

Employment and Training Strategy

Littlehampton Town Centre Premier Inn

Opening Date: Autumn 2027

Former Waitrose Site, Avon Road,
Littlehampton, BN17 6AT



130-bedroom hotel with ancillary restaurant a short walk from Littlehampton Train Station and Littlehampton High Street.

This Strategy addresses the requirements of condition 8 of planning permission LU/76/25/PL:

No development shall take place, apart from demolition of the building, clearance of the site or any necessary surveys/investigation work unless and until the applicant has prepared and submitted for approval in writing, 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.

Reason: In accordance with Arun Local Plan policy SKILLS SP1. This must be a pre-commencement condition as it relates to the construction phase of development and to ensure measures are in place so that local crafts people and apprentices are employed on the development.

The Strategy covers:

- a) Employment initiatives and opportunities relating to the operational period of the development and details of delivery.
- b) How Whitbread will provide the appropriate training with the objectives of ensuring effective transition into work and sustainable job outcomes. Targets for recruitment of employees from within the administrative area of the Arun District Council as well as timings for the implementation of such initiatives.
- c) Timelines and structure of quarterly reports to be submitted to Arun District Council.

Section A Employment initiatives and Opportunities

Please note that a report relating to the construction period is provided separately by the appointed main contractor. This Strategy will outline specifically the operational period of the development.

Whitbread is committed to investing in Employment and Training for our current and future workforce. With Premier Inn being the fastest growing hotel brand in the UK, it is increasingly important for us to widen our net to attract and retain brilliant people. The new hotel in Littlehampton will provide circa 30 FTE new jobs across the Premier Inn when open (this will depend on contracted hours and business trade). The below outlines recruitment, provision of appropriate training to ensure effective transition into work, and sustainable job outcomes.

Section B Recruitment

The recruitment process for the 'typical' Premier Inn commences approximately 3-4 months ahead of the new site opening. Online vacancies are open through our career's website www.whitbreadcareers.com. All vacancies opened through this portal automatically pull through to the Job Centre Plus website. The Hotel/ Restaurant Manager will then be supported by our Estate Development Project Manager and Estate Development Resourcing Manager to meet, build relationships and work with local employment agencies or such other agencies/ initiatives within the administrative area of the Council. We would seek communication with a representative from the Council to advise on local employment initiatives to ensure this can happen.

Where appropriate and possible, a sector-based work academy may be arranged through Remit Training to support local recruitment. All participants will attend a set period of hospitality and back-to-work based training with a guaranteed interview on completion of the training period.

We will use our best endeavours working with all groups as previously mentioned to continually recruit as many local residents as possible. However, it must be noted that this depends on full cooperation and timely responses from the agencies concerned and the willingness of local residents to choose Premier Inn as their employment choice. As well as our aimed quota of local residents, the team will be made up of internal transfers from positions within the company to ensure we are promoting eligible existing employees. The remainder will be made up of adjacent boroughs.

If our endeavours to recruit as many local residents as possible fails, residents and NEETs applicants from adjoining boroughs will be prioritised where possible in line with good practice in employment recruitment and compliance with the equality's legislation. We will also notify the local authority and seek their help in resolving the situation.

We will work to a proposed recruitment timeline of the following, subject to opening dates:

- 14 weeks to opening - online recruitment channels open (www.whitbreadcareers.co.uk)
- 12 weeks - Job Centre Plus/ local employment initiatives engaged
- 8 weeks w/c - team recruitment starts
- 6 weeks w/c - team fully recruited
- 4 weeks w/c - team documentation checked and received/ contract signing
- 3 weeks w/c - team training starts
- 0 weeks – Site goes live

Section C Training

Whitbread engage with schools, colleges and universities to promote the sector and careers in our company by:

- Providing structured and inspirational 5-10 day work experience for 14-16-year olds
- Engaging local schools, colleges and universities to promote employment opportunities within the local community and wider Whitbread careers.

Whitbread also offers:

- Direct Hire Apprenticeships across a range of roles.
- Offering a broad range of Management Development and Apprenticeships from level 2 through to the new level 5 programme throughout the course of employment.

Our new site opening in Littlehampton will adopt Whitbread's standard new opening training provided by the Estate Development Training Team. All team members will receive a new opening training period of three weeks by department and includes:-

- Role specific tasks and duties and how to complete them
- Guest journey
- Cross departmental training if applicable

At the end of the training period the Management teams receive a full training sign off recommending further training requirements and support, if necessary.

An example of a Bar + Block training plan is included in the Appendix.

As well as our "LEAP" Management development programmes, Whitbread offer apprenticeships that support career progression from entry level to higher level Leadership and Management qualifications.

The new Littlehampton Hotel will be looking to place a minimum of 2 people on the apprenticeship programme within 6 months of opening.

Section D Reporting

We will provide quarterly written submissions of the results to Arun District Council with copies to all relevant departments – beginning post opening. The reports will confirm the number of residents within the administrative area of the Council employed via this Employment and Training Plan. Please note confirmation of employee details will be compliant with the most current GDPR legislation and approved by Whitbread's HR department.

Appendix

- Quarterly data report sheet
- Example of training timeline

*Appendix 1 – Quarterly Data Report Sheet**24/12/2021*

Employment and Training Plan

Date of report
completion/update

No	Employee No.	Borough Resident	Borough of Residence	NEET	Sourcing	New Starter Training	Start Date	No. wks. Employed	Live Contract	Date of Contract End	Additional Training	Additional Training Detail	Comments on 'Non-Live' Contracts
1	3456789	Yes	Southwark	Yes	JCP	New Site Opening	24/07/20	21.9	Yes	N/A	Yes	Apprenticeship level 1	
2	9876541	No	Lewisham	No	Internal	N/A Internal Transfer	01/11/20	7.6	No	24/12/20	No	N/A	Internal transfer to Premier Inn X
3	7353729	Yes	Southwark	Yes	Southwark Works	Induction	12/12/20	1.7	Yes	N/A	Yes	Internal courses	
4													
5													
10													

This is an example of the style of data capture we will provide; however, this is subject to meeting GDPR requirements and may require amendments to comply with current and upcoming GDPR legislation. The sheet will be completed for all employees. It must be noted that this document and further documentation relating to employees is for council review only and must not be made public without further review from Whitbread.

Appendix 2 -Example Training Timeline

Training plans for Bar + Block and Premier Inn run on a three-week timeline plus post opening support where possible. At the end of each day the training team will debrief with management and highlight TMs that may need additional support. The training team will provide a full training sign off document when the site opens which details training received as well as recommendations for any further training, should it be required.

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