

Harlow Position Statement:

Employment and Skills Contributions in new developments

This statement has been agreed between Harlow District Council and Essex County Council officers for the purposes of securing employment and skills contributions in Harlow.

This statement sets out Harlow District Council's approach to delivering employment and skills opportunities from planning applications. Applicants/Developers will be directed to this position statement and not the Essex Developer Contributions Guide in respect of obligations and contributions for the following:

- Employment opportunities
- Skills and training opportunities
- Apprenticeship/work experience schemes
- Direct and in-direct employment opportunities

Harlow Council is committed to maximising the benefits that can be secured for local residents from new developments. This includes the employment and skills opportunities that can be delivered both on the construction phase of a development and where relevant the occupation of the development.

Harlow Local Development Plan

The Harlow Local Development Plan sets out the Vision for the District to 2031 and includes a suite of policies that will deliver the aims and objectives for Harlow. Those objectives include improving educational opportunities and the skills base of local residents. Policy ED3 seeks to support the employment of local people, work related training and education opportunities in major developments.

The full policy is set out below:

ED3 Developing a Skills Strategy for Harlow

A Skills Strategy which improves the skills and education attainment of Harlow residents will be prepared and delivered in partnership with existing and new businesses, Harlow College and University Centre and other partners including the education authority and Education and Skills Funding Agency.

Policy PR4 also seeks to generate new job opportunities for local residents and improve work related training and education through planning obligations on major developments.

The full policy is set out below:

PR4 Improving Job Access and Training

For major development, provision through planning obligations will be sought

for:

- (a) employment of local people;
- (b) work related training provision;
- (c) education opportunities; and
- (d) affordable childcare.

Planning contributions for skills and employment provision will be negotiated and secured on a case by case basis for both major¹ employment and residential developments.

Employment and Skills planning obligations fall into two areas:

- a) the Construction Phase and
- b) the Occupation Phase.

The Occupation Phase is only relevant to sites which will generate employment once the site is developed, (such as employment sites or public sector buildings).

Policy PR4 actively seeks to generate job opportunities and training opportunities for local residents. It focuses on new job opportunities that the development will create, either as long term posts or temporary labour and improving work related training and education opportunities. The aim is to get residents back to work and improve their skills levels.

Action plan for employment and training:

The implementation section of Policy PR4 requires an Applicant to provide separate Employment and Skills action plans for both the construction phase and, where appropriate, the occupation phase. As a minimum the Action Plans should set out the following:

- a schedule of new job opportunities to be created through the proposed development
- the process by which jobs will be advertised to local people
- the method in which the provision of jobs for local residents will be monitored

For development that will provide end user employment opportunities (employment generating schemes) a separate Action Plan should also include:

- an outline of the training provision
- education opportunities
- any childcare support

This should extend to all sub-contractors as well.

Where the provision of on-site jobs, education and training is not possible, an off-site contribution or provision may be negotiated.

The new job opportunities created through a development are not expected to displace existing jobs within the developers and sub-contractors employment, or existing jobs of any final occupier of the building. , Instead they are expected to focus on the new job

¹ As defined by the The Town and Country Planning (Development Management Procedure) (England) Order 2015

opportunities that the development will create – either as long term posts or temporary labour. Job Opportunities shall include any of the following opportunities:

- a. Long-term job creation
- b. Temporary job creation
- c. Work experience
- d. Work placements
- e. Apprenticeships
- f. Pre-employment training scheme placements.

Further detail of what the Action Plan should contain and the process is set out below.

Process for securing on-site jobs and training

The process outlined below is a framework for how the Council will work with the Applicant/Developer to deliver training and employment provision in new developments. It should be seen as a guide only and does not preclude an alternative strategy being agreed with the Council. It provides further detail as to how an Action Plan will be agreed, what it should include and how it will be monitored and managed.

The provision of employment and training/skills falls within two phases of a development:

- a) during the construction phase; and
- b) at the occupation phase

The occupation phase will more likely be in relation to employment generating developments.

Construction Phase:

At the construction phase, an Employment Team will be established which will comprise of:

1. Harlow District Council (HDC)
2. Job Centre Plus (JCP)
3. Harlow College (HC)
4. Applicant/Developer (and possible representatives from lead contractors for the development)

The team will meet to establish an Action Plan for employment and training which will aim to address the following:

- i. Define the potential new job opportunities that the development will create, who the sub-contractors are and the job opportunities that could be created via them, opportunities for work placements for unemployed people and local students (from schools, colleges and universities)
- ii. Understand the support available from the Employment Team (including support available from the Harlow Construction Hub, recruitment of staff, links to training provision, pre-employment training for local unemployed to help make them job-ready)

- iii. Agree process, approach, and schedule regular meetings including meeting with sub-contractors to facilitate delivery of Employment and Training Planning Obligations and support available from Employment Team
- iv. Agree monitoring process – how often, what format feedback on progress is provided to Employment Team

The Applicant/Developer is required to provide the Employment Team with a schedule of new job opportunities that the development is likely to create. The Applicant/Developer needs to include a schedule of sub-contractors, their trades and the likely timescales and indicative numbers of new job opportunities that will be created potentially using a schedule of trades. The schedule will enable the Employment Team to understand the build programme and likely timeframes. The Employment Team will aim to work together to understand when the demand for different trades are likely to be required on the site and look to provide a potential pipeline of suitably skilled local people that are able to apply for these employment opportunities provided by the Applicant/Developer and its sub-Contractors.

All new job opportunities created by the Development (either directly by developer or sub-contractors) need to be notified to the Employment Team so that jobs can be advertised for 2 weeks exclusively to local residents via the Harlow Construction Hub /JCP.

The Employment Team will endeavour to support the Applicant/Developer to:

- i. Actively work with and engage with the Harlow Construction Hub run by Harlow College in linking with them in relation to recruitment, offering work placements and training opportunities
- ii. Maximise the opportunities for work placements and work experience on site for both students (schools, colleges and university students) and for unemployed people (through pre-employment training schemes such as a Sector Based Work Academy)
- iii. Maximise the opportunities to promote careers within the construction industry by the developer linking into schools / colleges to provide careers advice and guidance and linking in with the Job Centre to attend jobs fairs (both for the general population and aimed at young people aged under 25 years old)
- iv. Maximise the opportunities that the development creates for training and up-skilling of local residents within the construction industry. This includes where appropriate Apprenticeship opportunities and supporting local people to access suitable local training opportunities
- v. Consider undertaking and supporting community projects such as supporting practical projects or engaging with local education/skills organisations or community groups

The Applicant/Developer should inform in writing all sub-contractors of their obligations to meet the S106 employment and training obligations. The sub-contractors shall be informed of the key contacts within the Employment Team who they need to contact in order to advertise new job opportunities and to discuss potential work experience / placement opportunities.

Sub-contractors should meet with the Employment Team at least once in order to have the S106 employment and training obligations explained and to understand the processes in place to support the sub-contractors to comply with these obligations.

The Applicant/Developer shall provide the Employment Team with monitoring returns on a bi-monthly basis.

Occupation of the Development

At the occupation phase, a separate Employment Team will be established which will comprise of:

1. Harlow District Council (HDC)
2. Job Centre Plus (JCP)
3. Owner and or Occupier

Ideally this Employment Team will start to meet at least 6 months prior to the first occupation of the site.

An Action Plan will be prepared between the end user of the building/site and the Employment Team which will aim to address the following:

- i. Define the potential job opportunities (broken down into professional and technical jobs) that the site creates. This will identify both the transfer of any existing jobs and new job opportunities
- ii. Understand the end user of the building recruitment process
- iii. Understand the support available from the Employment Team (including recruitment of staff, links to training provision, pre-employment training for local unemployed to help make them job-ready and links to partner organisations that may be able to support the recruitment and training of the end-user)
- iv. Agree a programme of community outreach that promotes career opportunities that are linked to the sector that the end user occupier operates within
- v. Agree process, approach, and regular meetings including meetings and training obligations and support available from Employment Team
- vi. Agree monitoring process – how often, what format feedback on progress is provided to Employment Team

The end user of the building must provide the Employment Team a schedule of new job opportunities that are to be created during the first 12 months of occupation. The schedule shall be submitted having regard to providing equal opportunities² in relation to the training and employment of staff.

All new technical job opportunities created by the end user need to be notified to the Employment Team (especially JCP partner) so that jobs can be advertised for 2 weeks exclusively to local residents via JCP.

The Employment Team will endeavour to work with the end occupier of the site to:

² Occupiers may refer to their own Equal Opportunities Policy if available

- i. Maximise the opportunities for work placements and work experience on site for both students (schools, colleges and university students) and for unemployed people (through pre-employment training schemes such as a Sector Based Work Academy)
- ii. Maximise the opportunities to promote careers opportunities to the local community

The end user of the building to provide the Employment Team with monitoring returns on a bi-monthly basis.