

This report is public	
Workforce Profile Statistics – Quarter 4, 2025-2026	
Committee	Personnel Committee
Date of Committee	24 June 2026
Portfolio Holder presenting the report	Portfolio Holder for Customer and Community Services, Councillor Nicola Borkmann
Date Portfolio Holder agreed report	11 June 2026
Report of	Assistant Director 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:

- 1.1 To review and note the workforce data for quarter 4 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 4 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 4 as follows:

- 16 leavers and 17 new starters
- As at the end of quarter 4, headcount increased by 1 to 625. Of the 625, 14 employees are multiple role holders
- FTE reduced by 2.82, to 517.94, as at quarter end
- Minimal shift in employment basis and role basis
- Increase of 6 agency workers at the end of quarter 4, compared to the previous quarter, from 48 to 54.

- A quarterly turnover rate of 2.56%, 0.48% higher than the previous quarter.
 - An annual turnover rate of 10.10%, 1.71% lower than 2024/25.
 - Resignation was the main reason for leavers, accounting for 68.75% of all leavers. 37.5% of leavers completed exit interviews.
 - Leavers most commonly moved to the private sector (33%) or were exploring options (50%), with fewer joining other local authorities (17%).
 - Feedback reflects a positive culture, strong flexibility, and good onboarding, alongside valued learning and community impact.
 - However, consistent systemic issues were raised, including feeling undervalued, weak leadership, understaffing, and role pressures, all contributing to declining morale. It is worth noting that this feedback was not widely reflected by colleagues in our recent staff survey.
 - 219 sickness absence incidents were recorded, 27 more than the same quarter in the previous year.
 - Absence rate at the end of quarter 4 was 0.78 which has decreased compared to the end of the last quarter despite an initial increase at the start of the quarter. 17 long term sickness cases remain open at the end of quarter 4, which was the same as at the end of quarter 3.
 - The annual absence rate was recorded at 4.82% which is 0.71% more than 2024/25. The short-term absence rate for 2025/26 was 1.59%, a reduction of 0.13% from the previous year. Long-term absence records an increase of 0.87% and a rate of 3.23%.
 - 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.
 - 23 apprenticeships currently underway across a diverse range of subject areas. Of the 23, 4 are being completed by apprentices, and 19 are being undertaken by staff. No apprenticeship funds expired in quarter 4 of 2025/26.
- 2.3 Recent apprenticeship reforms will see several higher-level standards—particularly in management and leadership—defunded, limiting the Council’s ability to use levy funding for programmes such as Team Leader, Operations Manager, and Chartered Manager.
- 2.4 While new Foundation Apprenticeships aim to expand opportunities for young people, early uptake has been very low, raising concerns about their immediate impact. In parallel, new “Apprenticeship Units” offering shorter, flexible training aligned to industrial priorities are being introduced, though key delivery and funding details remain unclear.
- 2.5 The changes primarily affect management development routes, reducing levy-funded options in this area. However, as the Council’s apprenticeship use is largely focused on role-specific qualifications, the overall impact is expected to be limited in the short term.

Implications & Impact Assessments

Implications	Commentary			
Finance	<p>This is an information report only, for the review of workforce statistical data for Q4 2025-26. It must be noted that future level 7 apprenticeships funded from the corporate Learning and Development budget, will add additional pressure to an already stretched budget. It is important that training budgets are reviewed as part future budget processes to ensure adequate funds are available.</p> <p>Rachel Ainsworth, Finance Business Partner, 2 June 2026</p>			
Legal	<p>There are no legal implications within this report as it is for information only.</p> <p>Denzil – John Turbervill, Head of Legal Services, 3 June 2026</p>			
Risk	<p>There are no risks arising directly from this report.</p> <p>Celia Prado-Teeling, Performance Team Leader, 2 June 2026</p>			
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		<p>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.</p> <p>Celia Prado-Teeling, Performance Team Leader, 2 June 2026</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,		X		

including employees and service users?				
Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	N/A			
Human Resources	<p>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.</p> <p>Claire Cox, Assistant Director of Human Resources, 21 May 2026</p>			
Property	N/A			
Consultation & Engagement	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 4 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 4 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

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. Conclusions 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 4, 2025/26
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
Executive Director Approval (unless Executive Director or Statutory Officer report)	Executive Director for Resources