

**London Borough of Lambeth Construction Employment and Skills Plan:**  
*Insert development name / Developer / Address*

<b>1.</b>	<b>Introduction</b>																		
	<p><i>Insert developer name</i> (or main contractor on behalf of) commits to discharge its S106 obligations in relation to Employment and Skills in respect of the development <i>Insert development name and address</i>.</p> <p>This Employment and Skills Plan provides details of how <i>Insert developer name</i> will meet the priorities of the Council and deliver against S106 obligations in relation to Employment and Skills at <i>Insert development name</i>.</p>																		
<b>2.</b>	<b>Development Details</b>																		
	<p><i>Insert development description (from planning agreement)</i></p> <table border="1"> <tr> <td>Planning Reference no:</td> <td></td> </tr> <tr> <td>Planned implementation date (construction phase):</td> <td></td> </tr> <tr> <td>Planned completion date (construction phase):</td> <td></td> </tr> <tr> <td>Planned occupation date (end use phase):</td> <td></td> </tr> <tr> <td>Number of residential units</td> <td></td> </tr> <tr> <td>Gross internal area (residential)</td> <td></td> </tr> <tr> <td>Gross internal area (commercial)</td> <td></td> </tr> <tr> <td>Total Construction Jobs Forecast</td> <td></td> </tr> <tr> <td>Build value</td> <td></td> </tr> </table>	Planning Reference no:		Planned implementation date (construction phase):		Planned completion date (construction phase):		Planned occupation date (end use phase):		Number of residential units		Gross internal area (residential)		Gross internal area (commercial)		Total Construction Jobs Forecast		Build value	
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<b>3.</b>	<b>S106 Obligations – Summary</b>																		
	<p>Schedule <b>X</b> of the S106 for <i>Insert development name</i> sets out the obligations relating to employment and skills. In summary, the S106 requires provision of the following during the construction phase of the development:</p> <ul style="list-style-type: none"> <li>• A nominated point of contact with responsibility for ensuring delivery of employment and skills obligations detailed in this plan, including those passed down contractually to any contractors/sub-contractors appointed</li> <li>• A timetable for works to commence on site, no less than eight weeks in advance of implementation. A construction programme is to be included in this plan; see page 9 for an example of a labour forecast histogram</li> <li>• 25% local labour on site during the construction phase of development</li> <li>• <b>XX</b> local apprentices working towards a minimum NVQ level 2 on site during the construction phase of development</li> </ul>																		

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	<ul style="list-style-type: none"> <li>• Notification of all opportunities (jobs, apprenticeships, work experience, training) arising from the development through Lambeth Council Opportunity Lambeth web-based portal, in accordance with timelines set out in <b>Schedule X</b></li> <li>• Development of bespoke pre-employment training for local people in conjunction with Lambeth Council for opportunities arising from the development with guaranteed interviews for course completers</li> <li>• Commitment to achieving employment and skills outcomes derived from the S106 planning agreement as defined at section 4 of this Employment &amp; Skills Plan, ensuring there are adequate resources to meet the provisions of this Employment &amp; Skills Plan</li> <li>• An agreed schedule of outcome reporting (through Lambeth Council defined process, and monitoring visits for the purposes of evidence verification. Monitoring schedule, outcome definitions and evidence requirements will be provided by Lambeth Council</li> <li>• Completed Worksmart Template (please refer to page 8 and 9 of this ESP) detailing proposed Careers Inspiration and Employability related activity for delivery in schools, FE, or other establishments as agreed with Lambeth Council</li> <li>• Ensure that any contractors, subcontractors and future business tenants engage with the Council's Economic Inclusion team to deliver outcomes set out in this Employment &amp; Skills plan, detailing these requirements in all tender documentation for construction and end use (commercial) contracts</li> <li>•</li> </ul>						
<b>4. Nominated Coordinator &amp; Project Lead</b>							
	<p><i>Insert developer name (or main contractor on behalf of)</i> will identify a Workplace Co-ordinator (WPC), operationally responsible for co-ordinating the delivery of employment and skills outcomes during the construction phase.</p> <table border="1" data-bbox="284 1357 1430 1541"> <tr> <td data-bbox="284 1357 743 1417">Workplace Co-Ordinator Name</td> <td data-bbox="743 1357 1430 1417"></td> </tr> <tr> <td data-bbox="284 1417 743 1478">WPC Job Title</td> <td data-bbox="743 1417 1430 1478"></td> </tr> <tr> <td data-bbox="284 1478 743 1541">WPC Contact Details (Tel/Email)</td> <td data-bbox="743 1478 1430 1541"></td> </tr> </table> <p>The Work Place Coordinator will:</p> <ul style="list-style-type: none"> <li>• Work directly with Lambeth Council (or the Council's nominated employment vehicle) to ensure delivery of all obligations relating to the development as required through S106 planning agreement</li> <li>• Act as the operational point of contact on the development with operational oversight of the obligations, including submission of monthly and/or quarterly performance reports as required through S106 planning agreement</li> <li>• Engage with contractors from the tender period onwards to ensure they have an understanding of, and adhere fully to the Employment and Skills Plan requirements</li> </ul>	Workplace Co-Ordinator Name		WPC Job Title		WPC Contact Details (Tel/Email)	
Workplace Co-Ordinator Name							
WPC Job Title							
WPC Contact Details (Tel/Email)							

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- Meet regularly with Lambeth Council to discuss progress towards targets, future activities and labour needs.

*Insert developer name (or main contractor on behalf of)* will also identify a Project Director (PD), with overall responsibility for delivery of employment and skills outcomes during the construction phase.

Project Director Name	
PD Job Title	
PD Contact Details (Tel/Email)	

The Project Lead/Director will:

- Ensure all adequate provisions are in place to fully support the delivery of employment and skills outcomes as required through S106 planning agreement
- Ensure that targets are contractually passed on to sub-contractors

**5. Outcome Targets & Profile – Construction Phase**

	Outcome	Year 1 Q1/2	Year 1 Q3/4	Year 2 Q1/2	Year 2 Q3/4	Total
1.	Job starts for local people					
2.	Apprenticeship starts for local people					
3.	Training opportunities for local people (cohorts)					
4.	Worksmart – activities/events					
5.	Worksmart – work experience					

**6. Work Experience Information**

*Please identify below potential work area and proposed timelines for delivery of **XX** work experience opportunities e.g. Document Controller, Drylining, Formwork, Site Admin*

Work Experience Opportunity	Number	Anticipated Start Date

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**7. Apprenticeship Information**

Please complete the table below, detailing the anticipated trades and timelines for profiled apprenticeship starts over the lifetime of the build:

<b>Apprenticeship Trade Area (e.g. Formwork, Drylining)</b>	<b>Number</b>	<b>Anticipated Start Date</b>

**8. Training Opportunities**

Please outline timeframes and trade areas where bespoke training for local people resulting in guaranteed interviews will be delivered over the lifetime of the build:

<b>Roles/Trade Area</b>	<b>Training</b>	<b>Anticipated Start Date</b>
<i>e.g. Labourers, traffic marshall</i>	<i>e.g. CSCS, CPCS, Traffic Marshall</i>	
<i>e.g. Site security, facilities</i>	<i>e.g. CSCS, SIA</i>	

Lambeth Council will support the delivery of these outcomes through linking *Insert developer name* with local training providers as appropriate/available.

**9. Delivery Methodology**

*Please outline briefly the activity you will undertake to deliver the targets detailed above, including but not limited to; contractor/sub-contractor engagement and monitoring, advertisement of opportunities on the Opportunity Lambeth Portal, engagement with organisations for sourcing of local people e.g. JobcentrePlus, housing associations, employment and training providers, FE and HE establishments, development of training*

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	<p><i>opportunities for local people supporting access to roles arising on site (e.g. engagement with TfL/CITB skills providers)</i></p>
<b>10.</b>	<b>Monitoring and Reporting</b>
	<p>On formal agreement of this Employment and Skills Plan, a meeting between Lambeth Council and <b><i>Insert developer name</i></b> will take place to inform on Lambeth monitoring and verification systems, and a monitoring schedule agreed. A schedule of monitoring, outcome definitions and evidence requirements will be provide at this meeting.</p> <p>Reporting will be submitted electronically in the agreed format on a monthly basis, for review on a quarterly basis (or as defined in S106 agreement). A representative from the council will then attend site to undertake monitoring and ensure that <b><i>Insert developer name</i></b> is meeting S106 obligations.</p> <p>Quarterly review meetings will be held between <b><i>Insert developer name</i></b> and Lambeth Council to review progress against targets within this ESP and any other matters arising. If underperformance is identified, more frequent meetings may be required to address this.</p>
<b>11.</b>	<b>Reasonable Endeavours</b>
	<p>The primary requirement in relation to the undertaking of reasonable endeavours is consistent, responsive and regular communication with Lambeth Council in relation to achievement of the obligations within this Employment and Skills Plan.</p> <p>Reasonable endeavours would also include:</p> <ul style="list-style-type: none"> <li>• Full engagement on recruitment with Lambeth Council and use of Opportunity Lambeth web portal as primary recruitment tool for all new vacancies;</li> <li>• Timely advertisement of appropriate numbers of opportunities required to meet targets e.g. jobs for local people, apprenticeships for local people;</li> <li>• Timely and accurate submission of all required documents including Worksmart template, monitoring information and provision of evidence on request;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Delivery of the content of the Worksmart offer in line with Lambeth Council requests;</li> <li>• Adherence to required notice period for opportunities arising from the development;</li> <li>• Attendance at meetings to discuss progress towards targets and ongoing commitment to deliver maximum benefit for local people in line with S106 planning agreement</li> <li>• Provision for delivery of bespoke pre-employment and skills training for Lambeth residents that will provide them with the skills to access the jobs that are being created</li> </ul>
<b>12.</b>	<b>End Use Obligations</b>
	<p>The S106 agreement for <i>Insert development name</i> identifies a requirement for engagement of local people for end use (commercial) opportunities.</p> <p>As such, an End Use Employment &amp; Skills Plan detailing how this will be achieved is required for submission to Lambeth Council a minimum of six months before occupation to enable adequate training and preparation of local people for opportunities arising from the end use phase of development.</p> <p>The plan shall include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>• End use (commercial) occupiers/managing agents/contractors</li> <li>• End use workforce requirements including job role and proposed start date, to meet S106 requirement for engagement of local people</li> <li>• Detail of any proposed apprenticeships for end use phase of development</li> <li>• Inclusion of commitments to recruitment of local people in any tender documentation for contracts relating to end use phase</li> </ul>

# WorkSmart Activity Template

Theme or Measure	Example of activity	Audience (Tick all that apply)	Comments/Health & Safety Considerations
1. Career Inspiration	<ul style="list-style-type: none"> <li>Speakers from the world of work</li> <li>Role Models to inspire and encourage career progression</li> </ul> <p><i>Please give details of the objective of the activity, the sector on which it focuses, and an indication of the time required to deliver the activity.</i></p>	Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post 16/Young People <input type="checkbox"/> SEND* <input type="checkbox"/> Adult <input type="checkbox"/> NEET** <input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Work 'taster' events such as profession/role-based activities, role play, games, and competitions</li> </ul> <p><i>Please give details of the objective of the activity, the sector on which it focuses, and an indication of the time required to deliver the activity.</i></p>	Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post 16/Young People <input type="checkbox"/> SEND* <input type="checkbox"/> Adult <input type="checkbox"/> NEET <input type="checkbox"/>	
2. Employability	<ul style="list-style-type: none"> <li>Mentoring and support for specific group e.g. academic underachievers/high achievers, looked after children/care leavers, pupils at-risk of exclusion, jobseekers</li> </ul> <p><i>Please indicate the type of activity, and the proposed beneficiaries. Please also include details of how this will be delivered including the duration of proposed activity.</i></p>	Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post 16 <input type="checkbox"/> SEND* <input type="checkbox"/> Adult <input type="checkbox"/> NEET** <input type="checkbox"/>	
	Job Preparation for example sessions on: <ul style="list-style-type: none"> <li>Employer Expectations</li> <li>Employer-led mock interview and preparation</li> <li>Interview Preparation barriers to employment</li> </ul> <p><i>Please indicate the type of activity, and the proposed audience / beneficiaries. Please also include details of how this will be delivered including the duration of proposed activity.</i></p>	Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post 16 <input type="checkbox"/> SEND* <input type="checkbox"/> Adult <input type="checkbox"/> NEET** <input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Interactive activity at events e.g. jobs fairs, careers events</li> </ul> <p><i>Please indicate the type of activity and details of how this will be delivered, including the duration of proposed activity.</i></p>	Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post 16 <input type="checkbox"/> SEND* <input type="checkbox"/>	
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		Adult		
		NEET**		
<b>3. Curriculum Development</b>	<p>➤ Involving employers in curriculum design – sector led joint activity to bring employer relevance into lessons (medium to long term intervention with schools/FE/HE establishments/training providers)</p> <p><i>Please give your ideas on the subject areas or sectors in which you could provide support with curriculum development.</i></p>	Primary		
		Secondary		
		Post 16		
		SEND*		
		FE/HE		
<b>4. Work Based Learning</b>	<p>➤ Workplace visits</p> <p><i>Please give details of the proposed visit(s), the sector of focus and proposed duration. Please advise if the visits are suitable for a variety of age ranges; please also consider health and safety implications e.g. safety equipment, PPE</i></p>	Primary		
		Secondary		
		Post 16		
		SEND*		
		Adult		
		NEET**		
<b>5. Enterprise &amp; Entrepreneurs</b>	<p>➤ Entrepreneurship in Schools – For example role models to inspire and encourage business start-up or to develop an enterprising attitude to work.</p> <p><i>Please indicate the type of activity, and the proposed audience/beneficiaries. Please also include details of how this will be delivered, including the duration of proposed activity.</i></p>	Primary		
		Secondary		
		Post 16		
		SEND*		
		Adult		
<b>6. Other</b>	<p><i>Please identify any other careers/employment preparation activities that you would like to put forward for consideration as part of your Worksmart offer.</i></p>	Primary		
		Secondary		
		Post 16		
		SEND*		
		Adult		
		NEET**		

\*SEND – special educational needs and disability

\*\*NEET – Not in employment and training



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	<b>Example template - labour forecast histogram: please insert number of operatives required in each quarter according to trade</b>											
	<b>Year 1</b>				<b>Year 2</b>				<b>Year 3</b>			
	Y1 Q1	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4
<b>Occupations</b>	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
E.g. Trade 1												
E.g. Trade 2												
<b>Total</b>												