

This report is public	
Workforce Profile Statistics – Quarter 4 of 2024-25	
Committee	Personnel Committee
Date of Committee	25 June 2025
Portfolio Holder presenting the report	Councillor Chris Brant
Date Portfolio Holder agreed report	17 June 2025
Report of	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 4 of 2024/25 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 2024/25 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 3 as follows:

- 22 leavers and 12 new starters
- Headcount reduced by 11 to 626, of the 626, 14 employees are multiple role holders
- FTE reduction of 7.17
- Minimal shift in employment basis and role basis
- No change to the number of agency workers at the end of quarter 4, compared to the previous quarter. Remained at 35.
- A quarterly turnover rate of 3.49%, 0.68% higher than the previous quarter

- Resignation was the main reason for leavers, accounting for 54.55% of all leavers.
- 64% of leavers completed exit interviews, Comments received within the interviews that took place were generally very positive around the teams worked with, with mixed reviews around workloads, with some stating certain areas are busy, but also one comment about a lack of workload. Some left due to family matters and we had a number of fixed term contracts that came to an end.
- 192 sickness absence incidents were recorded, 3 more than the same quarter in the previous year.
- Absence rate at the end of quarter 3 was 0.85 which is not as high as the end of quarter 3.
- 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, this has increased by 7 since quarter 2. Of the 25, 5 are being completed by apprentices, and 20 are being undertaken by staff.

2.3 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.

2.3.1 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.

Implications & Impact Assessments

Implications	Commentary
Finance	There are no financial implications arising from this report. The report is for information only. Kelly Wheeler, Finance Business Partner, 27 May 2025
Legal	There are no legal implications within this report as it is for information only. Denzil – John Turbervill Head of Legal Services, 30.05.2025

Risk	There are no risks arising directly from this report. Julie Miles, Performance Analyst & Developer, 27 May 2025			
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>Julie Miles, Performance Analyst & Developer, 27 May 2025</p>
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Climate & Environmental Impact				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, 23 May 2025</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 2024/25 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, where possible, to assist CDC with benchmarking against the local government sector and, 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 2024/25, 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
- Apprenticeship information

- 4.3 At Personnel Committee in June 2023, it was requested that further data analysis be provided in relation to the sensitive information categories. Our

collection of this data has vastly improved, and HR are continuing to encourage all employees to provide this data. CDC recognise this is not mandatory but are encouraging staff to share as widely as possible as all information helps inform future policies / programmes of support.

- 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. Initial data shows that communities are being reached and applicant pools are reflective but 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, 2024/25
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
Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Corporate Director for Resources and Transformation, 10 June 2025