



Broxtowe
Borough
COUNCIL

Workforce Profile

2019/20

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1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2019/20. The Workforce Profile is reviewed annually and has been produced by the Payroll and Job Evaluation Team.

The Council has a strong set of beliefs which are confirmed within our Corporate Plan and our People Strategy, both of which show that we continuously value, support, improve and develop the diversity, well-being, skills base and professional capabilities of our workforce.

The Council, on 31 March 2020, employed 483 (by headcount) people across a number of sites within the borough, with the highest proportion based at the Council Offices in Beeston.

The turnover for employees leaving the council in 2019/20 was 10.97%. This equated to 53 employees.

2. ACHIEVEMENTS

As part of our strong commitment to the workforce, the Council continues to retain a number of national accreditations as well as demonstrate many local achievements.

Disability Confident

Broxtowe Borough Council has held the Disability Confident, previously called the Disability 'Two Ticks' Symbol, standard for over 20 years. This is a standard which, amongst other things, demonstrates that we have a positive approach towards the recruitment of applicants with disabilities. Any applicant who indicates that they have a form of disability and meets all essential criteria for the post is guaranteed an interview. Whilst this does not mean that all applicants with disabilities will be appointed, it does represent a positive commitment towards the recruitment of people with any form of recognised disability.

The average length of service at the Council for employees with disabilities during 2019/20 was 14.84 years, an increase from 14.27 years in 2018/19. This average is higher than employees without disabilities whose average length of service is 10.81 years.

Broxtowe Learning Zone

The Learning Management System, introduced in November 2014, is now firmly established as the main platform for training delivery at the council. Since its launch over 20,000 e-learning modules have been completed by Broxtowe employees, Liberty Leisure employees and Members. Job roles are automatically assigned the mandatory training they are required to complete around areas such as information security, health and safety, the Code of Conduct, equality, safeguarding and prevent issues.

By March 2020, a total of 61 e-learning courses were available to employees and Members, with 3 new courses being launched during 2019/20 and with 10 updated courses. The new courses launched included Coronavirus Awareness, Dealing with Threats of Self-Harm and Suicide and Domestic Abuse Awareness. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date of the 31 March 2020, 76% of appraisals had been fully completed with a further 16% of appraisals partially completed. The COVID-19 pandemic had an impact on the completion of appraisals resulting in an extension until 31 May 2020 by which point 82% of appraisals had been completed.

Work Experience

The Council continued with its commitment to provide work experience placements to young people to gain employability skills, but due to the COVID-19 pandemic placements were suspended during the last few months. During 2019/20 a total of 8 placements were offered of which 5 attended. Placements were offered to pupils from the borough's schools and colleges, a student from Nottingham University, as well as placements from our partnership with Beeston Job Centre offering Disability Confident adults a four-week placement.

Employee Survey

During 2019/20 the Council were able to conduct an employee survey. The survey allowed employees to give an honest opinion of what working for Broxtowe Borough Council was like for them. Some of the findings from this survey are listed below.

More than 80% of employees said they:

- Were aware of the Council's values.
- Were aware of what their training needs are.
- Feel the Council is committed to equality and values diversity.
- Understand how their work contributes to the Council's success.
- Have clear and measureable objectives.
- Work in a team that co-operates to get work completed.
- Are able to balance work and home life.
- Are aware of what means of support are available.
- Have an approachable and responsive manager.
- Have a sense of personal achievement from work.
- Are clear about their duties and responsibilities.
- Feel the Council supports the balance between work and personal life.
- Have the skills necessary to perform their job.

- Have a fair and honest manager.

The employee survey also allowed the Council to identify areas of improvement. The feedback from this survey has provided four key areas of improvement and these are for:

- Change to be managed effectively
- More co-operation between teams.
- Employees to feel informed.
- GMT to be more visible and approachable.

3. RECRUITMENT

3.1 Overview

Despite the challenging economic climate, the Council has continued to recruit to a wide range of jobs during 2019/20 of which temporary posts accounted for 17 of all positions advertised.

The following data has been obtained as part of our internal monitoring processes. It enables the current levels of recruitment and our equality indicators to be determined, along with other comparative data such as the numbers of applicants compared with previous years. This can then identify trends, prompt appropriate action and help set realistic targets to monitor our performance going forward.

3.2 Applicants and Candidates

During 2019/20 the Council received 927 applications for 95 advertised positions, of which 22 were re-advertised. There were 55 new starters appointed.

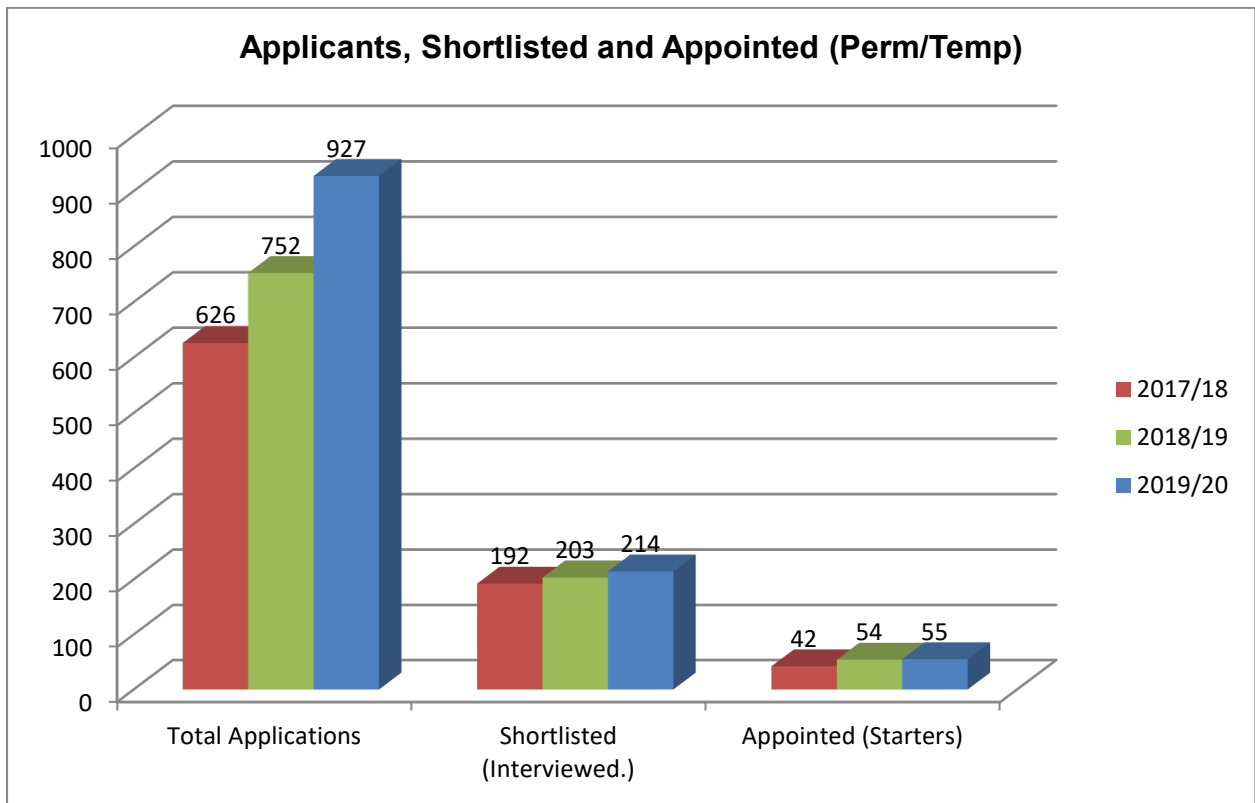
- There was a 23.27% increase in the total number of applications received when compared with the number of applications received in 2018/19.
- There was an average of approximately 10 applications for every vacancy in 2019/20, compared with 6 applications for every vacancy in 2018/19, and 8 applicants for every vacancy in 2017/18.
- Of the 95 jobs advertised 17 (17.90%) were for temporary positions.

3.3 Total Applications Received

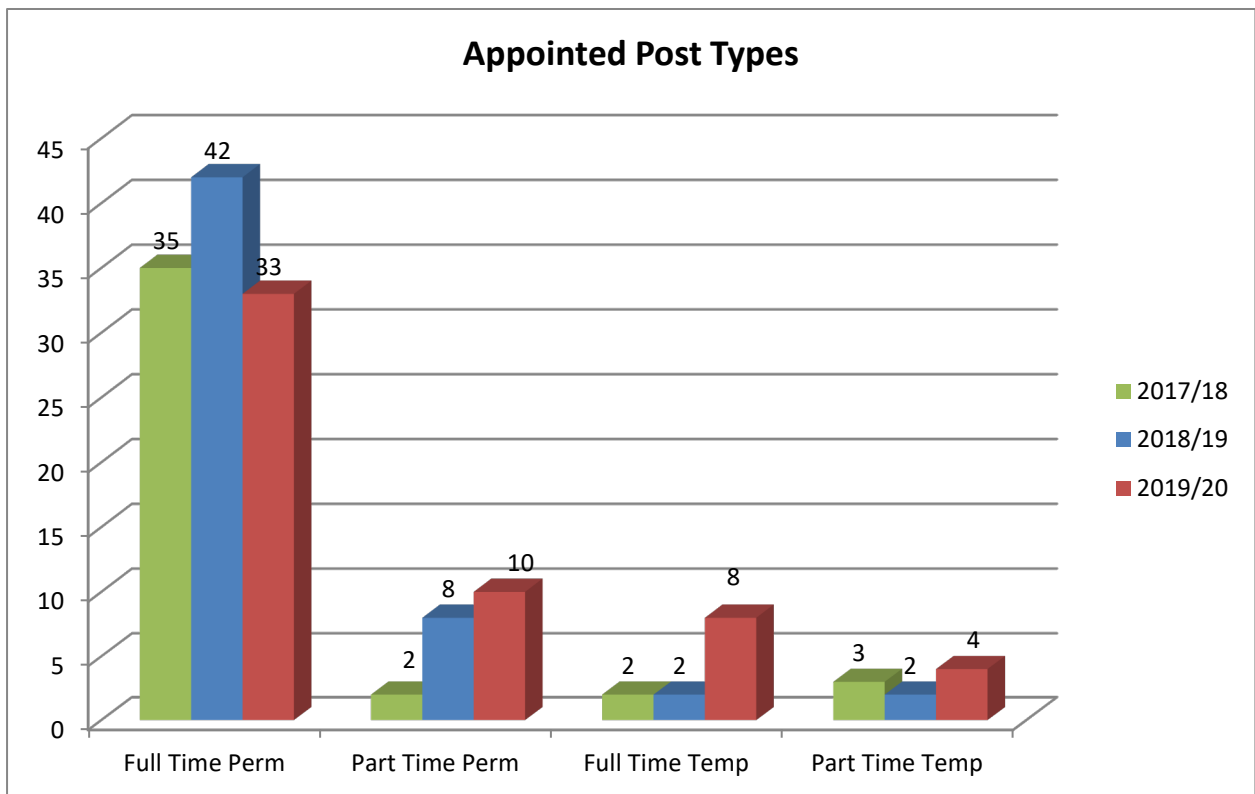
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2017/18		2018/19		2019/20	
Online Applications	618	98.72%	727	96.68%	920	99.24%
Paper Applications	8	1.28%	25	3.32%	7	0.76%
Total Applications	626		752		927	

3.4 Overview of Recruitment Process Levels



The following table provides a breakdown of the type of post appointed to during 2019/20.



3.5 Average Age of Applicants

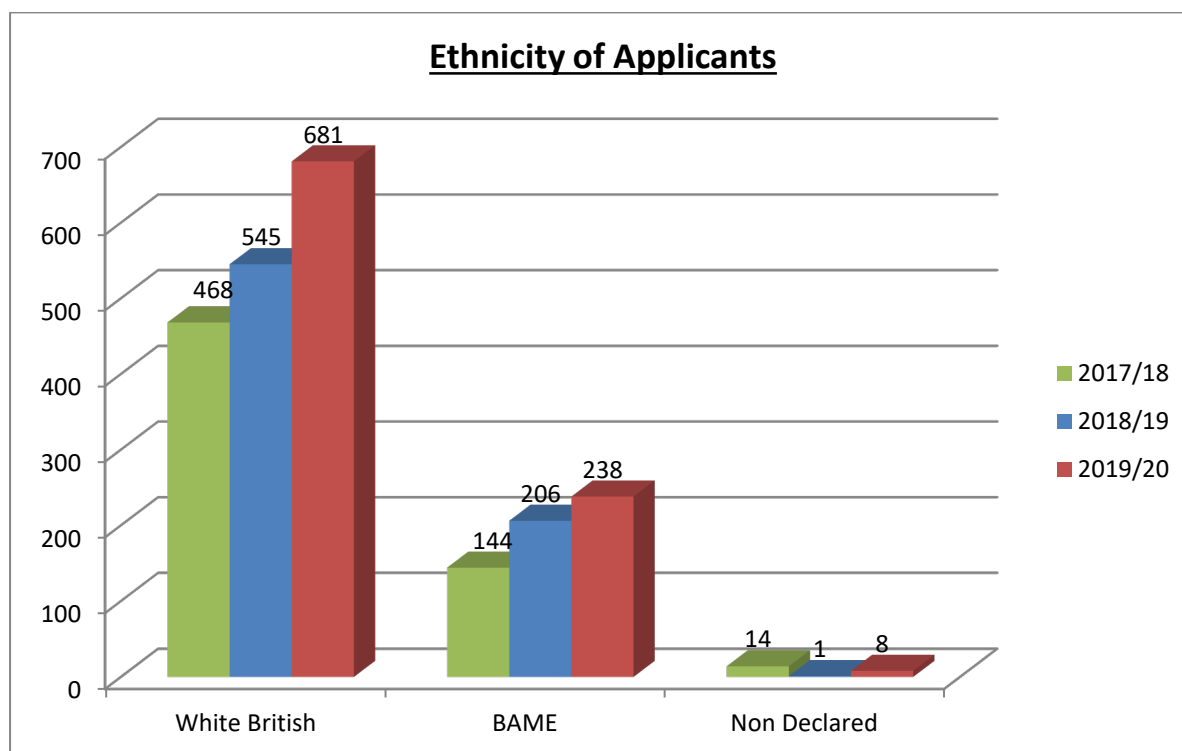
The average age of applicants has decreased for males and females. The overall age has continued to reduce when compared with the previous years, for all permanent and temporary jobs.

	2017/18	2018/19	2019/20
Male	38.95	35.94	33.86
Female	37.76	36.49	35.05
Overall	38.25	36.22	34.46

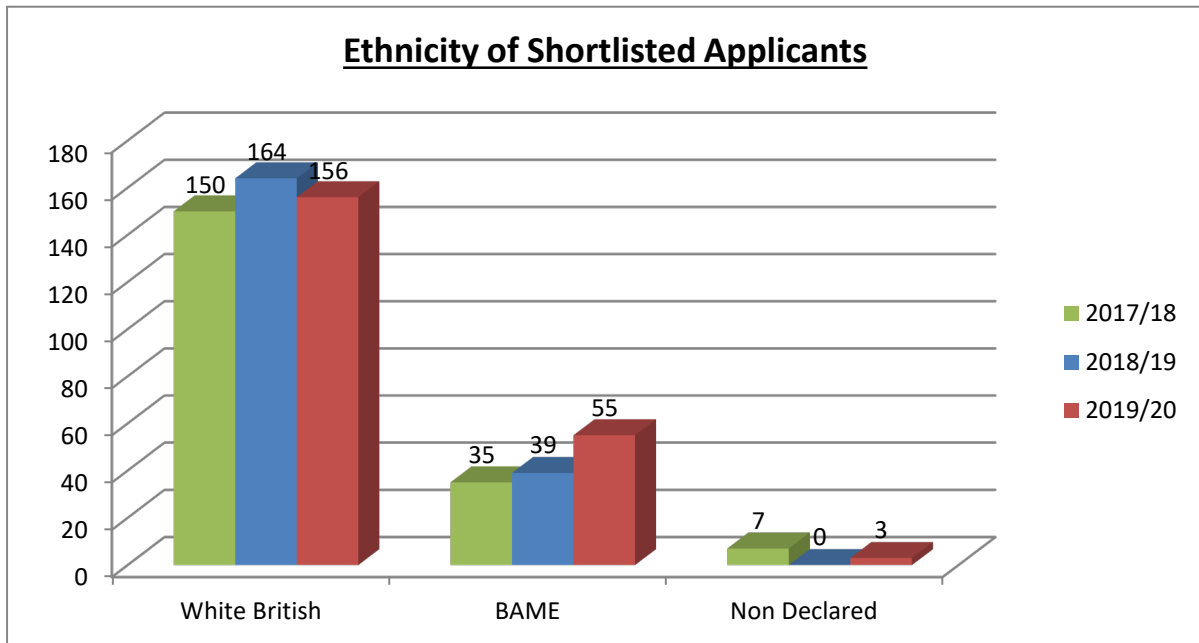
3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants by Black, Asian and Minority Ethnic (BAME) group during 2017/18, 2018/19 and 2019/20. Some key points to note are:

- A rise of 43.06% in 2018/19 and a further increase of 15.53% in 2019/20 in applications received from BAME applicants has resulted in an overall increase of 65.28% between 2017 and 2020.
- White British applicants accounted for; 73.46% during 2019/20, 72.47% during 2018/19 and 74.76% during 2017/18.
- BAME applications received accounted for 25.67% of all applications.

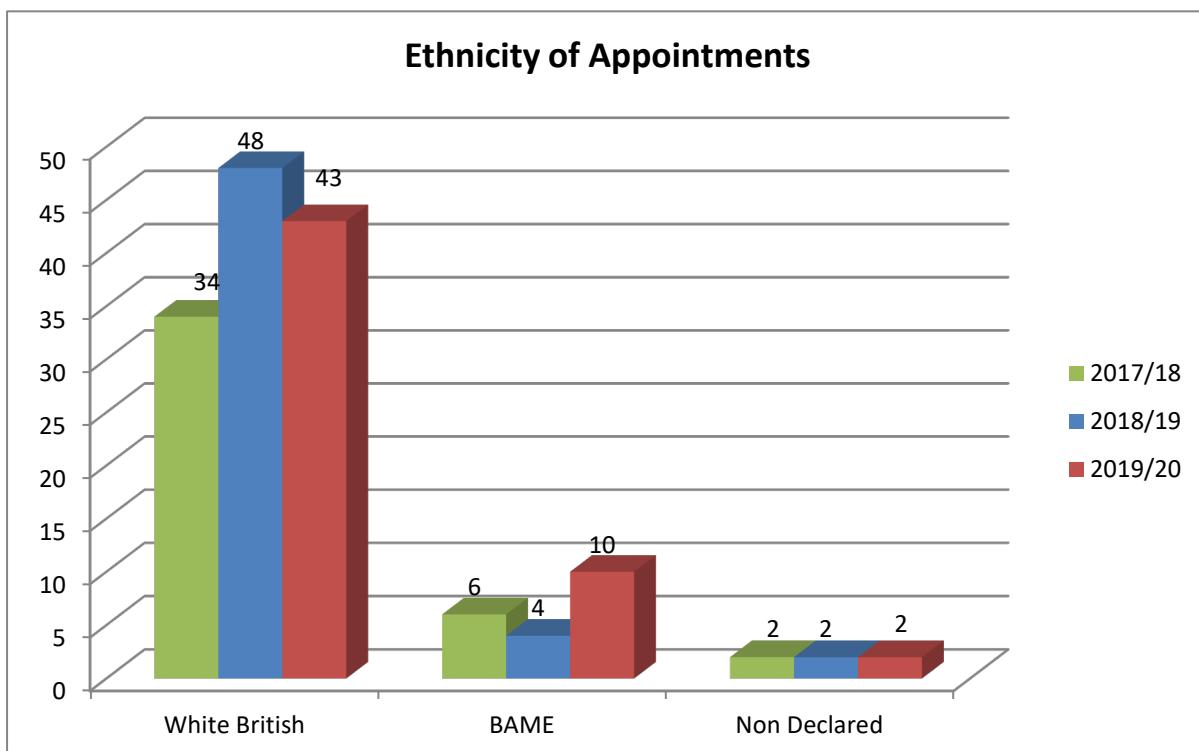


3.7 Shortlisted BAME Applicants



There were 55 BAME applicants shortlisted in 2019/20. The percentage of BAME applicants shortlisted has steadily increased over the past 3 years by 57.14% overall.

3.8 Appointed BAME Applicants



The comparison between the percentage of BAME applicants shortlisted and appointed is shown in the below table.

Year	Applicants	Shortlisted	Appointed
2017/18	22.71%	18.23%	14.29%
2018/19	27.39%	19.21%	7.41%
2019/20	25.67%	23.11%	18.18%

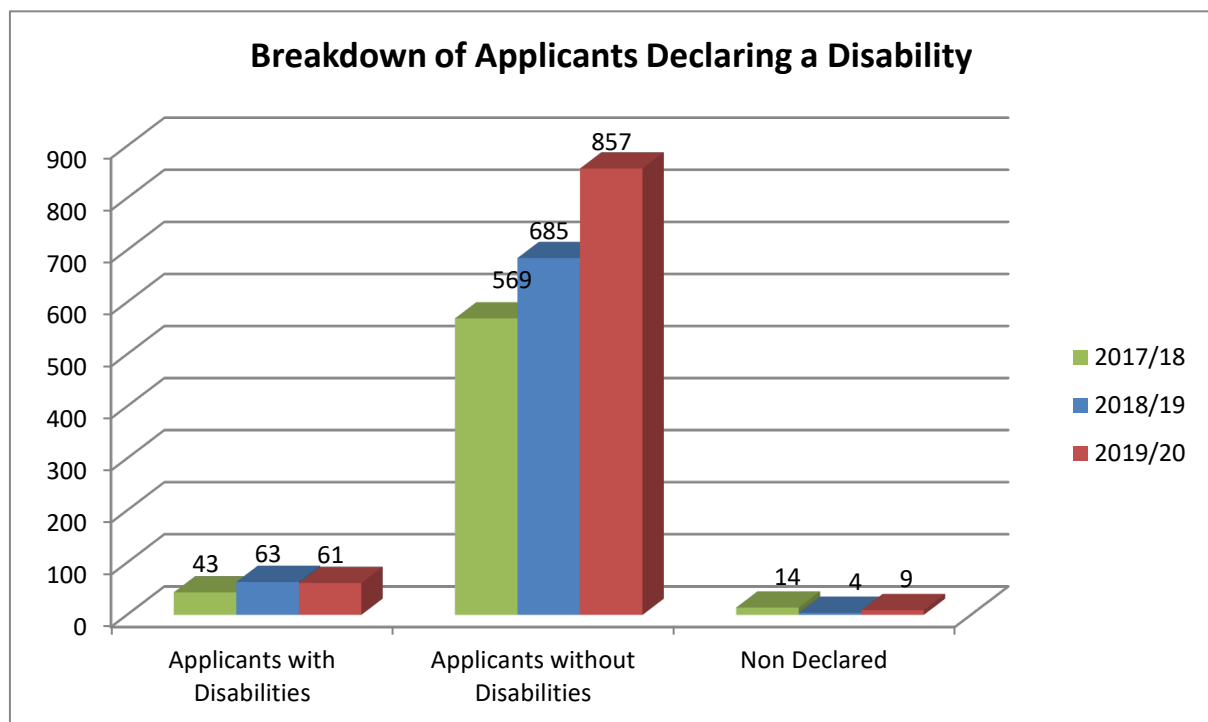
3.9 Disability and Recruitment

The Council is committed to providing equality of opportunity to all applicants, including those with disabilities. Applicants with disabilities who meet the essential criteria of a role are automatically invited for interview. This is supported and promoted by the Council’s Disability Confident Status.

People with disabilities are actively supported and assisted on appointment through the provision of equipment or other reasonable adjustments where necessary and by reviewing working practices to ensure that everyone has the opportunity to be successful during their time with the Council.

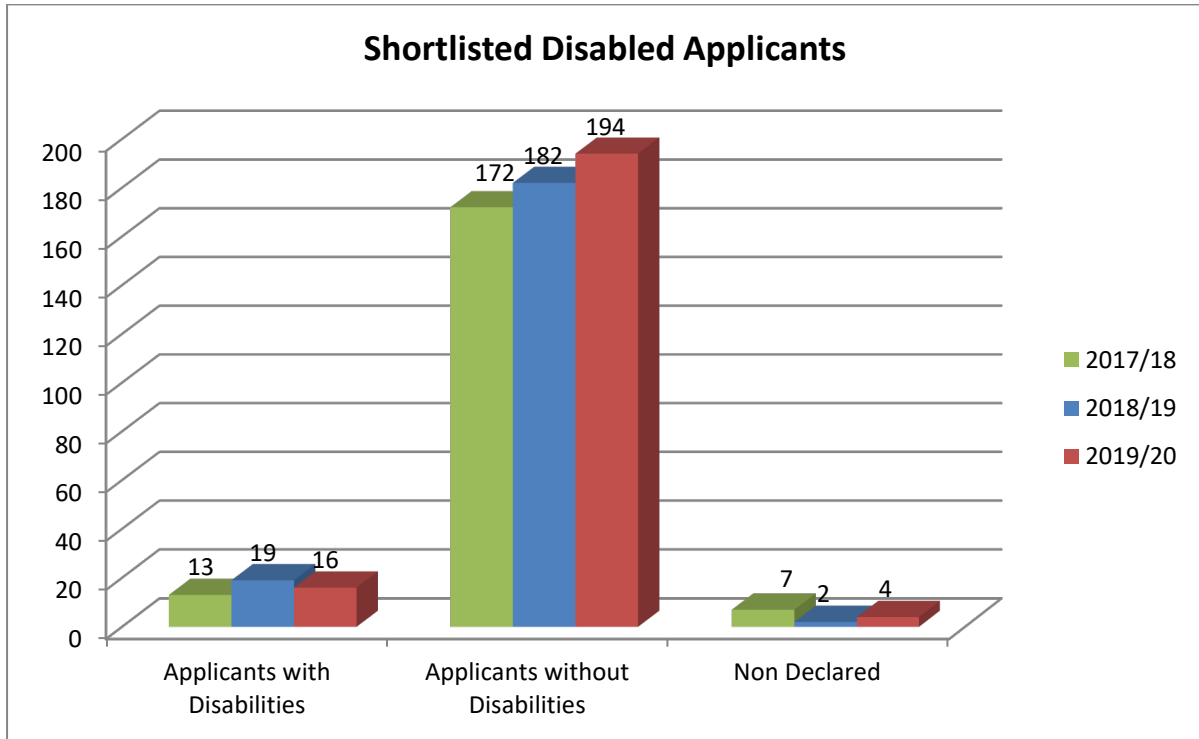
3.10 Applicants with Disabilities

The Council received 61 applications from people with disabilities. This is an overall increase of 41.86% since 2017/18.

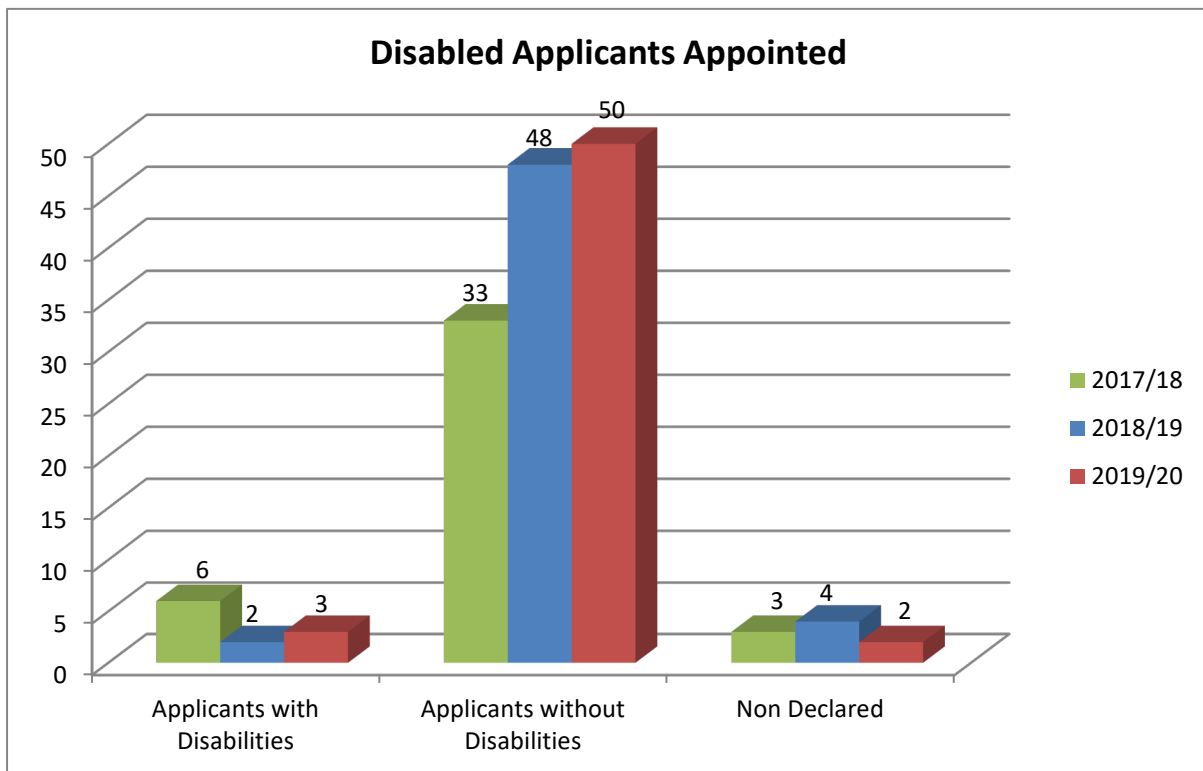


3.11 Shortlisted Applicants with Disabilities

2019/20 shows the number of shortlisted applicants with disabilities has decreased by 15.79% but increased overall since 2017/18 by 23.08%



3.12 Appointed Applicants with Disabilities



3.13 Internal Promotions

This section captures the work undertaken to provide employees with career progression opportunities at Broxtowe Borough Council. Promotions fall under two categories; the employee's post has been re-graded to a higher grade representing they have taken on additional responsibility or by moving into a different position where the grade is higher.

	2019/20
Post has been re-graded	7
Appointed to higher graded post	13
Total	20

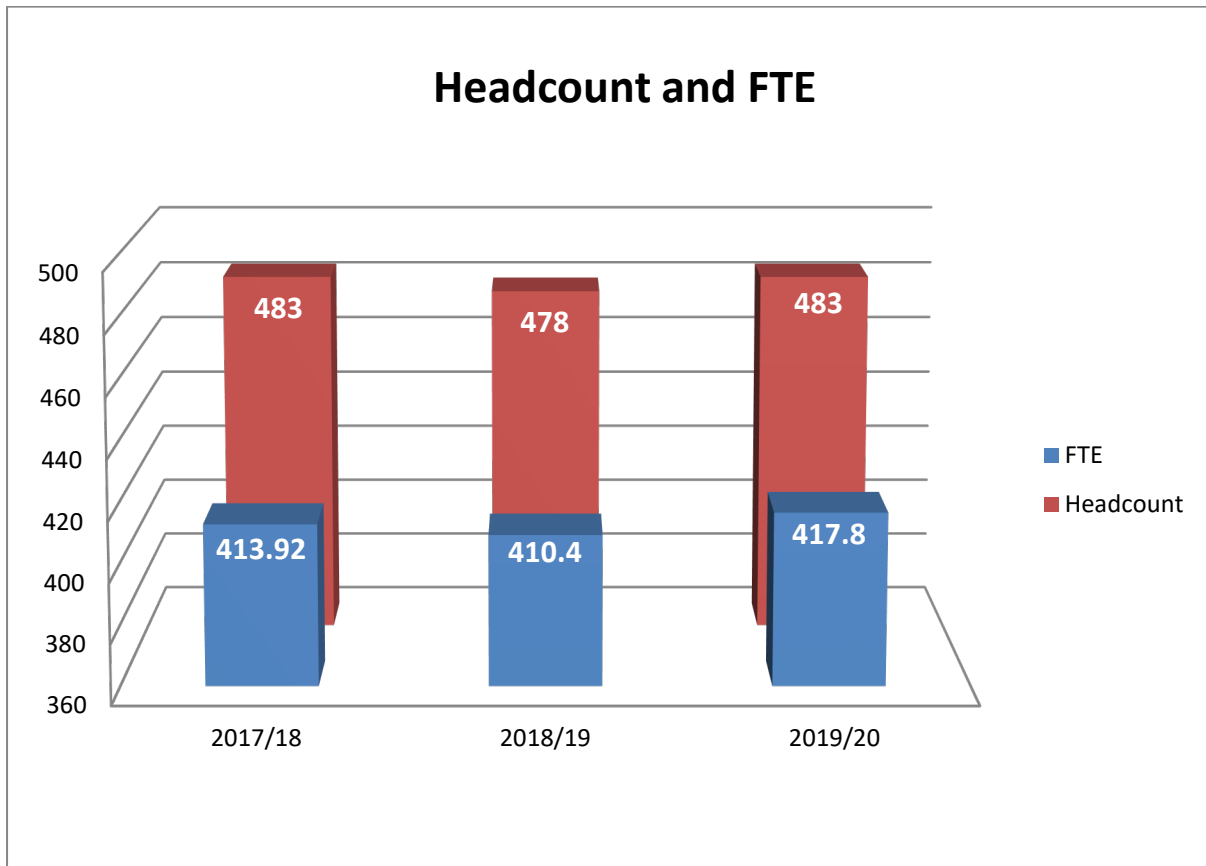
4. OUR WORKFORCE

4.1 Introduction

This section of the report aims to identify the current make up of our workforce and will provide statistics that can be analysed and used to identify trends.

4.2 Establishment Levels

The following chart shows the Full Time Equivalent (FTE) and headcount of employees of the Council for the last three years as at 31 March 2020.



4.3 Ethnicity

During 2019/20, 7.80% of the workforce was from a BAME background, based on the 456 employees who submitted a response. This was an increase of 1.36% since 2018/19. Below is a snapshot of the ethnic diversity of our workforce which includes those employees who have declined to state their ethnic origin.

Ethnicity	2017/18	2018/19	2019/20
Any other ethnic group	2	1	1
Asian - Other	0	0	0
Bangladeshi	1	1	1
Black or British African	2	2	2
Black or British Any Other	0	0	0
Black or British Caribbean	3	3	3
Chinese	1	1	1
Indian	5	5	4
Mixed - Other	1	1	1
Mixed - W/B Caribbean	2	2	7
Mixed - White/Asian	2	2	3
Pakistani	6	7	6
Undeclared	32	28	27
White - British	420	421	423
White - Irish	0	0	0
White Other	6	4	4
Grand Total	483	478	483

At 31 March 2020, the Council had 483 employees of which 423 (87.58%) declared themselves to be White British, 33 (6.83%) employees declared a BAME background and a further 27 employees (5.59%) did not submit or disclose their ethnicity.

The workforce BAME, based on those that submitted a response, is slightly less than the borough's BAME background which was 7.82% in the 2011 census.

4.4 Ethnicity of Workforce - Breakdown

Ethnic Origin	Gender	Full Time	%	Part Time	%	Grand Total	%
Any other ethnic group	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	1	0.68%	1	0.21%
Bangladeshi	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.30%	0	0.00%	1	0.21%
Black or British African	F	0	0.00%	1	0.68%	1	0.21%
	M	1	0.31%	0	0.00%	1	0.21%
Black or British Any Other	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	0	0.00%	0	0.00%
Black or British Caribbean	F	1	0.30%	0	0.00%	1	0.21%
	M	2	0.59%	0	0.00%	2	0.41%
Chinese	F	1	0.30%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	1	0.30%	0	0.00%	1	0.21%
	M	3	0.89%	1	0.00%	3	0.62%
Mixed - Other	F	1	0.30%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	3	0.89%	2	1.37%	5	1.04%
	M	2	0.59%	0	0.00%	2	0.41%
Mixed - White/Asian	F	1	0.30%	0	0.00%	1	0.21%
	M	2	0.59%	0	0.00%	2	0.41%
Pakistani	F	0	0.00%	2	1.37%	2	0.41%
	M	3	0.89%	1	0.68%	4	0.83%
White - British	F	108	32.05%	111	76.03%	219	45.34%
	M	184	54.60%	20	13.70%	204	42.24%
White - Irish	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	0	0.00%	0	0.00%
White Other	F	2	0.59%	2	1.37%	4	0.83%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	3	0.89%	5	3.42%	8	1.66%
	M	18	5.34%	1	0.68%	19	3.93%
Grand Total		337	100%	146	100%	483	100%

4.5 Employees with Disabilities

	2017/18		2018/19		2019/20	
	No.	%	No.	%	No.	%
Employees with Disabilities	31	6.42%	30	6.28%	29	6.00%
Employees without Disabilities	406	84.06%	405	84.73%	415	85.92%
Non-Declared	46	9.52%	43	9.00%	39	8.07%
Total	483		478		483	

The Council offers on-going support to employees who may, either on a short or long term basis, need support whilst at work. The Council also seeks guidance through an independent occupational health service which enables medical advice to be obtained regarding any reasonable adjustment or other action which helps employees to remain at work.

The 2011 census didn't report on disability, rather it reported information based on limitations. Its 3 categories were: Limited a lot, limited a little and not limited. The data showed that 8.7% of residents of working age in the borough declared themselves as having their day to day activities limited a lot.

4.6 Employees average length of service

	2017/18 Years	2018/19 Years	2019/20 Years
Employees with Disabilities	13.61	14.27	14.84
Employees without Disabilities	11.44	11.11	10.81
Non-Declared	18.07	16.87	18.54
Total	14.37	11.82	11.68

The average service length for those who have disabilities has increased on the previous year and the overall average length is approximately 37.28% longer for those employees, compared with those who do not have a disability. This is a good indicator of the systems and support the Council has in place for this group of employees.

4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2019 by service length:

Years	Gender	Total	%
0-4	F	70	14.49%
	M	81	16.77%
5-9	F	38	7.87%
	M	47	9.73%
10-14	F	51	10.56%
	M	38	7.87%
15-19	F	42	8.70%
	M	35	7.25%
20-24	F	12	2.48%
	M	17	3.52%
25-29	F	16	3.31%
	M	8	1.66%
30-34	F	12	2.48%
	M	8	1.66%
35-39	F	2	0.41%
	M	0	0.00%
40-44	F	1	0.21%
	M	4	0.83%
45+	F	0	0.21%
	M	1	0.00%
Grand Total		483	100%

The average length of service for employees is:

	2017/18	2018/19	2019/20
Female Full Time	11.30	10.53	10.38
Female Part Time	14.96	14.84	14.11
Male Full Time	11.78	11.34	11.39
Male Part Time	5.40	7.12	8.28

4.8 Age Ranges

The following table shows a breakdown of our workforce by Age Ranges of Full Time and Part Time Employees (This includes temporary employees):

Age Range	Gender	FT-PT	Total
16-19	F	FT	0
		PT	0
	M	FT	0
		PT	0
20-29	F	FT	18
		PT	1
	M	FT	18
		PT	2
30-39	F	FT	23
		PT	21
	M	FT	46
		PT	6
40-49	F	FT	35
		PT	28
	M	FT	52
		PT	2
50-59	F	FT	33
		PT	55
	M	FT	71
		PT	5
60-64	F	FT	10
		PT	14
	M	FT	26
		PT	5
65-69	F	FT	2
		PT	4
	M	FT	2
		PT	1
70+	F	FT	0
		PT	0
	M	FT	1
		PT	2
Grand Total			483

This data in comparison to other authorities shows Broxtowe Borough Council have an older workforce. 46.5% of staff at Gedling Borough Council are aged 50+ but this percentage at Broxtowe Borough Council is 47.8%.

4.9 Breakdown of Reasons for Leaving by Age and Gender (Permanent and Temporary Employees)

Reason for Leaving	Female 16-19	20-29	30-39	40-49	50-59	60-64	65-69	70+	Female Total	Male 16-19	20-29	30-39	40-49	50-59	60-64	65-69	70+	Male Total	Grand Total
Career Change				2					2			2						2	4
Career Progression LA		2		1					3					1				1	4
Career Progression Other			1		1	1			3		2							2	5
Death in Service									0									0	0
Dismissal – Attendance Management									0									0	0
Dismissal – Capability									0									0	0
Dismissal – Gross Misconduct					1				1									0	1
Dismissal - Probation									0									0	0
Dismissal - Other									0									0	0
Maternity – Not Returned									0									0	0
Not Known		1			2				3	1		1	2	1				5	8
Personal Reasons			1		2				3				1	4	1			6	9
Redundancy - Compulsory									0									0	0
Redundancy - Voluntary				1	1	2	1		5					1				1	6
Relocation									0									0	0
Early Retirement					1	2			3						2			2	5
Retirement – Age 65 & Over							1		1							2		2	3
<i>Temp. Contract Ended*</i>			2	3	1				6					1		1		2	8
Grand Total	0	3	4	7	9	5	2	0	30	1	2	3	3	8	3	3	0	23	53

*Not included in turnover figure

4.10 Grade Profile of Workforce

Grade	FT		Total	PT		Total	Grand Total
	F	M		F	M		
G2	2	3	5	24	9	33	38
G3	4	30	34	9	1	10	44
G4	21	42	63	31	5	36	99
G5	34	32	66	33	3	36	102
G6	12	23	35	6	2	8	43
G7	10	28	38	8	3	11	49
G8	8	15	23	1	0	1	24
G9	3	6	9	5	0	5	14
G10	11	8	19	2	0	2	21
G11	4	7	11	2	0	2	13
G12	5	6	11	1	0	1	12
G13	2	3	5	0	0	0	5
G14	1	4	5	0	0	0	5
G15	2	1	3	0	0	0	3
Head of Service	1	6	7	1	0	1	8
Chief Officer	0	1	1	0	0	0	1
Deputy Chief Exec.	0	1	1	0	0	0	1
Chief Executive	1	0	1	0	0	0	1
Grand Total	121	216	337	123	23	146	483

4.11 Workforce Profile Starters (Permanent and Temporary)

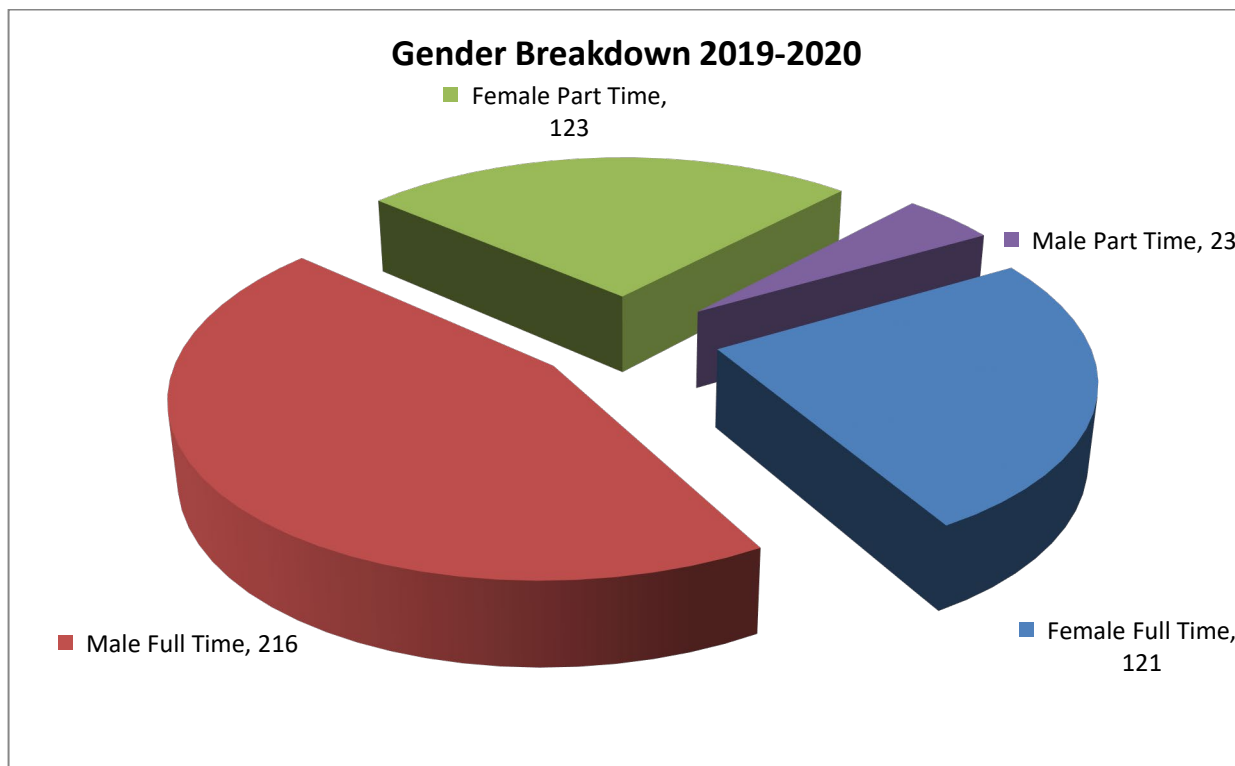
Age Range	Gender	FT	PT	Total
16-19	F	0	0	0
	M	0	0	0
20-29	F	5	0	5
	M	4	0	4
30-39	F	6	8	14
	M	8	1	9
40-49	F	5	1	6
	M	2	1	3
50-59	F	5	0	5
	M	5	1	6
60-64	F	1	1	2
	M	1	0	1
Grand Total		42	13	55

4.12 Gender

This section provides information on the gender breakdown of our employees and can be used to ensure that our commitment to equality is maintained.

	2017/18		2018/19		2019/20	
Female Full Time	109	22.57%	114	23.85%	121	25.05%
Male Full Time	220	45.55%	212	44.35%	216	44.72%
Female Part Time	130	26.92%	125	26.15%	123	25.47%
Male Part Time	24	4.96%	27	5.65%	23	4.76%
Total	483		478		483	

Broxtowe's commitment to equality in the recruitment of staff is emphasised in the gender split of the current workforce. Broxtowe employed 244 females and 239 males as at 31 March 2020. The chart below shows the gender breakdown in diagrammatic form.



4.13 Job Evaluation

Job evaluation is a means of determining the relative values of jobs within an organisation, so that all posts are graded appropriately to their duties and responsibilities. The Council's JE processes provide a systematic and consistent approach to defining the relative worth of jobs. It also enables a rank order to be developed according to the complexities of tasks, duties and responsibilities undertaken by post holders.

Following implementation of its Single Status programme in March 2011, the Council has continued to maintain a robust approach to the evaluation of posts at all levels across the organisation which ultimately demonstrates non-discriminatory pay practices.

During 2019/20, 36 jobs were evaluated (7 of which were appeals), which covered 22 different job groups. The outcomes of those evaluations are shown in the table below:

Job Evaluation Outcome	Number of posts
JE points score increase resulting in no change in grade of post	10
JE points score increase resulting in grade increase of post	15
JE points score unchanged	1
JE points score decrease resulting in no change in grade of post	0
JE points score decrease resulting in decrease in grade of post	2
Number of new posts evaluated	8
Total posts evaluated	36

4.14 Gender Pay Gap

The Council's Job Evaluation scheme provides equal pay for work of equal value so no inequality in pay exists.

The Council has a commitment to calculate and publish its gender pay gap each year and it does this through its Pay Policy and within the annual Workforce Profile. The gender pay gap is the difference between men's and women's earnings as a percentage of men's earnings.

Whilst Broxtowe has produced its gender pay gap annually for many years it became mandatory to do so in 2017 within the scope of a fixed set of guidelines laid down by government. These are not dissimilar to the way Broxtowe has calculated the figures previously, using annual full time equivalent salary, except that the new regulations use the hourly rate of pay including certain regular allowances. It is also a requirement to report the proportion of males and females in each quartile pay band.

An analysis of the current gender pay gap levels at Broxtowe (as at 31 March 2020) using both the mean and median calculations are as follows:

<u>Mean Calculation*</u>		<u>Median Calculation*</u>	
<u>All Employees</u>		<u>All Employees</u>	
Mean Male Hourly Rate	12.9102	Median Male Hourly Rate	11.0564
Mean Female Hourly Rate	12.2775	Median Female Hourly Rate	11.0564
Gender Pay Gap	4.90%	Gender Pay Gap	0.00%
<u>Full Time Employees</u>		<u>Full Time Employees</u>	
Mean Male Hourly Rate	13.1796	Median Male Hourly Rate	11.3135
Mean Female Hourly Rate	13.4693	Median Female Hourly Rate	11.5354
Gender Pay Gap	-2.20%	Gender Pay Gap	-1.96%
<u>Part Time Employees</u>		<u>Part Time Employees</u>	
Mean Male Hourly Rate	10.3798	Median Male Hourly Rate	9.7052
Mean Female Hourly Rate	11.1342	Median Female Hourly Rate	11.0564
Gender Pay Gap	-7.27%	Gender Pay Gap	-13.92%

Calculated as the average difference between male and female earnings as a percentage of male earnings.

*The mean calculation is the average figure and the median calculation is the middle number in a range.

Rushcliffe Borough Council reported their mean gender pay gap to be 1.00%, whilst Gedling Borough Council reported a mean gender pay gap of 2.50%. The median gender pay gap for Gedling Borough Council was 0.00% and -1.41% for Rushcliffe Borough Council.

In 2017/18 Broxtowe Borough Council reported a Gender Pay Gap of 7.92%. This improved in 2018/19 to 6.53% and has improved again to 4.90% in 2019/20.

5. EMPLOYMENT ISSUES

Broxtowe Borough Council is strongly committed to the equal and fair implementation of its people policies and procedures.

5.1 Disciplinary, Grievance, Capability and Attendance Management

The following statistics are related to all disciplinary, grievances, attendance management and capability proceedings based upon the date upon which the incident took place.

5.2 Disciplinary

	Gender	2017/18	2018/19	2019/20
Informal Warning	F	0	N/A*	N/A*
	M	2	N/A*	N/A*
Suspended	F	1	0	0
	M	6	2	3
Number of working days suspended	F	77	0	0
	M	502	103	36
First Formal Warning	F	0	1	1
	M	5	1	1
Final Formal Warning	F	1	0	2
	M	0	1	1
Dismissed (Gross misconduct, Summary Dismissal)	F	0	0	1
	M	1	3	0
Resigned during investigation	F	0	0	0
	M	0	0	0

**From November 2017 the council stopped informal warnings as part of the disciplinary process.*

5.3 Grievances

The level of grievances received during 2019/20 increased by 28.51% from 2018/19 but have decreased by 43.8% since 2017/18.

	2017/18	2018/19	2019/20
Female	5	2	3
Male	10	4	6
Collective	1	1	0
Total	16	7	9

5.4 Capability Policy and Procedure

The table below indicates the stages of support employees have received:

	Gender	2017/18	2018/19	2019/20
Stage 1	F	0	1	0
	M	1	0	0
Stage 2	F	0	0	0
	M	0	0	0
Stage 3	F	0	0	0
	M	1	0	0
Dismissal	F	0	0	0
	M	0	0	0
Total		2	1	0

5.5 Attendance Management Policy and Procedure

The Council has a wide range of measures to support employees who are absent from work through sickness. This includes a robust Attendance Management Policy, as well as support from an external occupational health provider and a free Employee Assistance Programme. The table below highlights the stages of the policy at which employees were supported within the framework.

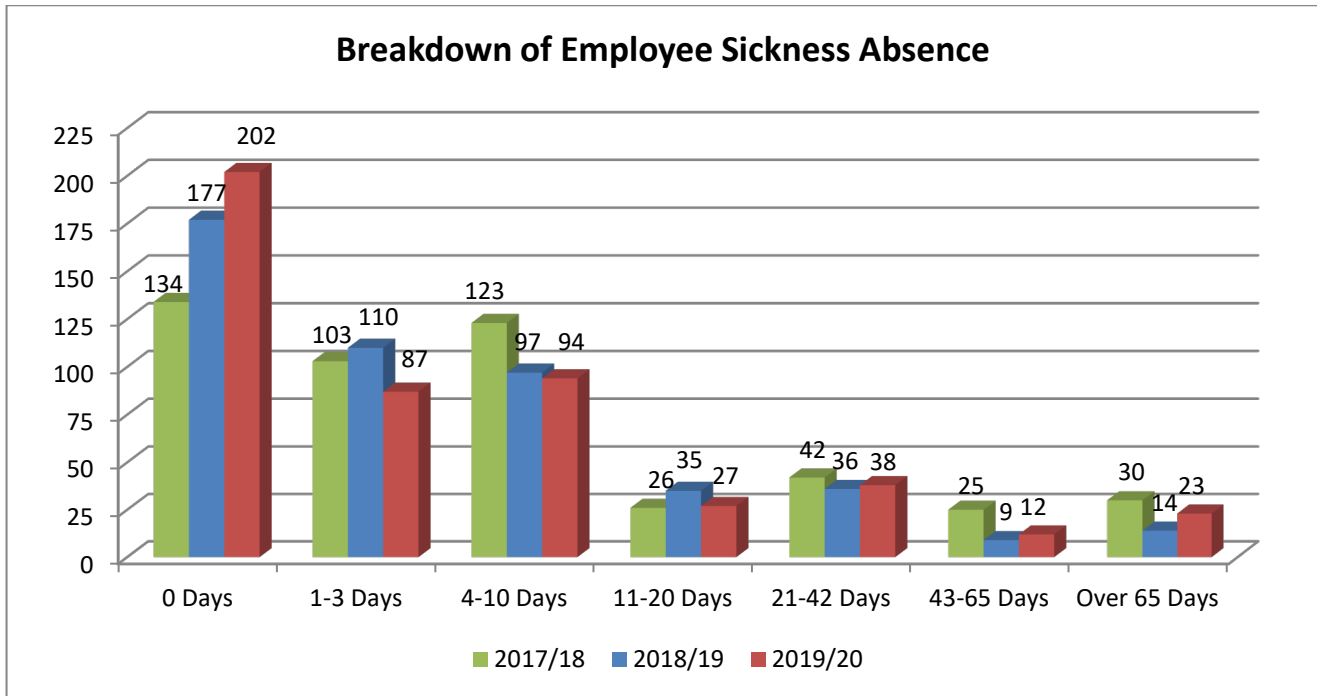
	Gender	2017/18	2018/19	2019/20
Stage 1	F	19	17	15
	M	29	16	22
Stage 2	F	0	2	1
	M	5	2	2
Stage 3	F	0	0	0
	M	0	0	0
Stage 3 (Dismissal)	F	0	0	0
	M	1	1	0
Total		54	38	40

The Council also promotes employee wellbeing and attendance at work by the provision of initiatives including flu vaccinations, health surveillance programmes, hepatitis vaccinations, eye and eyesight tests, audiometry assessments and specialist health screening initiatives together with welfare support and advice. The council also offers confidential counselling and occupational health.

All absences are monitored and employees with longer term sickness are actively supported through return to work programmes.

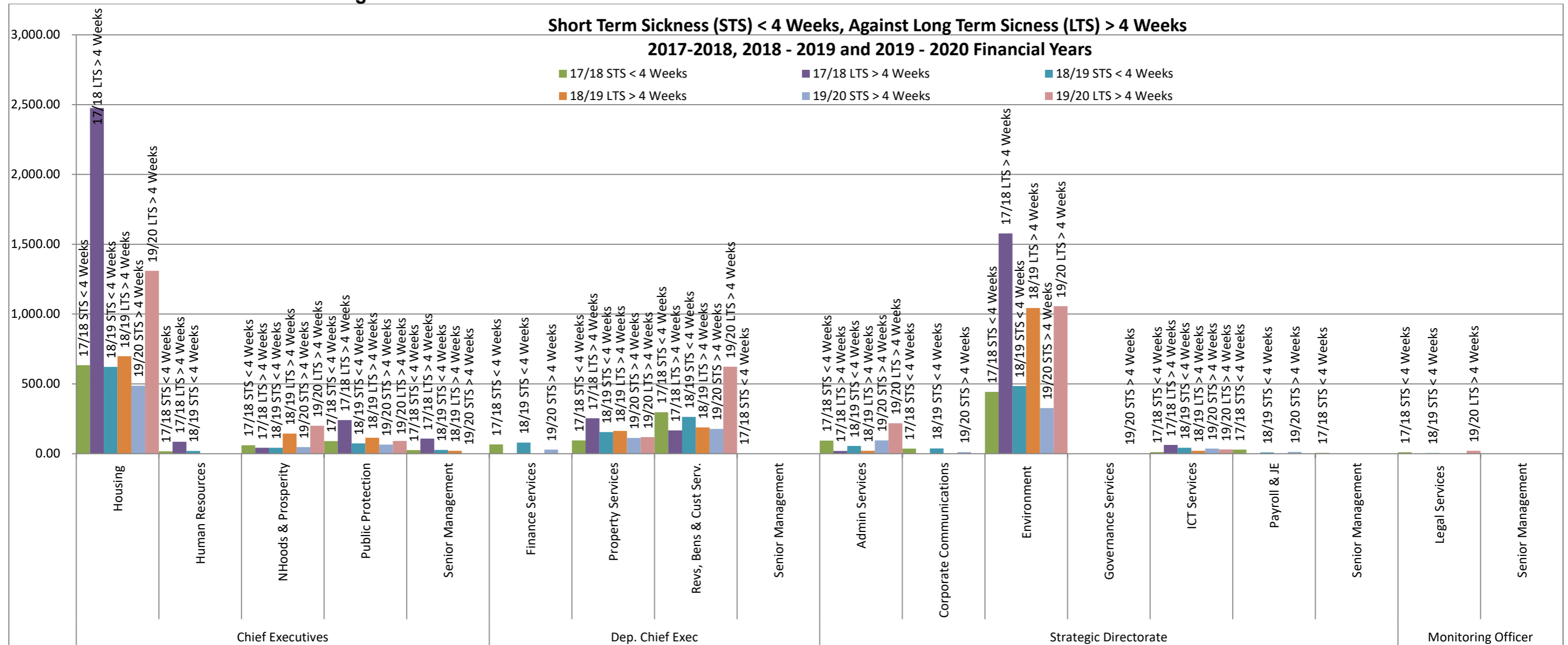
5.6 Breakdown of Employee Sickness Absence

The following chart shows the number of occasions of employee sickness absence by the total number of days of absence as of 31 March 2020.



Whilst the average level of sickness during 2019/20 was 10.88 days per employee, 41.82% of the workforce had no sickness absence at all, whereas 27.74% of employees had nil sickness in 2017/18 and 37.03% of employees had no sickness absence in 2018/19. This shows a steady increase in the number of employees having no sickness absence during each financial year, a positive trend. Another positive trend can be seen for short term sickness absence which is falling. However, the trend for long term sickness absence is less consistent as can be seen for the data illustrated above.

5.7 Breakdown of Short term and Long Term Sickness



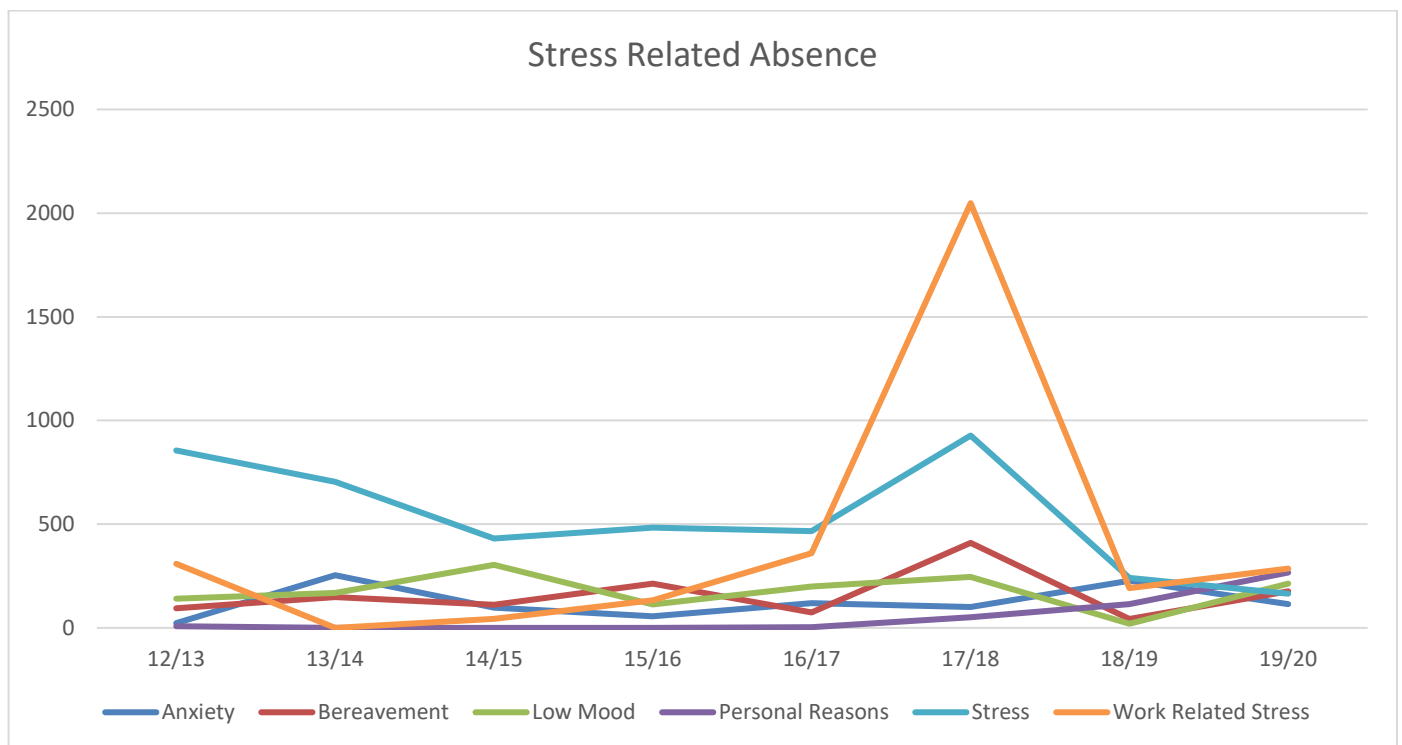
The above graph breaks down the sickness data into Short Term sickness (less than four weeks) and Long Term Sickness (more than 4 weeks) since the 1st April 2017 to the 31st March 2020.

5.8 Mental Health Related Sickness Absence

The below table shows the number of days Broxtowe Borough Council employees were absence due to stress related illness.

Year	Anxiety	Bereavement	Low Mood	Personal Reasons	Stress	Work Related Stress	Total
2012/13	23	95	141	8	855	309	1431
2013/14	254	149	169	0	705	0	1277
2014/15	97	112	304	0	431	43	987
2015/16	56	213	113	0	483.5	132.5	998
2016/17	119	74	200	3	466	360	1222
2017/18	101	410	246	52	927.5	2048	3784.5
2018/19	227	43	20	115	240.5	191	836.5
2019/20	114	176	213	267	165	286	1221

The council first started collecting data regarding mental health related sickness in April 2012. The graph below shows the level of absence due to mental health at Broxtowe Borough Council since 1 April 2012.



5.9 FTE Absence (Average sickness days per employee)

Year	Average
2019/20	10.88
2018/19	8.69
2017/18	13.64
2016/17	9.73
2015/16	9.39
2014/15	8.66
2013/14	7.94
2012/13	9.79
2011/12	6.89
2010/11	8.91

The average sick days per employee has risen 25.20% on the previous year.

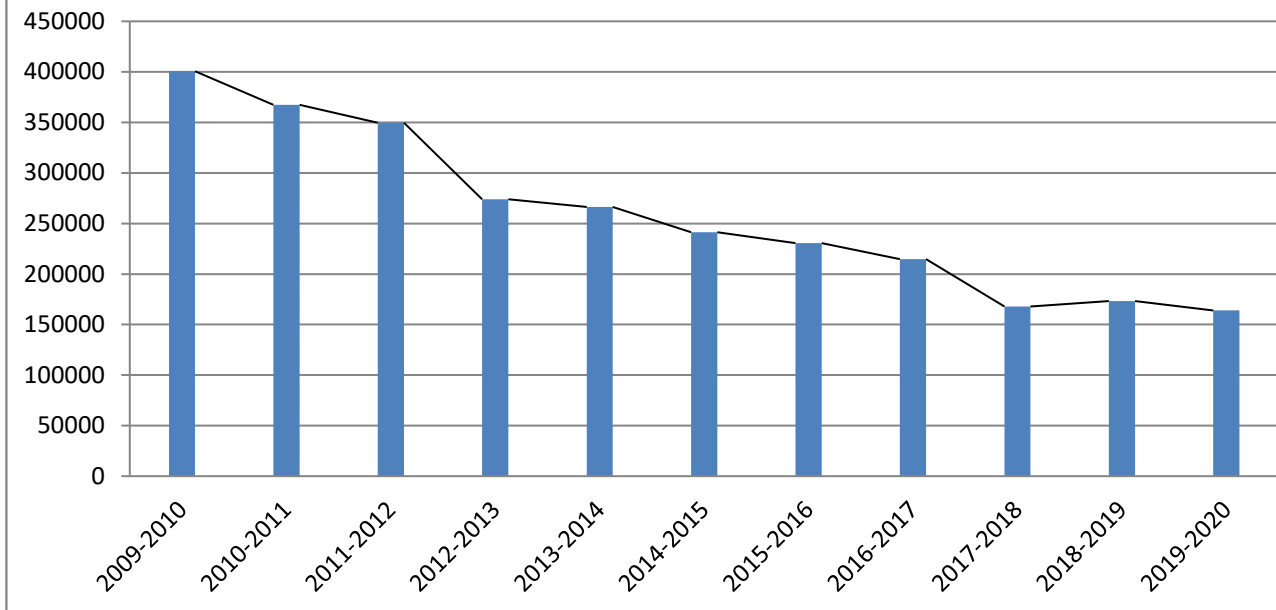
5.10 Business Mileage

Business mileage undertaken by employees in their own car. The table below shows the reductions in business mileage that have been achieved over the last 10 years. Only in the past year has mileage increased at Broxtowe. Within the last 10 years Broxtowe has implemented three major changes to the process and payment of business mileage;

- Mileage rate changed to 45p per mile (HMRC rate) from August 2013.
- VAT Receipt required when claiming mileage with effect from April 2014.
- Mileage claimed online via HR21 with effect from April 2018.

Year	Miles	% Reduction on previous year
2019/20	163929	5.95
2018/19	173679	-3.48
2017/18	167833	15.61
2016/17	198886	9.06
2015/16	218700	5.84
2014/15	232262	13.39
2013/14	268179	1.84
2012/13	273216	21.88
2011/12	349739	4.78
2010/11	367310	8.31
2009/10	400611	4.65

Council Business Miles Per Year

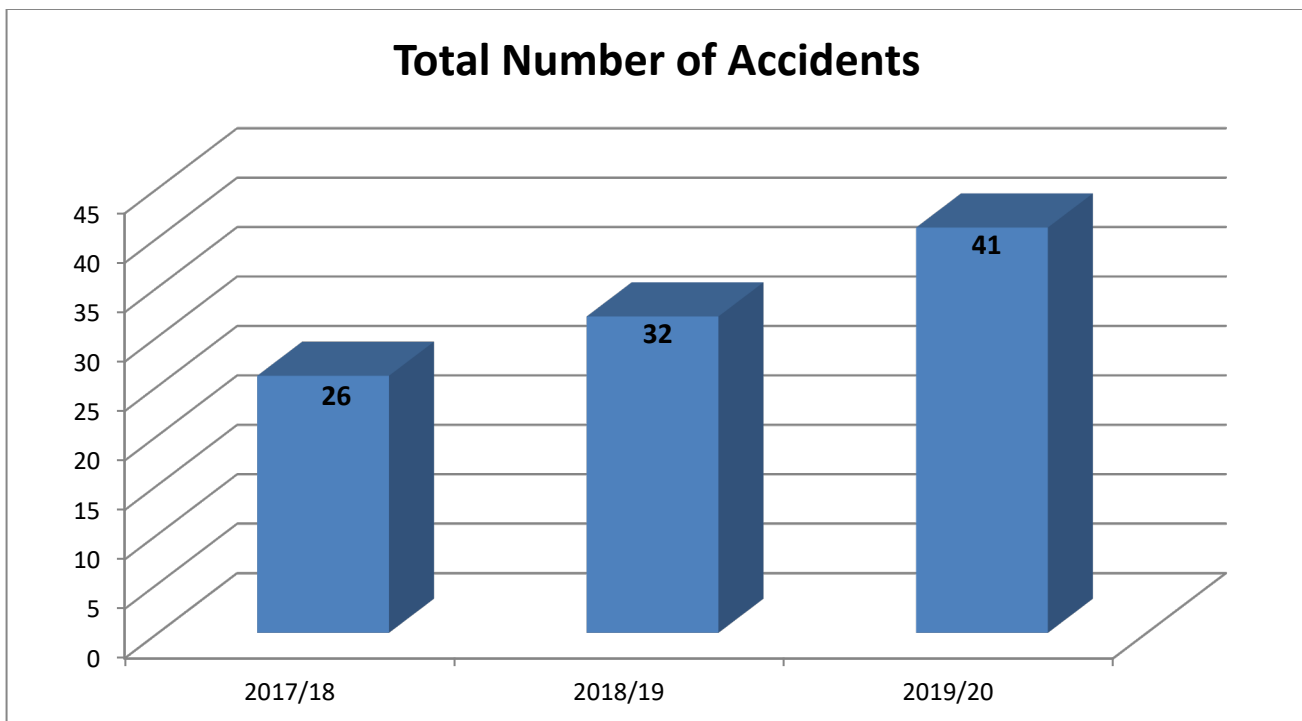


6. HEALTH AND SAFETY

This section provides an analysis of accident figures at the Council during 2019/20 and the preceding 2 years. The figures are for employees only and are split into RIDDOR and Non-RIDDOR accidents.

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Employers have legal duties under RIDDOR requiring them to report and record more serious work-related accidents and incidents. Depending on the type of incident, the report needs to be made within a maximum of 15 days.



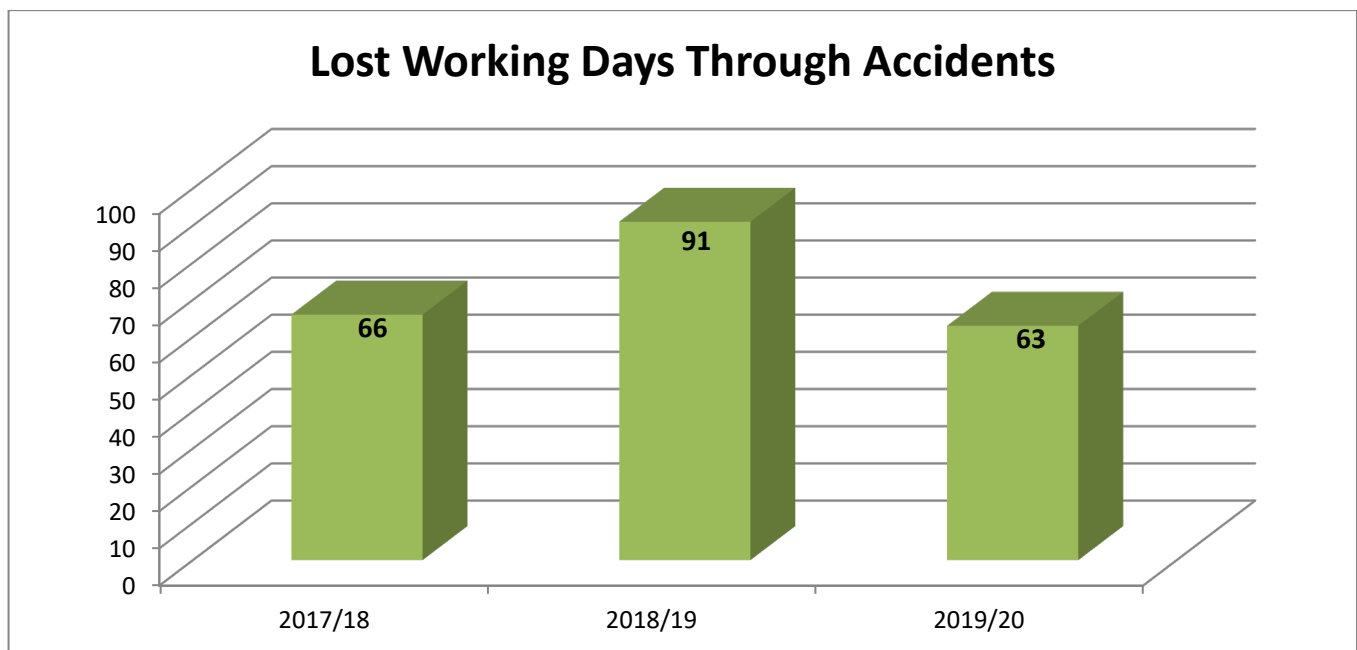
The total number of employee accidents during 2019/20 was 41. This was a 28.12% increase on the number of accidents since 2018/19.

During 2019/20, 2 (4.88%) out of the total number of accidents were classified as “RIDDOR” accidents. These are more serious accidents, which must be reported to the Health and Safety Executive (HSE), and are detailed in the following table.

6.1 RIDDOR Type of Accident

	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Total
2017/18					
Manual Handling		1			1
Slips, trips and falls				1	1
Striking a fixed object					0
Struck by a moving object					0
Other					0
Total	0	1	0	1	2
2018/19					
Manual Handling		1		1	2
Slips, trips and falls	1	1			2
Striking a fixed object					0
Struck by a moving object	1				1
Other	1				1
Total	3	2	0	1	6
2019/20					
Manual Handling					0
Slips, trips and falls			1	1	2
Striking a fixed object					0
Struck by a moving object					0
Other					0
Total	0	0	1	1	2

6.2 Lost Working Days through Accidents at Work



During 2019/20, 63 working days were lost from two employees suffering RIDDOR injuries compared with 91 days from six employees during 2018/19.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2019/20	63	2	31.5
2018/19	91	6	15.16
2017/18	66	2	33

7. CONCLUSIONS

In conclusion, this document has highlighted the profile of our Council as it stood at 31 March 2020.

For each section of the report a notable point has been highlighted below:

- **Achievements:** The average length of service was 37.28% longer for employees declaring themselves as having a disability.
- **Recruitment:** The percentage of applicants from a BAME background who were shortlisted has increased from 23.78% in 2018/19 to 35.26% in 2019/20.
- **Our Workforce:** The 2011 Census declared 7.82% of the borough's population were from a BAME background. Broxtowe's current BAME representation in the workforce, of those employees who have declared their ethnicity, is 7.80% which provides near parity.
- **Employment Issues:** While the number of average sick days per employee increased in 2019/20 by 2.19 days it is of note that the number of employees with no absence increased by 4.79% and made up 41.82% of the workforce.
- **Health & Safety:** The number of RIDDOR incidents reported in 2019/20 was two. This is a 66.67% decrease in comparison to last year.

If you have any questions or comments about this report, please contact the Payroll and Job Evaluation Division.

Obtaining alternative versions of this document

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