

Pre-Commencement Planning condition: Employment Skills Plan

Development shall not commence, other than works of demolition, site survey and investigation, unless and until the applicant has prepared and submitted for written approval an Employment and Skills Plan. Following approval of the Employment and Skills Plan the developer will implement and promote the objectives of the approved plan

Project Overview

The project is to construct a new Premier Inn hotel.

The new build will comprise a three-storey Metsec superstructure, designed by a specialist subcontractor, supported on a steel podium at first floor level. The building will have a flat roof and traditional brickwork to the external walls. The ground floor structure will consist of reinforced concrete ground beams on piled foundations.

We currently anticipate a start on site in April 2026.

The project duration is 68 working weeks

The type of build requires strict adherence to programme with each element of the project following succinctly, to a high quality in order to achieve the required standard by the brand. This results in us being reliant on trades and sub-contractors who are experienced with these projects and these often travel the length and breadth of the country as required therefore, use of local sub-contractors is not always possible.

That said, we will endeavour to source local companies for some of the following;

- Muck away / cart away
- Imported stone & aggregates from local quarries
- Local branches of hire companies such as Speedy hire or HSS
- Local branches of builders merchants such as Travis Perkins, Jewson's, Greenham's with whom we hold accounts
- Local Scaffolding company
- Local Brickwork contractor

Similarly, the nature of the workforce coming from across the UK requires them to stay locally in accommodation which adds to the local economy. The workforce will also use local hospitality, pubs, restaurants, fast food outlets, bakeries and shops which again, all adds to the local economy.

Aims of this ESP

There is a mutual interest in the successful completion of this project to ensure that it supports the local economy and benefits the broader community. The completion of the Premier Inn Hotel carries potential employment benefits for the local area, proposing the creation of full-time posts at a variety of skill levels and occupations and offers the creation of a new facility which will offer new opportunities for both local businesses and individuals.

This document has been created to set out the procedures that will be observed during the construction phase of the Premier Inn hotel in order to comply with current legislation and planning requirements specifically, a Pre-commencement Planning condition for an Employments and Skills Plan.

During the construction phase of the Premier Inn Hotel at Anchor Springs Littlehampton, Carter Lauren will:

- i) promote local employment & economic sustainability.
- ii) improve and increase employment & economic sustainability during the contract period.

In line with ARUN District Council's desire that we help generate investment in local jobs and businesses we will add value in terms of local economic investment and social engagement as a result of our construction and development activities.

We will strive to achieve this by;

- Employing local trades and labour including trainees and apprentices
- Community engagement
- Our Procurement process

To help us achieve our targets we will endeavour to work with organisations from within the locality such as;

- Chichester College group
- the University of Chichester

The Economic Development Projects Officer has already made some introductions for us so we will explore these further in due course.

We will reach out and seek to identify pathways for local students and apprentice placements on site. We will assist in the professional development of the college staff by offering site tours, ensuring staff are aware of the most up to date practices in our industry.

The target outcomes we will strive to achieve are as follows;

Work Placements – persons	6
Local jobs created	5
Training Weeks	51
Qualifications gained	3
Industry certification gained	4
Training Plans	2
Supply Chain Events held	1

Context

This Employment and Skills plan sets out the approach Carter Lauren Construction Ltd will endeavour to implement to acquire staff during the construction phase and the training that will be implemented to ensure works are carried out safely and effectively by all employees.

It should be noted that this project is part of a turnkey build out scheme to a standard brand specification that is followed across the Premier inn hotel European chain, with the various staff, operatives and sub-contractors travelling from site to site according to demands, project timescales and resources.

As a national contractor, our projects can take our workforce across the UK. Given that this project duration is planned to be less than 18 months, it will prove difficult to employ a new starting apprentice on a 3 year programme who's individual needs will require them to remain locally in Littlehampton however, we will seek

to employ apprentices who may be in their second or final year of learning, supporting them through to gaining their full qualifications. Subject to the individual's needs, they may wish to travel and we would seek to employ them full time giving them a more permanent job prospect. Similarly, should we have supported an apprentice through to their qualified status and they choose not to continue their employment with us after this project completes, they will at least be in a good position to find new local employment in construction given the learning and experience they will have gained from their time with us.

Carter Lauren support the development of skills within subcontractors and regular toolbox talks will take place on site to ensure all site workers are kept up to date with construction and built environment issues and procedures.

The following training procedures will be implemented for staff prior to, and during their working time on the construction project:

- Prior to any person commencing construction work on site they will receive the appropriate Health and Safety Training induction.
- All persons associated with construction site activities which create significant risk of injury will be specifically briefed in the hazards and control measures applicable to the safe system of work. A record will be maintained of the briefing/training
- All persons employed as plant operators, scaffolders, etc. will be trained to an appropriate training standard, either a CITB Certificate of Training Achievement or equivalent scheme.
- Talks will be given to instruct and train employees and sub-contractors on specific site tasks as and when necessary. These talks will be recorded, and a record maintained on site

Staff will be monitored throughout the construction phase to ensure that safety measures are adhered to so that employee well-being is upheld, as well as ensuring that training has been fully taken on board and followed accordingly.

Local Labour Agreement

Construction Phase

Once planning has been approved for commencement of the development of the Premier Inn hotel, Anchor Springs Littlehampton we will strive to ensure that the project adds value to the local economy by generating employment and training opportunities for established residents of the local area. During the construction phase of the Premier Inn we will endeavour to:

- a) Work with Local Employment agencies (e.g. Employer Suite, Job Centre Plus) to prepare the local labour market and match suitable candidates to job specifications. Notifying of any vacancies generated by the project, at the same time or in advance of recruitment from other sources.
- b) Ensure that local companies (where suitable companies exist) are represented on subcontract and supply tender lists through working with Constructionline to ensure local companies are represented on subcontractor lists (companies being those located in the local government district of Arun).
- c) Create opportunities for apprenticeships and training directly with Carter Lauren Construction and Subcontractors via appropriate training providers.
- d) Identify shared apprenticeship opportunities by working with the CITB and local training providers
- e) Liaise with local schools and colleges and offer interaction with the site and the project team.

- f) Have a positive impact in disadvantaged areas or groups of people such as local Not in Employment Education or Training (NEETs) groups.
- g) Pay all other (non-apprentice) operatives the National Minimum Wage or above.
- h) Encourage local procurement of goods and services from companies or company branches located within the District Councils Geographical boundaries.
- i) Monitor and review the effectiveness of our local benefit plan.

Equal Opportunities

Carter Lauren Construction Ltd will offer equal opportunity to all, regardless of race, colour, nationality, ethnic origin, sex (including gender reassignment), marriage, disability or age. All applicants and employees will be treated equally in respect of recruitment, promotion, training, pay and other employment policies and conditions. Reasonable adjustments will be made to accommodate those with special needs.

Social Value & Community Engagement

Carter Lauren hold Constructionline accreditation which includes our Social Value certification. Our latest certification was awarded in June 2025. Through this we demonstrate our procedures on;

- Equality, Diversity and Inclusion (EDI)
- Ethical sourcing and responsible sourcing associated with supply chain resilience when delivering contracts
- Apprentices including those who've found long term employment within the company
- Groups we consider when recruiting;
 - Care Leavers
 - Ex-Military
 - Ex-Offenders
 - Homeless People
 - Older Workers
 - Returners
- Company types we work with;
 - Charity
 - Community
 - Local Groups
 - Local Suppliers
 - SME's
 - Start-Up's
 - Voluntary

Carter Lauren will register the project with the Considerate Constructors Scheme (CCS) and target a minimum score of 36 out of a possible 45 which would achieve the "very good" status.

The CCS has a Code of Considerate Practice which helps drive better conduct and higher standards across construction activities. Registering our construction activity helps to ensure we operate more responsibly and respectfully and make informed choices that help improve our standards and lessen our overall impact on the communities around us.

THE CODE FOCUSES ON THREE KEY AREAS:



- Respecting the community
- Caring for the environment
- Valuing the workforce

These behaviours are key to improving the experience of construction for both the communities affected by works and the workforce delivering them, as well as lessening the impact of construction activities on the environment. Together they help to deliver meaningful impact that raises standards and achieves real results that build trust.

Our project team will carry out the following types of engagement activities in agreement with the client and the local authority:

- Newsletters
- Community notice board
- Project Information sessions (for community groups and local residents)
- Material donations to community groups and charities

Procurement

As part of the construction process, there will be a need to use specialist suppliers and sub-contractors who's coverage is national however, where possible we will employ local sub-contractors and use local suppliers within the District Council Boundaries and the wider area.

The project and the opportunity to tender for contracts will focus on local SMEs and Sole Traders.

Investment in the local economy will be improved through employing local subcontractors and suppliers.

A significant amount of Materials will be procured via local suppliers and builder's merchants and we will also utilise local companies for our waste and recycling. These measures will guarantee that a significant amount of money spent on construction is re-invested in the local area.