

Maximising Powers to Promote, Influence and Create Local Employment and Skills Opportunities

Report published May 2012

Last update February 2013

	Recommendation	Stage	Complete
5	<p>The Director of City Development works in collaboration with the Director of Resources to undertake annual consultation with Stakeholders to be reported back to the Scrutiny Board in July 2013.</p>		
	<p><u>July 2103 update</u>-The review process outlined in the February update will include consultation with key stakeholders that contributed to the development of systems and processes and that have direct experience of delivering within these. The work to undertake the review is currently being planned but is later than originally requested by Scrutiny Board to take account of a full 12 months of activity following the revised policy framework on procurement activity agreed by Executive Board in November 2012. The findings of the annual review will be reported to February 2014 meeting of Scrutiny Board. .</p> <p><u>Director's response (received July 2012)</u> The Directors of City Development and Resources will jointly review the implementation of the policy on an annual basis. The review process will include a review of the evidence base as well as seeking the views of key stakeholders such as the Planning and Developers Forum and a range of contractors and would be reported to the respective services and Scrutiny Board.</p> <p><u>February 2013 update</u> The review process will include a review of the evidence base to include the number of contracts and planning agreements that have included obligations, the employment and skills outputs delivered as well as seeking the views of key stakeholders.</p> <p>The review of the evidence base would identify the number of contracts and planning agreements</p> <ul style="list-style-type: none"> • within the scope of the policy framework • that included obligations • that included obligations that were delivered at 100% of target / between 75 and 99% of target/ between 50% and 75% of target • that included obligations that were not delivered or delivered at less than 50% of target <p>The above information would be examined to ascertain whether there is any correlation between the type, nature and scale of the contracted activity / development.</p> <p>Stakeholder views will be sought on how the policy framework to secure employment, skills and supply chain benefits is being implemented. This would seek views through survey and discussions on the support and advice provided; compliance with the requirements including the provision of information for monitoring purposes; the benefits secured for their business including meeting corporate social responsibility objectives, up-skilling their workforce, public relations and publicity. It would seek information on any difficulties encountered and the changes or support required to overcome these.</p> <p>The review process will enable service managers to develop recommendations for changes to the policy framework and way in which it is applied. This periodic review would enable the policy to be amended to reflect changing economic circumstances including local and sectoral changes; changes in employment and skills policy and publicly funded provision; and that additional guidance and support is made available to officers, developers and contractors where appropriate. The outcomes of the review will be reported to the relevant services and Scrutiny Board.</p>	4	

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6	That the Directors of City Development and Resources conduct a review of operational procedures in Planning and Procurement Services to ensure that there is a process flow which demonstrates that Employment and Skills Service has been alerted to each and every opportunity that meets the defined criteria at the earliest possible stage, including planning pre-application meetings where appropriate.		
	<p><u>July 2103 update</u> - As previously reported the systems are in place and will be reviewed as part of the annual review to take place during November and presented to the board in February 2014 . The review will provide full details of recommendations and outcomes achieved over the time period since the implementation of the board's recommendations</p> <p><u>Director's response (received July 2012)</u> Operational procedures have been mapped and reviewed to ensure that the opportunities to introduce employment and skills obligations are maximised. Procedures are currently working effectively across all areas. These arrangements will be reviewed after 12 months as outlined above to ensure that all relevant applications and contracts are being picked up within this system.</p>	2	
9	That the Director for City Development ensures that Employment and Skills packages specify minimum target levels for young people who are NEET and the long term unemployed.		
	<p><u>July 2103 update</u> .All Employment and skills plans have included targets as outlined in the February update .The combined planning and procurement agreements have resulted in over 1000 people into jobs and 129 Apprenticeships, over 91 sites visits and 132 work experience placements offered of which 67 (52%) were offered to young people 16-17 year olds</p> <p><u>Director's response (received July 2012)</u> The Director of City Development will ensure that Employment and Skills Plans agreed with contractors and developers specify minimum targets for all employment and skills obligations. The majority of opportunities are focused on entry level positions and include jobs, apprenticeships, work placements and experience in addition to skills training for the existing workforce. Dependent on the nature of the opportunities, minimum targets for young people identified as NEET and or the long term unemployed will be included where appropriate.</p> <p><u>February 2013 update</u> Employment and Skills Plans agreed with contractors and developers specify minimum targets for all employment and skills obligations. The majority of opportunities are focused on entry level positions and include jobs, apprenticeships, work placements and experience in addition to skills training for the existing workforce. Dependent on the nature of the opportunities, minimum targets for young people identified as NEET and or the long term unemployed will be included where appropriate. All Employment and Skills plans agreed to date have included provision for this target group.</p>	2	

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	Recommendation	Stage	Complete
10	<p>That the Directors of City Development and Resources collaborate to ensure robust monitoring procedures are in place for planning obligations and contracts. Where requirements are not being met early intervention is taken to rectify this.</p>		
	<p><u>July 2103 update</u> All the outputs delivered through planning and procurement are monitored as outlined in the February update. The number and type of planning applications and contracts to which employment and skills obligations are applied are monitored along with the delivery of agreed outputs by the developer / contractor against the targets specified in the Employment and Skills Plan. This includes postcode data on the beneficiaries to ensure requirements for targeted recruitment are being met. Outputs achieved will be provided to the Board and form a part of the annual review to be presented to the Board in February 2014.</p> <p><u>Director's response (received July 2012)</u> A performance framework has been agreed and will be implemented to ensure that obligations will be closely monitored to ensure that they are met and remedial action is taken where required.</p> <p><u>February 2013 update</u> When employment and skills and supply chain obligations are introduced these are detailed in an Employment and Skills Plan. The plan will be drawn up in conjunction with the Employment and Skills service to reflect the nature and phasing of the contracted activity / development and agreed with the contractor or developer. The plan will include a schedule that will detail the agreed output targets against a timeline.</p> <p>The Employment and Skills Plan includes a method statement from the contractor / developer identifying the roles, responsibilities and contributions to be made by named parties. It includes a named individual responsible for managing the delivery of the plan and sets out how the targets will be delivered and the monthly or quarterly reporting requirements.</p> <p>The Employment and Skills service has established a performance reporting framework to enable the close monitoring of the delivery across all contracts and developments where obligations have been agreed to ensure that they are being met and remedial action is taken where required.</p> <p>The performance reporting framework for both planning and contracting obligations will capture the projected contract / development outputs and these will be reviewed against the agreed targets. Performance on individual contracts and S106 agreements will be aggregated and reported on a six monthly basis to the relevant Chief Officers. These reports can be made available to Scrutiny Board as required.</p>	2	

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	Recommendation		
12	<p>That the Director of Development and the Director of Resources collaborate to present a report to the Scrutiny Board in January 2013 on the delivery of opportunities in accordance with an agreed policy, an officer toolkit (with associated training) and robust operational monitoring systems</p> <p>The Directors of City Development and Resources undertake to produce a report by the agreed deadline detailing the number and type of employment and skills obligations applied and delivered, the use of the toolkit and guidance materials and monitoring systems.</p>		
	<p><u>July 2103 update</u> The .Report on the annual review to be undertaken in November will be presented to the scheduled board in February 2014. This is later than originally planned due to the change in the policy framework required for procurement activity agreed by Executive Board in November 2012.</p> <p><u>Director's response (received July 2012)</u> The Directors of City Development and Resources undertake to produce a report by the agreed deadline detailing the number and type of employment and skills obligations applied and delivered, the use of the toolkit and guidance materials and monitoring systems.</p> <p><u>February 2013 update</u> To date employment and skills obligations have been included in 15 S106 Planning Agreements, 6 have been progressed to develop an Employment and Skills plan detailing the delivery of opportunities. 300 people have been supported into jobs and 32 apprenticeships created to date. Further work is required to detail the outputs on the remaining sites as Employment and Skills Plans are developed by the developer and the service. 5 contracts have included obligations and delivered 110 jobs and 91 apprenticeships and a further 4 contract specifications have included employment and skills obligations and are currently being tendered.</p> <p>Given the lead time on development and contracting activity, it is not yet possible to report in detail on outcomes delivered.</p>	4	

References to the Director of Environment and Neighbourhoods have been deleted and replaced with the Director of City Development to reflect the revised delegations for Employment and Skills activity.