

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 a reduction of 3 between the end of quarters 1 and 2 of 2025/26. Within the headcount of 629, 15 employees have 2 roles, and have therefore been counted twice, meaning we have 614 employees.

Quarter 2 of 2025/26 has seen adjustments of 12 leavers and 13 new starters across the organisation.

Chart 1

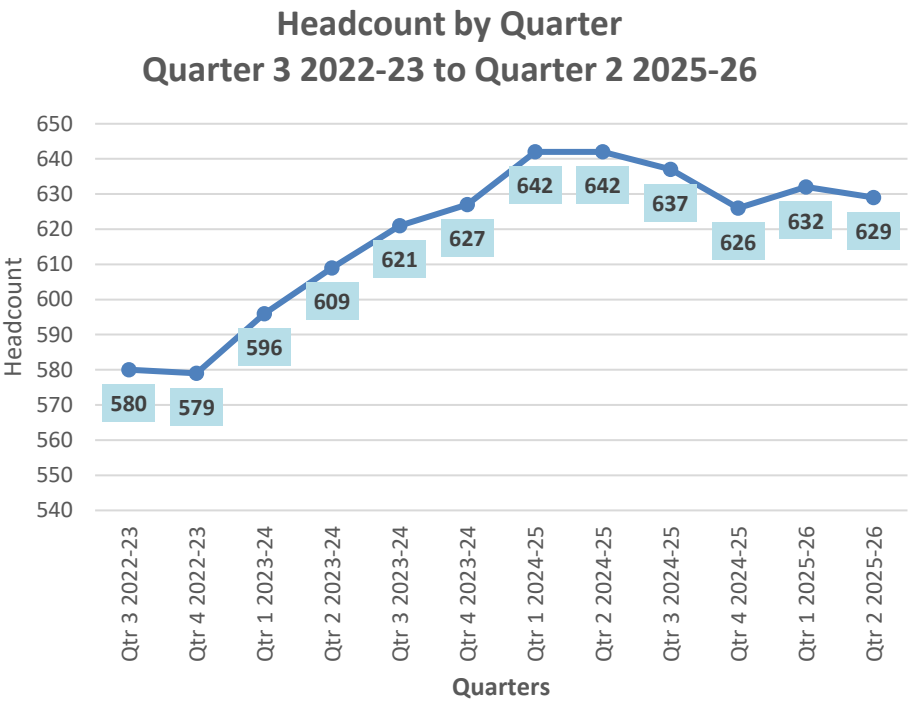


Chart 2 details the distribution of headcount across our departments and directorates as at the end of quarter 2 of 2025/26. Wellbeing and Environmental Services continue to show the highest headcount. CDC are host employer to the District Councils Network (DCN), and these employees are included in the HR, OD and Payroll directorate.

Wellbeing has had the biggest reduction in headcount with 3 since quarter 1 of 2025/26. Property and the Chief Executive’s Office have each reduced by 2. Environmental Services’ and HR, OD and Payroll’s headcount each increased by 2. In quarter 3, departments will be reflective of the new senior management structure that was implemented by the Chief Executive in October 2025.

Chart 2

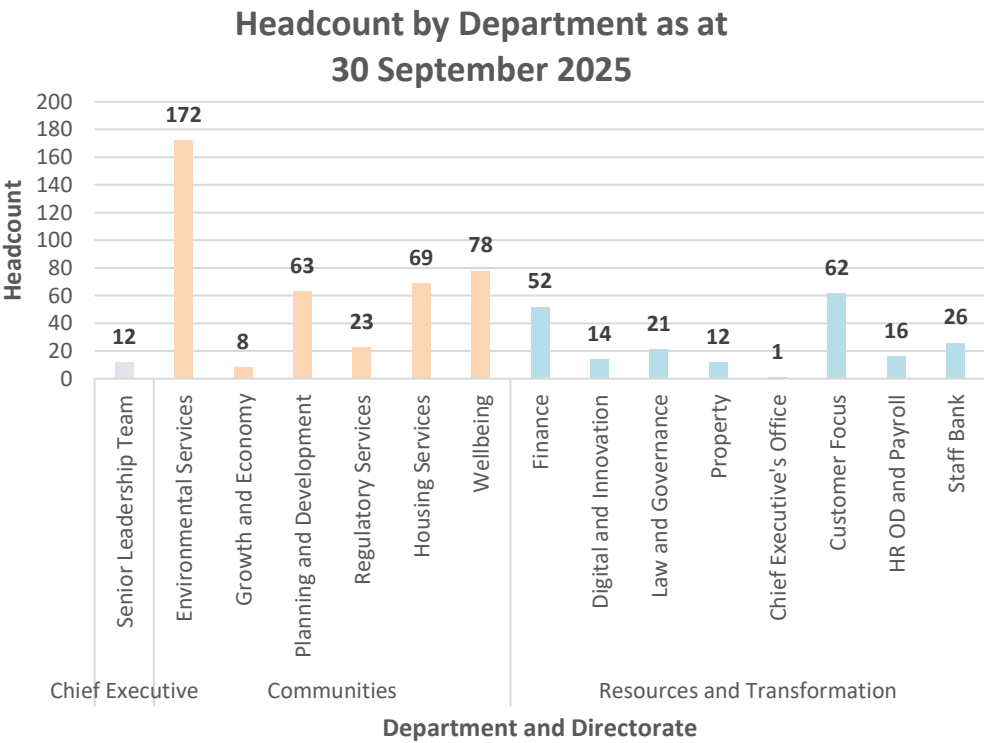


Chart 3 outlines the fluctuation of FTE which has increased by 1.24 between quarters 1 and 2 of 2025/26.

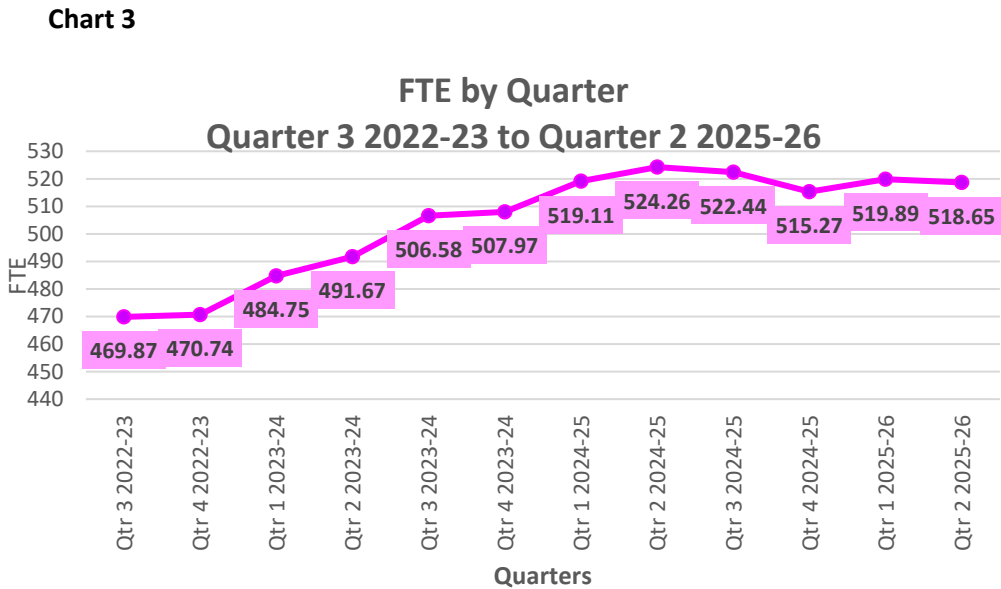


Chart 4 outlines the distribution of FTE across the departments and directorates as at the end of quarter 2 of 2025/26.

Since quarter 1 of 2025/26; HR, OD and Payroll have increased by 2 FTE. Environmental Services’ FTE has increase 1.54. The Chief Executive’s Office reduced by 1.6 FTE.

Charts 5 shows the breakdown of basis of hours across our workforce as of 30 September 2025. Since quarter 1 of 2025/26 there has been minimal change to the make-up of role-basis with our full-time reducing by 0.13% and part-time increasing by 0.40% and our casual workforce reducing by 0.26%.

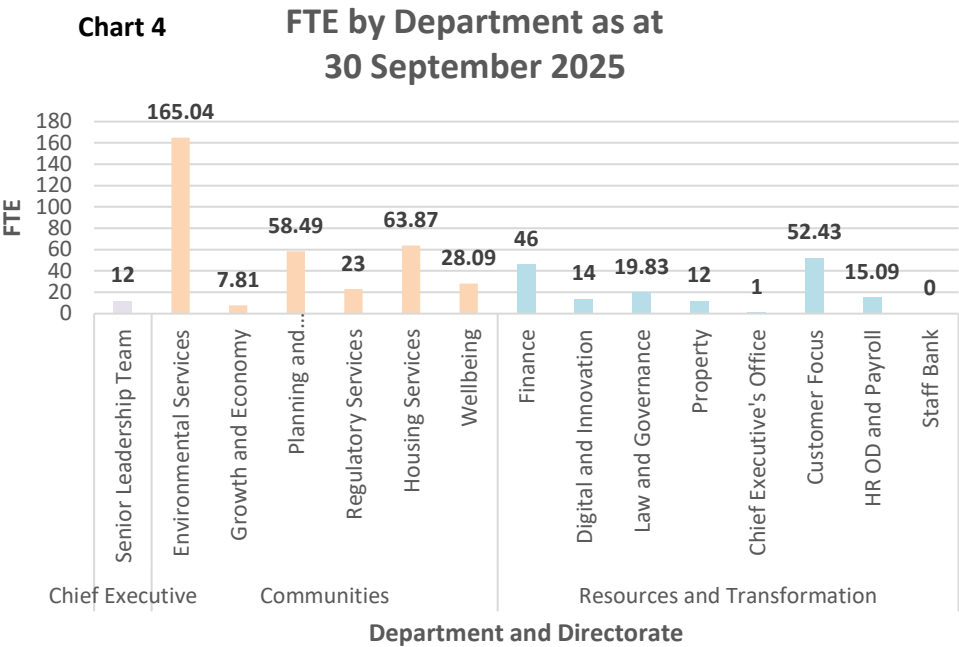


Chart 5

% Breakdown of Role Basis as at 30 September 2025

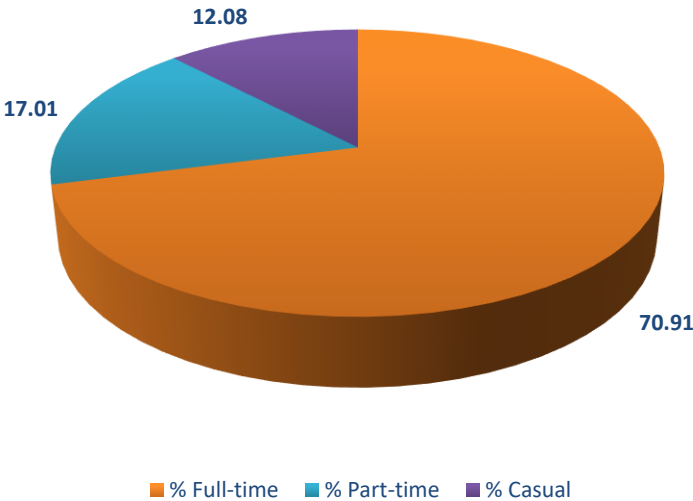
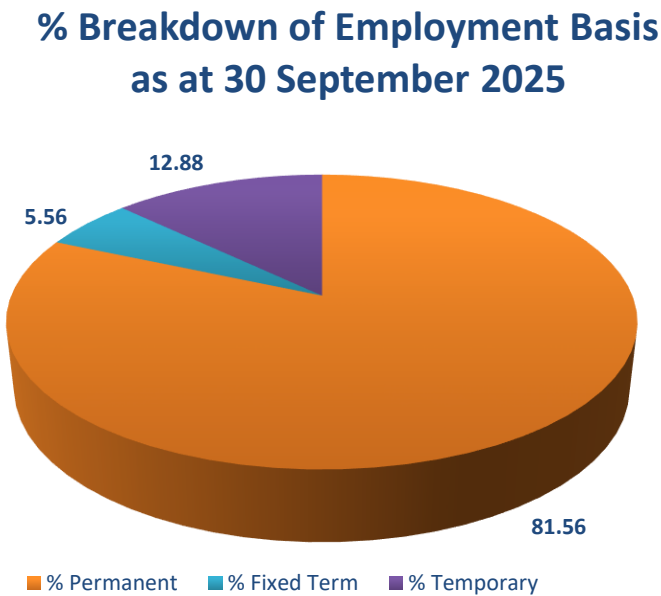


Chart 6 outlines the employment basis of those directly employed by CDC shows that 81.56% of our workforce are in permanent roles. This has slightly reduced, by 0.42% since Quarter 1 of 2025/26. There has been minimal fluctuation of employment basis since the last quarter.

Chart 6



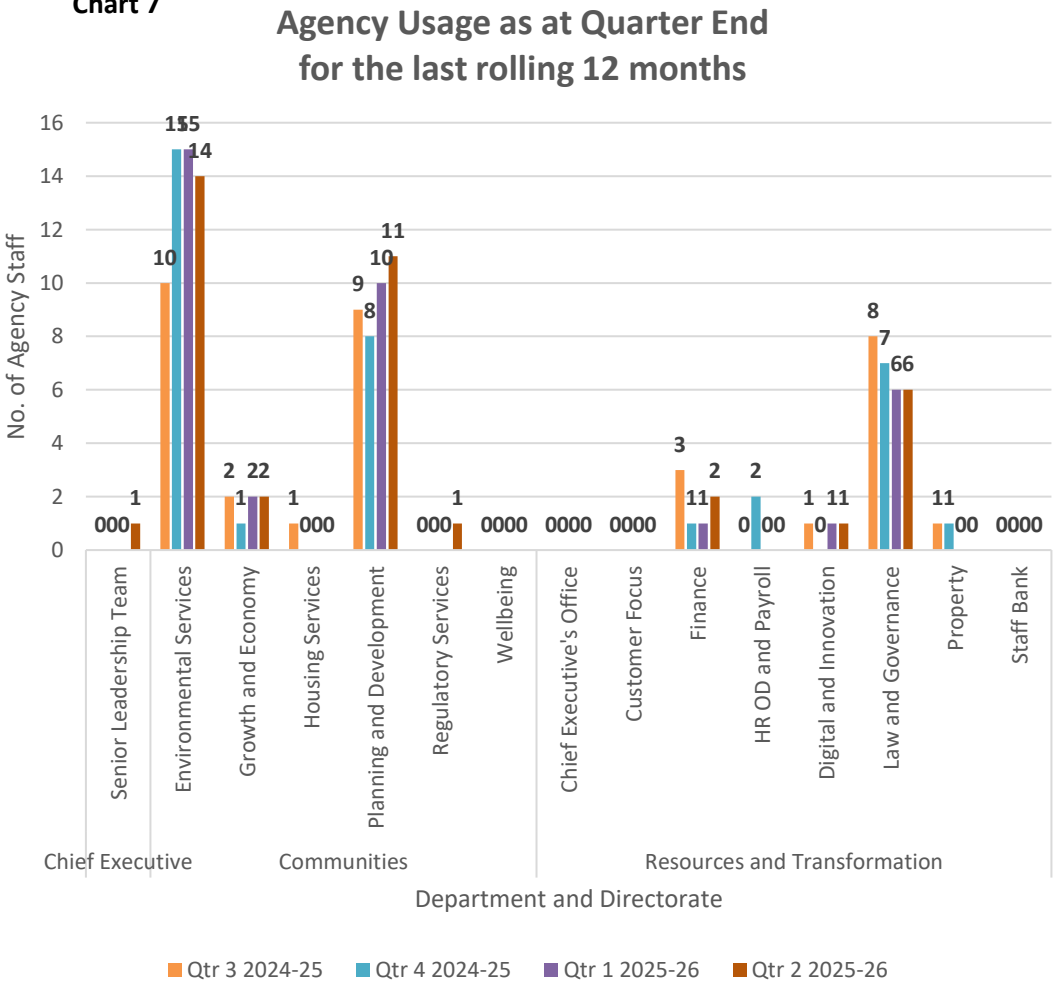
In addition to employing staff directly, CDC also utilise Agency Workers, either for interim or short-term usage for specific posts and projects.

Chart 7 outlines agency usage as at the end of each quarter for the last rolling year by department. A total of 38 Agency workers were engaged with CDC at the end of quarter 2 of 2025/26. This has increased by 3 since the end of quarter 1 but is 6 less than the same quarter in 2024/25.

The highest agency usage is usually Environmental Services, within refuse collection and this is due to having 3-person crews, often utilising agency staff to cover for employee sickness and holidays. Usage in this area has remained the same for the last 3 quarters.

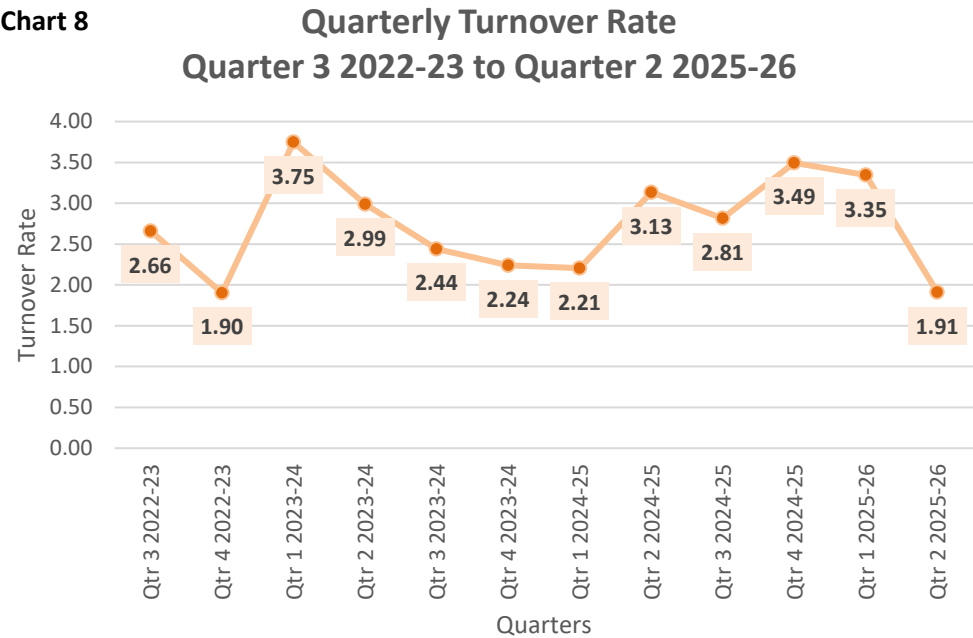
The Senior Leadership Team, Planning and Development, Regulatory Services and Finance have each increased agency usage by 1 in the last quarter. Environmental Services has reduced by 1.

Chart 7



Turnover rates and Leaver information

Chart 8 tracks the turnover rate per quarter over a 3-year period, from October 2022 to September 2025. The turnover rate is defined by firstly calculating the average number of employees for the quarter period and then dividing the number of leavers by the average number of employees.



The turnover for quarter 2 of 2025/26 shows a reduction of 1.44% in the turnover rate since quarter 1.

Chart 9 details the quarterly turnover rate by department for quarter 2.

Chart 10 outlines leavers by reason for quarter 1 of 2025/26. Of the 12 leavers recorded in quarter 2, resignation is the highest reason for leaving, accounting for 58.33%. 16.67% of leavers were due to End of Fixed Term Contract. Dismissal – Capability, Redundancy and Retirement each accounted for 8.33%

Chart 9

Quarterly Turnover Rate by Department
as at
30 September 2025

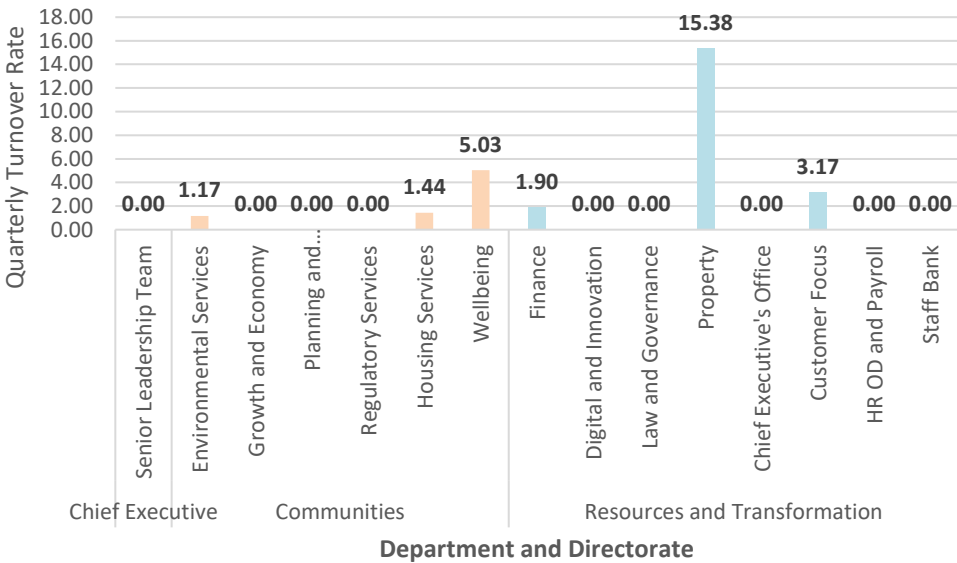
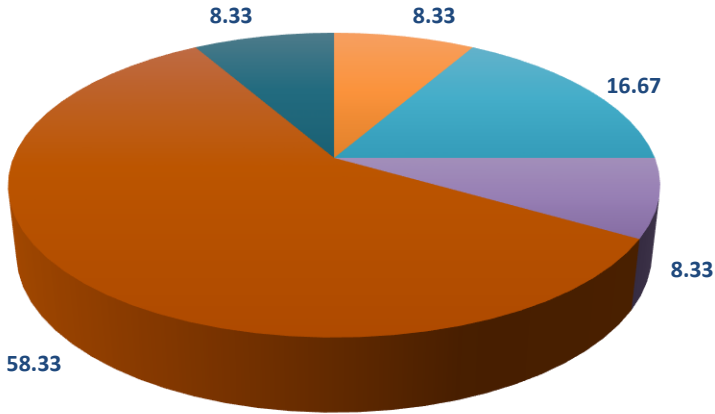


Chart 10

% of Leavers by reason
1 July to 30 September 2025

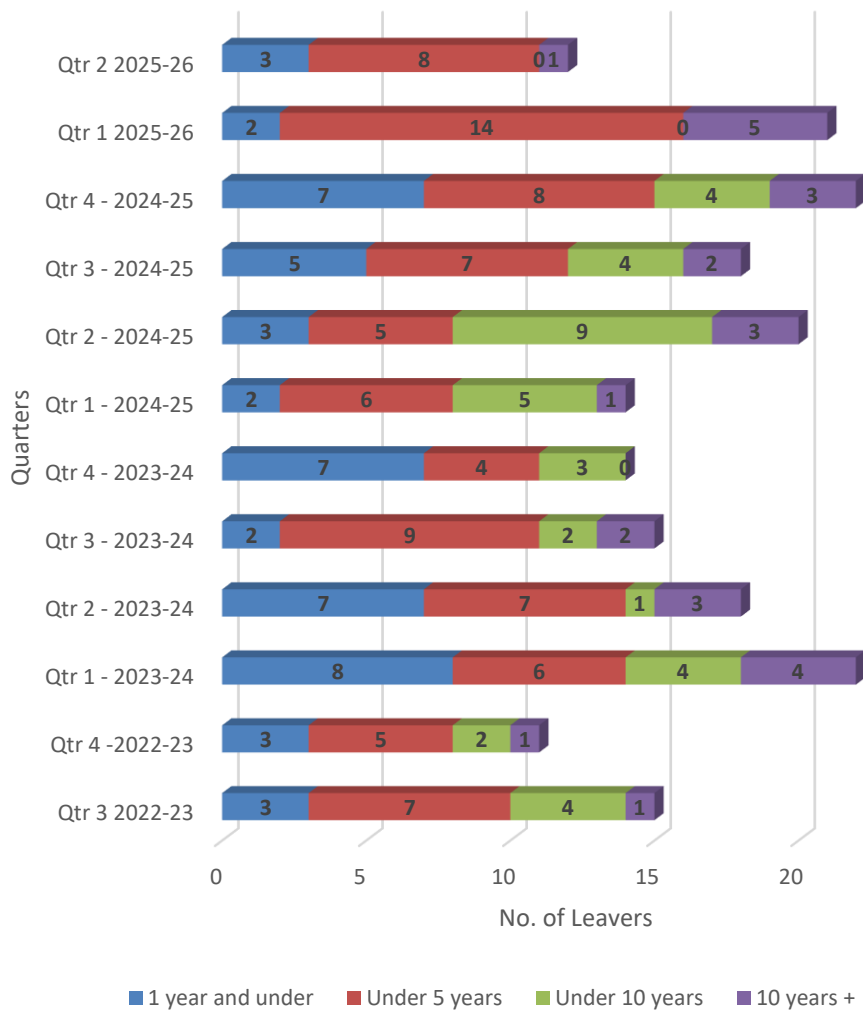


Dismissal - Capability End of Fixed term contract Redundancy Resignation Retirement

Chart 11 outlines leavers by length of service across the last 12 quarters. In quarter 2 of 2025/26, 3 leavers had less than a year’s service, 8 had under 5 years’ service, none had less than 10 years’ service and 1 had over 10 years.

Chart 11

Leavers by Length of Service
1 October 2022- 30 September 2025



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 12 leavers in quarter 2, 33% were casual workers who had not engaged in work with us for some time, and 17% left abruptly. Out of the remaining leavers, 4 completed the exit interview questionnaire and attended meetings with a member of the HR Team. This is a 33% completion rate across all leavers, which is a reduction from the last quarter that recorded a 38% completion rate. However, based on exit interviews that could have been captured in this quarter, the completion rate is 66%. 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. We have also noted the need to strengthen the wording around the completion of exit interviews for circumstances where end of fixed term contracts come to an end, which should help further improve our completion rate.

When asked where they were going next, 25% were moving to another local authority, 25% were retiring, 25% were returning to studies, 25% had no other employment to move to at the point of leaving.

Comments received within the interviews that took place were mixed with some relating to personal circumstances and travel being too much, protracted processes meant getting things done provide difficult at times, work more administrative based than anticipated, work had peaks and troughs and would have benefitted from a more structured approach. Some had opportunity for further career progression. All were positive about the colleagues they worked with and their teams overall.

HR Business Partners review exit interview data in order to pick up any trends and discuss content with relevant managers. Data will continue to be gathered and shared with the relevant managers in a bid to act on any advice received in order to make improvements, where possible, for existing employees, thus aiding retention.

Sickness Absence reasons and rates

Chart 12 shows the number of sickness absence incidents by reason over the last 8 quarters, with data captured on a monthly basis, back to October 2023. Musculo-skeletal has seen the most incidents across this period, with 237 recorded. This is closely followed by Stomach/liver/kidney and digestion which had 219 incidents.

There were 232 incidents of sickness absence recorded in Quarter 2 of 2025/26, this is 7 less incidents than the same quarter of 2024/25.

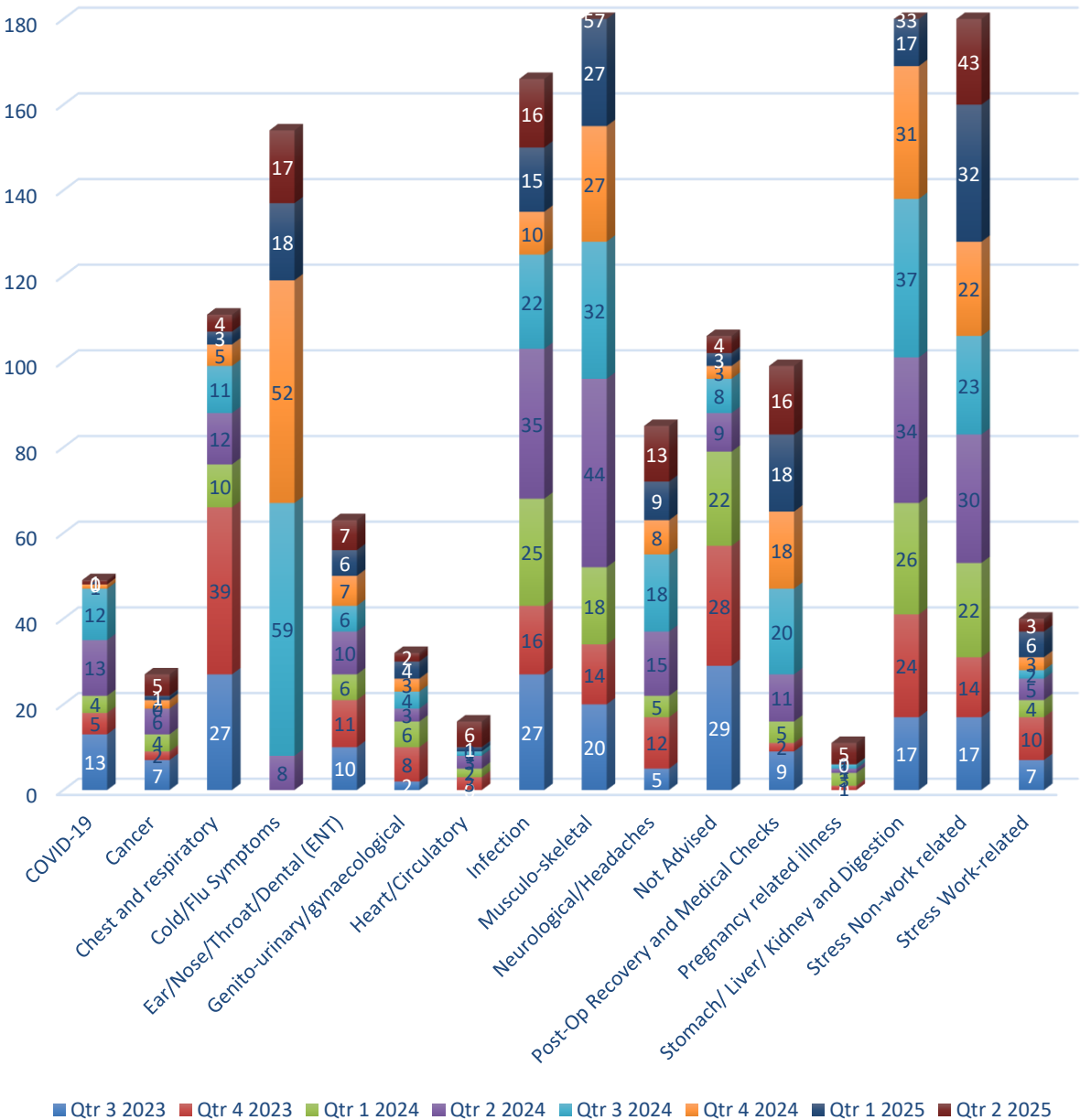
For Quarter 2 of 2025/26, Musculo-skeletal was the highest recorded reason for sickness absence, accounting for 25% of all incidents in the last quarter. This is followed by stress- non work related, which accounts for 19% of all incidents in the last quarter. The third highest reasons this quarter was Stomach/liver/kidney and digestion, accounting for 14.5% of all incidents.

The highest reason for sickness absence across the last rolling 12 months was cold and flu symptoms, with 146 incidents recorded and accounting for 17.5% of all incidents.

The second highest reason for sickness absence in the last 12 months is Musculo-skeletal, with 143 incidents reported which equates to 17% of all incidents.

Stress – non work related is the third highest reason in the last 12 months, recording 120 incidents and accounting for 14.5% of all incidents.

Chart 12
Sickness Absence Incidents by Reason
October 2023 to September 2025



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 13 tracks the absence rate per month, which is effectively the percentage of working time lost, from October 2022 to September 2025 and shows an increase in the absence rate since the end of quarter 1 of 2025.26. The absence rate is calculated by dividing the hours lost due to sickness absence by the available working hours for the period. September 2025 records the highest rate of absence at 1.36% of working time lost. The whole council absence rate followed the same trajectory in quarter 2 of 2024/25 as it has done in 2025/26, although absence levels are higher due to an increase in long-term sickness absence. Research completed by the Chartered Institute of Personnel Development (CIPD) and Simplyhealth with over 1100 employers and published in September 2025 recorded that *UK employees were off sick for nearly two full working weeks (9.4 days) on average in the last 12 months* which has jumped from 7.8 days in 2023, and 5.8 days pre-pandemic (<https://www.cipd.org/uk/about/press-releases/workplace-absence-soars-nearly-two-working-weeks-each-year/>). Whilst CDC’s absence rate has increased, it remains significantly lower than the findings of the CIPD report. The report acknowledged that *As people are working and living longer, employers need to create workplaces that are supportive and help staff manage health changes, like flexible hours and adjustments to workload*. CDC are committed to considering flexible working hours as appropriate, and HR work closely with managers and Occupational Health to review possibilities around workloads as required.

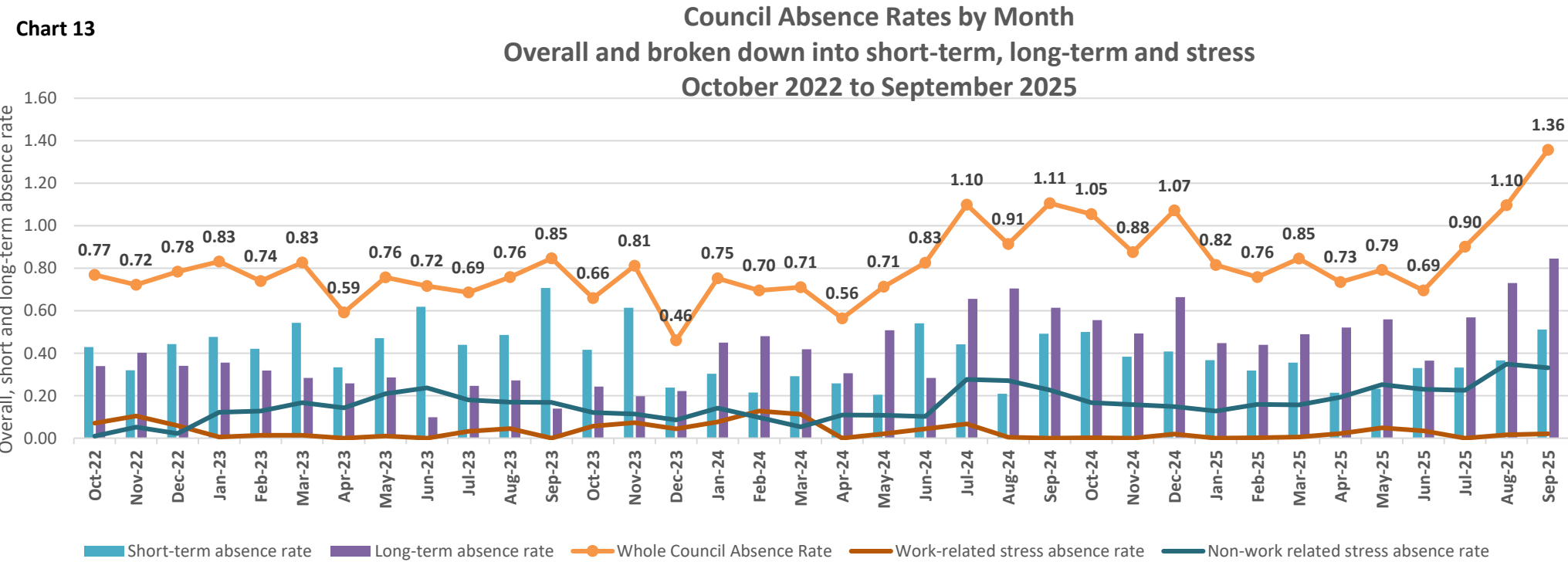


Chart 13 also captures the absence rate of short and long-term instances, In the last 12 months. October 2024 has the highest rate of short-term absence, recording a rate of 0.50 days lost. September 2025 had the highest rate of long-term absence in the last 12 months, with 0.85 days lost. At the end of quarter 2 of 2025/26, 24 long-term sickness absence cases remained ongoing, which had increased by 11 from quarter 1.

The absence rate attributed to stress is also displayed in Chart 13 and a slight reduction in work-related stress was recorded in the last quarter, with a rate of 0.02 days lost in September 2025. Work-related stress incidents accounted for 1.3% of incidents in quarter 2 of 2025/26 and 1.7% of incidents in the last rolling 12 months.

The non-work-related stress absence rate has increased slightly over the last quarter, from 0.23 at the end of quarter 1 of 2025/26 to 0.33 at the end of quarter 2. Non-work-related stress accounted for 18.5% of incidents in quarter 2 of 2025/26 and 14.3% of incidents in the last rolling 12 months.

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 14 and 15 provide a breakdown of the percentage of working time lost by department for both short term and long-term sickness absence.

Chart 14 % Working Time Lost due to Short Term Sickness Absence

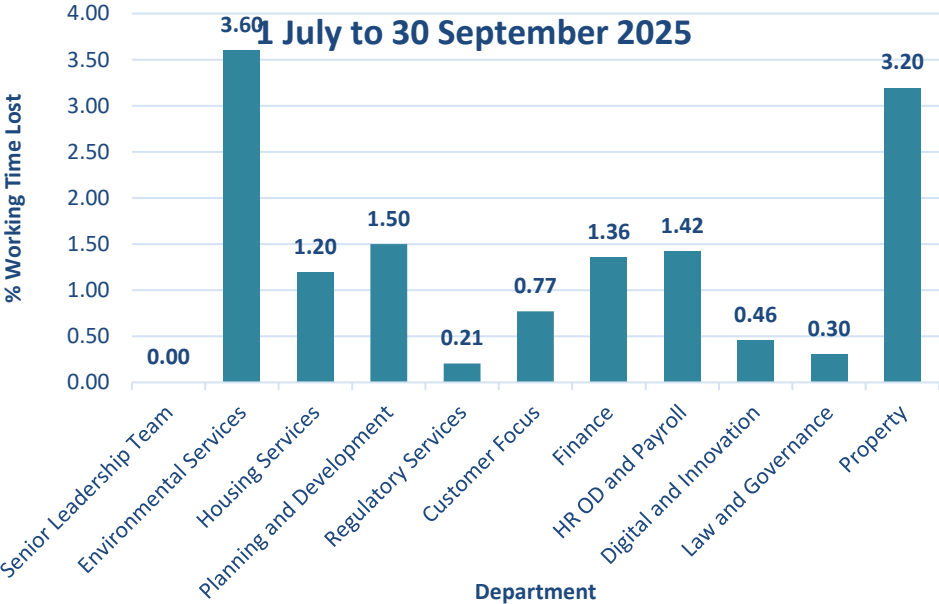
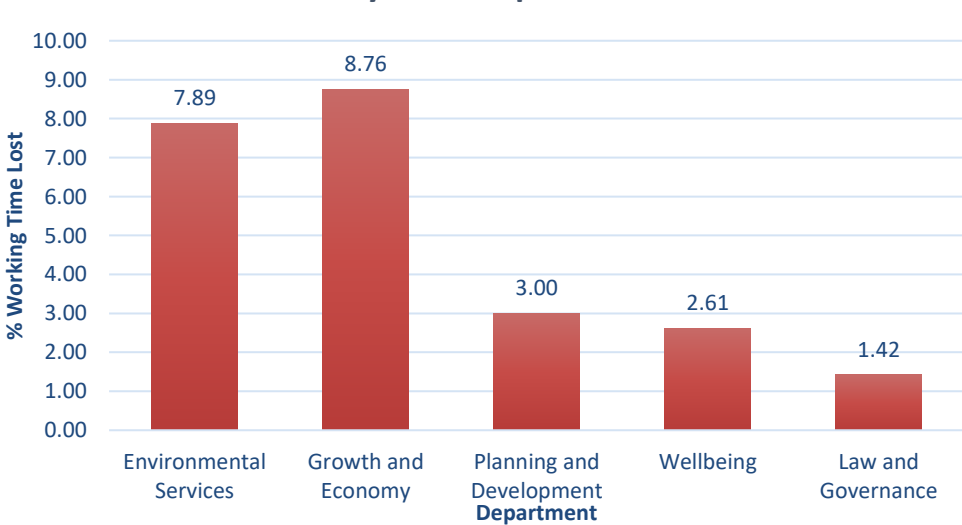


Chart 15 % Working Time Lost due to Long Term Absence



Age, Gender, Ethnicity, Disability and LGBTQ+ Workforce Profile as at 30 September 2025

Chart 16 shows a breakdown by age of the CDC workforce, expressed in percentage. 14% of CDC employees are over 60. 27% are aged between 51 and 60. 20% of CDC employees are aged between 41 and 50. 21% are aged between 31 and 40 and 11% aged 30 and under. There has been minimal change to the age profile within the last quarter.

Chart 16

Age Profile Percentage as at 30 September 2025

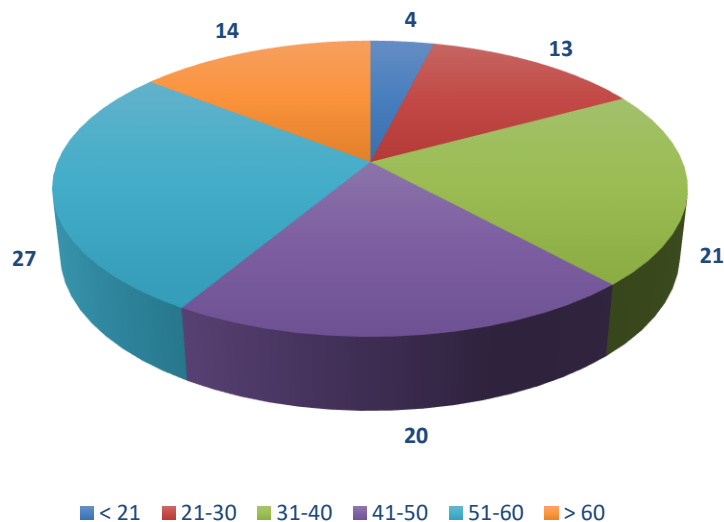
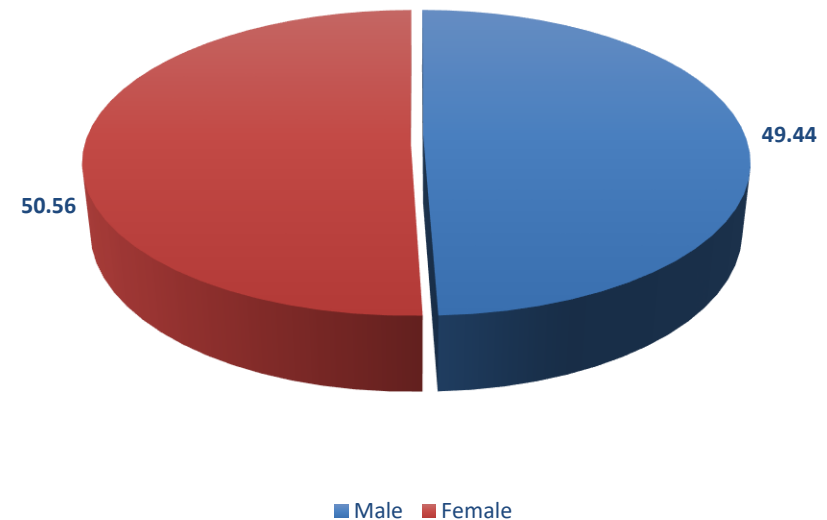


Chart 17 breaks down the gender of the CDC workforce and shows that CDC is almost a 50% split.

CDC record statistics on employee equalities 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 17

Gender Profile Percentage as at 30 September 2025



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, 49.44% of our workforce are male and 50.56% are female meaning it is representative of the district.

CDC employees continue to be encouraged to share their equalities data. In relation to employee ethnicity data, in quarter 1 of 2022/23 51% of employees had not provided this. At the end of quarter 2 of 2025/26, 88.71% of employees have recorded this information, with 4.61% preferring not to specify.

Chart 18 shows a breakdown of ethnicity within CDC. Comparative data has been sought both nationally and from the district and is presented in Table 1.

Chart 18 Ethnicity Profile Percentage as at 30 September 2025

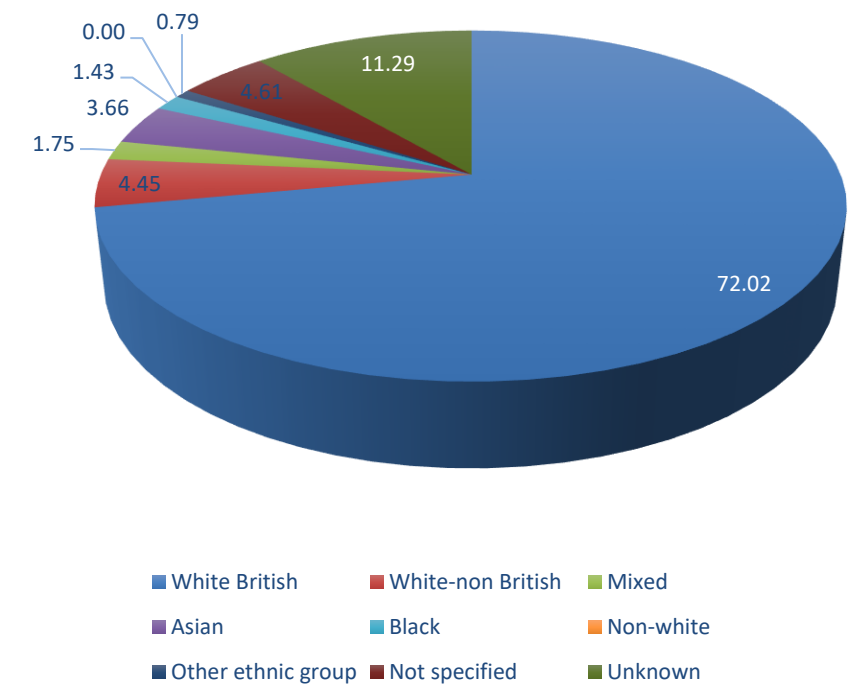


Table 1

Ethnic Group	England average (%)	Cherwell District (%)	CDC (%) Qtr 3 24/25	CDC (%) Qtr 4 24/25	CDC (%) Qtr 1 25/26	CDC (%) Qtr 2 25/26
Asian, Asian British or Asian Welsh	9.3	6.0	4.08	3.98	3.80	3.66
Black, Black British, Black Welsh, Caribbean or African	4.0	1.8	1.88	1.59	1.42	1.43
Mixed or multiple ethnic groups	2.9	2.9	1.88	1.91	1.74	1.75
White	81.7	88.1	70.02	74.84	76.27	76.47
Other ethnic group	2.1	1.3	0.78	0.80	0.79	0.79
Prefer not to say	N/A	N/A	5.18	5.10	4.75	4.61
Unknown	N/A	N/A	11.62	11.78	11.23	11.29

CDC’s workforce is predominantly white British with 72.02% of the workforce recording their ethnicity in this category.

Table 1 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 increased in the last quarter by 0.02% but at the end of quarter 2 was 11.63% less than the Cherwell District.

The CDC workforce is slightly under-represented in all the ethnic groups in comparison to the district, and there has been no significant change in any ethnic group between quarters 1 and 2 of 2025/26.

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

We have requested disability information be provided by employees. At the end of quarter 1 of 2024/25, 43% of the workforce had not provided this data, however at the end of quarter 2 of 2025/26 this was down to 13%, as illustrated in Chart 20. The HR Team are committed to completing further follow-up to improve the data collection within this area. Chart 21 shows a breakdown of data relating to disability by grade band.

Chart 20
Disability Percentage Profile
as at
30 September 2025

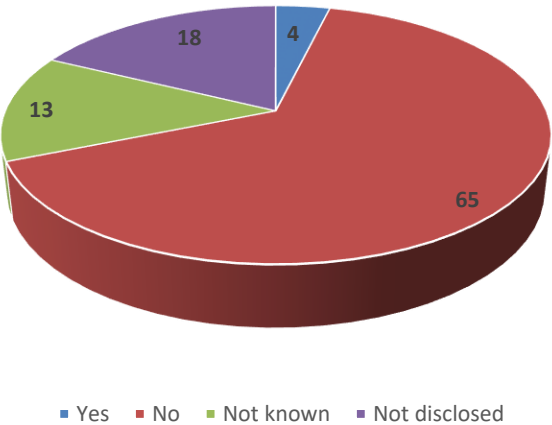


Chart 19
Ethnic Group Percentage by Grade Band
as at 30 September 2025

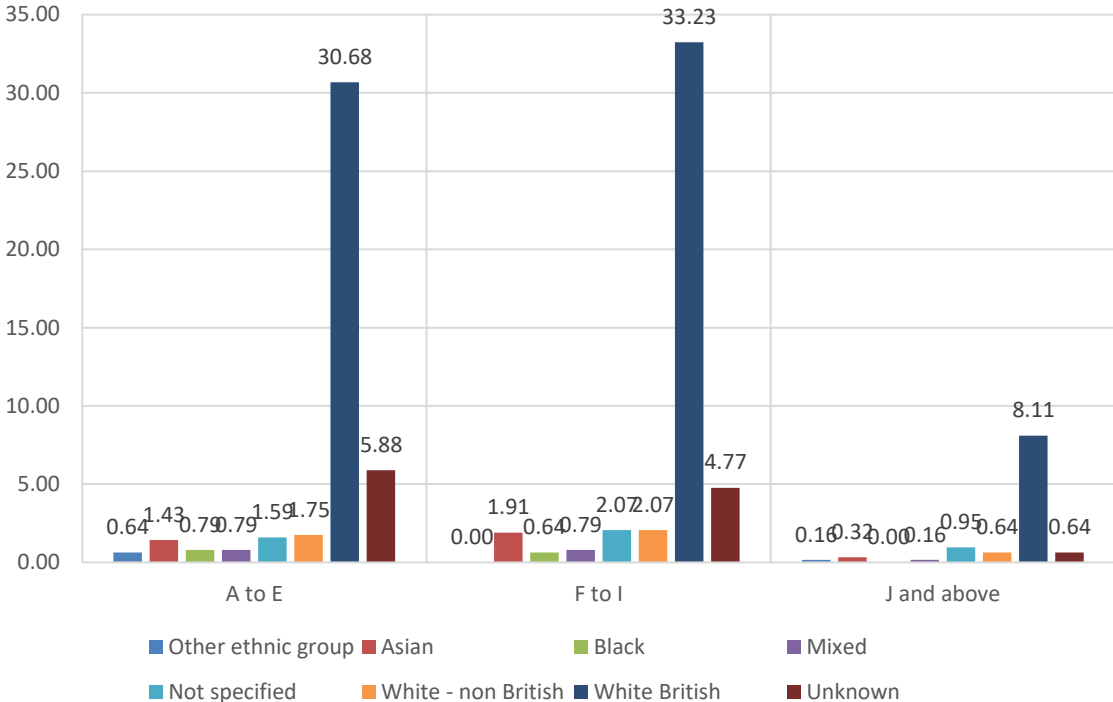
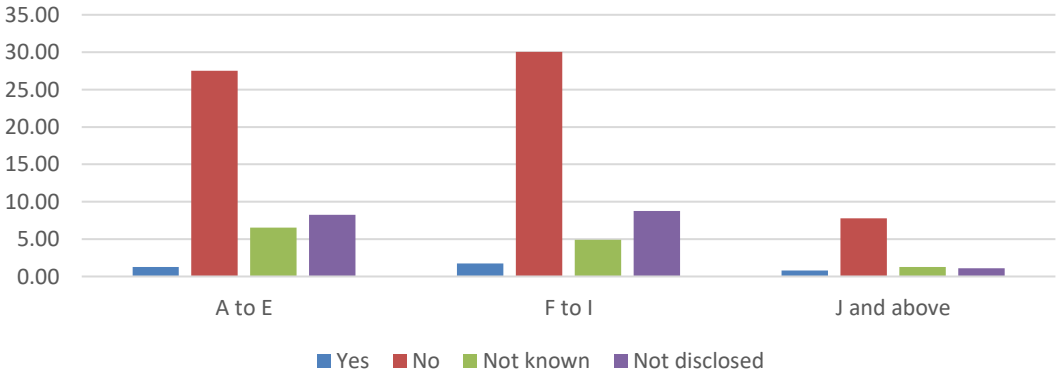


Chart 21
Disability Percentage by Grade Band
as at 30 September 2025



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 22.

Within this category, 12.24% of the workforce have declined to specify and 12.24% have not completed this data.

As with ethnicity information, sexual orientation data has also been broken down into grade bands, and this is shown at chart 23.

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 22

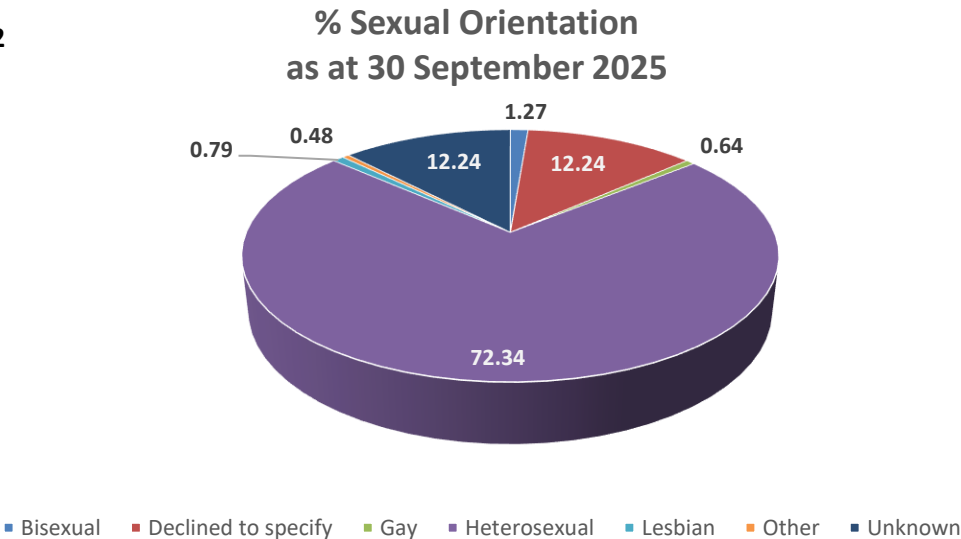
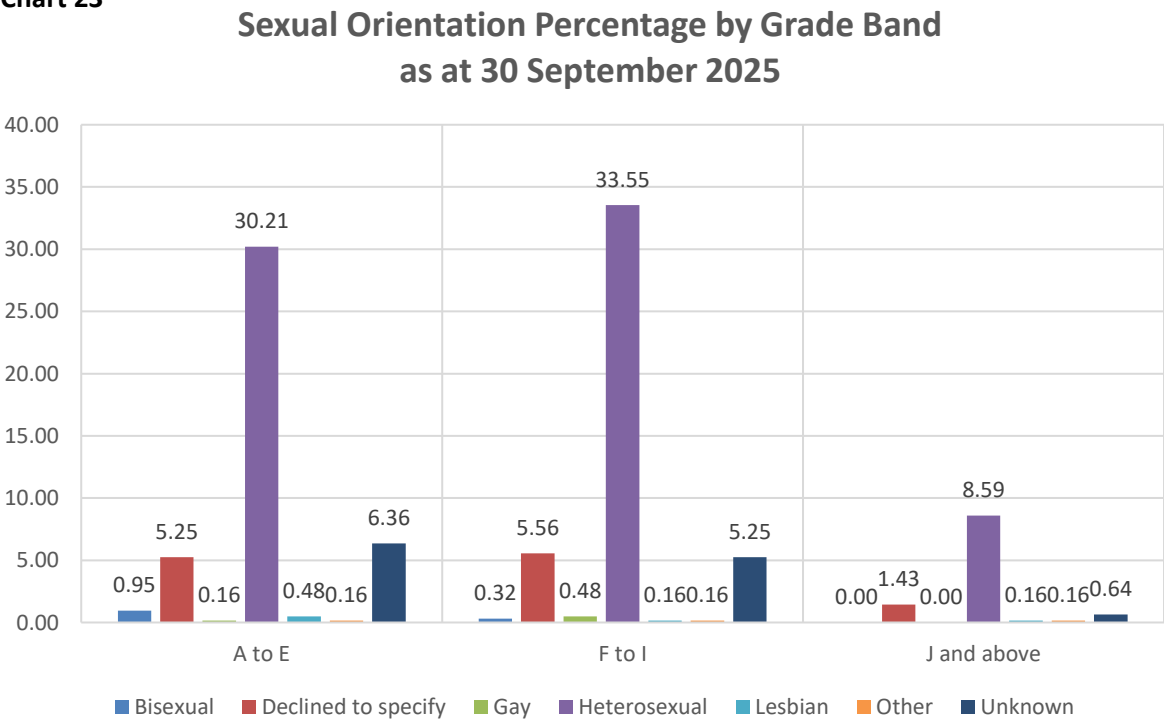


Chart 23



Diversity in Recruitment

In October 2023, CDC launched a new recruitment module as part of its HR and Payroll system. This has meant that analysis of recruitment data can now be completed. In line with CDC’s Equality, Diversity and Inclusivity agenda, this data allows insight into whether or not CDC is reaching and is representative of all communities within the district. The data presented in this report is representative of the last 12 months from October 2024 to September 2025. There have been 67 recruitment campaigns during this period to which 945 applications were received and 55 offers of employment made.

The following data provides insight into the application data, and where possible provides comparison to the make-up of the district to aid analysis into representation.

Chart 24 shows a breakdown of applicants by age category. At the request of Personnel Committee, the age ranges of applicants have been updated to match the district census data. The highest number of applicants were between ages 25 and 34, followed by 35 to 49, these 2 groups account for 66.78% of all applications. Table 2 provides district data on age bands. When comparing the data of applicants by age to district census data, it shows that applicants in the 25-34 age range are significantly higher than the district percentage. Applicants in the 50-64 age range are significantly lower than the district percentage. and other categories broadly align.

Chart 24

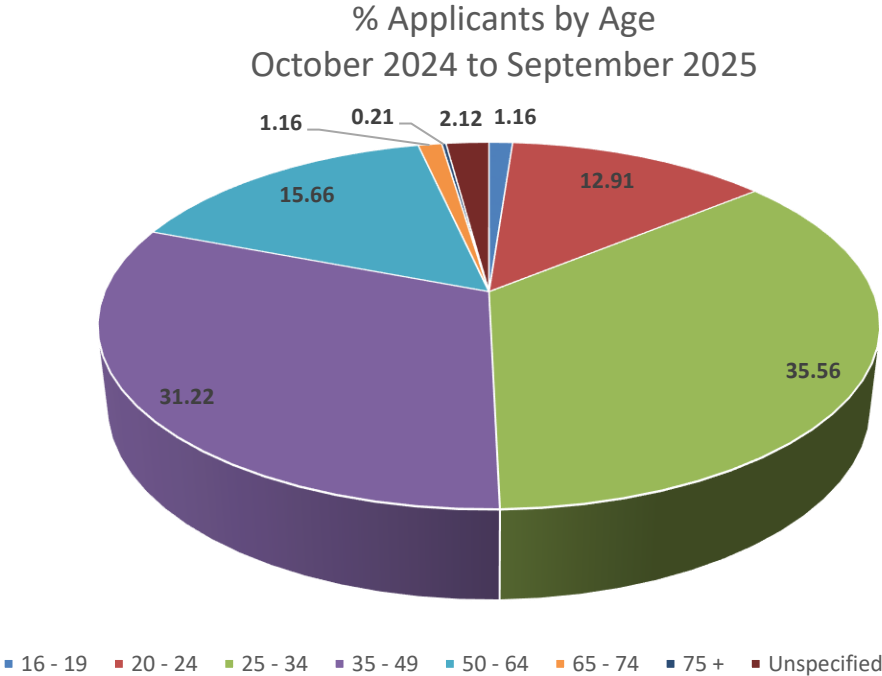


Table 2

Age	% Residents
16 - 19	5.48
20 - 24	6.71
25 - 34	19.45
35 - 49	28.49
50 - 64	26.99
65 - 74	12.88
	100.00

Chart 25 outlines the percentage of applicants per ethnic group and Table 3 shows the make-up of the District.

Chart 25

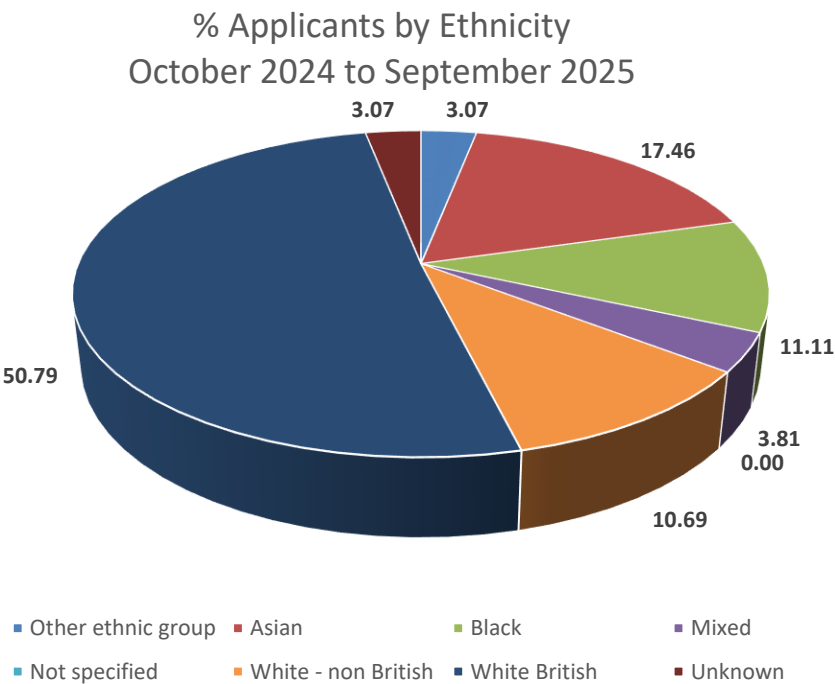


Table 3

Ethnic Group	Cherwell District (%)
Asian, Asian British or Asian Welsh	6.0
Black, Black British, Black Welsh, Caribbean or African	1.8
Mixed or multiple ethnic groups	2.9
White	88.1
Other ethnic group	1.3
Not specified	N/A
Unknown	N/A

This data shows that applicants for CDC jobs are ethnically diverse, with applicant numbers within Asian, Black and Mixed ethnic groups significantly higher than the district percentages.

Chart 26

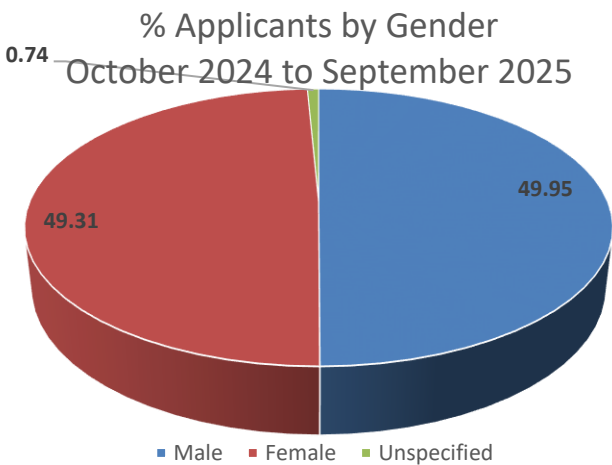


Chart 26 shows the percentage of applicants by gender, which is an almost 50/50 split across male and female, which is both reflective of our current workforce and district data covered earlier in this report.

Chart 27

% Applicants with Disabilities
October 2024 to September 2025

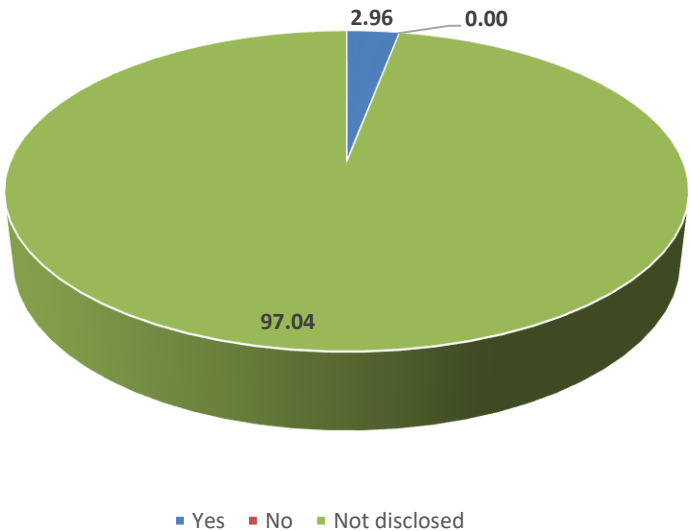
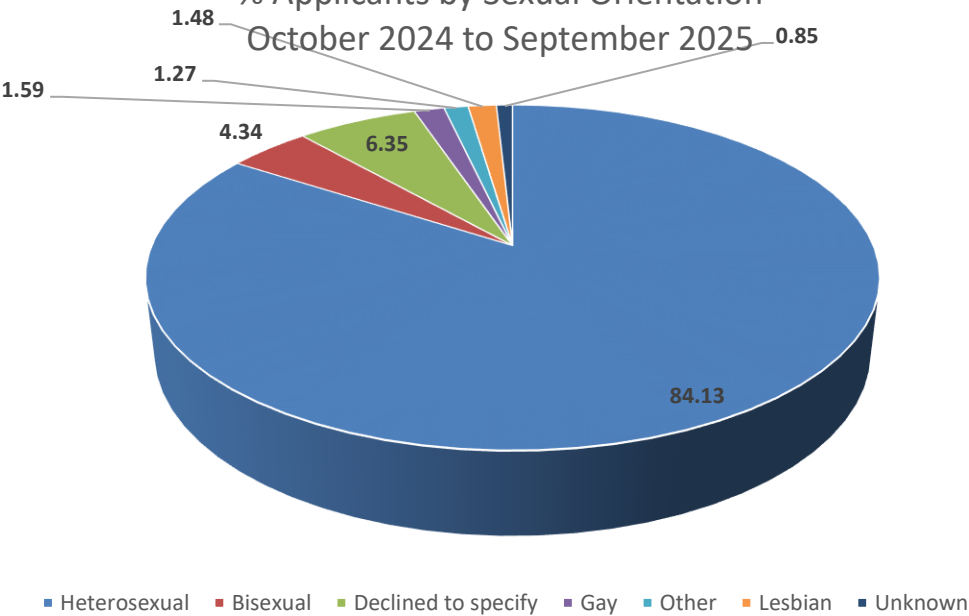


Chart 27 shows the percentage of applicants by disability. 97.04% of applicants have not disclosed this at applicant stage. It is hoped that applicants would provide this information should they have disabilities as we have a guaranteed interview scheme if they meet the essential criteria for a role, as part of being a disability confident employer.

Chart 28 shows the percentage of applicants by sexual orientation. Oxfordshire County Council confirms from census 2021 information that 89.4% of the county identify as straight or heterosexual, with 3.4% not identifying as straight or heterosexual and 7.9% preferring not to say. CDC's applicant data is reflective of these county statistics.

Chart 28

% Applicants by Sexual Orientation
October 2024 to September 2025



Diversity in Recruitment: A breakdown of applicants to offer by personal attributes for inclusion and grade group

As requested at the Personnel Committee in June 2025, Tables 4-8 below provide a breakdown of applicants and offers of employment made, broken down into grade groups and then by:

- Ethnicity
- Sexual orientation
- Age
- Gender
- Disability

Table 4: Number of applicants and offers by ethnicity and grade group

% ETHNICITY	A to E		F to I		J and above		TOTALS	
Comparator Ethnic Group	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers
Other ethnic group	2.37	3.70	3.73	0.00	3.53	0.00	3.07	1.82
Asian	15.40	3.70	15.67	8.70	22.75	0.00	17.46	5.45
Black	8.29	3.70	17.16	0.00	9.41	0.00	11.11	1.82
Mixed	4.50	7.41	1.87	4.35	4.71	0.00	3.81	5.45
Not specified	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
White - non British	8.29	3.70	8.58	4.35	16.86	0.00	10.69	3.64
White British	60.19	70.37	50.75	73.91	35.29	100.00	50.79	74.55
Unknown	0.95	7.41	2.24	8.70	7.45	0.00	3.07	7.27
TOTAL %	100	100.00	100	100.00	100	100.00	100.00	100.00
TOTAL NUMBER	422	27	268	23	255	5	945	55

Table 5: Number of applicants and offers by sexual orientation and grade group

% LGBTQ+	A to E		F to I		J and above		TOTALS	
Sexual Orientation	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers
Heterosexual	90.28	85.19	86.57	82.61	71.37	100.00	84.13	85.45
Bisexual	2.84	0.00	2.99	0.00	8.24	0.00	4.34	0.00
Declined to specify	3.32	0.00	7.46	8.70	10.20	0.00	6.35	3.64
Gay	1.18	3.70	1.12	0.00	2.75	0.00	1.59	1.82
Other	0.47	0.00	1.12	0.00	2.75	0.00	1.27	0.00
Lesbian	1.90	3.70	0.75	0.00	1.57	0.00	1.48	1.82
Unknown	0.00	7.41	0.00	8.70	3.14	0.00	0.85	7.27
TOTAL %	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
TOTAL NUMBER	422	27	268	23	255	5	945	55

17

Table 6: Number of applicants and offers by age and grade group

% Age Band	A to E		F to I		J and above		TOTALS	
Age Band	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers
16 - 19	2.61	0.00	0.00	0.00	0.00	0.00	1.16	0.00
20 - 24	15.17	7.41	7.09	4.35	15.29	0.00	12.91	5.45
25 - 34	29.38	14.81	32.46	39.13	49.02	20.00	35.56	25.45
35 - 49	32.23	40.74	38.43	34.78	21.96	80.00	31.22	41.82
50 - 64	17.77	37.04	20.90	17.39	6.67	0.00	15.66	25.45
65 - 74	1.90	0.00	0.75	0.00	0.39	0.00	1.16	0.00
75 +	0.24	0.00	0.00	0.00	0.39	0.00	0.21	0.00
Unspecified	0.71	0.00	0.37	4.35	6.27	0.00	2.12	1.82
TOTAL %	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
TOTAL NUMBER	422	27	268	23	255	5	945	55

Table 7: Number of applicants and offers by gender and grade group

% Gender	A to E		F to I		J and above		TOTALS	
Gender	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers
Male	52.13	66.67	47.39	39.13	49.02	80.00	49.95	56.36
Female	47.87	33.33	51.87	56.52	49.02	20.00	49.31	41.82
Unspecified	0.00	0.00	0.75	4.35	1.96	0.00	0.74	1.82
TOTAL %	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
TOTAL NUMBER	422	27	268	23	255	5	945	55

Table 8: Number of applicants and offers by disability and grade group

% Disability	A to E		F to I		J and above		TOTALS	
Disability	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers	No. of applicants	No. of offers
Yes	0.47	3.70	1.87	4.35	8.24	40.00	2.96	7.27
No	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Not disclosed	99.53	96.30	98.13	95.65	91.76	60.00	97.04	92.73
TOTAL	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
TOTAL NUMBER	422	27	268	23	255	5	945	55

Apprenticeships within Cherwell District Council as at Quarter 2 – 2025/26

Background

As an organisation with an annual pay bill of more than £3 million, we pay 0.5% of our pay bill towards the apprenticeship levy. This levy is then used to support apprentices to study for qualifications from Level 2 – Level 6.

Apprentices are new employees into the organisation, who are employed specifically into an apprenticeship role, or it is also existing staff who are upskilling using the levy.

The organisation has an apprenticeship levy dashboard (DAS) which is supervised by the HR Department.

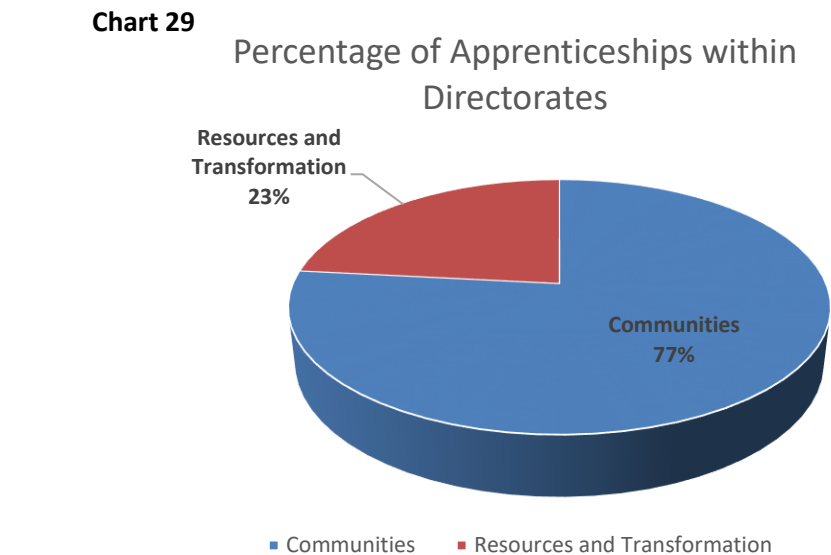
Information on apprentices in the organisation

There are 30 apprenticeships currently running within the Council for this quarter, of which 5 is an apprentice on programme, employed specifically as an apprentice; and the remaining 25 are employees undertaking an apprenticeship as CPD or career progression.

There are currently 23 apprenticeships within the Communities Directorate and 7 within the Resources and Transformation Directorate – please see chart 26.

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:



Apprenticeship Standard	Level of Apprenticeship	Duration of Apprenticeship	Number of employees on apprenticeship	Apprentice or Employee CPD	Team	Directorate	Cost of Apprenticeships (£)
NEW - Urban Driver	Level 2	8 months	3	CPD	Waste Collection	Communities (3)	24,000

Apprenticeship Standard	Level of Apprenticeship	Duration of Apprenticeship	Number of employees on apprenticeship	Apprentice or Employee CPD	Team	Directorate	Cost of Apprenticeships (£)
Business Administrator	Level 3	18 months	1	Apprentice	Depot – Thorpe Lane	Communities (1)	5,000
Team Leader/Supervisor	Level 3	18 months	3	CPD	Sport and Physical Activities (2) ICT (1)	Resources and Transformation (1) Communities (2)	13,500
Transport and warehouse operations supervisor	Level 3	14 months	1	CPD	Business Support - Depot	Communities (1)	4,700
Motor vehicle service and maintenance technician - light vehicle	Level 3	22 months	1	Apprentice	Fleet Management	Communities (1)	10,669
NEW - Associate Project Manager	Level 4	18 months	1	CPD	Waste Collection	Communities (1)	7,000
Sports Coach	Level 4	14 months	1	Apprentice	Wellbeing	Communities (1)	9,000
Data Analyst	Level 4	14 months	1	CPD	Digital Innovation and	Resources and Transformation (1)	14,250
Data Protection and Information Governance Practitioner	Level 4	18 months	1	CPD	Legal Services	Resources and Transformation (1)	10,000

Apprenticeship Standard	Level of Apprenticeship	Duration of Apprenticeship	Number of employees on apprenticeship	Apprentice or Employee CPD	Team	Directorate	Cost of Apprenticeships (£)
Senior housing and property management	Level 4	22 months	1	CPD	Housing Grants and Standards	Communities (1)	8,933
People Professional	Level 5	18 months	2	CPD (1) Apprentice (1)	Human Resources	Resources and Transformation (2)	22,000
NEW - Building control surveyor	Level 6	48 months	1	CPD (1)	Building Control	Communities (1)	24,000
Chartered Surveyor	Level 6	66 months	1	Apprentice	Access and Grants	Communities (1)	27,000
Environmental Health Practitioner	Level 6	48 months	1	CPD	Health Protection and Compliance	Communities (1)	22,000
Public Health Practitioner	Level 6	36 months	1	CPD	Health Shaping Place	Communities (1)	22,000
Chartered Town Planner	Level 7	30 months	7	CPD	Planning	Communities (7)	92,450
Accountancy or Taxation Professional	Level 7	38 months	1	CPD	Finance	Resources and Transformation (1)	21,000
Accountancy Professional (CIPFA)	Level 7	36 months	1	CPD	Finance	Resources and Transformation (1)	20,433
Sustainability business specialist	Level 7	24 months	1	CPD	Environment Services	Communities (1)	10,755

Apprenticeship Standard	Level of Apprenticeship	Duration of Apprenticeship	Number of employees on apprenticeship	Apprentice or Employee CPD	Team	Directorate	Cost of Apprenticeships (£)
			30		Total apprenticeship levy committed		368,690

NEW – means apprenticeship started in this quarter.

Current amount in the Levy Account

The Council currently has £168,430 in their levy account and we have spent a total of £106,546 in the last 12 months.

Expired Funds

No funds expired in Quarter 2 of 2025/26. We are not able to estimate what will expire in the future, as the government has taken this option out of the apprenticeship dashboard but will be updating these calculations in the future.

Apprenticeship Reforms

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.

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. Our Urban Driver apprenticeship has been reduced from 12 months to 8 months.
- Added to this, employers were given more flexibility over maths and English requirements for apprentices. Businesses will now be able to decide whether adult learners, over the age of 19 when they start their apprenticeship course, will need to complete a level 2 English and maths qualification (equivalent to GCSE) to pass it. This does not mean that apprentices won't be assessed on core English and maths skills needed to demonstrate competency relevant to their occupation,

these requirements will remain a fundamental part of the apprenticeship. Some Universities are still specifying that they require the Level 2 Maths and English, and it is still built into their programmes. Learners aged 16-18 will still be required to achieve English and maths qualifications.

- From 1 January 2026, Level 7 qualifications will no longer be funded for new starters aged 22 over. This will have quite a big impact at CDC as we do use the levy to fund Level 7 apprenticeships in Planning, Finance and Waste. We currently have 10 members of staff on a Level 7. After discussions with apprenticeship providers, it looks as if some will be looking at how the levy can still be used up to Level 6 of a Level 7 qualification and then the final level will have to be paid for from the Learning and Development budget. For example, to become a solicitor the SQE1 would be a Level 6 (funded by the levy) and then the final year SQ2 would be Level 7 (funded by the L&D budget).
- Part of the Department for Education's pivot towards young people is the new foundation apprenticeships, designed for 16 to 21-year-olds, or up to age 24 for apprentices who were in care, in prison or with an education, health and care plan (EHCP). The first seven approved foundation apprenticeship courses have been announced; three in construction, two in digital, one in health and social care and one in engineering and manufacturing. There are some concerns within the construction industry that the shorter time in which it takes to gain the apprenticeship will mean that apprentices are not as fully tested and trained as normal, as the Government reforms to apprenticeship assessments risk allowing apprentices to qualify without proving they are competent. Plans currently being developed by Skills England involve assessment bodies testing only a sample of knowledge, skills and behaviours (KSBs) rather than all of them, inferring overall competence from partial evidence.