

**Central Lancashire
Employment Skills
Supplementary Planning
Document
September 2017**



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Employment Skills

Supplementary Planning Document

2. Introduction

- 2.1. The SPD has been driven by Preston, Chorley and South Ribble Councils' aspiration to see additional benefits (known as social value) incorporated into their housing and other development opportunities. Social value is defined as “the additional economic, social and environmental benefits that can be created when the Council purchases a good or a service from an outside organisation, above and beyond the value of that good or service”. By integrating social value at the planning stage of a project, this can result in significant ‘added value’ benefits to the residents of Lancashire, particularly in the area of employment and skills (to which this SPD relates). It will also contribute to the Lancashire Employment and Skills Strategic Framework, which details the employment and skills needs within Lancashire.
- 2.2. South Ribble, Chorley and Preston have collaborated extensively in spatial planning terms as the combined area functions as one integrated local economy and travel to work area. It is a single housing market area; and nearly 80% of house moves take place within it. It is appropriate and efficient to consider the similar issues facing Central Lancashire in a collaborative way. To this end Central Lancashire has a combined Core Strategy, Local Plans that develop the vision set out within it, and a series of joint SPDs. It is within this context that this joint Employment Skills SPD has been prepared.

3. Context

- 3.1. The vision for Central Lancashire is set out in the Core Strategy. In summary, it states that by 2026 Central Lancashire will:
- **Be recognised as a highly sought after place to live and work in the North-West**
 - **Play a leading role in Lancashire’s world class economy and have sustainable economic growth based on the area’s unique assets.**

- **Build on its central location at the hub of a transport network, with green spaces and access to open countryside, making it a place with 'room to breathe'.**
- **Be a driver of sustainable economic growth for the region, marrying opportunity and need**
- **Provide easy access with improved transport connections within Central Lancashire and to wider regional, national and international destinations**

- 3.2. Building on this joint working in September 2013, South Ribble Borough, Preston City and Lancashire County Council signed a City Deal agreement with Central Government.
- 3.3. The city deal is unlocking £434 million new investment to help expand and improve Preston and South Ribble's transport infrastructure, at an unprecedented rate. Forecasts suggest 20,000 new jobs will be created and 17,420 homes built - a huge boost to a local economy expected to grow by £1 billion over the next ten years.
- 3.4. This promises to keep the Central Lancashire growth rate booming – bucking national trends – and this in an area already boasting the UK's highest new job creation rates in the last decade, with more than 20,000 new jobs created in the private sector.
- 3.5. The success of the deal reflects the area's excellent location, skilled workforce and local strength in training and education, as well as quality of life. As long as the core infrastructure is developed to provide that extra capacity, this high rate of significant growth will continue.
- 3.6. More than £340 million of the City Deal pot will be invested in a new transport infrastructure, with plans to radically improve access by road to Preston and South Ribble from other parts of Lancashire and the UK. There will be major new road schemes to the north, south and west of Preston and a new junction off the M55 at Bartle, opening up a wealth of new opportunities to create housing and employment.
- 3.7. City Deal Government funding is a 10-year allocation more than twice the term originally envisaged and is key to the delivery of key essential transport links to bring forward development. This will help it move forward with ear-marked priorities like the Preston Western Distributor, South Ribble Western Distributor, Broughton Congestion Relief and Penwortham Bypass projects.
- 3.8. South Ribble has Samlesbury Aerospace Enterprise Zone already under development which will be a national centre of excellence for advanced engineering and manufacturing related companies in B1, B2 and B8 units ranging from manufacturing, specialist logistics and professional support services. Centrally within the borough is the Cuerden 65 hectare strategic site that is currently subject of a planning application for retail, employment, leisure and residential uses.

- 3.9. Chorley is a key service centre and is a great place to do business with excellent road and rail links, a skilled workforce; a good mix of housing as well as quality of life. Chorley Council has made economic development one of its main priorities and will make sure companies and developers interested in investing or relocating to Chorley get all the support they need. Chorley's recently adopted Local Plan brings forward a healthy supply of employment land offering a range of significant sites for B1,B2,B8 employment uses as well as mixed uses.
- 3.10. Key sites being brought forward include Botany Bay/Great Knowley, a highly accessible 20 hectare site situated adjacent to junction 8 of the M61, which is allocated as a site for sub regionally significant development including B1, B2 and B8 but also retail, housing and leisure. Within close proximity to junction 8 of the M61 is the chosen location for the new Digital Health Village of 13 hectares offering purpose built collaborative office space for digital health businesses and premises for light industrial uses. Other sites under development include proposed office development at Buckshaw Village Office Park comprising new quality development totalling 12,000 sq metres; land at the east of A49, Clayton Le Woods comprising 8 hectares benefitting from good motorway access to the north, south and east of the county, and offering flexible employment space, including incubation and business growth options; and 3.5 hectares at Cowling Farm, Chorley suitable for the development of commercial manufacturing and incubation businesses.

4. Legal Framework

- 4.1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the development plan. SPDs must be consistent with national and regional planning policies as well as the policies set out in the development plan.
- 4.2. This SPD is one of a suite of SPDs that have been prepared in accordance with the Local Planning Regulations (SI 2012 No.767) and National Planning Policy Framework (the Framework), conforming and responding to all relevant local and national policies, and based upon a robust and up-to-date evidence base. This SPD forms part of the Local Development Framework (LDF) for the three authorities. It should be considered alongside policy in the Central Lancashire Core Strategy and the Site Allocations and Development Management Policies Development Plan Documents (DPDs) – now referred to as the Local Plan. The SPD guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and preparation of schemes seeking pre-application guidance.

5. Purpose of this SPD

5.1. This SPD introduces Employment Skills Statements and provides clarity as to how this requirement relates to the relevant policies set out in the Core Strategy and Local Plan as well as the guidance set out in the NPPF. Once adopted, this SPD should be afforded significant weight as a material consideration in determining planning applications.

5.2. One of Central Lancashire's priorities is to encourage economic growth within Central Lancashire that benefits the people and businesses in the three boroughs.

5.3. Therefore this SPD will seek to:

- **Increase employment opportunities by helping local businesses to improve, grow and take on more staff**

- **help businesses to find suitable staff and suppliers, especially local ones**

- **improve the skills of local people to enable them to take advantage of the resulting employment opportunities**

- **help businesses already located in Central Lancashire to grow and attract new businesses into the area**

5.4. This is vital in the context of new growth and having regard to issues in Central Lancashire in the past. Namely that a considerable proportion of employment available in Central Lancashire is in lower skilled jobs with the proportion of working-age population with no qualifications being higher than the national average. Those with low or no formal skills often have low incomes or cannot find employment.

5.5. Indicators show that employment growth in Central Lancashire is in sectors requiring higher skills (NVQ level 4). Quality higher education, training and skills development are essential to ensure a skilled local labour pool for new and expanding enterprises.

5.6. For the purposes of this document a "local person", is a person living in the area and a "local business" means a business based in, or having a significant permanent physical presence in Central Lancashire.

5.7. To complement existing activity and facilitate opportunity in association with the economic growth envisaged the Authorities will now be introducing the requirement for the submission of Employment Skills Statement with certain types of planning applications. The contents of the Statement will be based on

completion of the table in Appendix One. To ensure national consistency regard should also be had to the following National Skills Academy for Construction (NSAfC) documents and any subsequent amendments - 'CITBA Toolkit June 2016 – Client Based Approach' and 'Client Based Approach Local Client Guidance- England V2 June 2016' a link to these documents can be found after Section 17 of this SPD.

- 5.8. This SPD sets out the process that will need to be followed and what the Statement will need to cover.

The services and assistance currently available from each authority are set out in the Appendix 2 to this document.

6. Planning Policy

National Policy

- 6.1. Guidance on planning policy is issued by central Government in the **National Planning Policy Framework (The Framework)**. Local Planning Authorities have to take the contents of The Framework into account when determining planning applications and preparing documents for the Local Plan

The National Planning Policy Framework

- 6.2. The sections of The Framework most relevant to this Employment Skills SPD are as follows:

7: There are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

An economic role –contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;

17. Within the overarching roles that the planning system ought to play, a set of core land-use planning principles should underpin both plan-making and decision-taking. These 12 principles are that planning should:

.....

Proactively drive and support sustainable economic development to deliver the homes, business and industrial units, infrastructure and thriving local places that the country needs. Every effort should be made objectively to identify and then meet the housing, business and other development needs of an area, and respond

positively to wider opportunities for growth. Plans should take account of market signals, such as land prices and housing affordability, and set out a clear strategy for allocating sufficient land which is suitable for development in their area, taking account of the needs of the residential and business communities;

18. The Government is committed to securing economic growth in order to create jobs and prosperity, building on the country's inherent strengths, and to meeting the twin challenges of global competition and low carbon future.

19. The Government is committed to ensuring that the planning system does everything it can to support sustainable economic growth. Planning should operate to encourage and not act as an impediment to sustainable growth. Therefore significant weight should be placed on the need to support economic growth through the planning system.

20. To help achieve economic growth, local planning authorities should plan proactively to meet the development needs of business and support an economy fit for the 21st century.

21. Investment in business should not be over-burdened by the combined requirements of planning policy expectations. Planning policies should recognise and seek to address potential barriers to investment, including a poor environment or any lack of infrastructure, services or housing. In drawing up Local Plans, local planning authorities should:

- set out a clear economic vision and strategy for their area which positively and proactively encourages sustainable economic growth;*
- set criteria, or identify strategic sites, for local and inward investment to match the strategy and to meet the anticipated needs over the plan period;*
- support existing business sectors, taking account of whether they are expanding or contracting and, where possible, identify and plan for new or emerging sectors likely to locate in their area. Policies should be flexible enough to accommodate needs not anticipated in the plan and to allow a rapid response to changes in economic circumstances;*
- plan positively for the location, promotion and expansion of clusters or networks of knowledge driven, creative or high technology industries;*
- identify priority areas for economic regeneration, infrastructure provision and environmental enhancement; and*
- facilitate flexible working practices such as integration of residential and commercial uses with the same unit*

Local Policy

6.3. The Local Plan comprises a suite of documents.

6.4. The **Core Strategy** is the key document as it sets the overarching vision for the area.

Policy 15: Skills and Economic Inclusion is the relevant policy hook for this SPD, it states:

“Improve Skills and Economic Inclusion by:

- *Working with existing and incoming employers to identify skills shortages.*
- *Liaising with colleges, training agencies and major local employers to develop courses and life-long learning and increase access to training, particularly in local communities that are the most deprived in this respect.*
- *Encouraging knowledge based businesses and creative industries associated with the University of Central Lancashire to enable graduate retention.”*

6.5. It is then underpinned by **Preston, South Ribble and Chorley Local Plan’s** all of which have an end date of 2026 and are in conformity with the Core Strategy. These documents include policies and proposals allocating some land for development whilst protecting others from inappropriate development.

7. Other Relevant Guidance

7.1. Controlling Re-Use of Employment Premises SPD – this SPD sets out the Council’s approach to dealing with development proposals involving the re-use of existing employment premises and sites in Central Lancashire. It supports the aims of Core Strategy Policy 10 to secure an adequate supply of Employment land in Central Lancashire up to 2026, including the provision and availability of suitable locations for industrial and commercial developments, and provision for a broad range of business types from small start-up business through to large enterprises.

8. Sustainability Appraisal and Habitats Regulations Assessment

8.1. Given the relationship between this SPD, the Core Strategy and the Site Allocations DPDs and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this SPD is not required. In addition, the Core Strategy has undergone a Habitats Regulations Screening Assessment to determine the likely significant effects of the

plan on sites of international nature conservation importance. As the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

9. Employment and Skills Statement

- 9.1. An Employment and Skills Statement will need to be submitted in association with certain types of development. The thresholds are set out below in paragraph 10.1.
- 9.2. If a development exceeds the thresholds the Council will adopt a flexible and a pragmatic approach, if, for example, the company developing already has an appropriate training regime in place. In such circumstances, supporting information to demonstrate the company's existing regime will need to be submitted.

10. When will a Statement be required?

- 10.1. Employment and Skills Statements will be required to be submitted with the planning applications (with the exception of outline applications) which exceed the thresholds below:
- **Commercial Floorspace 1000 sqm**
 - **Housing Developments 30 units**
- 10.2. For the purpose of this SPD Commercial use comprises B1 Business, B2 General Industrial, B8 Storage or Distribution, A1 Shops, A2 Financial and Professional Services, A3 Restaurant and Cafes, A4 Drinking establishments, A5 Hot food takeaways. There may be occasions when the Uses are developed jointly as part of one application and if the cumulative floorspace exceeds 1000sqm a statement will be required.
- 10.3. Applicants are recommended to engage in pre-application discussions with the relevant Council in order to determine the individual requirements for, and content of, an Employment Skills Statement. The details of each Council's pre-application service can be found on their websites.
- 10.4. The requirement for the Statement will be included on each authority's validation checklists when they are next revised. Applicants must also complete the template

in Appendix 1 and submit this with their application. This provides all the key background factual information associated with the development.

11. What will the statement cover?

11.1. These criteria set out in in the statement can be individually tailored to ensure the right skills and employment opportunities are provided at the right time to benefit both the developer and local population and covers the following areas:

- Creation of apprenticeships/new entrants/graduates/traineeships
- Recruitment through Job Hub and Jobcentre plus and other local employment vehicles.
- Work trials and interview guarantees
- Vocational training (NVQ)
- Work experience (14-16 years, 16-19 years and 19+ years) (5 working days minimum)
- Links with schools, colleges and university
- Use of local suppliers
- Supervisor Training
- Management and Leadership Training
- In house training schemes
- Construction Skills Certification Scheme (CSCS) Cards
- Support with transport, childcare and work equipment
- Community based projects

12. How will it be implemented?

12.1. The statement should be submitted with the planning application. Once the content of the Statement has been agreed as part of the consideration of the planning application, it will be usually be possible to control its implementation via a planning condition or an obligation under Section106 of the Town and Country Planning Act 1990, the signing of which will coincide with the grant of planning permission.

13. Monitoring and Review

13.1. The Councils will monitor the effectiveness of this guidance including Core Strategy key indicators and review as appropriate in the light of its performance and future changes in planning law, and policy guidance.

14. Further Information

Preston City Council	Chorley Borough Council	South Ribble Borough Council
www.preston.gov.uk	www.chorley.gov.uk	www.southribble.gov.uk
01772 906949	01257 515151	01772 421491
devcon@preston.gov.uk	dcon@chorley.gov.uk	planningpolicy@southribble.gov.uk

Links are provided to the following documents:-

[‘CITBA Toolkit June 2016 – Client Based Approach’](#)

[‘Client Based Approach Local Client Guidance- England V2 June 2016’](#)

APPENDIX ONE - Employment and Skills Statement

This table needs to be completed by the applicant and submitted with a Planning Application:

Site:
Landowner/Developer:
Proposal:
Opportunities at Construction Phase: The number of jobs (including the labour forecasting tool if available): Type of jobs: Phasing and Timescale:
Opportunities at Occupation Phase The number of jobs (including the labour forecasting tool if available): Type of jobs: Phasing and Timescale:
Contact Details:
Please tick if you are happy that this Statement can be shared with Job Centre Plus

FUTURE WORKFORCE	Indicative Commitment
Working Days committed from business volunteers to support careers education and information and/curriculum development in schools and colleges in Lancashire per year.	
Number of work experience placements (14-16 years, 17-19years and 19years +) based on a placement being one week at Lancashire schools and colleges.	
Number of undergraduate project placements per year offered to Lancashire Universities	
Number of graduate internships per year for graduates living in Lancashire.	
INCLUSIVE WORKFORCE	

Number of employment opportunities offered to Lancashire residents that are unemployed or at a disadvantage (e.g. ex-offenders)	
Number of work placements or trails offered to unemployed Lancashire residents	
Working days committed from business volunteers to mentor NEET (not in education, employment or training) young people 16-18 year olds.	
SKILLED AND PRODUCTIVE WORKFORCE	
Number of apprenticeships	
Commitment to workforce planning and investment in training of employees	
Investment in Leadership Skills	
COMMUNITY BENEFITS	
Projects driven by local communities	
Procurement and commissioning of local small and medium-sized enterprises and social enterprises/third sector organisations	
Construction Skills Certificate Schemes	
Support with transport, childcare and work equipment	

APPENDIX TWO – Services Provided by the Councils

The Councils currently offer the following services:

In the case of South Ribble:

- Make businesses applying for planning permission aware of the advice and practical support available in the Borough for economic development;
- Inform developers and business of possible sources of funding and grants;
- Encourage the occupiers of new or expanded premises where new jobs are being created to use recruitment methods that will increase the likelihood of recruiting local residents;
- Encourage the use of local organisations to source and help train local residents to work at new or expanded premises, especially through Apprenticeships;
- Encourage applicants to seek information on where to find local construction firms, local construction goods suppliers and local general business to business goods suppliers
- With Preston and Chorley host a bi-monthly Employment Taskforce where 15-20 employment support and training organisations come together to discuss recruitments and opportunities for local people to secure apprenticeships and local employment.

Please follow this link for access to full services:

<http://www.businessinsouthribble.com/business-support>

In the case of Preston:

Preston Council will offer practical support to new businesses, existing businesses and developers wishing to expand in Preston and encourage:

- recruitment methods that will increase the likelihood of recruiting local residents;
- the use of local organisations to source, work, train, offer apprenticeships for local residents;
- applicants to seek information on where to find local construction firms, local construction goods suppliers and local general business to business goods suppliers
- large applications to make contact with Job Centre Plus
- economic diversification by explaining what forms of economic development may be acceptable in the rural area.
- the use of funding and grants available.
- Together with Chorley and South Ribble host a bi-monthly Employment Taskforce where 15-20 employment support and training organisations come together to discuss recruitments and opportunities for local people to secure apprenticeships and local employment.

Please follow the link for access to access the full services:

<http://www.preston.gov.uk/businesses/business-advice/>

In the case of Chorley:

- Has a formal pre-application advice service for planning schemes, only for people who need planning permission. Entering into pre application discussions will help save time, avoid wasted expense and avoid frustration. More information can be found at www.chorley.gov.uk/planning
- Has prepared a validation checklist which outlines the level of detail and the information required for different types of application. This document, together with the necessary application forms, is available on the Council's website at www.chorley.gov.uk/planning.
- Uses the Central Lancashire Re-use of Employment Premises Supplementary Planning Document to explain the Council's approach to dealing with development proposals involving the re-use of existing employment premises and sites:
<http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx>
- Informs developers and businesses of possible sources of all grants, funding and business support via the Chorley Council inward investment website <http://www.choosechorley.co.uk/Pages/default.aspx> and also promoted through the council's website <http://chorley.gov.uk/Pages/AtoZ/Business-Advice-and-Support.aspx>
- New and expanding businesses can access free support, advice and funding from the Council. Businesses that are growing and creating new jobs can access funding from our Chorley BIG (Business Investment for Growth) grant. One criteria of this fund, is for the majority, if not all, new jobs to be filled by Chorley residents. In addition, businesses moving into Chorley utilising support from the Choose Chorley Grant also have to sign up to the Chorley Employment Charter which assists local businesses to recruit local residents.
- Through one to one meetings with our business advisors the Council encourages occupiers to sign up to our Employment Charter, to encourage local employment, see http://chorley.gov.uk/Documents/Business/Employment_charter_2012%20v1.pdf In addition we offer an 8 week placement programme Chorley Works, which gives people who are nearly ready for employment the opportunity to work with a local business before taking up a permanent position.
- Promotes through the Chorley Council website our on-line business directory to encourage local businesses to source goods and services locally at [http://propertysearch4.evolutive.co.uk/toolkitv2/\(S\(vho5jl4kn1cvei20kqxi4ahh\)\)/BDSearch.aspx?siteId=122&bd=true&partnerid=4](http://propertysearch4.evolutive.co.uk/toolkitv2/(S(vho5jl4kn1cvei20kqxi4ahh))/BDSearch.aspx?siteId=122&bd=true&partnerid=4)
- Has a programme of business events available to view at <http://chorley.gov.uk/Documents/Business/BUSINESS%20EVENTS%20LATEST%20VERSION.pdf>
- Encourages the use of local organisations to source and help train local residents to work at new or expanded premises, especially through Apprenticeships. The Council can assist with funding for a local organisation to operate an Employment Support Fund, to provide financial assistance (excluding wages) to remove barriers to encourage employers to create more apprenticeship opportunities and young people to take up these roles. Funding is towards travel expenses, uniform, essential tools and IT workstations.
- With Preston and South Ribble host a bi-monthly Employment Taskforce where 15-20 employment support and training organisations come together to discuss recruitments and opportunities for local people to secure apprenticeships and local employment.
- Hold quarterly networking events where businesses from all sectors across Chorley and neighbouring districts attend to network and make new business connections.