



Broxtowe
Borough
COUNCIL

APPENDIX

Workforce Profile

2021/22

Contents

	Page
1 Introduction.....	4
2 Achievements.....	4
3 Recruitment	
3.1 Overview.....	6
3.2 Applicants and Candidates.....	6
3.3 Total Applications Received.....	6
3.4 Overview of Recruitment Process Levels.....	7
3.5 Average Age of Applicants.....	8
3.6 Ethnicity and Recruitment.....	8
3.7 Shortlisted Applicants from an Ethnic Minority Background..	9
3.8 Appointed Applicants from an Ethnic Minority Background...	9
3.9 Disability and Recruitment.....	10
3.10 Applicants with Disabilities.....	10
3.11 Shortlisted Applicants with Disabilities.....	11
3.12 Applicants with Disabilities Appointed	11
3.13 Internal Promotions.....	12
4 Our Workforce	
4.1 Introduction.....	13
4.2 Establishment Levels.....	13
4.3 Ethnicity	14
4.4 Ethnicity of Workforce – Breakdown.....	15
4.5 Employees with Disabilities.....	16
4.6 Employees Average Length of Service.....	16
4.7 Age and Service Length.....	17
4.8 Age Ranges.....	18
4.9 Breakdown of Leavers by Age and Gender.....	19
4.10 Grade Profile of Workforce.....	20
4.11 Workforce Profile Starters (Permanent and Temporary).....	20
4.12 Gender.....	21
4.13 Job Evaluation.....	22
4.14 Gender Pay Gap.....	22
5 Employment Issues	
5.1 Disciplinary, Grievance, Capability and Attendance Management.....	24

5.2	Disciplinary.....	24
5.3	Grievances.....	24
5.4	Capability Policy and Procedure.....	25
5.5	Attendance Management Policy and Procedure.....	25
5.6	Breakdown of Employee Sickness Absence.....	26
5.7	FTE Absence (Average Sick Days Per Employee).....	27
5.8	Mental Health Related Sickness Absence.....	29
5.9	Business Mileage.....	30
6	Health and Safety.....	31
6.1	RIDDOR Type of Accident.....	32
6.2	Lost Working Days Through Accidents at Work.....	32
7	Conclusions.....	33

1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2021/22. 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 the Council continuously value, support, improve and develop the diversity, well-being, skills base and professional capabilities of our workforce.

The Council, on 31 March 2022, employed 472 (by headcount) people across a number of sites within the borough.

The turnover for employees leaving the council in 2021/22 was 15.47%. This equated to 73 employees.

2. ACHIEVEMENTS

As part of the Council's 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 the Council 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 2021/22 was 14.10 years compared with 2020/21 where the average length of service was 13.71. This average is higher than employees without disabilities whose average length of service is 10.48 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 36,000 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 2022, over 65 e-learning courses were available to employees and Members, with 5 new courses being launched during 2021/22. The new courses launched included effective writing, assertive communication and time management. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date for 2021/22 appraisals, 77.36% of appraisals had been fully completed. This is an increase of over 5% from the previous year.

Work Experience

The Council provided five work experience placements so people could gain employability skills during 2021/22. Three of these were school students who worked across the Business Support team, Legal and Finance. One university student carried out a work placement with the Governance team. We also hosted a Disability Confident placement for a gentleman who worked within Business Support and Human Resources.

Employee Survey

The Council were able to conduct an employee survey in April 2022. 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:

- 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.
- My line manager keeps me informed about developments in the Council.
- I am treated with fairness and respect.
- I am encouraged to identify relevant learning opportunities.
- The Council respects individual differences.
- My manager provides me with the support I need to do my job.
- My line manager gives me regular and constructive feedback.

3. RECRUITMENT

3.1 Overview

Despite the challenging year, the Council has continued to recruit to a wide range of jobs during 2021/22. In May 2022 the number of vacancies in the UK reached a record high at 1.3 million growing from 665,000 in April 2021.

This section of the report deals with recruitment data that has been collated as part of the Council's internal monitoring processes. The data helps the Council determine current levels of recruitment, equality indicators, and the numbers of applicants compared with previous years. This is then used to identify trends, identify insights, prompt appropriate action, and help set realistic targets to monitor performance going forward.

As part of the Council's recruitment policy and process, all personal data is withheld from managers at the shortlisting stage, in order to anonymise the shortlisting process. This anonymised shortlisting is carried out so the process remains fair and impartial.

3.2 Applicants and Candidates

During 2021/22 the Council received 724 applications for 102 advertised positions, of which 35 were re-advertised. There were 64 new starters appointed.

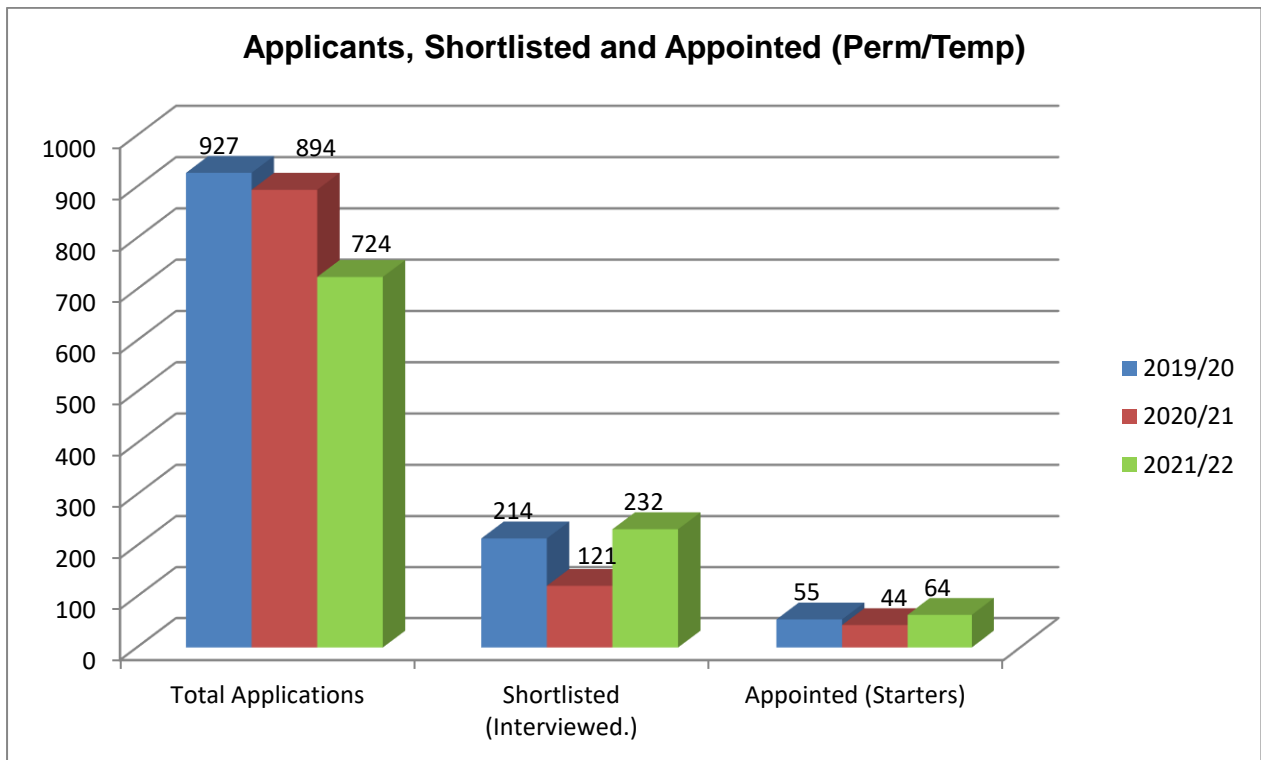
- There was a 23.48% decrease in the total number of applications received when compared with the number of applications received in 2020/21. Whilst this shows a decrease in applications the number of shortlisted and appointed candidates rose indicating the council is attracting a higher calibre of applicant.
- There was an average of approximately 7.10 applications for every vacancy in 2021/22.
- Of the 102 jobs advertised 17 (16.67%) were for temporary positions and 85 (83.33%) were for permanent positions.

3.3 Total Applications Received

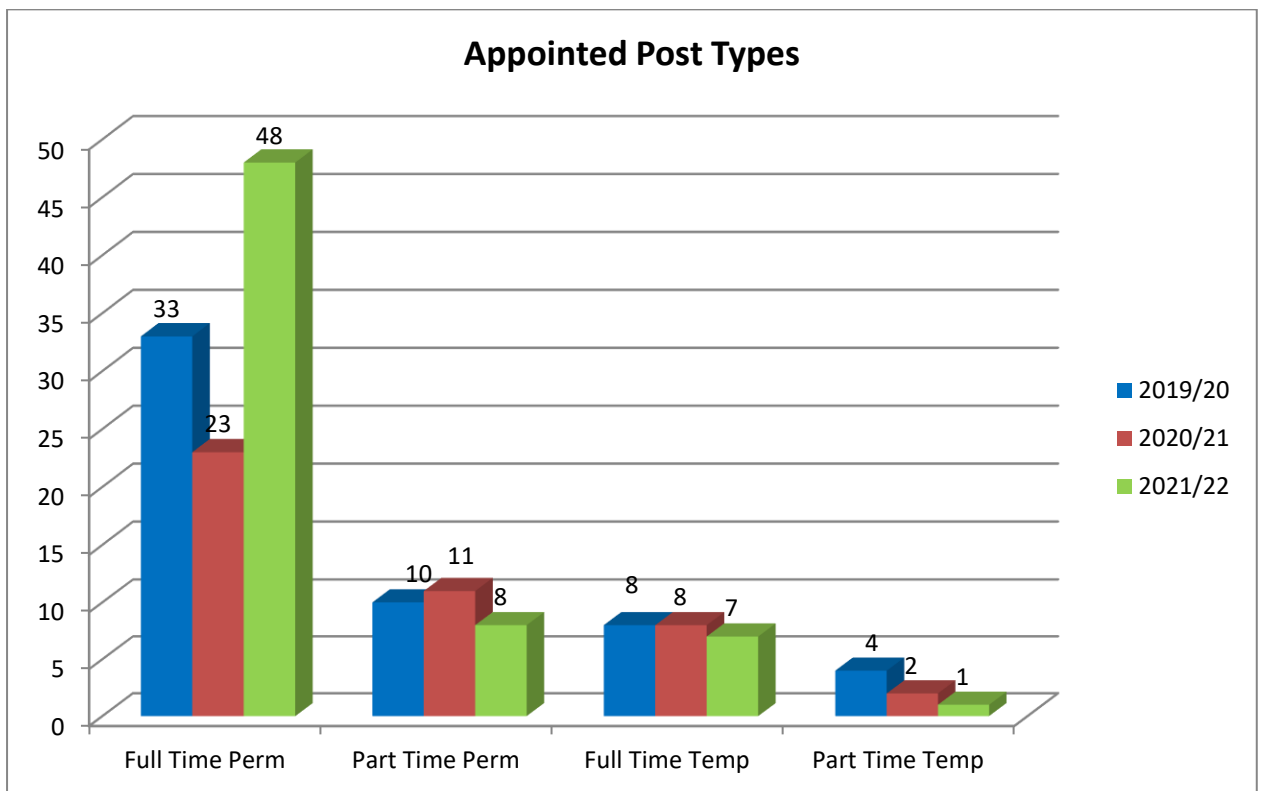
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2019/20		2020/21		2021/22	
Online Applications	920	99.24%	891	99.66%	724	100.00%
Paper Applications	7	0.76%	3	0.34%	0	0.00%
Total Applications	927		894		724	

3.4 Overview of Recruitment Process Levels



In 2019/20 the Council shortlisted 23.09% of all applicants. In 2020/21 this figure was 13.54% with the figure in 2021/22 rising to 32.04%.



3.5 Average Age of Applicants

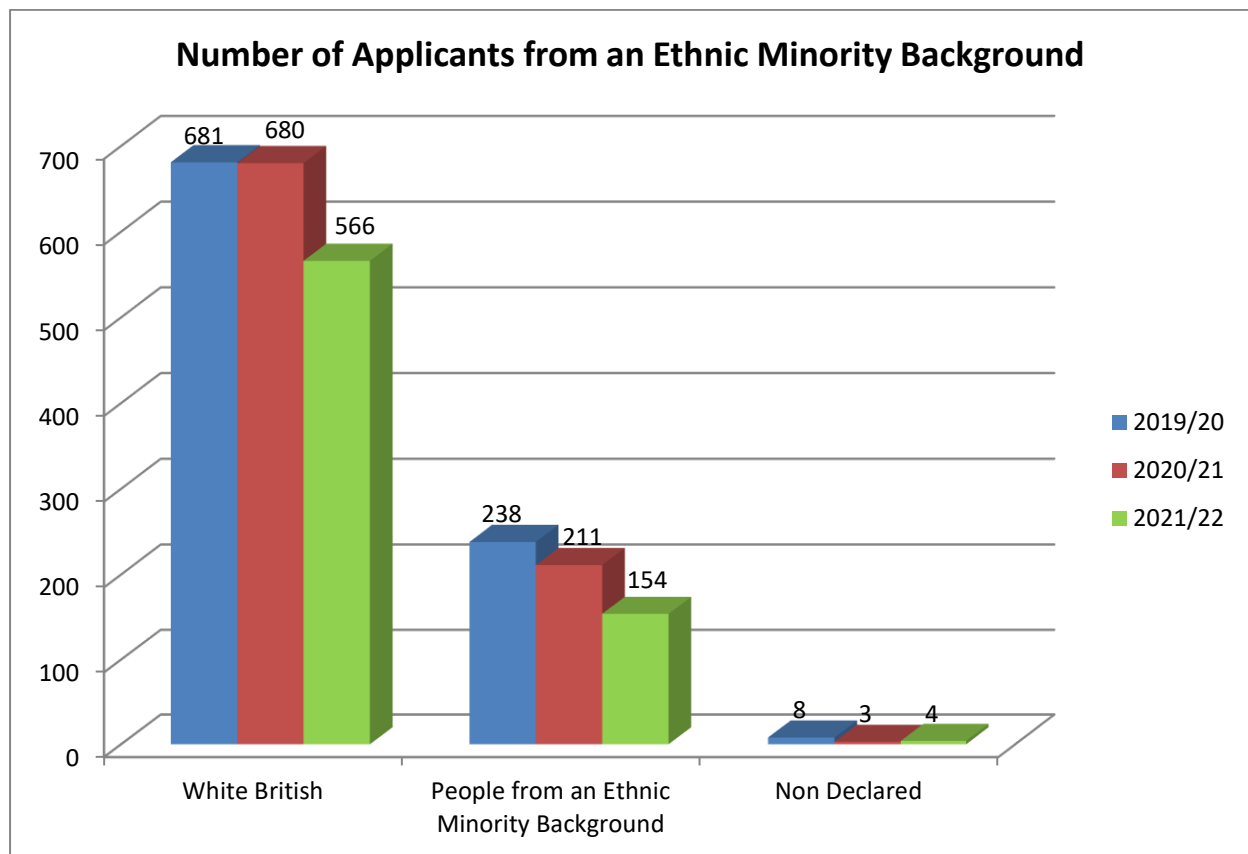
The average age of applicants has increased for males and females.

	2019/20	2020/21	2021/22
Male	33.86	33.46	38.40
Female	35.05	34.43	37.03
Overall	34.46	33.95	37.84

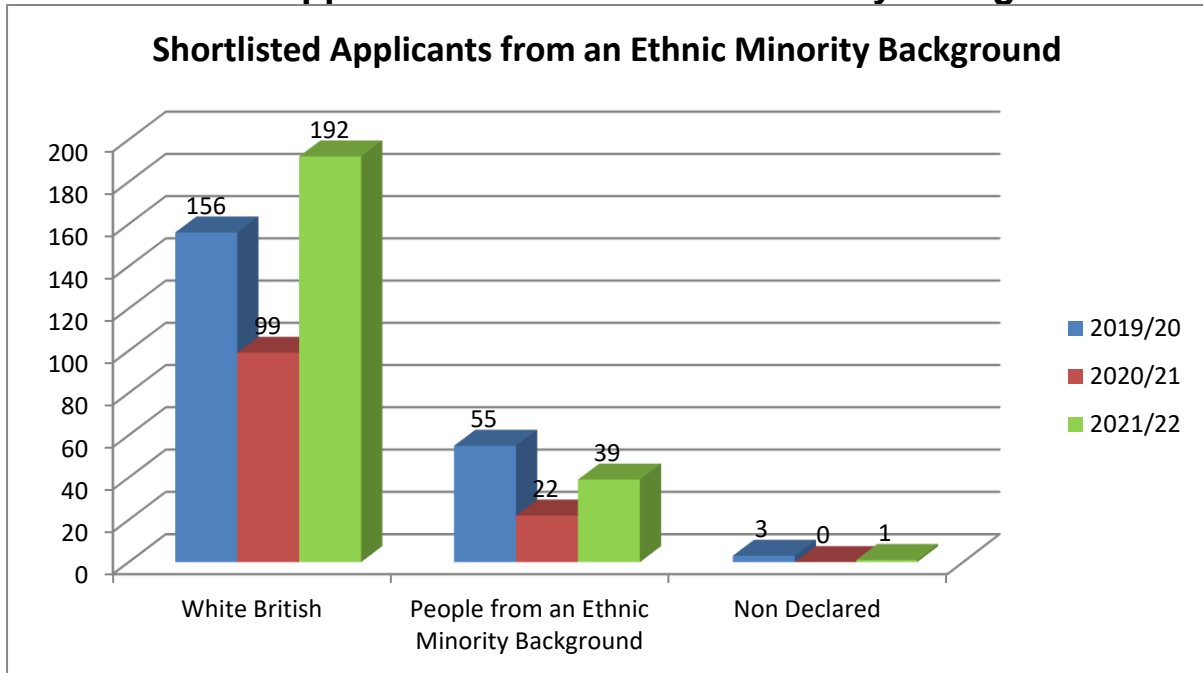
3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants from an ethnic minority background during 2019/20, 2020/21 and 2021/22. Some key points to note are:

- In 2019/20 applications from an Ethnic Minority background accounted for 25.67%. In 2020/21 there were 23.60% of applications from an Ethnic Minority background and in 2021/22 this figure was 21.27%
- White British applicants accounted for; 78.18% during 2021/22, 76.06% during 2020/21 and 73.46% during 2019/20.
- Applications from an ethnic minority background accounted for 21.27% of all applications.

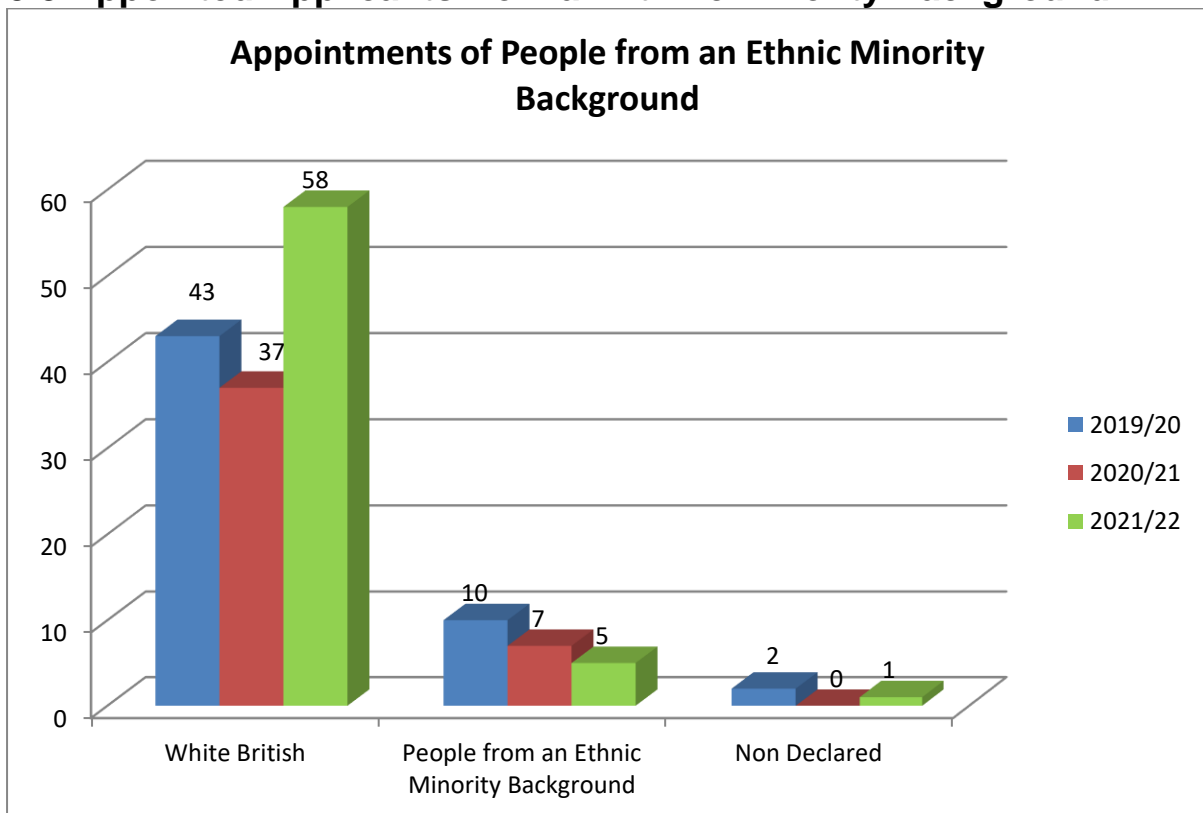


3.7 Shortlisted Applicants from an Ethnic Minority Background



There were 39 applicants from an ethnic minority background shortlisted in 2021/22. The percentage of people from an ethnic minority background that were shortlisted has fallen over the past 3 years by 29.09% overall. Over the past year there has been an increase of 77.27%.

3.8 Appointed Applicants from an Ethnic Minority Background



The comparison between the percentage of applicants from an ethnic minority background who were shortlisted and appointed is shown in the below table.

Year	Applicants	Shortlisted	Appointed
2019/20	25.67%	23.11%	18.18%
2020/21	23.60%	18.18%	15.91%
2021/22	21.27%	16.81%	7.81%

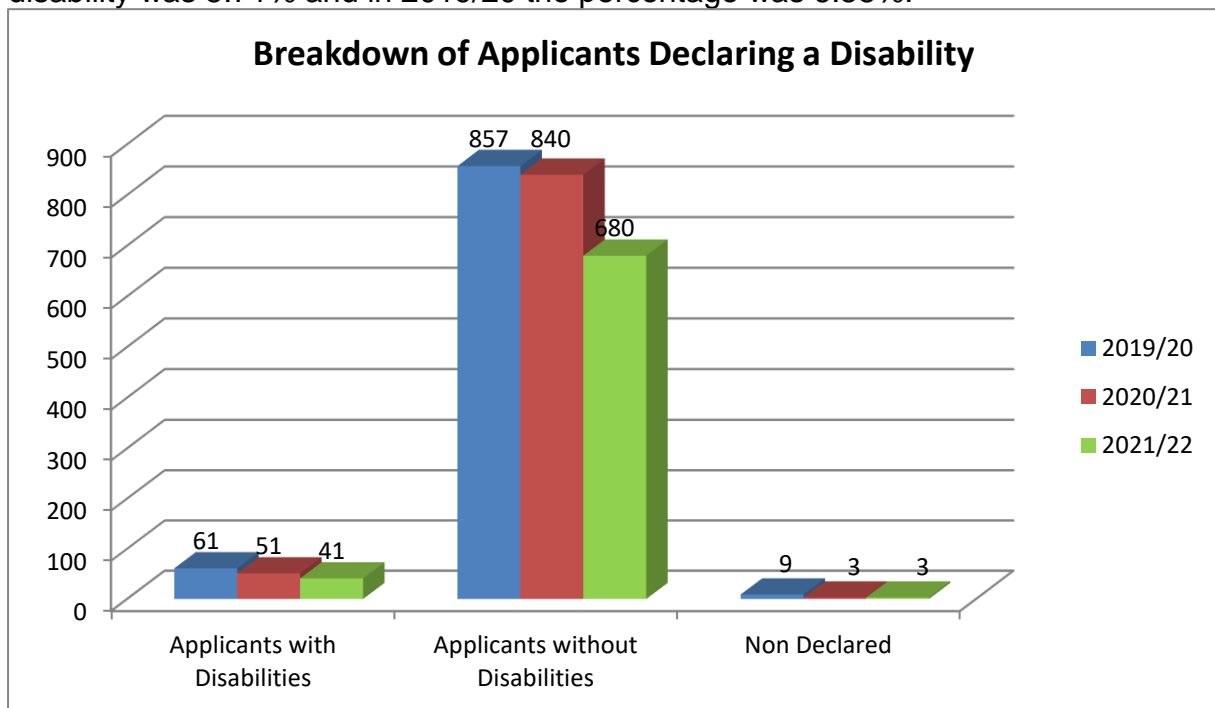
3.9 Disability and Recruitment

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

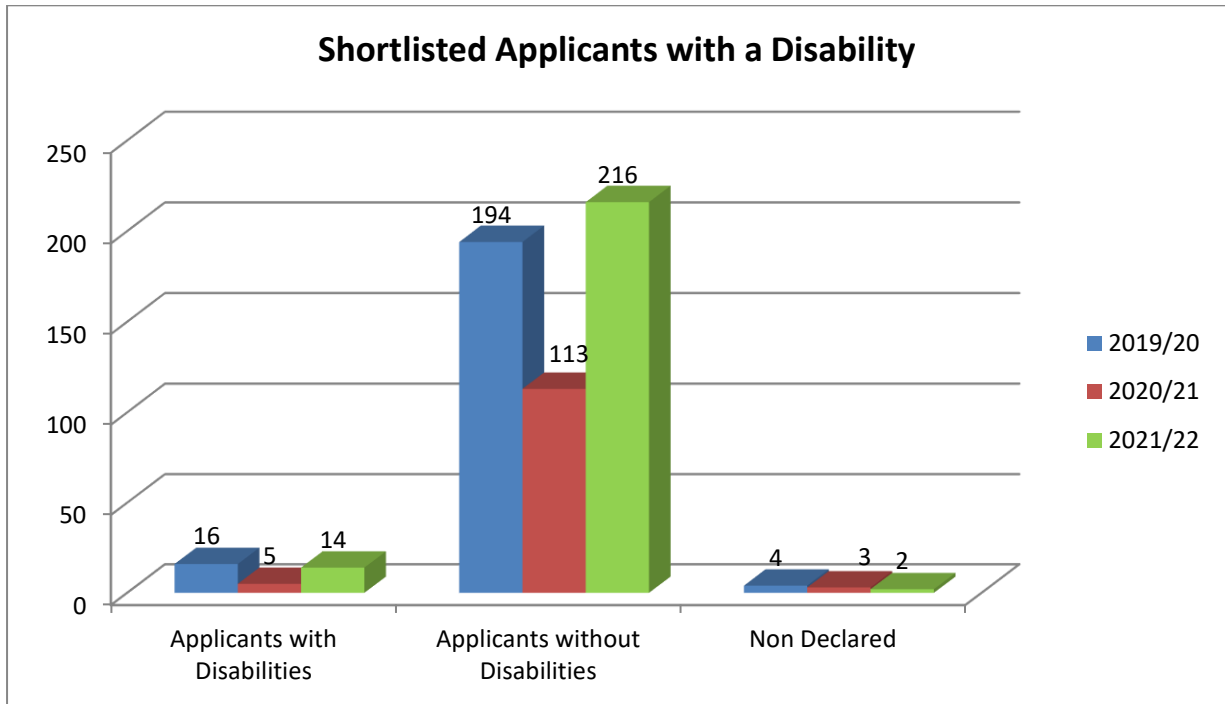
41 of all applications were from people with disability in 2021/22. This accounts for 5.66% of all applications in 2021/22. In 2020/21 the percentage of applicants with a disability was 5.71% and in 2019/20 the percentage was 6.58%.



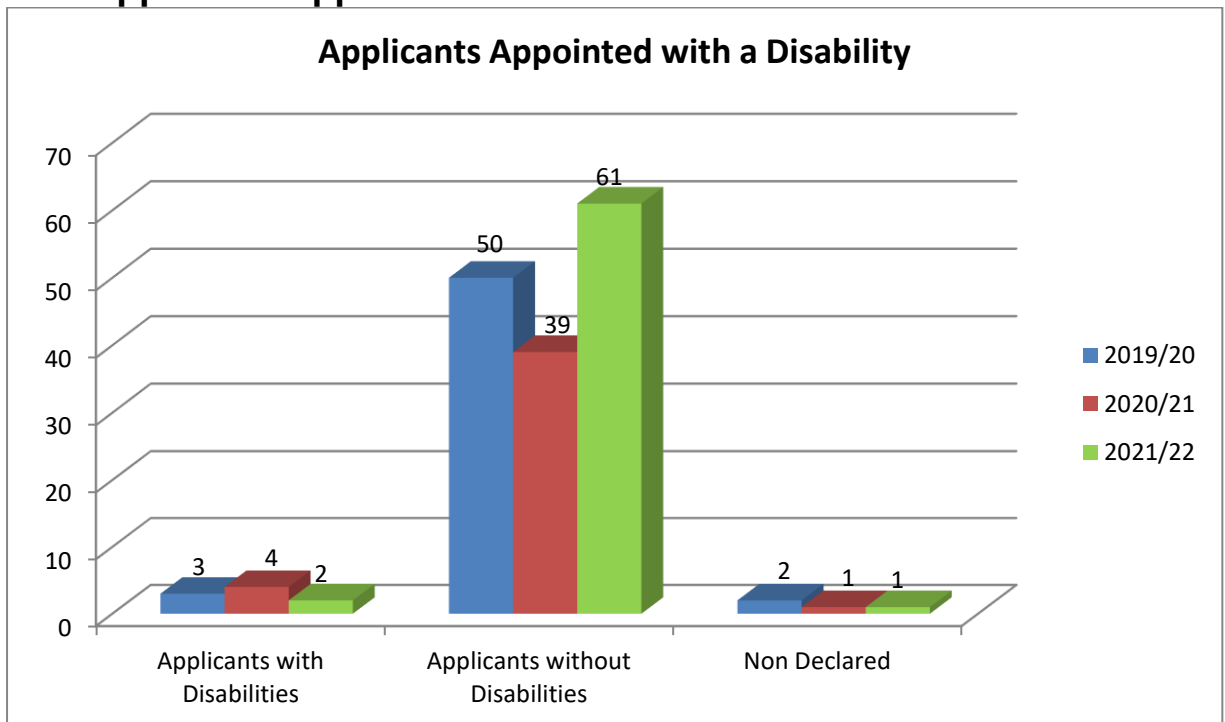
3.11 Shortlisted Applicants with Disabilities

2021/22 shows the number of shortlisted applicants with disabilities has increased by 180.00% when compared with 2020/21. The percentage of applicants shortlisted who declared a disability for each year is shown below.

- 2019/20 = 7.48%
- 2020/21 = 4.13%
- 2021/22 = 6.03%.



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.

	2021/22
Post has been re-graded	24
Appointed to higher graded post	28
Total	52

The 28 employees who were appointed into a higher graded post shows the council's commitment to career development and succession planning.

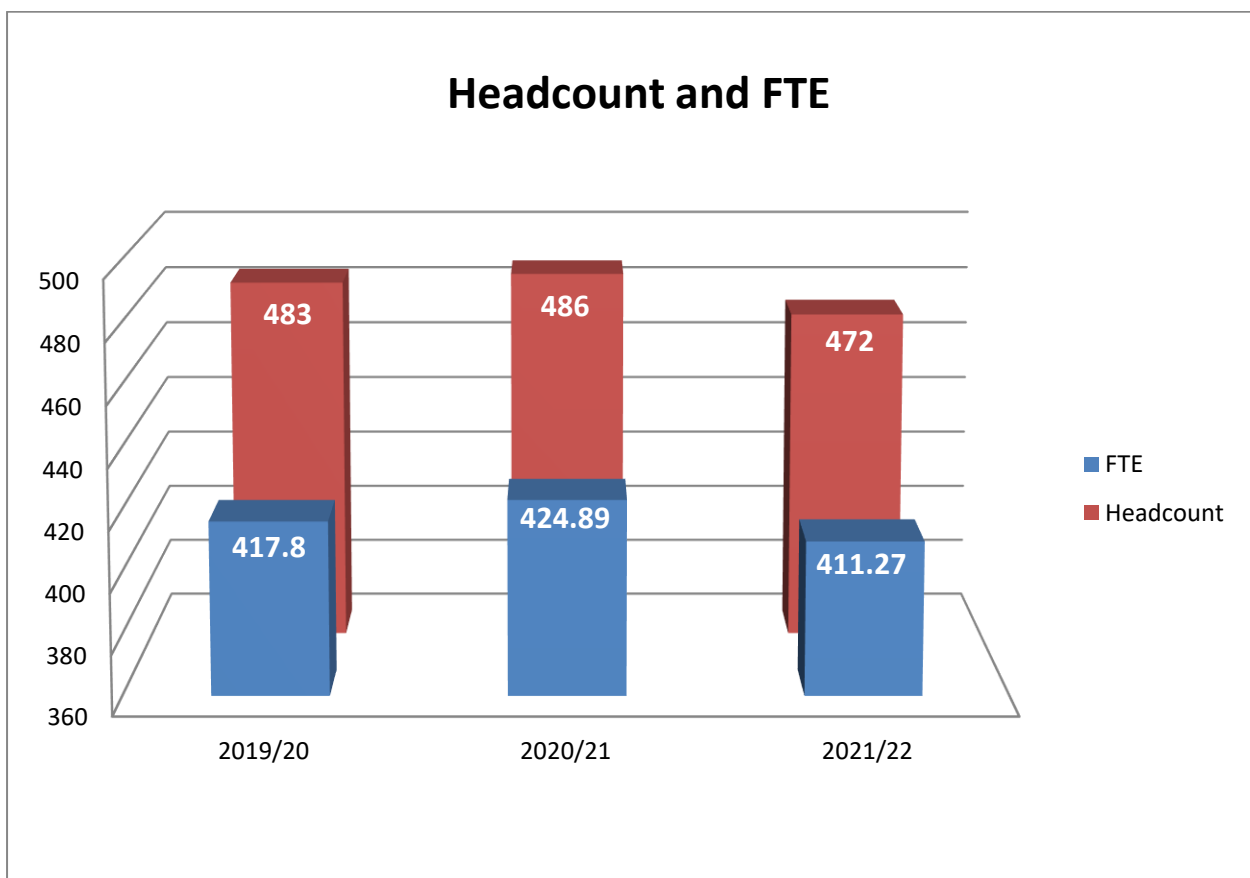
4. OUR WORKFORCE

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 2022.



4.3 Ethnicity

During 2021/22, 8.05% of the workforce were from an ethnic minority background, based on the 447 employees who submitted a response. This is an increase of 0.81% since 2019/20. Below is a snapshot of the ethnic diversity of our workforce which includes those employees who have declined to state their ethnic origin.

Ethnicity	2019/20	2020/21	2021/22
Any other ethnic group	1	1	1
Asian - Other	0	0	0
Bangladeshi	1	1	1
Black or British African	2	3	2
Black or British Any Other	0	0	0
Black or British Caribbean	3	3	4
Chinese	1	1	2
Indian	4	6	5
Mixed - Other	1	1	1
Mixed - W/B Caribbean	7	6	4
Mixed - White/Asian	3	3	3
Pakistani	6	8	9
Undeclared	27	26	25
White - British	423	422	410
White - Irish	0	0	1
White Other	4	5	1
Grand Total	483	486	472

At 31 March 2022, the Council had 472 employees of which 410 (86.86%) declared themselves to be White British, 36 (7.63%) employees declared to be from an ethnic minority background and a further 25 employees (5.51%) did not submit or disclose their ethnicity.

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	0.73%	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	0.73%	1	0.21%
	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	0.30%	0	0.00%	1	0.21%
	M	3	0.90%	0	0.00%	3	0.64%
Chinese	F	2	0.60%	0	0.00%	2	0.42%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	4	1.19%	0	0.00%	4	0.85%
	M	1	0.30%	0	0.00%	1	0.21%
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	1	0.30%	2	1.46%	3	0.64%
	M	1	0.30%	0	0.00%	1	0.21%
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	3	0.90%	1	0.73%	4	0.85%
	M	4	1.19%	1	0.73%	5	1.06%
White - British	F	103	30.75%	105	76.64%	208	44.07%
	M	184	54.93%	18	13.14%	202	42.80%
White - Irish	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.30%	0	0.00%	1	0.21%
White Other	F	3	0.90%	1	0.73%	4	0.85%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	4	1.19%	5	3.65%	9	1.91%
	M	15	4.48%	1	0.73%	16	3.39%
Grand Total		335	100%	137	100%	472	100%

4.5 Employees with Disabilities

	2019/20		2020/21		2021/22	
	No.	%	No.	%	No.	%
Employees with Disabilities	29	6.00%	31	6.38%	31	6.57%
Employees without Disabilities	415	85.93%	417	85.80%	405	85.81%
Non-Declared	39	8.07%	38	7.82%	36	7.63%
Total	483		486		472	

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

	2019/20	2020/21	2021/22
	Years	Years	Years
Employees with Disabilities	14.84	13.71	14.10
Employees without Disabilities	10.81	10.74	10.48
Non-Declared	18.54	18.46	18.39
All Staff	11.68	11.53	11.32

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

4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2022 by service length:

Years	Gender	Total	%
0-4	F	80	16.95%
	M	88	18.64%
5-9	F	36	7.63%
	M	48	10.17%
10-14	F	35	7.42%
	M	30	6.36%
15-19	F	39	8.26%
	M	31	6.57%
20-24	F	17	3.60%
	M	21	4.45%
25-29	F	13	2.75%
	M	6	1.27%
30-34	F	16	3.39%
	M	7	1.48%
35-39	F	2	0.42%
	M	2	0.42%
40-44	F	0	0.00%
	M	1	0.21%
45+	F	0	0.00%
	M	0	0.00%
Grand Total		472	100.00%

The average length of service for employees is:

	2019/20	2020/21	2021/22
Female Full Time	10.38	10.02	10.32
Female Part Time	14.11	14.18	14.20
Male Full Time	11.39	10.94	12.14
Male Part Time	8.28	11.40	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	1
		PT	0
20-29	F	FT	15
		PT	2
	M	FT	18
		PT	1
30-39	F	FT	25
		PT	22
	M	FT	44
		PT	5
40-49	F	FT	27
		PT	16
	M	FT	53
		PT	1
50-59	F	FT	42
		PT	60
	M	FT	60
		PT	4
60-64	F	FT	11
		PT	10
	M	FT	29
		PT	6
65-69	F	FT	3
		PT	4
	M	FT	6
		PT	4
70+	F	FT	0
		PT	1
	M	FT	1
		PT	1
Grand Total			472

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		5	2	2	1				10		1	5	4	3				13	23
Career Progression LA			4	3	2	1			10		1	1		3				5	15
Career Progression Other									0			1						1	1
Death in Service									0									0	0
Dismissal – Attendance Management									0									1	1
Dismissal – Capability									0									0	0
Dismissal – Gross Misconduct									0									0	0
Dismissal - Probation									0									0	0
Dismissal - Other									0			1			1			1	1
Maternity – Not Returned									0									0	0
Not Known						1			1			1		1				2	3
Personal Reasons		2	2		1		1		6			1	1	3				5	11
Redundancy - Compulsory									0									0	0
Redundancy - Voluntary							1		1						1	1		2	3
Relocation									0									0	0
Early Retirement						1			1					2	3			5	6
Retirement – Age 65 & Over									0							2	1	3	3
Settlement				1	2	1			4					1				1	5
<i>Temp. Contract Ended*</i>				1					1									0	1
Grand Total	0	7	8	7	6	4	2	0	34	0	2	10	5	13	5	3	1	39	73

4.10 Grade Profile of Workforce

Grade	FT		Total	PT		Total	Grand Total
	F	M		F	M		
G2	2	3	5	23	7	30	35
G3	2	26	28	6	2	8	36
G4	19	37	56	24	1	25	81
G5	34	37	71	30	8	38	109
G6	8	25	33	8	1	9	42
G7	15	25	40	12	1	13	53
G8	12	15	27	1	0	1	28
G9	4	6	10	6	0	6	16
G10	11	7	18	2	0	2	20
G11	3	9	12	3	1	4	16
G12	3	1	4	0	0	0	4
G13	3	8	11	0	0	0	11
G14	0	5	5	0	0	0	5
G15	3	1	4	0	1	1	5
Head of Service	2	5	7	0	0	0	7
Chief Officer	1	1	2	0	0	0	2
Deputy Chief Exec.	0	1	1	0	0	0	1
Chief Executive	1	0	1	0	0	0	1
Grand Total	123	212	335	115	22	137	472

4.11 Workforce Profile Starters (Permanent and Temporary)

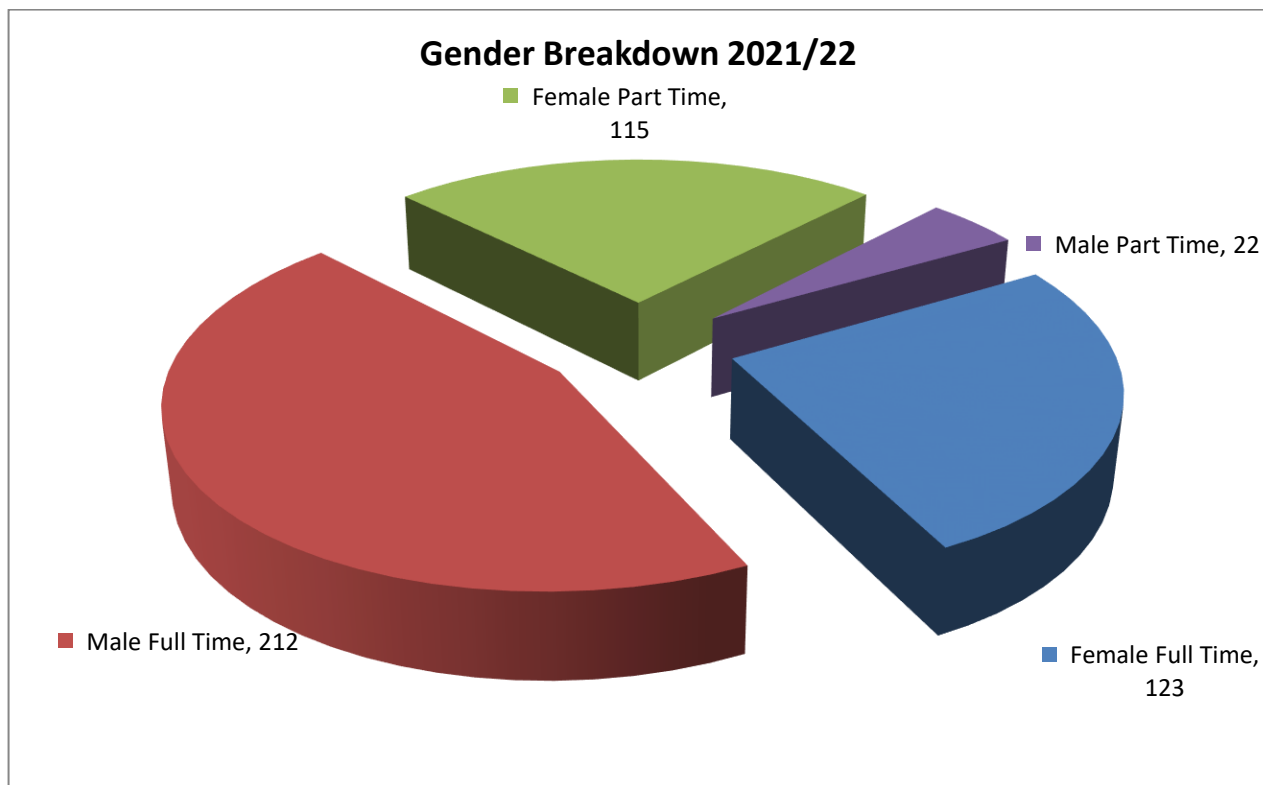
Age Range	Gender	FT	PT	Total
16-19	F	0	0	0
	M	1	0	1
20-29	F	3	2	5
	M	9	0	9
30-39	F	5	2	7
	M	11	0	11
40-49	F	4	2	6
	M	10	1	11
50-59	F	4	1	5
	M	4	0	4
60-64	F	0	0	0
	M	3	1	4
65+	F	0	0	0
	M	1	0	1
Grand Total		55	9	64

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.

	2019/20		2020/21		2021/22	
Female Full Time	121	25.05%	129	26.54%	123	26.06%
Male Full Time	216	44.72%	214	44.03%	212	44.92%
Female Part Time	123	25.47%	122	25.10%	115	24.36%
Male Part Time	23	4.76%	21	4.32%	22	4.66%
Total	483		486		472	

Broxtowe's commitment to equality in the recruitment of staff is emphasised in the gender split of the current workforce. Broxtowe employed 238 females and 234 males as at 31 March 2022. 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 2021/22, 31 jobs were evaluated which covered 27 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	24
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	3
Total posts evaluated	31

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 2022) 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	13.9634	Median Male Hourly Rate	12.4945
Mean Female Hourly Rate	13.1165	Median Female Hourly Rate	11.5597
Gender Pay Gap	6.06%	Gender Pay Gap	7.48%
<u>Full Time Employees</u>		<u>Full Time Employees</u>	
Mean Male Hourly Rate	14.1788	Median Male Hourly Rate	12.5243
Mean Female Hourly Rate	14.4341	Median Female Hourly Rate	12.5243
Gender Pay Gap	-1.80%	Gender Pay Gap	0.00%
<u>Part Time Employees</u>		<u>Part Time Employees</u>	
Mean Male Hourly Rate	11.8876	Median Male Hourly Rate	11.0839
Mean Female Hourly Rate	11.7072	Median Female Hourly Rate	11.5597
Gender Pay Gap	1.52%	Gender Pay Gap	-4.29%

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

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

The gender pay gap for each year since it's mandatory inception in 2017 is shown below.

Year	Gender Pay Gap
2016/17	6.63%
2017/18	7.92%
2018/19	6.53%
2019/20	4.90%
2020/21	3.59%
2021/22	6.06%

The gender pay gap has increased by 2.47% in the past year. The two main reasons for this are;

- More females leaving more senior roles (Grade 8 and above) and more males being appointed into these senior roles.
- Market Supplements being applied to job groups with more male incumbents.

The gender pay gap for 2021/22 without the application of Market Supplements would be 4.77%.

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	2019/20	2020/21	2021/22
Suspended	F	0	0	0
	M	3	0	0
Number of working days suspended	F	0	0	0
	M	36	0	0
First Formal Warning	F	1	0	0
	M	1	0	0
Final Formal Warning	F	2	0	0
	M	1	2	2
Dismissed (Gross misconduct, Summary Dismissal)	F	1	0	0
	M	0	1	2
Resigned during investigation	F	0	0	0
	M	0	0	0

5.3 Grievances

	2019/20	2020/21	2021/22
Female	3	0	2
Male	6	0	2
Collective	0	1	2
Total	9	1	6

5.4 Capability Policy and Procedure

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

	Gender	2019/20	2020/21	2021/22
Stage 1	F	0	0	1
	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		0	0	1

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.

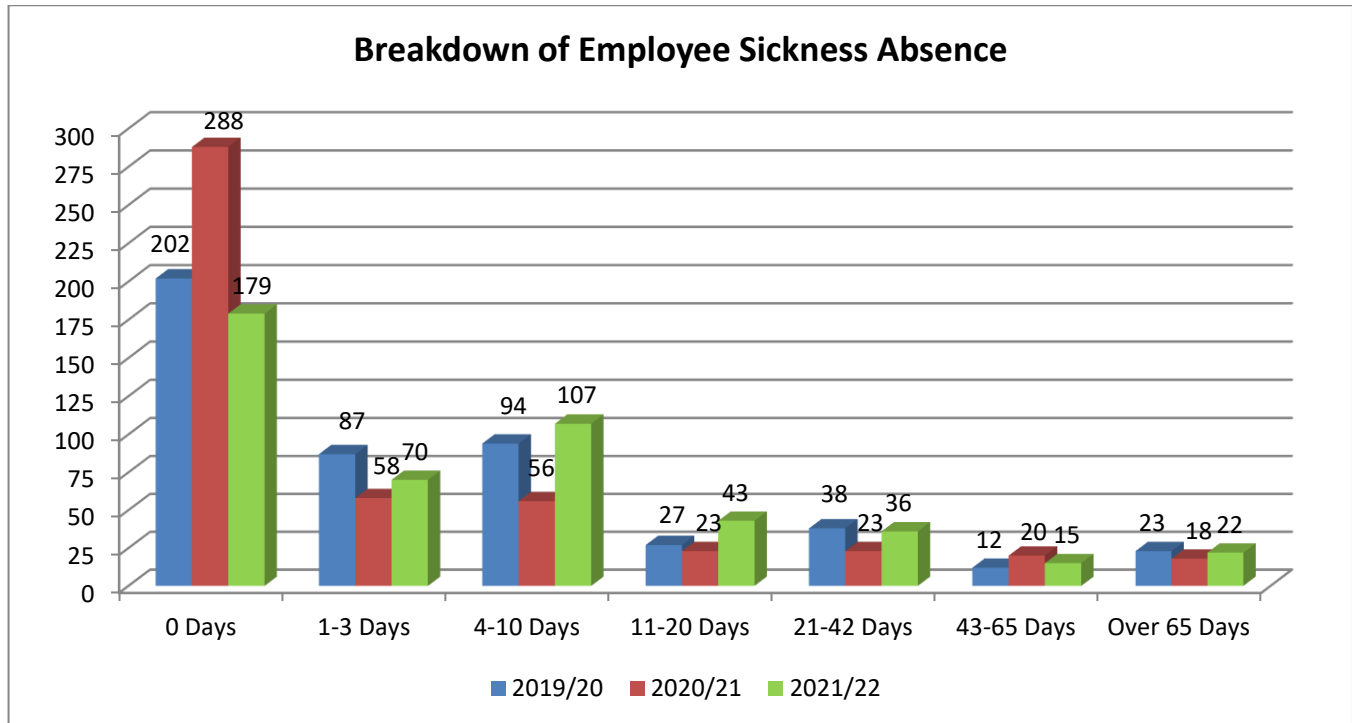
	Gender	2019/20	2020/21	2021/22
Stage 1	F	15	13	16
	M	22	13	13
Stage 2	F	1	2	0
	M	2	0	0
Stage 3	F	0	0	0
	M	0	0	0
Stage 3 (Dismissal)	F	0	0	0
	M	0	0	0
Total		40	28	29

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 2022.



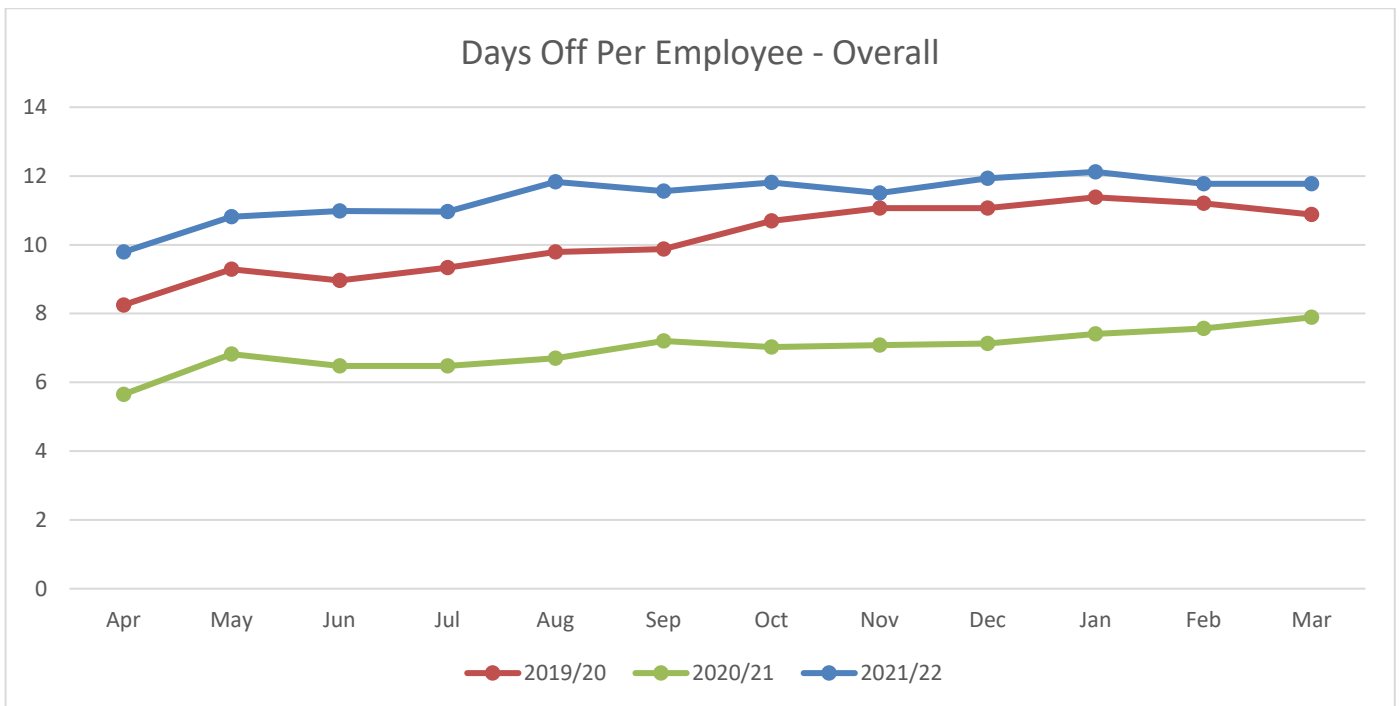
Whilst the average level of sickness during 2021/22 was 11.77 days per employee, 37.92% of the workforce had no sickness absence at all, whereas 59.26% of employees had nil sickness in 2020/21 and 41.82% of employees had no sickness absence in 2019/20.

5.7 FTE Absence (Average sickness days per employee)

Year	Average
2021/22	11.77
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

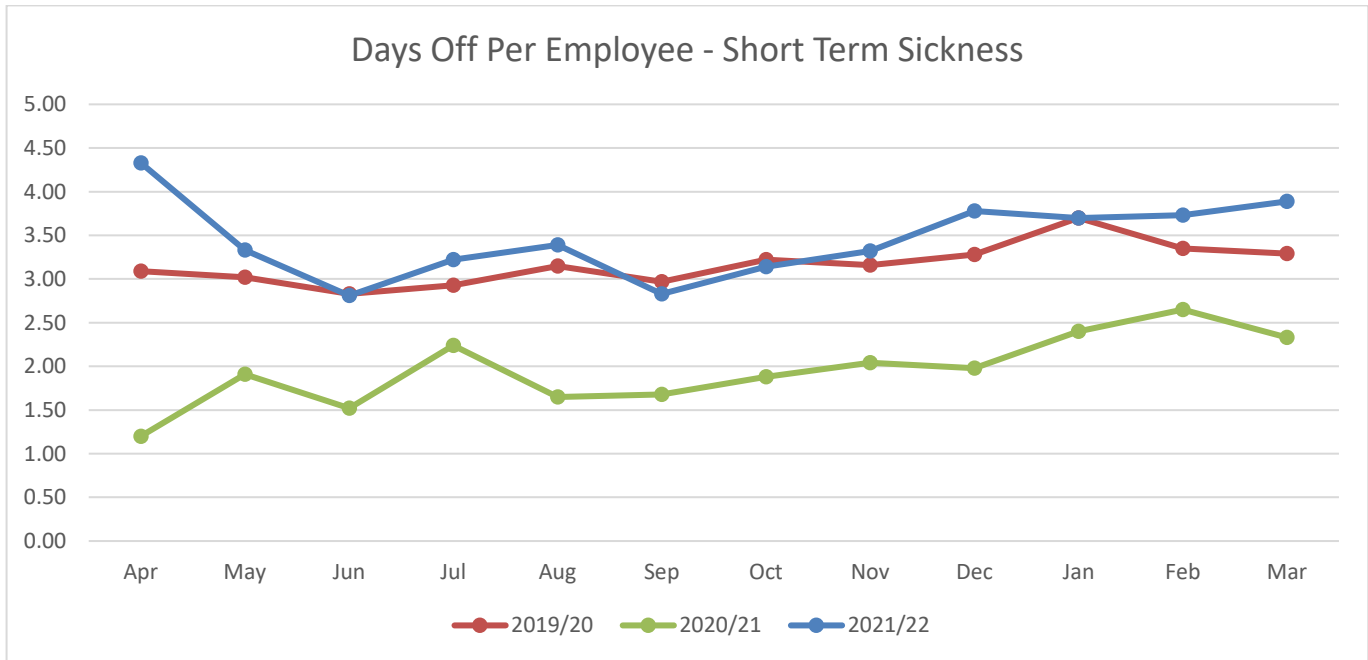
FTE Absence Comparison 2019-2022

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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
2021/22	9.79	10.81	10.98	10.96	11.83	11.56	11.81	11.50	11.93	12.12	11.77	11.77



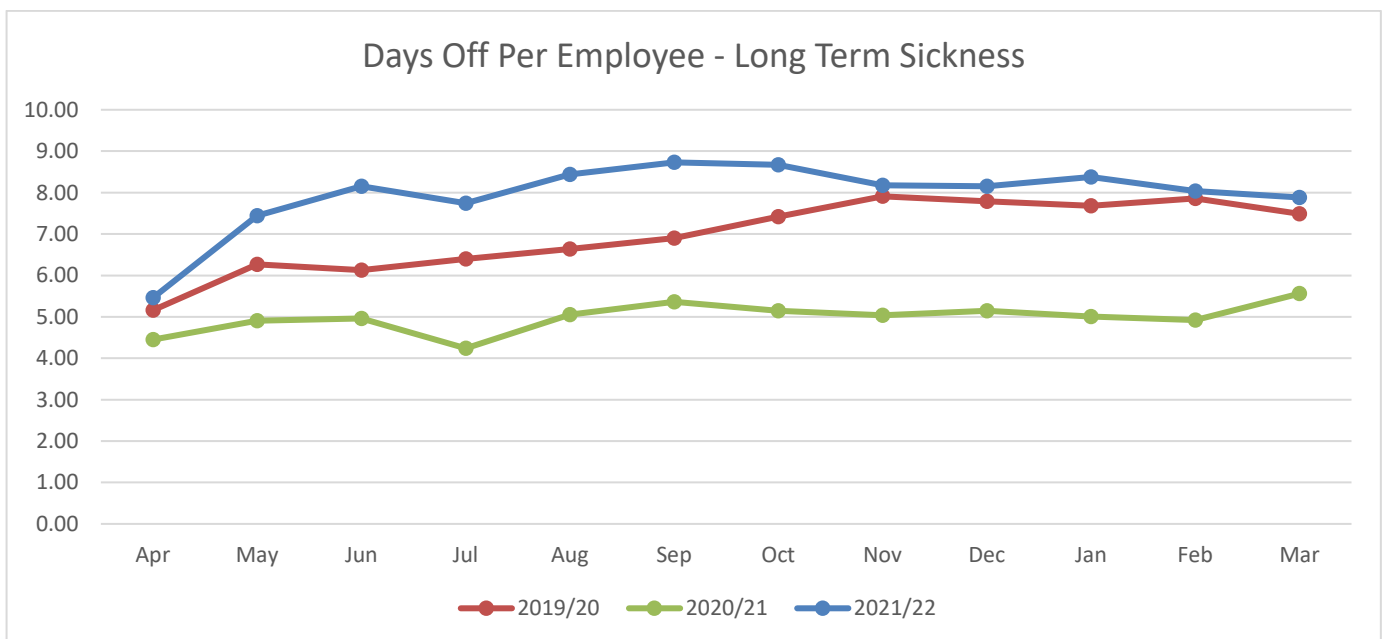
FTE Absence Comparison 2019-2022 – Short Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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
2021/22	4.33	3.33	2.81	3.22	3.39	2.83	3.14	3.32	3.78	3.70	3.73	3.89



FTE Absence Comparison 2018-2021 – Long Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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
2021/22	5.46	7.44	8.15	7.74	8.44	8.73	8.67	8.18	8.15	8.38	8.04	7.88

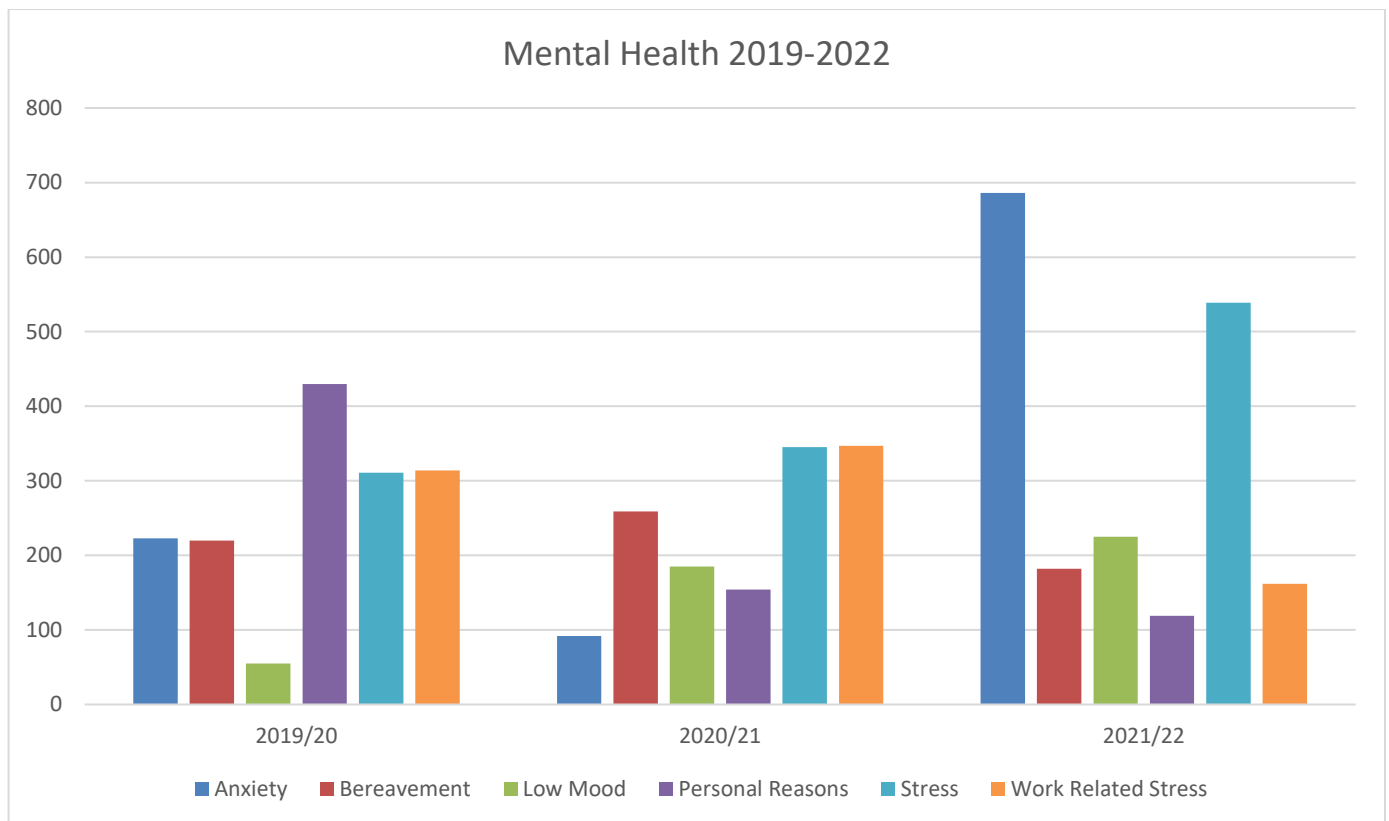


5.8 Mental Health Related Sickness Absence

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
2019/20	223	220	55	430	311	314	1553
2020/21	92	259	185	154	345	347	1382
2021/22	686	182	225	119	539	162	1913

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 April 2019.

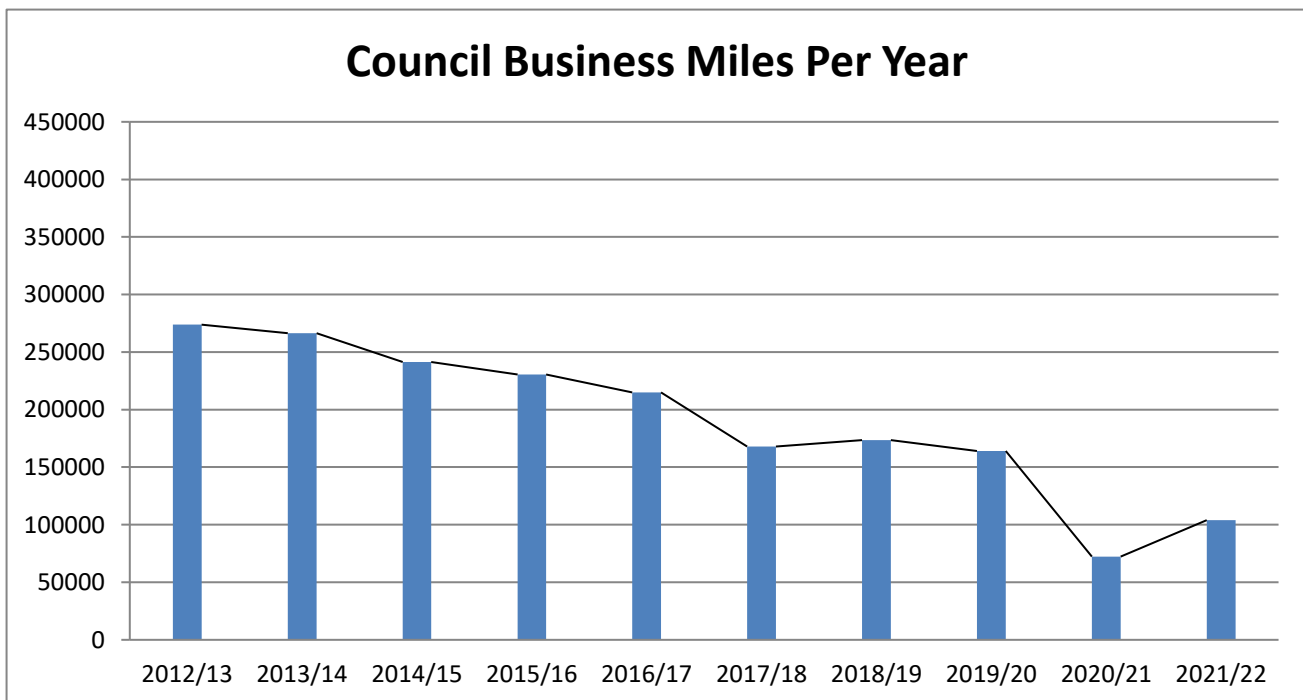


5.9 Business Mileage

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. 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
2021/22	104042	-30.49
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

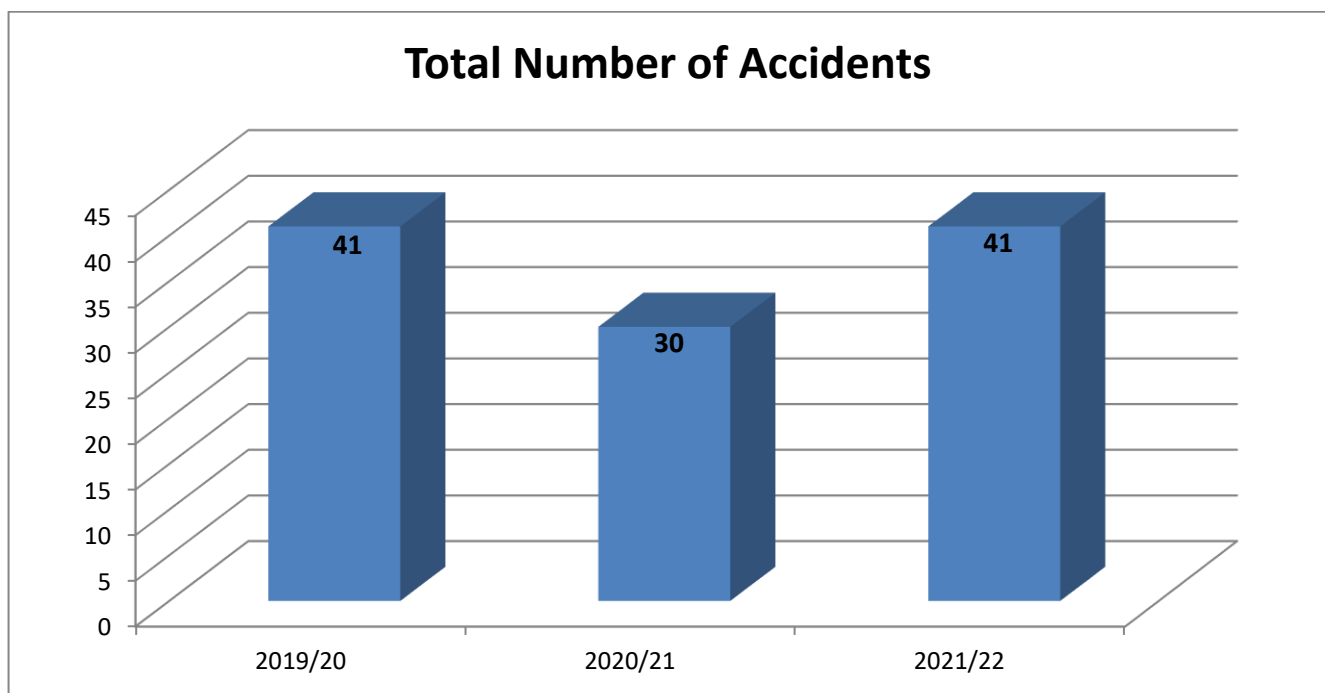


6. HEALTH AND SAFETY

This section provides an analysis of accident figures at the Council during 2021/22 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.



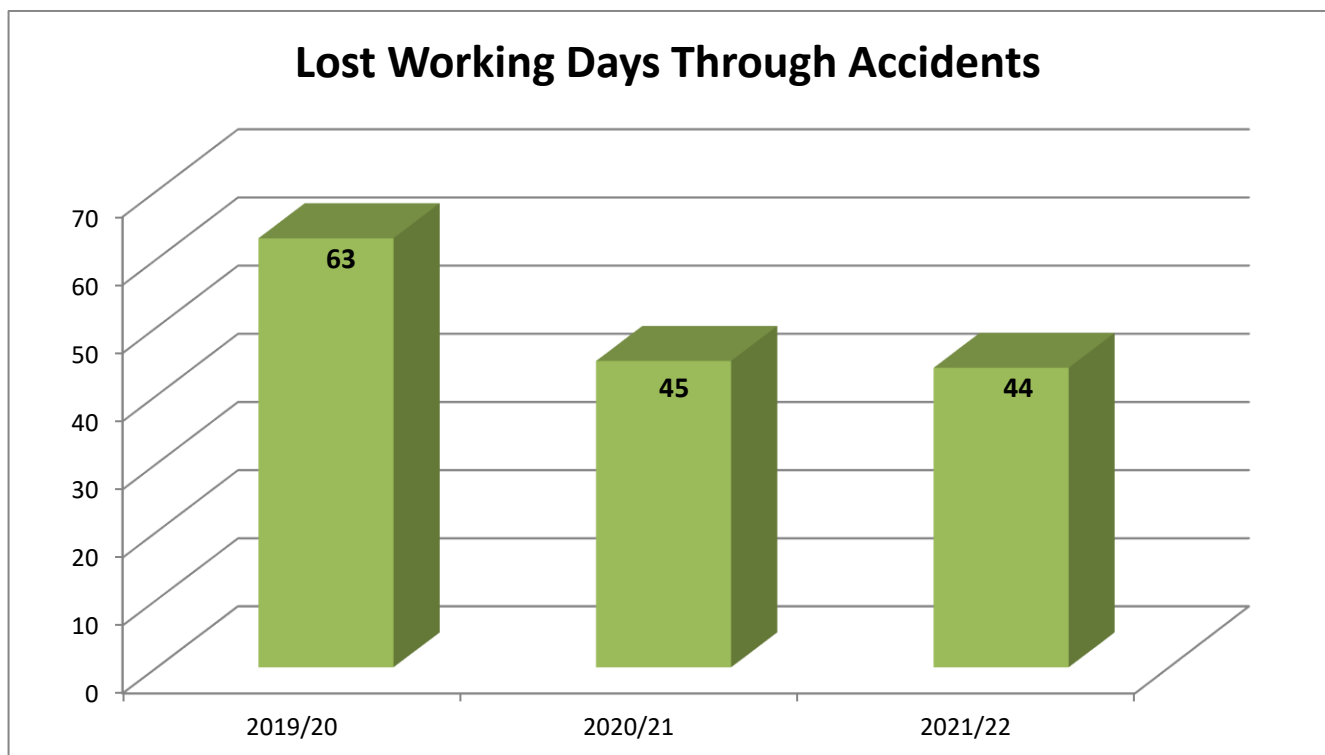
The total number of accidents during 2021/22 was 41.

During 2021/22, 4 (9.76%) 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
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
2021/22	
Manual Handling	2
Slips, trips and falls	0
Striking a fixed object	1
Struck by a moving object	0
Other	1
Total	4

6.2 Lost Working Days through Accidents at Work



During 2021/22, 52 working days were lost from two employees suffering RIDDOR injuries.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2021/22	52	4	13
2020/21	45	3	15
2019/20	63	2	31.5

One RIDDOR accident in 2021/22 resulted in 0 days off work.

7. CONCLUSIONS

In conclusion, this document has highlighted the profile of our Council as it stood at 31 March 2022.

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

- **Achievements:** The average length of service was 34.54% longer for employees declaring themselves as having a disability when compared with employees who didn't declare a disability.
- **Recruitment:** The percentage of applicants shortlisted has increased by 18.50% when comparing 2020/21 with 2021/22.
- **Our Workforce:** The gender pay gap has increase from 3.59% to 6.06% in the last year. This is an increase of 2.47%.
- **Employment Issues:** The number of average sick days per employee increased from 7.89 days per employee in 2020/21 to 11.77 in 2021/22.
- **Health & Safety:** The average number of days off due to a RIDDOR accident is 13.50 which is a decrease compared to 2020/21 where the average was 15.00.

Consideration should be given to the fact data gathered, and subsequently shown for 2020/21 and 2021/22, will have been impacted by the COVID 19 pandemic. Whilst COVID 19 remains a presence in society today, the impact upon figures collected for 2022/23 will decrease.

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

Obtaining alternative versions of this document

If you would like this document in another language or format, please contact the Human Resources team on 0115 917 3372 or 0115 917 3342.