

This report is public	
Workforce Profile Statistics – Quarter 1 of 2026/27	
Committee	Personnel Committee
Date of Committee	16 September 2026
Portfolio Holder presenting the report	Portfolio Holder for Customer and Community Services, Councillor Nicola Borkmann
Date Portfolio Holder agreed report	4 September 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 1 of 2026/27 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 1 of 2026/27 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 1 as follows:
 - 14 leavers and 20 new starters
 - As at the end of quarter 1, headcount increased by 6 to 631. Of the 631, 14 employees are multiple role holders
 - FTE increased by 3.6, to 526.91, as at quarter end
 - Minimal shift in employment basis and role basis
 - Reduction of 4 agency workers at the end of quarter 1, compared to the previous quarter, from 54 to 50.

- A quarterly turnover rate of 2.23%, 0.56% lower than the previous quarter.
- Resignation and retirement were the main reason for leavers, accounting for 69.23% of all leavers. 29% of leavers completed exit interviews, this is a lower completion rate than the previous quarter, by 8.5%.
- Leavers either had no onward employment plans (50%), or were retiring (50%).
- Exit feedback was mixed but broadly positive, with employees highlighting valuable development opportunities, positive team experiences, and departures driven by career progression or new opportunities.
- However, recurring concerns were raised around workforce capacity, morale, and management support, including the impact of staffing shortages, limited supervision, perceived favouritism, and a lack of adequate consideration of employee wellbeing and health-related needs.
- 169 sickness absence incidents were recorded, 9 more than the same quarter in the previous year.
- Absence rate at the end of quarter 1 was 0.77 which has slightly decreased compared to the end of the last quarter. 15 long term sickness cases remain open at the end of quarter 1, which is 2 less than at the end of quarter 4.
- 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.
- 21 apprenticeships are currently underway across a diverse range of subject areas. Of the 21, 2 are being completed by apprentices, and 19 are being undertaken by staff. No apprenticeship funds expired in quarter 1 of 2026/27.

- 2.3 Apprenticeship reforms continue to focus on increasing flexibility, reducing administrative burden, and improving completion rates. Key changes include proposed reforms to End Point Assessments, ongoing reviews of apprenticeship standards, and enhanced government support through full funding for eligible apprentices aged 16 to 24 where levy funds are exhausted.
- 2.4 Additional financial support for low-income families, through a new apprenticeship bursary, aims to encourage greater participation and help address future skills shortages.

Implications & Impact Assessments

Implications	Commentary
Finance	This is an information report only, for the review of workforce statistical data for Q1 2026-27. 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.			Kelly Wheeler, Finance Business Partner, 20 August 2026
Legal	There are no legal implications within this report as it is for information only.			Denzil – John Turbervill, Head of Legal Services, 19 August 2026
Risk	There are no risks arising directly from this report.			Celia Prado-Teeling, Performance Team Leader, 19 August 2026
Impact Assessments	Positive	Neutral	Negative	Commentary
Equality Impact		X		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. Celia Prado-Teeling, Performance Team Leader, 19 August 2026
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	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. Claire Cox, Assistant Director of Human Resources, 18 August 2026			
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 1 of 2026/27 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 1 of 2026/27, 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 Statistics - Quarter 1 - 2026-27
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