**Recruitment Scheme Template to satisfy employment condition of planning application:**

**Planning Application reference number:**

**Proposal:**

**Address:**

**Planning Case Officer:**

The applicant / developer (or their planning agent) is advised to contact Laura Khella, BDC Programme Manager ([laura.khella@bolsover.gov.uk](mailto:laura.khella@bolsover.gov.uk)) and Lisa Fox, BDC Senior Economic Development Officer ([lisa.fox@bolsover.gov.uk](mailto:lisa.fox@bolsover.gov.uk)) who will provide advice to help complete this template and support with the below and can facilitate and co-ordinate activities such as:

* Meet the buyer events
* Supply chain information
* Sourcing local people that have the appropriate skills/qualifications
* Recruiting apprenticeships
* Contact with Schools/Colleges
* Sourcing local unemployed people for work experience placements
* School events

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| 1. **CONSTRUCTION PHASE** | | | |
| **COMMITMENT** | **ACTIVITIES** | **CONTRACTS/JOBS/TRAINING OPPORTUNITIES** | **TIMESCALE** |
| Contracting with local businesses | * *Contracts available.* * *Make contract packages small where possible.* * *Local meet the buyer event* |  | *Please provide dates for any proposed `meet the buyer` events.* |
| Local recruitment opportunities | * *Directly employed - state positions available. To include construction, apprenticeships, cleaning, admin and security positions.* * *Provide details on how these positions will be recruited.* | *For new positions to be* ***employed directly by the developer****, please provide details about the number, type and level of jobs/positions to be created including:*   * *Job titles (if job description/person specification are available please provide details)* * *Number of jobs* * *Number of hours to be worked each week (i.e. full-time or part-time)* * *Wage level to be paid (please confirm it will be paid at least the National Minimum Wage)* * *Training or qualifications levels to be offered to people taking up the new positions* * *How the positions will be recruited to (i.e. job advert, Job Centre, etc)* | *For the positions created (i.e. job, apprenticeship etc), please provide the likely start date (month and year) and the likely duration the positions will last (i.e. number of weeks or months).* |
| Sub-contractors to employ local people | * *State positions available, including apprenticeships.* * *Build in local employment clauses in contracts.* * *Provide details on how these positions will be recruited.* | *Where the information is known or available, please provide details about the likely positions to be* ***employed by sub-contractors*** *including:*   * *Number of jobs* * *Type of jobs* * *Number of hours to be worked each week (i.e. full-time or part-time)* * *Wage level to be paid (please confirm it will be paid at least the National Minimum Wage)* * *Training or qualifications levels to be offered to people taking up the new positions* * *How the positions will be recruited to (i.e. job advert, Job Centre, etc)* | *Where the information is known or available, for the positions to be created (i.e. job, apprenticeship etc) please provide the likely start date (month and year) and the likely duration the positions will last (i.e. number of weeks or months).* |
| Engagement with local schools | * *Provide details of engagement with local schools about the new jobs and training opportunities.* | *Please provide details of engagement activities with local schools, for example:*   * *Number of Assembly talks* * *Number of Mock interviews* * *Number of work placements* * *Number of Day In Industry /workplace tours* | *Please provide details of likely dates for any engagement with local schools.* |
| Community / volunteering opportunities | * *Provide details of any opportunities.* |  |  |
| 1. **POST CONSTRUCTION PHASE/END USE JOBS** | | | |
| **COMMITMENT** | **ACTIVITIES** | **CONTRACTS/JOBS/TRAINING OPPORTUNITIES** | **TIMESCALE** |
| Local recruitment opportunities | * *State positions available, including apprenticeships.* * *Provide details on how these positions will be recruited.* | *Where information is known or available, please provide details about the likely positions to be* ***employed by the******occupier of the development*** *including:*   * *Number of jobs* * *Type of jobs* * *Number of hours to be worked each week (i.e. full-time or part-time)* * *Wage level to be paid (please confirm it will be paid at least the National Minimum Wage)* * *Training or qualifications levels to be offered to people taking up the new positions* * *How the positions will be recruited to (i.e. job advert, Job Centre, etc)* | *Where the information is known or available, for the positions to be created (i.e. job, apprenticeship etc) please provide the likely start date (month and year) and the likely duration the positions will last (i.e. number of weeks or months).* |
| Community / volunteering opportunities | * *Provide details of any opportunities.* |  |  |

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| --- | --- |
| **Completed by:** |  |
| **Position:** |  |
| **Email:** |  |

**Please return the completed template to the Planning Case Officer and also to Laura Khella (**[**laura.khella@bolsover.gov.uk**](mailto:laura.khella@bolsover.gov.uk)**) and Lisa Fox (**[**lisa.fox@bolsover.gov.uk**](mailto:lisa.fox@bolsover.gov.uk)**).**