

# Guidance to developing employment and training schemes



WILLIAM  
DAVIS



**CHESTERFIELD**  
BOROUGH COUNCIL





**We want to work with the construction industry to both strengthen our local supply chain and develop the next generation of skilled staff.**

 **£2 billion**  
£2billion of key developments

 **100%**  
The council secures local labour planning conditions on 100% of all major planning applications.

# Guidance to developing employment and training schemes

## Foreword

This document provides guidance for contractors and developers on creating skills and employment schemes to satisfy ‘Local Labour Clauses’ applied to all Major Planning applications across the borough.

Improving quality of life for local people is a key objective within the council plan that supports the council’s vision of ‘putting our communities first’. We seek to develop an inclusive and environmentally sustainable approach to growth, under which the council commits to increasing apprenticeship participation, reducing youth unemployment, and enabling local businesses and residents to access a wide range of skills and education opportunities.

Improving the skills and work readiness of individuals in Chesterfield is vital to ensuring that local people and businesses can access opportunities resulting from investment. That is why we aim to maximise the number of training, employment and supply chain opportunities for local people from new developments.

Chesterfield is currently enjoying considerable investment with over £2 billion of key developments taking place across key sites, capital and infrastructure and as a result of significant growth in house building.

To maximise the benefits of this investment, Chesterfield Borough Council take a proactive approach to securing local labour clauses and supply chain contracts both in terms of its own procurement processes and through the negotiation of section 106 agreements on planning applications. Currently, the council secures local labour planning conditions on 100% of all major planning applications. We want to work with the construction industry to both strengthen our local supply chain and develop the next generation of skilled staff.

This document aims to provide applicants advice and assistance with creating an Employment and Training Scheme and to outline how the council will provide support and guidance during the planning and construction phases to maximise the opportunities and benefits of training and employment from construction activity in Chesterfield.





# Employment and training scheme – guidance for developers

This guidance supports planning policy CLP6 within the Chesterfield Borough Local Plan 2018-2035 in seeking to help monitor and work towards its strategic objectives.

No two employment and training schemes are the same, however the purpose of this document is to inform applicants of the process, the support available and the most important aspects to include.

The approach within the Local Plan is based on the Council Plan for Chesterfield Borough and its priority to ‘improve quality of life for local people’ and in line with our Growth Strategy to ‘ensure local people have the right skills to support progression in the labour market and benefit from future employment opportunities’.

This document will set out the purpose of, and provide guidance towards, creating an employment and training scheme. It will also cover what we monitor under local labour planning conditions, and the benefits this provides to the community, council and to all applicants.

## Local labour planning conditions and major planning applications

All major planning applications will be subject to a local labour planning condition, a condition that requires an employment and training scheme to be submitted prior to commencement.

The typical wording of the condition is as follows:

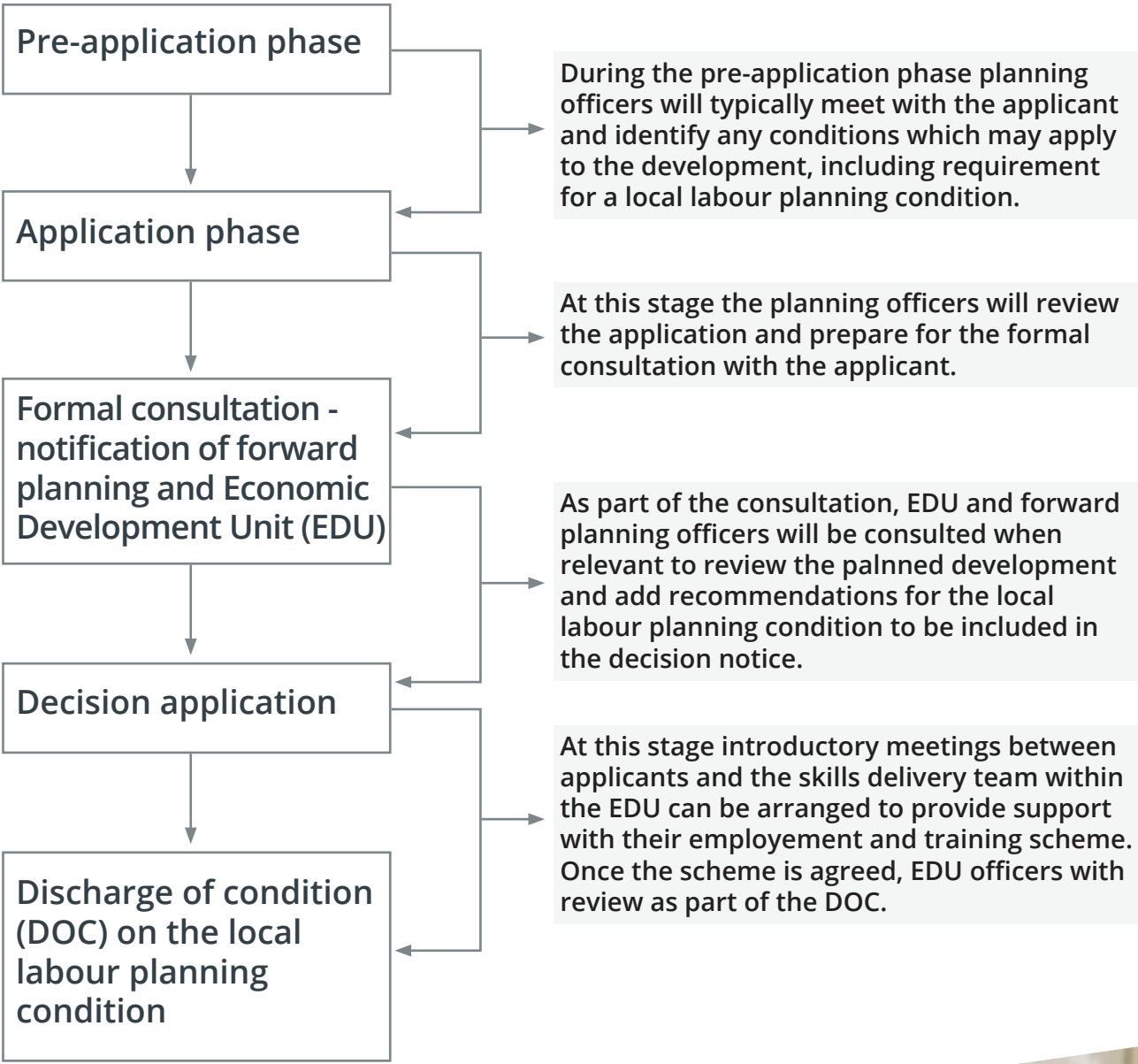
**“Prior to development commencing an employment and training scheme shall be submitted to the local planning authority for consideration and written approval. The scheme shall include a strategy to promote local supply chain, employment and training opportunities throughout the construction of the development.”**

A major planning application is defined as:

- The creation of 10 or more residential units.
- Residential development on a site of 0.5 hectares or more (where the number of residential units is not yet known i.e. for outline applications).
- Non-Residential development or change of use on a site of at least 1 hectare.
- Creation or change of use of 1000 square metres or more of gross floor space (not including housing).

For some larger or more complex planning applications the requirement may be written into a planning obligation (a legal agreement between the council and applicant/landowner) known as a Section 106 agreement. For developments below the above size, applicants may be encouraged to submit an Employment and Training Scheme on a voluntary basis.

## Stages of the planning process







## Monitoring arrangements for local labour planning conditions

The team responsible for supporting with the development implementation and monitoring of Employment and Training Schemes is the Economic Development Unit. Whilst the discharge of planning conditions and other stages of the planning process will be handled under the normal process via the planning department, the main contact for monitoring related to skills and employment during the construction phase will be the skills delivery officer within the Economic Development unit.

### Support to develop and implement scheme

Before the construction phase begins, the skills delivery officer will be available to meet with applicants and contractors to provide tailored support with the development of their Employment and Training Scheme. During discussion with officers, activities that support the promotion of employment, training and supply chain opportunities will be identified as activities to be contained within the scheme.

Where appropriate the skills delivery officer will facilitate introductions between local schools, colleges, and other partners who can support with the implementation of the scheme. Support is also available through the Economic Development Unit in respect of supply chain development activity including 'Meet the Buyer' events.

### Monitoring support

The content of the final Employment and Training Scheme is agreed by the Skills Delivery Officer in discussion with the applicant and main contractor. The case officer is then informed that it has been agreed, and the clause of the agreement can be formally discharged.

Skills Delivery Officers will liaise with the applicant throughout the lifetime of the scheme and will be responsible for carrying out quarterly monitoring returns with the applicant or main contractor. Officers will also be on hand to support monitoring and any other queries.

For Further information please contact the Economic Development Unit at [economic.development@chesterfield.gov.uk](mailto:economic.development@chesterfield.gov.uk).

## Methods of monitoring local labour planning conditions

To understand the impact of development in terms of skills and employment, the primary information that the local labour planning condition seeks to monitor covers the following:

- Number of jobs created on site.
- Number of apprenticeships enabled by contractors and subcontractors.
- Numbers of employees defined as "local labour" (living within 20 miles/45 minutes of the site).
- Value of contracts awarded to local supply chain businesses.
- Information on wider outputs, including things such as site visits with schools or education providers and visits to schools, work experience and training, community events, etc.

The Construction Industry and Training Board (CITB) also defines the following methods and key performance indicators (KPIs) as examples of how employment and training schemes can measure commitment to employment and skills (further information on KPI's and CITB-suggested benchmarks depending on development size and scope can be found on the CITB website).

- Work experience placements with students and/or local community bodies.
- Jobs Created – apprentices, new employees and graduates.
- Jobs started - the creation of new and sustainable opportunities
- Careers Events – site visits, careers advice days, school visits etc.
- Training Weeks – new registrations for apprentices, trainees and higher qualifications.
- Qualifications Achieved – qualifications as above, other short courses and training etc.
- Green skills training
- Case Studies – examples of achievement or best practice within the organisation.





# Case studies – examples of best practice and benefits of local labour

## 1. Skylarks, Dunston Grange (William Davis Homes)

William Davis Homes is a privately-owned business with more than eight decades of experience as a housebuilder in the midlands, with active developments currently in Leicestershire, Nottinghamshire, Derbyshire, Warwickshire and Worcestershire.

As part of the employment and training scheme submitted by the company, it outlined its approach to training and provided details on its in-house apprenticeship programme. As well as setting out how it engages with local further education institutes, sustains current apprentices and creates new apprenticeship opportunities.

In January of 2022, Chesterfield MP and shadow minister Toby Perkins, accompanied by Chesterfield Borough Council's deputy leader Cllr Amanda Serjeant and representatives from Chesterfield College, attended a visit to the site to present certificates to three apprentices who were completing their courses with William Davis. Both Chesterfield Borough Council and Chesterfield College worked closely with the developer to ensure these local apprenticeships were created.

"It's rewarding to see these three completing their apprenticeships after what has been a difficult couple of years for them. They have seen their training disrupted because of the pandemic and I'm proud of the resilience and commitment they have shown despite this challenge."

"We were also pleased to work with Chesterfield College and the Borough Council to offer our apprenticeships to young people in the Chesterfield area looking to build a career in construction. Over the years, a large part of our workforce has been built on apprenticeships and we aim to continue to create these opportunities."

William Davis Homes HR manager, said: "I believe apprenticeships offer a long-term viable career option for young people. The scope of apprenticeships has moved on considerably with degree level apprenticeships now on offer so there are many routes available. As an employer our business is very much built on apprenticeships as a large proportion of our workforce has come through our annual apprenticeship programme and many of those individuals have remained with the company so we have a very successful model in demonstrating how apprenticeships can benefit the business long-term. Our apprenticeship programme allows us to develop our home-grown talent pipeline and it's a route we would recommend to employers. I think that when you take on an apprentice it creates loyalty – we have trained and invested in that individual, and they build strong positive relationships with their mentors. They look forward to building a career with the company and it is very much a two-way partnership that brings long term benefits for all."

“From starting the apprenticeship and not really having many skills, to seeing my skills grow daily as the site is developing it has been a great experience. Learning whilst I’m getting paid has been very motivating and I hope to continue working for the company when I’ve completed my apprenticeship. When starting my apprenticeship, there were just a few houses that were being built and now with 200 houses on the site it’s like the site is growing with us which is rewarding to see.”  
**Joshua** apprentice joiner



“I saw the apprenticeship online and seeing a new company from Leicester come to Dunston interested me and it sparked something, so I decided to take the opportunity and it’s been great. Through the apprenticeship you get the qualifications you need and good site experience to succeed in the industry.”  
**Kieran** apprentice bricklayer

“I found out about the apprenticeship programme online, applied and was lucky enough to get the job. It gives me a real sense of independence; I can learn skills on the job and earn money as well. I came out of school and didn’t know what I wanted to do, I thought why not give it a go, I know a few people in the trade so thought go for it. Doing an apprenticeship is the best thing you’ll ever do; you’ve got a job for life and your skills will always stay with you.”  
**Dominic** apprentice joiner





# Case Studies – Best Practice in delivering against Local Labour Planning Conditions

## 2. Health and Wellbeing Hub, Chesterfield Royal Hospital (Stepnell)

Stepnell was the main contractor on the Chesterfield Royal Hospital’s Health and Wellbeing Hub, which was completed in March 2023. The £2m Hub – designed as a retreat, relaxation area and rejuvenating space for all colleagues at the hospital – was funded by the Chesterfield Royal Charity. Submitted as a major planning application, the scheme was subject to a local labour planning condition.

Stepnell believe in delivering maximum project quality and value for clients which includes leaving a positive legacy for communities and the environment; values that are aligned with the requirements of local labour planning conditions.

Scott Fullaway, Senior Site Manager and Project Lead for Stepnell said: “To be able to work on this special project for my local NHS Trust was really rewarding; especially because I was born here 32 years ago! This is an amazing project that will support NHS teams and individuals for years to come, and I was delighted to be able to work on the building and development of Chesterfield Royal Hospital’s Health and Wellbeing Hub for staff now, and for generations to come.”

To develop their future talent pipeline, they build relationships with schools and colleges, whilst also offering paid and unpaid work experience, and recruit apprentices and trainees. 18% of their workforce is studying for externally validated qualifications and 100% of apprentices are taken on at the end of their training.

Sue Woollett, social value manager, worked closely with the site team and Chesterfield College to provide opportunities to local young people. Sue delivered Personal Branding and Soft Skills for Employment workshops to the Level 1 BTEC Painting and Decorating and also Level 1 Construction students. Five Year 12 and one Year 13 students from the college joined Stepnell for work experience, each doing one week on-site as part of their Level 3 BTEC Construction and the Built Environment.

Terry Brickles from Chesterfield College stated that “Undertaking work experience with Stepnell on the wellbeing hub in Chesterfield is a unique opportunity of gaining valuable skills in the workplace supported by sector specialists. The Importance of work experience is one of the best practices for local labour to provide opportunities for young people to meet skills shortages within the construction Industry.”

Engaging with the local community is something Stepnell strive to do, therefore, in collaboration with Chesterfield Borough Council and the Chesterfield Property and Construction Forum, four Stepnell employees took part in three Construction careers workshops to help raise awareness of the opportunities available to school leavers within the sector locally.



# Case Studies – Best Practice in delivering Meet the Buyer Events

## 3. Stephenson Memorial Hall, Chesterfield Town Centre (GF Tomlinson)

GF Tomlinson are the main contractor on Chesterfield Borough Council’s historic Stephenson Memorial Hall refurbishment.

As part of the employment and training scheme submitted by the company, GF Tomlinson made commitments to support Chesterfield Borough Council and their key partners to enhance skills and employment within the borough, in line with activity from the Chesterfield Skills Action Plan (2023-27). This included commitments such as providing work experience and apprenticeship opportunities to local students, donating surplus construction materials to Chesterfield College to support the Construction Skills Hub, and hosting a Meet the Buyer Event for the local supply chain.

Chesterfield Borough Council’s Skills Delivery team supported with the organisation of the Meet the Buyer event and provided relevant contact details for key partners to help GF Tomlinson achieve the aims of their employment and training scheme.

Gemma Thorpe, Senior Bid and Marketing Co-ordinator at GF Tomlinson, said: “Our close engagement with the council has proved to be extremely beneficial in the development of the Stephenson Memorial Hall Employment and Training Scheme. Through regular liaison, we have been able to ensure the plan is tailored to their requirements for local employment, skills and social value opportunities. The Council’s guidance has also aided us in the introduction to key stakeholders such as Chesterfield College and other local employment and training providers, helping to offer employment and skills opportunities locally.”

More than 60 members of the supply chain came to the Meet the Buyer event to learn about opportunities available within the project. GF Tomlinson then appointed work packages to local companies.

Following the success of the Meet the Buyer event, as of February 2024 local spend (within a 20-mile radius) currently stands at 99% and local labour sits at 60% .

You can read more about these case studies by visiting:





Contact us:

**Emily Williams**, skills delivery officer

Email: **[Emily.Williams@Chesterfield.gov.uk](mailto:Emily.Williams@Chesterfield.gov.uk)**

Phone: **01246 959717**

**Max Denton**, skills delivery assistant

Email: **[Max.Denton@chesterfield.gov.uk](mailto:Max.Denton@chesterfield.gov.uk)**

Phone: **01246936250**



**CHESTERFIELD**  
BOROUGH COUNCIL