

Public Document Pack



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Personnel Committee
Date: Wednesday 7 February 2024
Time: 6.30 pm
Venue Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

**Councillor Lynn Pratt
(Chairman)**

Councillor Gemma Coton
Councillor Fiona Mawson
Councillor Chris Pruden
Councillor Douglas Webb
Councillor Barry Wood

Councillor Amanda Watkins (Vice-Chairman)

Councillor David Hingley
Councillor Lynne Parsons
Councillor George Reynolds
Councillor Bryn Williams
Councillor Sean Woodcock

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Minutes (Pages 5 - 10)

To confirm as a correct records the Minutes of the meeting of the Committee held on 20 November 2023 and the reconvened meeting held on 27 November 2023.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **Equalities, Diversity and Inclusion (EDI) Action Plans - Inclusive Workplace** (Pages 11 - 26)

Report of Assistant Director – Customer Focus

Purpose of report

To seek the committee's approval of the draft action plan for delivering the council's equality, diversity and inclusion commitments for creating an inclusive workplace, which are set out in its Equalities Framework, Including Everyone.

Recommendations

The Personnel Committee resolves:

- 1.1 To consider, endorse and recommend to Executive the action plan for an Inclusive Workplace for 2024/25 (Appendix 1).
- 1.2 To delegate authority to the Assistant Director for Customer Focus to make minor amendments to the agreed action plans in consultation with the Portfolio Holder for Corporate Services and Chair of the Equalities Diversity and Inclusion (EDI) Working Group.

7. **Gender Pay Gap Report** (Pages 27 - 38)

Report of Assistant Director Human Resources

Purpose of report

To provide the Personnel Committee with the latest Gender Pay Gap report for information

Recommendations

The Personnel Committee resolves:

- 1.1 To review the latest Gender Pay Gap report provided for information.

8. **Policy Updates** (Pages 39 - 76)

Report of Assistant Director Human Resources

Purpose of report

To seek approval from the Personnel Committee on proposed changes to existing HR policies.

Recommendations

The Personnel Committee resolves:

1.1 To Review and approve the following policies for implementation:

- Learning and Development Policy
- Smoke Free Policy
- Use of E-Cigarettes at Work Policy

9. **Workforce Statistics for Quarter 3 2023-24** (Pages 77 - 96)

Report of Assistant Director Human Resources

Purpose of report

To provide the Personnel Committee with an update on CDC's workforce including measuring staff well-being and to highlight the actions officers are taking to address any issues.

Recommendations

The Personnel Committee resolves:

1.1 To review and note the workforce data for Quarter 3 of 2023/24 provided in Appendix one.

10. **Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Webcasting and Broadcasting Notice

The meeting will be recorded by the council for live and/or subsequent broadcast on the council's website. The whole of the meeting will be recorded, except when confidential or exempt items are being considered. The webcast will be retained on the website for 6 months.

If you make a representation to the meeting, you will be deemed by the council to have consented to being recorded. By entering the Council Chamber, you are consenting to being recorded and to the possible use of those images for and sound recordings for webcasting and/or training purposes.

The council is obliged, by law, to allow members of the public to take photographs, film, audio-record, and report on proceedings. The council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

Published on Tuesday 30 January 2024

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 20 November 2023 at 9.00 am

Present:

Councillor Amanda Watkins (Vice-Chairman, in the Chair)
Councillor Gemma Coton
Councillor David Hingley
Councillor Lynne Parsons
Councillor Chris Pruden
Councillor George Reynolds
Councillor Douglas Webb
Councillor Barry Wood
Councillor Sean Woodcock

Substitute Members:

Councillor Rob Pattenden (In place of Councillor Fiona Mawson)
Councillor Nigel Simpson (In place of Councillor Bryn Williams)

Apologies for absence:

Councillor Lynn Pratt (Chairman)
Councillor Fiona Mawson
Councillor Bryn Williams

Officers:

Claire Cox, Assistant Director Human Resources
Natasha Clark, Governance and Elections Manager

Also Present:

Julie Towers, Penna

31 **Declarations of Interest**

There were no declarations of interests.

32 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

33 **Urgent Business**

There were no items of urgent business.

34 **Minutes**

The Minutes of the meeting of the Committee held on 1 November 2023 were agreed as a correct record and signed by the Chairman.

35 **Chairman's Announcements**

There were no Chairman's announcements.

36 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

(The Governance and Elections Manager let the meeting at the conclusion of this item)

37 **Interviews for the Post of Chief Executive**

The Committee saw each of the short listed applicants for the post of Chief Executive in turn and asked them a number of questions.

The Committee was supported by Julie Towers, Penna, the external recruiter running the recruitment process and the Assistant Director Human Resources.

38 **Adjournment of Meeting**

It was unanimously agreed to adjourn the meeting to 4pm on Monday 27 November to conclude the interview process.

Resolved

(1) That the meeting be adjourned to 4pm on Monday 27 November 2023.

(The Governance and Elections Manager rejoined the meeting for this item)

The meeting ended at 5.40 pm

Chairman:

Date:

This page is intentionally left blank

Cherwell District Council

Personnel Committee

Minutes of a reconvened meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 27 November 2023 at 4.00 pm

Present:

Councillor Amanda Watkins (Vice-Chairman, in the Chair)

Councillor Gemma Coton
Councillor David Hingley
Councillor Lynne Parsons
Councillor Chris Pruden
Councillor George Reynolds
Councillor Douglas Webb
Councillor Barry Wood
Councillor Sean Woodcock

Substitute Members:

Councillor Rob Pattenden (In place of Councillor Fiona Mawson)
Councillor Nigel Simpson (In place of Councillor Bryn Williams)

Apologies for absence:

Councillor Lynn Pratt
Councillor Fiona Mawson
Councillor Bryn Williams

Officers:

Claire Cox, Assistant Director Human Resources
Aaron Hetherington, Principal Officer – Electoral Services Lead

Also present:

Julie Towers, Penna

39

Reconvening of Personnel Committee

The meeting having adjourned in private session with the press and public excluded, it reconvened in private session.

(The Principal Officer – Electoral Services Lead left the meeting at the conclusion of this item)

40 **Interviews for the Post of Chief Executive**

The Committee concluded the interviews. The Committee was supported by Julie Towers, Penna, the external recruiter running the recruitment process and the Assistant Director Human Resources.

Following the interviews the Committee evaluated the applications and considered the supporting information Penna in reaching their recommendation on appointment.

Resolved

- (1) That Council be recommended to appoint the preferred candidate to the post of Chief Executive and Head of Paid Service.

The meeting ended at 5.15 pm

Chairman:

Date:

This report is public	
Equalities, Diversity and Inclusion (EDI) Action Plans – Inclusive Workplace	
Committee	Personnel Committee
Date of Committee	7 February 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Sandy Dallimore
Date Portfolio Holder agreed report	30 January 2024
Report of	Assistant Director – Customer Focus

Purpose of report

To seek the committee's approval of the draft action plan for delivering the council's equality, diversity and inclusion commitments for creating an inclusive workplace, which are set out in its Equalities Framework, Including Everyone.

1. Recommendations

The Personnel Committee resolves:

- 1.1 To consider, endorse and recommend to Executive the action plan for an Inclusive Workplace for 2024/25 (Appendix 1).
- 1.2 To delegate authority to the Assistant Director for Customer Focus to make minor amendments to the agreed action plans in consultation with the Portfolio Holder for Corporate Services and Chair of the Equalities Diversity and Inclusion (EDI) Working Group.

2. Executive Summary

- 2.1 The Council has agreed to action plans that help it implement its commitments to promote equality, diversity and inclusion (EDI). These included the Inclusive Workplace action plan which covers the council's role as an employer. All three action plans covered the 2023/24 municipal year. Therefore, they are reaching the end of their allotted timescale.
- 2.2 The EDI Working Group, composed of councillors from the Overview & Scrutiny and Personnel Committees, has continued to meet during 2023/24 in order to review the progress in implementing the EDI action plans and propose revised actions for 2024/25. Appendix 1 – Inclusive Workplace 2024/25 reflects the Working Group's deliberations.

Implications & Impact Assessments

Implications	Commentary			
Finance	<p>The action plans can be delivered from within existing budgets and staffing resources. If their implementation give rise to proposals that would require additional resources then these would be authorised separately.</p> <p>Kelly Wheeler, Finance Business Partner, 26 January 2024</p>			
Legal	<p>The Council has a statutory duty under the Equality Act 2010 and the Public Sector Equality Duty (PSED) as outlined in the report. Specific duties for the Council also include the requirement to develop and publish equality objectives and to annually publish actions under way or planned to meet the requirements of the PSED.</p> <p>Risks associated with the delivery of the action plan should be monitored and managed through the governance arrangements.</p> <p>Vanessa Wilson, Legal Services Paralegal, 26 January 2024</p>			
Risk Management	<p>Through the approval, and subsequent delivery, of an Inclusive Workplace action plan we aim to be on the right path to deliver against our EDI commitments, mitigating any risks that could arise due to inaction, such as possible barriers to recruiting and retaining the most capable workforce, and the risk this would pose to the effectiveness of the council's operations.</p> <p>Celia Prado-Teeling, Performance and Insight Team Leader, 26 January 2024</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact	X			<p>The council is already meeting its statutory responsibilities under the Equality Act 2010. So these actions plans will demonstrate how we plan to deliver our commitment to go above and beyond our legal obligations. The action plans enable us to go above and beyond these obligations and strengthen our capacity to promote equality across protected characteristics.</p> <p>Celia Prado-Teeling, Performance and Insight Team Leader, 26 January 2024</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			

B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			
Climate & Environmental Impact		X		Mark Mills, Policy Development Officer, 26 January 2024 None
ICT & Digital Impact		X		N/A
Data Impact		X		The implementation of this plan rests on using publicly available data (in particular from the 2021 Census) and the results of the regular Pulse Surveys of the council's workforce. Participation in the Pulse Surveys is optional, results are anonymised and held securely.
Procurement & subsidy		X		N/A
Council Priorities	Healthy, resilient and engaged communities			
Human Resources	The action plans can be delivered from within staffing resources. If their implementation gives rise to proposals that would require additional resources, then these would be authorised separately.			
Property	None at this stage. If adjustments are recommended as a result of the proposed accessibility audits, these would be considered separately and a fresh decision would be required.			
Consultation & Engagement	None			

Supporting Information

3. Background

- 3.1 The Equality Act 2010 requires all public bodies including councils to take extra steps to stop discrimination. This is known as the Public Sector Equality Duty.

- 3.2 The duty means having to consider equality as part of our daily business and sets out specific requirements for achieving this, which are to:
- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,
 - Advance equality of opportunity between people who share a protected characteristic and those who do not,
 - Foster good relationships between people who share protected characteristics and those who do not,
 - Set and publish equality objectives at least every four years and,
 - Publish information at least annually, to show how we comply with the Equality Duty including information about employees and to people who are affected by our policies and procedures.
- 3.3 In 2020, the Council agreed an equalities framework, 'Including Everyone', which it co-produced with Oxfordshire County Council. This framework was to capture our statutory obligations but also our commitments to going beyond what the law expects, to deliver inclusive communities, services and an inclusive workforce.
- 3.4 In keeping with this Including Everyone encompasses the protected characteristics sets out in the Equality Act: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. However, it also commits the council will also consider the impact our decisions have on people living with social deprivation, in rural communities, those leaving care, carers, and those in our armed forces community.
- 3.5 In early 2023, an EDI Working Group was formed to refresh the action plan that had been created to underpin the framework so that it reflected Cherwell as a single council and also the significant progress that had been made since it was developed. The Working Group was composed of members from both the Overview and Scrutiny and Personnel committees.
- 3.6 Three actions plans were developed for the 2023/2024 municipal year: Inclusive Communities, Inclusive Services, and Inclusive Workplace.
- 3.7 The Inclusive Workplace Action Plan was endorsed by Personnel Committee on Wednesday 15 March 2023 and, along with the Inclusive Communities and Services Action Plans, agreed by the Executive on Monday 3 April 2023.
- 3.8 In June 2023, the Overview & Scrutiny and Personnel Committees agreed that the EDI Working Group should continue to meet in the new municipal year, to oversee the implementation of these plans and help shape the annual improvement plans.
- 3.9 The members of the Group for 2023/24 were Councillors Patrick Clarke, Gemma Coton, Chukwudi Okeke, Lynne Parsons, Rob Pattenden, and Chris Pruden. At the first meeting, Councillor Coton was elected as the Group's chair. Councillor Okeke left the Working Group in November 2023.
- 3.10 Over the course of nine meetings, the Working Group reviewed the background issues and then reviewed and refined drafts of the three action plans. Appendix 1 reflects that work.

- 3.11 The Overview and Scrutiny committee will consider the Inclusive Communities and The Services Action Plans on 12 March and will be asked to recommend them to the Executive on 3 April for agreement.

4. Details

- 4.1 The Inclusive Workplace Action Plan is structured around the EDI commitments made in the Including Everyone Framework. For each of these is a desired outcome agreed as part of the 2023/24 action plan to provide an endpoint for this workstream. As the intention of the action plans is regularly build upon existing progress, the same outcomes are used in the 2024/25 action plan.
- 4.2 As a result of the previous action plan, the demographic information on the council's workforce has now been split by grade and department. The Working Group felt this was a valuable exercise. It is important to understand not only whether recruitment into the council is fair and inclusive, but also whether the same can be said of senior positions and particular services. Given this the Working Group wishes to see this exercise repeated annually.
- 4.3 The Working Group is satisfied that the Council's internal communications convey an organisational commitment to EDI principles. The Working Group wish to see this built on with regular updates on the networks and virtual social groups for employees interested in particular causes and a communication plan for development opportunities for the council's workforce. They believe that these actions would help ensure that Cherwell employees can better identify and highlight ways to improve the council's delivery of EDI principles, as well as ensuring that all employees have a fair opportunity to seek promotion to more senior levels.
- 4.4 The Working Group believes that conducting an access audit of major council buildings would provide an opportunity to gain an external perspective with specialist knowledge on whether there are barriers to EDI arising from the design or operation of our buildings.
- 4.5 The Working Group is pleased that all Cherwell employees complete mandatory training on EDI in the workplace. They support the delivery of additional specialised training for managers and training to equip all employees with tools to address the unconscious associations and stereotypes that may lead them to treat people differently or not address the needs of people on the basis of their protected characteristics.

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below:

Option 1: To continue to deliver the current action plan. This option has been rejected as it was written to reflect the situation at the start of 2023/24 and does not account for delivery since then, notably the actions already delivered.

6 Conclusion and Reasons for Recommendations

- 6.1 The council is committed to going above and beyond our statutory responsibilities in creating inclusive communities and services and an inclusive workforce. To do this effectively we need to have the right resources and infrastructure in place to:
- capture the latest EDI data and trends
 - use the data available to identify and address any barriers
 - ensure EDI implications are identified and considered at the earliest opportunities through our service planning and decision making processes
 -
- 6.2 The Inclusive Communities, Inclusive Services, and Inclusive Workplaces Action Plans provides a structure in which this can be delivered and a basis on which further specific, substantive work on this topic can be delivered.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	All

Document Information

Appendices	
Appendix 1	Inclusive Workplace Action Plan 2024/25
Appendix 2	Including Everyone Framework
Background Papers	None
Reference Papers	None
Report Author	Mark Mills, Policy Development Officer, Performance & Insight Team
Report Author contact details	mark.mills@Cherwell-dc.gov.uk

Inclusive Workplaces Action Plan 2024/25

Commitment	Desired outcome	Proposed action for 2024/25	Timescale	Owner
EDI 3.01 - Improve the diversity of our organisation at all levels to be representative of our communities	The demographics of each level of the council's workforce broadly mirror those of the District and the United Kingdom	Introduce a yearly report to Personnel Committee, which splits the demographic information on the council's workforce by grade and department.	Q3 24/25	AD of Human Resources
EDI 3.02 – Celebrate and promote diversity in our workforce	All staff can see people like them reflected in the council's communications	Within the annual report referenced above under EDI 3.01, include a short update on the networks and virtual social groups for employees interested in particular causes.	Q3 24/25	Communications and Marketing Manager
EDI 3.03 - Provide a supportive environment so all staff can reach their potential	Staff satisfaction is consistently high across all backgrounds and identities. They routinely go on to achieve both internal and external promotions	Deliver the new communication plan which promotes development opportunities for the council's workforce.	Q4 24/25	Communications and Marketing Manager
		Conduct an access audit on Castle Quay and other major council buildings.	Q2 24/25	AD of Property
EDI 3.04 - Identify and tackle discrimination in all its forms	Efforts to tackle discrimination are robust, evidence-based and dynamic	Complete the review and approval by Personnel Committee of the remaining HR policies.	Q4 24/25	AD of Human Resources
EDI 3.05 - Provide managers with the skills to support employees with different needs and plan inclusive services	All our clients and staff feel that the council treats them with respect and is responsive to their needs	Integrate additional inclusion training for managers into the mandatory e-learning suite.	Q2 24/25	Learning and Development Manager
EDI 3.06 – Train our staff to identify and avoid	Our staff are proactive in questioning their own assumptions	Provide an update on the roll out of unconscious bias training and to what extent the council has been able to gauge its effectiveness.	Q4 24/25	Learning and Development Manager

unconscious bias and deliver inclusive services.	and looking for ways to make service delivery more inclusive.			
--	---	--	--	--



Including Everyone

Equalities, diversity and inclusion framework



Including Everyone

There is enormous strength in diversity. Bringing people together from across a wide range of social and cultural experiences and backgrounds enables us to broaden our perspectives, enhance our understanding and enrich our way of life. It fosters an inclusive and supportive environment, which lends strength and vitality to communities and this enables individuals to meet their potential. In 2020 we introduced our Including Everyone Framework which outlines our approach to equalities, diversity and inclusion and sets out our vision to be leaders in our field; providing inclusive services, workplaces and communities, equitable access to services and equality of opportunity.

We have heard how painful exclusion can be for people and how negatively this can impact people's lives. We take our obligations and commitments to equalities, diversity and inclusion extremely seriously. We recognise the need to listen and learn as we tackle inequalities through our policies but most importantly through our concrete actions.

We are working hard to ensure our workplaces, services and communities are inclusive, so they are places where diversity is protected, honoured and celebrated. We know we don't have all the answers, but we keep listening to and learning from our staff and residents, so we can identify inequality and tackle disadvantage, recognising the need to redouble efforts to tackle racism and all forms of discrimination.

We keep developing this framework because to be able to have further understanding of what is important to our residents and members of staff and we will keep working to achieve those goals. How this is expressed for our communities, services and staff will differ according to their unique circumstances, and this will be reflected in an action plan for the organisation which will sit underneath this framework. These plans describe the local actions we will take to deliver on the goals and commitments outlined in this document; they are reviewed and updated annually, and are used to track and measure our progress.



Cllr Barry Wood
Leader of Cherwell
District Council

Our Including Everyone Framework

Leading the field in equality and diversity in our workplace, inclusive service delivery and tackling disadvantage in the communities we serve



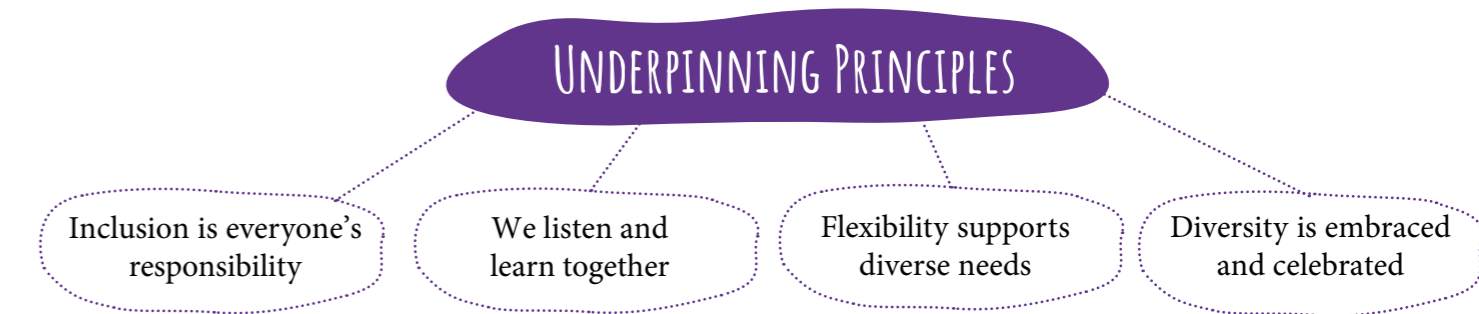
- We work with communities to help them thrive
- We work with partners to tackle disadvantage in our communities.



- Our information and buildings are accessible for all
- Our services use good data and engage with users to plan and meet their different needs.



- Our workforce is inclusive, reflecting the diversity of the communities we serve
- Our staff have the values, skills and knowledge to be inclusive.



Why Including Everyone is important

This Framework is important for us in honouring and protecting the diverse strengths of individuals and in building inclusive communities; we go beyond what the law expects of us to achieve this. The Equality Act (2010) states that public bodies, including Councils need to take extra steps to stop discrimination: this is known as the Public Sector Equality Duty. The Act defines discrimination as the less favourable treatment of a person, because of a protected characteristic, as compared to others who do not share that characteristic. The legislation also applies where there is a belief that the person who is disadvantaged has a particular protected characteristic, even if that is not the case.

The Public Sector Equality Duty means that we must consider equality as part of our daily business, in particular:

- We need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,
- We need to advance equality of opportunity between people who share a protected characteristic and those who do not,
- Foster good relations between people who share protected characteristics and those who do not,
- Set and publish equality objectives at least every four years and,
- Publish information, at least annually, to show how we comply with the Equality Duty including information about employees and to people who are affected by the public body's policies and procedures.

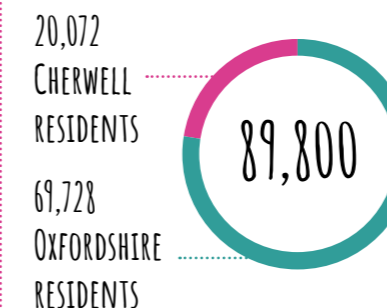
There are nine protected characteristics: age; disability (including invisible disabilities); gender reassignment; marriage and civil partnership; pregnancy and maternity; race including ethnic or national origins, colour or nationality; religion or belief; sex; sexual orientation.

We go further than the protected characteristics in our decision-making process. To do this we consider the impact that our decisions have on people living with social deprivation, in rural communities, those leaving care, carers, and those in our armed forces community. For us inclusion applies to the 'communities' where we live and work, but also communities of shared understanding, such as faith, heritage and sexuality. We want to support every community to be the best it can and we work to remove or reduce obstacles which get in the way; this includes tackling unconscious bias which occurs when people favour others who look like them, share their values or experiences.

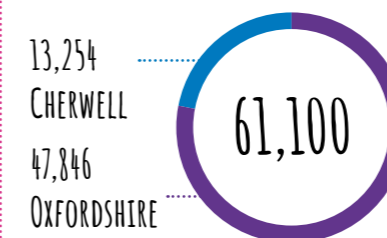
Not everyone is included

Data about the district tells us that the population we serve is relatively affluent; we also know that this level of data masks some stark inequalities within our communities which we find when we dig beneath the surface. The diversity in our communities is a strength and does not result in disadvantage by itself, but we know we need to tackle inequalities because not everyone has the same life opportunities. The following illustrates examples of some of the inequalities in our communities:

People live with a long term illness or disability in Oxfordshire (2011)



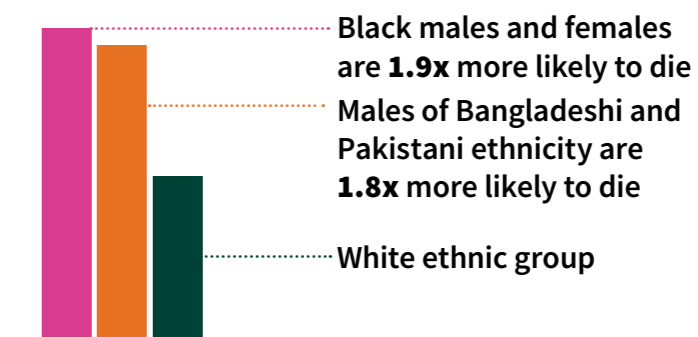
Unpaid carers in Oxfordshire (2011)



Research shows carers are more likely to report symptoms of mental ill-health, and struggle financially

Public Health England, information shows ethnic identity influences mental and physical health outcomes via multiple routes, such as experiences of discrimination and fear of negative incidents

Ethnic groups risk of death from COVID-19



Average pay for men in Oxfordshire

Average pay for men in Cherwell

Average pay for women in Oxfordshire

Men earn on average **£6,800** more than women in the Oxfordshire area. Men in the Cherwell area earn on average **£6,200** more

In 2020, **10%** of children across the county live in low income families; thats almost

12,000

CHILDREN LIVING IN POVERTY

Life expectancy between the most and least deprived wards in Oxfordshire is

13.7 YEARS

In 2019, there were

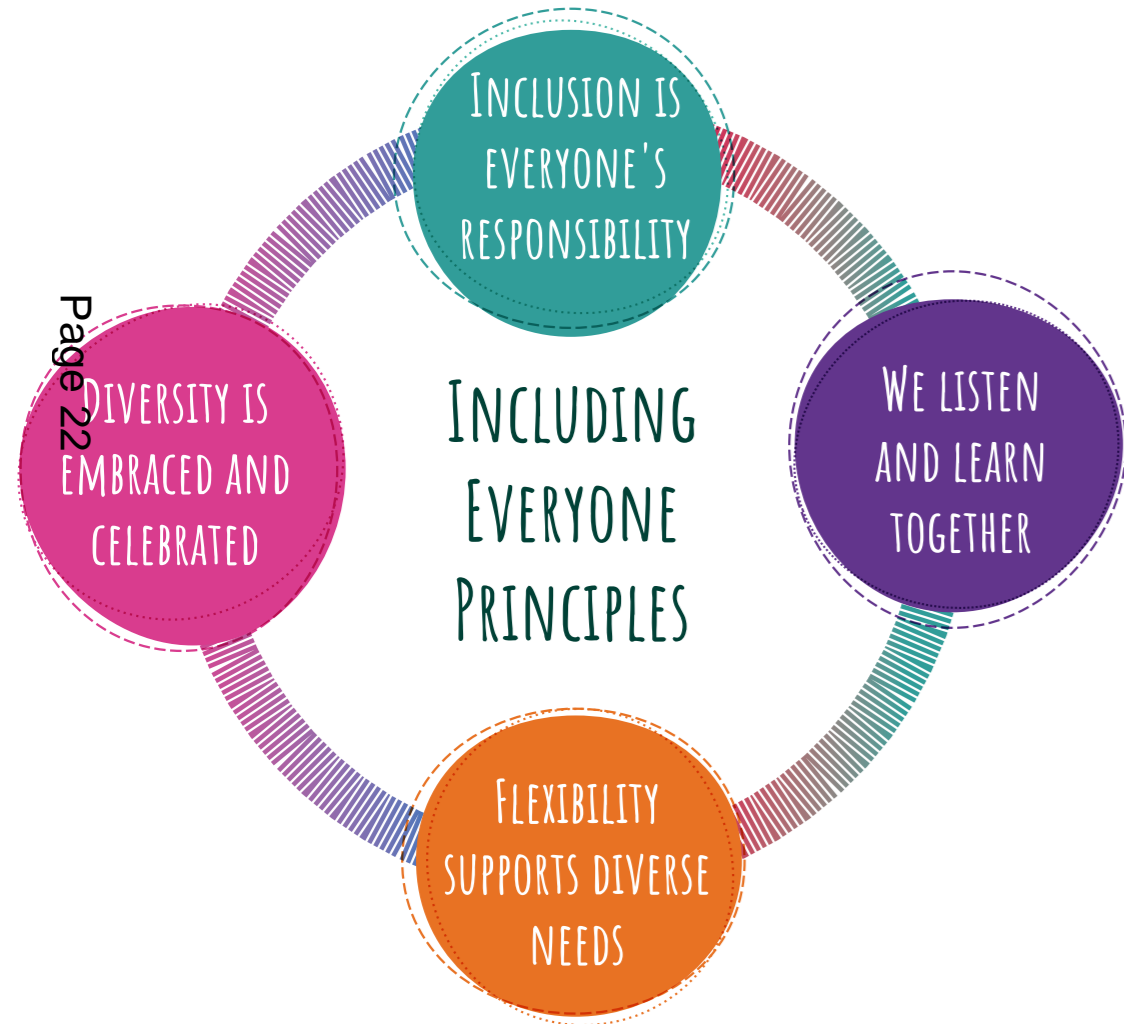
6,464

PUPILS

with learning difficulties in Oxfordshire schools

Principles

Our equality, diversity and inclusion Framework is underpinned by the following key principles:



Inclusion is everyone's responsibility. Including everyone means that we all need to work together, in the workplace and in communities to remove seen and unseen barriers to opportunities.

We listen and learn together. People have unique experiences and perspectives which can enrich our collective understanding, so by creating a culture of curiosity we can learn how to best focus our efforts.

Flexibility supports diverse needs. Recognising and responding well to diverse needs, ensures we deliver an inclusive communities, services and workplaces.

Diversity is embraced and celebrated. There is enormous strength in diversity; we celebrate this and embrace it in our learning, service delivery and community leadership.

We have three inter-connected strands that help us organise our work: inclusive communities, inclusive service delivery and inclusive workplaces. The following section sets out our goals and commitments against each strand. The goals will be tracked and measured in a set of annual action plans, which sit underneath this framework.

INCLUSIVE COMMUNITIES

GOAL 1

We work with communities to help them thrive

COMMITMENTS

- Engage with, and support, local community groups and organisations
- Promote inclusive behaviour with residents and those using services
- Work directly with communities to identify inequality and tackle disadvantage.

GOAL 2

We work with partners to tackle disadvantage in our communities

COMMITMENTS

- Promote equality, diversity and inclusion through our supply chain and strategic partnerships
- Promote and encourage inclusive behaviour for future generations
- Work with all partner organisations to understand diverse needs and create inclusive communities.

INCLUSIVE SERVICE DELIVERY

GOAL 3

Our information and buildings are accessible for all

COMMITMENTS

- Ensure our information, website and digital services are accessible for all; including those digitally excluded
- Take action to make our buildings accessible to all residents and staff.

GOAL 4

Our services use good data and engage with users to plan and meet their diverse needs

COMMITMENTS

- Better understand those using services and their needs by collecting their information and feedback
- Engage residents, those using services users and community groups when planning and delivering services
- Plan and deliver services that promote inclusion.

INCLUSIVE WORKPLACE

GOAL 5

Our workforce is inclusive, reflecting the diversity of the communities we serve

COMMITMENTS

- Improve the diversity of our organisation at all levels to be representative of our communities
- Celebrate and promote diversity in our workforce
- Provide a supportive environment so all staff can reach their potential.

GOAL 6

Our staff have the values, skills and knowledge to be inclusive

COMMITMENTS

- Identify and tackle discrimination in all its forms
- Provide managers with the skills to support employees with different needs and plan inclusive services
- Train our staff to identify and avoid unconscious bias and deliver inclusive services.

Responsibility for delivering **Including** Everyone Framework

An underpinning principle of our Framework is that inclusion is everyone's responsibility; we need a collective effort to realise our vision. The following sets out the roles and responsibilities for delivering the Including Everyone Framework:



Monitoring and reporting progress

The goals and commitments of our Including Everyone Framework are set every four years. Sitting beneath this Framework will be three annual action plans, that reflect the different ways in which we are working to make our organisation services and communities more inclusive.

The action plans will have indicators to help us measure progress against our goals. Implementation will be overseen by the Equalities, Diversity and Inclusion Member working group, reporting will align with quarterly business plan monitoring.

We will engage in the development of our action plans each year and will produce an annual report to outline our progress. We will seek feedback on how others see and experience our progress as part of the annual reporting process.

References and resources


- **Oxfordshire Joint Strategy Needs Assessment**
- **'Some are more equal than others: hidden inequalities in a prospering Oxfordshire'** 2019/20 Director of Public Health Annual Report
- **Equalities and Human Rights Commission**
- **Stonewall (LGBT+) specific information**
- **My Life, My Choice**
- **Age UK Oxfordshire**
- **Oxfordshire Youth**
- **Disability Rights UK**
- **Census 2021**

Alternative formats


If you require this document in an alternative format, ie easy read, large text, audio, Braille or a community language, please get in touch.

Contact us

 cherwell-dc.gov.uk/contact-us

 Cherwell District Council,
Bodicote House, Bodicote
Banbury, OX15 4AA

Stay in touch

 @Cherwellcouncil

 @cherwelldistrictcouncil

 @CherwellDistrictCouncil

This page is intentionally left blank

This report is public	
Gender Pay Gap Report	
Committee	Personnel Committee
Date of Committee	7 February 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Dallimore]
Date Portfolio Holder agreed report	30 January 2024
Report of	Assistant Director of Human Resources, Claire Cox

Purpose of report

To provide the Personnel Committee with the latest Gender Pay Gap report for information

1. Recommendations

The Personnel Committee resolves:

- 1.1 To review the latest Gender Pay Gap report provided for information.

2. Executive Summary

- 2.1 This report provides the Personnel Committee with the latest version of the Gender Pay Gap report for information ahead of it being published on the CDC Website by 30 March 2024.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial implications directly associated with this report. This is historic information for which any costs will already have been incurred. Rachel Ainsworth Finance Business Partner, 23 January 2024
Legal	By completing gender pay gap reporting, CDC are ensuring compliance with Gender Pay Gap Regulations. Shiraz Sheikh, Assistant Director of Law and Governance and Monitoring Officer

Risk Management	There are no risks arising from this report. Any arising risks will be managed by the relevant service operational risk register and escalated to the leadership risk register as and when necessary. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact	X			Publishing a Gender Pay Statement is a requirement of the Equality Act; in line with the council's EDI framework and our commitment to promote an Inclusive Work Force, producing a Gender Pay Statement allow us to ensure that gender pay data continues to be monitored, and any identified issues are mitigated. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		There are no sustainability implications arising directly from this report.
ICT & Digital Impact		X		
Data Impact		X		
Procurement & subsidy		X		
Council Priorities	This report links to the Council's EDI framework.			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	UNISON are consulted on policies.			

Supporting Information

3. Background

- 3.1 Since 2017 employers with a headcount of 250 or more employees have been required to comply with the regulations on gender pay gap reporting.
- 3.2 The gender pay gap is the difference between the average (mean and median) earnings of men and women across the workforce

4. Details

- 4.1 As a public sector body, CDC is required to provide pay data, broken down by gender for a 'snapshot date' of 31 March. The data included in the Gender Pay Gap Report at appendix 1 is from 31 March 2023.
- 4.2 The report provides a mean and median gender pay gap for this year, as well as The last 3 years and outlines the proportion of men and women working at CDC in four quartile pay bands.
- 4.3 CDC are required to report their gender pay gap findings to central Government and publish the report at Appendix 1 on the CDC website by 30 March this year.

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: This report is provided for information only. There are no other options required as CDC must ensure compliance with the Gender Pay Gap Regulations.

6 Conclusion and Reasons for Recommendations

- 6.1 By completing the gender pay gap report and ensuring it is reported and published by the deadline of 30 March 2024, CDC are ensuring compliance with the Gender Pay Gap Regulations

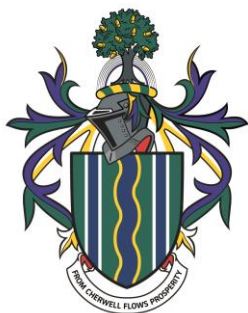
Decision Information

Key Decision	N/A
---------------------	-----

Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	N/A

Document Information

Appendices	
Appendix 1	CDC Gender Pay Gap Report.
Background Papers	N/A
Reference Papers	N/A
Report Author	Assistant Director of Human Resources, Claire Cox
Report Author contact details	claire.cox@cherwell-dc.gov.uk, 01295 221549



Gender Pay Gap Report 2023

Background

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 stipulate that all businesses, public sector and third sector organisations with over 250 employees must publicly report on average pay differences between their male and female employees. The Regulations require employers to publish their:

- Mean gender pay gap in hourly pay
- Median gender pay gap in hourly pay
- Mean bonus gender pay gap
- Median bonus gender pay gap
- Proportion of males and females receiving a bonus payment, and
- Proportion of males and females in each pay quartile.

As a public sector body, we are required to publish this pay gap information within 12 months, taking the “snapshot date” of 31 March 2023.

Our calculations follow the legislative requirements as set out in the Equality Act 2010 (Specific Duties & Public Authorities) Regulations 2017. All staff who were deemed to be relevant employees at 31 March 2023 are included.

This information will be published on the Cherwell District Council (CDC) website for a minimum of 3 years and published on the government website (www.gov.uk) by 31 March 2024.

The purpose of gender pay gap reporting is to achieve greater gender equality in terms of pay across the UK and increase pay transparency. This differs from equal pay which deals with differences between men and women who carry out the same roles.

Details within this report

Using a snapshot of employees' pay as at 31 March 2023, only 3 of the 6 calculations detailed above were made due to no bonus payments being paid at CDC. The 3 calculations are as follows:

1. Mean gender pay gap
2. Median gender pay gap
3. The proportion of men and women divided into four quartile pay bands

Information required for publication

Relevant employee

An employee who was on full pay at the point of the data snapshot as at 31 March 2023.

Mean gender pay gap

The mean is defined as the average of the figures and is calculated by adding up all the figures and dividing by the number there are.

Median gender pay gap

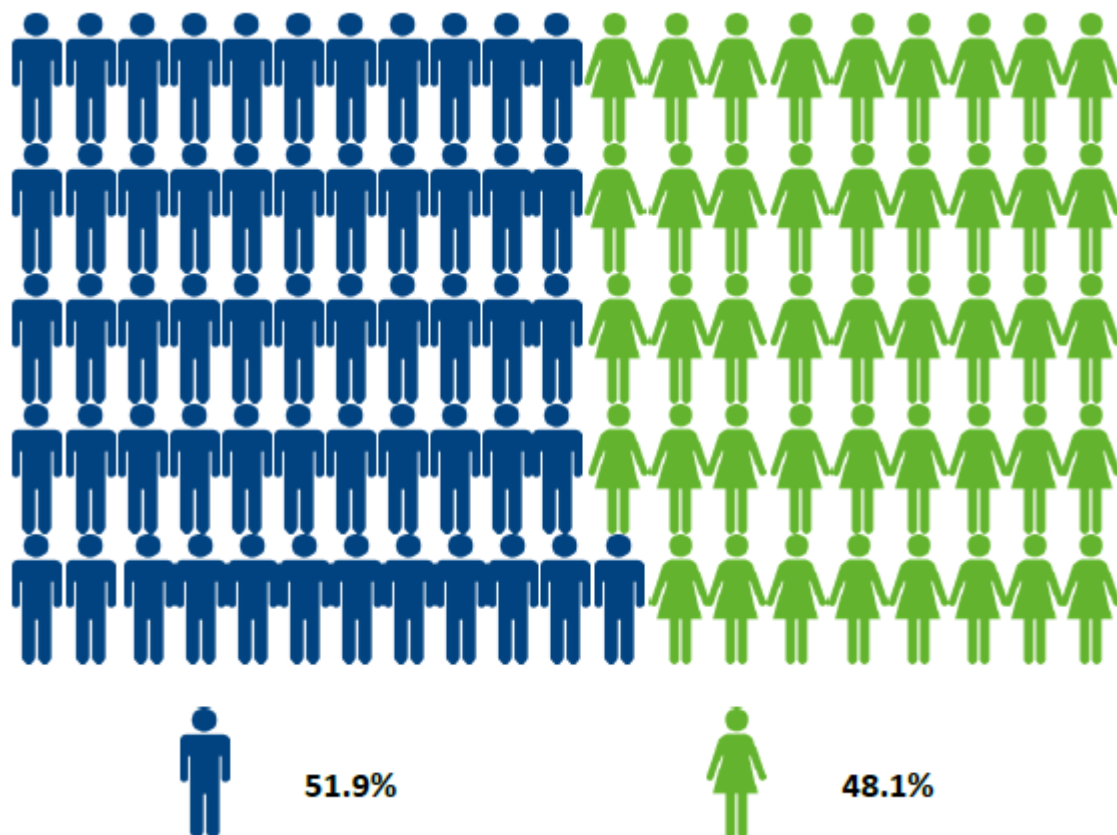
The median is defined as the salary that lies at the midpoint and is calculated by ordering all salaries from highest to lowest and the median is the central figure.

Quartile pay bands

The quartile information is calculated by listing all salaries from highest to lowest and then splitting that information into four equal quarters to determine the percentage of male/female employees in each quartile.

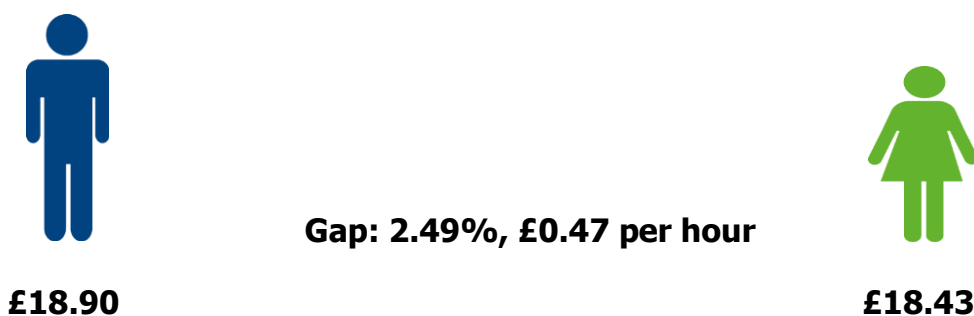
Workforce profile

On 31 March 2023, CDC had 497 relevant employees¹; of which 51.9% (258 employees) were men and 48.1% (239 employees) were women.



Gender pay gap as at 31 March 2023

Mean: percentage difference and average hourly rate of pay



The mean difference recorded at CDC has increased from 1.64% in March 2022 (0.29p per hour) to 2.49% (£0.47 per hour) but remains substantially less than the national public sector mean pay gap which is 13.9% (Office for National Statistics – ASHE).

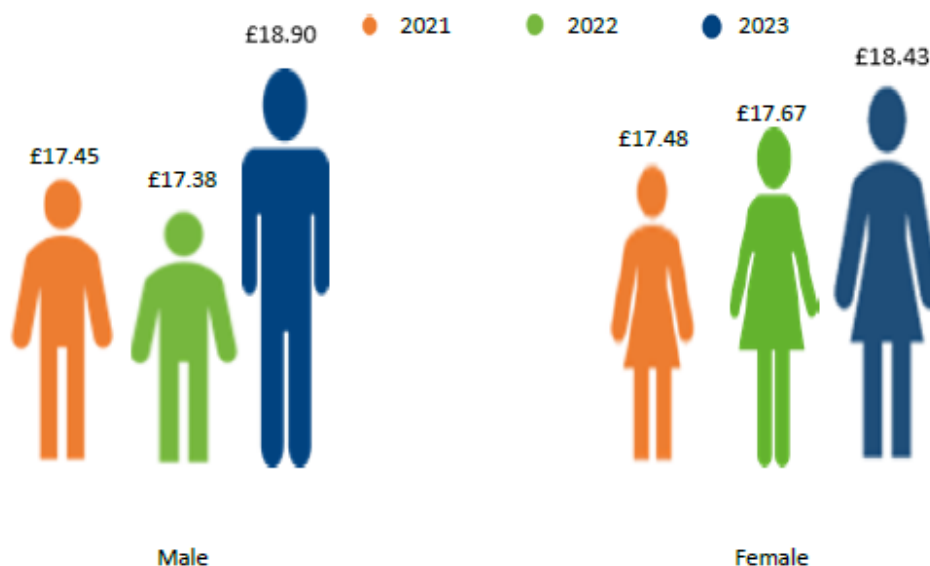
As at 31 March 2023 the mean hourly rate for men was £18.90 per hour and for women it was £18.43 per hour. This means that men earned an average of £0.47

¹ A relevant employee is an employee that received full pay, not reduced to parental leave pay or sick pay, for example, as at the snapshot of data on 31 March 2023.

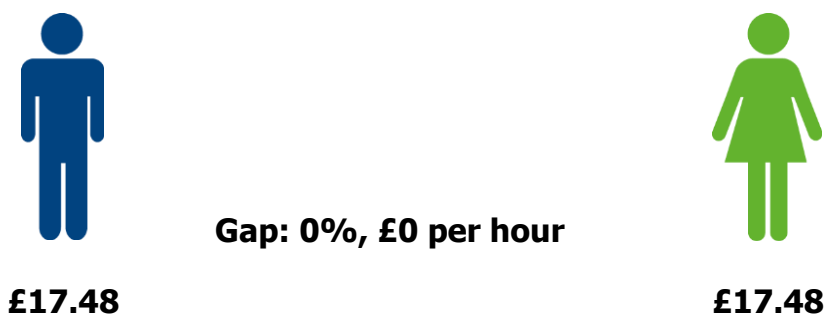
per hour more than women, which equates to a mean difference of 2.49%. This is the first time in three years that the hourly rate for men has been higher than women.

The figures for 2021, 2022 and 2023 can be seen in the diagram below. This diagram shows the change from women having a slightly steeper increase for 2021-2022, then reducing slightly in 2023.

Mean Male and Female Hourly Pay Rates

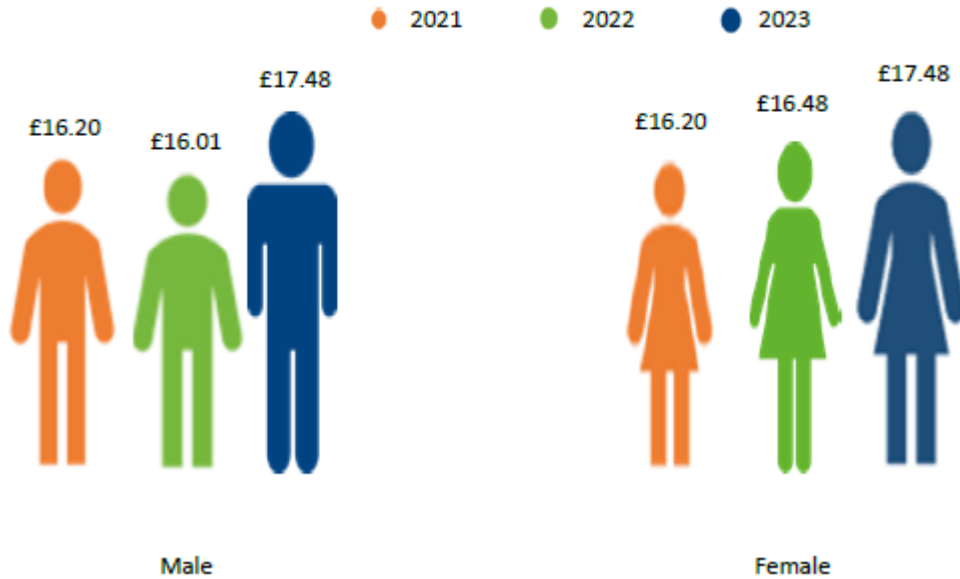


Median percentage difference and hourly rate of pay



As at 31 March 2023 the median hourly rate of pay for men and women was the same with both being paid £17.48 per hour. This is the second time in a 3-year period that there has been no median difference between men and women. As there is no median difference as at 31 March 2023, CDC remain considerably less than the national public sector median pay gap which is 14.9% (Office for National Statistics – ASHE). The figures for 2021, 2022 and 2023 can be seen in the diagram below. This diagram shows a consistent increase for women over the last 3 years, whilst the median rate for men has seen fluctuation.

Median Male and Female Hourly Pay Rates

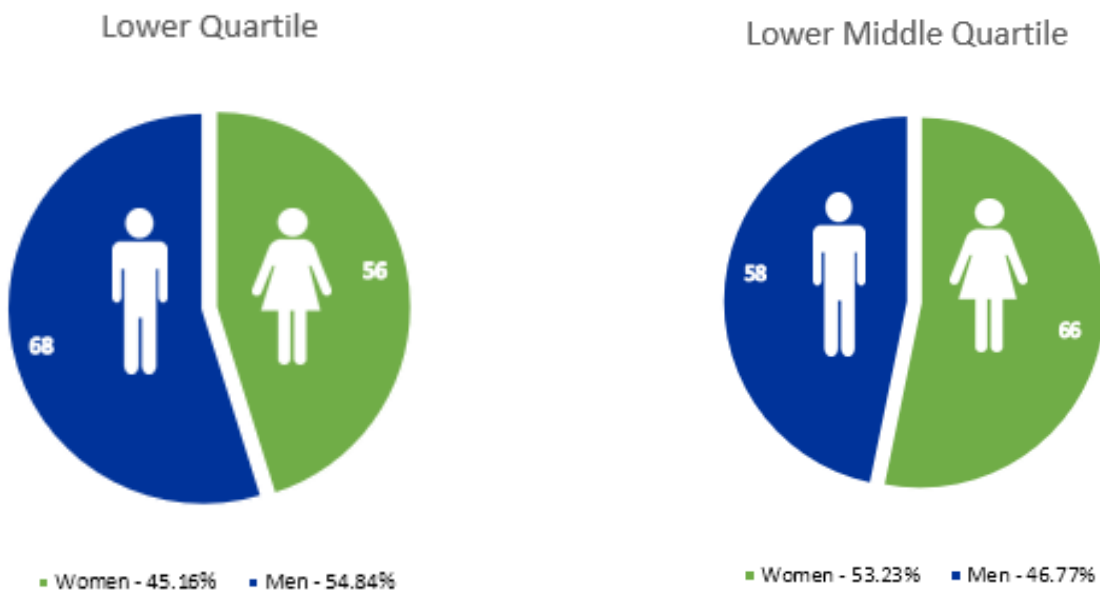


Proportion of men and women receiving bonuses

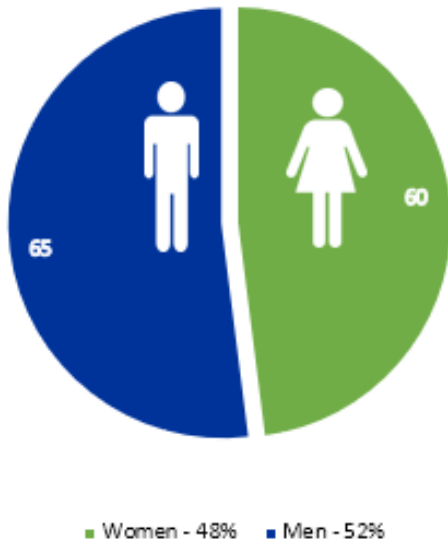
CDC does not operate any performance related pay or bonus schemes and therefore has no bonus gender pay gap.

Pay quartiles

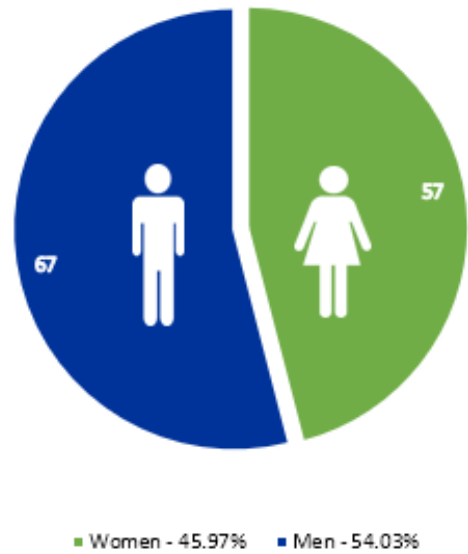
CDC employed 497 relevant employees as at 31 March 2023 which means there are 124 employees in the lower quartile, lower middle quartile and the upper quartile. The upper middle quartile has 125 employees. The gender split per quartile as at 31 March 2023 is detailed below and serves as a useful benchmark to determine progression through the pay scales.



Upper Middle Quartile



Upper Quartile



The hourly rates that represent each quartile are as follows:

- Upper - relates to the hourly rates of £21.21 and above
- Upper middle - relates to the hourly rates of £17.48 – £21.21
- Lower middle - relates to the hourly rates of £13.90 - £17.48
- Lower - relates to the hourly rates up to £13.90

The proportion of males to females in the lower quartile, upper middle quartile and upper quartile are different to that of the total workforce profile of 51.9% males to 48.1% females.

When reviewing the quartiles year on year, it is evident that there has been the biggest shift in the lower middle quartile with an increase in women of 5.23%. All other quartiles have seen an increase in men, with the highest percentage shift in the upper middle quartile at 5.17%. The percentage difference by year is displayed in the table below.

Table to show percentage difference by quartile between 2022 and 2023:

Quartile	% Men 2022	% Men 2023	% Women 2022	% Women 2023	% difference
Lower	53.17	54.84	46.83	45.16	1.67% increase in men
Lower middle	52.00	46.77	48.00	53.23	5.23% increase in women
Upper middle	46.83	52.00	53.17	48.00	5.17% increase in men
Upper	52.80	54.03	47.20	45.97	1.20% increase in men

As well as general turnover, a proportion of the shift across the quartiles can be attributed to the fact that CDC decoupled from Oxfordshire County Council in early 2022 and as a result needed to recruit higher volumes than usual across the following year, to fill any voids left as a result of the separation. Whilst CDC does its utmost to ensure equity of opportunity when recruiting, for all with protected characteristics under the Equalities Act 2010, it is important that the process is robust and ultimately the person who demonstrates the best skills and attributes for the role is appointed.

In the upper quartile, 4 (33%) of the 12 Senior Management team (Assistant Director level and above), are women, which is less than the 48.1% gender split of the workforce.

Commitment

We are committed to the principles of equality, diversity, fairness and inclusion and our approach to people management should not put any group at a disadvantage. Regardless of identity or background, everyone deserves to be able to develop their skills and talents to meet their full potential, work in a safe, supportive and inclusive environment, be fairly rewarded and recognised for the work they do and have the opportunity to have their say on matters that affect them. We are also committed to achieving a diverse workforce that fully reflects our community.

We will continue to advance our inclusion initiatives, particularly where there are any barriers for women to progress into higher paid roles, or roles where they are under-represented.

Flexible and agile working and family friendly policies will assist Cherwell District Council to attract and retain staff in a competitive job market and in a geographical area with low unemployment.

Summary

This year sees a difference to the previous two years with the pay gap altering with men earning a mean difference of 2.49% more than women. The median reports no difference for the second time in a 3-year period. Even with the shift in the mean, the gender pay gap within CDC does not pose a significant concern at this time. It will be necessary to continue to monitor and be committed to learning from best practice as part of our journey. The gender pay gap data will be analysed on an annual basis and a comparison of figures will be completed year on year. The Senior Management Team will continue to review and monitor this data. We will ensure that job grades continue to be determined through objective analysis and job evaluation to maintain the integrity of the pay and grading system.

This page is intentionally left blank

This report is public	
Policy Updates	
Committee	Personnel Committee
Date of Committee	7 February 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Dallimore
Date Portfolio Holder agreed report	30 January 2024
Report of	Assistant Director of Human Resources, Claire Cox

Purpose of report

To seek approval from the Personnel Committee on proposed changes to existing HR policies.

1. Recommendations

The Personnel Committee resolves:

1.1 To review and approve the following policies for implementation:

- Learning and Development Policy
- Smoke Free Policy
- Use of E-Cigarettes at Work Policy

2. Executive Summary

2.1 This report provides policies for review and approval, updated as part of a rolling programme of policy reviews and updates..

Implications & Impact Assessments

Implications	Commentary
Finance	To mitigate risk, it is important that the Council operate with up-to-date policies. The update to these policies is anticipated to be minor and will be managed within existing budgets, as is currently the case. Kelly Wheeler, Finance Business Partner, 24 January 2024
Legal	This is in accordance with the programme for reviewing policies. There are no legal implications.

	Shiraz Sheikh, Assistant Director of Law and Governance and Monitoring Officer. 22 January 2024			
Risk Management	There are no risks arising directly from this report. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no EDI implications arising from this report. Officers have considered EDI implications in suggesting changes to the policies to ensure the council meets its statutory responsibilities under the Equality Act and the commitments in its equalities framework 'Including Everyone'. The policies also allow for some flex so they can be adapted to suit the situation and specific circumstances. Furthermore, the policies are regularly reviewed and updated to ensure they remain fit for purpose so any future EDI implications, and mitigating actions, will be captured in the correspondent Equalities Impact Assessments. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?			X	
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		There are no sustainability implications arising directly from this report
ICT & Digital Impact		X		
Data Impact		X		
Procurement & subsidy		X		

Council Priorities	N/A
Human Resources	N/A
Property	N/A
Consultation & Engagement	UNISON are consulted on policies.

Supporting Information

3. Background

- 3.1 The policies outlined above are part of the rolling programme of policy updates that officers are bringing to Personnel Committee for approval as HR systematically work through and refresh all HR-related policies.
- 3.2 UNISON are also provided with these documents for review and comment. Any feedback received will be shared at the Personnel Committee ahead of these policies being approved.

4. Details

- 4.1 The approach officers are taking to review all HR policies is to prioritise those needed to reflect changes in legislation and or work practices.
- 4.2 The aim of the review was to simplify the content where possible, removing any unnecessary information and ultimately making them more user friendly for managers and employees to understand and follow them.
- 4.3 The table in Appendix 1 gives an overview of all the proposed changes for each policy

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: The alternative option would be to continue with the existing policies however officers have rejected this as the policies would not reflect current legislation or the Council's objectives of being an attractive, modern employer.

6 Conclusion and Reasons for Recommendations

- 6.1 Officers have updated the policies attached to this report to reflect current legislation and good practice but also to make them much more user friendly and attractive for existing and potential employees. For these reasons officers recommend the committee approves the revised policies

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	N/A

Document Information

Appendices	
Appendix 1 Appendix 2 Appendix 3 Appendix 4	Outline of changes to each policy Learning and Development Policy Smoke Free Policy Use of E-Cigarettes at Work Policy
Background Papers	N/A
Reference Papers	N/A
Report Author	Assistant Director of Human Resources, Claire Cox
Report Author contact details	claire.cox@cherwell-dc.gov.uk, 01295 221549

Document	Outline of changes
Learning and Development Policy	This is a new policy that sets out the organisations approach to training, learning and development and incorporates Post Entry Training arrangements.
Smoke Free Policy	This policy is new and, following on from the Leader of the Council signing up to the Oxfordshire Tobacco Alliance, which aims to reduce the overall prevalence of smoking in Oxfordshire to below 5% in 2025, means that smoking will no longer be permitted on Council owned and operated sites for employees, members and site visitors.
Use of E-Cigarettes Policy	In the same vein as the smoke free policy, the use of e-cigarettes will also no longer be permitted on any Council owned and operated sites.

This page is intentionally left blank



Learning and Development Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Learning and Development Policy
Owner	Human Resources
Version	1.0
Date of implementation	1 March 2024

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Personnel Committee	7 February 2024

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District

DATE FOR REVIEW

No later than 28th February 2027 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision

Contents

Purpose	4
Scope.....	4
Roles and responsibilities.....	4
General.....	4
Employee	5
Line Manager	5
Executive and Senior Management Team.....	5
HR and Organisational Development Team	5
What do we mean by learning and development?.....	6
Corporate and Local Induction.....	6
Formal training / conferences / seminars (individual or team)	6
Organisational learning resources	6
Bookboon.....	6
Quarterdeck	6
West Midlands Coaching and Mentoring.....	6
iHASCO	7
Post Entry Training/Qualification (PET) and Apprenticeships	7
Repayment of course fees (PET courses/qualifications only)	7
Reimbursement of Expenses to Employees.....	8
Leave Arrangements	8
Applying for funding from the Corporate/Central Learning and Development Budget	9
Appendices.....	Error! Bookmark not defined.
Appendix 1 – Learning and Development process workflow	10
Appendix 2 – Learning and Development Application Form	11
Appendix 3 – Learning and Development Post Employment Training (PET) Agreement Letter	14
Appendix 4 – Apprenticeship Agreement	17

Learning and Development Policy

1. Purpose

1.1. The purpose of this Learning and Development Policy is to establish guidelines and procedures for providing training and development opportunities to Cherwell District Council employees in a fair and consistent manner. This policy aims to support the professional growth, skill enhancement and career development of the workforce while aligning with organisational values, strategic priorities and objectives.

1.2. All employees are entitled to:

- Equal opportunities in all aspects of their development.
- An induction into their job, their team and the organisation.
- An explanation of the vision and the objectives of the organisation.
- Clear and measurable objectives for their performance at work.
- A twice, yearly review of their performance.
- A manager who is committed to their staff development.
- Coaching and mentoring from their Line Manager to enhance learning, development and career progression.

2. Scope

2.1. This policy applies to all employees of Cherwell District Council, including those who are full time, part-time and/or on a fixed contract. It encompasses various forms of training and development, including but not limited to on-the-job training, workshops, seminars, online courses, qualifications and apprenticeships.

2.2. Only essential training necessary for fulfilling an employee's job role will be considered during their six-month probationary period.

2.3. Agency, contractors and casual staff should attend training specifically required for their role as directed by their Line Manager and attend appropriate corporate induction training.

3. Roles and responsibilities

3.1. General

Employees and Managers will meet on a regular basis through appraisal and 1-2-1 meetings. As part of these meetings, the manager and the employee will identify and review any development that needs to be undertaken to enable them to effectively carry out their role in line with the organisations' values, strategic priorities and objectives. Training needs may also be identified via legislative requirements and changes and government policies, as they arise.

3.2. Employee

- Ensure they take an active part in the planning of their own development and undertaking activities agreed with their manager and in line with their job role.
- Identify development that fulfil the criteria of any CPD obligations for their role and their institutional and legal responsibilities.
- Apply the new knowledge and skills to their work as appropriate and cascade to other members of staff with their team as required.
- Maintain any CPD record that is required for their institution or that is required legally for their role.
- Attend any corporate training identified for their role.

3.3. Line Manager

- Organise and support local induction for new staff.
- Support their employees to help them to identify their individual development training needs.
- Signpost employees to relevant training and qualifications required due to a change in role, new to a role, legislative and government policy updates or CPD requirements.
- Meet regularly with the employee to review and identify any training and development needs, CPD or qualifications required for them to carry out their role effectively.
- Signpost employees to in-house training and development opportunities.
- Authorise any training requirements based on individual, team and directorate requirements.
- Evaluate the effectiveness of the development that has been undertaken by the employee.

3.4. Executive and Senior Management Team

- Actively encourage Learning and Development across their Directorate in line with organisational values, strategic priorities and objectives and individual training needs.
- Assistant Directors or Heads of Service will review and authorise Learning and Development Applications for their Directorate.

3.5. HR and Organisational Development Team

- Manage the central learning and development budget for the organisation.
- Provide an administrative service for booking external training requiring funding from the learning and development budget and apprenticeship levy.
- Develop and review the Corporate Induction Programme for new staff.
- Source, develop and review the Corporate Training Programme/Offer as required.

- Provide support and guidance to employees and managers to identify and address training and development requirements.
- Work with internal and external providers to identify and commission training as required.
- Communicate any corporate training and development opportunities to the organisation and organise as required.
- Record training activities, qualifications and apprenticeships booked through the HR and Organisational Development Team on iTrent.

4. What do we mean by learning and development?

4.1. Corporate and Local Induction

All staff including agency, contractors and casual staff (as appropriate) will be booked on to the corporate induction by the HR Team and will be set up with access to iHASCO to complete mandatory corporate e-learning modules.

Local inductions will be set up by the line manager to introduce the new employee to their team, directorate and the organisation.

4.2. Formal training / conferences / seminars (individual or team)

We encourage staff to attend training sessions relevant to their role to keep their skills and knowledge up to date. These can be funded or unfunded but if funding is required by the Learning and Development budget, the process for [booking on to learning and development](#) needs to be followed. All training sessions need to be discussed with the Line Manager, and budget availability must be confirmed by the Learning and Development Manager, before any booking is made.

4.3. Organisational learning resources

We have a number of organisational learning resources available for staff to use. These resources are accessed via the intranet under Quick Links or via the Human Resources Intranet pages and include:

4.3.1. **Bookboon** - free audio and e-books covering topics including personal development, leadership, IT, management skills and much more?

4.3.2. **Quarterdeck** - our soft skills, on-line learning platform, which will give you access to on-demand training library of bitesize videos, 1:1 private coaching and live monthly training (dates are made available once you sign up to Quarterdeck learning)

4.3.3. **West Midlands Coaching and Mentoring** - we have access to the West Midland Employers' coaching and mentoring framework, which gives staff access to over 100 professionally qualified coaches from a broad range of backgrounds, all of whom are or have been serving public sector officers.

4.3.4. **iHASCO** – our Corporate e-learning package. This provides all the mandatory training required for all staff to complete and includes Safeguarding, Prevent, GDPR, EDI and Health and Safety modules. Employees will be reminded by iHASCO to re-do and refresh their knowledge on the modules on a one-, two- or three-year period, dependant on the module. New employees will be allocated all mandatory modules when they start and asked to complete within one month of their joining date.

4.4. **Post Entry Training/Qualification (PET) and Apprenticeships**

Post Entry Training/Qualifications and Apprenticeships is training that is essential or mandatory to fulfil the requirements of the specific role and results in a recognisable qualification.

This is also learning that is detailed on a person specification for the employees' job, training relating to a career graded post or training that has become essential due to changes in the employees' job and has been confirmed via a written appraisal form (with an amendment to the person specification).

As a general rule, if an apprenticeship is identified for the Post Entry Training/Qualification, then the employee will need to complete the training or qualification via this route. There may be mitigating circumstances when this will not be viable but these will need to be discussed between the employee, Line Manager and HR Business Partner/Learning and Development Manager at the time of the application. It is not a viable reason for the employee to express that they do not wish to follow the apprenticeship route and consideration will be given as to whether the employee will need to contribute towards the course fees in this instance.

Apprenticeships are excluded from the Repayment of Fees detailed below.

4.4.1 **Repayment of course fees (PET courses/qualifications only)**

Any employee who is given approval for Post Entry Training must give an undertaking to remain in the employment of the Council, for at least two years from the date the course is completed. The Learning and Development Agreement Letter will be issued to the employee and must be returned to the HR Team prior to course fees being paid and attendance starting on the qualification.

Repayment of the financial assistance received will be required from an employee who either:

- Fails, without good reason, to complete the course whether by choice or direction (for example being expelled from the course) and includes leaving employment with the Council during the period of a course. This does not include deferring completion, providing the course is completed within two years. In this case repayment would be 100%.
- Fails, without good reason, to sit expected examinations or other course completion requirements such as dissertations or project work. In this case repayment would be 100%.
- Leaves the Council's employment within two years of the date the qualification was obtained. This includes moving to another local government post. In this case recovery will be based on one twenty-fourth of the total cost of the course and books, where the overall amount owed reduces by one twenty fourth for

each month of completed service (up to twenty-four months) after the employee receives notification that they have completed the qualification.

4.4.2 When seeking to recover costs under this policy, the Council will include any costs of books, materials or mileage claims but not salary for study time or absence, such costs will be deducted from your final salary. Funding will not be reclaimed if:

- An employee dies in service or leaves on ill health grounds
- an employee is the subject of redundancy

4.4.3 **Reimbursement of Expenses to Employees**

- Reimbursement for the cost of books and for equipment incurred up to a maximum as agreed in the Learning and Development application form will be subject to prior approval by the appropriate Head of Service and the Learning and Development Manager, with the production of relevant receipts. If approved, claims should be made via iTrent ESS.
- Should the cost exceed that requested in the original Learning and Development application form, the extra money should be found from departmental budgets, unless there are exceptional circumstances.
- Reimbursement for the cost of accommodation will be subject to prior approval from the appropriate Assistant Director or Head of Service. Claims must be paid from the employee's department budget. The production of receipts is required. Accommodation costs must always be avoided where possible. Accommodation should not be used if the cost of travel is less. If accommodation is booked when travel costs would be less a valid reason must be given.
- Travel expenses must be agreed with the Line Manager and, once agreed, will be paid from the employee's department budget. Claims will be submitted via iTrent ESS Expenses.

4.4.4 **Leave Arrangements**

4.4.4.1 Time off to attend Training (Day Release) - Where support for day release has been approved, paid time off will be given to attend college or on-line/virtual study. However, where college tuition is for half a day (virtual or classroom based), employees must attend work for the other half of the day. Any paid time off must be detailed on the training application form and discussed with the Line Manager. Flexi records will be refunded at 7 hours 24 minutes for a full day and 3 hours 42 minutes for a half day (or pro rata for part time staff based on the hours worked on that day).

Guidance is set out below for Study Leave, Exam Leave and Field Trips. If additional time off to attend training is required in addition to these, it is at the Line Manager's discretion.

4.4.4.2 Annual Leave/Flexi Leave - Employees will not normally be given approval to take annual leave/flexi leave at times when they are committed to attend college. Line Managers may approve leave in exceptional circumstances.

4.4.4.3 Study Leave - If study leave is required for course attendance, for field trips or exams, this should be discussed with the Manager at the outset as part of the application process, so full consideration can be given to staff cover and other organisational obligations.

Additional days will be approved in exceptional circumstances in line with the organisations and team priorities. The applicant should speak with their Line managers who will need to give consideration to:

- The length of the course.
- If study leave has already been provided and if so when and for how long.
- Time off will be provided pro-rata to the hours the employee is contracted to work.

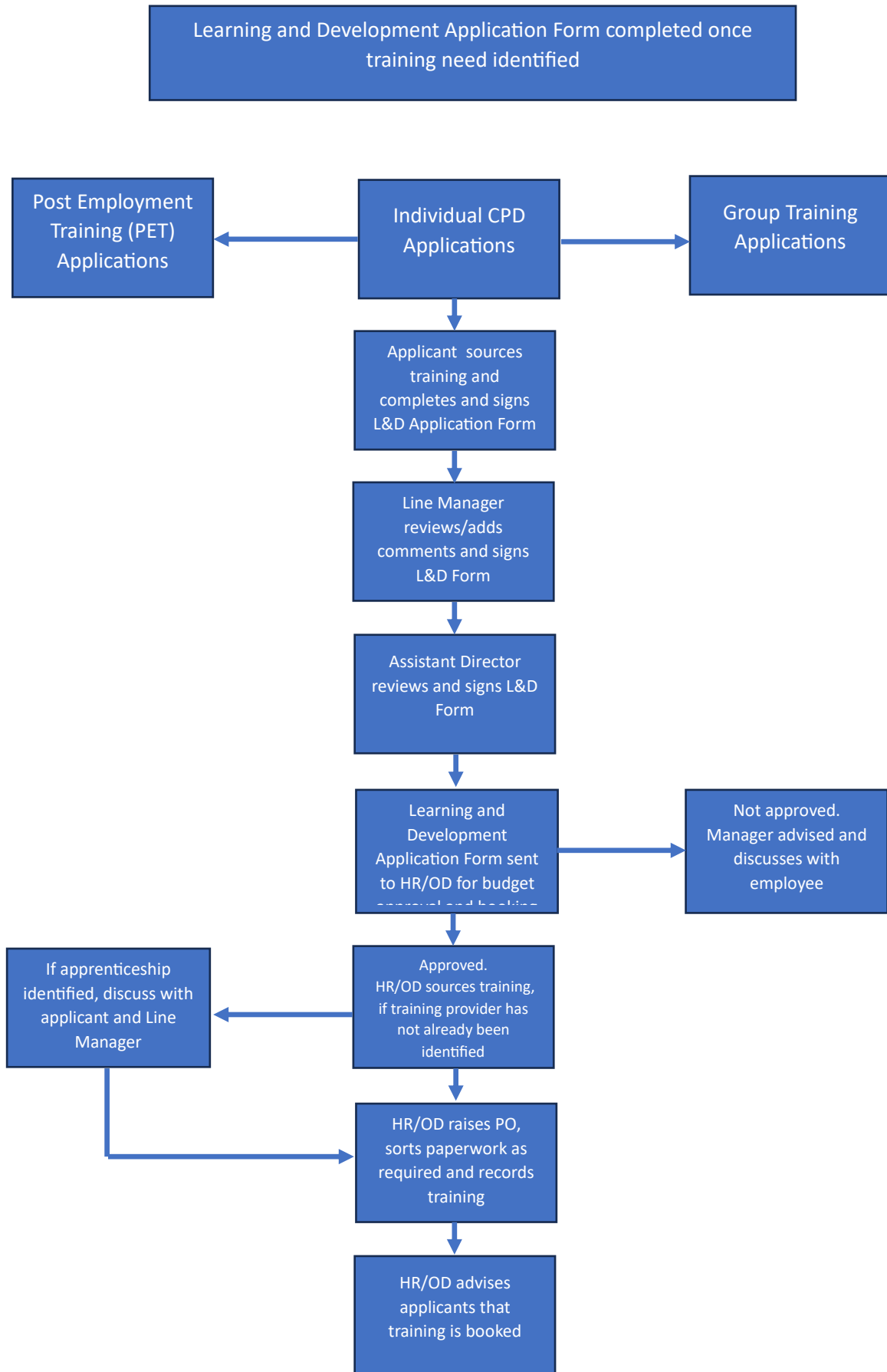
4.4.4.4 Exam Leave - the employee can take one day's study leave for each exam. No extra time will be given for re-sits, although the employee can take annual leave or flexi.

4.4.4.5 Field Trips – the employee can take time off for field trips, as long as these are discussed fully with the Line Manager before course commencement. It would be expected that equal study leave to equal annual leave or flexi would be taken eg a one week field trip would be 2 ½ days study leave and 2 ½ days employee annual leave or flexi.

5. Applying for funding from the Corporate/Central Learning and Development Budget

- 5.1 The Learning and Development budget is held centrally by the HR and OD Team and employees can apply for funding for qualifications, seminars, CPD training etc. All applications must be approved by the employee's Line Manager and Assistant Director. The Learning and Development Manager must confirm budget availability for any training. Managers should discuss training needs as part of the annual appraisal process and this information should be provided to the Learning and Development Manager at the earliest opportunity to assist with budget planning.
- 5.2 The Learning and Development Application Form is accessed via the Staff Intranet, select Human Resources, Learning and Development, Book external training, Learning and Development training application form.
- 5.3 Complete the form, including course details, cost and requirements and benefits to the organisation.
- 5.4 The form will need to be signed by the employee, Line Manager and Assistant Director and forwarded to Learningdevelopment@cherwell-dc.gov.uk for processing and booking.
- 5.5 The employee must not book the training as this will be booked by the HR and OD Team. The employee will be notified when the booking has been made.
- 5.6 The training will be recorded on iTrent by the HR and OD Team.

Appendix 1 – Learning and Development process workflow



Learning and Development Training Application Form

This form can be used to apply for Apprenticeship qualifications, Post Entry Training (PET), individual and group external training, courses or conferences. Once completed and signed by yourself, your manager and AD, please send this form to Learning & Development, Human Resources or email to LearningDevelopment@cherwell-dc.gov.uk. All training will be booked by the Learning and Development team.

Individual Training	<input type="checkbox"/>	Group Training (complete Group Applicant Names below)						<input type="checkbox"/>
Is this training/course essential/relevant to your role:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Indicate if PET (Post Entry Training – refer to declaration at bottom of form):			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Briefly outline why you require this training/qualification/apprenticeship and what would be the impact and benefits to the Organisation and to yourself:								

Applicant Details:

Name of Applicant / group training organiser:		Job Title:	
Department:		Contact number:	
Base Location:		E-mail address:	

Additional Support Required – please indicate if you require any adjustments or have any access requirements for attending the event/course/qualification:

Do you require additional support?:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If so, please specify:		

Training Activity Booking Details:

Training Event/ Qualification Title:	
--------------------------------------	--

Training Provider:		Tel No of Provider:	
Training Venue:		Website of Provider:	
Date of Training Activity:	Start Date	End Date	Email address of Provider:
Total CPD Hours to be recorded:		Any dietary requirements:	

Please give further details that maybe required to book your activity eg workshops you wish to attend?

Training Activity Costs:

(travel expenses and accommodation costs are met by the Manager's budget)

Course Fee:	
Exam/Registration fee:	
Total cost:	

Group Applicant Details:

(If this application is for a group activity, insert all applicants below, continue on a separate sheet, if required:

Name of applicants:	Department:	Job Title:	Location:	Contact number:	E-mail address:

Applicant Declaration for payback of fees for Post Entry Training (PET):

If your application is successful and the Council agrees to fund your PET course, any course fees owed (including any costs for books and materials relating to the course) will be deducted from your final salary or any other outstanding payments due to you as detailed below:

- If you cease employment before you attend the PET training course but the Council has already incurred liability for the costs, 100% of the costs or such proportion of the costs that the Council cannot recover from the course provider shall be repaid;
- If you cease employment during the PET training course, 100% of the costs shall be repaid;
- If you cease employment within two years of the date the qualification was obtained, this also includes moving to another local government post, you will pay back one twenty-fourth for each month of service after the qualification was obtained.
- Payback only applies to PET courses not CPD courses, training or conferences.

By Signing this application form you are accepting the terms set out above for PET applications.

Signature of Applicant:	Date:
--------------------------------	--------------

Application Authorisation:

Manager:	Signature	Date:
-----------------	------------------	--------------

Manager’s comments and rationale to support this application:

Assistant Director:	Signature	Date:
----------------------------	------------------	--------------

Appendix 3 – Learning and Development Post Employment Training (PET) Agreement Letter

Gordon Stewart – Chief Executive



Private and Confidential

Bodicote House

Bodicote

Banbury

Oxfordshire

*Please ask for **Teresa Reed***

*Direct dial **01295 221590***

*Email **Teresa.reed@cherwell-dc.gov.uk***

Our ref

<<date>>

<<preferred_name>> <<surname>>

<<formatted_address>>

Dear <<preferred_name>>

Course Name:

You have submitted an application form for a contribution from the Council to your PET fees for the above course/training/qualification and I am pleased to inform you that the Council will be paying the full cost of the fees which, will be paid direct to the course provider.

You must notify Learning and Development to any changes of circumstances that could affect your ability to complete the course/training/qualification.

Payback of course fees

Support has been given on understanding that you are committing to the 2 year payback agreement as detailed below:

- If you cease employment before you attend the course/training/qualification but the Council has already incurred liability for the costs, 100% of the costs or such proportion of the costs that the Council cannot recover from the course provider shall be repaid;
- If you cease employment during the course/training/qualification, 100% of the costs shall be repaid;
- If you cease employment within two years of the completion of the course/training/qualification, this also includes moving to another local government post, you will pay back one twenty-fourth for each month of service after the course/training/qualification was completed.
- If you are on a fixed term contract and you leave employment before the agreed Fixed Term Contract end date, the Council will look to recoup under the 2 year payback above. If your Fixed Term Contract date is extended or your position becomes permanent, your employment will be seen as continuous for the purposes of the two year payback

Non-payment of course fees

You shall not be required to repay any of the costs, as detailed above, in the following circumstances:

- The Council terminates your employment except where:
 - It was entitled to and did terminate your employment summarily; or
 - It terminated your employment pursuant to an application by you for voluntary redundancy.
- You terminate your employment in response to a fundamental breach by the Company

You agree that if the Council waives your obligation to repay the costs of your course, you will be solely responsible for any income or other tax payable, as a result of the waiver and you shall indemnify the Council on a continuing basis in relation to any such tax.

Deduction from Salary

You agree to the Council deducting the sum owed under this agreement letter from your final salary or any outstanding payments due to you, in accordance with Section 13 Employment Rights Act 1996.

Signing this Agreement

Please sign and return a copy of this agreement to me as soon as possible. Course fees will not be paid until a copy of this letter has been signed and returned, although attendance on the course will be classed as agreeing to the terms as set out in this letter.

Where an increment is due upon completion of your course/qualification, you will need to forward a copy of your Qualification Certificate(s) to HR before the increment can be processed.

Yours sincerely

Learning and Development Manager

By signing this letter, you agree to the above terms and conditions.

Signed: **Date:**

Name of Employee (block capitals)

Appendix 4 – Apprenticeship Agreement

Apprenticeship Agreement for Cherwell District Council Staff

The Education and Skills Funding Agency requires anyone undertaking Apprenticeship based training to have an Apprenticeship Agreement which contains a number of mandatory details.

This document outlines these details and contains the general conditions that cover the period of your Apprenticeship based training. The document should be signed by the member of staff undertaking the Apprenticeship, their line manager and the Learning and Development team.

Apprenticeship Particulars:

Apprentice name			
Skill, trade or occupation for which the apprentice is being trained:			
Relevant Apprenticeship standard/framework and level:			
Place of work (Service/Team & Location):			
Start date of Apprenticeship	of	End date of Apprenticeship	

Signatories:

Apprentice:		Date:	
Line Manager:		Date:	
Learning and Development:		Date:	

General Information for staff undertaking an apprenticeship

This learning agreement is valid for the duration of the apprenticeship from any point after the initial contract start date for new employees or after initial acceptance of the staff member's application.

The contract of work and terms and conditions of the staff member's post remain the same throughout the apprenticeship training.

Any training and additional work associated with the training programme will cover at least 20% of the staff member's contracted hours for the duration of the apprenticeship.

Typically, an apprenticeship programme might consist of employer-led training, attending training sessions, completing assignments, taking exams and receiving visits at work from external trainers to monitor progress and set new targets.

The training will be paid for via the Apprenticeship Levy and there are no direct costs to the individual involved before, during or after completion of the apprenticeship.

The staff member will be awarded an apprenticeship certification and often a professional qualification as well upon successful completion of the apprenticeship.

Whether you are a new apprentice recruit or an existing staff member completing an apprenticeship as part of CPD you must commit to and dedicate work time for the duration of the apprenticeship in order to complete it.

Activities associated with the apprenticeship training should be completed during your contracted hours.

You must attend all sessions outlined by the learning provider in the training plan and endeavour to make up for any sessions that may be missed due to ill-health or other unforeseeable circumstances.

You must submit any work-based assignments in a timely manner and make sure you attend sessions or any visits from external trainers to monitor progress on time.

If you are encountering problems with completing tasks or attending sessions such as long-term sickness or other unforeseen circumstances that will have a major impact on completing the training you must report this to your line manager in the first instance.

If you are unable to complete the apprenticeship training programme, for example due to long-term health issues, training can be paused until you are ready to resume the apprenticeship.

If you leave the Council before the end of your apprenticeship training, funding will be withdrawn.

Line Manager

You must support the staff member to dedicate at least 20% of their contracted hours to attend training sessions, carry out work-based assignments or learn new skills. We suggest you allow them regular protected time to do this. You will be expected to work with the training provider to support the design and implementation of a training plan for the apprenticeship, to be reviewed and amended throughout, as required. [More information and an explanation of what sort of activities count towards off-the-job training is available from the ESFA.](#)

Day or block release (during normal working hours) to attend the course of study associated with the Apprenticeship will be agreed and granted in advance. This forms part of the apprentice's working time and is included in their paid working hours. If any apprenticeship training takes place outside of

normal working hours (e.g. Open University workshops at the weekend), time should be given off during the working week to allow for this.

You cannot ask the staff member to complete activities associated with the apprenticeship training outside of work time, although they may opt to voluntarily do this.

You must check-in on your staff member undertaking apprenticeship training to ensure things are progressing smoothly, and in the early stages of their apprenticeship you are advised to support them to log their off-the-job learning accurately. The training provider will provide opportunities to formally discuss progress.

If there are problems with attending sessions or completing tasks, for example due to long-term sickness or other unforeseen circumstances, that are having an impact on completing the training, then seek the advice of the Training Provider and the Learning and Development Team.

Learning and Development Team

The Learning and Development team will keep an overview of apprenticeships within the Council and keep appropriate records about who is currently undertaking apprenticeship training.

They may check on progress of individual staff members at any given time, including the start and end of the training to ensure the process is running smoothly.

The team is available to apprentices and line managers should they wish to discuss any aspects of the process or wish to explore problems that may have arisen.

The Learning and Development team will manage the contractual relationship between the Council and the training provider. They will manage payments through our Digital Apprenticeships Service account and should be notified of any problems in Apprenticeship delivery that may arise.

Fees and Expenses

Apprentices are not required to contribute financially towards any part of their training or assessment.

The cost of the Apprenticeship-based training and assessment will be met centrally by the Apprenticeship Levy and paid directly to the training provider, unless additional training costs (e.g. for supplementary professional qualifications) have been agreed with the apprentice's manager prior to the start date.

The Learning and Development Team may agree to fund the cost of re-sitting any mandatory exams for End Point Assessments at their own discretion.

This page is intentionally left blank



Smoke Free Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Smoke Free Policy
Owner	Human Resources
Version	1.0
Date of implementation	1 May 2024

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Personnel Committee	7 February 2024

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District,

REVISION HISTORY

Version	Revision date	Summary of revision

CONTENTS

Section	Title	Page
1	Introduction	4
2	Restrictions on smoking	4
3	Volunteers, Consultants and Visitors	5
4	Non-compliance	5
5	Support to stop smoking	5
6	Review of policy	5

Smoke Free Policy

1. Introduction

- 1.1 This policy applies to anyone working for Cherwell District Council including those working through service contracts, on a casual or temporary basis, consultants and agency workers, and anyone attending Council offices including Councillors and members of the public.
- 1.2 Smoking and exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.
- 1.3 The aims of this policy are to:
- promote a healthy work environment and protect the current and future health of employees, customers and visitors.
 - guarantee the right of non-smokers to breathe in air free from tobacco smoke.
 - comply with health & safety and employment law.
 - take account of the needs of those who smoke and to support those who wish to stop.

2. Restrictions on smoking

- 2.1 Smoking is not permitted in work time, including during online video meetings. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance.
- 2.2 Smoking is not permitted on Council owned and operated sites, both internal and external, at any time, or by any person regardless of their status or business with the organisation.
- 2.3 Smoking is prohibited in Council vehicles, or any vehicle used to carry passengers or clients on council business e.g. taxi.
- 2.4 Smoking is prohibited in client homes or where staff are working in the community with the public or service users.
- 2.5 Appropriate 'no-smoking' signs will be clearly displayed at entrances to and within the premises and in all Council vehicles.
- 2.6 Those working from or visiting Council owned and operated sites should not congregate immediately outside the premises or where it

would be considered anti-social, such as outside schools.

3. Volunteers, Consultants and Visitors

All volunteers, consultants, visitors, contractors and deliverers are required to abide by the Smoke Free Policy. Staff members are expected to inform volunteers, consultants, customers or visitors of the council's policy; however, they are not expected to enter into any confrontation which may put their personal safety at risk.

4. Non-compliance

Disciplinary action will be taken if an employee does not adhere to this policy. Those who do not comply with the Smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

5. Support to stop smoking

5.1 Stop for Life Oxon provides free local support which includes up to 12 weeks behaviour support from a trained advisor and free pharmacotherapy such as NRT. Tel: 0800 122 3790 or e-mail: info@stopforlife.co.uk or visit www.stopforlifeoxon.org

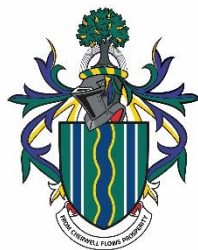
5.2 Contact the [Smokefree National Helpline](#) to speak to a trained adviser on **0300 1231044**

5.3 Advice is also available from the council's Employee Assistance Programme either [online](#) or phone **0800 030 5182**.

6. Review of policy

We check our policies regularly to make sure they are up to date; the latest version can be accessed from the intranet. If you have any questions about this policy contact the HR Team: humanresources@cherwell-dc.gov.uk.

This page is intentionally left blank



Use of Electronic Cigarettes (Vaping) at Work Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Use of Electronic Cigarettes (Vaping) at Work Policy
Owner	Human Resources
Version	1.0
Date of implementation	1 May 2024

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
Personnel Committee	7 February 2024

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District,

REVISION HISTORY

Version	Revision date	Summary of revision

CONTENTS

Section	Title	Page
1	Introduction	4
2	Restrictions on use of e-cigarettes (vaping)	4
3	Volunteers, Consultants and Visitors	5
4	Non-compliance	5
5	Support to stop smoking	5
6	Review of policy	5

Use of Electronic Cigarettes (Vaping) at Work Policy

1. Introduction

- 1.1 This policy applies to anyone working for Cherwell District Council including those working through service contracts, on a casual or temporary basis, consultants and agency workers, and anyone attending Council offices including Councillors and members of the public.
- 1.2 The aims of this policy are to:
- promote a healthy work environment and protect the current and future health of employees, customers and visitors.
 - support those who wish to stop smoking.
- 1.3 Electronic cigarettes (e-cigarettes) are not covered by Smokefree legislation as they do not burn tobacco and do not create smoke. E-cigarettes aren't completely risk free, but they carry a small fraction of the risk of cigarettes
- 1.4 Whilst many people find e-cigarettes helpful as part of treatment for stopping smoking, the Council's policy prohibits the use of electronic cigarettes as set out in paragraphs 2.1 – 2.5.

2. Restrictions on use of e-cigarettes (vaping)

- 2.1 Vaping is not permitted in work time, including during online video meetings. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance.
- 2.2 Vaping is not permitted on Council owned and operated sites, both internal and external, at any time, or by any person regardless of their status or business with the organisation.
- 2.3 Vaping is prohibited in Council vehicles, or any vehicle used to carry passengers or clients on council business e.g. taxi.
- 2.4 Vaping is prohibited in client homes or where staff are working in the community with the public or service users.
- 2.5 Appropriate 'no-vaping' signs will be clearly displayed at entrances to and within the premises and in all Council vehicles.
- 2.6 Those working from or visiting Council owned and operated sites should not congregate immediately outside the premises or where it would be considered anti-social, such as outside schools.

3. Volunteers, Consultants and Visitors

All volunteers, consultants, visitors, contractors and deliverers are required to abide by the Use of Electronic Cigarettes (Vaping) at Work Policy. Staff members are expected to inform volunteers, consultants, customers or visitors of the council's policy; however, they are not expected to enter into any confrontation which may put their personal safety at risk.

4. Non-compliance

Disciplinary action will be taken if an employee does not adhere to this policy.

5. Support to stop smoking

5.1 The use of electronic cigarettes may be part of treatment to stop smoking. Details of further support can be found below.

5.2 Stop for Life Oxon provides free local support which includes up to 12 weeks behaviour support from a trained advisor and free pharmacotherapy such as NRT. Tel: 0800 122 3790 or e-mail: info@stopforlife.co.uk or visit www.stopforlifeoxon.org

5.3 Contact the [Smokefree National Helpline](#) to speak to a trained adviser on **0300 1231044**

5.4 Advice is also available from the council's Employee Assistance Programme either [online](#) or phone **0800 030 5182**

6. Review of policy

We check our policies regularly to make sure they are up to date; the latest version can be accessed from the intranet. If you have any questions about this policy, contact the HR Team: humanresources@cherwell-dc.gov.uk.

This page is intentionally left blank

This report is public	
Workforce Statistics for Quarter 3 2023-24	
Committee	Personnel Committee
Date of Committee	7 February 2024
Portfolio Holder presenting the report	Portfolio Holder for Corporate Services, Councillor Dallimore
Date Portfolio Holder agreed report	30 January 2024
Report of	Assistant Director of Human Resources, Claire Cox

Purpose of report

To provide the Personnel Committee with an update on CDC's workforce including measuring staff well-being and to highlight the actions officers are taking to address any issues.

1. Recommendations

The Personnel Committee resolves:

- 1.1 To review and note the workforce data for Quarter 3 of 2023/24 provided in Appendix one

2. Executive Summary

- 2.1 This report outlines statistical data in relation to CDCs workforce at the end of quarter 3 of 2023/24 for information.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial implications directly associated with this report. This is historic information for which any costs will already have been incurred. Rachel Ainsworth, Finance Business Partner, 24 January 2024
Legal	Monitoring employment statistics assists the Council to understand its employment trends and this will aid compliance with employment law obligations. Shiraz Sheikh, Assistant Director of Law and Governance and Monitoring Officer, 25 January 2024

Risk Management	There are no risks arising directly from this report. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		There are no equalities nor inclusion implications arising directly from this report. By monitoring and reporting on the protected characteristics of our workforce, the organisation can use this data to maintain and continually improve our inclusive recruitment and employment practices. Celia Prado-Teeling, Performance & Insight Team Leader, 25 January 2024
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		x		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact		X		There are no sustainability implications arising directly from this report.
ICT & Digital Impact		X		
Data Impact		X		
Procurement & subsidy		X		
Council Priorities	.			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	N/A			

Supporting Information

3. Background

- 3.1 Workforce Data for Quarter 3 of 2023/24 has been produced and is available at appendix one of this report. HR monitor workforce data on a quarterly basis to identify emerging trends in staff wellbeing and organisational development. Comparative data is included to assist CDC with benchmarking against the local government sector and, for sensitive information such as ethnicity, gender, age, against the make-up of the district and the UK overall.

4. Details

- 4.1 The workforce profile report provides commentary and data for quarter 3 of 2023/24. It also includes past data where this is available. This report provides annual analysis on key data such as turnover and absence rates.

- 4.2 The report provides statistics on:

- Headcount & FTE
- Employment and role basis
- Agency usage
- Turnover
- Leavers by length of service
- Leavers by reason
- Sickness absence incidents by reason
- Sickness absence rates –all absence, short-term, long-term, stress-related
- Percentage of working time lost due to sickness absence
- Age profile
- Gender profile
- Ethnicity profile
- Disability profile
- Sexual orientation profile
- Apprenticeship information

- 4.3 At Personnel Committee in June 2023, it was requested that further data analysis be provided in relation to the sensitive information categories. Our collection of this data has vastly improved, and HR are continuing to encourage all employees to provide this data. CDC recognise this is not mandatory but are encouraging staff to share as widely as possible as all information helps inform future policies / programmes of support.

5. Alternative Options and Reasons for Rejection

- 5.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not to complete workforce statistics, this option is rejected as workforce analytics will enable CDC to address challenges and efficiencies in the workforce more efficiently.

6 Conclusion and Reasons for Recommendations

- 6.1 Monitoring workforce data helps CDC to measure how well it is supporting staff - focusing on wellbeing and personal development so it can identify issues at the earliest opportunity to address them effectively. It is also helpful for some data sets to compare how we are performing against the rest of the local government sector, to ensure it remains an attractive employer and retains its staff.

Decision Information

Key Decision	N/A
Subject to Call in	N/A
If not, why not subject to call in	N/A
Ward(s) Affected	N/A

Document Information

Appendices	
Appendix 1	Workforce Profile Data – Quarter 3, 2023-24
Background Papers	N/A
Reference Papers	N/A
Report Author	Assistant Director of Human Resources, Claire Cox
Report Author contact details	[caire.cox@cherwell-dc.gov.uk, 01295 221549

Headcount and Full Time Equivalent (FTE) comparison and Agency usage

Chart 1 shows that the headcount (based at the end of each quarter) at Cherwell District Council (CDC) has seen an increase of 12 between quarter 2 and 3 of 2023/24.

Quarter 3 of 2023/24 has seen adjustments of 15 leavers and 32 new starters across the organisation.

Chart 1

Headcount by Quarter
Quarter 4 2020-21 to Quarter 3 2023-24

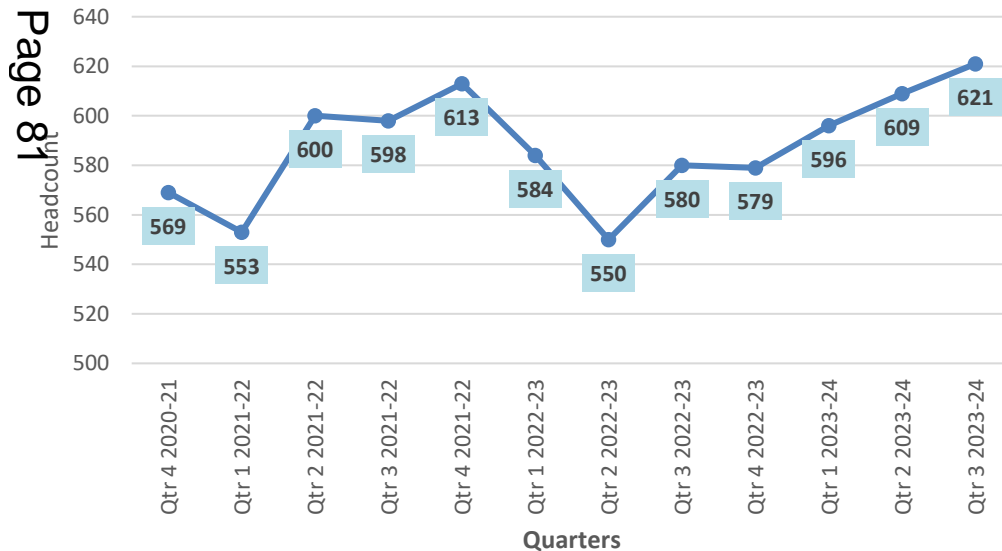


Chart 2 details the distribution of headcount across our departments and directorates as at the end of quarter 3 in 2023/24. Wellbeing and Environmental Services continue to show the highest headcount. The department of Chief Executive’s Office incorporates executive support and employees attributed to the Pan Regional Partnership, for which CDC is the accountable body. CDC are also host employer to the District Councils Network (DCN) and these employees are included in the HR, OD and Payroll directorate.

Environmental Services has had the biggest increase in headcount with 12 new starters and 4 leavers in the last quarter. Finance has had 5 and Housing Services has had 4 new starters.

Chart 2

Headcount by Department as at 31 December 2023

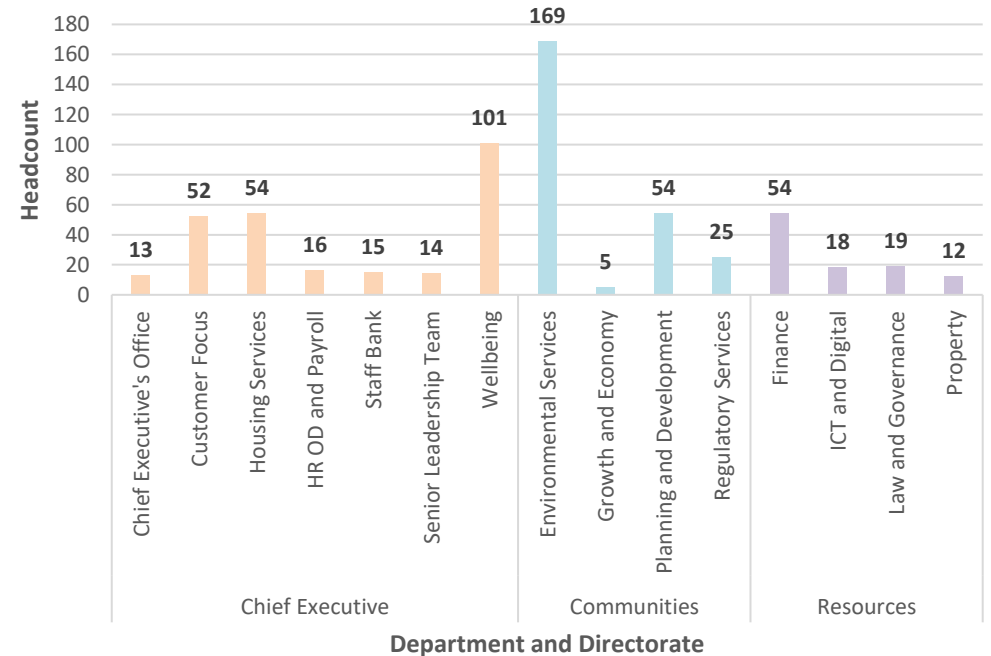


Chart 3 outlines the fluctuation of FTE which mirrors headcount for this quarter due to there being an increase in headcount, and a higher number of starters than leavers.

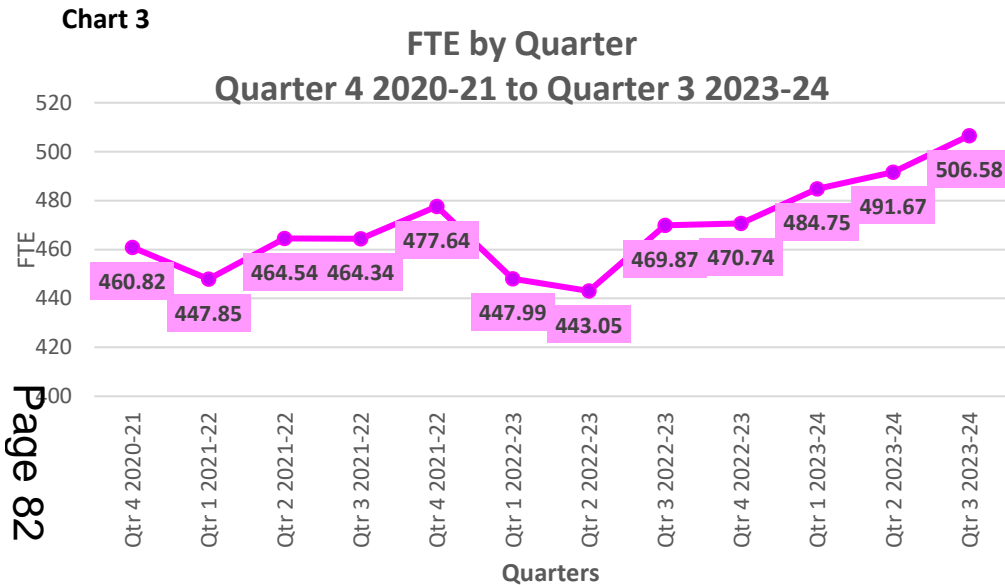


Chart 4

FTE by Department as at 31 December 2023

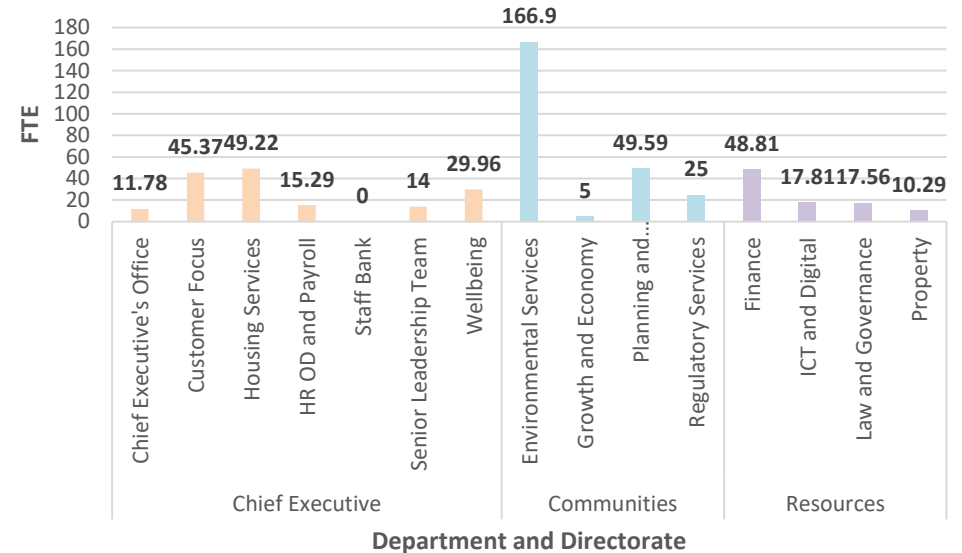
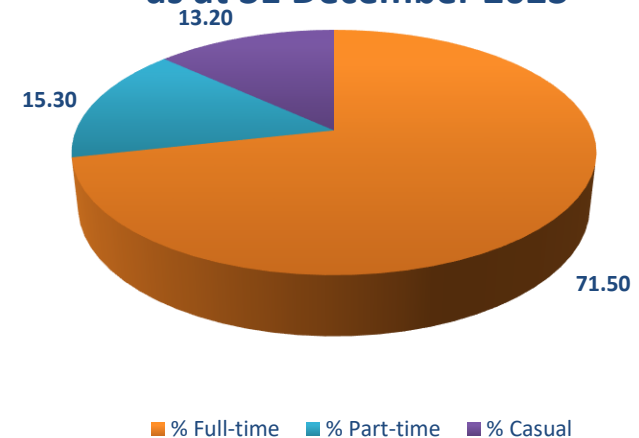


Chart 5

% Breakdown of Role Basis as at 31 December 2023



FTE has increased by 14.91 between quarter 2 and quarter 3 of 2023/24.

Chart 4 outlines the distribution of FTE across the departments and directorates as at the end of quarter 3 of 2023/24.

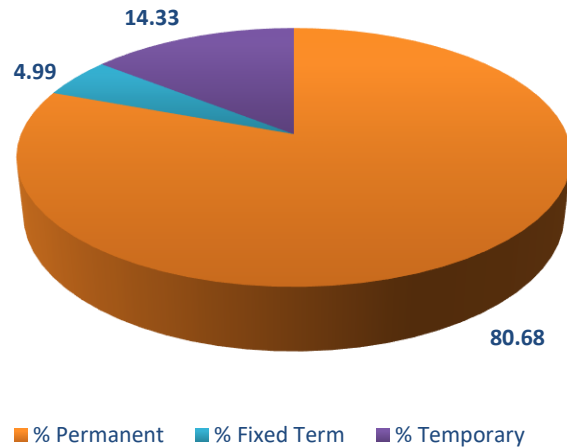
Since quarter 2 of 2023/24; Environmental Services has seen an increase of 7 FTE, Finance has increased by 3.4, Housing Services by 3.22 and Property by 3. Regulatory Services has reduced by 1.4 FTE and Planning and Development by 1.1.

Charts 5 shows the breakdown of basis of hours across our workforce as at 31 December 2023. Since quarter 2 of 2023/24 there has been minimal change to the make-up of role-basis with our full-time increasing by 1.06% and part-time increasing by 0.19%. Our casual workforce has reduced by 1.25%.

Chart 6 outlines the employment basis of those directly employed by CDC shows that 80.68% of our workforce are in permanent roles. This has slightly increase by 0.13% since Quarter 2 of 2023/24. There has been minimal fluctuation of employment basis since the last quarter.

Chart 6

% Breakdown of Employment Basis as at 31 December 2023



In addition to employing staff directly, CDC also utilise Agency Workers, either for interim or short-term usage for specific posts and projects.

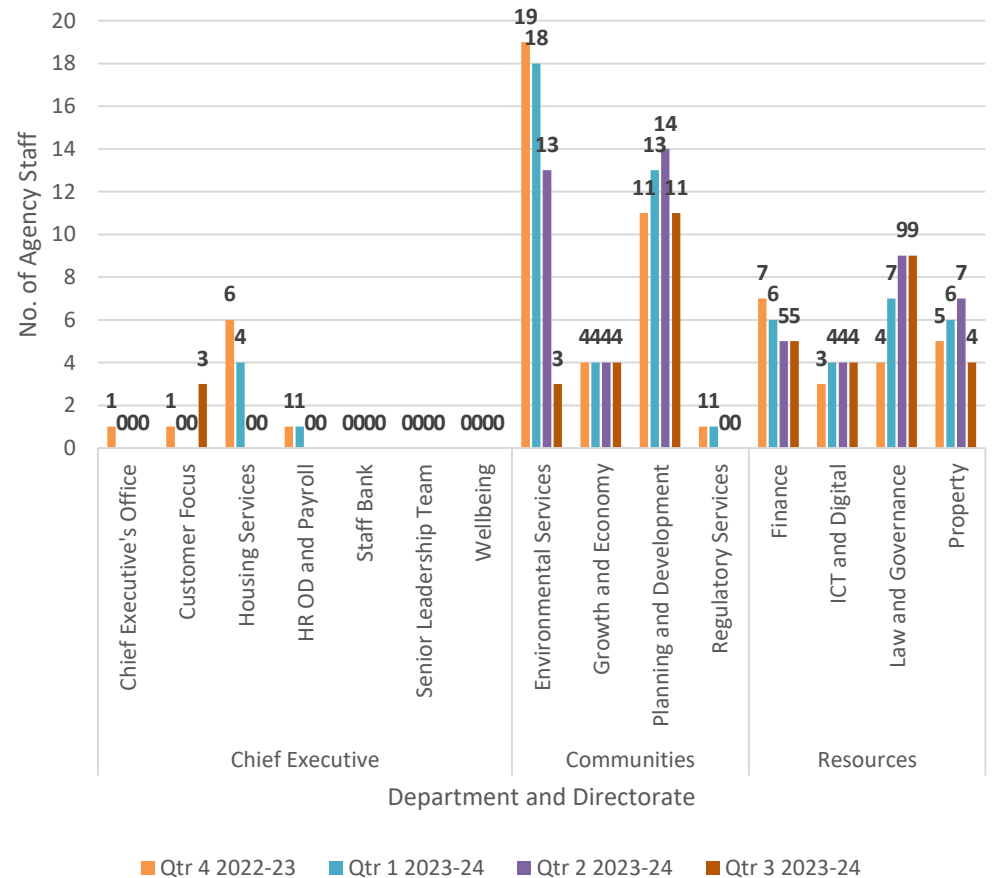
Chart 7 outlines agency usage as at the end of each quarter for the last rolling year by department. A total of 43 Agency workers were engaged with CDC at the end of quarter 3 of 2023/24. This is a reduction of 13 since the end of quarter 2 of 2023/24.

The highest agency usage is usually Environmental Services, within refuse collection and this is due to having 3-person crews on refuse collection, often utilising agency staff to cover for employee sickness and holidays. Usage in this area has reduced by 10 since the end of quarter 2.

Planning and Development have reduced agency usage by 3 in quarter 3. Property have also reduced agency usage by 3. Customer Focus have increased agency usage by 3 in the last quarter.

Chart 7

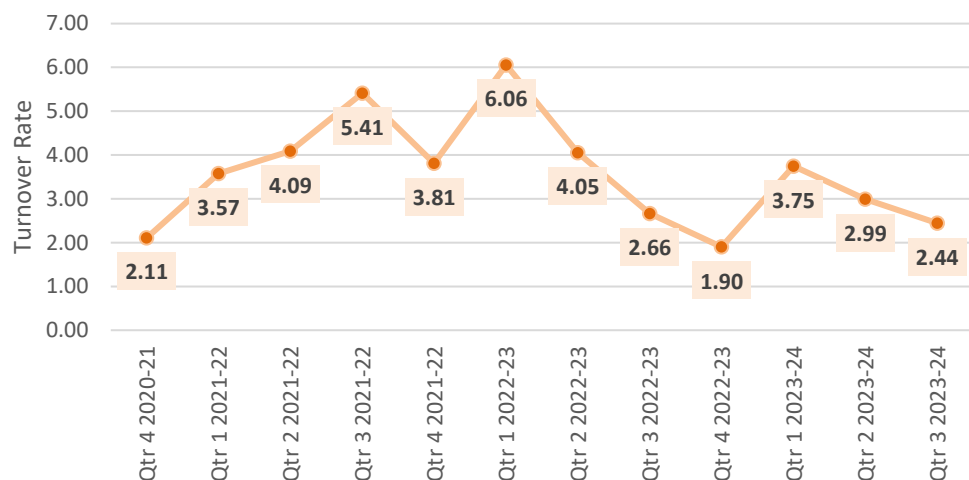
Agency Usage as at Quarter End for the last rolling 12 months



Turnover rates and Leaver information

Chart 8 tracks the turnover rate per quarter over a 2-year period, from January 2021 to December 2023. The turnover rate is defined by firstly calculating the average number of employees for the quarter period and dividing the number of leavers by the average number of employees.

Chart 8
Quarterly Turnover Rate
Quarter 4 2020-21 to Quarter 3 2023-24



The turnover for quarter 3 shows a reduction of 0.55% in the turnover rate since quarter 2 of 2023/24 and a 1.31% reduction since the start of the financial year.

CDC participate in a workforce metric benchmark exercise that is co-ordinated by the Local Government Association. Data around employee turnover is submitted on a quarterly basis by CDC and other local authorities across the country and this has been translated into a mean average across the local authorities sector.

Table 1 provides comparison of the turnover rate for all local authorities across the UK and CDC. Quarter 4 of 2022/23 is showing CDC as 1.6% below the mean. Quarters 1, 2 and 3 have not been published yet but will be updated in future reports.

LGA statistics for 2022-23 and Labour turnover comparative data is shown in Table 1.

Table 1

Quarter	Mean for All English authorities	CDC
Qtr 1 2022-23	4.1%	6.06%
Qtr 2 2022-23	4.3%	4.05%
Qtr 3 2022-23	3.3%	2.66%
Qtr 4 2022-23	3.5%	1.90%
Qtr 1 2023-24	Not yet published	3.75%
Qtr 2 2023-24	Not yet published	2.99%
Qtr 3 2023-24	Not yet published	2.44%

Chart 9 outlines leavers by reason for quarter 3 of 2023/24. Of the 15 leavers recorded in quarter 3, Other reason is the highest reason for leaving, this is due to casual employees who are no longer engaged with us, and they account for 40% of all leavers. 33.33% of leavers are due to resignation, 13.33% due to dismissal, 6.67% due to resignation – ill health and 6.67% due to retirement.

Chart 9
% of Leavers by reason
1 October to 31 December 2023

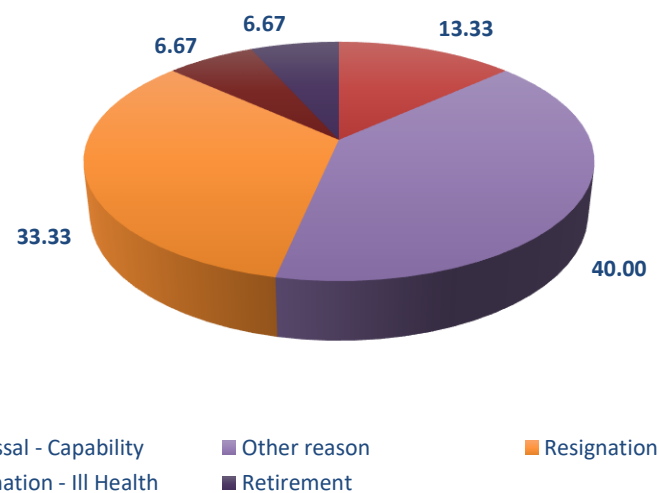


Chart 10

Leavers by Length of Service
1 October 2020 - 31 December 2023

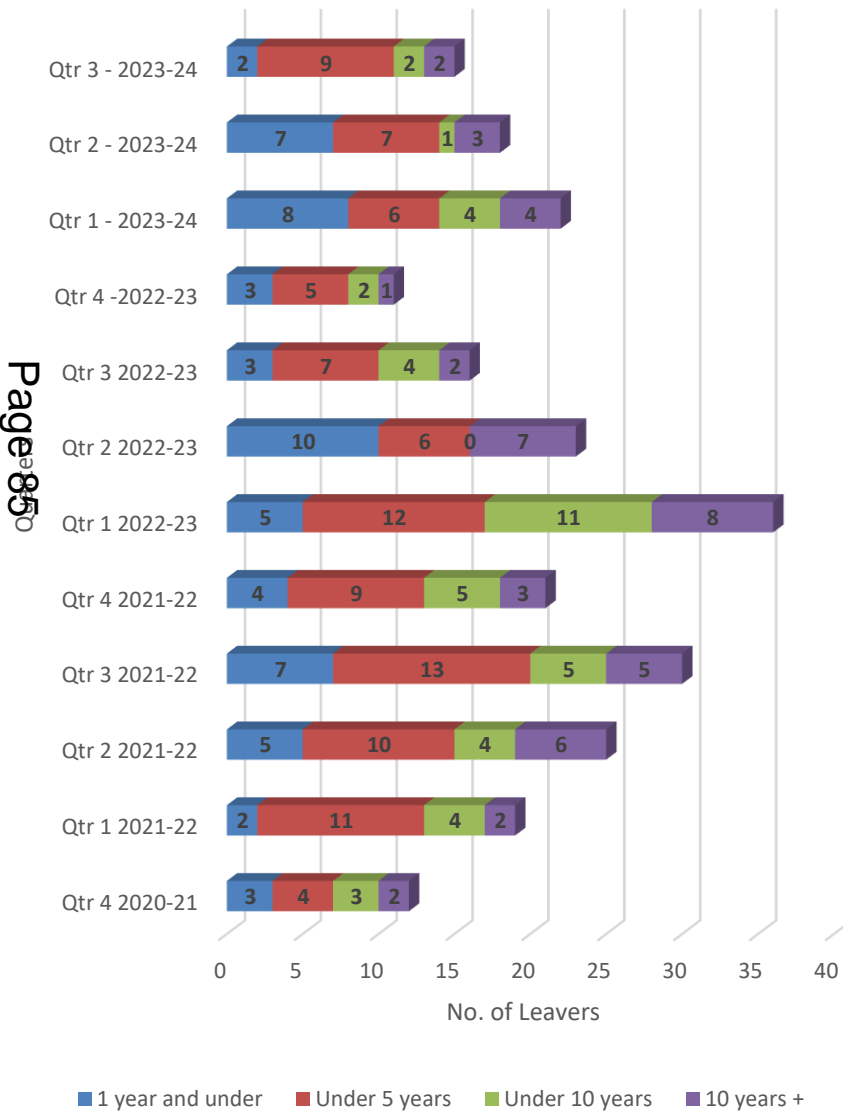


Chart 10 outlines leavers by length of service across the last 12 quarters. In quarter 3 of 2023/24, 2 leavers had less than a year’s service, 9 had under 5 years’ service, 2 had less than 10 years and 2 had more than 10 years.

When a resignation is received within HR, employees are provided with an electronic exit questionnaire to complete via our HR/Payroll system and invited to attend a meeting with a member of the HR team to ascertain why they are leaving and whether they have any advice or comments on lessons learned or improvements that could be made.

Of the 15 leavers in quarter 3, all were offered the opportunity to partake in an exit interview. 1 completed the exit interview questionnaire and attended meetings with a member of the HR Team. This is a 6.66% completion rate, which is down from the last quarter that recorded a 55.55% completion rate. We have had 5 employees leave due to other reason and this is usually because they have failed to engage with us so an exit interview in these circumstances is not likely. We cannot force employees to provide this data to us or attend a meeting with HR but we will continue to encourage engagement in this process in order to embed this.

Comments received within the interview that took place were generally very positive about employment at CDC.

Data will continue to be gathered and shared with the relevant managers in a bid to work on any advice received in order to make improvements, where possible, for existing employees, thus aiding retention.

Sickness Absence reasons and rates

Chart 11 shows the number of sickness absence incidents by reason over the last 8 quarters, back to January 2022. Whilst COVID-19 remains the highest reason of sickness absence across the time period, the number of incidents attributed to this have significantly reduced in the last 4 quarters, although have risen slightly in the last quarter.

Not advised was the highest recorded reason for sickness absence. This means employees have opted not to disclose their reason for absence. This accounts for 15.2% of all incidents in the last quarter. This is closely followed by chest and respiratory and Infection, each accounting for 14.2% of all incidents. The third highest reason this quarter was musculoskeletal, accounting for 10.5% of all incidents.

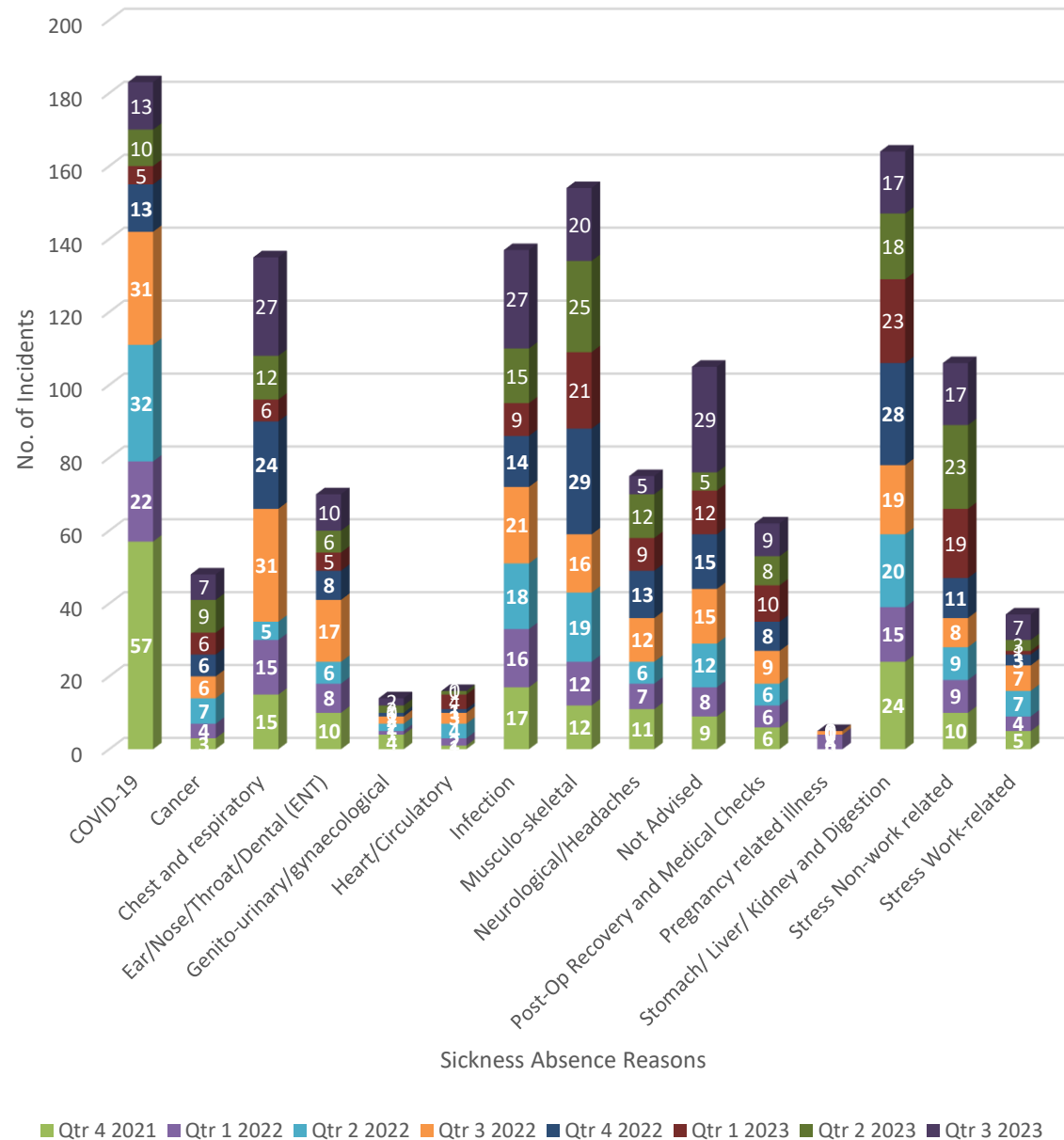
There were 190 incidents of sickness absence recorded in Quarter 3 of 2023/24, this is 8 less incidents than the same quarter of 2022/23.

The highest reason for sickness absence in the last rolling 12 months was Musculo-skeletal, with 95 incidents recorded and accounting for 14.59% of all incidents.

The second highest reason for sickness absence in the last rolling 12 months is Stomach/Liver/Kidney and Digestion, with 86 incidents reported which equates to 13.2% of all incidents.

Stress Non-work related is the third highest reason in the last rolling 12 months, recording 70 incidents and accounting for 10.75% of all incidents.

Chart 11 Sickness Absence Incidents by Reason January 2022 to December 2023



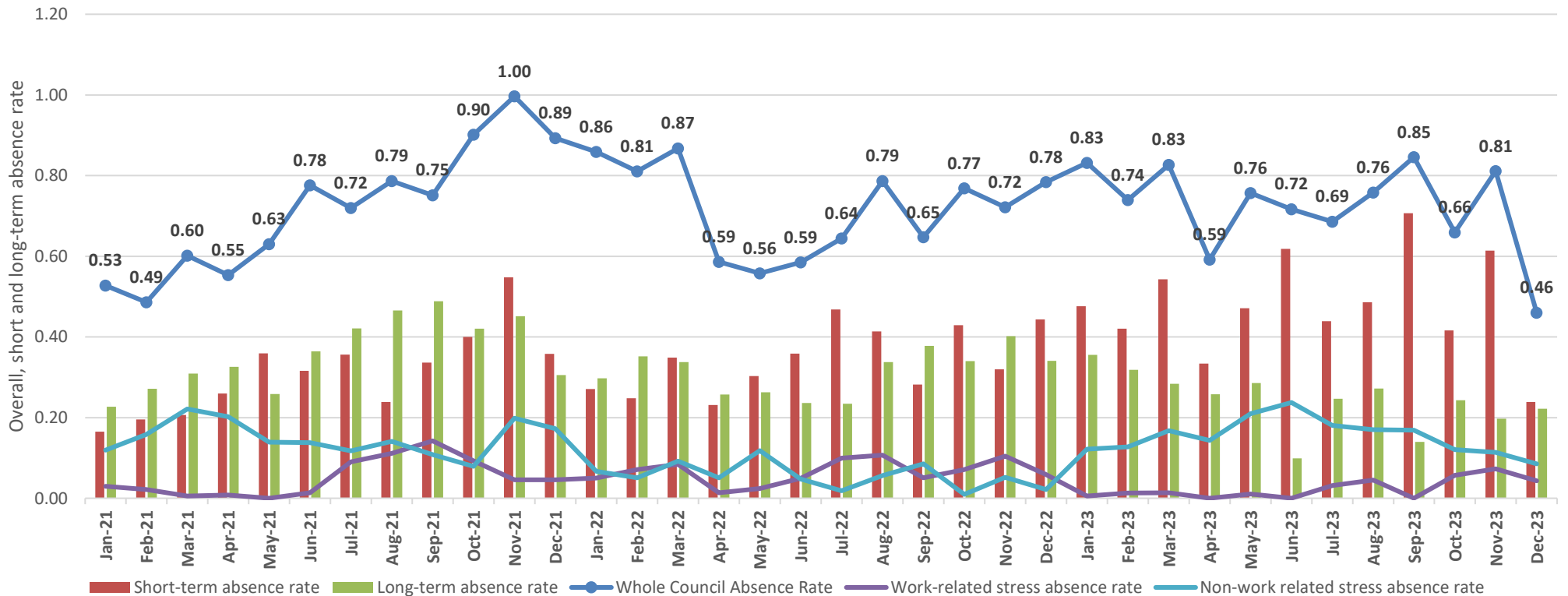
For the purposes of sickness absence reporting, short term absence is recorded as any incident that is less than 28 days, and a GP fit note is required after an employee has been absent for 7 calendar days. Long-term sickness is recorded as any absence spanning 28 days or more. HR work with managers and employees, where employees are off on long-term sick to engage with Cordell Health, CDC’s Occupational Health Provider and ensure effective absence management.

Chart 12 tracks the absence rate per month, which is effectively the percentage of working time lost, from January 2021 to December 2023 and shows that CDC are consistently below 1% of working time lost due to sickness absence. The absence rate is calculated by dividing the hours lost due to sickness absence by the available working hours for the period. The highest rate of absence, recording 1% of working time lost; is in November 2021.

Chart 12 also captures the absence rate of short and long-term instances, In the last 12 months. September 2023 has the highest rate of short-term absence, recording a rate of 0.71 days per FTE. January 2023 had the highest rate of long-term absence in the last 12 months, with 0.36 days lost per FTE.

Chart 12

Council Absence Rates by Month
Overall and broken down into short-term, long-term and stress
January 2021 to December 2023



The absence rate attributed to stress is also displayed in Chart 12 and whilst a slight increase in work-related stress was recorded in the last quarter, with a rate of 0.07 in November 2023, this has since declined, ending the quarter on 0.04. Work-related stress accounted for 3.68 % of incidents in quarter 3 of 2023/24 and 2.15% of all incidents occurring in the last rolling 12 months.

The non-work-related stress absence rate has reduced over the last quarter, despite recording 17 incidents. It has reduced from 0.17 at the end of quarter 2 to 0.09 at the end of quarter 3. Non-work-related stress incidents accounted for 8.94% of all incidents in quarter 3 of 2023/24 and 10.75% of all incidents across the last year.

HR continue to ensure that Occupational Health support is accessed at the point that employee sickness is classified as long-term unless there are benefits to instigate this sooner. If an employee reports that they are absent due to stress, then an immediate referral to Occupational Health is made to ensure that support mechanisms can be put in place as soon as possible. Employees are also asked to complete a Health and Safety Executive (HSE) Stress Questionnaire as this provides information on the causes of stress which aids the organisation in supporting employees to deal with these issues where possible.

Employees also continue to have access to the Employee Assistance Programme (EAP) which is provided by Health Assured and offers access to counselling, legal and financial advice, and wellbeing resources. The service is confidential and whilst statistics on usage are reported through to CDC; details of which employees have made contact is withheld.

Charts 13 and 14 provide a breakdown of the percentage of working time lost by department for both short term and long-term sickness absence.

Chart 13

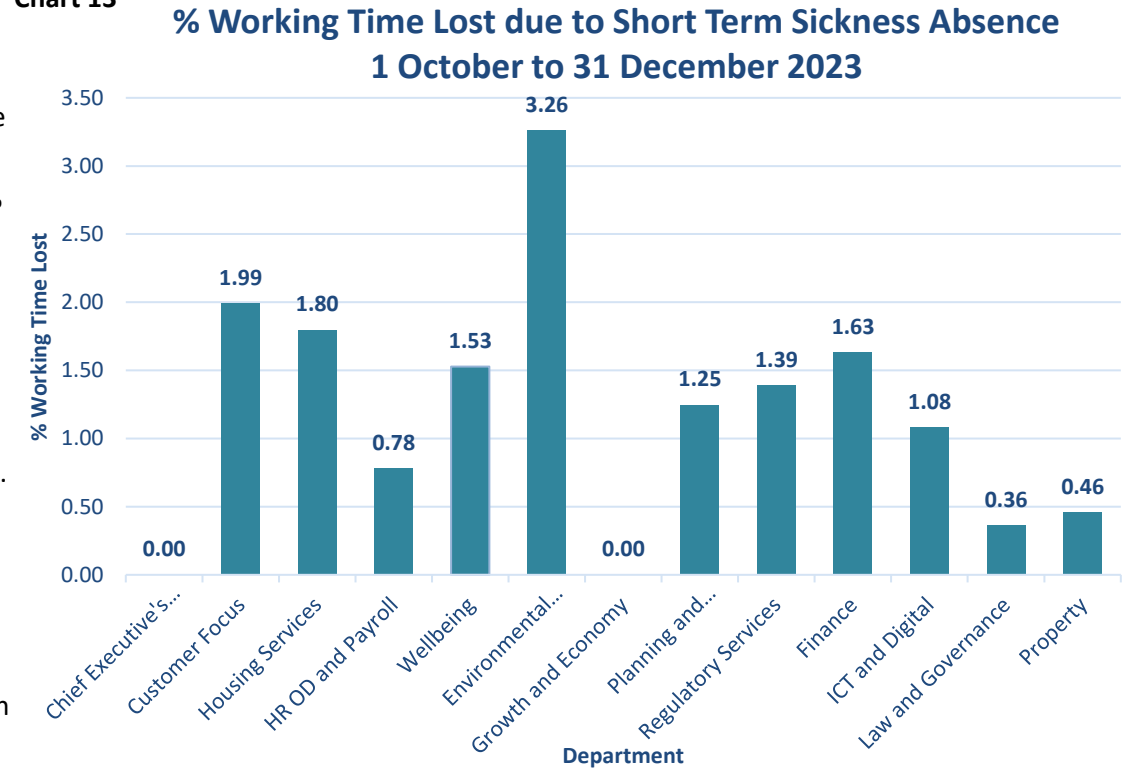
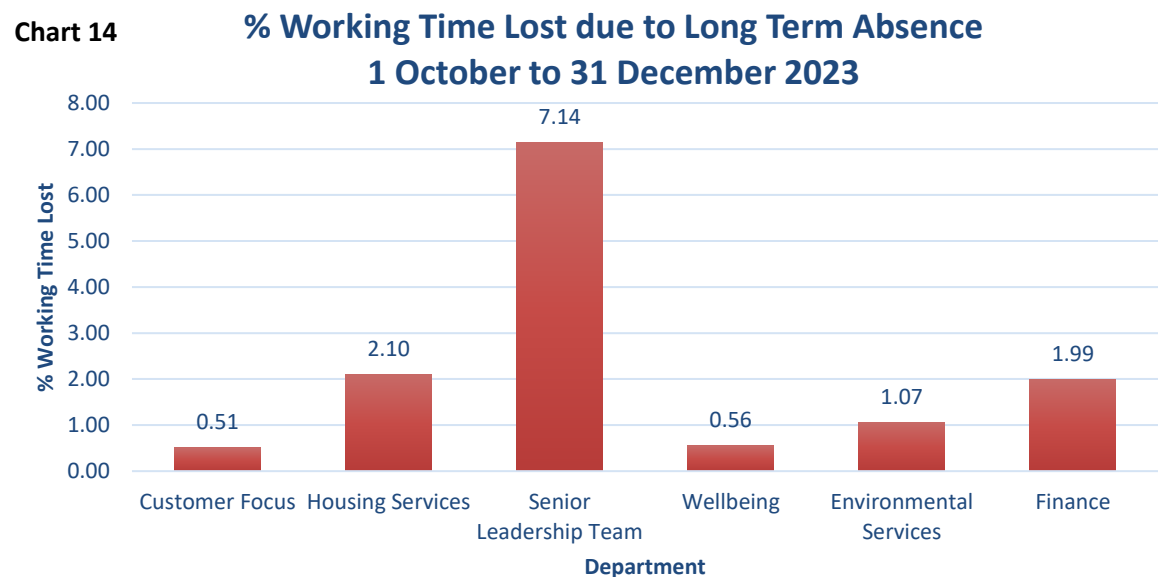


Chart 14



Comparative sector data for sickness absence rates has been sought from the Local Government Association (LGA) and is displayed alongside data for CDC in Table 2.

LGA Sickness data for quarter 1, 2 or 3 of 2023/24 are not yet available but will be added into a later edition of these statistics. The LGA calculate the mean sickness absence rate across all English authorities as 2.5 days per person in quarter 4 of 2022/23. CDC records a rate of 2.4 days in quarter 4, 2.04 days in quarter 1 of 2023/24, 1.97 in quarter 2 and 1.93 in quarter 3.

CDC is consistently lower than the mean average for the sickness absence rate in comparison to all local authorities. CDC remains lower on the percentage of working time lost due to sickness absence. In quarter 4 of 2022/23, CDC's short term absence rate was 0.62% higher than the mean average but the long-term sickness absence was 0.72% lower. Comparative data for quarter 1, 2 and 3 of 2023/24 will be provided in a later version of these statistics once available.

Table 2

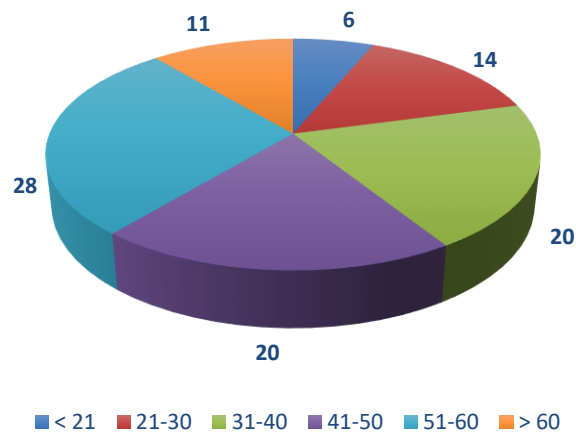
Metric Type	Value Type	QUARTER 1 22/23 Mean for All English authorities	CDC Qtr 1 22/23	QUARTER 2 22/23 Mean for All English authorities	CDC Qtr 2 22/23	QUARTER 3 22/23 Mean for All English authorities	CDC Qtr 3 22/23	QUARTER 4 22/23 Mean for All English authorities	CDC Qtr 4 22/23	CDC Qtr 1 23/24	CDC Qtr 2 23/24	CDC Qtr 3 23/24
Sickness absence rate	Days per FTE	2.8	1.65	2.3	2.11	2.6	2.27	2.5	2.4	2.04	1.97	1.93
Days lost through sickness, short term	%	11.6	1.37	5.5	1.79	1.9	1.19	1.6	2.22	2.16	2.20	1.95
Sickness absence, short term (FTE)	Days per FTE	1.2	0.89	0.9	1.17	1.1	1.24	1.0	1.44	1.41	1.63	1.26
Days lost through sickness, long term	%	11.1	1.16	4.2	1.46	2.3	1.08	2.2	1.48	0.98	0.83	1.02
Sickness absence, long term (FTE)	Days per FTE	1.5	0.76	1.3	0.94	1.4	1.13	1.4	0.96	0.63	0.54	0.66

Age, Gender, Ethnicity, Disability and LGBTQ+ Workforce Profile as at 31 December 2023

Chart 15 shows a breakdown by age of the CDC workforce, expressed in percentage. 11% of CDC employees are over 60. 28% are aged between 51 and 60. 20% of CDC employees are aged between 41 and 50. 20% of the workforce are aged between 31 and 40 and 14% aged under 21 to 30 and 6% are under 21. The under 21 category has reduced by 2% from the end of quarter 2 and 3, and the 31-40 category has increased by 2% between quarters. None of the other categories have had more than a 1% shift.

Chart 15

Age Profile Percentage as at 31 December 2023



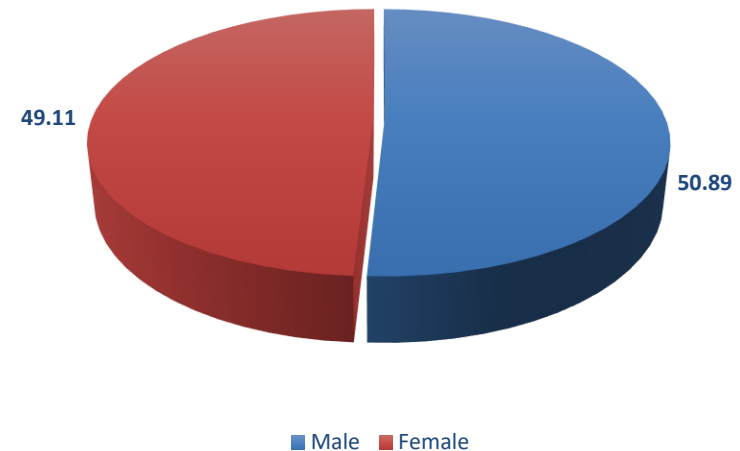
Page 90

Chart 16 breaks down the gender of the CDC workforce and shows that CDC is almost a 50% split.

CDC record statistics on employees sensitive data in order to ensure that our workforce is representative of the district we support and serve. Where we are under-represented, we need to review what we can do to ensure these groups are aware of the employment opportunities we have available. Local Insight data in relation to gender and ethnicity within the Cherwell District has been used to compare against the make-up of our workforce.

Chart 16

Gender Profile Percentage as at 31 December 2023



Out of a population of 161,837 within the Cherwell District, the latest census data records that 49.6% are male and 50.4% are female. At CDC, 50.89% of our workforce are male and 49.11% are female meaning it is representative of the district.

Over the last 18 months, HR and the Chief Executive have encouraged all employees to record their sensitive data within iTrent. In quarter 1 of 2022/23 51.25% of employees had not provided this. At the end of quarter 3 of 2023/24, 84.7% of employees have now recorded this information, with 5.96 preferring not to specify. Requests continue to be made to the workforce to ensure this data is completed in the HR/Payroll system.

Chart 17 shows a breakdown of ethnicity within CDC. Comparative data has been sought both nationally and from the district and is presented in Table 5.

Chart 17

Ethnicity Profile Percentage as at 31 December 2023

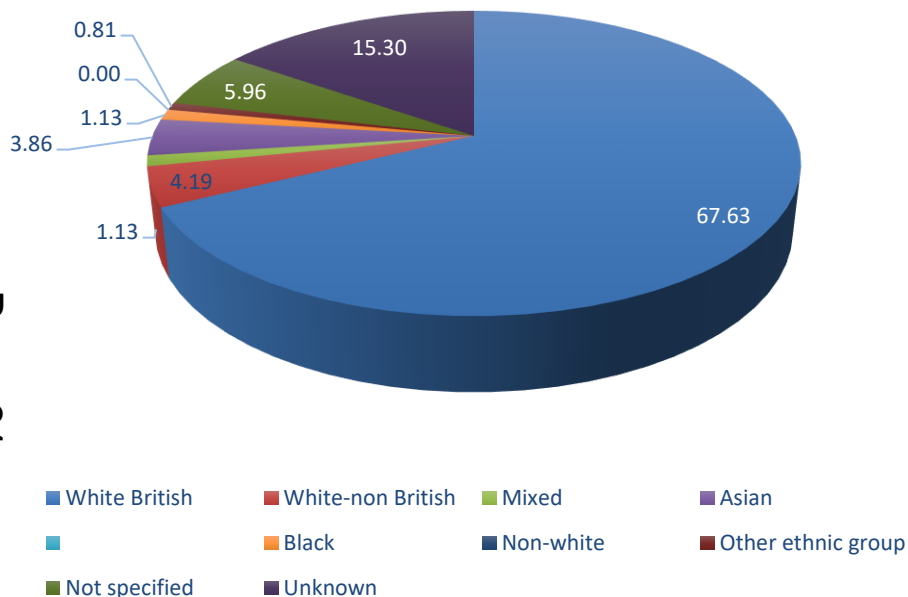


Table 3

Ethnic Group	England average (%)	Cherwell District (%)	CDC (%) Qtr 4 22/23	CDC (%) Qtr 1 23/24	CDC (%) Qtr 2 23/24	CDC (%) Qtr 3 23/24
Asian, Asian British or Asian Welsh	9.3	6.0	3.45	3.69	3.94	3.86
Black, Black British, Black Welsh, Caribbean or African	4.0	1.8	0.52	0.84	0.99	1.13
Mixed or multiple ethnic groups	2.9	2.9	1.38	1.34	1.15	1.13
White	81.7	88.1	69.60	70.81	71.92	71.82
Other ethnic group	2.1	1.3	0.69	0.84	0.82	0.81
Not specified	N/A	N/A	5.53	5.20	5.58	5.96
Unknown	N/A	N/A	18.83	17.28	15.60	15.30

CDC’s workforce is predominantly white British with 67.63% of the workforce that has recorded their ethnicity in this category.

Table 3 compares the make-up of ethnic groups across the UK and the Cherwell District and then compares this with the make-up of our workforce. The Cherwell District has a higher percentage of residents in the *White* ethnic group than the average across the UK. Of the workforce data recorded, the *White* category for the workforce, this reduced slightly in the last quarter, and at the end of quarter 3 was 16.28% less than the Cherwell District.

The CDC workforce is slightly under-represented in all the ethnic groups in comparison to the district but shows an increase in quarter 3 to the *Black, Black British, Black Welsh, Caribbean or African* group, which has increased by 0.14% in the last quarter, but still records a 0.67% difference with the Cherwell District. The *Asian, Asian British or Asian Welsh* group saw a reduction of 0.08% in the last quarter.

The Personnel Committee requested further information on ethnicity by grade across the organisation. The grade bands have been split into 3 categories; A to E who generally have no supervisory or line management responsibilities, F to I; who are typically team leader and supervisory level roles and then J and above which are management grades.

Chart 18 outlines the percentage of employees by ethnic group and grade band.

This is the third quarter we are reporting on disability statistics. Whilst we have requested this information be completed by employees, 44% of the workforce are yet to provide this data, as illustrated in Chart 19. This data is all collected from the same place so the HR Team are committed to completing further follow-up on this in a bid to improve the data collection within this category. Chart 20 shows a breakdown of data relating to disability by grade band.

Chart 18

Ethnic Group Percentage by Grade Band as at 31 December 2023

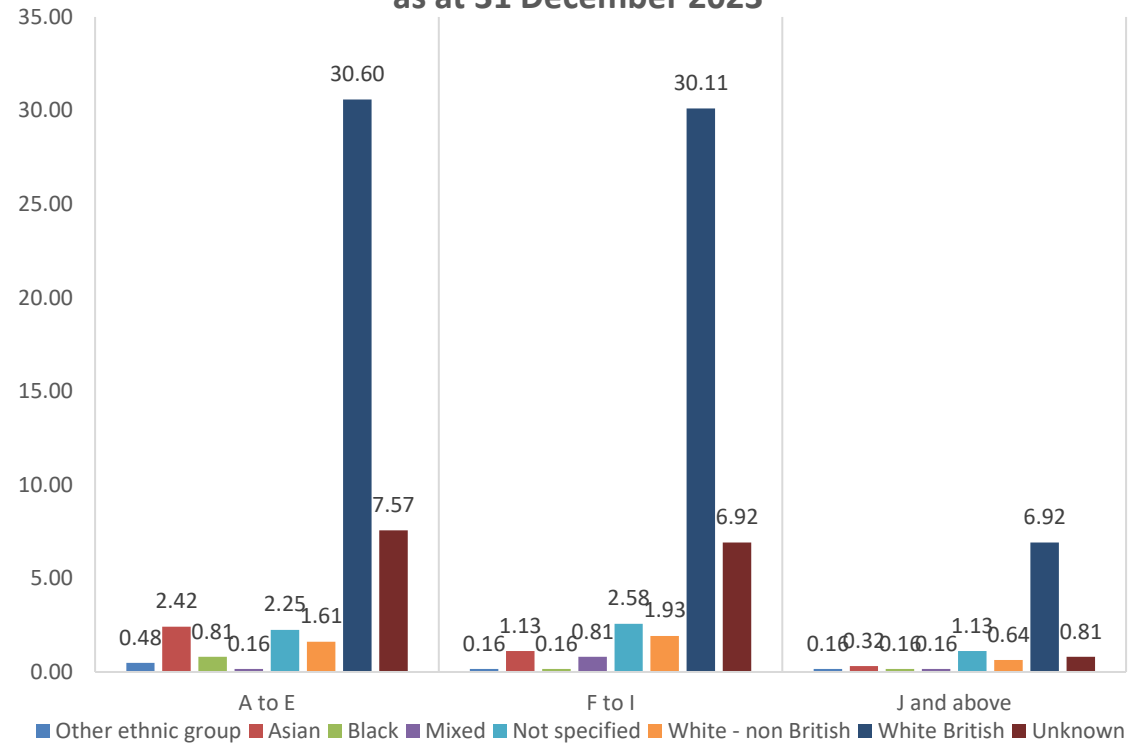


Chart 19

Disability Percentage Profile as at 31 December 2023

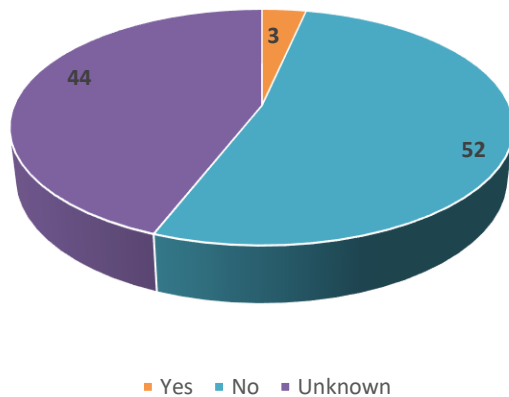
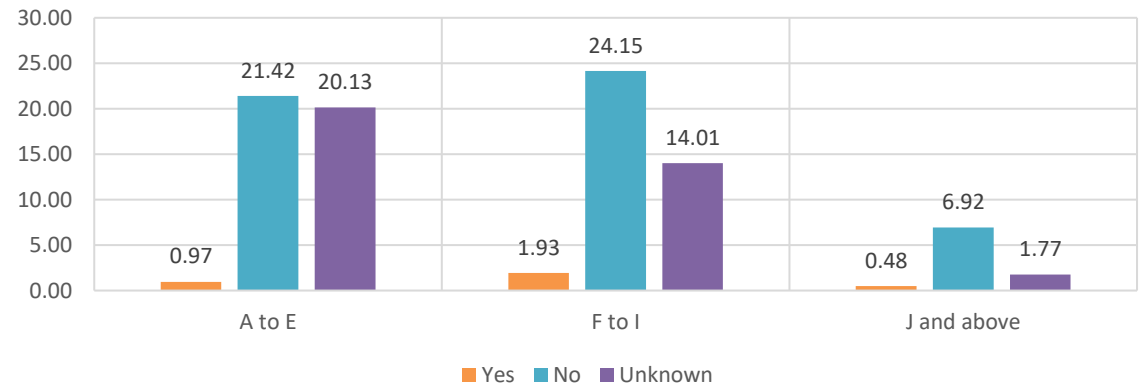


Chart 20

Disability Percentage by Grade Band as at 30 September 2023



CDC is a disability confident employer which means we participate in the Department of Work and Pensions Scheme to guarantee interviews to any disabled candidates who meet the essential criteria for our roles. Where disabilities are identified, management and HR work closely with employees and the council’s occupational health provider to review any reasonable adjustments that could be put in place to assist the employee in their role.

The Personnel Committee also requested data on sexual orientation for our workforce which is provided at Chart 21.

Within this category, 12.88% of the workforce have declined to specify and 17.07% have not completed this data. This data collection has marginally improved in the last quarter.

As with ethnicity information, sexual orientation data has also been broken down into grade bands and this is shown at chart 22.

As part of the Equality, Diversity and Inclusivity strategy that was published this year, we have a workforce plan with actions to work through. Data around protected characteristics will continue to be tracked whilst the actions are undertaken, and variations will be provided in future iterations of these statistics.

The HR Team will continue to work with the organisation to gather outstanding data and will continue to update on a quarterly basis.

Chart 21

% Sexual Orientation as at 31 December 2023

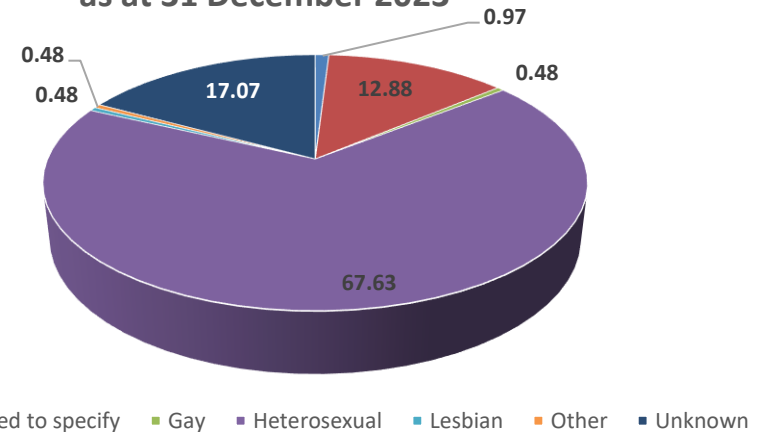
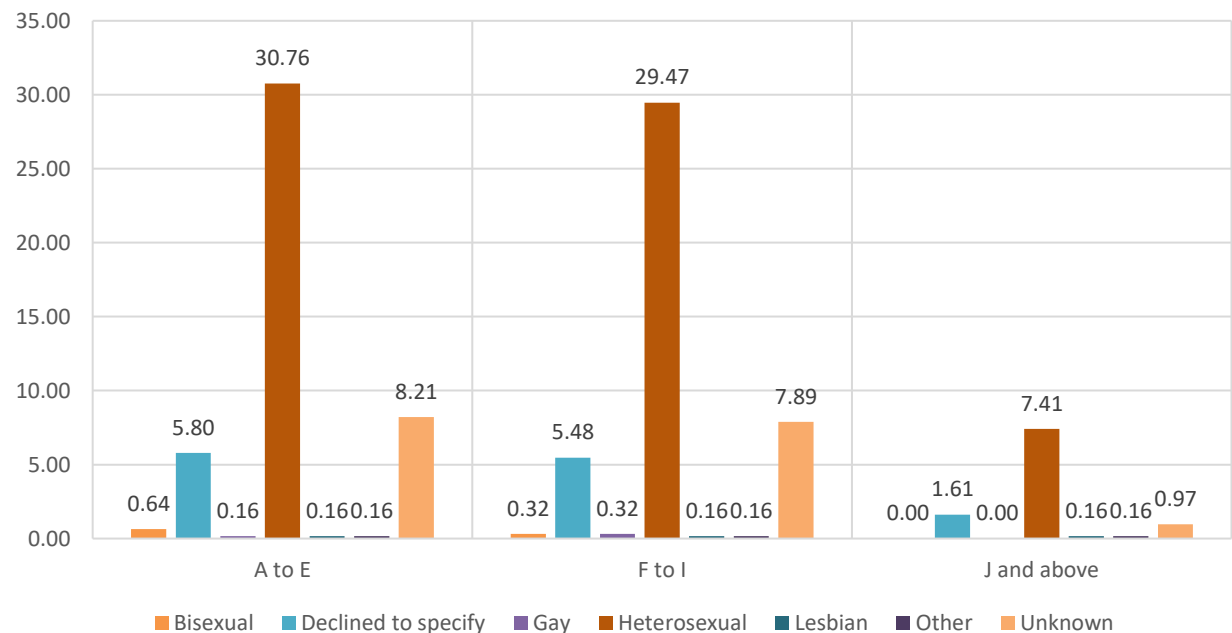


Chart 22

Sexual Orientation Percentage by Grade Band as at 31 December 2023



Page 63

Apprenticeships within Cherwell District Council as at Quarter 3 – 2023/24

Chart 23

Information

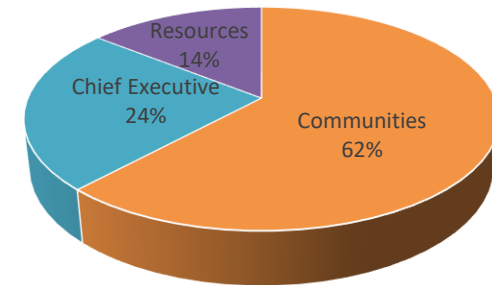
There are 21 apprenticeships currently running within the Council for this quarter, of which 3 is an apprentice on programme, employed specifically as an apprentice; and the remaining 15 are employees undertaking an apprenticeship as CPD or career progression.

There are currently 13 apprenticeships within the Communities Directorate, 5 within the Chief Executive Directorate and 3 within the Resources Directorate – please see chart 23.

Details of the apprenticeships at the organisation are detailed in the table below. The Organisation is using its apprenticeship levy predominantly for upskilling existing staff.

Apprenticeships details below:

Percentage of Apprenticeships within Directorates



Communities Chief Executive Resources

Page 94

Apprenticeship Standard	Level of Apprenticeship	Duration of Apprenticeship	Number of employees on apprenticeship	Apprentice or Employee CPD	Team	Directorate	Cost of Apprenticeships (£)
Autocare Technician	Level 2	2 ½ Years	1	Apprentice	Fleet Management	Communities (1)	12,000
Business Administrator	Level 3	1 ½ Years	1	Apprentice	Depot – Thorpe Lane	Communities (1)	5,000
HR Support	Level 3	1 ½ Years	1	Apprentice	Human Resources	Chief Executive (1)	4,500
Team Leader/Supervisor	Level 3	1 ½ Years	5	CPD	Sport and Physical Activities (2) Housing Options and Homelessness (1) ICT (1)	Chief Executive (3) Resources (1) Communities (1)	22,500

Apprenticeship Standard	Level of Apprenticeship	Duration of Apprenticeship	Number of employees on apprenticeship	Apprentice or Employee CPD	Team	Directorate	Cost of Apprenticeships (£)
					Environmental Protection & Enforcement (1)		
Improvement Practitioner	Level 4	1 ½ Years	1	CPD	ICT	Resources (1)	12,000
ASB and Community Safety	Level 4	2 Years	1	CPD	Community Safety	Communities (1)	8,000
Building Control Surveyor	Level 6	4 Years	3	CPD	Building Control	Communities (3)	72,000
Chartered Surveyor	Level 6	5 ½ Years	1	Apprentice	Access and Grants	Communities (1)	27,000
Environmental Health Practitioner	Level 6	4 Years	1	CPD	Health Protection and Compliance	Communities (1)	22,000
Public Health Practitioner	Level 6	3 Years	1	CPD	Health Shaping Place	Chief Executive (1)	22,000
Chartered Town Planner	Level 7	2 ½ years	4	CPD	Planning	Communities (4)	53,600
Accountancy Professional (CIPFA)	Level 7	3 Years	1	CPD	Finance	Resources (1)	20,433
			21		Total apprenticeship levy committed		281,033

Current amount in the Levy Account

The Council currently has £153,991 in their levy account. It is estimated that a further £81,293 will be received over the next 12 months, based on funds entering the Council's Apprenticeship service account, including the 10% top up from the government. It is estimated that the Council will spend £48,284 in the next 12 months based on the current apprenticeships within the table above.

Expired Funds

The levy account indicates that the Council will have an amount of £847.00 in expired funds in February 2024. Funds expire after a 2-year period, and this is the first time we have ever had expired funds. The new Learning and Development Policy sets out to encourage use of the apprenticeship levy where possible as a first port of call when investigating routes for employees to gain relevant professional qualifications so it is hoped that expired funds will remain minimal and ideally diminish.