

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

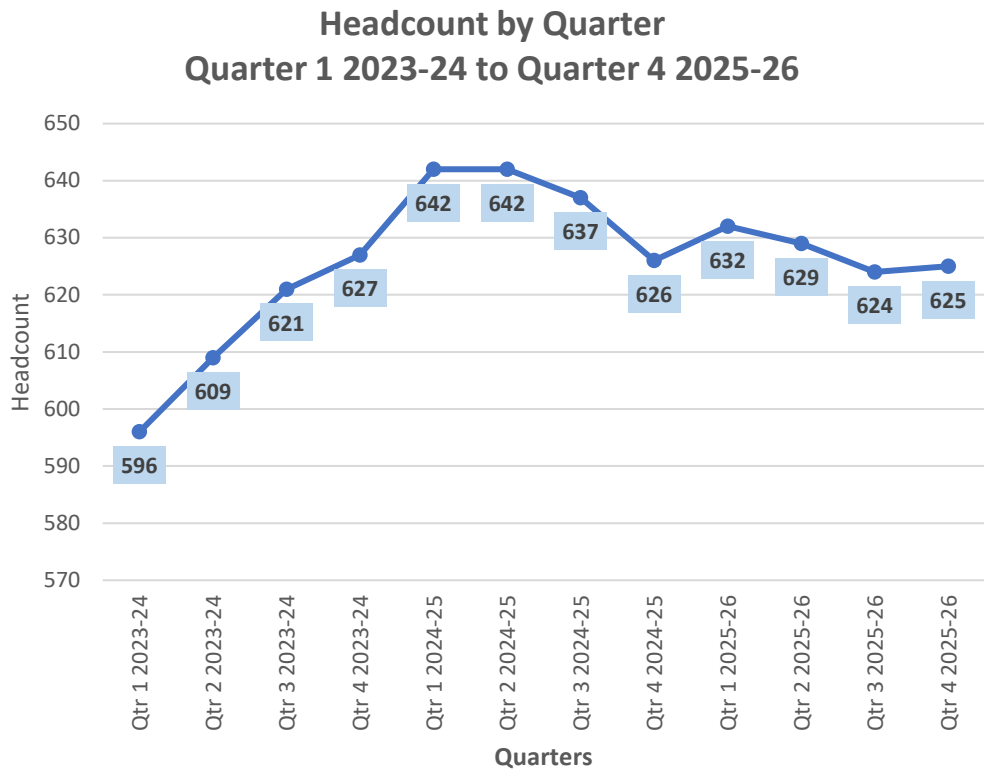
Chart 1 shows that the headcount (based at the end of each quarter) at Cherwell District Council (CDC) has seen an increase of 1 between the end of quarters 3 and 4 of 2025/26. Within the headcount of 625, 14 employees have 2 roles, and have therefore been counted twice, meaning we have 611 employees.

Quarter 4 of 2025/26 has seen adjustments of 16 leavers and 17 new starters across the organisation.

Chart 2 details the distribution of headcount across our departments and directorates as at the end of quarter 4 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.

Environmental Services had the biggest reduction in headcount with 5 since quarter 3. as did headcount in Customer Services. Wellbeing’s headcount increased by 3, as did Development Management’s. The Senior Leadership Team increased by 2.

**Chart 1**



**Chart 2**

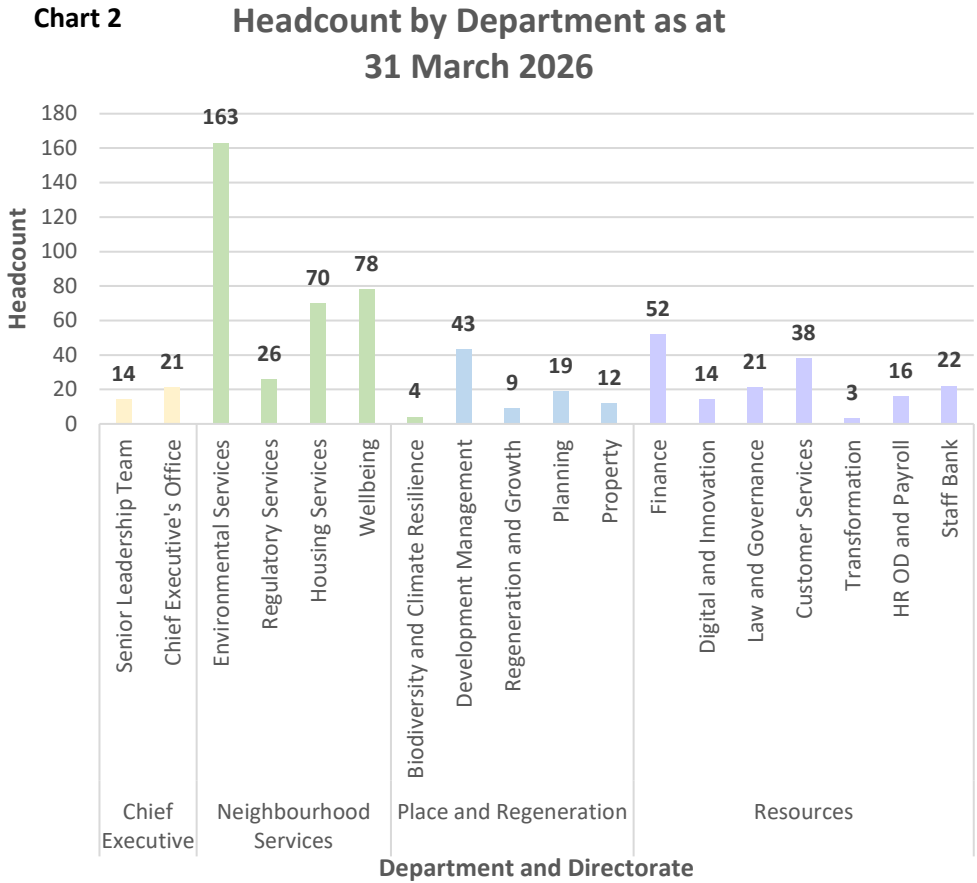


Chart 3 outlines the fluctuation of FTE which has increased by 2.82 between quarters 3 and 4 of 2025/26.

**Chart 3**

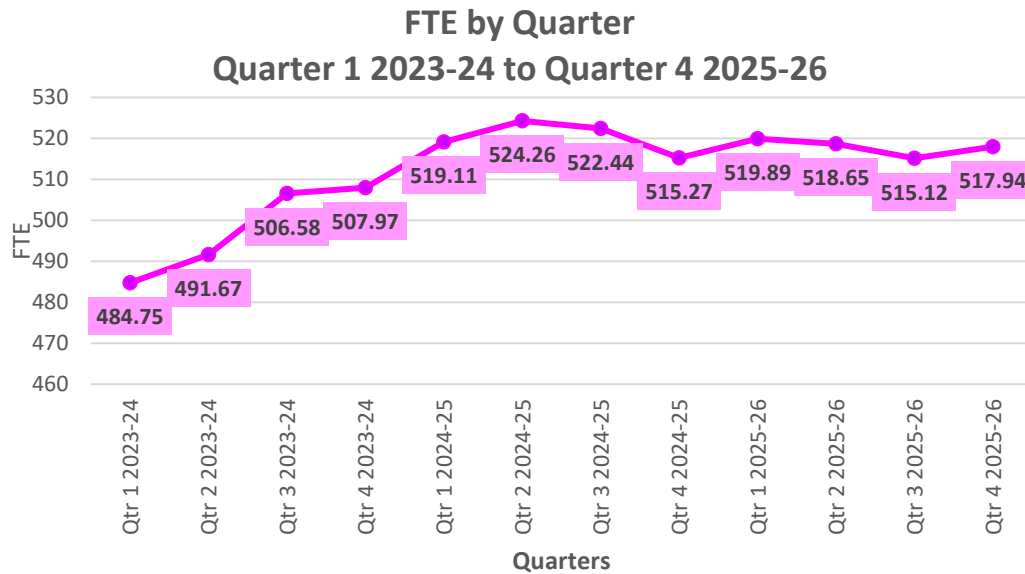


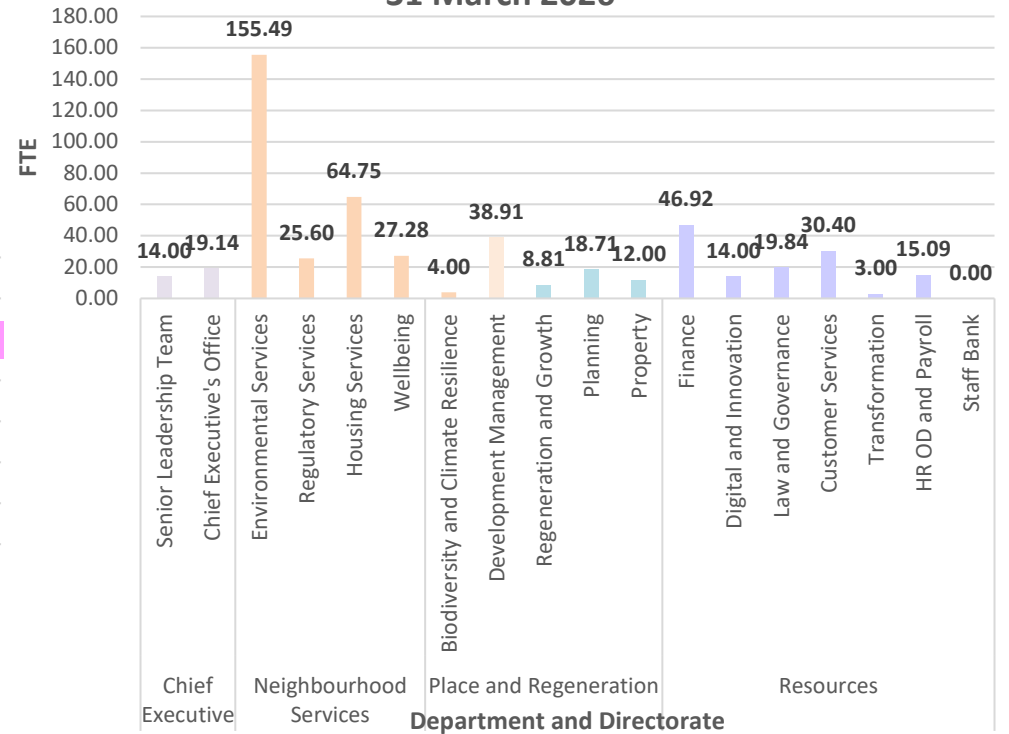
Chart 4 outlines the distribution of FTE across the departments and directorates as at the end of quarter 4 of 2025/26.

Since quarter 3 of 2025/26; Development Management has increased by 3 FTE and the Senior Leadership Team has increased by 2 FTE. Environmental Services' FTE has reduced by 5.3. Customer Services reduced by 3.2 FTE.

Charts 5 shows the breakdown of basis of hours across our workforce as of 31 March 2026. Since quarter 3 of 2025/26 there has been minimal change to the make-up of role-basis with our full-time increasing by 0.19% and part-time increasing by 0.21% and our casual workforce reducing by 0.40%.

**Chart 4**

**FTE by Department as at 31 March 2026**



**Chart 5**

**% Breakdown of Role Basis as at 31 March 2026**

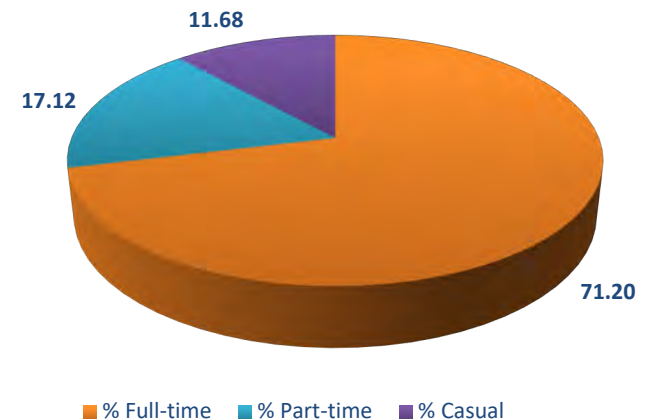
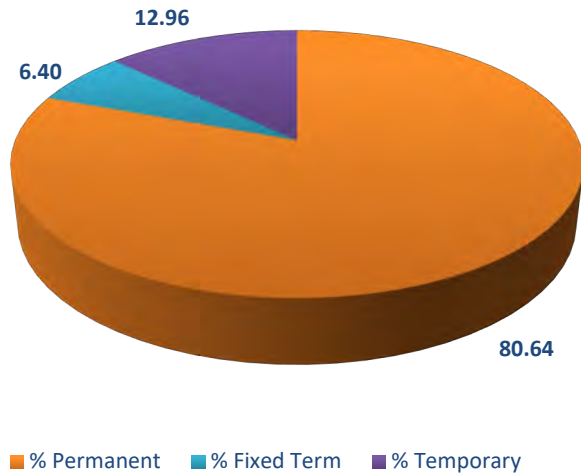


Chart 6 outlines the employment basis of those directly employed by CDC shows that 80.64% of our workforce are in permanent roles. This has slightly reduced, by 0.68% since Quarter 3 of 2025/26. There has been minimal fluctuation of employment basis since the last quarter.

Chart 6

**% Breakdown of Employment Basis as at 31 March 2026**



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

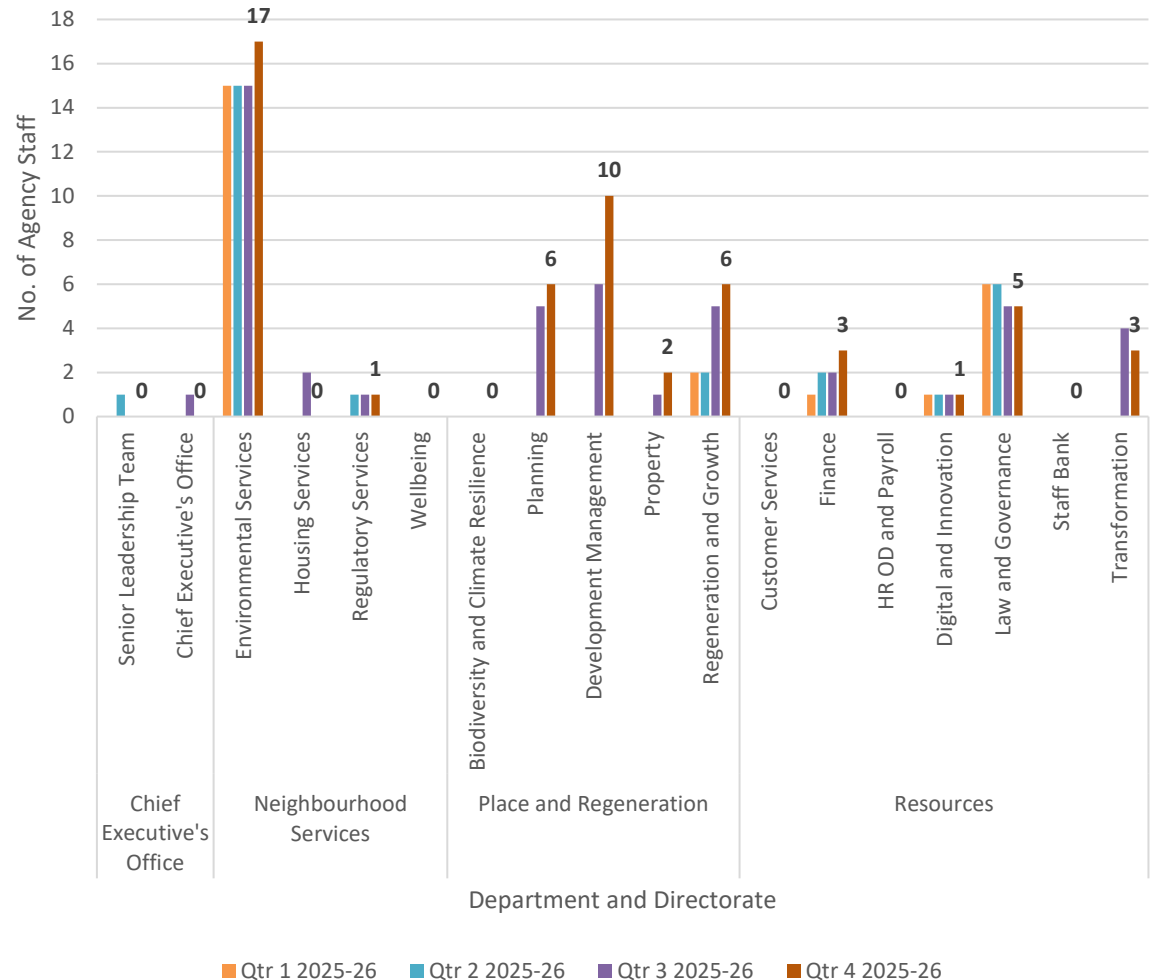
Chart 7 outlines agency usage as at the end of each quarter for the last rolling year by department. A total of 54 agency workers were engaged with CDC at the end of quarter 4 of 2025/26. This has increased by 6 since the end of quarter 3 and is 19 more than the same quarter in 2024/25.

The highest agency usage is usually Environmental Services. Usage in this area increased by 2 in the last quarter.

Development Management have increased agency usage by 4 in quarter 4 of 2025/26, and Planning, Property and Finance have increased by 1. Transformation have reduced by 1.

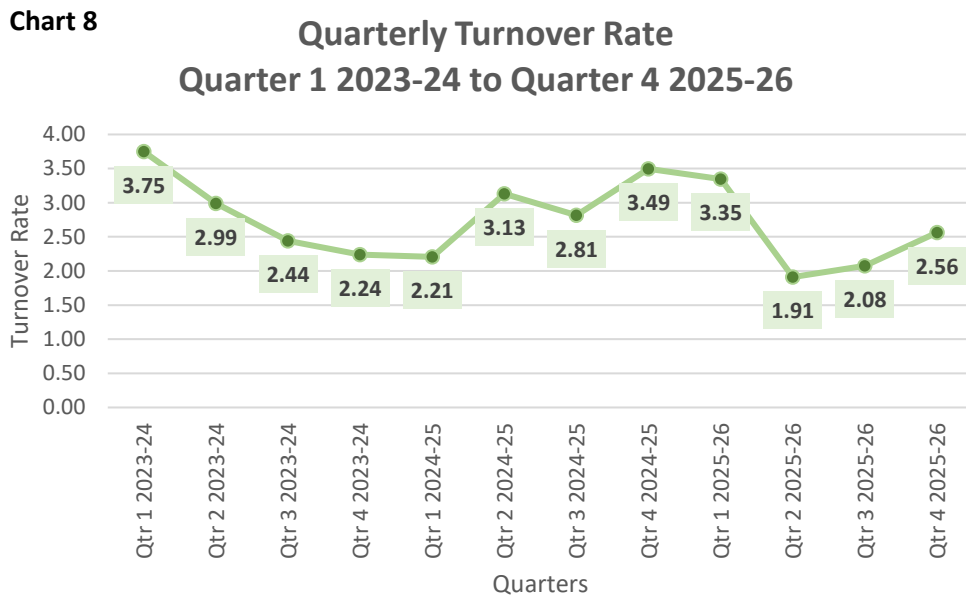
Chart 7

**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 3-year period, from April 2023 to March 2026. 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.

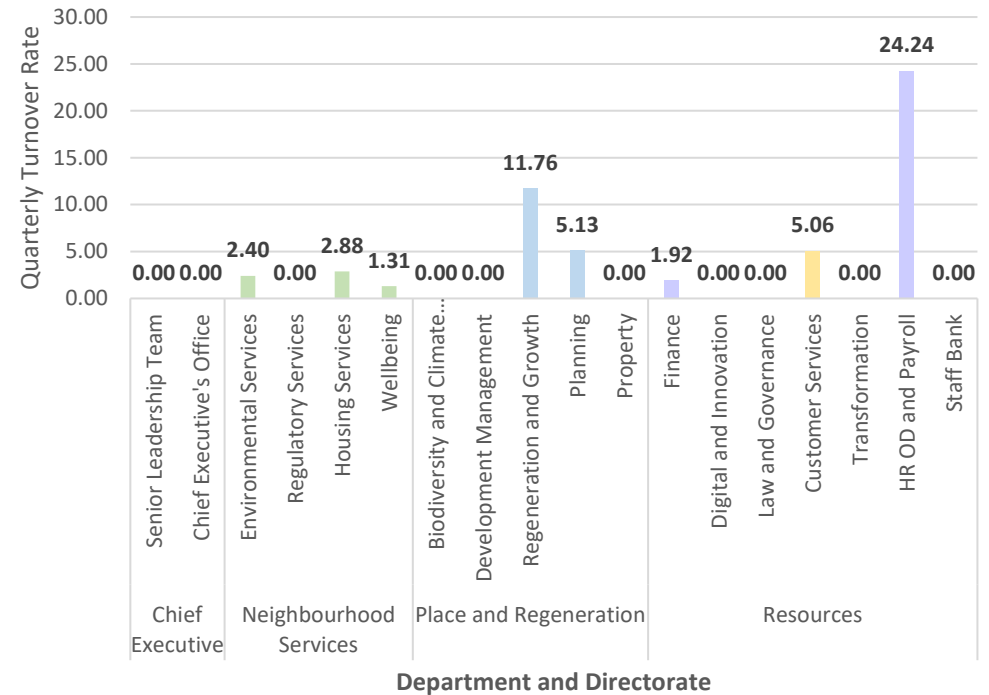


The turnover for quarter 4 of 2025/26 shows an increase of 0.48% since quarter 3.

Chart 9 details the quarterly turnover rate by department for quarter 4.

Whilst its useful to review labour turnover on a quarterly basis throughout the year; turnover can also be measured at an annual rate. Table 1 outlines the labour turnover rate at CDC an annual basis comparatively for the last 3 years. In 2025/26, CDC had 63 leavers in total, which is 11 less than the previous year. The annual turnover rate saw a reduction of 1.71% in comparison to the previous year.

**Chart 9** **Quarterly Turnover Rate by Department**  
**as at**  
**31 March 2026**



**Table 1**

	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
Headcount at 01/04	578	627	623
Headcount at 31/03	627	626	625
Average no. of employees	602.5	626.5	624
No. of leavers	68	74	63
<b>Turnover rate (%)</b>	<b>11.29</b>	<b>11.81</b>	<b>10.10</b>

Chart 10 outlines leavers by reason for quarter 4 of 2025/26. Of the 16 leavers recorded in quarter 4, resignation is the highest reason for leaving, accounting for 68.75%. Death in service, Dismissal – capability accounted for 12.5% of leavers and Redundancy, End of Fixed Term Contract and Retirement accounted for 6.25% each.

Chart 10

**% of Leavers by reason  
1 January to 31 March 2026**

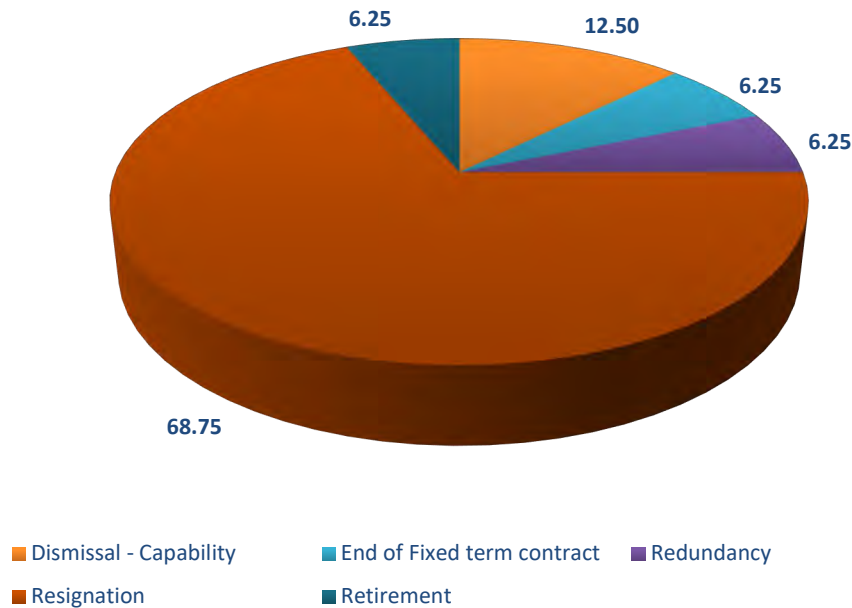
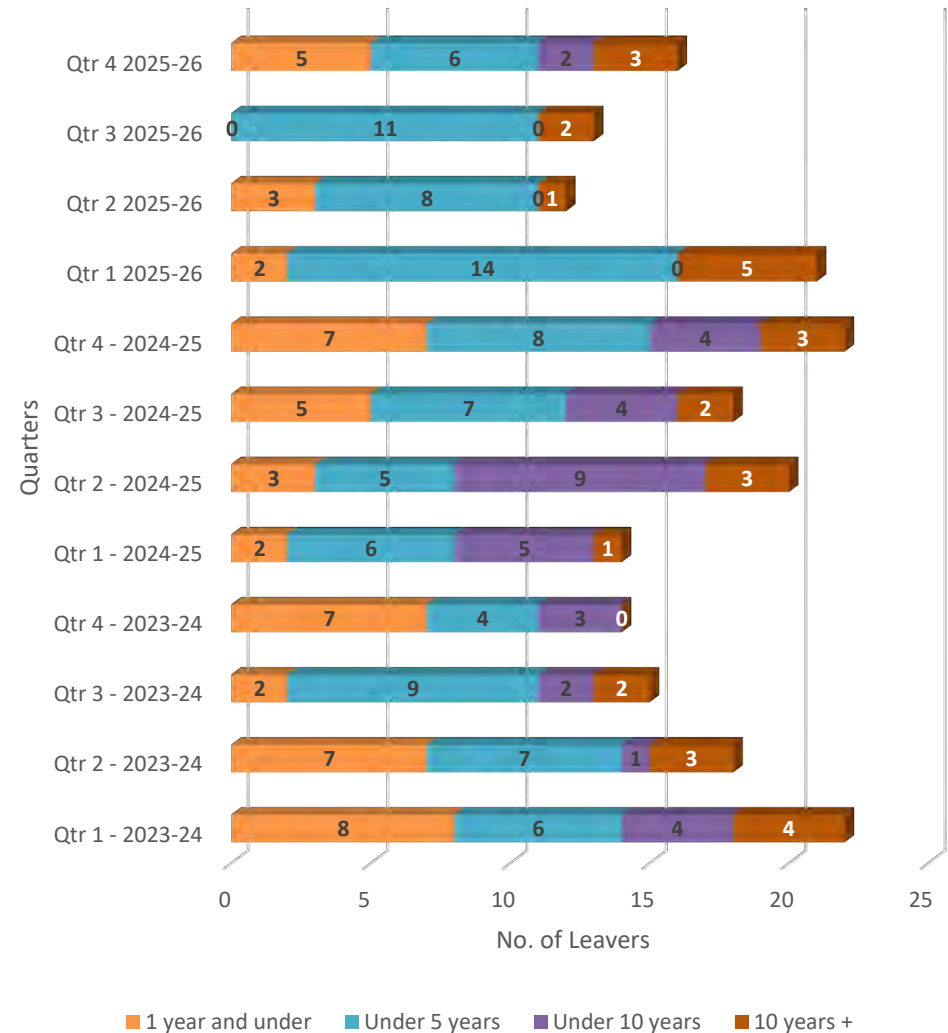


Chart 11 outlines leavers by length of service across the last 12 quarters. In quarter 4 of 2025/26, 5 leavers had less than 1 years' service, 6 had less than 5 years' 2 had less than 10 years and 3 had over 10.

Chart 11

**Leavers by Length of Service  
1 April 2023 - 31 March 2026**



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 16 leavers in quarter 4, 6 exit interviews were completed. This is a completion rate of 37.5%, which is a reduction of 16.5% compared to quarter 3. 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.

Of the interviews completed, when asked where they were going next, 16.66% were moving to another local authority, 33.33% were moving to the private sector, 50% were looking for opportunities.

Exit interview feedback consistently described colleagues as supportive and welcoming, with several highlighting good training for new starters, flexibility around hours and hybrid working, and pride in the modern office environment. Some employees valued learning opportunities, community-facing work, and support from specific managers or teams, with a number noting they would consider returning in the future.

Some employees reported feeling undervalued, poorly supported by management, and frustrated by prolonged understaffing and unfulfilled commitments. Common issues included declining morale, unclear or ineffective leadership, role overload, aggressive customer behaviour not reflected in pay, and job roles or processes that did not match reality. Overall, concerns were systemic rather than team based.

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 April 2024. Musculo-skeletal has seen the most incidents across this period, with 296 recorded. This is followed by Cold and Flu Symptoms which had 256 incidents.

There were 219 incidents of sickness absence recorded in Quarter 4 of 2025/26, this is 27 more incidents than the same quarter of 2024/25.

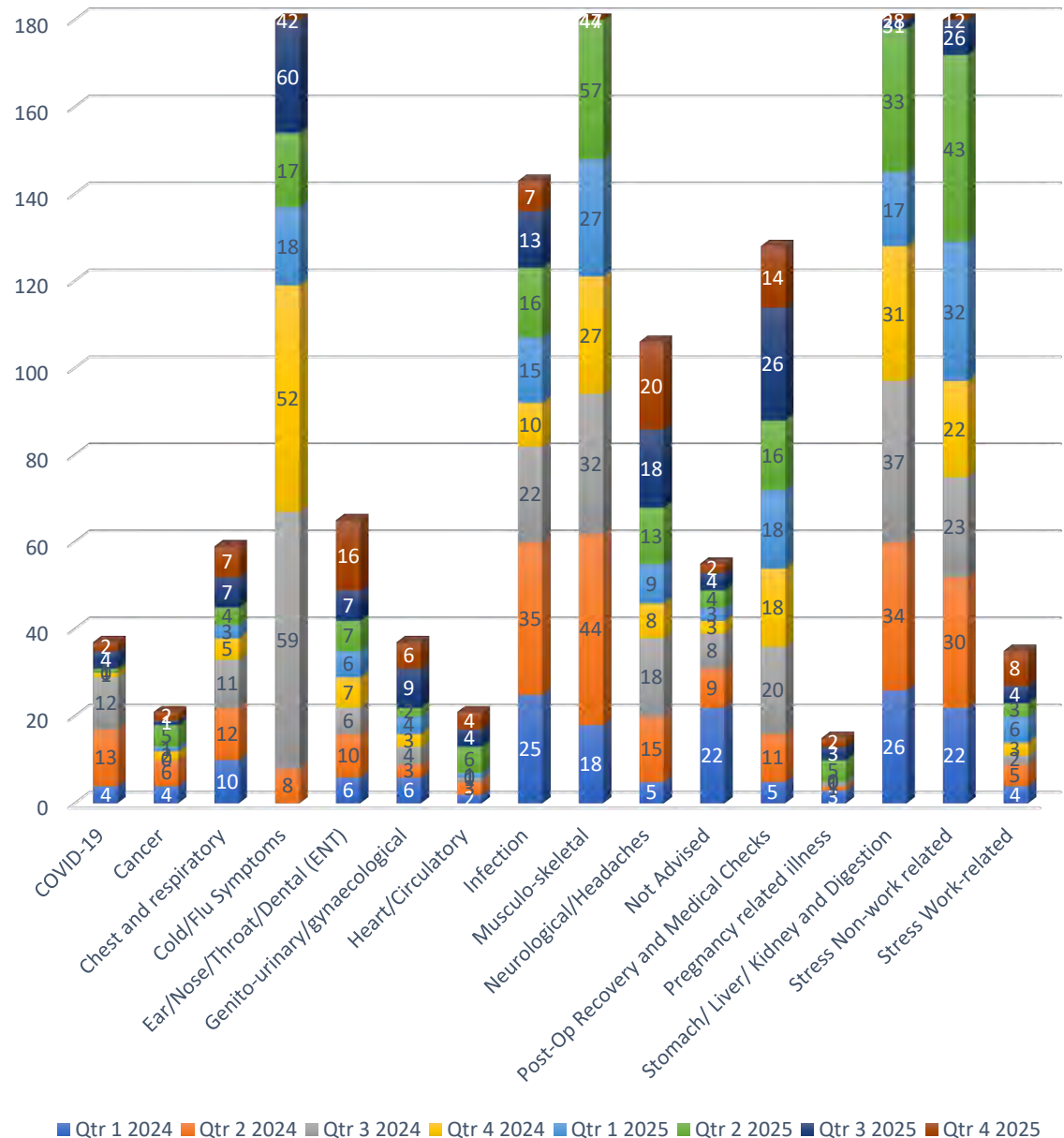
For quarter 4 of 2025/26, musculoskeletal symptoms were the highest recorded reason for sickness absence, accounting for 21.5% of all incidents in the last quarter. This is followed by cold and flu symptoms, which accounts for 19% of all incidents in the last quarter. The third highest reasons this quarter was Stomach/liver/kidney and digestion, accounting for 13% of all incidents.

The highest reason for sickness absence across the last rolling 12 months was musculoskeletal, with 175 incidents recorded and accounting for 20% of all incidents.

The second highest reason for sickness absence in the last 12 months is cold and flu symptoms, with 137 incidents reported which equates to 16% of all incidents.

Stress – non work related is the third highest reason in the last 12 months, recording 113 incidents and accounting for 13% of all incidents.

**Chart 12 Sickness Absence Incidents by Reason April 2024 to March 2026**



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 April 2023 to March 2026 and shows a reduction in the absence rate since the end of quarter 3 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. The end of quarter 4 records a reduction of the whole council absence rate of 0.46 from the end of quarter 3, following a slight increase of 0.06 in January 2026. 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.

**Council Absence Rates by Month**  
**Overall and broken down into short-term, long-term and stress**  
**April 2023 to March 2026**

**Chart 13**

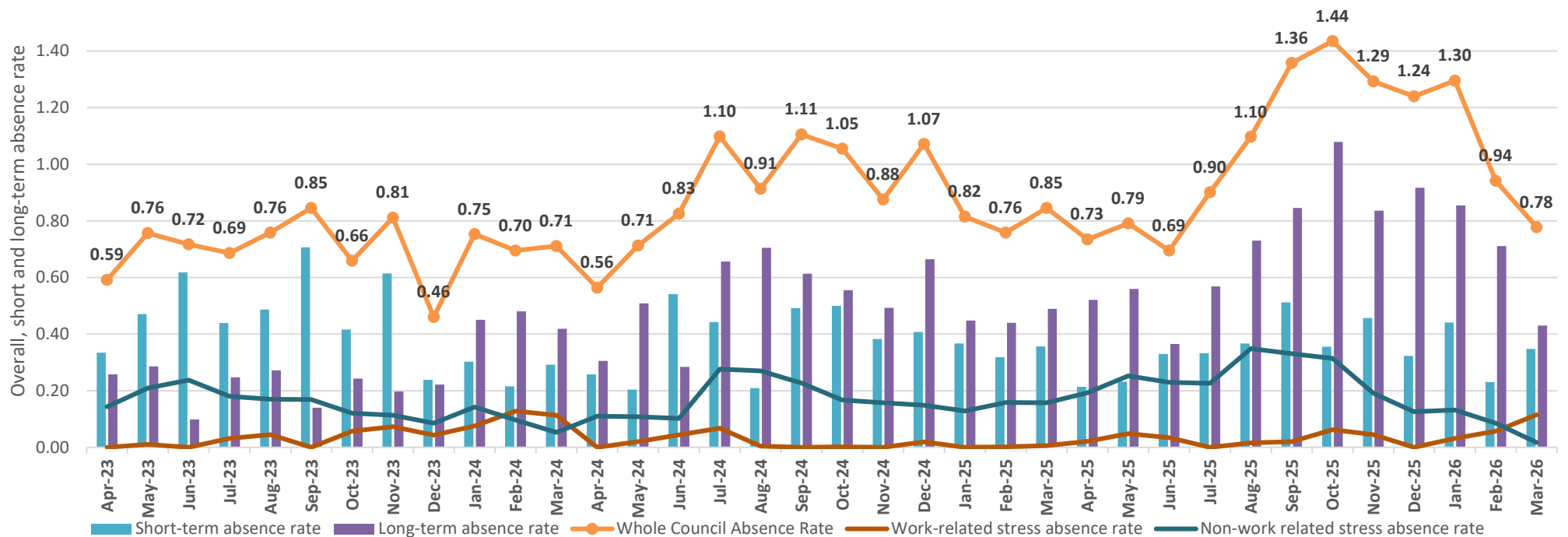


Chart 13 also captures the absence rate of short and long-term instances, In the last 12 months. September 2025 has the highest rate of short-term absence, recording a rate of 0.51 days lost. October 2025 had the highest rate of long-term absence in the last 12 months, with 1.08 days lost. At the end of quarter 4 of 2025/26, 17 long-term sickness absence cases remained ongoing, which is the same as at the end of quarter 3.

The absence rate attributed to stress is also displayed in Chart 13 and an increase in work-related stress was recorded in the last quarter, with no live cases at the end of December 2025 to 2 ongoing incidents being captured in quarter 4. Work-related stress incidents accounted for 4% of incidents in quarter 4 of 2025/26 and 2.5% of incidents in the last rolling 12 months.

The non-work-related stress absence rate has reduced over the last quarter, from 0.13 at the end of quarter 3 of 2025/26 to no open cases at the end of quarter 4. Non-work-related stress accounted for 5.5% of incidents in quarter 4 of 2025/26 and 13% 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

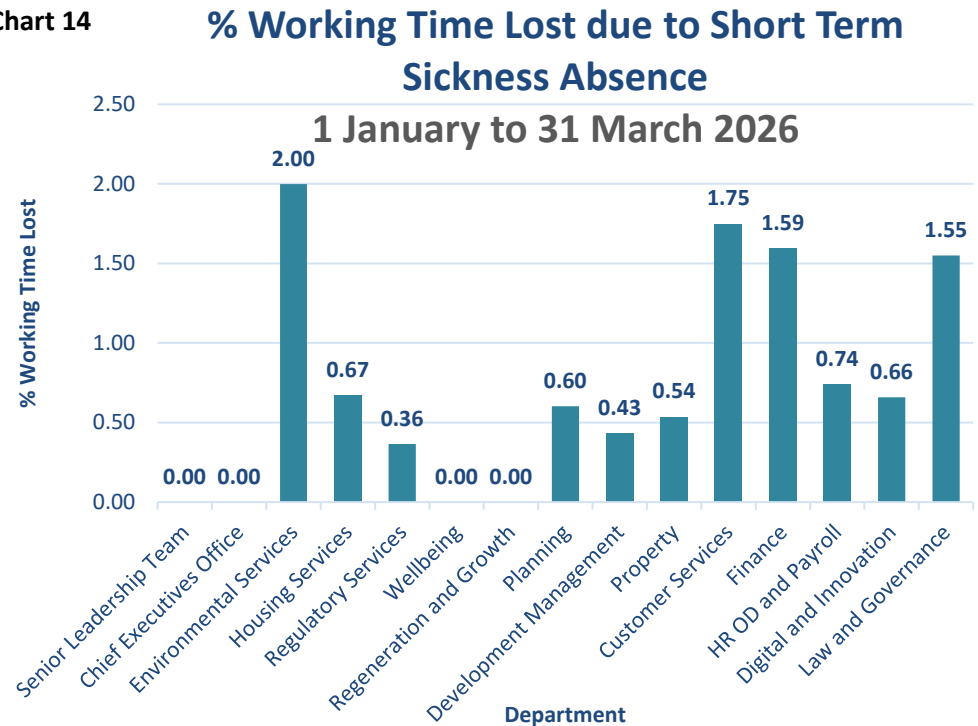
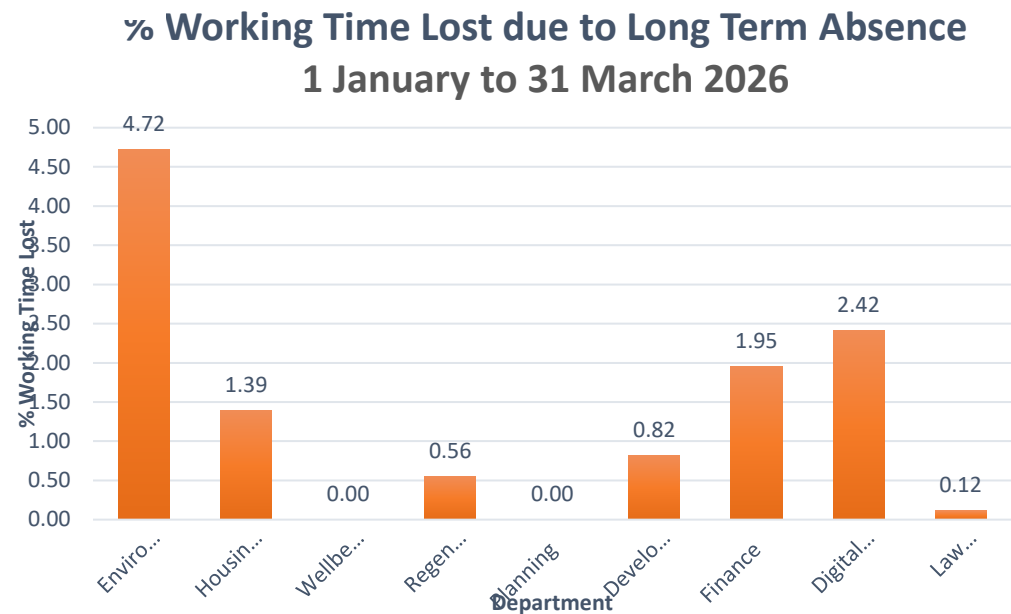


Chart 15



Whilst data for sickness absence is analysed on a quarterly basis for the purpose of these statistics, it is helpful to reflect on this data on an annual basis and Table 2 provides details of CDC's annual absence rate, which is the percentage of working time lost due to sickness absence per year, for the past 3 years.

Table 2

	2023-24	2024-25	2025-26
<b>Average FTE</b>	484.94	510.24	517.13
<b>Available Working Hours</b>	935583.95	984393.40	997687.82
<b>Hours Lost</b>	30260.23	40219.19	48058.07
<b>Absence Rate (%)</b>	<b>3.23</b>	<b>4.09</b>	<b>4.82</b>
<b>Hours lost due to short term absence</b>	18307.73	16958.94	15854.49
<b>Short term absence rate (%)</b>	<b>1.96</b>	<b>1.72</b>	<b>1.59</b>
<b>Hours lost due to long term absence</b>	11952.5	23260.25	32203.58
<b>Long term absence rate (%)</b>	<b>1.28</b>	<b>2.36</b>	<b>3.23</b>
<b>Hours lost due to work-related stress</b>	2111.9	609.53	1726.2
<b>Work-related stress absence rate (%)</b>	<b>0.23</b>	<b>0.06</b>	<b>0.17</b>
<b>Hours lost due to non-work related stress</b>	6117.25	7572.2	9362.63
<b>Non-work related stress absence rate (%)</b>	<b>0.65</b>	<b>0.77</b>	<b>0.94</b>

In 2025-26, 4.82% of working time was lost due to sickness, this is 0.73% more than the previous year and the second year to show further increase.

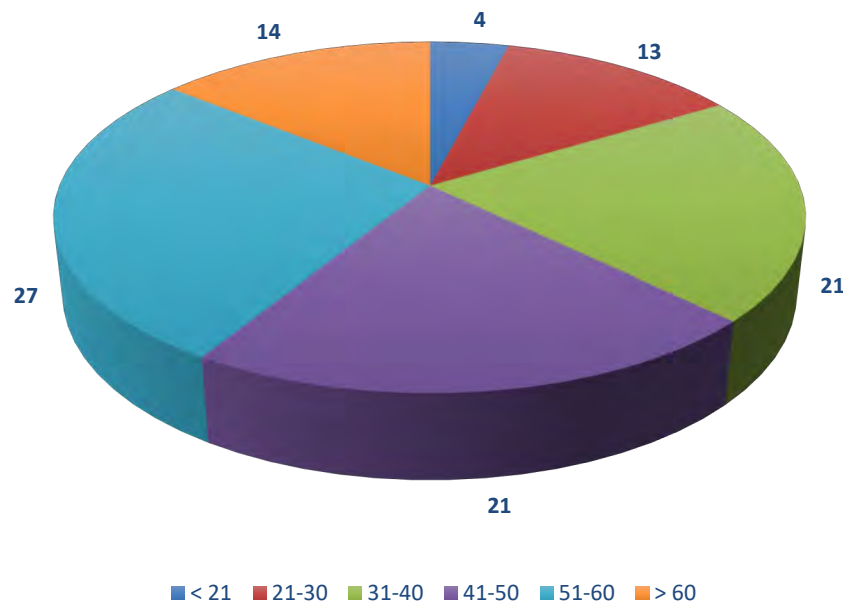
The short-term absence rate reduced by 0.13% but the long-term absence rate increased by 0.87% compared to 2024/25. This was to be expected as an increase in long term sickness absence cases has been reported through the quarters.

The absence rate for work related stress has increased by 0.11 and the absence rate for non-work-related stress has increased by 0.17. As previously stated, occupational health support is provided at the earliest opportunity for all employees who report they are suffering with stress.

**Age, Gender, Ethnicity, Disability and LGBTQ+ Workforce Profile as at 31 March 2026**

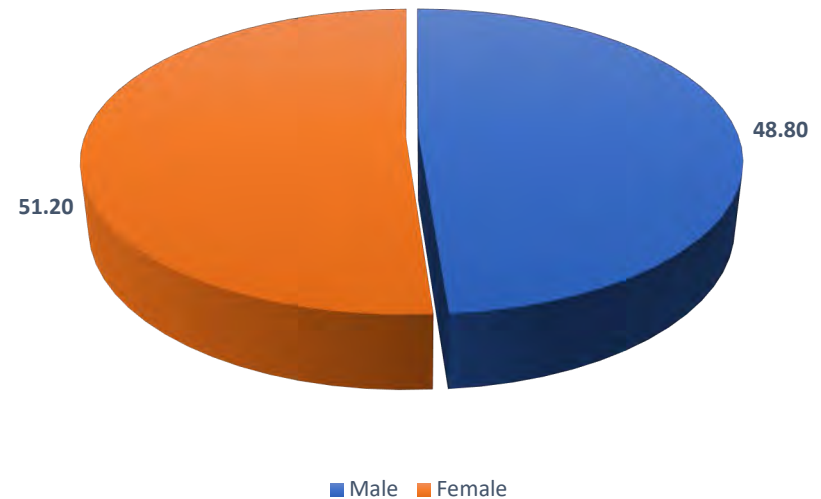
Chart 16 shows a breakdown by age of the CDC workforce, expressed in percentage. 14% of CDC employees are over 60. 27% are aged between 51 and 60. 21% of CDC employees are aged between 41 and 50. 21% are aged between 31 and 40 and 17% aged 30 and under. There has been no change to the age profile within the last quarter.

**Chart 16 Age Profile Percentage as at 31 March 2026**



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 31 March 2026**



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, 48.80% of our workforce are male and 51.20% are female meaning it is representative of the district, and there has been minimal change since quarter 3.

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 4 of 2025/26, 88.64% of employees have recorded this information, with 4.64% 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 31 March 2026**

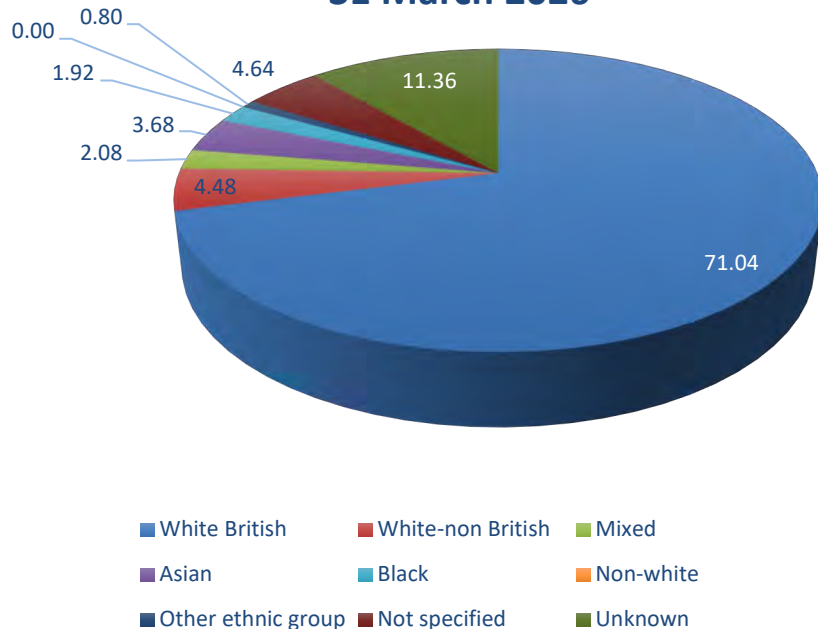


Table 1

Ethnic Group	England average (%)	Cherwell District (%)	CDC (%) Qtr 1 25/26	CDC (%) Qtr 2 25/26	CDC (%) Qtr 3 25/26	CDC (%) Qtr 4 25/26
Asian, Asian British or Asian Welsh	9.3	6.0	3.80	3.66	3.37	3.68
Black, Black British, Black Welsh, Caribbean or African	4.0	1.8	1.42	1.43	1.76	1.92
Mixed or multiple ethnic groups	2.9	2.9	1.74	1.75	1.92	2.08
White	81.7	88.1	76.27	76.47	76.28	75.52
Other ethnic group	2.1	1.3	0.79	0.79	0.80	0.80
Prefer not to say	N/A	N/A	4.75	4.61	4.65	4.64
Unknown	N/A	N/A	11.23	11.29	11.22	11.36

CDC’s workforce is predominantly white British with 71.04% 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 reduced in the last quarter by 0.76% and at the end of quarter 4 was 12.58% less than the Cherwell District.

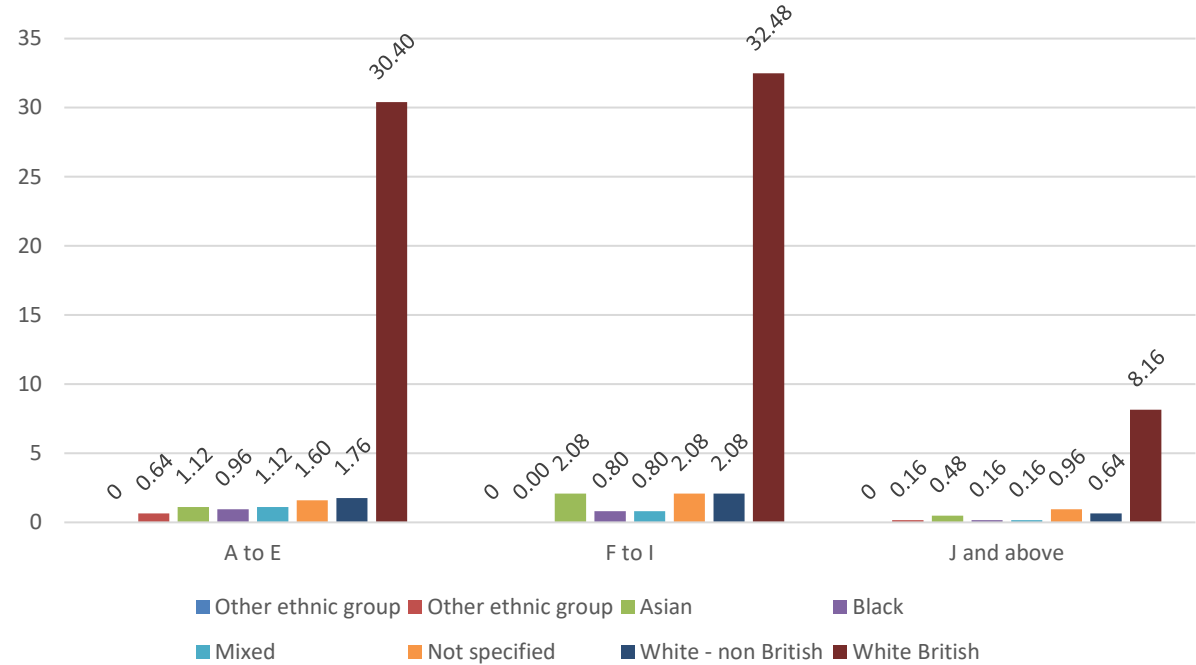
The CDC workforce is slightly under-represented in all the ethnic groups in comparison to the district, and there has been no significant change in any ethnic group between quarters 3 and 4 of 2025/26.

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.

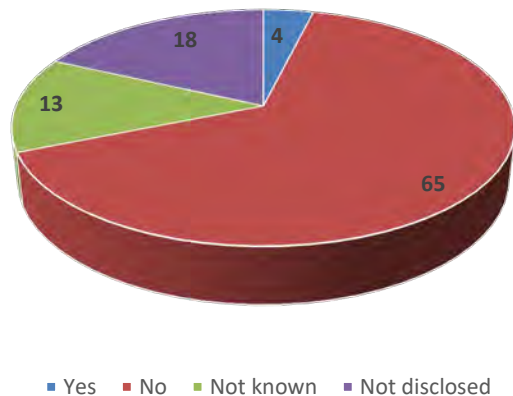
Chart 19 outlines the percentage of employees by ethnic group and grade band.

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 3 of 2025/26 this was down to 13% and remained the same for quarter 4, 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.

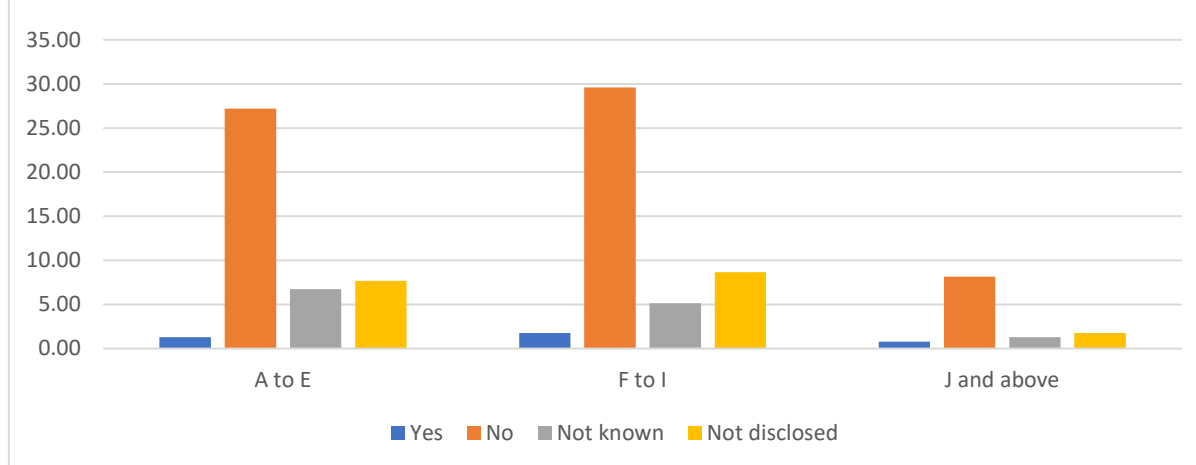
**Chart 19** Ethnic Group Percentage by Grade Band as at 31 March 2026



**Chart 20** Disability Percentage Profile as at 31 March 2026



**Chart 21** Disability Percentage by Grade Band as at 31 March 2026



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.

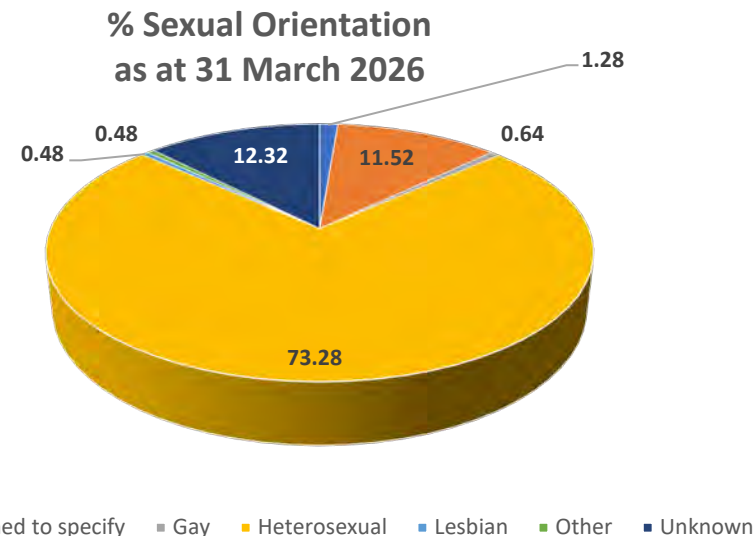
Within this category, 11.52% of the workforce have declined to specify and 12.32% have not completed this data.

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.

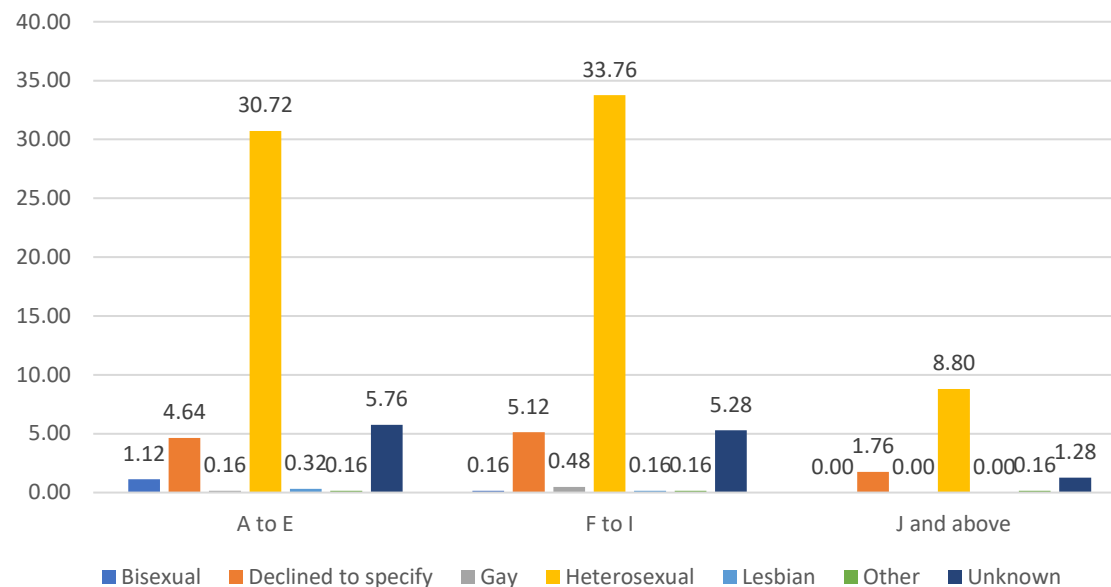
The HR Team will continue to work with the organisation to gather outstanding data and will continue to update on a quarterly basis.

**Chart 22**



**Chart 23**

**Sexual Orientation Percentage by Grade Band as at 31 March 2026**



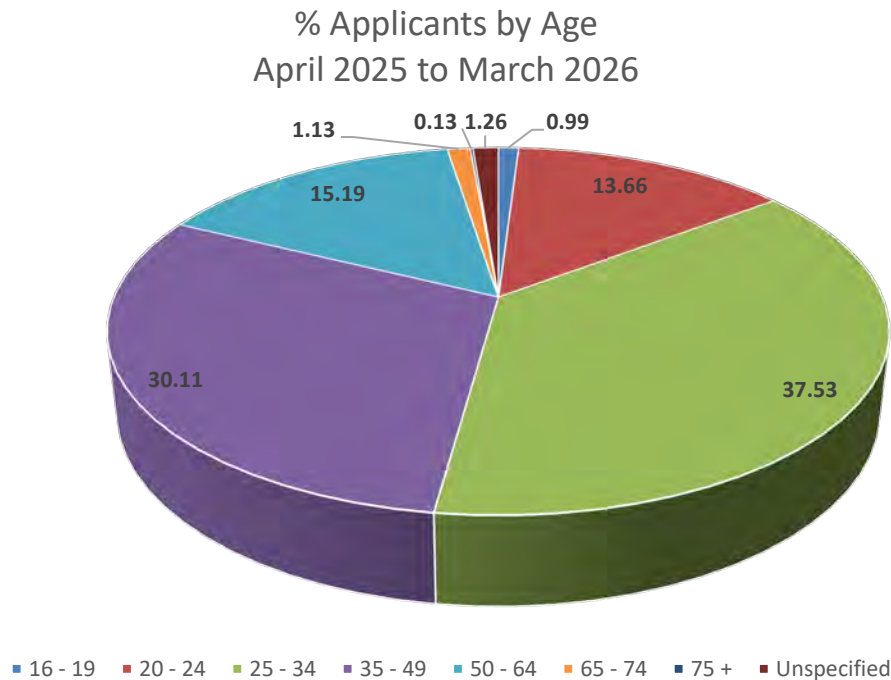
**Diversity in Recruitment**

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 April 2025 to March 2026. There have been 106 recruitment campaigns during this period to which 1508 applications were received and 85 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 67.64% 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**

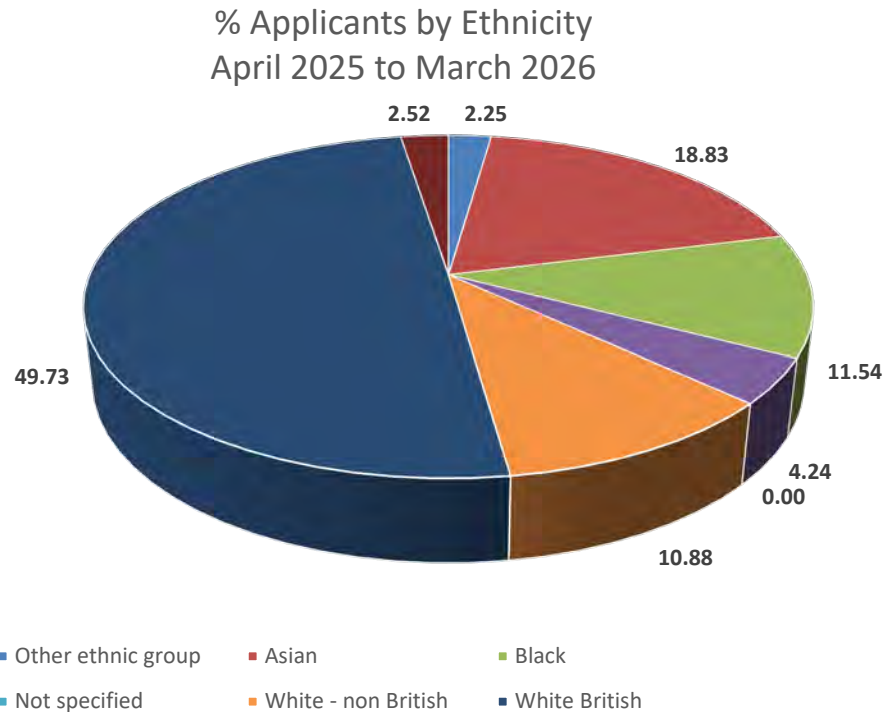


**Table 2**

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 and Black ethnic groups significantly higher than the district percentages.

**Chart 26**

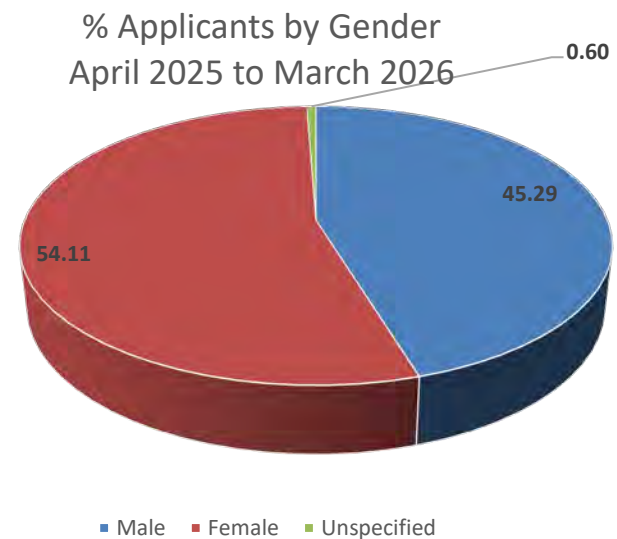


Chart 26 shows the percentage of applicants by gender, which is an almost 50/50 split across male and female, which is both reflective of our current workforce and district data covered earlier in this report.

Chart 27

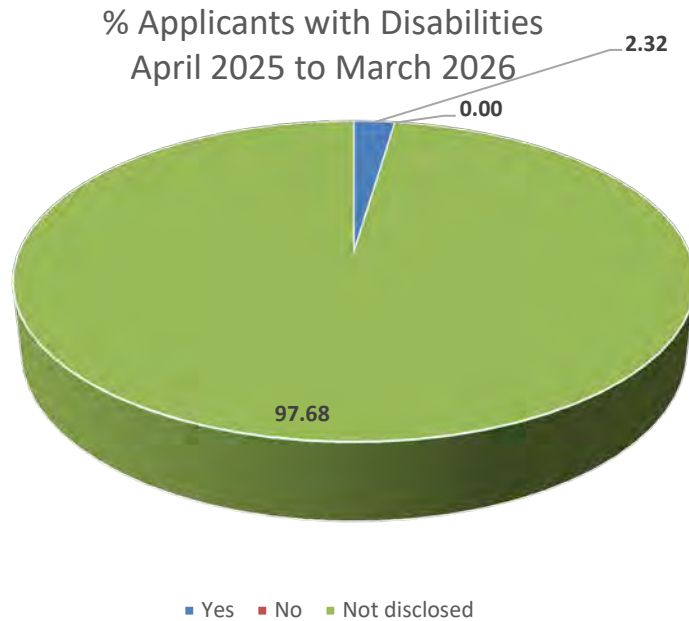
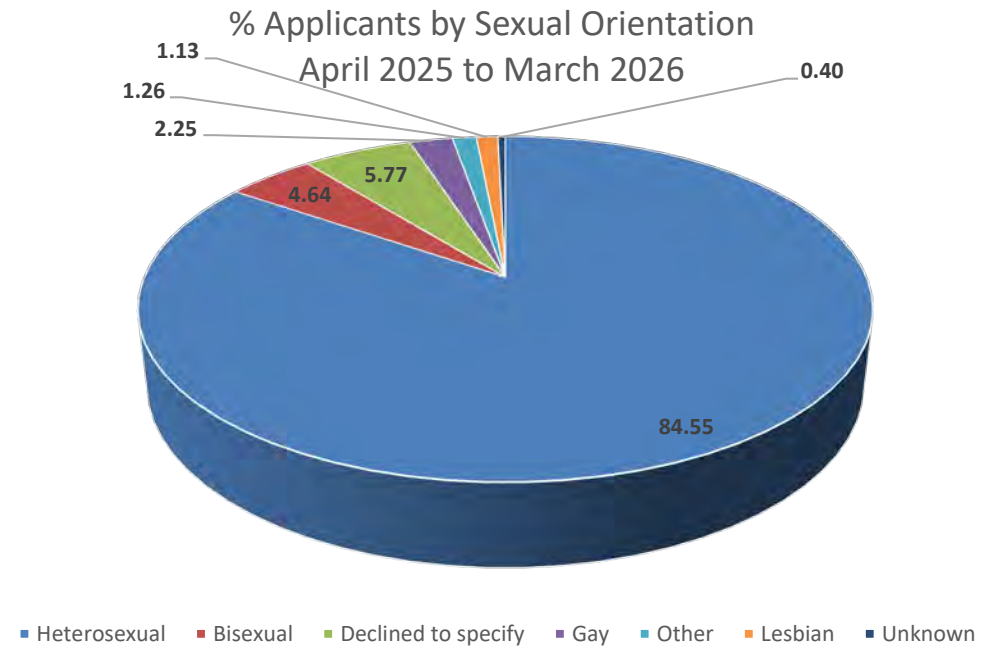


Chart 27 shows the percentage of applicants by disability. 97.68% of applicants have not disclosed this at applicant stage. It is hoped that applicants would provide this information should they have disabilities as we have a guaranteed interview scheme if they meet the essential criteria for a role, 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



### 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 over the last rolling 12-month period, 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	
	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	1.98	2.70	2.06	0.00	3.11	0.00	2.25	1.18
Asian	15.65	2.70	18.89	8.11	24.22	0.00	18.83	4.71
Black	6.83	5.41	16.03	5.41	10.87	18.18	11.54	7.06
Mixed	4.68	5.41	3.65	0.00	4.66	0.00	4.24	2.35
Not specified	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
White - non British	8.09	5.41	10.79	0.00	15.84	9.09	10.88	3.53
White British	62.05	72.97	45.71	81.08	36.34	72.73	49.73	76.47
Unknown	0.72	5.41	2.86	5.41	4.97	0.00	2.52	4.71
<b>TOTAL %</b>	<b>100</b>	<b>100.00</b>	<b>100</b>	<b>100.00</b>	<b>100</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>TOTAL NUMBER</b>	<b>556</b>	<b>37</b>	<b>630</b>	<b>37</b>	<b>322</b>	<b>11</b>	<b>1508</b>	<b>85</b>

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	90.29	83.78	85.24	89.19	73.29	81.82	84.55	85.88
Bisexual	3.24	5.41	4.29	0.00	7.76	0.00	4.64	2.35
Declined to specify	2.70	0.00	6.03	5.41	10.56	18.18	5.77	4.71
Gay	1.26	2.70	3.02	0.00	2.48	0.00	2.25	1.18
Other	0.90	0.00	0.95	0.00	2.48	0.00	1.26	0.00
Lesbian	1.62	2.70	0.48	0.00	1.55	0.00	1.13	1.18
Unknown	0.00	5.41	0.00	5.41	1.86	0.00	0.40	4.71
<b>TOTAL %</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>TOTAL NUMBER</b>	<b>556</b>	<b>37</b>	<b>630</b>	<b>37</b>	<b>322</b>	<b>11</b>	<b>1508</b>	<b>85</b>

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	2.16	5.41	0.48	0.00	0.00	0.00	0.99	2.35
20 - 24	14.39	10.81	14.13	2.70	11.49	0.00	13.66	5.88
25 - 34	29.32	8.11	39.84	37.84	47.20	27.27	37.53	23.53
35 - 49	33.09	43.24	30.48	32.43	24.22	54.55	30.11	40.00
50 - 64	18.35	32.43	14.44	24.32	11.18	18.18	15.19	27.06
65 - 74	1.80	0.00	0.63	0.00	0.93	0.00	1.13	0.00
75 +	0.18	0.00	0.00	0.00	0.31	0.00	0.13	0.00
Unspecified	0.72	0.00	0.00	2.70	4.66	0.00	1.26	1.18
<b>TOTAL %</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>TOTAL NUMBER</b>	<b>556</b>	<b>37</b>	<b>630</b>	<b>37</b>	<b>322</b>	<b>11</b>	<b>1508</b>	<b>85</b>

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	48.20	51.35	40.00	40.54	50.62	54.55	45.29	47.06
Female	51.80	48.65	59.52	56.76	47.52	45.45	54.11	51.76
Unspecified	0.00	0.00	0.48	2.70	1.86	0.00	0.60	1.18
<b>TOTAL %</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>TOTAL NUMBER</b>	<b>556</b>	<b>37</b>	<b>630</b>	<b>37</b>	<b>322</b>	<b>11</b>	<b>1508</b>	<b>85</b>

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	0.72	8.11	1.43	5.41	6.83	18.18	2.32	8.24
No	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Not disclosed	99.28	91.89	98.57	94.59	93.17	81.82	97.68	91.76
<b>TOTAL</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>TOTAL NUMBER</b>	<b>556</b>	<b>37</b>	<b>630</b>	<b>37</b>	<b>322</b>	<b>11</b>	<b>1508</b>	<b>85</b>

**Apprenticeships within Cherwell District Council as at Quarter 4 – 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 7.

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.

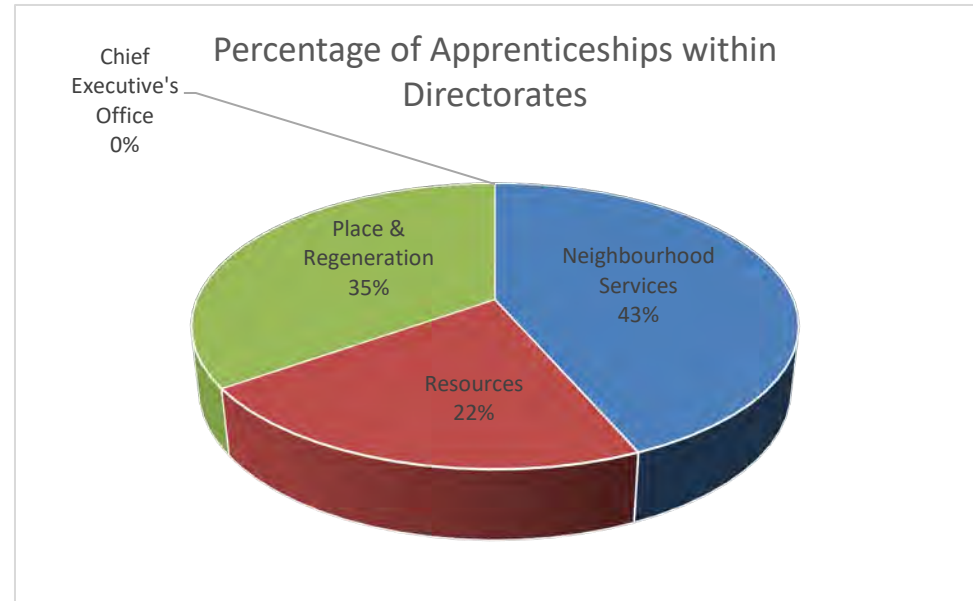
**Information on apprentices in the organisation**

There are 23 apprenticeships currently running within the Council for this quarter, of which 4 is an apprentice on programme, employed specifically as an apprentice; and the remaining 19 are employees undertaking an apprenticeship as CPD or career progression.

There are currently 10 apprenticeships within the Neighbourhood Services Directorate, 8 in Place and Regeneration, 5 within the Resources Directorate and 0 within the Chief Executive’s Office – 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 (£)
Urban Driver	Level 2	8 months	3	CPD	Waste Collection	Neighbourhood Services (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 (£)
Motor vehicle service and maintenance technician - light vehicle	Level 3	22 months	1	Apprentice	Fleet Management	Neighbourhood Services (1)	10,669
Associate Project Manager	Level 4	18 months	1	CPD	Waste Collection	Neighbourhood Services (1)	7,000
Sports Coach	Level 4	14 months	1	Apprentice	Wellbeing	Neighbourhood Services (1)	9,000
Data Protection and Information Governance Practitioner	Level 4	18 months	1	CPD	Legal Services	Resources (1)	10,000
Senior housing and property management	Level 4	22 months	2	CPD	Housing Grants and Standards	Neighbourhood Services (2)	17933
People Professional	Level 5	18 months	2	CPD (1) Apprentice (1)	Human Resources	Resources (2)	22,000
Building control surveyor	Level 6	48 months	1	CPD	Building Control	Place and Regeneration (1)	24,000
Chartered Surveyor	Level 6	66 months	1	Apprentice	Access and Grants	Place and Regeneration (1)	27,000

Apprenticeship Standard	Level of Apprenticeship	Duration of Apprenticeship	Number of employees on apprenticeship	Apprentice or Employee CPD	Team	Directorate	Cost of Apprenticeships (£)
Environmental Health Practitioner	Level 6	48 months	1	CPD	Health Protection and Compliance	Neighbourhood Services (1)	22,000
Public Health Practitioner	Level 6	36 months	1	CPD	Health Place Shaping	Place and Regeneration (1)	22,000
Chartered Town Planner	Level 7	30 months	5	CPD	Planning	Place and Regeneration (5)	57,000
Accountancy or Taxation Professional	Level 7	38 months	1	CPD	Finance	Resources (1)	21,000
Accountancy Professional (CIPFA)	Level 7	36 months	1	CPD	Finance	Resources (1)	20,433
Sustainability business specialist	Level 7	24 months	1	CPD	Environment Services	Neighbourhood Services (1)	10,755
			<b>23</b>		<b>Total apprenticeship levy committed</b>		<b>304,790</b>

#### Current amount in the Levy Account

The Council currently has **£153,537** in their levy account.

#### Expired Funds

No funds expired in Quarter 4 of 2025/26.

**Latest Update around apprenticeship reforms**

**Defunding of further Apprenticeships** - Sixteen apprenticeships, including popular management standards with tens of thousands of annual starts, will be defunded as ministers attempt to divert training funding towards young people.

Among those standards to be defunded, which would affect the Council are:

- level 3 team leader
- level 5 operations manager
- level 4 lead practitioner in adult care
- level 4 improvement practitioner
- level 5 coaching professional
- level 6 chartered manager

**Foundation Apprenticeships** - Foundation apprenticeships offer opportunities for young people in that they are paid jobs with structured training.

The first seven foundation level 2 apprenticeships, aimed at young people lasting eight months, launched in August 2025 in the construction sector, digital, engineering and manufacturing and health and social care.

However, official data covering the first few months of starts on foundation apprenticeships showed there were just 36. Two programmes, finishing trades and software and data, didn't recruit at all.

Ministers previously came under fire for excluding high-demand industries from the above offer but will be confirming foundation apprenticeships in hospitality and retail for launch in April.

**Apprenticeship Units** - The government wants employers to be able to use the levy on short, flexible training courses. The first batch of units are aligned to the government's industrial strategy priorities, and that more will be developed in the future.

- It's not yet clear how many teaching hours these courses will require, how they will be assessed or how they will be funded, despite April's launch date. The first few courses have now been launched and the standards are with providers to see who and if they will deliver these.
- The first apprenticeship units are:
  - AI leadership – developing AI strategy
  - Electric vehicle charging point installation and maintenance
  - Electrical fitting and assembly

- Mechanical fitting and assembly
- Permanent modular building assembly
- Solar PV installation and maintenance
- Welding

**Impact**

The impact for the Council with the latest changes will mean we will no longer be able to use the apprenticeship levy for management development courses as listed above in the defunding section. At the moment, the majority of our apprenticeships, are more diverse pulling on qualifications required for specific roles within the departments, so this currently this will not have a massive impact on our usage, other than the Level 7 Planning that we can no longer put our staff through.