, achievable, relevant and time-bound, while retaining flexibility where site or programme constraints apply.

4.1 KPI Summary Table

Area	Key Performance Indicator
Local Employment	A minimum of 20% of total construction labour weeks to be undertaken by workers residing within Arun District or West Sussex, where reasonably practicable
Job Advertising circulation	100% of suitable job vacancies to be advertised locally prior to wider circulation
Apprenticeships / Trainees	Provision of at least one (1) apprenticeship or trainee placement during the construction phase
Training & Competence certification	100% of site operatives to hold CSCS cards or equivalent competence
Work Experience	Provision of at least one (1) work experience or site-based learning opportunity, subject to health and safety constraints
Education Engagement	Engagement with at least one (1) local education, training or employment provider
Supply Chain	Use of local subcontractors and suppliers where practicable

5. Local Employment Measures

The Principal Contractor will use reasonable endeavours to maximise local employment opportunities arising from the construction phase.

Measures to support this objective will include:

- Advertising suitable construction-related job opportunities locally before wider circulation
- Giving due consideration to suitably qualified local applicants
- Encouraging subcontractors to recruit locally where practicable
- Promoting opportunities through accessible recruitment channels

Local recruitment channels may include:

- Jobcentre Plus
- Local employment initiatives
- Construction recruitment platforms
- Engagement with training providers and apprenticeship bodies

Employment opportunities may include:

- Site management and supervisory roles
- Skilled and semi-skilled trades
- General construction operatives
- Specialist subcontractor roles

6. Training, Apprenticeships and Skills Development

The construction phase presents opportunities to support both formal and informal skills development within the construction workforce.

The Principal Contractor will seek to facilitate:

- At least one (1) apprenticeship or trainee placement, aligned to the construction programme
- On-the-job training for operatives and trainees
- Skills development aligned with modern construction methods
- Health and safety training, including CSCS accreditation

Where a full apprenticeship is not feasible due to programme duration or trade availability, a structured trainee or assistant role will be provided for a meaningful period, normally not less than 8 weeks.

Training may cover:

- Trade-specific skills (e.g. carpentry, brickwork, M&E)
- Site supervision and management support
- Health, safety and welfare
- Practical construction techniques

7. Engagement with Education and Training Providers

Where practicable, the Principal Contractor will engage with local education, training and employment providers operating within Arun District or the wider West Sussex area.

Engagement may include:

- Liaison with further education colleges
- Engagement with construction training providers
- Engagement with apprenticeship organisations
- Participation in local skills or employment initiatives

Subject to health, safety and operational constraints, this may involve:

- Site visits
- Work experience placements
- Careers awareness engagement

8. Equality, Diversity and Inclusion

Employment and training opportunities associated with the development will be promoted in accordance with equality, diversity and inclusion principles.

No unlawful discrimination will take place in recruitment, training or employment practices. Opportunities will be promoted fairly and transparently, in line with relevant legislation and recognised good practice.

9. Supply Chain and Local Procurement

The Principal Contractor will encourage the use of local subcontractors and suppliers where this is commercially and practically viable.

This approach will support:

- The local construction economy
- Local skills retention
- Reduced travel and logistical impacts

10. Monitoring, Evidence and Reporting

The Principal Contractor will maintain records to demonstrate compliance with this Employment and Skills Plan.

Evidence may include:

- Labour monitoring records
- Apprentice or trainee appointment confirmations
- Work experience placement records
- Job advertising and engagement evidence
- Training and competence records

Upon reasonable request by the Local Planning Authority, a summary compliance statement will be provided confirming performance against the KPIs.

11. Review and Flexibility

This Plan will be kept under review for the duration of the construction phase.

Where a KPI cannot be achieved due to factors beyond the reasonable control of the Contractor (such as programme changes or labour availability), this will be documented and alternative proportionate measures will be implemented where practicable.

12. Compliance Statement

This Employment and Skills Plan has been prepared to fully address the requirements of Condition 6 of the planning permission and includes clear, measurable and proportionate Key Performance Indicators.

Upon approval, the measures and commitments set out within this Plan shall be implemented and promoted throughout the construction phase of the development at 2–10 The Hatters Inn, Queensway, Bognor Regis, in accordance with Policy SKILLS SP1 of the Arun Local Plan.