



## **Guidance Note**

**Securing local employment and training  
opportunities through the planning process**

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Version 1

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#### *Introduction*

Wigan Council has published its *Deal 2030*, an ambitious strategy to make the Borough the best place it can be. One way that we will achieve this is by creating a **thriving inclusive economy**, encouraging investment in the Borough to **create employment opportunities for our residents**. We call this *Community Wealth Building*.

Our ambitions for growth are rapidly being realised on the ground: housebuilding is at its highest level since before the financial crisis, major commercial developments are coming forward, and our town centres are steadily being revitalised through a combination of sensitive intervention and large scale development.

It is important that our residents experience the benefits of this change, including the opportunities that this level of investment creates in the construction sector. The Council has published this Guide to explain how it will work with developers to secure, through the planning process, employment, and training opportunities for Wigan Borough residents during the construction and, as appropriate, the operation of their developments.

#### *Planning Policy*

Wigan Council published its planning Core Strategy in 2013. Policy CP5 states:

We will help create sustainable economic growth; boost our economic performance and profile; and provide a wider range of job opportunities, by...

... Seeking agreement with employers and developers to enter into local labour and training agreements through planning obligations or other mechanisms where appropriate.

#### *How will the Council aim to secure these aims?*

The Council will use planning conditions, or exceptionally Section 106 agreements, to commit developers to submitting and implementing an Employment and Training Plan. The text of the conditions that the Council will normally propose is included in Appendix 1.

This Guide sets out the information that an Employment and Training Plan should normally cover.

The Council will make available its own services to engage with developers and advise them on Employment and Training Plans, and to provide direct assistance in implementing them.

## *Which developments will this apply to?*

Although all developers and contractors are encouraged to recruit and train locally wherever possible, the Council recognises that the greatest opportunity to secure high quality employment and sustainable training opportunities is in association with larger developments. These are typically delivered by organisations employing more people and are implemented over a timescale that allows meaningful training programmes to be completed. Employment and Training Plans will be required in respect of applications at or above the following thresholds:

- Residential schemes of over 50 units or a site area of 2 hectares or more
- Retail, commercial, and industrial schemes with a floorspace of 2,000 sq m or more, or on sites of 2 hectares or more
- Educational, hospital, leisure, and recreation schemes on sites of 2 hectares or more
- Schemes with 2 or more land uses on sites of 1.5 hectares or more
- Changes of use of building(s) with a gross floor area of 1,500 sq m or more.
- Any scheme requiring an Environmental Impact Assessment.

## *What does an Employment and Training Plan need to contain?*

Every development is different, and developers should ensure that they have identified the opportunities to achieve the most impact in respect of local employment and training. At the same time the Council wants to ensure that the Plans submitted are broadly consistent in overall scope and format; and in particular that a common set of indicators is reported on, to allow the outcomes achieved to be aggregated at a Borough-wide level and set alongside other monitoring data.

The table below sets out the content that an Employment and Training Plan is expected to contain, along with signposts to sources of further information that will be of assistance. We expect details of the plan to include commitments with regard to delivery from both the main developer and any sub-contractors that may be contracted to work on the project. We expect the activity to take place within Wigan borough, and/or with Wigan residents.

<b>Heading</b>	<b>Detailed requirement and source of information</b>
School and College Engagement	<ul style="list-style-type: none"><li>• Awareness raising projects to raise local aspiration and awareness of career pathway within construction industry<ul style="list-style-type: none"><li>○ Assemblies</li><li>○ Workshops</li><li>○ Careers advice</li><li>○ Site visits</li><li>○ Mentors</li></ul></li><li>• Depending on length of contract, consider identifying manager to support a school as an Enterprise Adviser in Wigan (<a href="https://www.careersandenterprise.co.uk/employers-volunteers/join-enterprise-adviser-network">https://www.careersandenterprise.co.uk/employers-volunteers/join-enterprise-adviser-network</a>)</li></ul>

Traineeships	<ul style="list-style-type: none"> <li>Offer Traineeships onsite or in office-based roles as route for young people in the borough to try roles and gain work experience (<a href="https://www.gov.uk/government/collections/traineeships--2">https://www.gov.uk/government/collections/traineeships--2</a>)</li> </ul>
Apprenticeships	<ul style="list-style-type: none"> <li>Identify the level of Apprenticeships that will be offered/supported through the scheme. We would like to see how Wigan residents will be supported to apply for these roles and prioritised for local opportunities either directly with the contractor or via your supply chain.</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>Identify the number of work experience opportunities that can be offered to people in the borough through the contract, ideally for school pupils, college students on technical courses, and adults seeking employment.</li> <li>It would also be useful to highlight any opportunities that could be offered to priority groups such as care leavers and young people/adults with special needs who face additional barriers in seeking employment.</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>Offer prioritised opportunities for Wigan residents to support our community wealth building principles.</li> <li>Identify opportunities to support long term unemployed and residents with additional barriers to access work opportunities (eg care leavers, offenders, health conditions and disabilities).</li> <li>Consider potential to offer a SWAP for large scale recruitment with guaranteed interviews for Wigan jobseekers. (<a href="https://www.gov.uk/government/publications/sector-based-work-academies-employer-guide/sector-based-work-academies-employer-guide">https://www.gov.uk/government/publications/sector-based-work-academies-employer-guide/sector-based-work-academies-employer-guide</a>).</li> </ul>
Local Provider Links	<ul style="list-style-type: none"> <li>Outline plans to engage with local partners such as schools, colleges, Job Centre Plus, and training providers to ensure local residents are upskilled and enabled to complete for jobs offered through the scheme.</li> </ul>
Wigan Employment & Skills Strategy	<ul style="list-style-type: none"> <li>Outline how your organisation will support the objectives of our Employment &amp; Skills Strategy through this contract. (<a href="https://www.wigan.gov.uk/Docs/PDF/Resident/Jobs-Careers/Employability-and-skills-strategy.pdf">https://www.wigan.gov.uk/Docs/PDF/Resident/Jobs-Careers/Employability-and-skills-strategy.pdf</a>).</li> </ul>

### *Indicators to be reported upon*

To allow the impact of Employment and Training Plans to be tracked alongside other measures put in place under the Community Wealth Building theme, each Plan should include, as a minimum, the National TOMS Framework measures indicated below as core measures that all contractors will be required to report on:

NT2	% of local employees (FTE) on contract
NT3	No. of employees (FTE) hired on the contract who are long term unemployed (unemployed for a year or longer) as a result of a recruitment programme
NT4	No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme

NT8	No. of staff hours spent on local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks (including preparation time)
NT10	No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+
NT11	No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 young person)
NT12	No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)
NT41	Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation
NT42	% of contractors in the supply chain required (or supported if they are micro and small business) to pay at least Real Living wage
NT28	Donations or in-kind contributions to local community projects (£ & materials)
NT29	No hours volunteering time provided to support local community projects

National TOMs Framework; Social Value Portal Ltd

There are additional National TOMS Framework measure that could be included within the plan that can be accessed from: [www.socialvalueportal.com](http://www.socialvalueportal.com)

### *Monitoring Arrangements*

Monitoring will be undertaken on a 6 monthly cycle led by an officer from Skills and Enterprise. This officer will support the developer/applicant to ensure delivery of the Employment and Training Plan. The developer/applicant will also complete an end of scheme evaluation that needs to be submitted within 3 months of completion of the scheme to outline all performance targets delivered and the economic and community benefits achieved.

### *Useful links*

#### Wigan Core Strategy

<https://www.wigan.gov.uk/Council/Strategies-Plans-and-Policies/Planning/Local-plan/CoreStrategy.aspx>

#### Wigan Deal 2030

<https://www.wigan.gov.uk/Council/Strategies-Plans-and-Policies/Deal-2030.aspx>

#### Wigan Employment & Skill Strategy

<https://www.wigan.gov.uk/Docs/PDF/Resident/Jobs-Careers/Employability-and-skills-strategy.pdf>

#### Wigan Community Wealth Building

<https://www.wigan.gov.uk/Council/The-Deal/Community-Wealth-Building.aspx>

### *Standard Conditions*

Where an Employment and Training Plan is to be required, the Council will normally impose the following conditions or conditions, and reasons, on any planning permission. The conditions may be varied to reflect the circumstances of a particular development if necessary.

#### *Condition for all developments above the threshold identified above:*

No development shall commence until details of a Construction Training and Employment Management Plan (CT&EMP) phase has been submitted to, and approved in writing by, the Local Planning Authority. The CT&EMP will aim to promote training and employment opportunities for local people and include:

- Measures to ensure the owner and contractors work directly with local employment and training agencies;
- Targets for employing local labour;
- Targets for work experience opportunities;
- Measures to provide training opportunities in respect of any new jobs created; and
- Requirements to submit monitoring information on the plan at regular intervals to the Local Planning Authority.

The development shall be carried out in accordance with the agreed CT&EMP(s) and any amendments to the CT&EMP(s) shall be agreed in writing with the Local Planning Authority.

**Reason:** To encourage and promote training and employment opportunities for local people through the construction of the development, having regard to Policy CP5 of the Wigan Local Plan Core Strategy and the revised National Planning Policy Framework (2019).

#### *Additional condition for developments that will accommodate employment-generating end users:*

No part of the development hereby approved shall be occupied until details of a Training and Employment Management Plan (T&EMP) relevant to that part, has been submitted to, and approved in writing by, the Local Planning Authority. The T&EMP(s) will aim to promote training and employment opportunities for local people and include:

- Measures to ensure the owner and contractors work directly with local employment and training agencies;
- Targets for employing local labour;
- Targets for work experience opportunities;
- Measures to provide training opportunities in respect of any new jobs created; and
- Requirements to submit monitoring information on the plan at regular intervals to the Local Planning Authority.

The development shall be occupied in accordance with the agreed T&EMP(s) and any amendments to the T&EMP(s) shall be agreed in writing with the Local Planning Authority.

**Reason:** To encourage and promote training and employment opportunities for local people through the construction of the development, having regard to Policy CP5 of the Wigan Local Plan Core Strategy and the revised National Planning Policy Framework (2019).

*Informative:*

The Council has produced a Guidance Note setting out how developers should use employment and training plans to maximise the positive impact of their development. This can be viewed on the Council's website at

[https://www.wigan.gov.uk/Resident/Planning-and-Building-Control/Planning/Policies-and-Guidance/Planning-Guidance.aspx"](https://www.wigan.gov.uk/Resident/Planning-and-Building-Control/Planning/Policies-and-Guidance/Planning-Guidance.aspx)

The Employment and Training Plan should be submitted and signed off as part of planning conditions prior to scheme commencement.