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Cave Street, St. Paul's, Bristol  
Employment and Skills Plan

## Contact details

Contact details for the person preparing this Employment & Skills Plan document.

|            |                                      |
|------------|--------------------------------------|
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Version Control

| Version | Date       | Description of changes | Submitted by (name) |
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| 0       | 19/02/2024 | First draft            | C. Barton           |
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|         |            |                        |                     |
|         |            |                        |                     |

Please submit draft versions to [buildingbristol@bristol.gov.uk](mailto:buildingbristol@bristol.gov.uk)

**TO BE COMPLETED BY BUILDING BRISTOL**

Pre-Commencement /Pre Occupation Planning Condition discharge confirmation

|  |   |      |            |
|--|---|------|------------|
| Planning Application Ref:  | 22/00883/LA   |      |            |
| Planning Officer:  | Kate Cottrell   |      |            |
| Pre commencement Planning condition:   | Prior to commencement of development, the developer/occupier shall produce and implement a strategy that aims to maximise the opportunities for local residents to access employment offered by the development. The strategy shall be submitted to and approved in writing by the Local Planning Authority, and the approved strategy shall be undertaken in accordance with an agreed timetable |      |            |
| Pre occupation planning condition:   | N/A   |      |            |
| I confirm that (insert name) has submitted and committed to the implementation of an Employment and Skills Plan in conformity with the Building Bristol Guidance. The pre-commencement planning condition (number) is approved/discharged. |   |      |            |
| Name   | Donna Woodland  | Date | 04/03/2024 |
| Signature  | [REDACTED]  |      |            |

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## 1. AIMS & OBJECTIVES

This template is provided by Bristol City Councils Building Bristol service to support you with the completion of an approved Employment and Skills Plan to enable the discharging of any pre-commencement and pre-occupation planning conditions. Please ensure you contact Building Bristol for any support or guidance needed before completion of this document.

The core aim of the Employment & Skills Plan is centred around 5 Key Performance Indicators that provide clear detail on the measures the developer will undertake to:

Maximise the number of local young people and adults, outside formal education, (particularly those who are unemployed or are at risk of unemployment) who are inspired to consider construction and other end use careers because of work placement activities.

Increase the number of local jobs created, including the % of jobs that pay the living wage, including apprentices, new entrants who were previously unemployed, and graduates.

Support and provide local Careers Education, Information, Advice and Guidance activities and events such as schools career events, pre-recruitment workshops for job seekers and employer attendance at jobs fairs

Increase the number of training weeks through the creation and support of traineeships, apprenticeships, and new entrants undertaking higher qualifications

Commit to promoting equality, diversity and inclusion within the workforce and support diverse recruitment plans to include those currently underrepresented in the workforce for example women, black and minoritized communities, care leavers, those with disabilities, LGBTQ+ and those from the city's most deprived areas.

## 2. DEVELOPMENT INFORMATION

Please complete the following Table.

|   |   |
|---|---|
| Planning application number (where known)   | 22/00883/LA   |
| Name of developer   | Rengen Developments   |
| Name of development   | Cave Street   |
| Development address and postcode  | 10-12 Cave Street, St Pauls, Bristol, BS2 8AG   |
| Use class   | Residential   |
| Estimated Build cost  | £1.4m   |
| Type of development   | Private   |
| Brief description of development  | Change of use from office space to create 19nr purpose built student apartments including faced restoration, hard and soft landscaping and creation of external plant and storage area to rear.   |
| Size – no. of dwelling units/GFA  | 19  |
| Planned date of opening   | September 2024  |
| Which CITB Benchmark category is the development (See <a href="#">document for reference</a> – Appendix B)                            | 10.0 Refurbishment  |
| Whether the plan covers construction or end use phase   | Construction  |
| Industrial/commercial only – anticipated number and type of jobs that will be created and timescales                                  | N/A   |
| Please detail any planning obligations that may exist, for example a Section 106 Agreement, and any relevant triggers that then apply | Pre-commencement condition:<br>Local Employment Opportunities<br><br>“Prior to commencement of development, the developer/occupier shall produce and implement a strategy that aims to maximise the opportunities for local residents to access employment offered by the development. The strategy shall be submitted to and approved in writing by the Local Planning Authority, and the approved strategy shall be undertaken in accordance with an agreed timetable.” |

## Executive summary

Rengen Developments are a South-West UK based developer, providing a range of PBSA, residential and build to rent schemes.

The proposed development is located at 10-12 Cave Street in St. Paul's, Bristol. The intention is a change of use from office space to create 19nr purpose-built student apartments. There will also be hard and soft landscaping works and creation of external plant and storage area to the rear of the building.

The main aims of this Employment & Skills Plan are to maximize the jobs created and potential construction-based careers whilst simultaneously promoting equality, diversity and inclusion within the workforce. This plan should help utilise this scheme to support and provide an accessible pathway into the construction industry. Given the scale of this development it is anticipated that one (1) job will be created, this is detailed under KPI 2.

Iesis Urban Spaces (IUS) are acting as the lead contractor on this project, they will be managing the site on a day-to-day basis and will therefore be the contact point for arranging visits and work experience. They will also be engaging with subcontractors to coordinate and monitor the number of apprentices working on the project. Progress towards the objectives and targets outlined in this plan will be monitored and measured by IUS and reported to Building Bristol directly or through Iesis Consult.

### 3. MANAGEMENT & DELIVERY STRUCTURE

#### Management

The success of the Employment & Skills Plan will be dependent upon buy-in from all stakeholders including developer site staff, sub-contractors, end users and the processes put in place to support, implement, and develop the actions outlined.

Please outline your management structure and delivery arrangements for this Employment and Skills Plan, confirming accountability for overall management and delivery of the Plan. Please also include who will be responsible for the day-to-day coordination, implementation and monitoring of the Employment & Skills Plan.

Lead Contractor: Iesis Urban Spaces

Main Contact: Tony Daniels – 07867 097880

Responsibility: Coordination with sub-contractors and on-site implementation

Project Management: Iesis Consult

Main Contact: Chris Barton – 07842 421134

Responsibility: High level arrangements and liaison with Building Bristol

## 4. KEY PERFORMANCE INDICATORS

Bristol City Council have set a series of Key Performance Indicators (KPI's) which are based on the the Construction Industry Training Board (CITB) National Skills Academy for Construction Client Based Approach.

The benchmarks set within this framework are industry approved and provide structure and direction for developers and contractors to support employment and skills opportunities within the construction phase of their developments; including work experience, creation of new jobs and apprenticeships, providing careers advice and guidance activities and to ensure the supply chain activity support training within their workforces

The targets for these KPI's are detailed in the below table below and are to be agreed upon by the Developer and the Building Bristol Coordinator.

Please complete the KPI tables in Appendix 1 ensuring your targets are capable of being monitored, evidenced, and reported against in line with the definitions and audit requirements (as outlined in the Employment and Skills Plan Guidance Document).

| RESIDENTIAL (inc. Student) |            |             |             |             |            |             |
|----------------------------|------------|-------------|-------------|-------------|------------|-------------|
| Build Cost (£m)            | up to £10m | £10m - £20m | £20m - £40m | £40m - £60m | £60 - £80m | £80 - £100m |
| KPI                        |            |             |             |             |            |             |
| Work Experience            | 3          | 6           | 16          | 32          | 40         | 48          |
| Job Creation               | 1          | 2           | 8           | 16          | 20         | 24          |
| CCIAG Events               | 1          | 2           | 8           | 16          | 20         | 24          |
| Training Weeks on Site     | 50         | 100         | 300         | 600         | 750        | 900         |
| OFFICES/COMMERCIAL/HOTEL   |            |             |             |             |            |             |
| Build Cost (£m)            | up to £10m | £10m - £20m | £20m - £40m | £40m - £60m | £60 - £80m | £80 - £100m |
| KPI                        |            |             |             |             |            |             |
| Work Experience            | 2          | 5           | 10          | 20          | 30         | 30          |
| Job Creation               | 2          | 2           | 8           | 16          | 20         | 24          |
| CCIAG Events               | 1          | 2           | 8           | 16          | 20         | 24          |
| Training Weeks on Site     | 40         | 100         | 250         | 500         | 750        | 900         |
| INDUSTRIAL                 |            |             |             |             |            |             |
| Build Cost (£m)            | up to £10m | £10m - £20m | £20m - £40m | £40m - £60m | £60 - £80m | £80 - £100m |
| KPI                        |            |             |             |             |            |             |
| Work Experience            | 2          | 3           | 5           | 6           | 7          | 7           |
| Job Creation               | 1          | 5           | 6           | 8           | 10         | 12          |
| CCIAG Events               | 1          | 4           | 5           | 7           | 8          | 10          |
| Training Weeks on Site     | 40         | 100         | 250         | 500         | 750        | 900         |



## 5. ADDITIONAL MEASURES

Bristol City Council considers some measures to be appropriate to all development Employment & Skills Plans, as identified in the Employment & Skills Plan Guide and information will be required to show how you support the following:

- i) Diverse Recruitment Plans that include detailed measures that will be taken to recruit and support groups that are currently underrepresented in the workforce, for example, women, Black and Minoritised communities and people living in the most deprived areas of Bristol (Building Bristol can provide you with latest data on this)
- ii) Good employer policies that are designed to support employee well being and development, including flexible working policies, living wage policy etc.

You will be asked to provide this information along with the KPI Action Plans

## 6. ACTION PLANS

Please complete the Action Plans in Appendix 1 with the relevant targets and measures described in section 1

Once the plan has been agreed by Building Bristol you will be sent an output plan to show a schedule of outputs against the months/ years of the development

The action plans for each KPI should detail the target, timescales and delivery method and well as monitoring and review mechanisms.

The Action Plan will be updated to reflect the outcome of each review (frequency to be agreed with the Building Bristol Coordinator) and take account of any changes necessary in the measures proposed to meet the targets specified in section 4. The outcome of the monitoring and review process and any impact on this Action Plan will need to be agreed with Bristol City Council

## 7. MONITORING & EVALUATION

### Monitoring

Employment & Skills Plans are ‘active’ documents that must be reviewed on a regular basis to demonstrate that you have achieved or are working towards the agreed targets.

It is the responsibility of the Developer to ensure that monitoring takes place and that the outputs are reported to Bristol City Council. A monitoring report timetable will be agreed with the Building Bristol Coordinator and a schedule of formal review meetings will be agreed.

### Evaluation

Overall evaluation of the ESP and its outcomes are vital. It is expected that the Developer will, at the end of the construction phase, meet with Building Bristol to evaluate the overall success of the plan and provide feedback. This meeting will be used to provide detail for case studies and promotion of the outcomes of ESP locally, and nationally if relevant.

## APPENDIX 1 – KPI ACTION PLANS

### KPI 1 – Work Placements

This KPI is aimed at providing persons with the opportunity to carry out tasks agreed by their supporting organisation (where applicable) and the employer enabling the individual to gain a meaningful insight into the construction sector. This target describes work experience attendance on projects for students from schools, colleges and universities (14 years plus) who undertake a work-experience placement for a minimum of 5 working (consecutive or non-consecutive) days. Longer duration traineeships can be counted under KPI 4. This KPI is aimed at providing students with the opportunity to carry out tasks agreed by the education provider and the employer enabling the learner to gain a meaningful insight into the construction sector.

This KPI is aggregated into 2 reporting lines;

- 1a work placements for persons in education and
- 1b work placements for persons not in education.

Clients/contractors can agree how the total benchmark figure is divided and counted

**KPI Measure:**

1 completed student work placement represents 1 outcome

**Evidence Requirements:**

1. Written confirmation from the learning provider or employer of the student participation in the activity,
2. Learner evaluation form

|                         |   |                       |   |                           |                    |
|-------------------------|---|-----------------------|---|---------------------------|--------------------|
| <b>NSAFC Benchmark:</b> | 3 | <b>Agreed Target:</b> | 3 | <b>Lead Contributors:</b> | Iesis Urban Spaces |
|-------------------------|---|-----------------------|---|---------------------------|--------------------|

**How will you deliver and monitor this output:**

Building Bristol to provide contacts/sources for persons requiring work placements. Iesis Consult/IUS to assess where these placements could be safely implemented and report intentions to Building Bristol. Evaluation form with evidence of attendance to be provided upon completion of the placement.

**Monitoring and evaluation notes (to be added by Building Bristol Coordinator)**

### KPI 2 – Jobs Created



This KPI is aggregated into 3 reporting lines;

- 2a Jobs created for Apprentices,
- 2b Jobs created for New Entrants,
- 2c Jobs created for Graduates.

This target describes the creation of new and sustainable job opportunities for new entrants into the sector. And as a result of the project are required on the project site(s) by the main contractor or subcontractor.

This target relates to

- a) Persons who are employed as Apprentices
- b) Persons previously unemployed or unskilled
- c) Graduates

**KPI Measure:**

1 individual represents 1 outcome

**Evidence**

1. Notification of vacancy on site
2. Copy of offer of employment
3. Confirmation letter or statement from employer of minimum 1 month employment (qualifying period)

|                         |   |                       |   |                           |                    |
|-------------------------|---|-----------------------|---|---------------------------|--------------------|
| <b>NSAFC Benchmark:</b> | 1 | <b>Agreed Target:</b> | 1 | <b>Lead Contributors:</b> | Iesis Urban Spaces |
|-------------------------|---|-----------------------|---|---------------------------|--------------------|

**How will you deliver and monitor this output?**

IUS to add a section to subcontract orders regarding local labour and apprentices. Supply chain will need to provide evidence that their labour is all local and also records of their apprentices and trainees. Ensure at least 1 new hire is appointed to the scheme. Offer of employment and confirmation of 1 month attendance on site to be provided as evidence.

**Monitoring and evaluation notes (to be added by Building Bristol Coordinator)**

**KPI 3 – Careers Information, Advice and Guidance (CCIAG) Activities**



At building stage, this target consists of the organisation and delivery of activities focused on improving the image of the construction sector. Activities are aimed at increasing awareness of the opportunities available within the industry, what it is like to work in construction and how to get into the sector.

To be counted, the activity must be formally structured, agreed by the project and the participating organisation  
The key target groups for delivery of this outcome are:

Entrants 14-19: (e.g. persons currently not in education, employment or training, or school students, school leavers, college students)

Under graduates

Influencers (e.g. school / university / adult influencers ,careers advisers, careers school staff, other providers, community groups)

Job Seekers (including people with few or no formal qualifications taking part in pre-recruitment training and/or job fairs)

**KPI Measure:**

1 activity represents 1 outcome

**Evidence:**

1. Confirmation from the participating organisation of the participants engagement in the activity
2. Completed documentations detailing activity delivered, numbers attended, evidence of outcomes/impact

|                         |   |                       |   |                           |                    |
|-------------------------|---|-----------------------|---|---------------------------|--------------------|
| <b>NSAFC Benchmark:</b> | 1 | <b>Agreed Target:</b> | 1 | <b>Lead Contributors:</b> | Iesis Urban Spaces |
|-------------------------|---|-----------------------|---|---------------------------|--------------------|

**How will you deliver and monitor this output:**

IUS to provide career oriented advertising materials  
Potential group site visit

**Monitoring and evaluation notes (to be added by Building Bristol Coordinator)**

## KPI 4 – Training Weeks

This KPI is aggregated into 3 reporting lines;

- 4a Apprentices
- 4b Traineeships
- 4c Higher Qualifications

Clients/contractors can agree how the total benchmark figure is divided and counted.

This target relates to and counts the number of weeks of formal training being undertaken by the site labour force working on a project. This will involve training following a recognised syllabus of study which has been accredited/certificated by either an awarding body for that qualification or by the recognised issuing organisation. One training week = 5 working days. The number of weeks must fall within the project duration and must accurately reflect the start point of the training date commenced whilst on site.

This target relates to all employees

- New entrants who are undertaking apprenticeship
  - New entrants undertaking traineeships
- New entrants undertaking technical/higher level qualifications.

### KPI Measure:

Total number of training weeks currently taking place on the project

- a) New entrants who are undertaking an apprenticeship
- b) New entrants who are undertaking traineeships/ equivalent
- c) New entrants undertaking technical/higher level qualifications

### Evidence:

1. Registration documents/written confirmation from training provider detailing course of study, duration and qualification
2. Completion certificates

|                         |    |                       |    |                           |                    |
|-------------------------|----|-----------------------|----|---------------------------|--------------------|
| <b>NSAFC Benchmark:</b> | 50 | <b>Agreed Target:</b> | 50 | <b>Lead Contributors:</b> | Iesis Urban Spaces |
|-------------------------|----|-----------------------|----|---------------------------|--------------------|

### How will you deliver and monitor this output?

IUS to add a section to subcontract orders regarding apprentices. Supply chain will need to provide records of their apprentices and trainees as well as evidence of attendance and work on site. Training provider documents to be provided as detailed above.

### Monitoring and evaluation notes (to be added by Building Bristol Coordinator)

## KPI 5 – Additional Measures

Bristol City Council considers some measures to be appropriate to all development Employment & Skills Plans, as identified in the Employment & Skills Plan Guide. Please provide detail here on the following

- i) How you will commit to Diverse Recruitment and skills Plans including measures that will be taken to recruit and support groups that are currently underrepresented in the workforce for example women, black and minoritized communities, care leavers, those with disabilities, LGBTQ+ and those from the city's most deprived areas (BCC can provide you with this information)
- ii) Good employer policies that are designed to support employee well being and development, including flexible working policies, living wage policy etc.

**How will you deliver and monitor this output:**

When reviewing potential candidates for work placements or apprenticeships, BCC guidance on underrepresented groups will be taken into account. All personal cases and situations will be considered regardless of fitting the traditional employee working scope, with well-being monitored alongside performance.

**Monitoring and evaluation notes (to be added by Building Bristol Coordinator)**

