

**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 624, 14 employees have 2 roles, and have therefore been counted twice, meaning we have 610 employees.

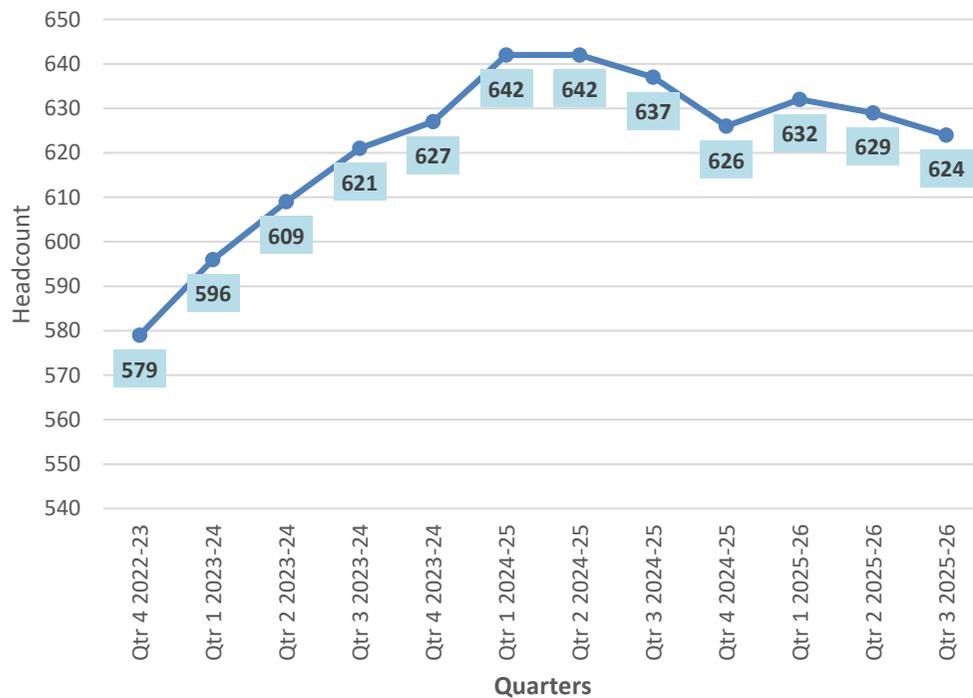
Quarter 3 of 2025/26 has seen adjustments of 13 leavers and 8 new starters across the organisation.

Chart 2 details the distribution of headcount across our departments and directorates as at the end of quarter 3 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.

Data for quarter 3 of 2025/26 is reflective of the new senior management structure that was implemented in October 2025. Some departments have been split out so tracking of changes from quarter 2 to quarter 3 is a little more challenging, however, Environmental Services had the biggest reduction in headcount with 4 since quarter 2. Wellbeing reduced by 3, as did headcount across Planning and Development Management. Regulatory Services increased by 2.

**Chart 1**

**Headcount by Quarter  
Quarter 4 2022-23 to Quarter 3 2025-26**



**Chart 2**

**Headcount by Department as at  
31 December 2025**

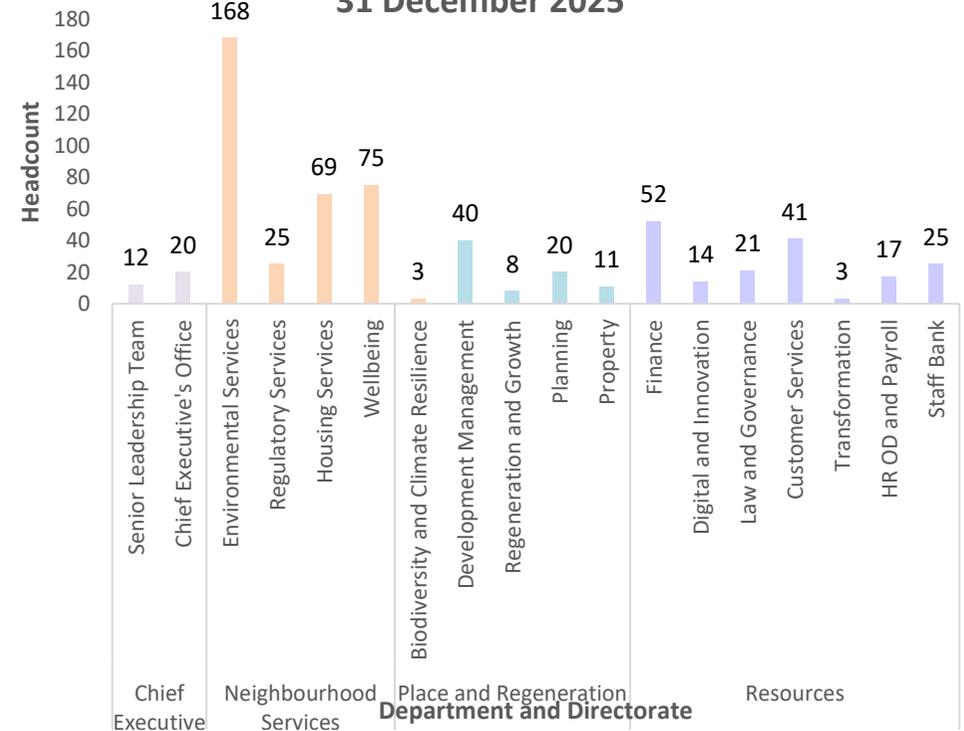


Chart 3 outlines the fluctuation of FTE which has reduced by 3.57 between quarters 2 and 3 of 2025/26.

Chart 3

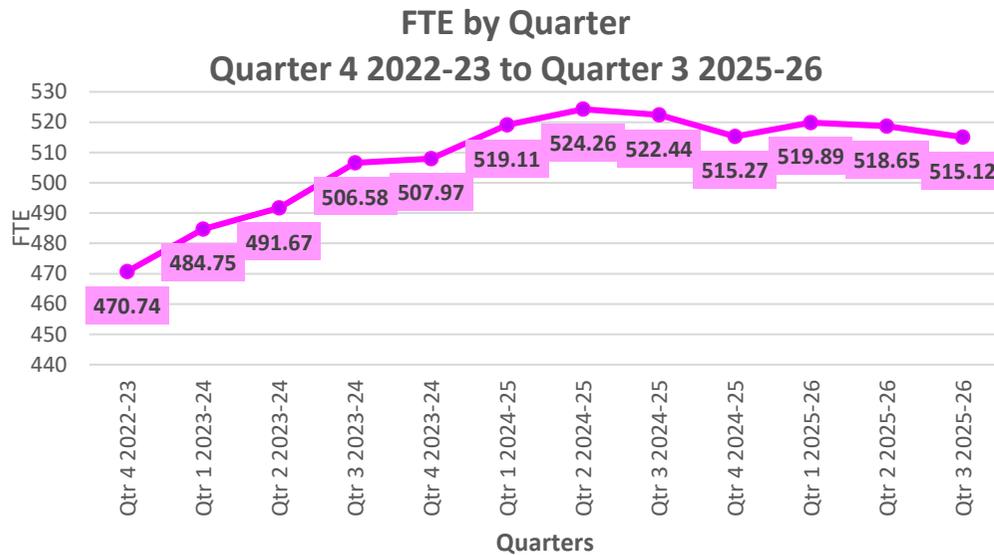


Chart 4 outlines the distribution of FTE across the departments and directorates as at the end of quarter 3 of 2025/26.

Since quarter 2 of 2025/26; Regulatory Services has increased by 2 FTE. Environmental Services' FTE has reduced by 4.25. Wellbeing reduced by 2.13 FTE.

Charts 5 shows the breakdown of basis of hours across our workforce as of 31 December 2025. Since quarter 2 of 2025/26 there has been minimal change to the make-up of role-basis with our full-time increasing by 0.10% and part-time increasing by 0.10% and our casual workforce remaining the same.

Chart 4 FTE by Department as at 31 December 2025

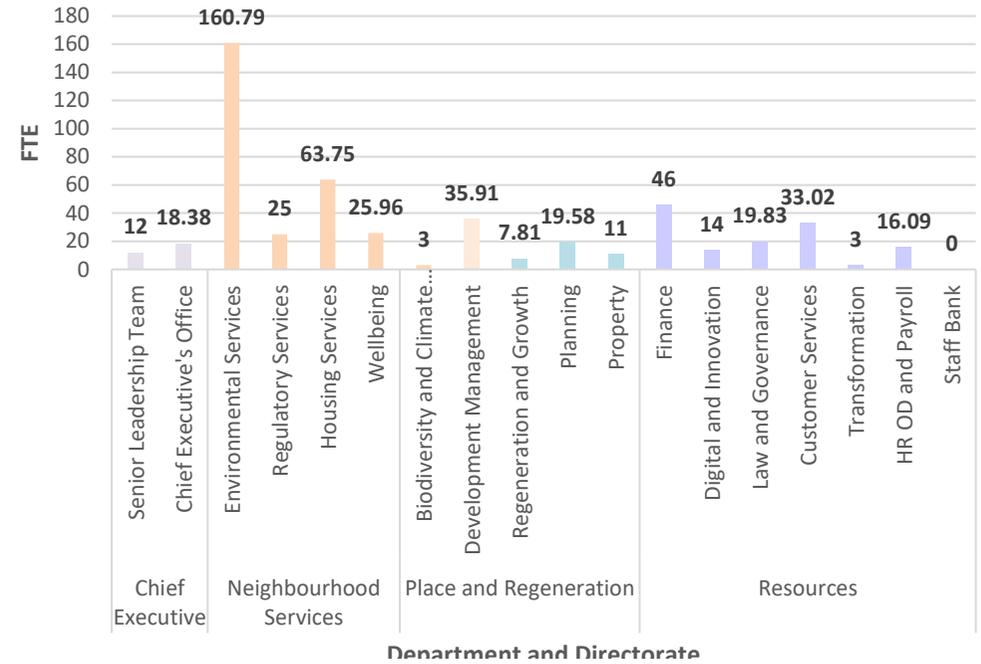


Chart 5 % Breakdown of Role Basis as at 31 December 2025

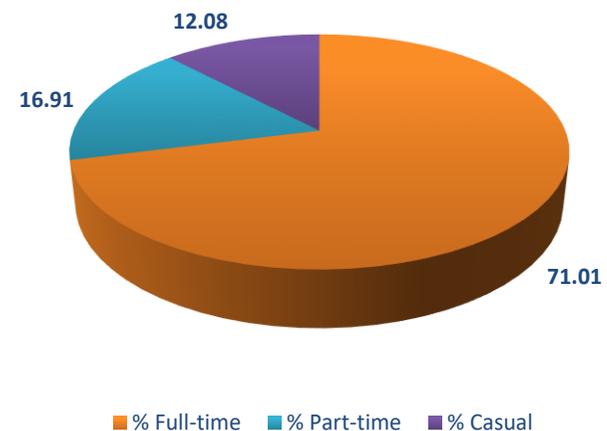
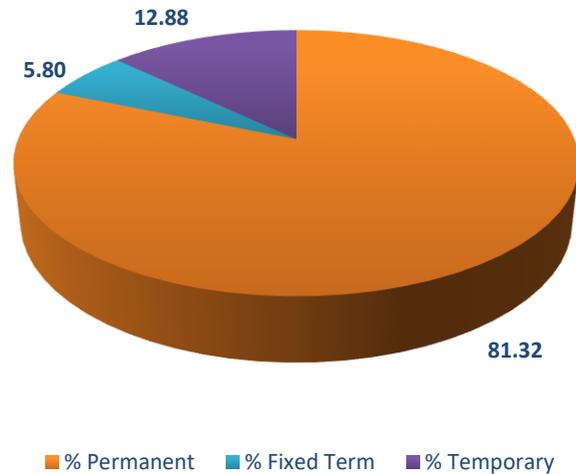


Chart 6 outlines the employment basis of those directly employed by CDC shows that 81.32% of our workforce are in permanent roles. This has slightly reduced, by 0.24% since Quarter 2 of 2025/26. There has been minimal fluctuation of employment basis since the last quarter.

Chart 6

### % Breakdown of Employment Basis as at 31 December 2025



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

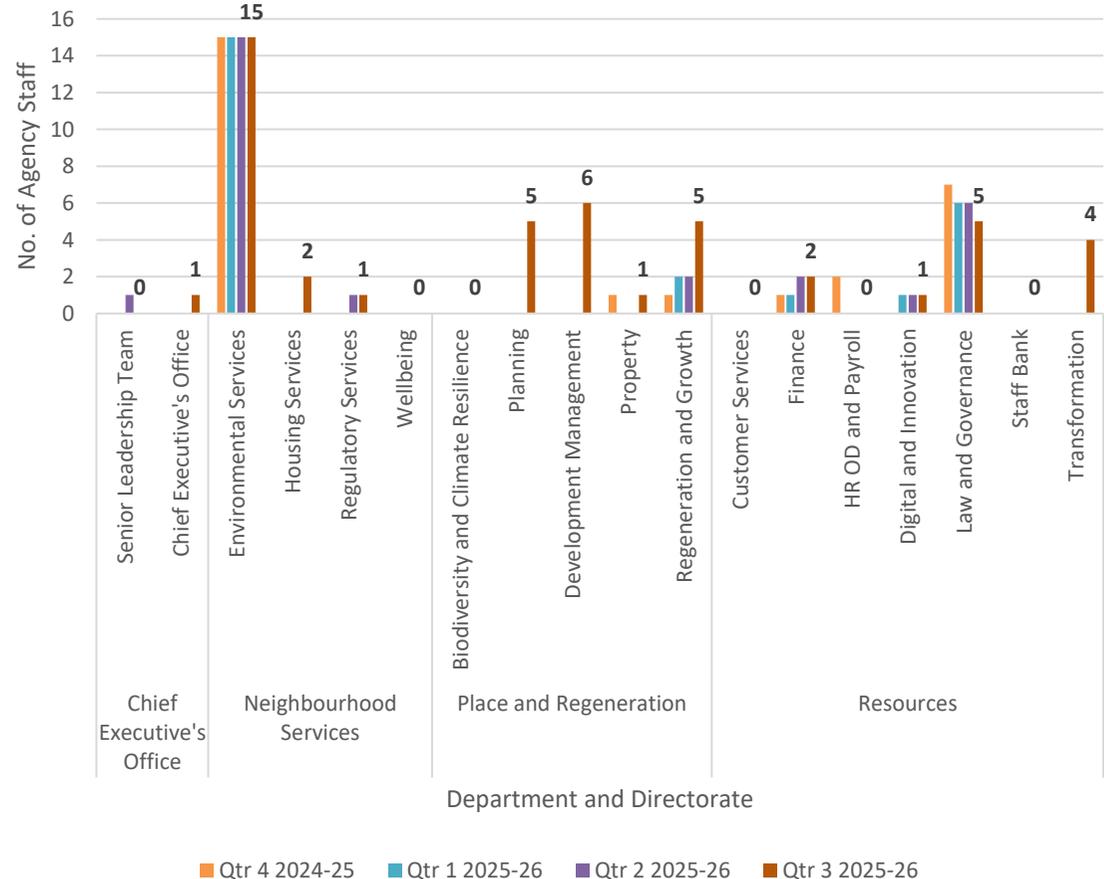
Chart 7 outlines agency usage as at the end of each quarter for the last rolling year by department. A total of 48 agency workers were engaged with CDC at the end of quarter 3 of 2025/26. This has increased by 10 since the end of quarter 2 and is 13 more than the same quarter in 2024/25.

The highest agency usage is usually Environmental Services. Usage in this area has remained the same for the last 4 quarters.

Regeneration and Growth have increased agency usage by 3 in quarter 3 of 2025/26, and Housing Services have increased usage by 2. Law and Governance 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 January 2023 to December 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 3 of 2025/26 shows an increase of 0.17% in the turnover rate since quarter 2.

Chart 9 details the quarterly turnover rate by department for quarter 3.

Chart 10 outlines leavers by reason for quarter 3 of 2025/26. Of the 13 leavers recorded in quarter 3, resignation is the highest reason for leaving, accounting for 66.67%. Death in service, Dismissal – capability, Redundancy and Retirement accounted for 8.33% each.

Chart 9 Quarterly Turnover Rate by Department as at 31 December 2025

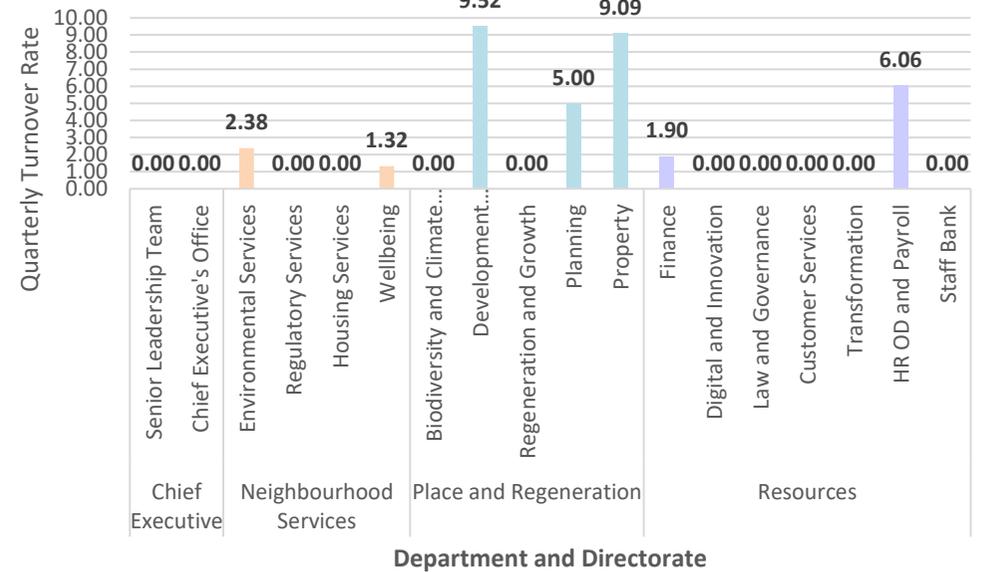


Chart 10 % of Leavers by reason 1 October to 31 December 2025

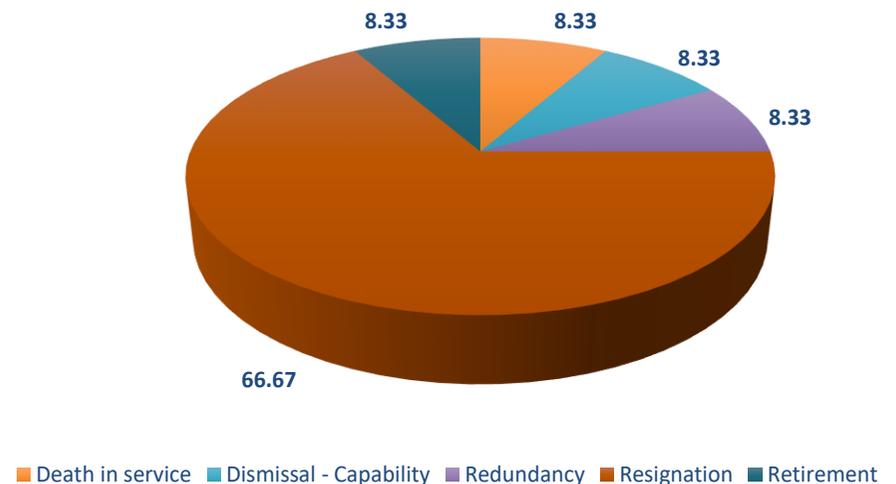
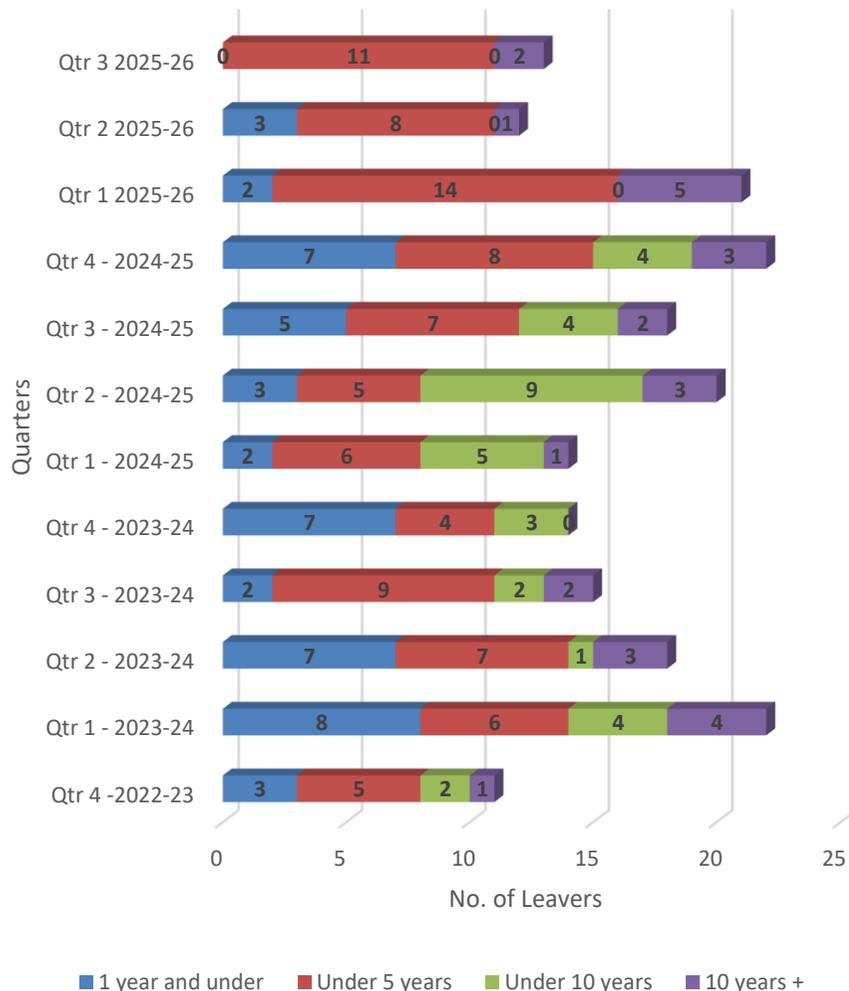


Chart 11 outlines leavers by length of service across the last 12 quarters. In quarter 3 of 2025/26, 11 leavers had less than 5 years' service and 2 had over 10 years.

**Chart 11**  
**Leavers by Length of Service**  
**1 January 2023 - 31 December 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 13 leavers in quarter 3, 7 exit interviews were completed. This is a completion rate of 54%, which is an increase of 19% compared to quarter 2. 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.

When asked where they were going next, 43% were moving to another local authority, 43% were retiring, 14% were removing to the private sector.

Exit interview feedback this quarter highlighted consistently positive reflections on team culture, with many departing employees describing their colleagues as warm, supportive and collaborative. Several leavers praised the organisation’s varied and challenging workload, noting strong development opportunities and a positive overall working environment.

Key reasons for leaving included lifestyle changes, relocation, career progression, and the pursuit of roles offering greater development or higher remuneration. While many employees spoke highly of their experience and expressed pride in the organisation, some feedback pointed to frustrations around limited progression pathways, perceived lack of empowerment or trust in professional judgement, and concerns regarding managerial behaviours. Overall, the feedback reflects a largely positive employee experience, coupled with identifiable opportunities to strengthen leadership consistency, empowerment, and career development structures.

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 January 2024. Musculo-skeletal has seen the most incidents across this period, with 263 recorded. This is closely followed by Stomach/liver/kidney and digestion which had 233 incidents.

There were 261 incidents of sickness absence recorded in Quarter 3 of 2025/26, this is 5 more incidents than the same quarter of 2024/25.

For quarter 3 of 2025/26, cold and flu symptoms was the highest recorded reason for sickness absence, accounting for 23% of all incidents in the last quarter. This is followed by musculoskeletal, which accounts for 17% of all incidents in the last quarter. The third highest reasons this quarter was Stomach/liver/kidney and digestion, accounting for 12% of all incidents.

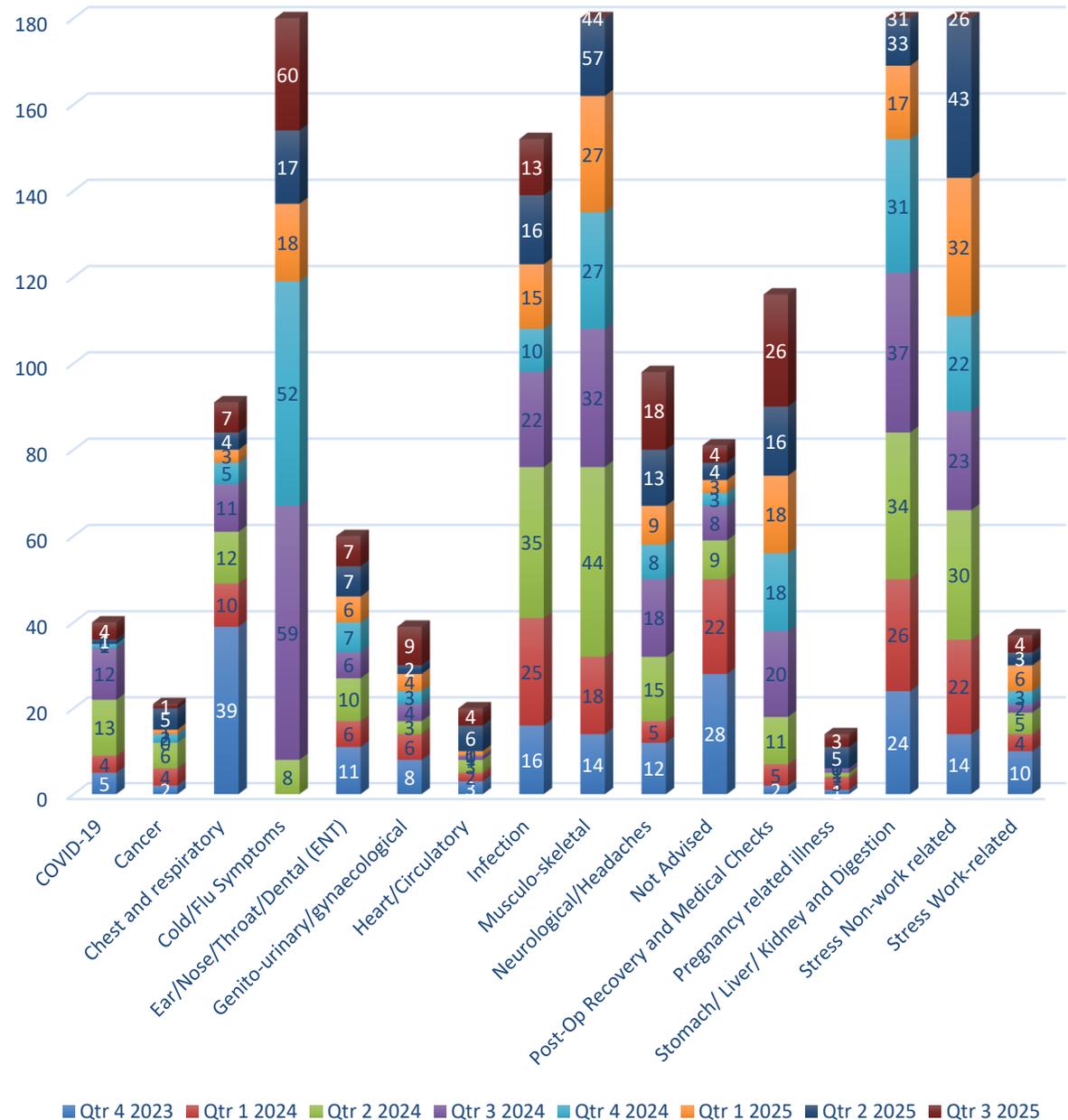
The highest reason for sickness absence across the last rolling 12 months was musculoskeletal, with 155 incidents recorded and accounting for 18.5% of all incidents.

The second highest reason for sickness absence in the last 12 months is cold and flu symptoms, with 147 incidents reported which equates to 17.5% of all incidents.

Stress – non work related is the third highest reason in the last 12 months, recording 123 incidents and accounting for 14.5% of all incidents.

Chart 12

Sickness Absence Incidents by Reason  
January 2024 to December 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 January 2023 to December 2025 and shows a slight reduction after an initial increase in the absence rate since the end of quarter 2 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. October 2025 records the highest rate of absence at 1.44% of working time lost. 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

**Council Absence Rates by Month**  
**Overall and broken down into short-term, long-term and stress**  
**January 2023 to December 2025**

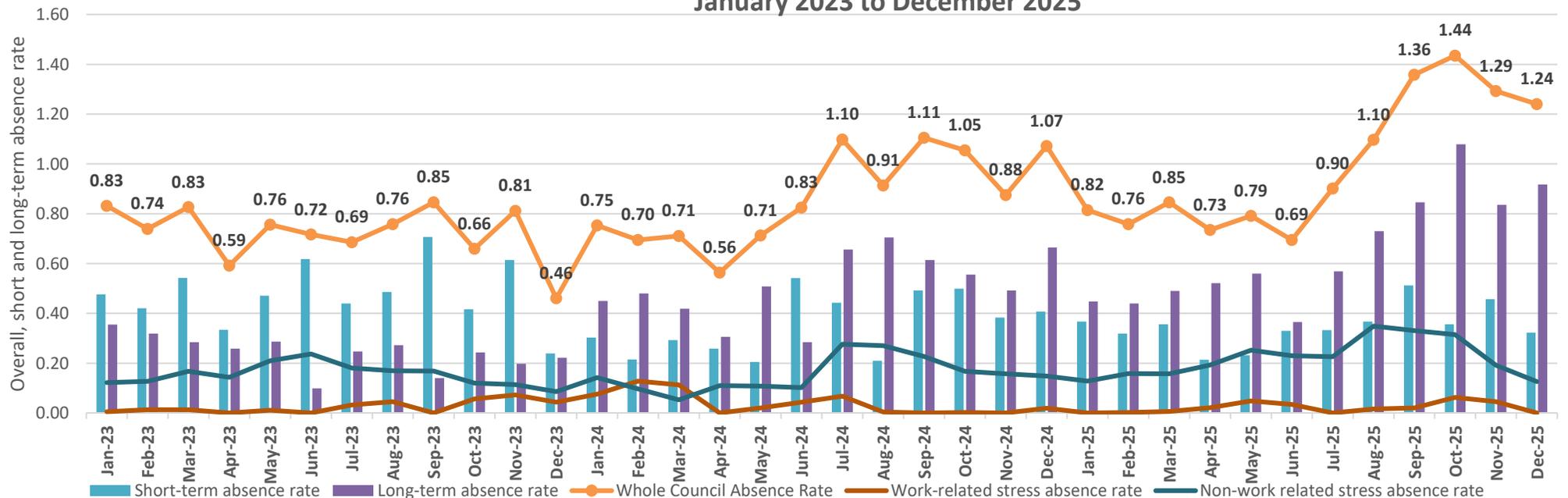


Chart 13 also captures the absence rate of short and long-term instances, In the last 12 months. September 2025 has the highest rate of short-term absence, recording a rate of 0.51 days lost. October 2025 had the highest rate of long-term absence in the last 12 months, with 1.08 days lost. At the end of quarter 3 of 2025/26, 17 long-term sickness absence cases remained ongoing, which is 7 less than at the end of quarter 2.

The absence rate attributed to stress is also displayed in Chart 13 and a reduction in work-related stress was recorded in the last quarter, with no live cases at the end of December 2025. Work-related stress incidents accounted for 1.5% of incidents in quarter 3 of 2025/26 and 2% of incidents in the last rolling 12 months.

The non-work-related stress absence rate has reduced slightly over the last quarter, from 0.33 at the end of quarter 2 of 2025/26 to 0.13 at the end of quarter 3. Non-work-related stress accounted for 10% of incidents in quarter 3 of 2025/26 and 14.5% 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



**Age, Gender, Ethnicity, Disability and LGBTQ+ Workforce Profile as at 31 December 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. 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 minimal change to the age profile within the last quarter.

**Chart 16**

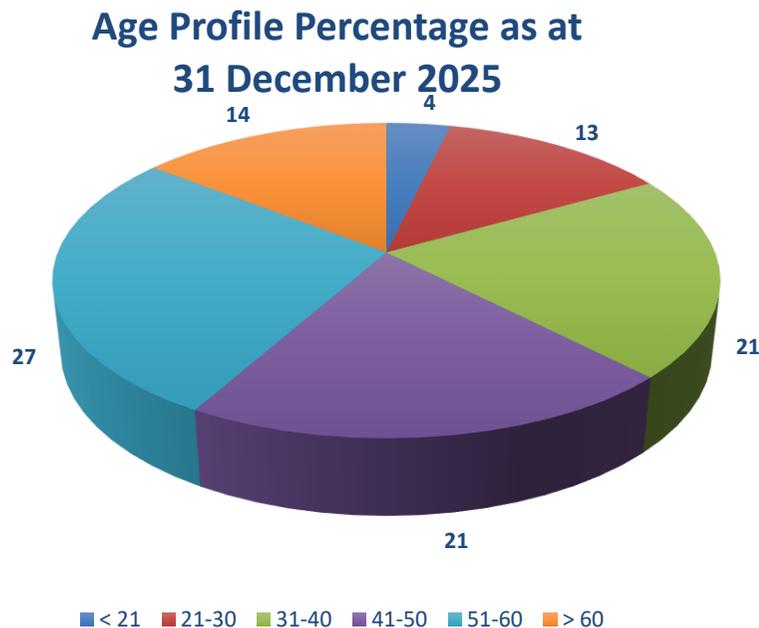
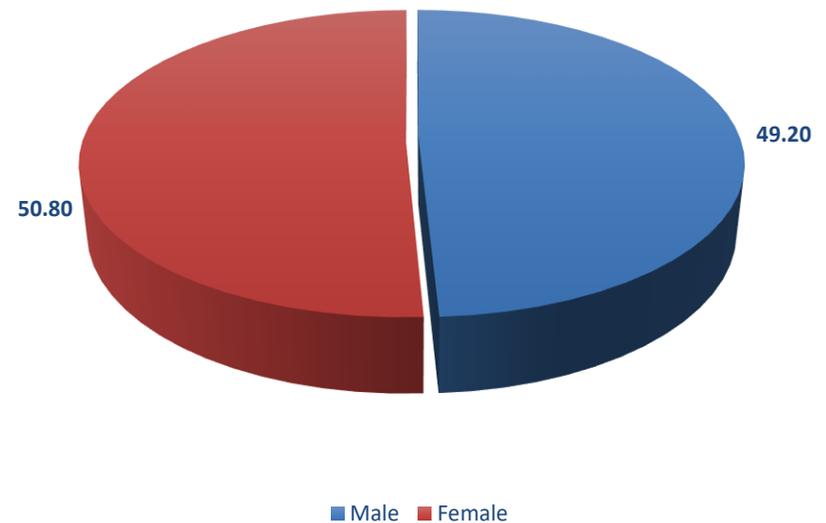


Chart 17 breaks down the gender of the CDC workforce and shows that CDC is almost a 50% split.

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 31 December 2025**

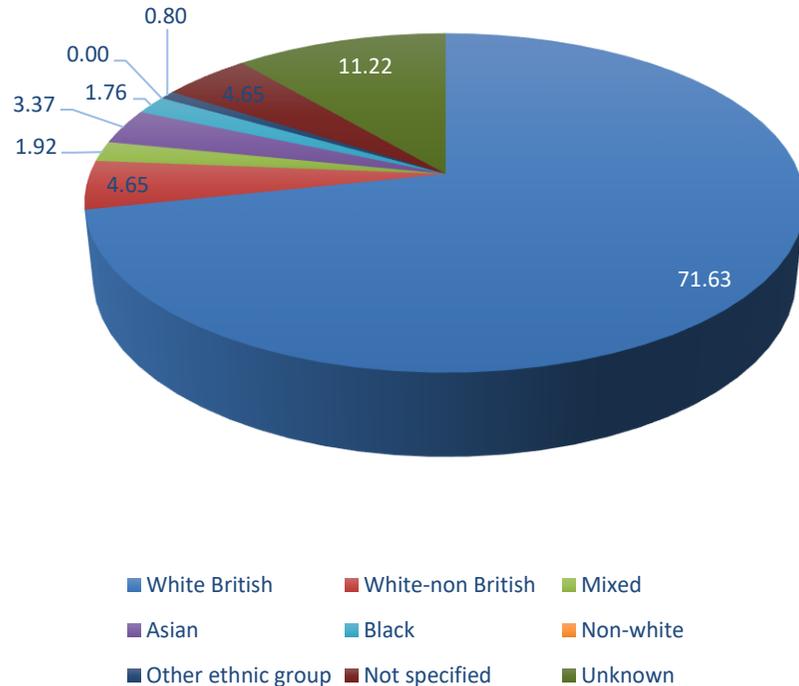


Out of a population of 161,837 within the Cherwell District, the latest census data records that 49.6% are male and 50.4% are female. At CDC, 49.20% of our workforce are male and 50.80% are female meaning it is representative of the district.

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 3 of 2025/26, 88.78% of employees have recorded this information, with 4.65% 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 December 2025**



**Table 1**

| Ethnic Group  | England average (%) | Cherwell District (%) | CDC (%) Qtr 4 24/25 | CDC (%) Qtr 1 25/26 | CDC (%) Qtr 2 25/26 | CDC (%) Qtr 3 25/26 |
|---|---------------------|-----------------------|---------------------|---------------------|---------------------|---------------------|
| Asian, Asian British or Asian Welsh                     | 9.3                 | 6.0                   | 3.98                | 3.80                | 3.66                | 3.37                |
| Black, Black British, Black Welsh, Caribbean or African | 4.0                 | 1.8                   | 1.59                | 1.42                | 1.43                | 1.76                |
| Mixed or multiple ethnic groups                         | 2.9                 | 2.9                   | 1.91                | 1.74                | 1.75                | 1.92                |
| White   | 81.7                | 88.1                  | 74.84               | 76.27               | 76.47               | 76.28               |
| Other ethnic group                                      | 2.1                 | 1.3                   | 0.80                | 0.79                | 0.79                | 0.80                |
| Prefer not to say                                       | N/A                 | N/A                   | 5.10                | 4.75                | 4.61                | 4.65                |
| Unknown   | N/A                 | N/A                   | 11.78               | 11.23               | 11.29               | 11.22               |

CDC’s workforce is predominantly white British with 71.63% 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 0.19% and at the end of quarter 3 was 11.82% 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 2 and 3 of 2025/26.

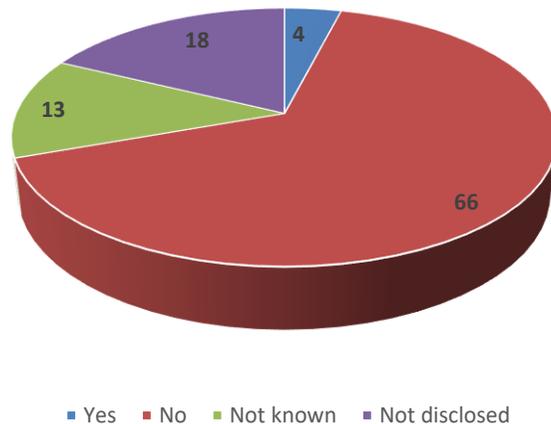
The Personnel Committee requested further information on ethnicity by grade across the organisation. The grade bands have been split into 3 categories; A to E who generally have no supervisory or line management responsibilities, F to I; who are typically team leader and supervisory level roles and then 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%, 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.

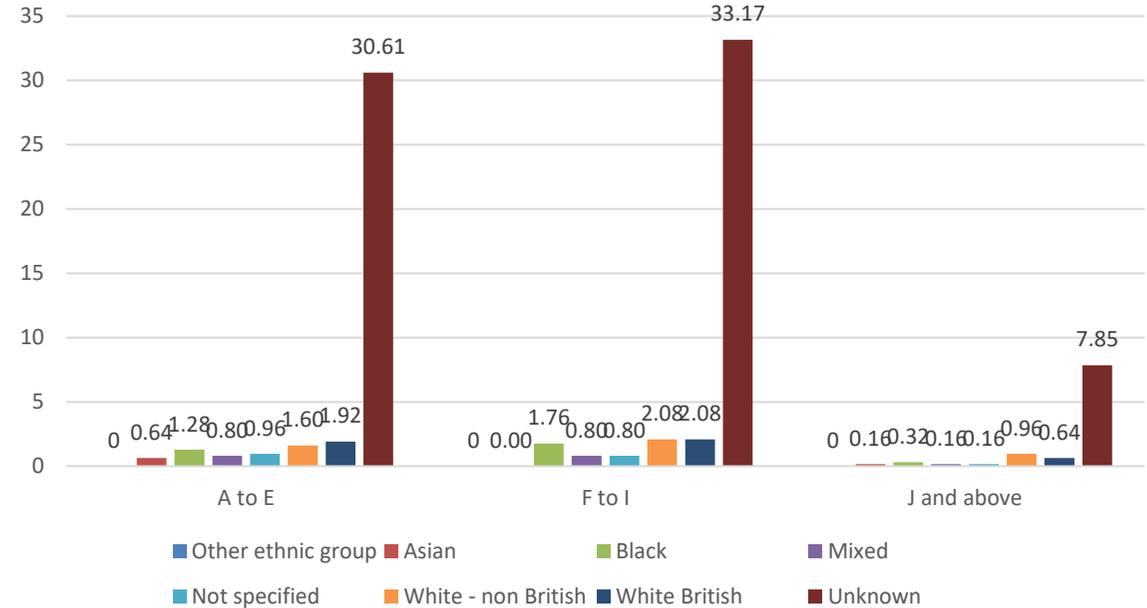
**Chart 20**

**Disability Percentage Profile as at 31 December 2025**



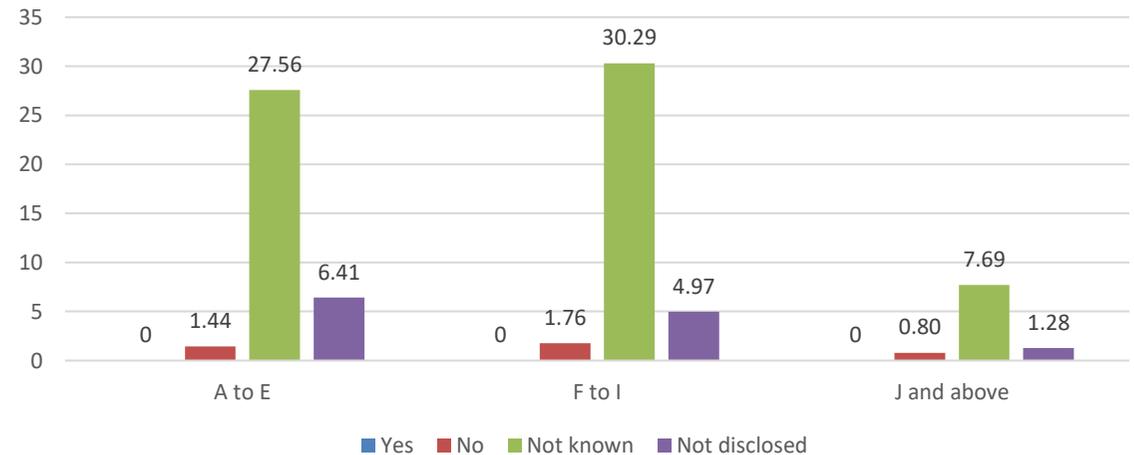
**Chart 19**

**Ethnic Group Percentage by Grade Band as at 31 December 2025**



**Chart 21**

**Disability Percentage by Grade Band as at 31 December 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.

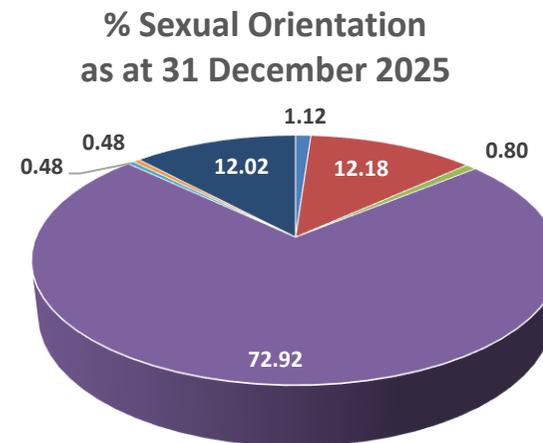
Within this category, 12.18% of the workforce have declined to specify and 12.02% have not completed this data.

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.

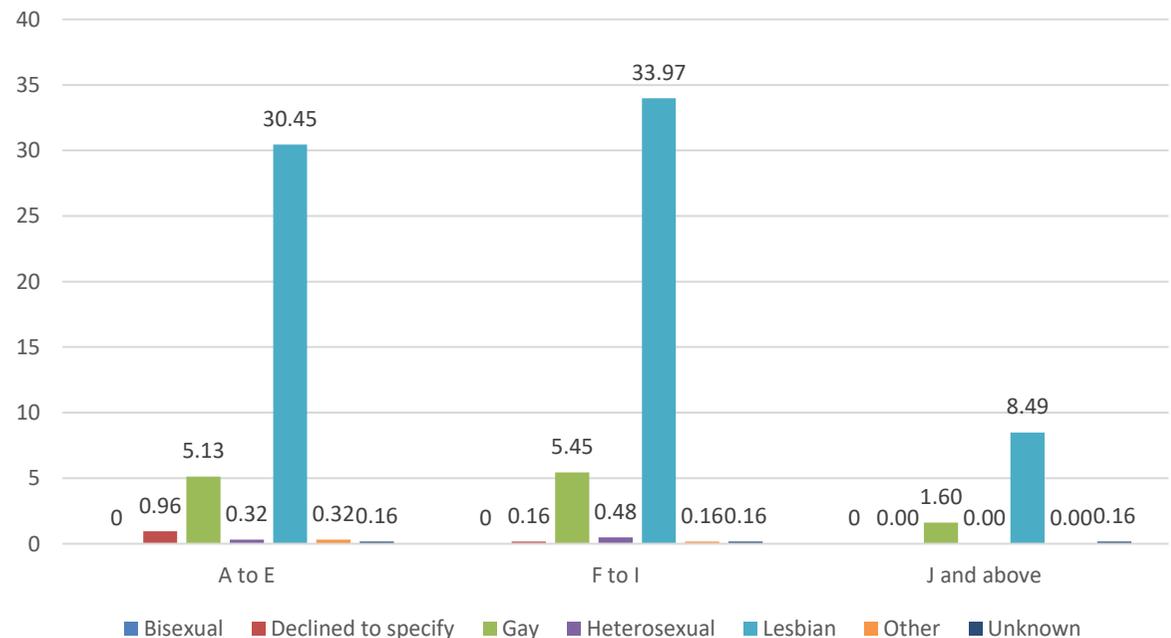
**Chart 22**



**Chart 23**

■ Bisexual ■ Declined to specify ■ Gay ■ Heterosexual ■ Lesbian ■ Other ■ Unknown

**Sexual Orientation Percentage by Grade Band as at 31 December 2025**



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 January to December 2025. There have been 91 recruitment campaigns during this period to which 1323 applications were received and 78 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 68.1% 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

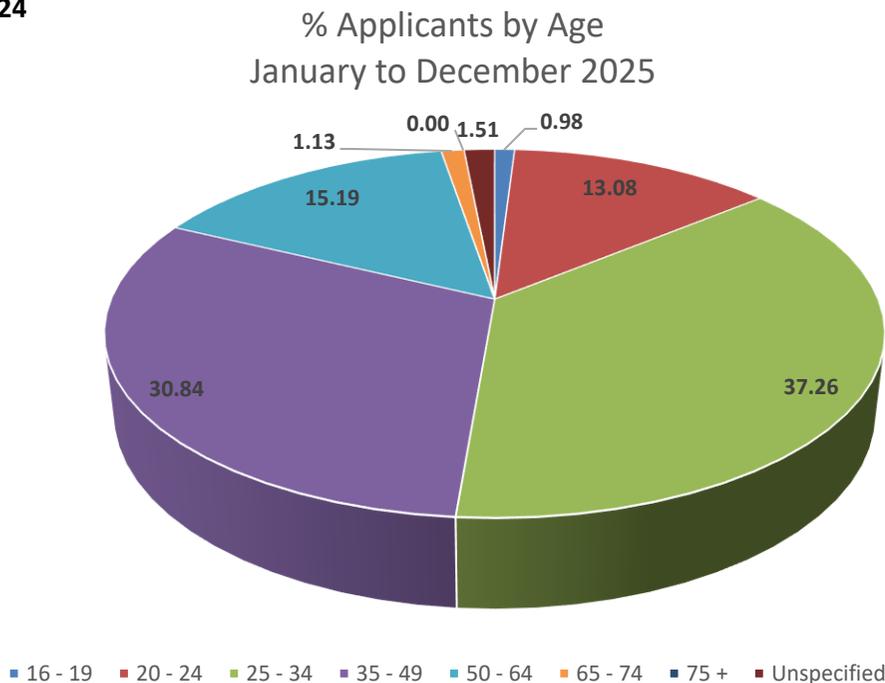


Table 2

| 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

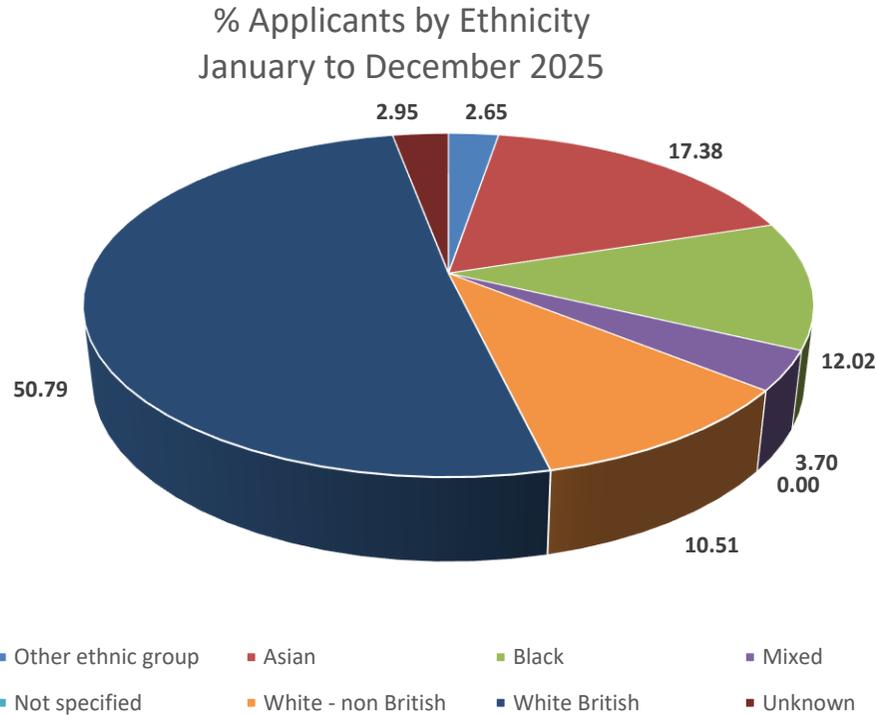


Table 3

| 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

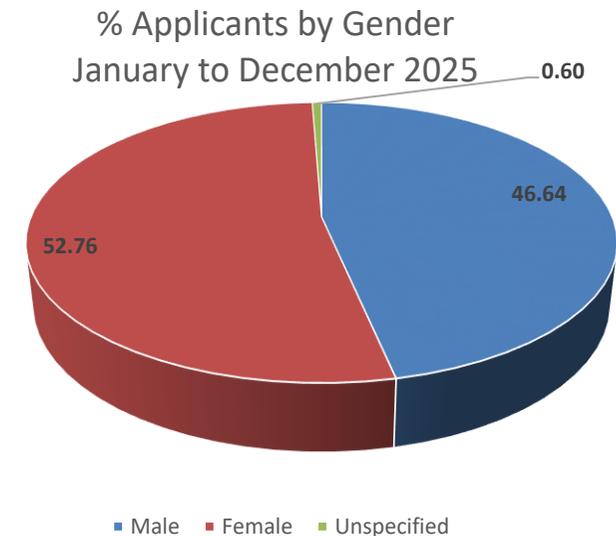


Chart 26 shows the percentage of applicants by gender, which is an almost 50/50 split across male and female, which is both reflective of our current workforce and district data covered earlier in this report.

Chart 27

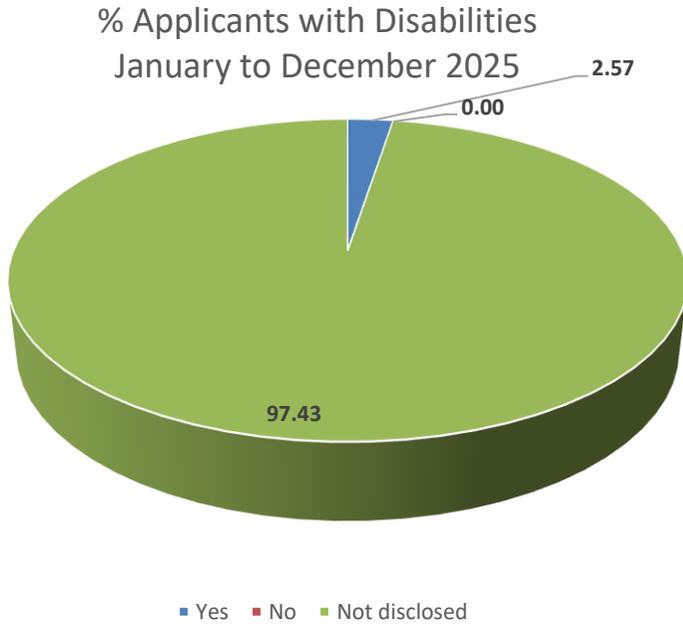
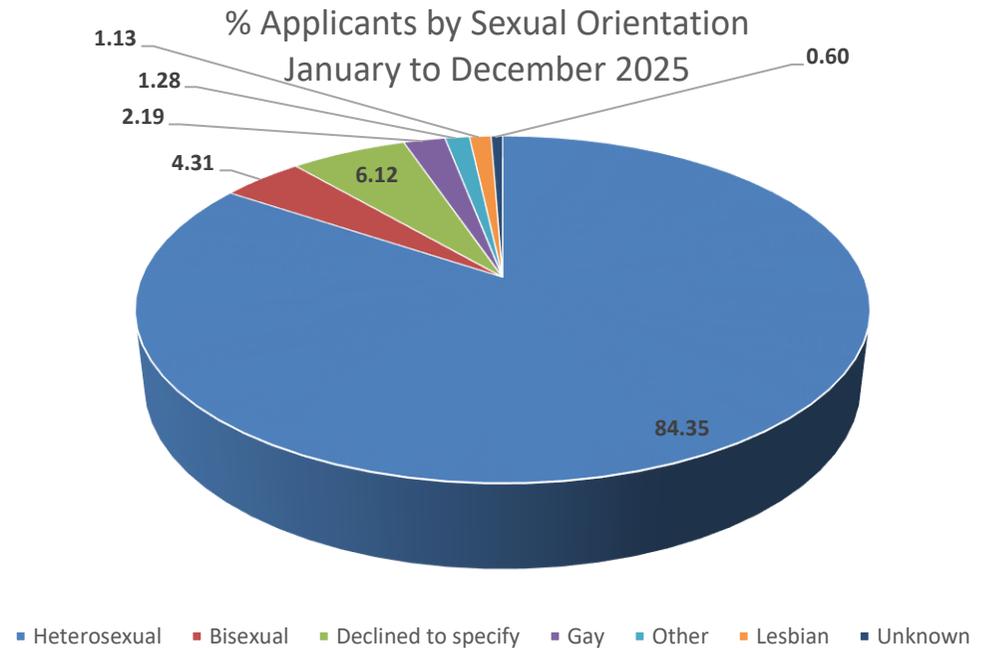


Chart 27 shows the percentage of applicants by disability. 97.43% of applicants have not disclosed this at applicant stage. It is hoped that applicants would provide this information should they have disabilities as we have a guaranteed interview scheme if they meet the essential criteria for a role, 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            |               |
|-------------------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|
| Comparator Ethnic Group | No. of applicants | No. of offers |
| Other ethnic group      | 2.25              | 3.13          | 2.68              | 0.00          | 3.19              | 0.00          | 2.65              | 1.28          |
| Asian                   | 14.55             | 3.13          | 17.43             | 8.33          | 21.73             | 0.00          | 17.38             | 5.13          |
| Black                   | 7.58              | 3.13          | 17.24             | 8.33          | 10.22             | 10.00         | 12.02             | 6.41          |
| Mixed                   | 4.30              | 9.38          | 2.68              | 0.00          | 4.47              | 0.00          | 3.70              | 3.85          |
| Not specified           | 0.00              | 0.00          | 0.00              | 0.00          | 0.00              | 0.00          | 0.00              | 0.00          |
| White - non British     | 8.20              | 3.13          | 9.58              | 0.00          | 15.65             | 0.00          | 10.51             | 1.28          |
| White British           | 62.30             | 71.88         | 47.51             | 77.78         | 38.34             | 90.00         | 50.79             | 76.92         |
| Unknown                 | 0.82              | 6.25          | 2.87              | 5.56          | 6.39              | 0.00          | 2.95              | 5.13          |
| <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>488</b>        | <b>32</b>     | <b>522</b>        | <b>36</b>     | <b>313</b>        | <b>10</b>     | <b>1323</b>       | <b>78</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 |
| Heterosexual        | 89.96             | 84.38         | 85.25             | 88.89         | 74.12             | 90.00         | 84.35             | 87.18         |
| Bisexual            | 3.07              | 3.13          | 3.64              | 0.00          | 7.35              | 0.00          | 4.31              | 1.28          |
| Declined to specify | 3.48              | 0.00          | 6.32              | 5.56          | 9.90              | 10.00         | 6.12              | 3.85          |
| Gay                 | 1.23              | 3.13          | 3.07              | 0.00          | 2.24              | 0.00          | 2.19              | 1.28          |
| Other               | 0.61              | 0.00          | 1.15              | 0.00          | 2.56              | 0.00          | 1.28              | 0.00          |
| Lesbian             | 1.64              | 3.13          | 0.57              | 0.00          | 1.28              | 0.00          | 1.13              | 1.28          |
| Unknown             | 0.00              | 6.25          | 0.00              | 5.56          | 2.56              | 0.00          | 0.60              | 5.13          |
|                     |                   |               |                   |               |                   |               |                   |               |
| <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>488</b>        | <b>32</b>     | <b>522</b>        | <b>36</b>     | <b>313</b>        | <b>10</b>     | <b>1323</b>       | <b>78</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 |
| 16 - 19             | 2.05              | 0.00          | 0.57              | 0.00          | 0.00              | 0.00          | 0.98              | 0.00          |
| 20 - 24             | 14.96             | 12.50         | 11.69             | 2.78          | 12.46             | 0.00          | 13.08             | 6.41          |
| 25 - 34             | 30.53             | 12.50         | 38.31             | 38.89         | 46.01             | 30.00         | 37.26             | 26.92         |
| 35 - 49             | 31.76             | 40.63         | 33.72             | 33.33         | 24.60             | 50.00         | 30.84             | 38.46         |
| 50 - 64             | 18.24             | 34.38         | 14.94             | 22.22         | 10.86             | 20.00         | 15.19             | 26.92         |
| 65 - 74             | 1.84              | 0.00          | 0.57              | 0.00          | 0.96              | 0.00          | 1.13              | 0.00          |
| 75 +                | 0.00              | 0.00          | 0.00              | 0.00          | 0.00              | 0.00          | 0.00              | 0.00          |
| Unspecified         | 0.61              | 0.00          | 0.19              | 2.78          | 5.11              | 0.00          | 1.51              | 1.28          |
|                     |                   |               |                   |               |                   |               |                   |               |
| <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>488</b>        | <b>32</b>     | <b>522</b>        | <b>36</b>     | <b>313</b>        | <b>10</b>     | <b>1323</b>       | <b>78</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 |
| Male                | 49.18             | 62.50         | 41.38             | 36.11         | 51.44             | 70.00         | 46.64             | 51.28         |
| Female              | 50.82             | 37.50         | 58.05             | 61.11         | 46.96             | 30.00         | 52.76             | 47.44         |
| Unspecified         | 0.00              | 0.00          | 0.57              | 2.78          | 1.60              | 0.00          | 0.60              | 1.28          |
|                     |                   |               |                   |               |                   |               |                   |               |
| <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>488</b>        | <b>32</b>     | <b>522</b>        | <b>36</b>     | <b>313</b>        | <b>10</b>     | <b>1323</b>       | <b>78</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 |
| Yes                 | 0.82              | 9.38          | 1.72              | 5.56          | 6.71              | 20.00         | 2.57              | 8.97          |
| No                  | 0.00              | 0.00          | 0.00              | 0.00          | 0.00              | 0.00          | 0.00              | 0.00          |
| Not disclosed       | 99.18             | 90.63         | 98.28             | 94.44         | 93.29             | 80.00         | 97.43             | 91.03         |
|                     |                   |               |                   |               |                   |               |                   |               |
| <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>488</b>        | <b>32</b>     | <b>522</b>        | <b>36</b>     | <b>313</b>        | <b>10</b>     | <b>1323</b>       | <b>78</b>     |

**Apprenticeships within Cherwell District Council as at Quarter 3 – 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.

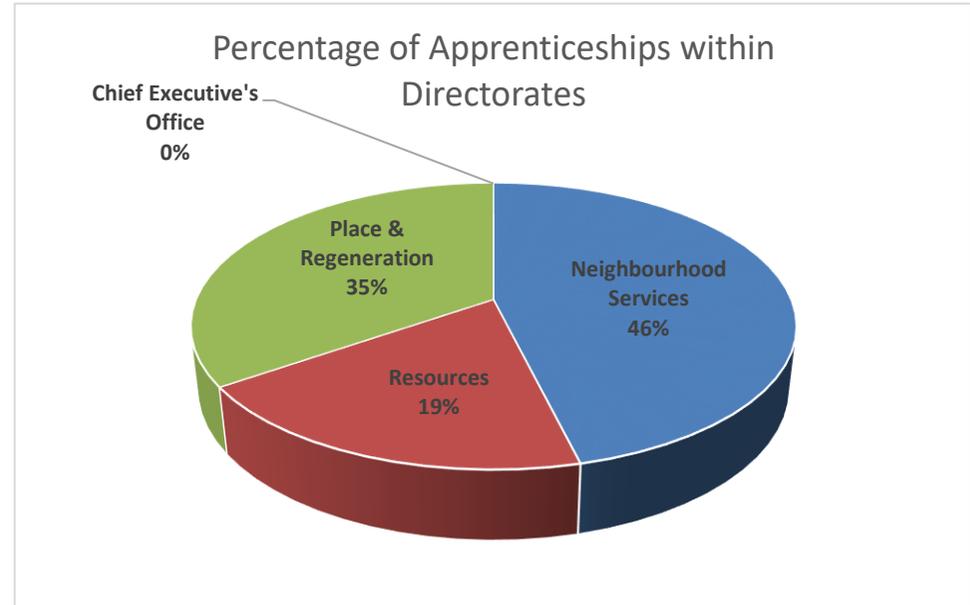
**Information on apprentices in the organisation**

There are 26 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 21 are employees undertaking an apprenticeship as CPD or career progression.

There are currently 12 apprenticeships within the Neighbourhood Services Directorate, 9 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 (£) |
|--|-------------------------|----------------------------|---------------------------------------|----------------------------|------------------------------|----------------------------|-----------------------------|
| Business Administrator   | Level 3                 | 18 months                  | 1                                     | Apprentice                 | Depot – Thorpe Lane          | Neighbourhood Services (1) | 5,000                       |
| Transport and warehouse operations supervisor                    | Level 3                 | 14 months                  | 1                                     | CPD                        | Business Support - Depot     | Neighbourhood Services (1) | 4,700                       |
| 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)                    | Human Resources              | Resources (2)              | 22,000                      |

| Apprenticeship Standard              | Level of Apprenticeship | Duration of Apprenticeship | Number of employees on apprenticeship | Apprentice or Employee CPD | Team                                       | Directorate                | Cost of Apprenticeships (£) |
|--------------------------------------|-------------------------|----------------------------|---------------------------------------|----------------------------|--|----------------------------|-----------------------------|
|                                      |                         |                            |                                       | Apprentice (1)             |  |                            |                             |
| 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                      |
| 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                  | 6                                     | CPD                        | Planning                                   | Place and Regeneration (6) | 68,400                      |
| 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>26</b>                             |                            | <b>Total apprenticeship levy committed</b> |                            | <b>325,890</b>              |

**Current amount in the Levy Account**

The Council currently has £163,246 in their levy account.

**Expired Funds**

No funds expired in Quarter 3 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.

**Latest Update around apprenticeship reforms**

- **Foundation Apprenticeships** - Foundation apprenticeships offer opportunities for young people in that they are paid jobs with structured training in an entry level occupation (at Level 2) designed for young people at the start of their career. They will have a pathway to progression as these apprenticeships offer a clear progression route, enabling individuals to gain relevant employability skills and experience that can lead to more specific or advanced apprenticeships. This structured pathway supports long-term career development and growth. The first foundation apprenticeships went live on 1 August 2025 in construction and the built environment, engineering and manufacturing, digital and health and social care.
- **Apprenticeship Units** - The government wants employers to be able to use the levy on short, flexible training courses. From April 2026, they are introducing the first wave of these courses, called 'apprenticeship units' in England, funded through the Growth and Skills Levy. These courses are designed to help employers respond quickly to evolving skills needs and invest in workforce development. They will be available in critical skills areas such as digital, advanced AI (Artificial Intelligence) and engineering. They will work with Skills England to ensure the offer aligns with employer needs and wider national priorities, so that it is affordable alongside the wider apprenticeship offer.
- **English and Maths Requirements** - All new and existing adult apprentices, who are aged 19 and over at the start of their apprenticeship training, are no longer required to hold or achieve English and maths qualifications to pass their apprenticeship. Instead, apprentices will demonstrate their English and maths skills by using them in real work tasks as part of their apprenticeship. Apprentices who are aged 16 to 18 at the start of their training, are still required to achieve English and maths qualifications to support their career progression. Funding will continue to be available for English and maths qualifications for all apprentices, including those aged 19 and over, where the employer agrees this should be part of their apprenticeship.
- **Minimum Duration of apprenticeships** - The minimum duration of an apprenticeship was reduced from 12 to 8 months in August 2025, only for where it is right to do so. The typical duration for each apprenticeship still exists, but this change allows apprentices to achieve occupational competence more quickly where it makes sense, for example, because they have significant prior learning or to better align training with the industry.

- **Level 7 Apprenticeships** - The government is refocusing investment towards young people at the start of their working lives, rather than those already in work with higher levels of prior learning and qualifications. From 1st January 2026: only level 7 apprenticeships for young people aged 16-21, and under 25 for care leavers and those with an Education, Health and Care Plan (EHCP) at the start of their apprenticeship will be eligible for government funding (those aged 22 and over will not be eligible). Any apprentice who started a level 7 apprenticeship before 1 January 2026 will continue to be funded through to completion
- **New Investment** - This government is investing in young people's futures and reversing the sharp decline in apprenticeship starts amongst young people. At the Autumn Budget, the Chancellor announced a package of additional investment to deliver the next phase of the Growth and Skills Levy. This investment will ensure we have the skills to power economic growth, roll out new flexibilities for business, deliver important reforms, and support young people to progress more quickly into skilled, well-paid jobs.

### Impact

The main impact on CDC following the changes above will be around the Level 7 Apprenticeships no longer being funded via the levy. For existing staff, we fund Level 7 Accountancy and Spatial Planning with the apprenticeship levy but going forward these qualifications will need to be funded from the Learning and Development budget.