



**BOROUGH OF
BROXBOURNE**
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Employment and Skills Supplementary Planning Document

Draft for public consultation

July 2023

Introduction

This statement sets out Broxbourne Borough Council's approach to delivering employment and skills opportunities through working with developers to maximize the potential for local employment.

Applicants/developers will be directed to this Supplementary Planning Document regarding their obligations and contributions for the following:

- employment opportunities
- skills and training opportunities
- apprenticeship/work experience schemes
- direct and in-direct employment opportunities

The Council is committed to maximising the benefits that can be secured for local residents from new developments. This includes employment and skills opportunities that can be delivered during the construction phase of a development and, where relevant, following occupation.

Broxbourne Local Plan 2018-2033

The adopted [Broxbourne Local Plan](#) proposes between 5,000 and 6,000 net additional jobs by 2033, with the possibility of significantly more in the longer term. New employment land is proposed where it maximises the potential for job creation in well-remunerated employment sectors, to diversify the Borough's economic base and to provide the best opportunities to enhance Broxbourne's environment.

The adopted Broxbourne Local Plan sets out the vision for the Borough until 2033 and includes policies that will deliver the aims and objectives for the Borough. These policies include increasing the number and range of jobs available in the Borough and upskilling the workforce.

Policy ED2: Employment Areas

[i-iv omitted]

V. Within the Employment Areas identified on the Policies Map, the Council will permit development, re-development or change of use for an alternative employment use subject to the following criteria:

- a) the proposal would not significantly affect the amenities enjoyed by occupiers of properties adjoining the employment area;
- b) the proposal would not create an unacceptable impact on the local and/or strategic transport network;
- c) the proposed use provides a complementary benefit to the Employment Area and **serves the needs of local workers**;
- d) any retail element must be ancillary to the main business use;
- e) **the use maximises the employment potential of the area.**

This SPD provides further guidance on how new developments can serve the needs of local workers (part Vc) to maximise the employment potential of the area (part Ve).

Baseline employment and skills levels

It is the aim of the Council to improve skills and employment levels, the statistics below show the baseline for improvement.

Out of work residents

ONS reports that 3.2% of the working age population in November 2022 in Broxbourne were out of work benefit claimants. Waltham Cross ward had the largest percentage of working age residents claiming out of work benefits in Broxbourne; 4.6% as of November 2022, almost one and a half percentage points higher than the rest of the Borough. The Hertfordshire result for November 2022 was 2.5%.

2021 ONS figures indicate that there were 41,000 jobs in Broxbourne with a job density of 0.67. This was lower than the Hertfordshire figure of 1.02.

Industries

The largest industry in Broxbourne is Wholesale and Retail Trade, and Repair of Motor Vehicles and Motorcycles, which in 2021 accounted for 23.5% of all employee jobs in the district. In comparison, this sector accounted for just 14.4% of employee jobs in Hertfordshire overall.

Construction is a key industry within Broxbourne, with 11.8% of jobs in the district being in this sector in 2021. In comparison, construction jobs in Hertfordshire comprise 6.2% of jobs in the county.

The Information and Communication sector has a small industry share in Broxbourne (2.4%) compared to the Hertfordshire wide figure (5.4%).

Earnings

ONS also reports that workplace full-time earnings in Broxbourne have risen significantly since 2010, with a 43% increase in wages for employees based in Broxbourne compared with the countywide average increase of 21%. This brings the 2021 median full-time annual gross earnings in Broxbourne (workplace-based) to £34,907, above the Hertfordshire median of £33,902 and higher than surrounding districts.

Resident based full-time earnings in Broxbourne have risen, with a 20% increase since 2010 to a full-time median annual salary of £34,615 in 2021. On average, the resident based earnings for full time workers across Hertfordshire have risen by 16% to £36,045.

Qualifications

Just 29.4% of residents aged 16-64 hold a qualification at NVQ Level 4 or above. This is significantly lower than the Hertfordshire average of 48.8% and surrounding areas East Hertfordshire (49.8%), Enfield (49.2%), Epping Forest (43.4%) and Welwyn Hatfield (46.1%), although greater than Harlow (23.9%).

6.3% of working age residents in Broxbourne hold no formal qualifications which is higher than the Hertfordshire average (4.4%) and surrounding areas. However, this figure has improved significantly since 2019 from 14.6%.

Aspirations for Borough residents

The adopted [Economic Development Strategy](#) supports the Council's objectives of:

- a thriving economy offering business growth and jobs
- sustainable living in an attractive environment
- an effective council, efficient and responsive to residents (and businesses)

The strategy aims to ensure:

- good quality employment space in the Borough
- opportunities to upskill local residents
- promotion of major employment sites ready for inward investment
- cleaner, greener growth

The strategy looks at the statistical evidence that identifies challenges in Broxbourne around jobs and employment, skills levels and infrastructure. The ten objectives set out in the strategy seek to improve opportunities for residents, businesses and visitors.

The Council recognises that highly skilled jobs will lead to continued increases in the average wage for residents, which in turn will have a positive impact on increasing local wealth and encouraging local economic growth. Therefore, the Council welcomes the right mix of highly skilled jobs to the Borough through its planning use policies.

The Council also recognises the importance of routes into work for school leavers as well as those going on to higher education, and will seek to work with schools and employers to promote local work experience opportunities and good quality apprenticeships.

Expectation of job numbers associated with specific planning uses

The preferred use class at employment development sites is B1 and B2 use classes as clearly indicated in the adopted Local Plan - Policy ED2: Employment Areas.

The below chart lays out the expectation for the number of jobs within a certain use class, following the Homes and Communities Agency¹ Density Guide 2015 model.

USE CLASS	Further Breakdown	Number of Jobs
B1a Office	Professional Services	1 FTE per 12 sq. m
B1a Office	Corporate	1 FTE per 13 sq. m
B1a Office	Finance and Insurance	1 FTE per 10 sq. m
B1a Office	Public Sector	1 FTE per 12 sq. m
B1b Research and Development		1 FTE per 50 sq. m
B1c Light Manufacturing		1 FTE per 47 sq. m
B2 Industrial and Manufacturing		1 FTE per 36 sq. m
B8 Storage and Distribution	National Distribution Centre	1 FTE per 95 sq. m

¹ Now Homes England

	Regional Distribution Centre	1 FTE per 77 sq. m
	Final Mile Distribution Centre	1 FTE per 70 sq. m

Source: Homes & Communities Agency Employment Density Guide 2015

The Council will expect developments that meet or exceed the thresholds set out in Table 2, to submit a site-specific community benefit: Use Class Development Threshold

TABLE 2	
C3 Residential (Dwelling houses)	30 or more dwellings
B2 General industry Building(s)	of 1,000m ² or more
B8 Storage and distribution Building(s)	of 1,000m ² or more
C1 Hotels Building(s)	of 1,000m ² or more
E Commercial, business and service Building(s)	of 1,000m ² or more
F2 Local Community Building(s)	of 1,000m ² or more
Sui generis Building(s)	of 1,000m ² or more

Improving job access and training

Through planning obligations for major development, planning provision will be sought for:

- employment of local people
- work related training provision for local people
- education opportunities for local people

Planning contributions for skills and employment will be negotiated and secured on a site-by-site basis, both for employment areas and for residential developments. There will be two phases associated with the employment and skills obligations, the construction phase and the occupation phase. The occupation phase will only apply to employment sites.

The job opportunities and training sought as part of the planning obligations mirror the priority aims of the Broxbourne Strategic Partnership for Skills (BSPS):

- Broxbourne Borough Council
- Job Centre Plus (JCP)
- Hertford Regional College (HRC)
- Broxbourne Community Alliance
- Step2Skills
- Hertfordshire Local Enterprise Partnership (LEP)
- B3 Living

Aims of the BSPS

- increasing employment opportunities;
- raising skills levels
- addressing skills gaps

Employment and Skills Training Action Plans (ESTA)

All developments that exceed the thresholds set out in Table 2 will be asked to provide an Employment and Skills Training Action Plan for the construction phase. At a minimum, an Action Plan should set out the following:

Construction Phase ESTA

- a schedule of job opportunities to be created as a direct result of the development
- the processes that will be in place to advertise these jobs
- number of apprentices/work experience positions
- the method in which the provision of local jobs and apprenticeships will be monitored

Process for securing on-site jobs and training

It is expected that developers will engage with the BSPS at the construction phase. An Employment Team will be established which will comprise of BSPS members.

The role of the Council with the wider BSPS will be to assist the applicant/developer to develop the Employment and Skills Training Action Plan for the construction phase, which will aim to address the following:

- new job opportunities at site
- sub-contractors job opportunities/local supply chain
- opportunities for work placements for unemployed people and local students (including from schools, colleges, universities, Job Centres)
- understanding of the BSPS and its role to help support these actions
- pre-employment training needed for local unemployed to help make them job ready
- links to training provision
- agree the process and approach, and schedule regular meetings with contractors and subcontractors to help deliver the employment and training planning obligations
- outreach work where appropriate
- agree the monitoring process

The applicant/developer will need to provide a schedule of opportunities, list of subcontractors, their trades, a likely timeline and indicative number of new job opportunities by trade. The BSPS will then work together to provide a potential pipeline of suitable and appropriately skilled candidates to apply for the roles.

The BSPS must be notified (via the Council) two weeks ahead of general advertisement.

Community Engagement

The BSPS Employment Team will support the developer/ applicant to engage with:

- construction Hub at Herts Regional College
- work Placements (schools, HRC, Universities, Step2Skills, DWP Work Coaches)
- opportunities to promote careers within the construction industry by developer links to schools/colleges to provide careers advice and guidance and support for employment events such as Generation Broxbourne, Jobs Fair and Inclusive Employment Fair

- maximising opportunities for training and up-skilling of local residents including but not limited to apprenticeships and work placements, and facilitating this through work with schools and direct contact with young people where appropriate
- developing and supporting local community projects with community groups, local schools and skills organisations.

It is expected that the applicant/developer will ensure that sub-contractors are notified of these obligations to meet s106 training and employment obligations and to introduce them to the Council/BSPS.

The Applicant/Developer will provide a monitoring report on a bi-monthly basis.

Employment Sites Operational phase ESTA

For Employment sites, a second action plan is required for the operational phase that, at a minimum, will provide:

- an outline of the training provision including, but not limited to, career aspiration for local people
- promotion of jobs and skills opportunities to the local community
- ensure local people have priority access to new opportunities
- connect and invest in local education provision
- investment into resources needed to carry out the above

It is expected that the above will extend to sub-contractors, who are delivering the project or are end users at the sites.

Where it is not possible to provide on-site jobs, training or education, an off-site provision or contribution will be negotiated.

After occupation of the Development

Depending on the scale of the site, six months to three years ahead of occupation, the applicant, with BSPS, will prepare a separate Employment and Skills Action Plan for the site.

This action plan will:

- Define the potential job opportunities (broken down into professional and technical jobs) that the site creates. This will identify both the transfer of any existing jobs and new job opportunities
- Understand the support available from the BSPS Employment Team (including recruitment of staff, links to training provision, pre-employment training for local unemployed to help make them job-ready and links to partner organisations that may be able to support the recruitment and training of the end-user)
- Agree a programme of community outreach that promotes career opportunities that are linked to the sector that the end user occupier operates within
- Agree process, approach, and regular meetings including meetings and training obligations and support available from BSPS Employment Team agree monitoring process – how often, what format feedback on progress is provided to the Employment Team

The end user of the building is encouraged to provide the Employment Team a schedule of new job opportunities created during the first 12 months of occupation. The schedule shall be submitted having regard to providing equal opportunities in the training and employment of staff.

The Employment Team should be informed of all new technical job opportunities created by the end user to allow the exclusive advertising to local residents (via JCP) for two weeks prior to general advertising.

The Employment Team will endeavour to work with the end occupier of the site to:

- increase career aspirations for local people into the industries at site
- ensure local people have priority access to opportunities
- maximise the opportunities for work placements and work experience on site for both students (schools, colleges and university students) and for unemployed people (through pre-employment training schemes such as a Sector Based Work Academy)
- signpost the opportunities to promote career/skills opportunities to the local community
- provide direct contact with young people seeking career/skills opportunities
- invest in resources needed to carry out actions that will help local people and local supply chains access the opportunities brought forward by the developments.

The end user of the building must provide the Employment Team with monitoring returns on a bi-monthly basis.

For further discussion or clarity on any points within the document, please contact the economic development team: economic.development@broxbourne.gov.uk