

| This report is public                               |   |
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| Workforce Profile Statistics – Quarter 1 of 2025-26 |   |
| <b>Committee</b>                                    | Personnel Committee   |
| <b>Date of Committee</b>                            | 17 September 2025   |
| <b>Portfolio Holder presenting the report</b>       | Portfolio Holder for Corporate Services, Councillor Chris Brant |
| <b>Date Portfolio Holder agreed report</b>          | 1 September 2025  |
| <b>Report of</b>                                    | Assistant Director of Human Resources, Claire Cox               |

## Purpose of report

To provide the Personnel Committee with an update on Cherwell District Council'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 to:

- 1.1 Review and note the workforce data for quarter 1 of 2025/26 provided in appendix one, devised to provide insight that will enable officers of CDC to address challenges and efficiencies in the workforce more efficiently.

## 2. Executive Summary

- 2.1 This report outlines statistical data in relation to CDC's workforce at the end of quarter 1 of 2025/26 for information. There are no issues, risks or concerns to highlight this quarter.
- 2.2 Appendix 1 provides the following highlights in CDC's workforce statistics for quarter 1 as follows:
  - 21 leavers and 21 new starters
  - As at the end of quarter 1, headcount increased by 6 to 632. Of the 632, 15 employees are multiple role holders
  - FTE increased by 4.62, to 519.89, as at quarter end.
  - Minimal shift in employment basis and role basis

- No change to the number of agency workers at the end of quarter 1, compared to the previous quarter. Remained at 35.
- A quarterly turnover rate of 3.35%, 0.14% lower than the previous quarter
- Resignation was the main reason for leavers, accounting for 61.90% of all leavers.
- 38% of leavers completed exit interviews, Comments received within the interviews that took place were mixed with some relating to personal circumstances, pace of work too slow in their team, travel is too much, workload has increased significantly, very positive experience at the council and very sad to be leaving. Most were very positive about the colleagues they had worked with.
- 160 sickness absence incidents were recorded, 2 less than the same quarter in the previous year.
- Absence rate at the end of quarter 1 was 0.69 which has reduced slightly compared to the end of the last quarter.
- Minimal shift in age, gender, ethnicity, and sexual orientation profile
- Recruitment data has been provided for the last 12 months, and shows applicants are representative of the district.
- 25 apprenticeships currently underway across a diverse range of subject areas. Of the 25, 5 are being completed by apprentices, and 20 are being undertaken by staff.

2.3 As advised in previous reports, the Prime Minister Sir Keir Starmer and Education Secretary Bridget Phillipson announced a new growth and skills levy which will replace the existing apprenticeship levy and is to include new foundation apprenticeships. These new apprenticeships will give young people a route in to careers in critical sectors, enabling them to earn a wage whilst developing vital skills. This situation is being monitored, and further updates will be provided once available.

2.4 In February the government highlighted several changes to how apprenticeships will operate in the future, in response to employers' calls for more flexibility. This will include introduction of shorter apprenticeships from August 2025 (subject to the parliamentary timetable), with the minimum length reduced from 12 to 8 months. The new development will allow training to be delivered and completed faster where that makes sense for a given industry, or an individual has significant prior learning. Further update on the impact and take up of these shorter apprenticeships will be provided in future reports.

## Implications & Impact Assessments

| Implications   | Commentary   |
|----------------|--|
| <b>Finance</b> | This is an information report with no financial implications. Kelly Wheeler, Finance Business Partner, 04 September 2025 |
| <b>Legal</b>   | There are no legal implications within this report as it is for information only.  |

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|--|---|---------|----------|--|
|  | Denzil – John Turbervill, Head of Legal Services, 4 September 2025  |         |          |  |
| <b>Risk</b>  | There are no risks arising directly from this report.<br>Celia Prado-Teeling, Performance Team Leader, 8 September 2025 |         |          |  |
| <b>Impact Assessments</b>  | Positive  | Neutral | Negative | Commentary   |
| <b>Equality Impact</b>   |   | X       |          | There are no equalities implications directly related to this report. However, this report provides the council with valuable data which will help us support and promote equality, diversity, and inclusion within our workforce.<br>Celia Prado-Teeling, Performance Team Leader, 8 September 2025 |
| <b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?               |   | X       |          |  |
| <b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? |   | X       |          |  |
| <b>Climate &amp; Environmental Impact</b>  |   |         |          | N/A  |
| <b>ICT &amp; Digital Impact</b>  |   |         |          | N/A  |
| <b>Data Impact</b>   |   |         |          | N/A  |
| <b>Procurement &amp; subsidy</b>   |   |         |          | N/A  |
| <b>Council Priorities</b>  | N/A   |         |          |  |

|                                      |   |
|--------------------------------------|---|
| <b>Human Resources</b>               | The workforce profile statistics provide valuable insight into the make-up of the council's workforce, which helps form policies and initiatives to suit its diversity.<br>Claire Cox, Assistant Director of Human Resources,<br>27 August 2025 |
| <b>Property</b>                      | N/A   |
| <b>Consultation &amp; Engagement</b> | The Corporate Leadership Team have reviewed the workforce statistics prior to submission to Personnel Committee.  |

## Supporting Information

### 3. Background

- 3.1 Workforce Data for Quarter 1 of 2025/26 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 for sensitive information such as ethnicity, gender, and age against the make-up of the district and the UK overall.

### 4. Details

- 4.1 The workforce profile report at appendix 1 provides commentary and data for quarter 1 of 2025/26, as well as quarterly, whole year and end-of-year comparisons.
- 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

- Recruitment data relating to personal attributes for the purposes of inclusion
  - Apprenticeship information
- 4.3 Our collection of data relating to protected characteristics 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.
- 4.4 Following the implementation of the recruitment module within the HR/Payroll system, data around recruitment has also been included in the latest report. This is initially at a high level to provide details of applicants by EDI categories, in order to monitor that recruitment opportunities are reaching all communities within Cherwell, and that applicant pools are reflective of the district we serve. Applicant data shows that communities are being reached and applicant pools are reflective. This will continue to be monitored.

## 5. Alternative Options and Reasons for Rejection

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. Conclusions and Reasons for Recommendations

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

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

## Document Information

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|--|---|
| <b>Appendices</b>  |   |
| <b>Appendix 1</b>  | Workforce Profile Data – Quarter 1, 2025/26   |
| <b>Background Papers</b>   | N/A   |
| <b>Reference Papers</b>  | N/A   |
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| <b>Corporate Director Approval (unless Corporate Director or Statutory Officer report)</b> | Corporate Director for Resources and Transformation   |