



Broxtowe
Borough
COUNCIL

APPENDIX

Workforce Profile

2020/21

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1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2020/21. 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 2021, employed 486 (by headcount) people across a number of sites within the borough.

The turnover for employees leaving the council in 2020/21 was 7.48%. This equated to 38 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 the 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 2020/21 was 13.71 years compared with 2019/20 where the average length of service was 14.84. This average was higher than employees without disabilities whose average length of service was 10.74 years in 2020/21.

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 30,000 e-learning modules have been completed by Broxtowe employees, Liberty Leisure employees and Members. Job roles are automatically assigned the mandatory training around areas such as information security, health and safety, the Code of Conduct, equality, safeguarding and prevent issues.

By March 2021, over 60 e-learning courses were available to employees and Members, with 3 new courses being launched during 2020/21. The new courses launched included Coronavirus, ICT Induction and DSE & Homeworking. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities assessment which is completed between manager and employee. By the closing date of the 31 March 2021, 72% of appraisals had been fully completed. This was a 4% drop on the previous year.

Work Experience

Whilst the Council is still committed to providing work experience placements to young people to gain employability skills, the COVID-19 pandemic didn't allow for any placements to be undertaken during 2020/21.

Employee Survey

During 2020/21 the Council was able to conduct an employee survey. The survey allowed employees to give their 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:

- I like my job and enjoy working at the Council.
- I am aware of my own training needs.
- I understand how my work contributes to the success of the organisation.
- I receive recognition from my manager when I do a job well.
- My manager is fair and honest.
- I understand how the Council's vision and values relate to the work I do.
- I am aware of the Council's values.
- I am aware of what means of support are available at / through work.
- I am able to balance my work and home life.

3. RECRUITMENT

3.1 Overview

Despite the challenging year, the Council continued to recruit to a wide range of jobs during 2020/21 of which temporary posts accounted for 18 of all positions advertised.

The following data has been obtained as part of our internal monitoring processes. It enables the levels of recruitment in 2020/21 and equality indicators to be determined, along with other comparative data such as the numbers of applicants compared with previous years. This provides insights including identifying trends. It also prompts appropriate action and help set realistic targets to monitor performance going forward.

3.2 Applicants and Candidates

During 2020/21 the Council received 894 applications for 96 advertised positions, of which 28 were re-advertised. There were 44 new starters appointed.

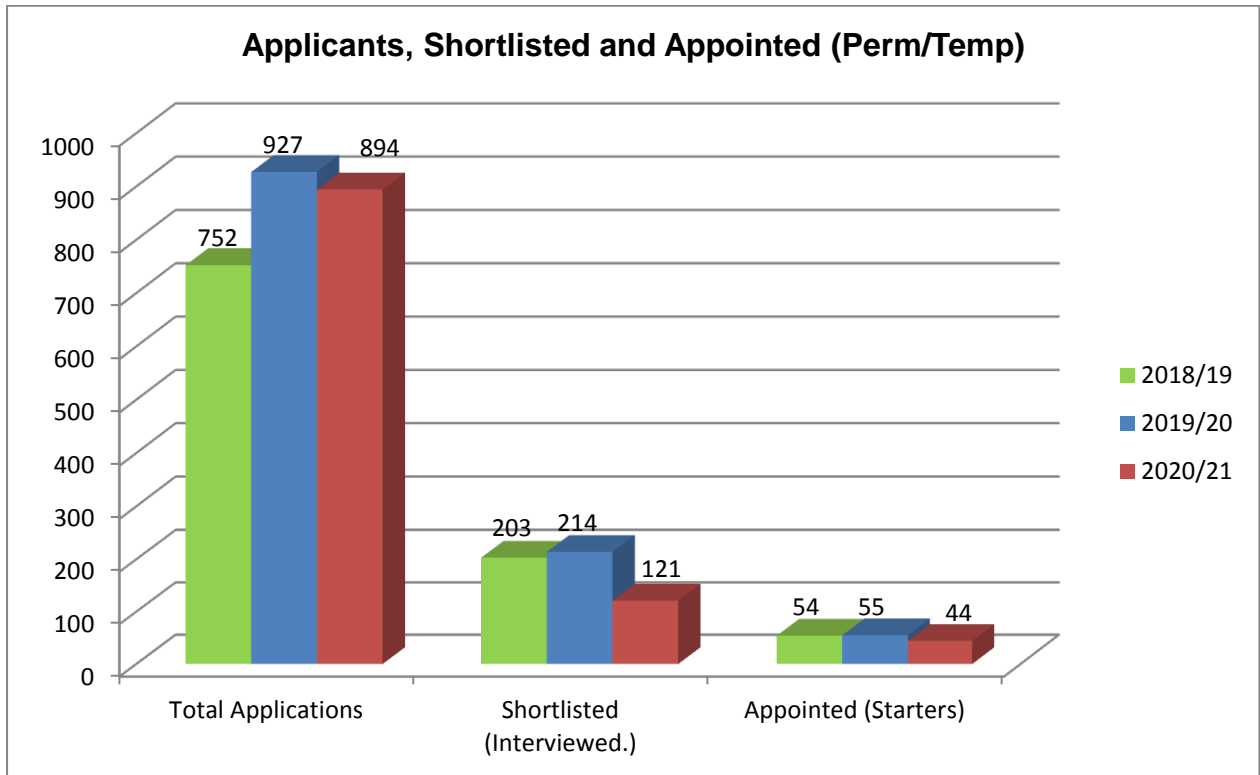
- There was a 3.56% decrease in the total number of applications received when compared with the number of applications received in 2019/20.
- There were 9.31 applications for every vacancy in 2020/21 with 9.76 applications for every vacancy in 2019/20 and 6.02 applications in 2018/19.
- Of the 96 jobs advertised 18 (18.75%) were for temporary positions.

3.3 Total Applications Received

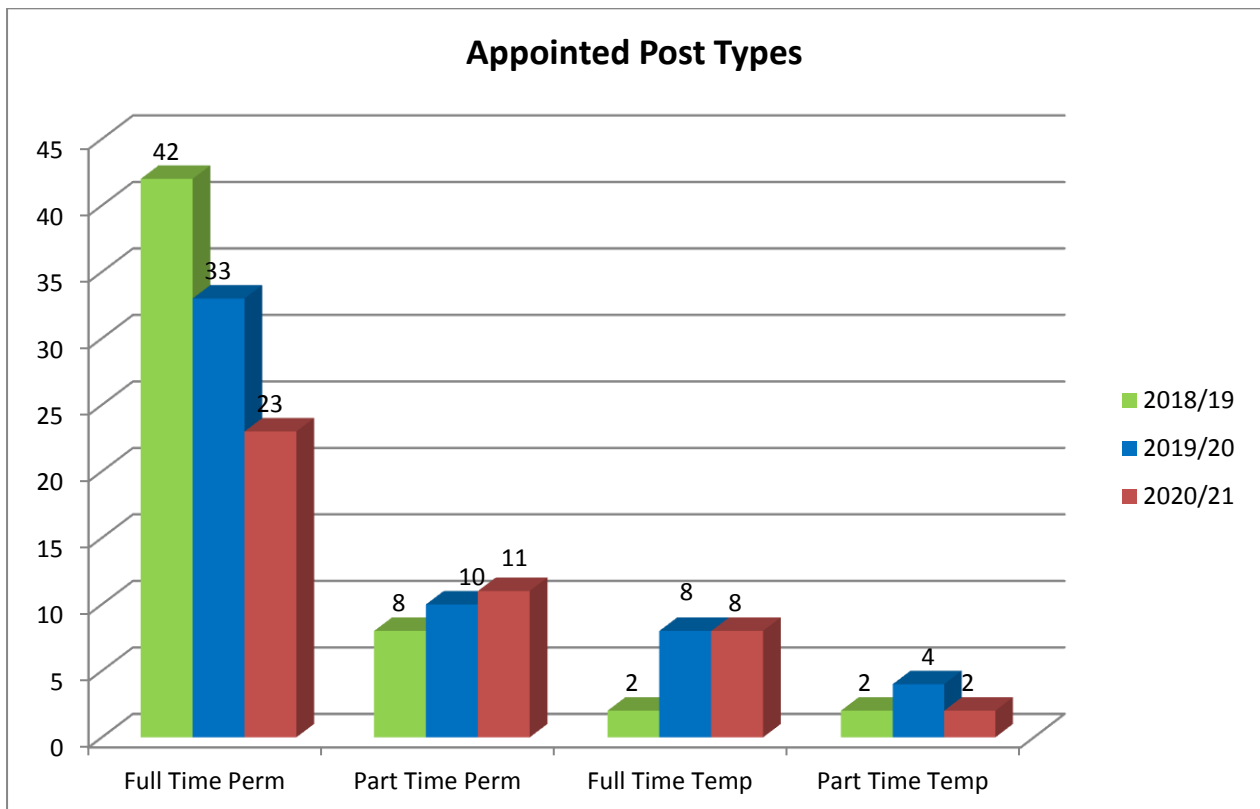
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2018/19		2019/20		2020/21	
Online Applications	727	96.68%	920	99.24%	891	99.66%
Paper Applications	25	3.32%	7	0.76%	3	0.34%
Total Applications	752		927		894	

3.4 Overview of Recruitment Process Levels



The following table provides a breakdown of the type of post appointed to during 2020/21.



3.5 Average Age of Applicants

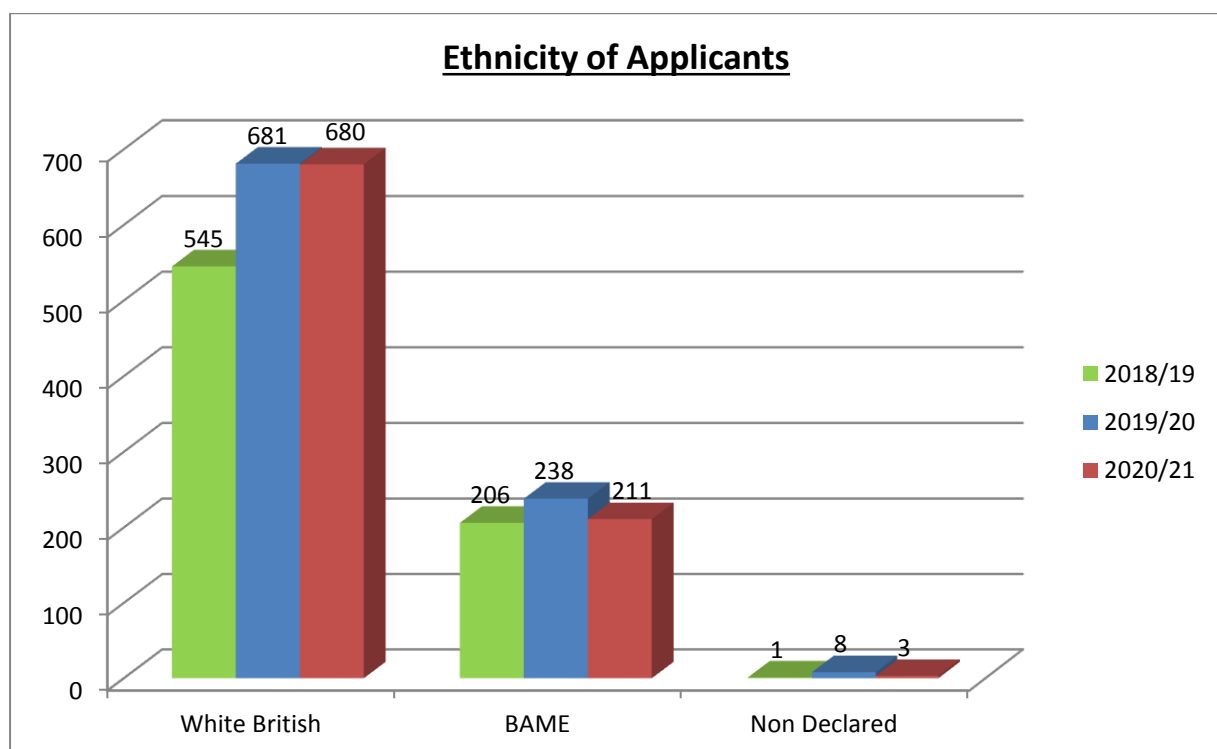
The average age of applicants has decreased for males and females. The overall age has continued to reduce when compared with the previous years, for all permanent and temporary jobs.

	2018/19	2019/20	2020/21
Male	35.94	33.86	33.46
Female	36.49	35.05	34.43
Overall	36.22	34.46	33.95

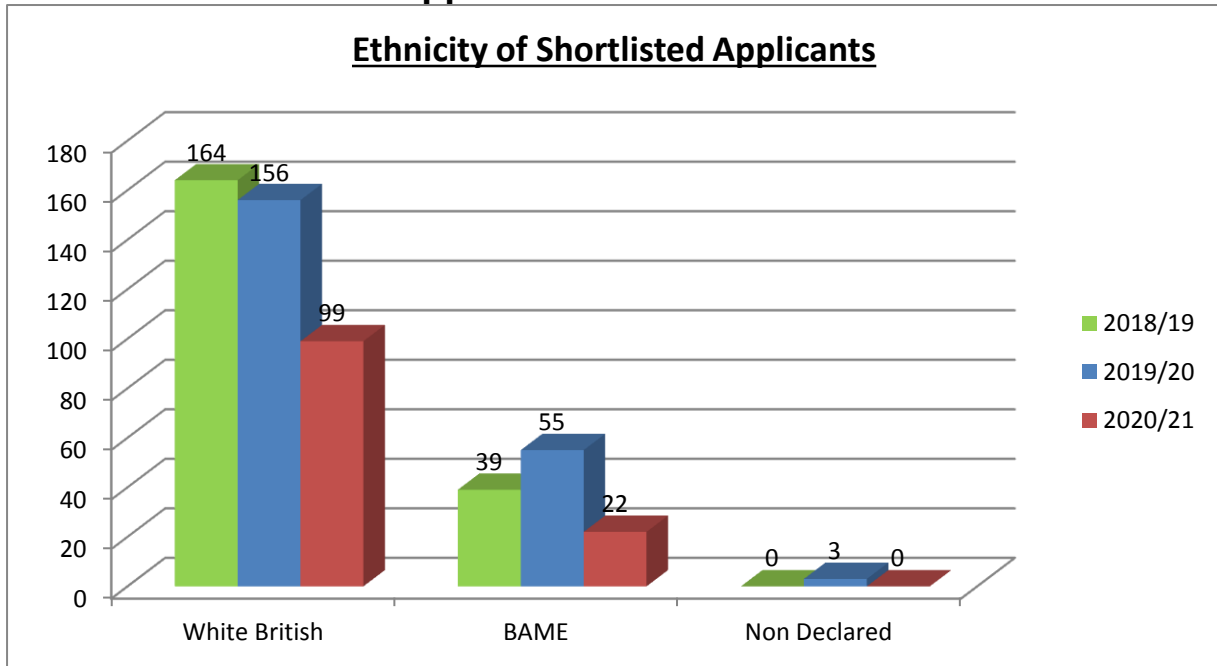
3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants by the Black, Asian and Minority Ethnic (BAME) group during 2018/19, 2019/20 and 2020/21. Some key points to note are:

- There was a 15.53% rise in applications received from BAME applicants in 2019/20 when compared with the previous year and a decrease of 11.34% in 2020/21. An increase of 2.43% can be seen between BAME applications received in 2018/19 and those received in 2020/21
- White British applicants accounted for; 76.06% during 2020/21, 73.46% during 2019/20 and 72.47% during 2018/19.
- BAME applications received accounted for 23.60% of all applications.

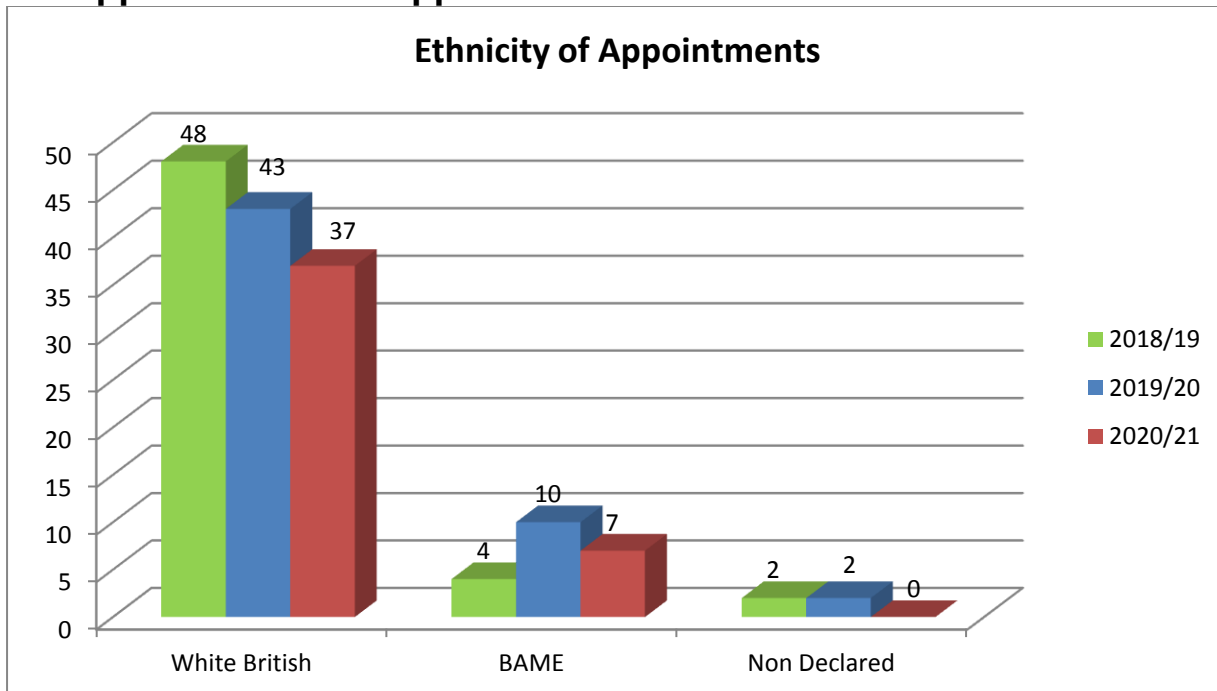


3.7 Shortlisted BAME Applicants



There were 22 BAME applicants shortlisted in 2020/21. The percentage of BAME applicants shortlisted has fallen over the past 3 years by 43.59% overall. This stage of recruitment is anonymised with no personal information made available to shortlisting managers in line with the council’s recruitment policy. Comparing 2019/20 with 2020/21 shows the percentage of shortlisted BAME applicants has dropped by 60% and shortlisted White British has fallen by 36.54%.

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
2018/19	27.39%	19.21%	7.41%
2019/20	25.67%	23.11%	18.18%
2020/21	23.60%	18.18%	15.91%

Of the BAME applicants shortlisted in 2018/19 there were 10.26% appointed compared with 29.27% of shortlisted White British applicants. In 2019/20 the BAME figure was 18.18% with White British being 27.56%. Finally, in 2020/21 31.82% of BAME applicants shortlisted were appointed by the council with 37.37% of White British shortlisted applicants appointed. This shows the number of shortlisted applicants appointed from each group (White British and BAME) is getting closer each year. This shows a positive trend in the recruitment of BAME applicants at a point in the recruitment process when ethnicity is known by managers.

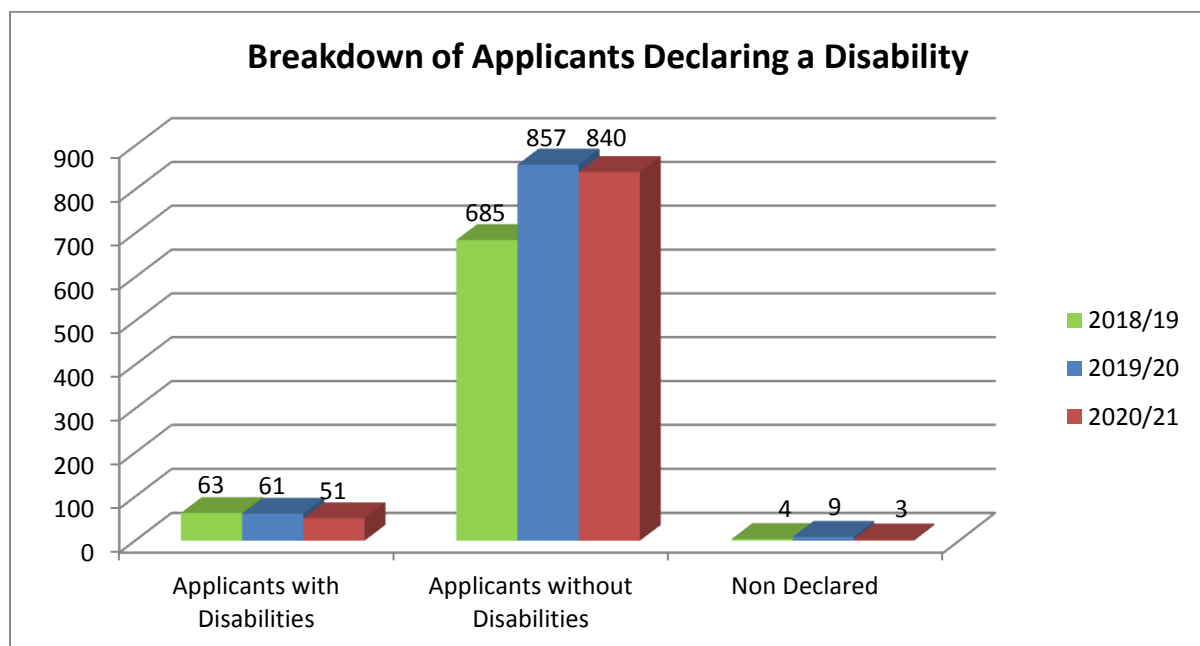
3.9 Disability and Recruitment

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.

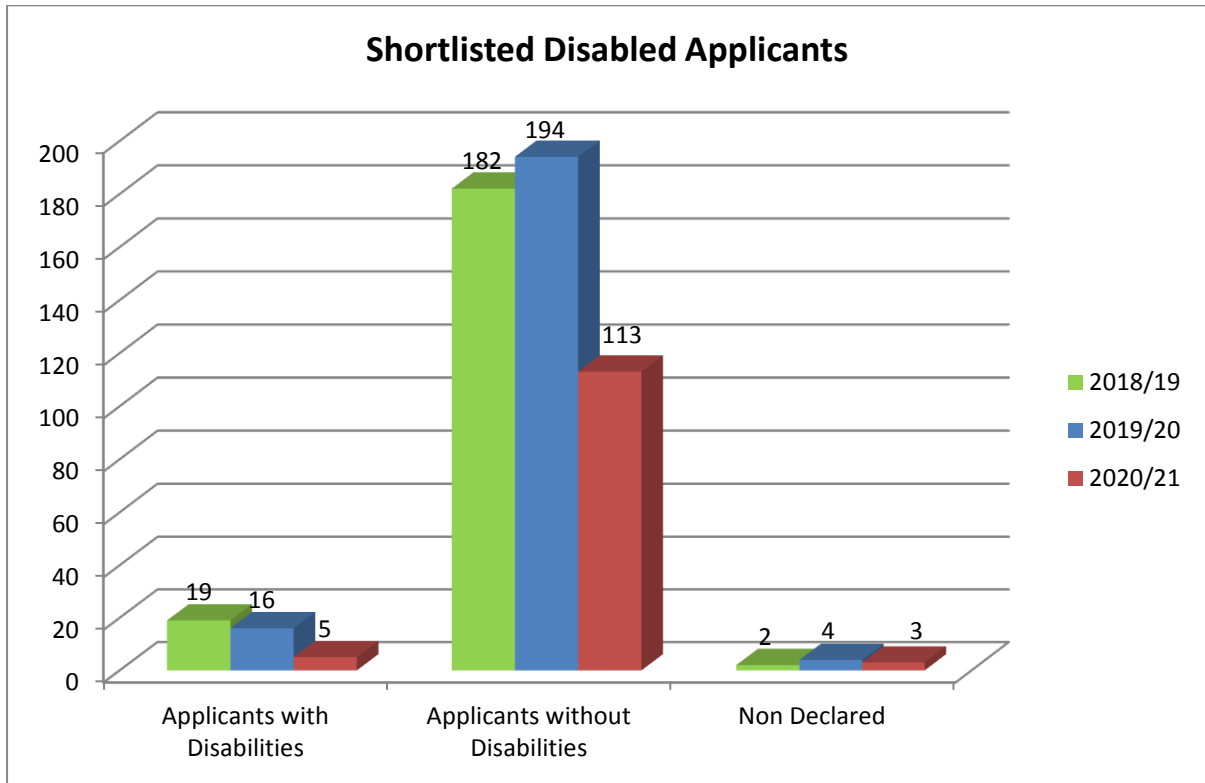
3.10 Applicants with Disabilities

The Council received 51 applications from people with disabilities. This is a decrease of 19.05% when comparing 2018/19 to 2020/21.

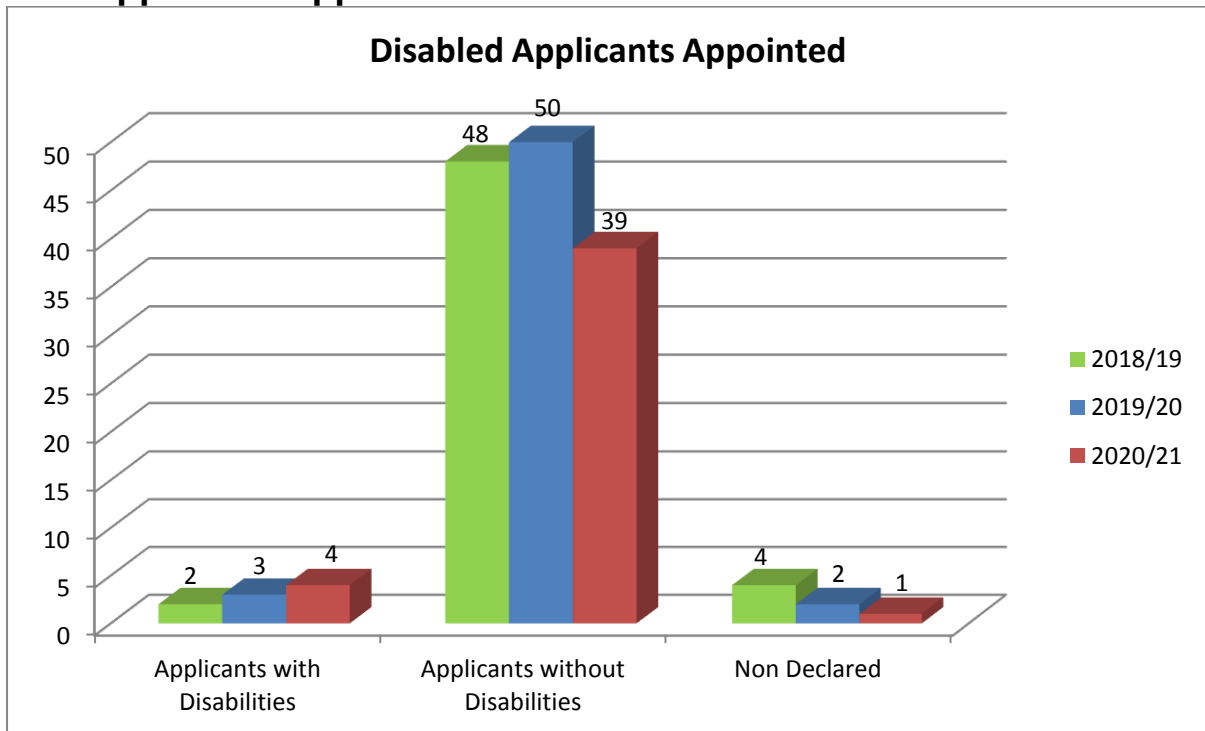


3.11 Shortlisted Applicants with Disabilities

2020/21 shows the number of shortlisted applicants with disabilities has decreased by 41.75% from the previous year.



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.

	2020/21
Post has been re-graded	10
Appointed to higher graded post	17
Total	27

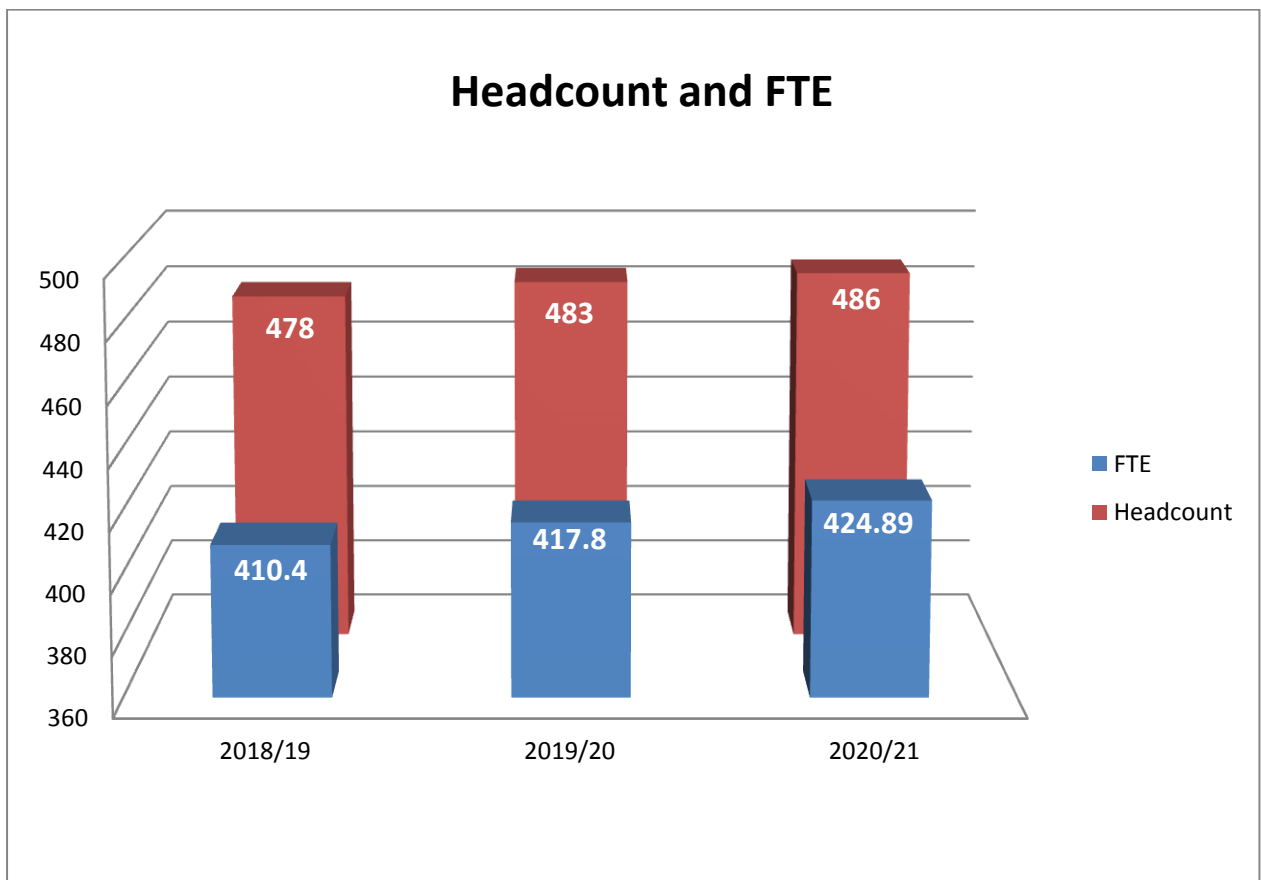
4. OUR WORKFORCE

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 Headcount and FTE

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 2021.



4.3 Ethnicity

During 2020/21, 8.26% of the workforce was from a BAME background, based on the 460 employees who submitted a response. This is an increase of 1.82% 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	2018/19	2019/20	2020/21
Any other ethnic group	1	1	1
Asian - Other	0	0	0
Bangladeshi	1	1	1
Black or British African	2	2	3
Black or British Any Other	0	0	0
Black or British Caribbean	3	3	3
Chinese	1	1	1
Indian	5	4	6
Mixed - Other	1	1	1
Mixed - W/B Caribbean	2	7	6
Mixed - White/Asian	2	3	3
Pakistani	7	6	8
Undeclared	28	27	26
White - British	421	423	422
White - Irish	0	0	0
White Other	4	4	5
Grand Total	478	483	486

At 31 March 2021, the Council had 486 employees of which 422 (86.83%) declared themselves to be White British, 38 (7.82%) employees declared a BAME background and a further 26 employees (5.35%) did not submit or disclose their ethnicity.

The workforce BAME, based on those that submitted a response, is 8.26% which is higher than the borough's BAME background in the 2011 census which was 7.82%.

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	0.70%	1	0.21%
Bangladeshi	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.29%	0	0.00%	1	0.21%
Black or British African	F	2	0.59%	0	0.00%	2	0.41%
	M	1	0.29%	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	0.29%	0	0.00%	1	0.21%
	M	2	0.59%	0	0.00%	2	0.41%
Chinese	F	1	0.29%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	3	0.87%	0	0.00%	3	0.62%
	M	3	0.87%	0	0.00%	3	0.62%
Mixed - Other	F	1	0.29%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	3	0.87%	1	0.70%	4	0.82%
	M	2	0.59%	0	0.00%	2	0.41%
Mixed - White/Asian	F	1	0.29%	0	0.00%	1	0.21%
	M	2	0.59%	0	0.00%	2	0.41%
Pakistani	F	2	0.59%	2	1.40%	4	0.82%
	M	3	0.87%	1	0.70%	4	0.82%
White - British	F	108	31.49%	112	78.32%	220	45.26%
	M	184	53.64%	18	12.59%	202	41.55%
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	3	0.87%	2	1.40%	5	1.03%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	4	1.17%	5	3.51%	9	1.85%
	M	16	4.66%	1	0.70%	17	3.50%
Grand Total		343	100%	143	100%	486	100%

4.5 Employees with Disabilities

	2018/19		2019/20		2020/21	
	No.	%	No.	%	No.	%
Employees with Disabilities	30	6.27%	29	6.00%	31	6.38%
Employees without Disabilities	405	84.73%	415	85.93%	417	85.80%
Non-Declared	43	9.00%	39	8.07%	38	7.82%
Total	478		483		486	

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.

4.6 Employees average length of service

	2018/19	2019/20	2020/21
	Years	Years	Years
Employees with Disabilities	14.27	14.84	13.71
Employees without Disabilities	11.11	10.81	10.74
Non-Declared	16.87	18.54	18.46
All Staff	11.82	11.68	11.53

The average length of service is 27.65% longer for those employees with disabilities, 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 2021 by service length:

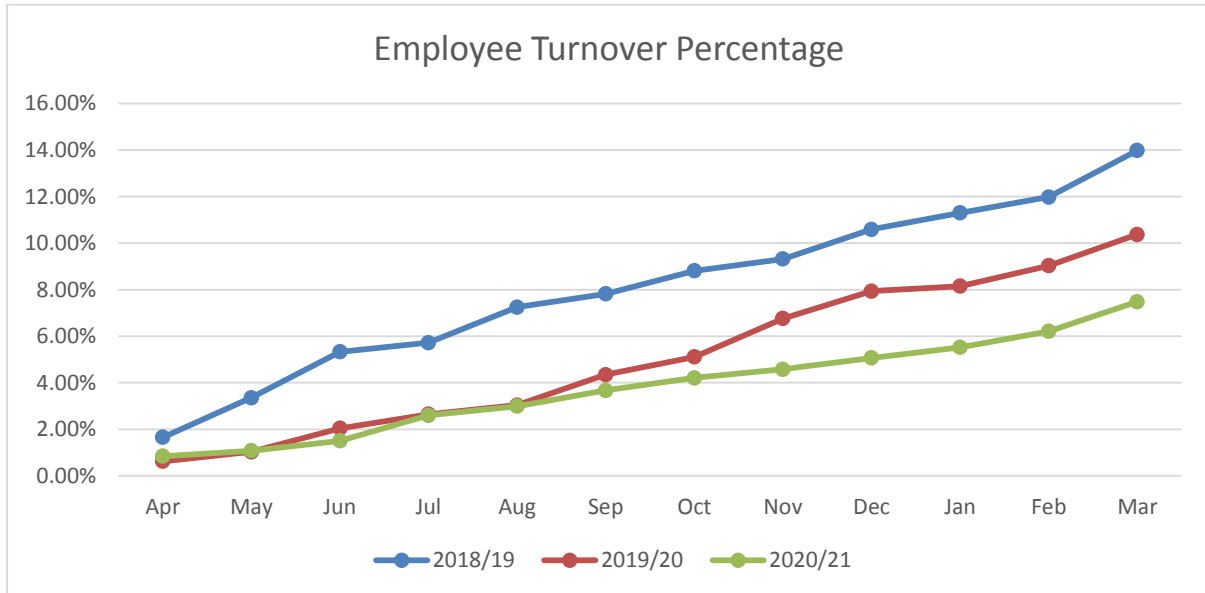
Years	Gender	Total	%
0-4	F	86	17.69%
	M	84	17.28%
5-9	F	34	7.00%
	M	45	9.26%
10-14	F	39	8.02%
	M	33	6.79%
15-19	F	45	9.26%
	M	34	7.00%
20-24	F	15	3.09%
	M	22	4.53%
25-29	F	16	3.29%
	M	8	1.65%
30-34	F	13	2.67%
	M	5	1.03%
35-39	F	2	0.41%
	M	2	0.41%
40-44	F	1	0.21%
	M	2	0.41%
45+	F	0	0.00%
	M	0	0.00%
Grand Total		486	100%

The average length of service for employees is:

	2018/19	2019/20	2020/21
Female Full Time	10.53	10.38	10.02
Female Part Time	14.84	14.11	14.18
Male Full Time	11.34	11.39	10.94
Male Part Time	7.12	8.28	11.40

4.8 Employee Turnover Percentage

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2018/19	1.66	3.36	5.33	5.72	7.25	7.82	8.81	9.32	10.59	11.30	11.98	13.98
2019/20	0.63	1.03	2.04	2.65	3.04	4.35	5.11	6.76	7.94	8.15	9.03	10.37
2020/21	0.85	1.08	1.51	2.60	2.99	3.67	4.21	4.58	5.07	5.52	6.21	7.48



4.9 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	2
		PT	0
	M	FT	0
		PT	0
20-29	F	FT	17
		PT	0
	M	FT	16
		PT	1
30-39	F	FT	25
		PT	23
	M	FT	45
		PT	6
40-49	F	FT	32
		PT	24
	M	FT	53
		PT	1
50-59	F	FT	36
		PT	57
	M	FT	70
		PT	5
60-64	F	FT	14
		PT	14
	M	FT	24
		PT	5
65-69	F	FT	3
		PT	3
	M	FT	5
		PT	2
70+	F	FT	0
		PT	1
	M	FT	1
		PT	1
Grand Total			486

4.10 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		1	1	4	2		3		11		1	2						3	14
Career Progression LA				1					1				1	1				2	3
Career Progression Other			1						1									0	1
Death in Service									0									0	0
Dismissal – Attendance Management									0									0	0
Dismissal – Capability									0									0	0
Dismissal – Gross Misconduct									0			1						1	1
Dismissal - Probation									0									0	0
Dismissal - Other									0			1						1	1
Maternity – Not Returned			1						1									0	1
Personal Reasons		1			1				2						1			1	3
Redundancy - Compulsory									0									0	0
Redundancy - Voluntary						1			1									0	1
Relocation		1							1									0	1
Early Retirement					1	1			2						5			5	7
Retirement – Age 65 & Over									0							2	1	3	3
Settlement						1			1			1						1	2
<i>Temp. Contract Ended*</i>									0									0	0
Grand Total	0	3	3	5	4	3	3	0	21	0	1	4	2	1	6	2	1	17	38

4.11 Grade Profile of Workforce

Grade	FT		FT	PT		PT	Grand
	F	M	Total	F	M	Total	Total
G2	4	1	5	22	7	29	34
G3	5	29	34	8	1	9	43
G4	14	43	57	25	2	27	84
G5	38	29	67	37	7	44	111
G6	13	25	38	7	2	9	47
G7	13	29	42	9	1	10	52
G8	9	13	22	0	1	1	23
G9	5	7	12	6	0	6	18
G10	11	9	20	2	0	2	22
G11	4	9	13	4	0	4	17
G12	5	4	9	1	0	1	10
G13	2	3	5	0	0	0	5
G14	1	4	5	0	0	0	5
G15	2	0	2	0	0	0	2
Head of Service	2	7	9	1	0	1	10
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	129	214	343	122	21	143	486

4.12 Workforce Profile Starters (Permanent and Temporary)

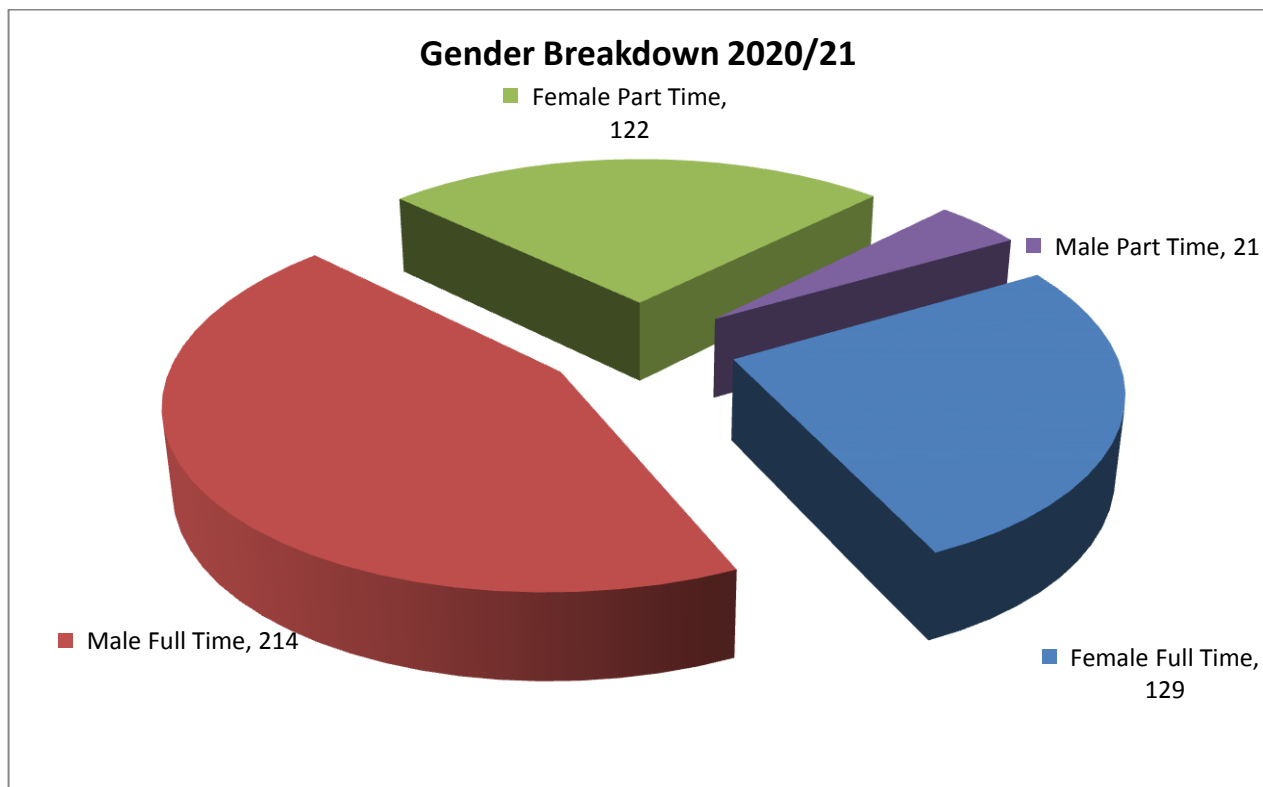
Age Range	Gender	FT	PT	Total
16-19	F	1	0	1
	M	0	0	0
20-29	F	6	0	6
	M	4	0	4
30-39	F	1	6	7
	M	5	0	5
40-49	F	4	4	8
	M	3	0	3
50-59	F	5	1	6
	M	1	0	1
60-64	F	0	2	2
	M	1	0	1
Grand Total		31	13	44

4.13 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.

	2018/19		2019/20		2020/21	
Female Full Time	114	23.85%	121	25.05%	129	26.54%
Male Full Time	212	44.35%	216	44.72%	214	44.03%
Female Part Time	125	26.15%	123	25.47%	122	25.10%
Male Part Time	27	5.65%	23	4.76%	21	4.32%
Total	478		483		486	

Broxtowe's commitment to equality in the recruitment of staff is emphasised in the gender split of the current workforce. Broxtowe employed 251 females and 235 males as at 31 March 2021. The chart below shows the gender breakdown in diagrammatic form.



4.14 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 2020/21, 26 jobs were evaluated which covered 18 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	1
JE points score increase resulting in grade increase of post	10
JE points score unchanged	0
JE points score decrease resulting in no change in grade of post	0
JE points score decrease resulting in decrease in grade of post	5
Number of new posts evaluated	10
Total posts evaluated	26

4.15 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 2021) 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	13.3527	Median Male Hourly Rate	11.3607
Mean Female Hourly Rate	12.8736	Median Female Hourly Rate	11.3607
Gender Pay Gap	3.59%	Gender Pay Gap	0.00%
<u>Full Time Employees</u>		<u>Full Time Employees</u>	
Mean Male Hourly Rate	13.6182	Median Male Hourly Rate	12.0812
Mean Female Hourly Rate	13.8973	Median Female Hourly Rate	11.9669
Gender Pay Gap	-2.05%	Gender Pay Gap	0.95%
<u>Part Time Employees</u>		<u>Part Time Employees</u>	
Mean Male Hourly Rate	10.8942	Median Male Hourly Rate	10.8932
Mean Female Hourly Rate	11.6502	Median Female Hourly Rate	11.3607
Gender Pay Gap	-6.94%	Gender Pay Gap	-4.29%

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 0.50%, whilst Gedling Borough Council reported a mean gender pay gap of 4.67%. The median gender pay gap for Gedling Borough Council was 0.00% and -6.44% for Rushcliffe Borough Council.

Since 2017/18 the Gender Pay Gap at Broxtowe Borough Council has fallen from 7.92% to 3.59%.

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	2018/19	2019/20	2020/21
Suspended	F	0	0	0
	M	2	3	0
Number of working days suspended	F	0	0	0
	M	103	36	0
First Formal Warning	F	1	1	0
	M	1	1	0
Final Formal Warning	F	0	2	0
	M	1	1	2
Dismissed (Gross misconduct, Summary Dismissal)	F	0	1	0
	M	3	0	1
Resigned during investigation	F	0	0	0
	M	0	0	0

5.3 Grievances

The level of grievances received during 2020/21 decreased by 88.88% from 2019/20.

	2018/19	2019/20	2020/21
Female	2	3	0
Male	4	6	0
Collective	1	0	1
Total	7	9	1

5.4 Capability Policy and Procedure

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

	Gender	2018/19	2019/20	2020/21
Stage 1	F	1	0	0
	M	0	0	0
Stage 2	F	0	0	0
	M	0	0	0
Stage 3	F	0	0	0
	M	0	0	0
Dismissal	F	0	0	0
	M	0	0	0
Total		1	0	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.

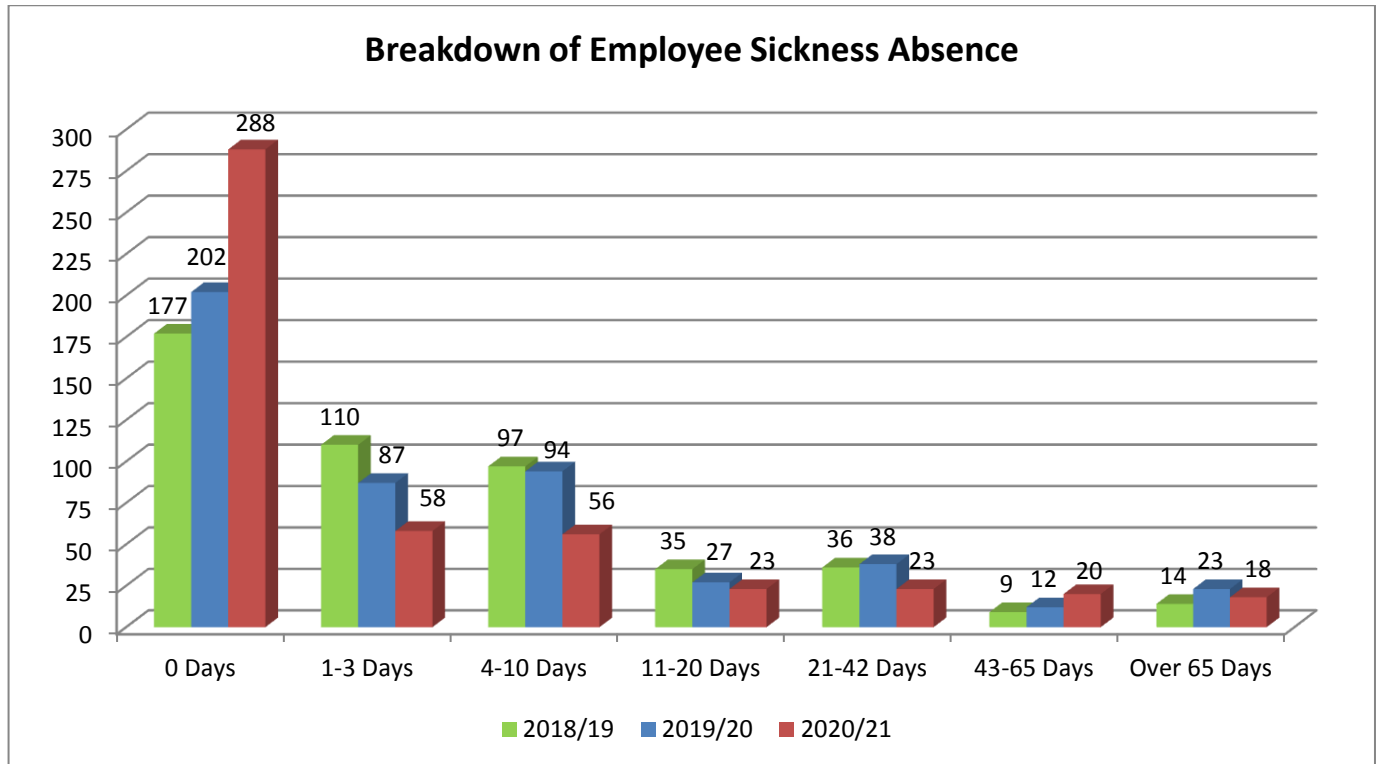
	Gender	2018/19	2019/20	2020/21
Stage 1	F	17	15	13
	M	16	22	13
Stage 2	F	2	1	2
	M	2	2	0
Stage 3	F	0	0	0
	M	0	0	0
Stage 3 (Dismissal)	F	0	0	0
	M	1	0	0
Total		38	40	28

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 2021.



Whilst the average level of sickness during 2020/21 was 7.89 days per employee, 59.26% of the workforce had no sickness absence at all, compared with 41.82% of employees who had no sickness absence in 2019/20 and 37.03% of employees who had no sickness absence in 2018/19. This shows an increase in the number of employees having no sickness absence during each financial year, a positive trend.

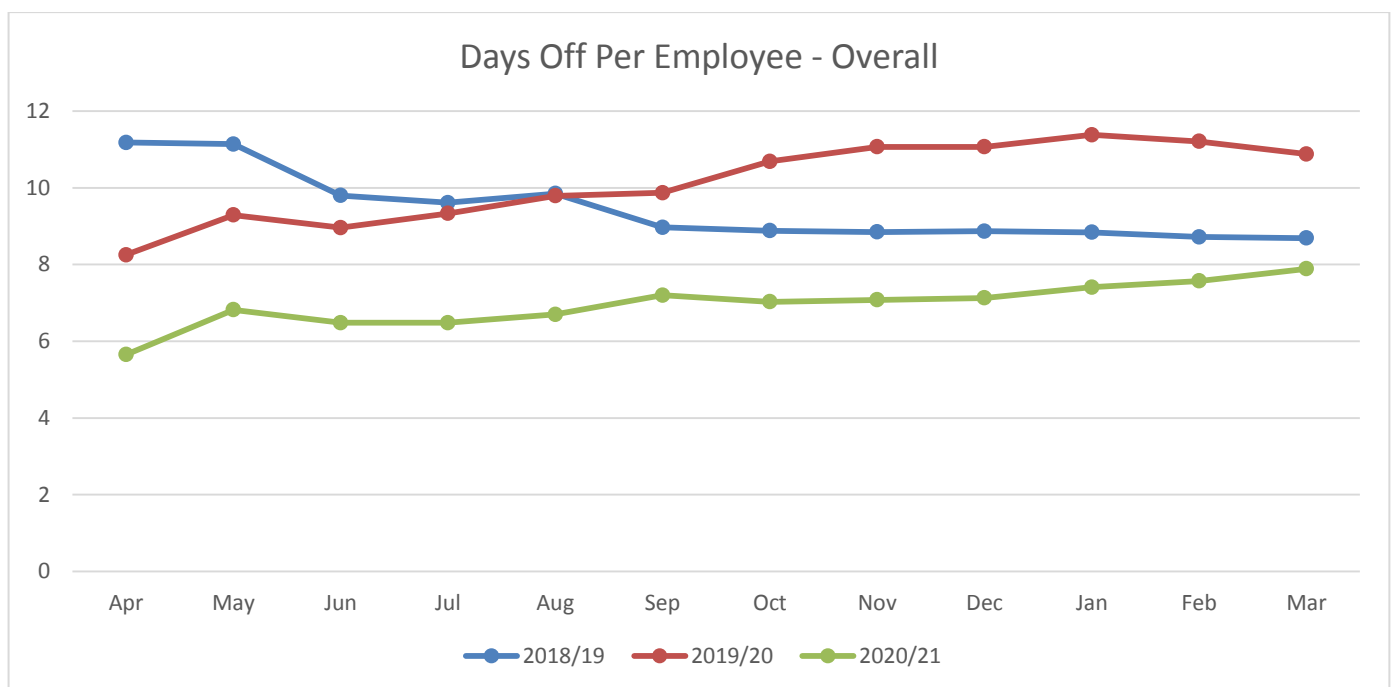
5.7 FTE Absence (Average sickness days per employee)

Year	Average
2020/21	7.89
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

The average sick days per employee has decreased by 27.48% on the previous year.

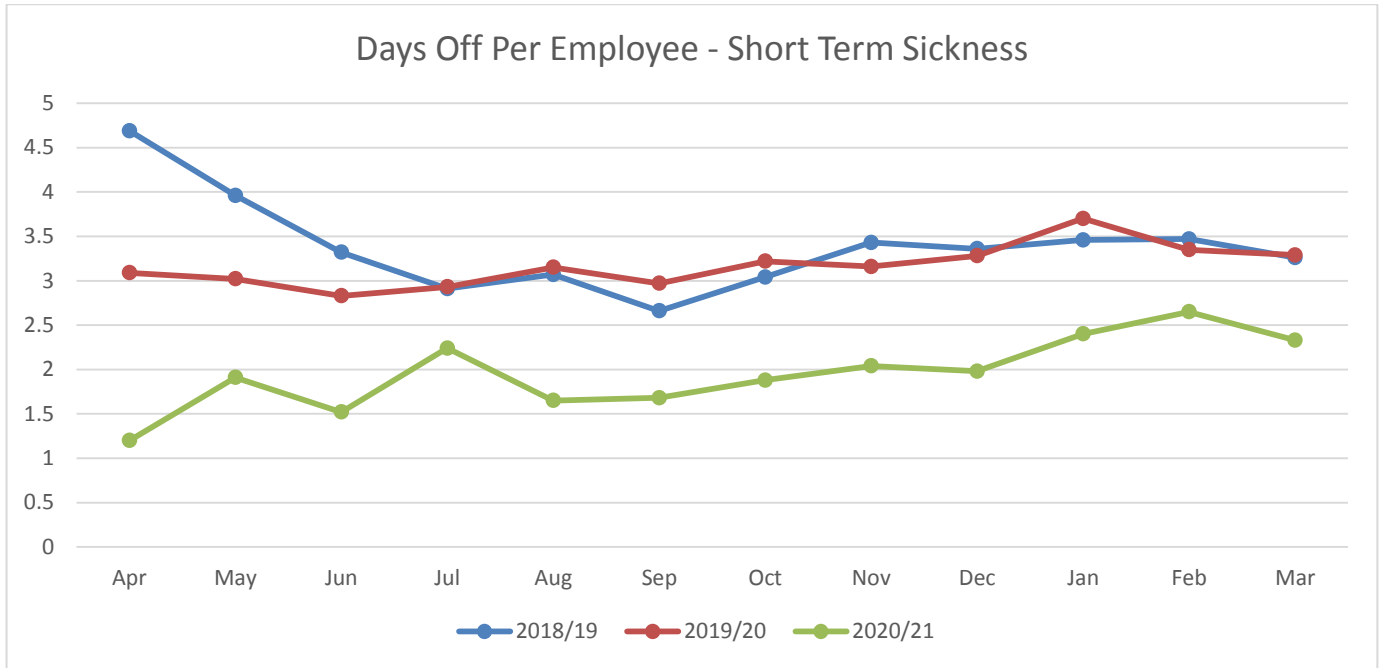
FTE Absence Comparison 2018-2021

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2018/19	11.18	11.14	9.80	9.61	9.85	8.97	8.88	8.85	8.87	8.84	8.72	8.69
2019/20	8.25	9.29	8.96	9.33	9.79	9.87	10.69	11.07	11.07	11.38	11.21	10.88
2020/21	5.65	6.82	6.48	6.48	6.70	7.20	7.03	7.08	7.13	7.41	7.57	7.89



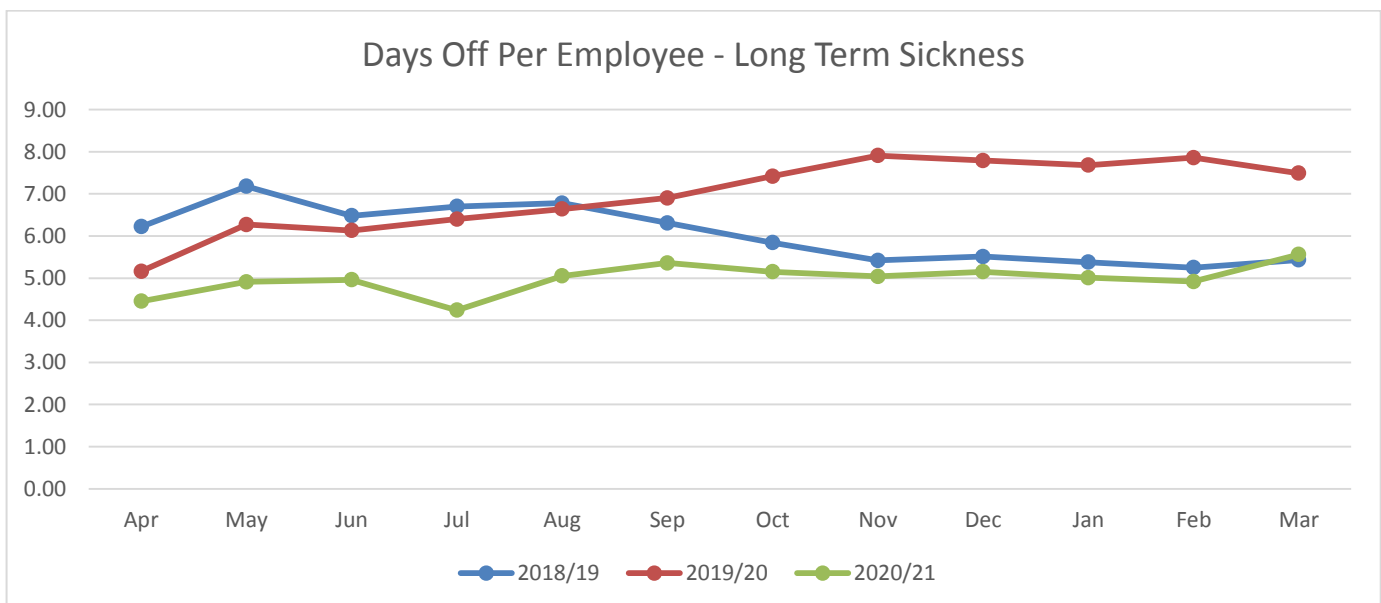
FTE Absence Comparison 2018-2021 – Short Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2018/19	4.69	3.96	3.32	2.91	3.07	2.66	3.04	3.43	3.36	3.46	3.47	3.26
2019/20	3.09	3.02	2.83	2.93	3.15	2.97	3.22	3.16	3.28	3.70	3.35	3.29
2020/21	1.20	1.91	1.52	2.24	1.65	1.68	1.88	2.04	1.98	2.40	2.65	2.33



FTE Absence Comparison 2018-2021 – Long Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2018/19	6.22	7.18	6.48	6.70	6.78	6.31	5.84	5.42	5.51	5.38	5.25	5.43
2019/20	5.16	6.27	6.13	6.40	6.64	6.90	7.42	7.91	7.79	7.68	7.86	7.49
2020/21	4.45	4.91	4.96	4.24	5.05	5.36	5.15	5.04	5.15	5.01	4.92	5.56

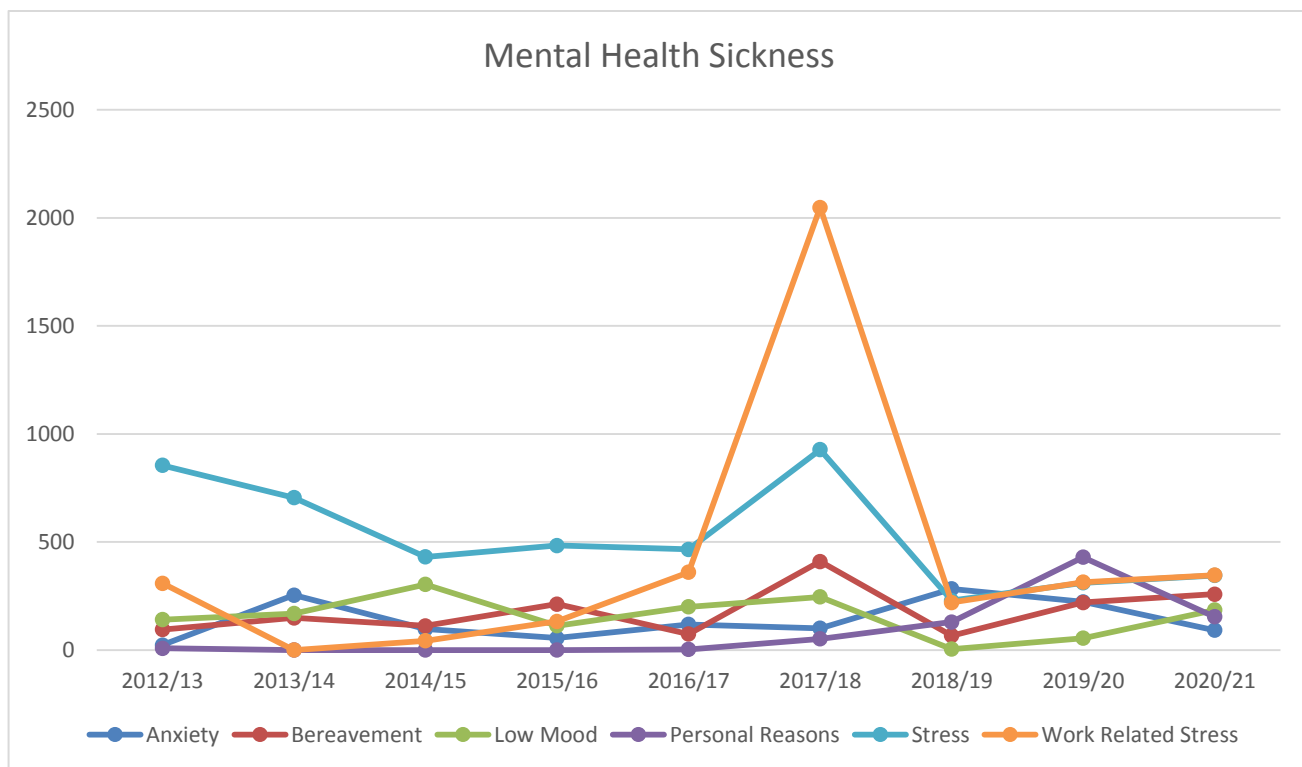


5.8 Mental Health Related Sickness Absence

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	283	67	5	130	229	220	934
2019/20	223	220	55	430	311	314	1553
2020/21	92	259	185	154	345	347	1382

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.



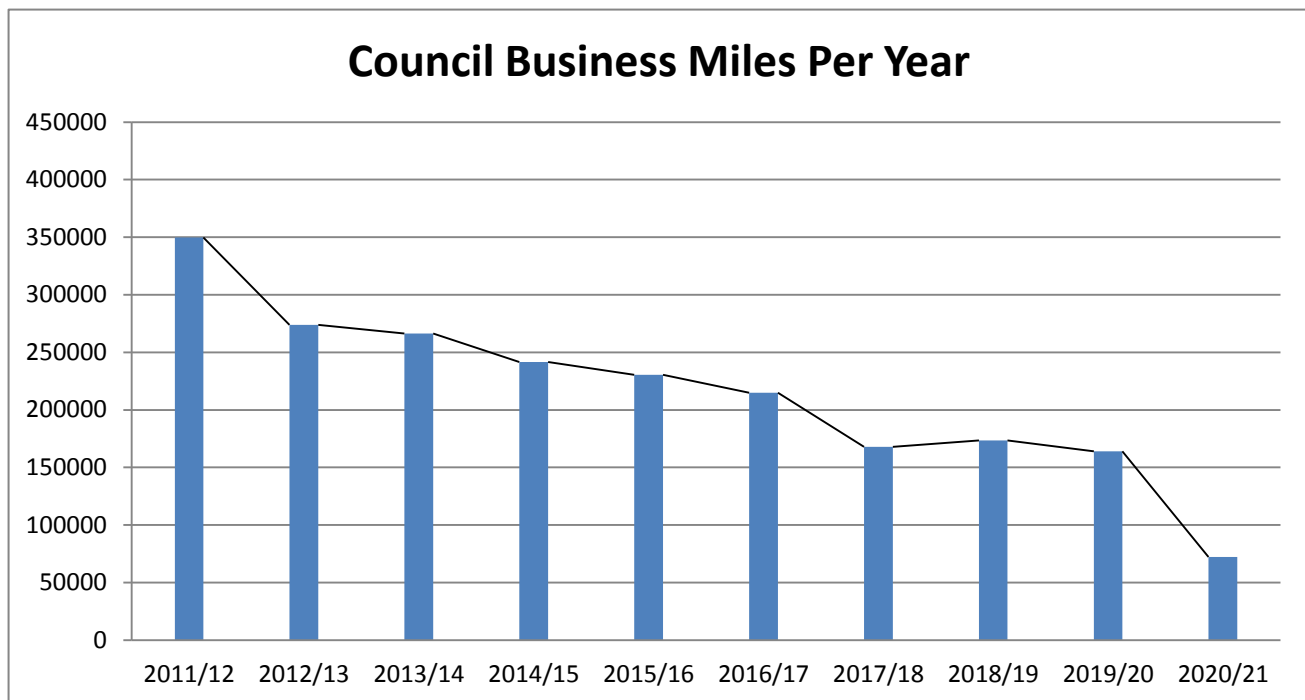
5.9 Business Mileage

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.

In 2020/21 COVID-19 had a major impact on the amount of business mileage undertaken.

Year	Miles	% Reduction on previous year
2020/21	72323	55.88
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

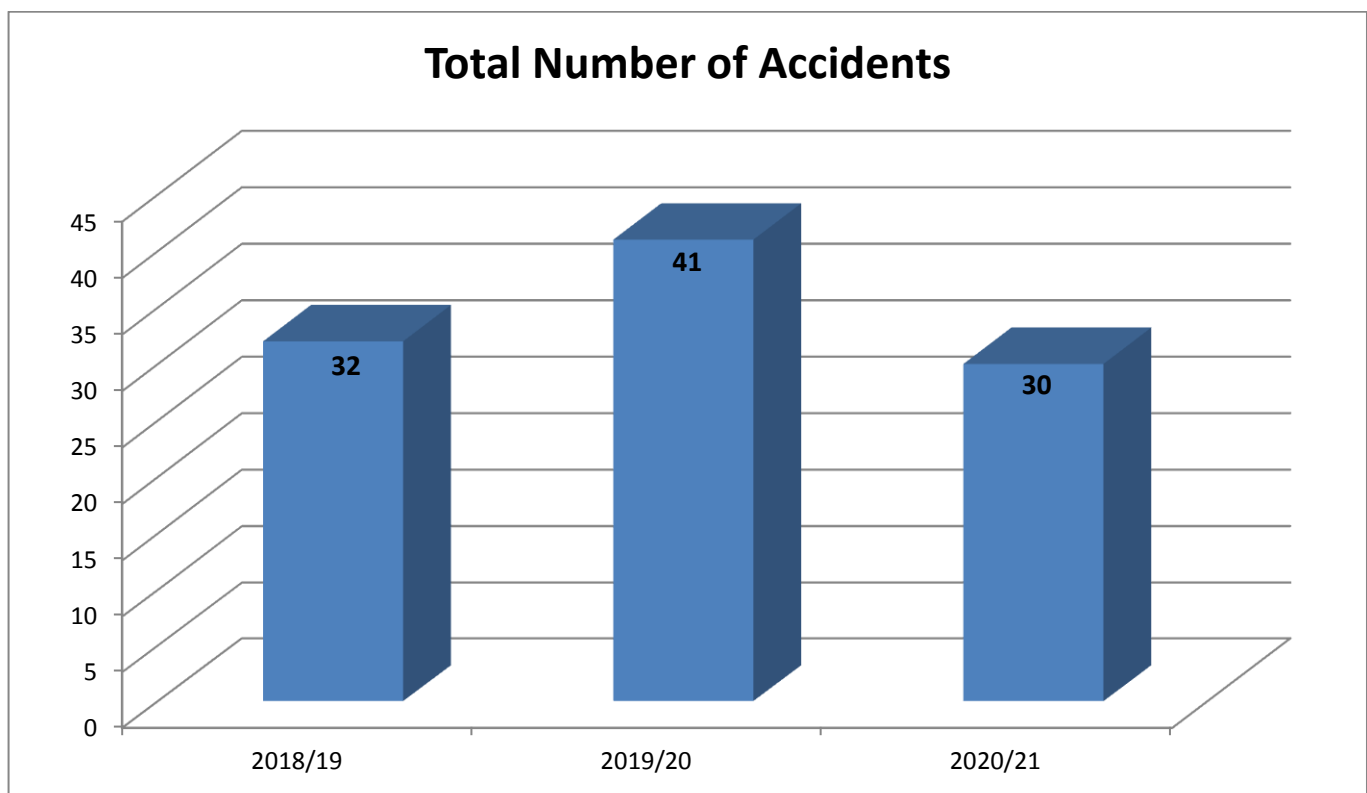


6. HEALTH AND SAFETY

This section provides an analysis of accident figures at the Council during 2020/21 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.



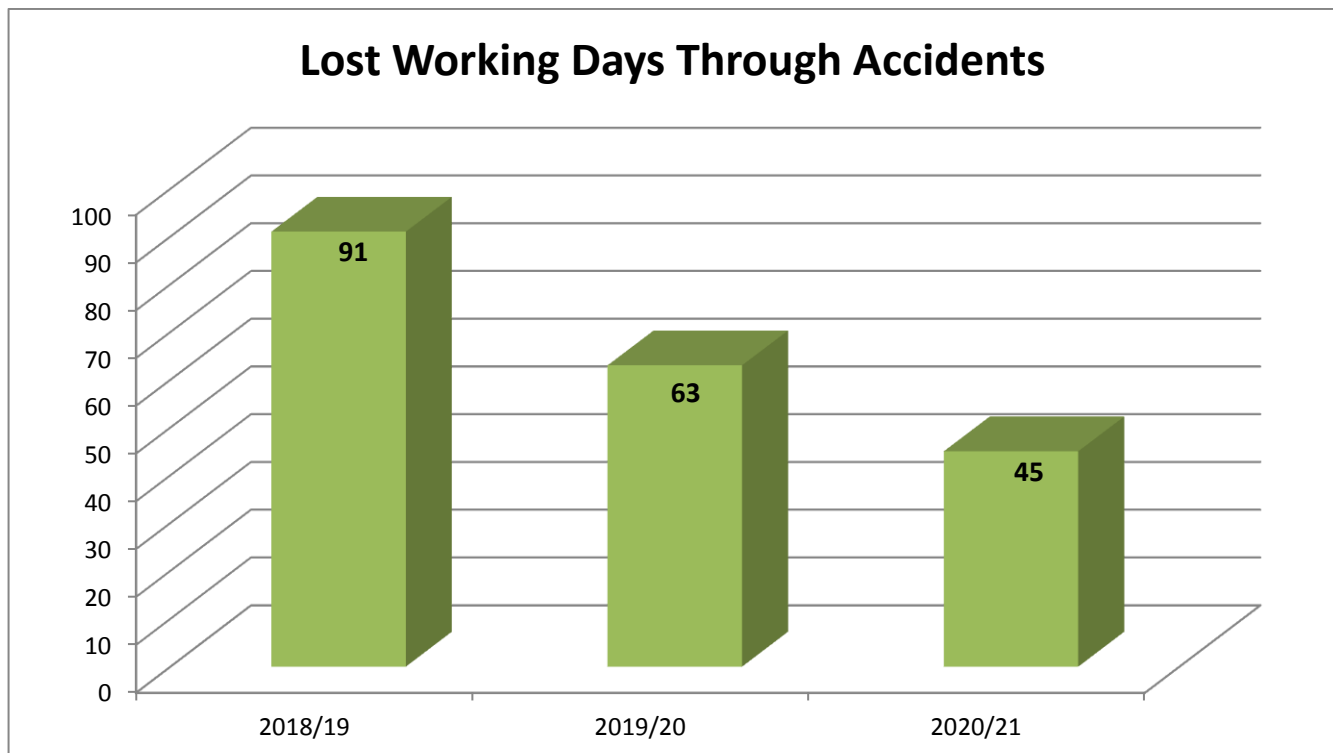
The total number of accidents has decreased by 26.83% from the previous year.

During 2020/21, 3 (10.00%) 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

	Total
2018/19	
Manual Handling	2
Slips, trips and falls	2
Striking a fixed object	0
Struck by a moving object	1
Other	1
Total	6
2019/20	
Manual Handling	0
Slips, trips and falls	2
Striking a fixed object	0
Struck by a moving object	0
Other	0
Total	2
2020/21	
Manual Handling	1
Slips, trips and falls	2
Striking a fixed object	0
Struck by a moving object	0
Other	0
Total	3

6.2 Lost Working Days through Accidents at Work



During 2020/21, 45 working days were lost from three employees suffering RIDDOR injuries. This is a decrease of 28.57% from the previous year.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2020/21	45	3	15
2019/20	63	2	31.5
2018/19	91	6	15.16

7. CONCLUSIONS

In conclusion, this document has highlighted the profile of our Council as it stood at 31 March 2021.

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

- **Achievements:** The average length of service was 27.56% longer for employees declaring themselves as having a disability.
- **Recruitment:** 31.82% of BAME applicants who were shortlisted were successfully appointed.
- **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 8.26%.
- **Employment Issues:** The number of average sick days per employee decreased by 37.50% to 7.89 days per employee in 2020/21 when compared with 2019/20.
- **Health & Safety:** The number of accidents reported in 2020/21 was 30. This is a 36.67% decrease in comparison to the previous year.

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

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