



Broxtowe  
Borough  
COUNCIL

# Workforce Profile

2022/23

# Contents

	Page
<b>1 Introduction.....</b>	<b>4</b>
<b>2 Achievements.....</b>	<b>4</b>
<b>3 Recruitment</b>	
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
<b>4 Our Workforce</b>	
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.....	23
<b>5 Employment Issues</b>	
5.1 Disciplinary, Grievance, Capability and Attendance Management.....	25

5.2	Disciplinary.....	25
5.3	Grievances.....	25
5.4	Capability Policy and Procedure.....	26
5.5	Attendance Management Policy and Procedure.....	26
5.6	Breakdown of Employee Sickness Absence.....	27
5.7	FTE Absence (Average Sick Days Per Employee) .....	28
5.8	Mental Health Related Sickness Absence.....	30
5.9	Business Mileage.....	31
<b>6</b>	<b>Health and Safety</b> .....	<b>32</b>
6.1	RIDDOR Type of Accident.....	33
6.2	Lost Working Days Through Accidents at Work.....	33
<b>7</b>	<b>Conclusions</b> .....	<b>34</b>

## 1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2022/23. 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 2023, employed 474 (by headcount) people across a number of sites within the borough.

The turnover for employees leaving the council in 2022/23 was 11.18%. This equated to 50 employees. In comparison the turnover figure for 2021/22 was 15.47% which equated to 73 employees and in 2020/21 it was 7.48% which equated to 38 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 2022/23 was 14.18 years. This average is higher than employees without disabilities whose average length of service is 10.44 years. This means the overall average length of service is 3.74 years longer for those employees with a disability, compared with those who do not have a disability. It is unclear what this data reveals currently but further investigation will take place with the findings being reported in the 2023/24 Workforce Profile.

## **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 40,000 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 2023, over 70 e-learning courses were available to employees and Members, with 8 new courses being launched during 2022/23. The new courses launched included stress awareness, anxiety awareness, fuel poverty and all age carers. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date for 2022/23 appraisals, 92.7% of appraisals had been fully completed. This is an increase of 15% from the previous year.

## **Work Experience**

The Council provided a total of eleven work experience placements for students aged between 14 and 17. The most popular choice of service area amongst the students was Legal Services. Other service areas that hosted were: Planning, Environmental Health, HR, Democratic Services, Business Support, Elections, Housing and Finance.

## **Employee Survey**

The Council were able to conduct an employee survey in April 2023. The survey allowed employees to tell the Council 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 understand how my work contributes to the success of the organisation
- I am aware of my own training needs
- I am encouraged to identify relevant learning opportunities
- I like my job and enjoy working at the Council
- My manager is fair and honest
- My line manager keeps me informed about developments in the Council
- My line manager gives me regular and constructive feedback
- My manager provides me with the support I need to do my job
- I receive recognition from my manager when I do a job well
- The Council respects individual differences (e.g. cultures, working styles, backgrounds, ideas)
- I am treated with fairness and respect
- I am aware of the Council's values
- I understand how the Council's vision and values relate to the work I do
- I am aware of what means of support are available at / through work

## 3. RECRUITMENT

### 3.1 Overview

The Council has continued to recruit to a wide range of jobs during 2022/23. 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. The vacancy numbers have since decreased to 1.08 million in April 2023.

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 helps the process remains fair and impartial.

### 3.2 Applicants and Candidates

During 2022/23 the Council received 608 applications for 139 advertised positions, of which 41 were re-advertised. There were 53 new starters appointed.

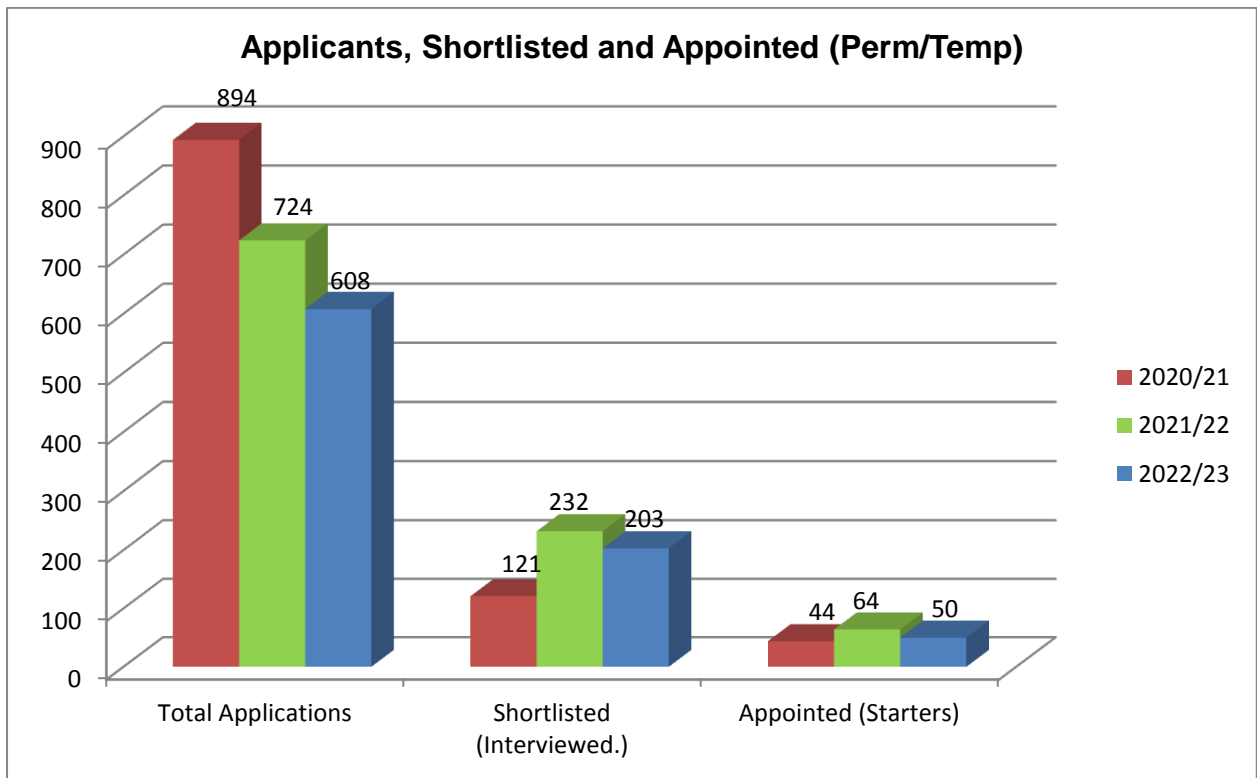
- There was a 16.02% decrease in the total number of applications received when compared with the number of applications received in 2021/22.
- There was an average of 4.37 applications for every vacancy in 2022/23.
- Of the 139 jobs advertised 26 (18.71%) were for temporary positions and 113 (81.29%) were for permanent positions.

### 3.3 Total Applications Received

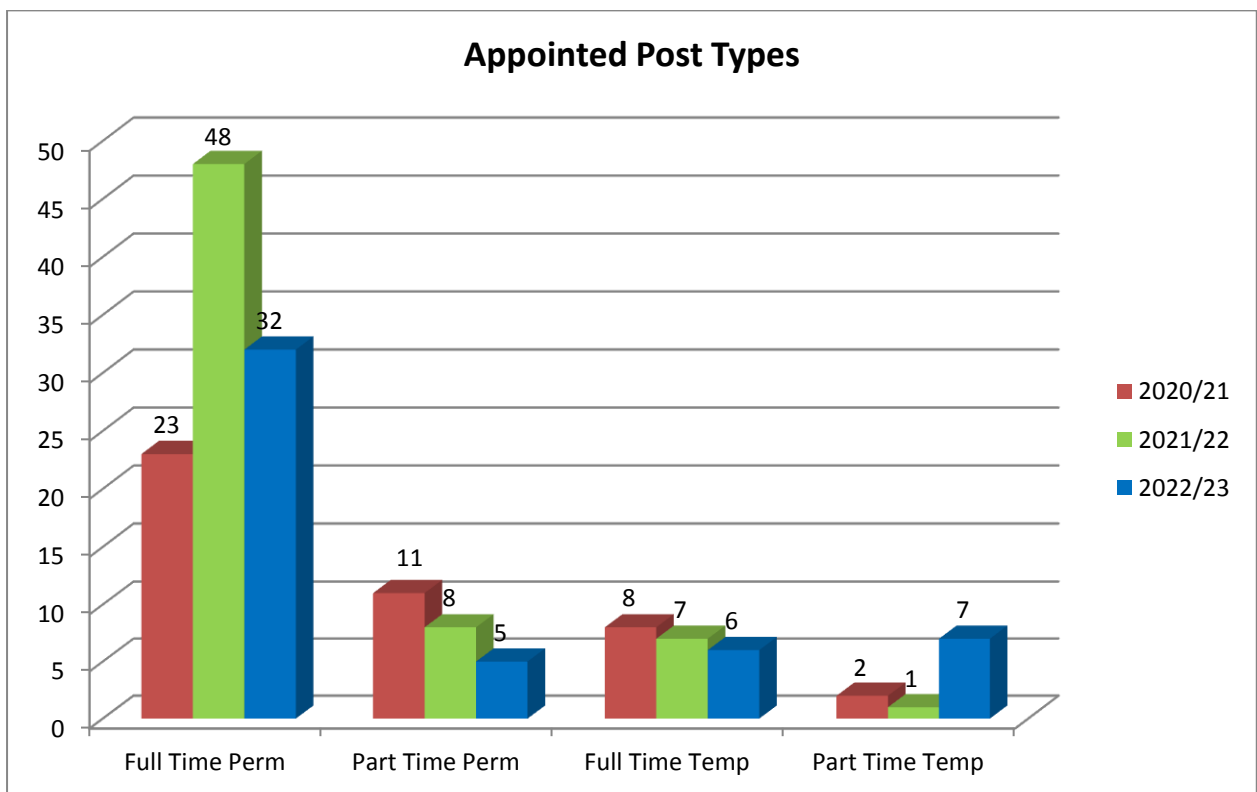
Most job applications are now made via the Council's website with only a small percentage received through the post in 2020/21.

	2020/21		2021/22		2022/23	
Online Applications	891	99.66%	724	100.00%	608	100.00%
Paper Applications	3	0.34%	0	0.00%	0	0.00%
Total Applications	894		724		608	

### 3.4 Overview of Recruitment Process Levels



In 2022/23 the Council shortlisted 33.39% of all applicants. In 2021/22 this figure was lower at 32.04% with the figure in 2020/21 lower still at 13.54%.



### 3.5 Average Age of Applicants

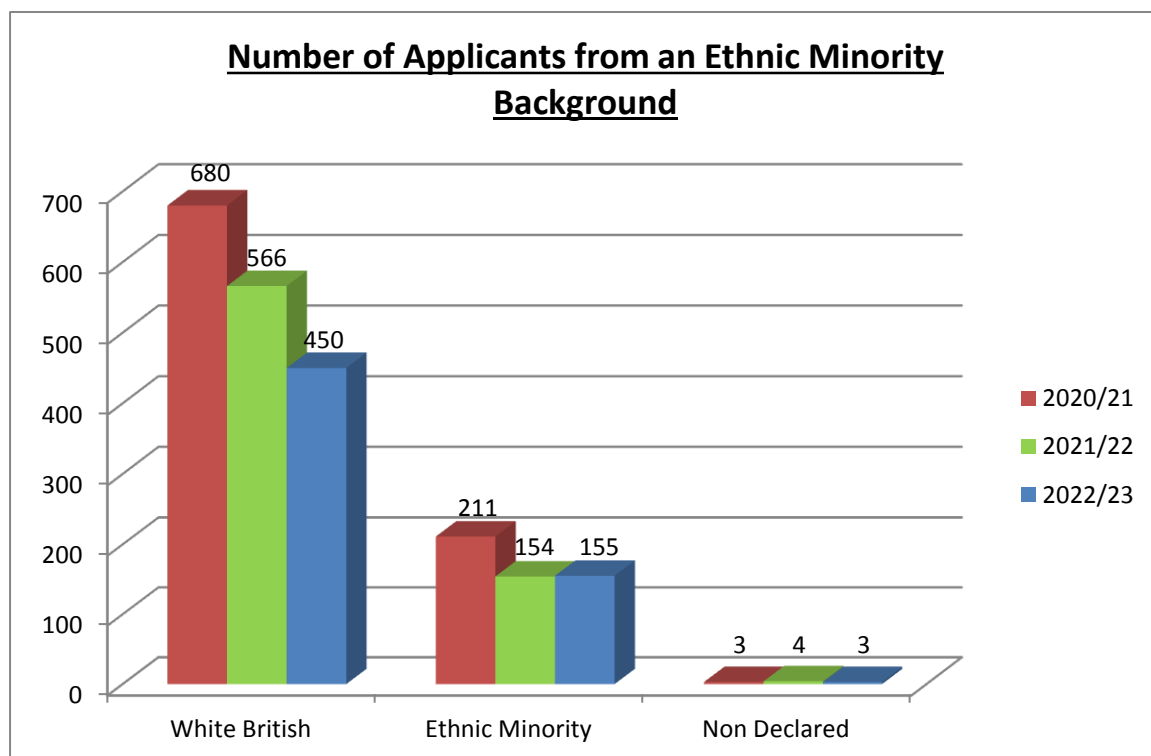
The average age of applicants has increased for males and females.

	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Male</b>	33.46	38.40	40.18
<b>Female</b>	34.43	37.03	37.68
<b>Overall</b>	33.95	37.84	38.96

### 3.6 Ethnicity and Recruitment

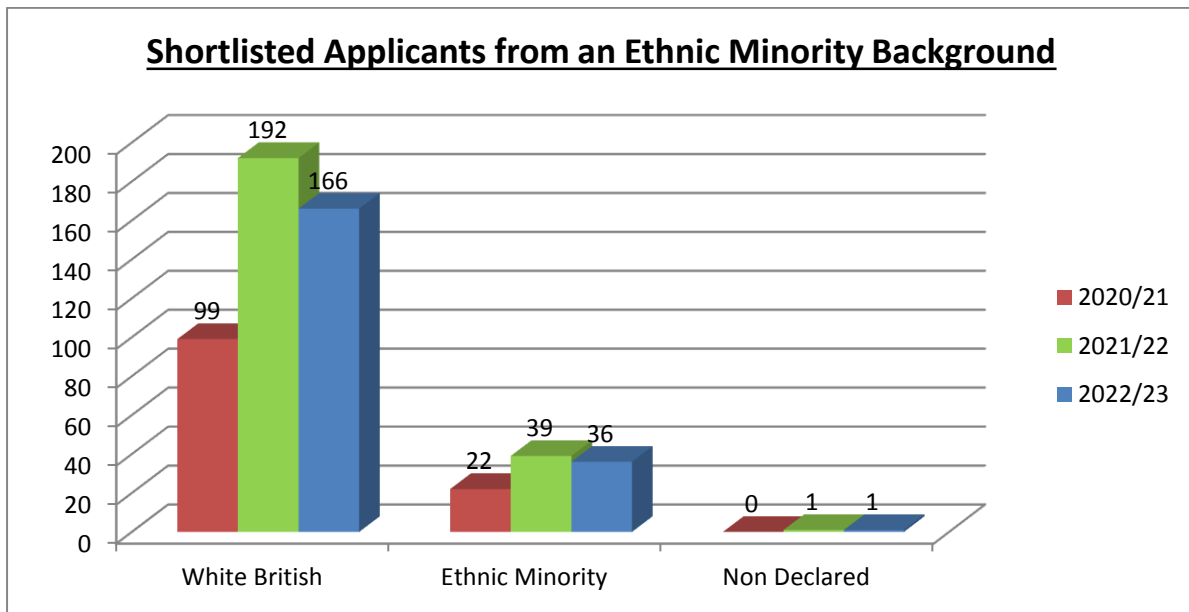
The following graphs show the breakdown of applicants from an ethnic minority background during 2020/21, 2021/22 and 2022/23. Some key points to note are:

- In 2022/23 applications from an Ethnic Minority background accounted for 25.49%. In 2021/22 there were 21.27% of applications from an Ethnic Minority background and in 2020/21 this figure was 23.60%
- White British applicants accounted for 74.01% during 2022/23, 78.18% during 2021/22 and 76.06% during 2020/21.



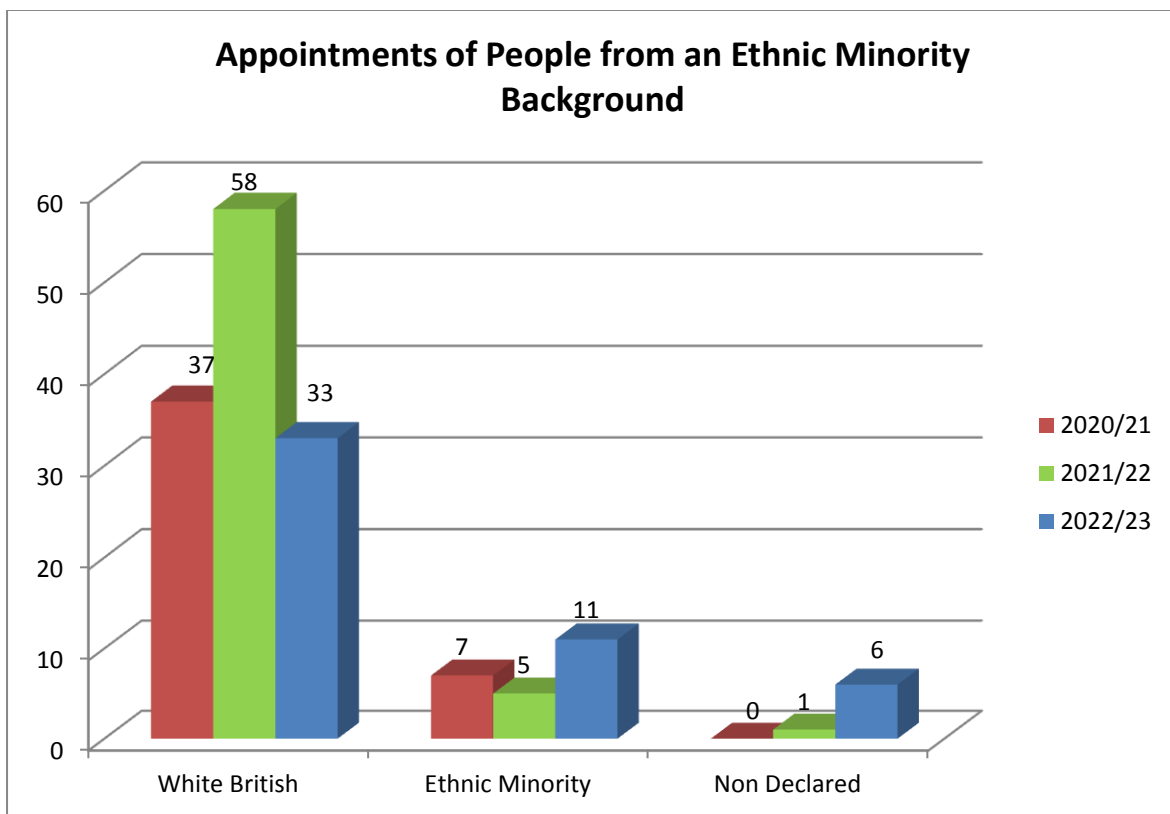


### 3.7 Shortlisted Applicants from an Ethnic Minority Background



There were 36 applicants from an ethnic minority background shortlisted in 2022/23. In 2022/23, 23.23% of applications from people from an ethnic minority background were shortlisted. In 2021/22 this figure was 25.33% and in 2020/21 this figure was 10.43%.

### 3.8 Appointed Applicants from an Ethnic Minority Background



The below table shows the percentage of people from an ethnic minority background who applied, were shortlisted and appointed in comparison to the total number of applications, people shortlisted and appointed across all categories.

Year	Applicants	Shortlisted	Appointed
2020/21	23.60%	18.18%	15.91%
2021/22	21.27%	16.81%	7.81%
2022/23	25.49%	17.73%	22.00%

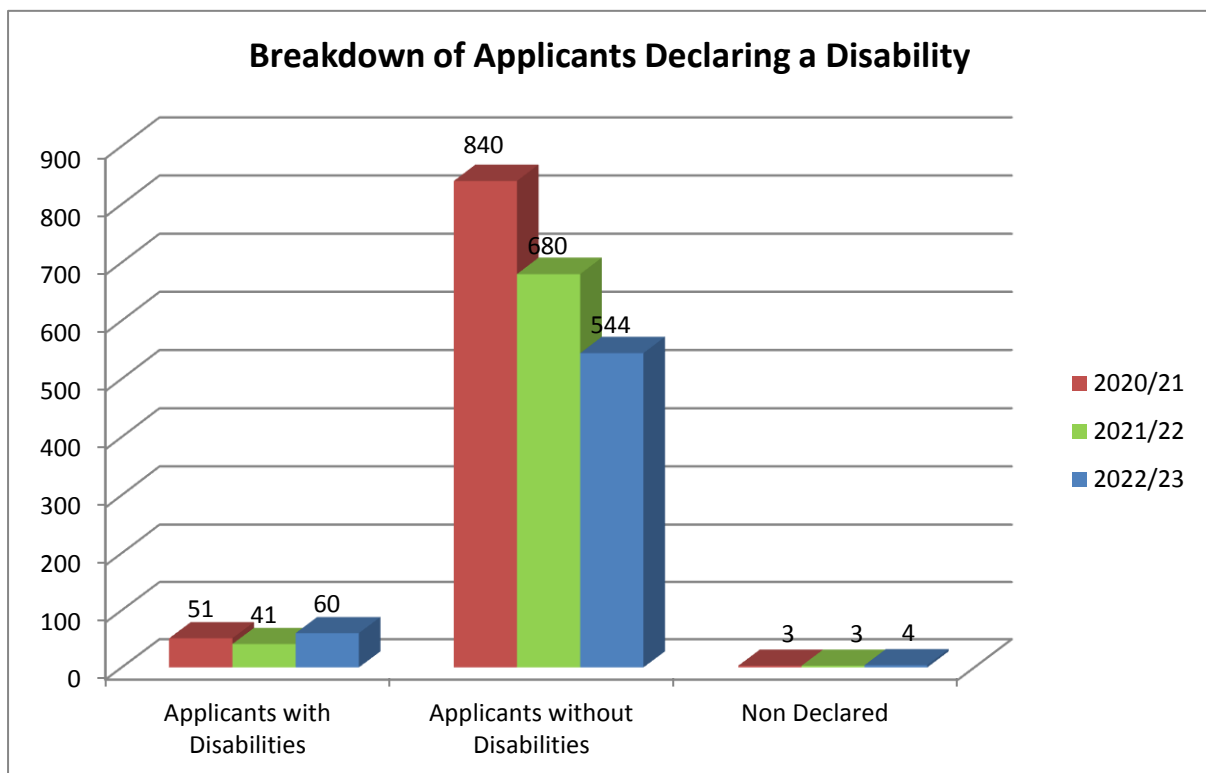
### 3.9 Disability and Recruitment

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

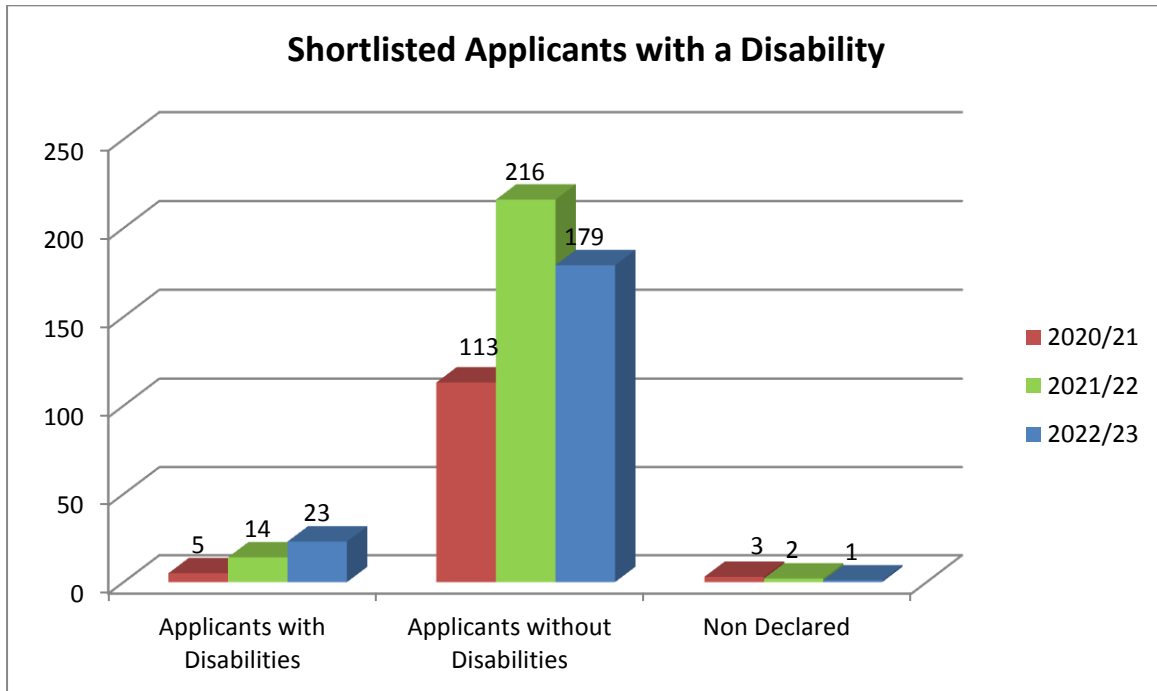
60 of all applications were from people with disability in 2022/23. This accounts for 9.87% of all applications in 2022/23. In 2021/22 the percentage of applicants with a disability was 5.66% and in 2020/21 the percentage was 5.71%.



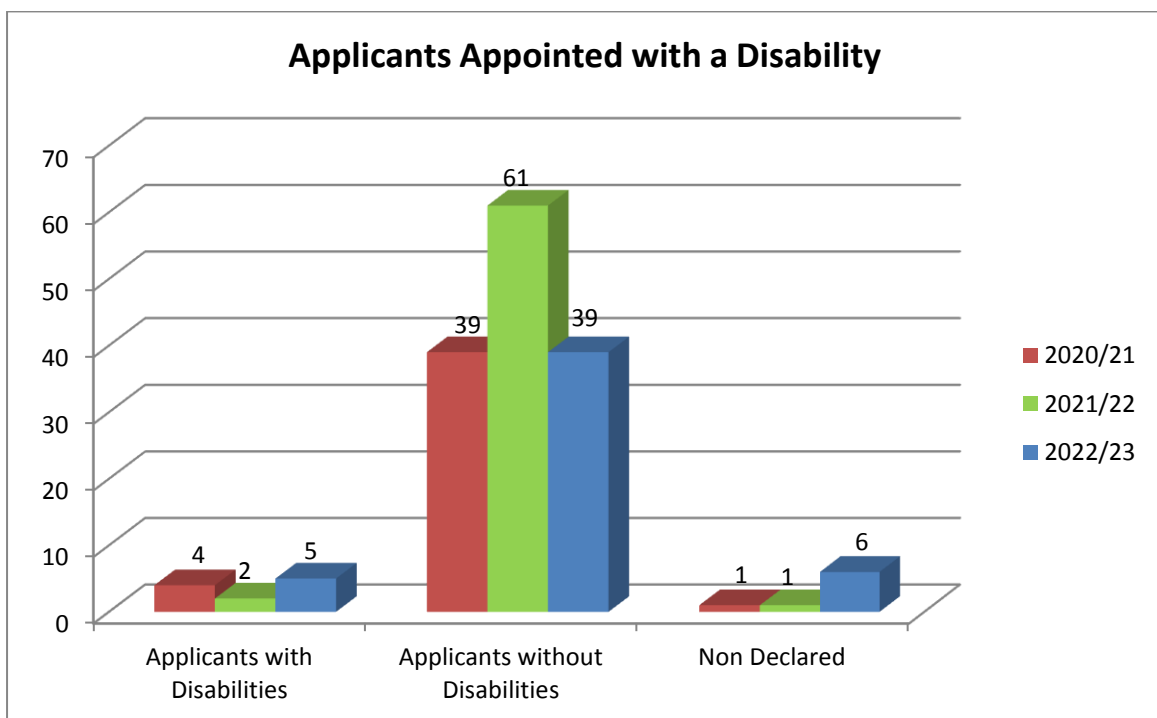
### 3.11 Shortlisted Applicants with Disabilities

The percentage of applicants shortlisted who declared a disability for each year is shown below.

- 2022/23 = 11.33%
- 2021/22 = 6.03%
- 2020/21 = 4.13%



### 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	2021/22	2022/23
Post has been re-graded	10	24	77
Appointed to higher graded post	17	28	14
<b>Total</b>	<b>27</b>	<b>52</b>	<b>91</b>

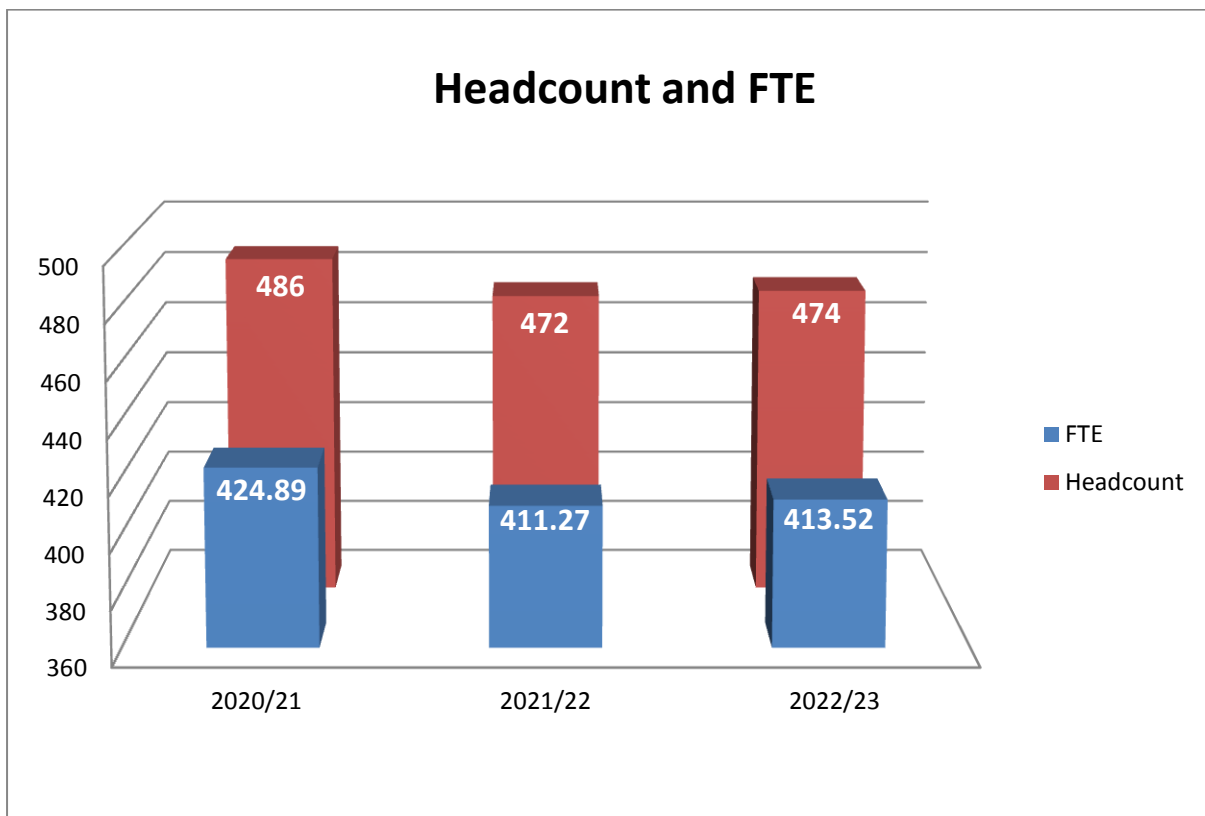
## 4. OUR WORKFORCE

### 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 2023.



### 4.3 Ethnicity

During 2022/23, 8.73% of the workforce were from an ethnic minority background, based on the 447 employees who submitted a response. This is an increase of 0.68% when compared with 2021/22. Below is a snapshot of the ethnic diversity of our workforce which includes those employees who have declined to state their ethnic origin.

<b>Ethnicity</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Any other ethnic group	1	1	1
Asian - Other	0	0	1
Bangladeshi	1	1	1
Black or British African	3	2	2
Black or British Any Other	0	0	0
Black or British Caribbean	3	4	5
Chinese	1	2	2
Indian	6	5	7
Mixed - Other	1	1	2
Mixed - W/B Caribbean	6	4	6
Mixed - White/Asian	3	3	2
Pakistani	8	9	9
Undeclared	26	25	27
White - British	422	410	406
White - Irish	0	1	2
White Other	5	1	1
<b>Grand Total</b>	<b>486</b>	<b>472</b>	<b>474</b>

At 31 March 2023, the Council had 474 employees of which 406 (85.65%) declared themselves to be White British, 39 (8.23%) employees declared to be from an ethnic minority background and a further 27 employees (5.70%) did not submit or disclose their ethnicity.

#### 4.4 Ethnicity of Workforce - Breakdown

<b>Ethnic Origin</b>	<b>Gender</b>	<b>Full Time</b>	<b>%</b>	<b>Part Time</b>	<b>%</b>	<b>Grand Total</b>	<b>%</b>
Any other ethnic group	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	1	0.74%	1	0.21%
Asian - Other	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.29%	0	0.00%	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	0	0.00%	1	0.74%	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	0.29%	0	0.00%	1	0.21%
	M	4	1.18%	0	0.00%	4	0.84%
Chinese	F	2	0.59%	0	0.00%	2	0.42%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	4	1.18%	1	0.74%	5	1.05%
	M	2	0.59%	0	0.00%	2	0.42%
Mixed - Other	F	2	0.59%	0	0.00%	2	0.42%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	1	0.29%	3	2.22%	4	0.84%
	M	2	0.59%	0	0.00%	2	0.42%
Mixed - White/Asian	F	1	0.29%	0	0.00%	1	0.21%
	M	1	0.29%	0	0.00%	1	0.21%
Pakistani	F	3	0.88%	0	0.00%	3	0.63%
	M	5	1.47%	1	0.74%	6	1.27%
White - British	F	102	30.09%	105	77.78%	207	43.67%
	M	184	54.28%	15	11.11%	199	41.98%
White - Irish	F	1	0.29%	0	0.00%	1	0.21%
	M	1	0.29%	0	0.00%	1	0.21%
White Other	F	1	0.29%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	4	1.18%	7	5.19%	11	2.32%
	M	15	4.42%	1	0.74%	16	3.38%
<b>Grand Total</b>		<b>339</b>	<b>100%</b>	<b>135</b>	<b>100%</b>	<b>474</b>	<b>100%</b>

## 4.5 Employees with Disabilities

	2020/21		2021/22		2022/23	
	No.	%	No.	%	No.	%
<b>Employees with Disabilities</b>	31	6.38%	31	6.57%	33	6.96%
<b>Employees without Disabilities</b>	417	85.80%	405	85.81%	403	85.02%
<b>Non-Declared</b>	38	7.82%	36	7.63%	38	8.02%
<b>Total</b>	<b>486</b>		<b>472</b>		<b>474</b>	

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

	2020/21 Years	2021/22 Years	2022/23 Years
<b>Employees with Disabilities</b>	13.71	14.10	14.18
<b>Employees without Disabilities</b>	10.74	10.48	10.44
<b>Non-Declared</b>	18.46	18.39	16.81
<b>All Staff</b>	<b>11.53</b>	<b>11.32</b>	<b>11.21</b>

The overall average length of service is 3.74 years longer for those employees with a disability, compared with those who do not have a disability. It is unclear what this data reveals currently but further investigation will take place with the findings being reported in the 2023/24 Workforce Profile.



## 4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2023 by service length:

Years	Gender	Total	%
0-4	F	91	19.20%
	M	95	20.04%
5-9	F	31	6.54%
	M	44	9.28%
10-14	F	24	5.06%
	M	24	5.06%
15-19	F	38	8.02%
	M	34	7.17%
20-24	F	24	5.06%
	M	19	4.01%
25-29	F	12	2.53%
	M	9	1.90%
30-34	F	13	2.74%
	M	7	1.48%
35-39	F	4	0.84%
	M	2	0.42%
40-44	F	2	0.42%
	M	1	0.21%
45+	F	0	0.00%
	M	0	0.00%
<b>Grand Total</b>		<b>474</b>	<b>100.00%</b>

The average length of service for employees is:

	2020/21	2021/22	2022/23
Female Full Time	10.02	10.32	10.66
Female Part Time	14.18	14.20	13.63
Male Full Time	10.94	12.14	10.16
Male Part Time	11.40	8.28	11.90

## 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	14
		PT	2
	M	FT	22
		PT	0
30-39	F	FT	25
		PT	22
	M	FT	42
		PT	7
40-49	F	FT	27
		PT	16
	M	FT	55
		PT	1
50-59	F	FT	41
		PT	55
	M	FT	64
		PT	2
60-64	F	FT	11
		PT	12
	M	FT	28
		PT	4
65-69	F	FT	4
		PT	7
	M	FT	3
		PT	2
70+	F	FT	0
		PT	2
	M	FT	2
		PT	2
<b>Grand Total</b>			<b>474</b>

#### 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				1					1			1						1	2
Career Progression LA				1					1		1							1	2
Career Progression Other									0				1					1	1
Death in Service									0									0	0
Dismissal - Capability									0									0	0
Dismissal – Gross Misconduct									0									0	0
Dismissal – Attendance Management									0									0	0
Dismissal - Probation			1						1				1					1	2
Dismissal - Misconduct									0				1					1	1
Maternity – Not Returned									0									0	0
Not Known		1	1	2	6				10		1	3	2	1	2	1		10	20
Personal Reasons				1	1				2		1				1			2	4
Redundancy - Compulsory									0									0	0
Redundancy - Voluntary									0									0	0
Relocation									0									0	0
Ill Health Retirement					1	1			2						1			1	3
Early Retirement									0					1				1	1
Retirement – Age 60						1			1						1			1	2
Retirement – Age 65 & Over							2		2							7		7	9
Settlement				1	1				2									0	2
<i>Temp. Contract Ended*</i>					2				2					2				2	4
<b>Grand Total</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>8</b>	<b>0</b>	<b>29</b>	<b>53</b>

#### 4.10 Grade Profile of Workforce

Grade	FT		FT	PT		PT	Grand
	F	M	Total	F	M	Total	Total
<b>G2</b>	2	2	<b>4</b>	23	6	<b>29</b>	<b>33</b>
<b>G3</b>	1	31	<b>32</b>	7	2	<b>9</b>	<b>41</b>
<b>G4</b>	18	31	<b>49</b>	22	0	<b>22</b>	<b>71</b>
<b>G5</b>	28	27	<b>55</b>	33	6	<b>39</b>	<b>94</b>
<b>G6</b>	8	32	<b>40</b>	5	1	<b>6</b>	<b>46</b>
<b>G7</b>	19	27	<b>46</b>	14	1	<b>15</b>	<b>61</b>
<b>G8</b>	7	18	<b>25</b>	2	0	<b>2</b>	<b>27</b>
<b>G9</b>	6	10	<b>16</b>	5	0	<b>5</b>	<b>21</b>
<b>G10</b>	10	6	<b>16</b>	2	0	<b>2</b>	<b>18</b>
<b>G11</b>	5	10	<b>15</b>	1	1	<b>2</b>	<b>17</b>
<b>G12</b>	7	3	<b>10</b>	1	0	<b>1</b>	<b>11</b>
<b>G13</b>	1	7	<b>8</b>	0	0	<b>0</b>	<b>8</b>
<b>G14</b>	1	4	<b>5</b>	1	0	<b>1</b>	<b>6</b>
<b>G15</b>	4	2	<b>6</b>	1	1	<b>2</b>	<b>8</b>
<b>Head of Service</b>	3	5	<b>8</b>	0	0	<b>0</b>	<b>8</b>
<b>Chief Officer</b>	1	1	<b>2</b>	0	0	<b>0</b>	<b>2</b>
<b>Deputy Chief Exec.</b>	0	1	<b>1</b>	0	0	<b>0</b>	<b>1</b>
<b>Chief Executive</b>	1	0	<b>1</b>	0	0	<b>0</b>	<b>1</b>
<b>Grand Total</b>	<b>122</b>	<b>217</b>	<b>339</b>	<b>117</b>	<b>18</b>	<b>135</b>	<b>474</b>

#### 4.11 Workforce Profile Starters (Permanent and Temporary)

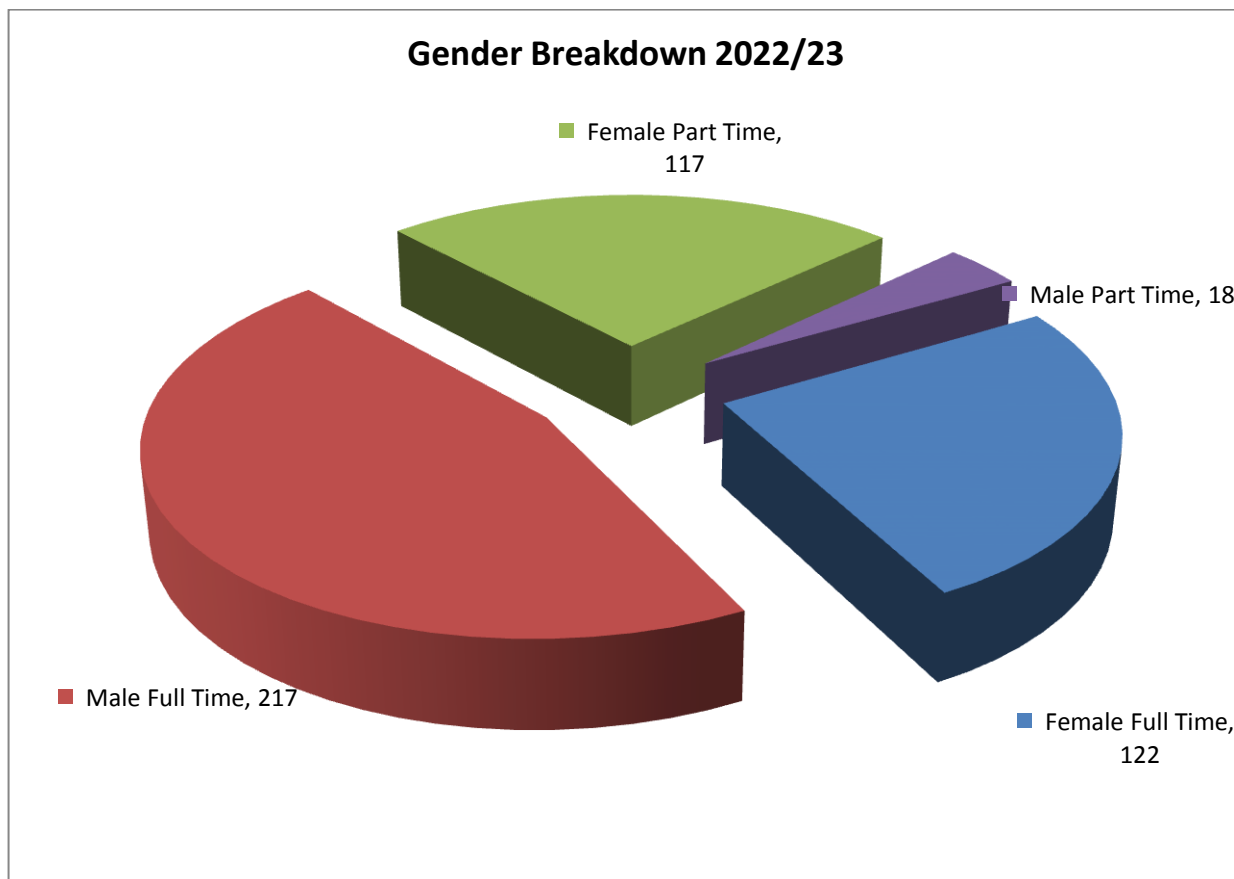
Age Range	Gender	FT	PT	Total
<b>16-19</b>	F	0	0	0
	M	1	0	1
<b>20-29</b>	F	3	0	3
	M	4	0	4
<b>30-39</b>	F	3	2	5
	M	4	1	5
<b>40-49</b>	F	6	4	10
	M	7	0	7
<b>50-59</b>	F	2	1	3
	M	6	1	7
<b>60-64</b>	F	0	1	1
	M	2	0	2
<b>65+</b>	F	0	1	1
	M	0	1	1
<b>Grand Total</b>		<b>38</b>	<b>12</b>	<b>50</b>

## 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.

	2020/21		2021/22		2022/23	
Female Full Time	129	26.54%	123	26.06%	122	25.74%
Male Full Time	214	44.03%	212	44.92%	217	45.78%
Female Part Time	122	25.10%	115	24.36%	117	24.68%
Male Part Time	21	4.32%	22	4.66%	18	3.80%
<b>Total</b>	<b>486</b>		<b>472</b>		<b>474</b>	

Broxtowe's commitment to equality in the recruitment of staff is emphasised in the gender split of the current workforce. Broxtowe employed 239 females and 235 males as at 31 March 2023. 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 2022/23, 149 jobs were evaluated which covered 74 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	4
JE points score increase resulting in grade increase of post	129
JE points score unchanged	0
JE points score decrease resulting in no change in grade of post	3
JE points score decrease resulting in decrease in grade of post	1
Number of new posts evaluated	12
<b>Total posts evaluated</b>	<b>149</b>

## 4.14 Gender Pay Gap

The Councils 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 2023) using both the mean and median calculations are as follows:

<u>Mean Calculation*</u>		<u>Median Calculation*</u>	
<b><u>All Employees</u></b>		<b><u>All Employees</u></b>	
Mean Male Hourly Rate	14.9537	Median Male Hourly Rate	13.5221
Mean Female Hourly Rate	14.4064	Median Female Hourly Rate	12.5575
<b>Gender Pay Gap</b>	<b>3.66%</b>	<b>Gender Pay Gap</b>	<b>7.13%</b>
<b><u>Full Time Employees</u></b>		<b><u>Full Time Employees</u></b>	
Mean Male Hourly Rate	15.1079	Median Male Hourly Rate	13.5221
Mean Female Hourly Rate	15.9142	Median Female Hourly Rate	13.9772
<b>Gender Pay Gap</b>	<b>-5.34%</b>	<b>Gender Pay Gap</b>	<b>-3.37%</b>
<b><u>Part Time Employees</u></b>		<b><u>Part Time Employees</u></b>	
Mean Male Hourly Rate	13.0949	Median Male Hourly Rate	12.3196
Mean Female Hourly Rate	12.8341	Median Female Hourly Rate	12.5575
<b>Gender Pay Gap</b>	<b>1.99%</b>	<b>Gender Pay Gap</b>	<b>-1.93%</b>

\*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.

<b>Year</b>	<b>Gender Pay Gap</b>
2016/17	6.63%
2017/18	7.92%
2018/19	6.53%
2019/20	4.90%
2020/21	3.59%
2021/22	6.06%
2022/23	3.66%



## 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	2020/21	2021/22	2022/23
<b>Suspended</b>	F	0	0	0
	M	0	0	0
<b>Number of working days suspended</b>	F	0	0	0
	M	0	0	0
<b>First Formal Warning</b>	F	0	0	0
	M	0	0	3
<b>Final Formal Warning</b>	F	0	0	1
	M	2	2	2
<b>Dismissed (Gross misconduct, Summary Dismissal)</b>	F	0	0	0
	M	1	2	0
<b>Dismissed (Misconduct)</b>	F	0	0	0
	M	0	0	1
<b>Resigned during investigation</b>	F	0	0	0
	M	0	0	0

### 5.3 Grievances

	2020/21	2021/22	2022/23
Female	0	2	0
Male	0	2	1
Collective	1	2	0
<b>Total</b>	<b>1</b>	<b>6</b>	<b>1</b>

## 5.4 Capability Policy and Procedure

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

	Gender	2020/21	2021/22	2022/23
<b>Stage 1</b>	F	0	1	0
	M	0	0	0
<b>Stage 2</b>	F	0	0	0
	M	0	0	0
<b>Stage 3</b>	F	0	0	0
	M	0	0	0
<b>Dismissal</b>	F	0	0	0
	M	0	0	0
<b>Total</b>		<b>0</b>	<b>1</b>	<b>0</b>

## 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	2020/21	2021/22	2022/23
<b>Stage 1</b>	F	13	16	17
	M	13	13	19
<b>Stage 2</b>	F	2	0	1
	M	0	0	3
<b>Stage 3</b>	F	0	0	0
	M	0	0	0
<b>Stage 3 (Dismissal)</b>	F	0	0	2*
	M	0	0	1*
<b>Total</b>		<b>28</b>	<b>29</b>	<b>43</b>

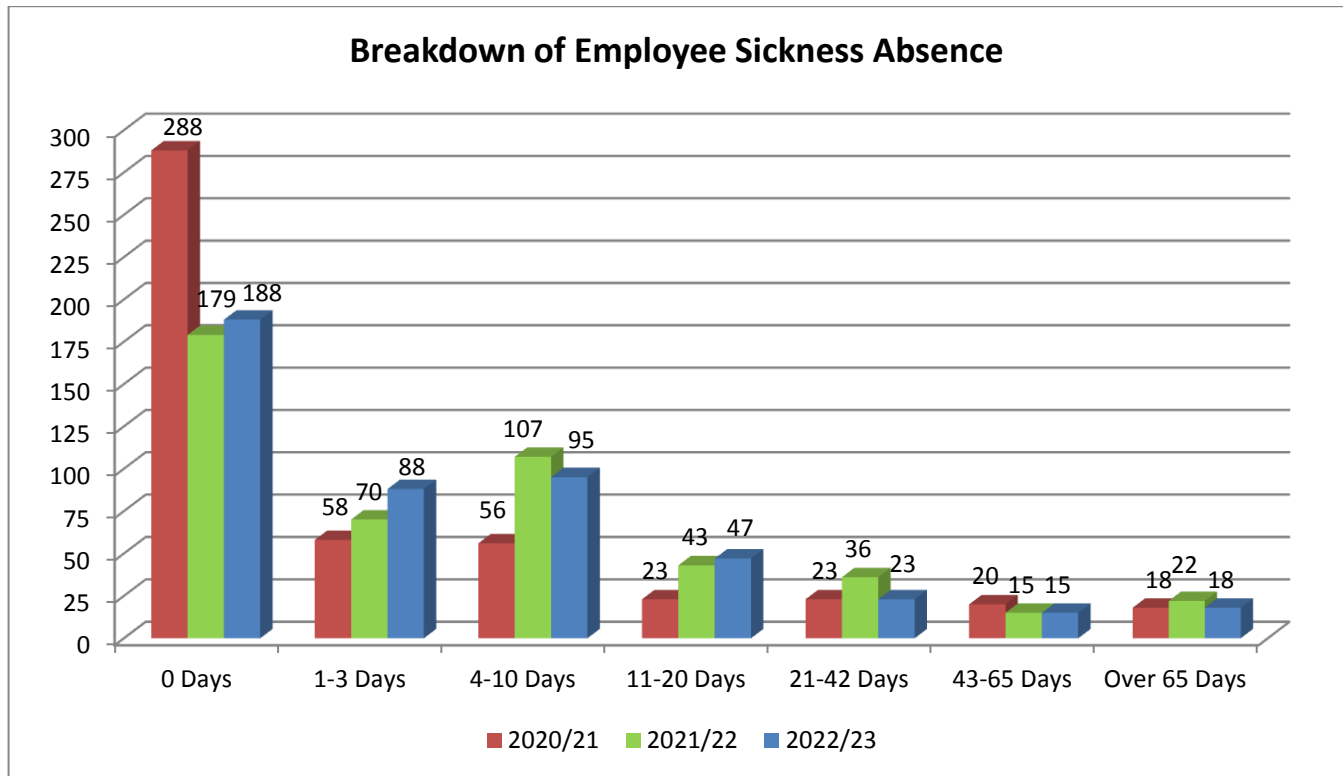
\*The three attendance management dismissals listed in the table above, all qualified and received ill health retirement. This is confirmed in section 4.9 of the Workforce Profile.

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 2023.



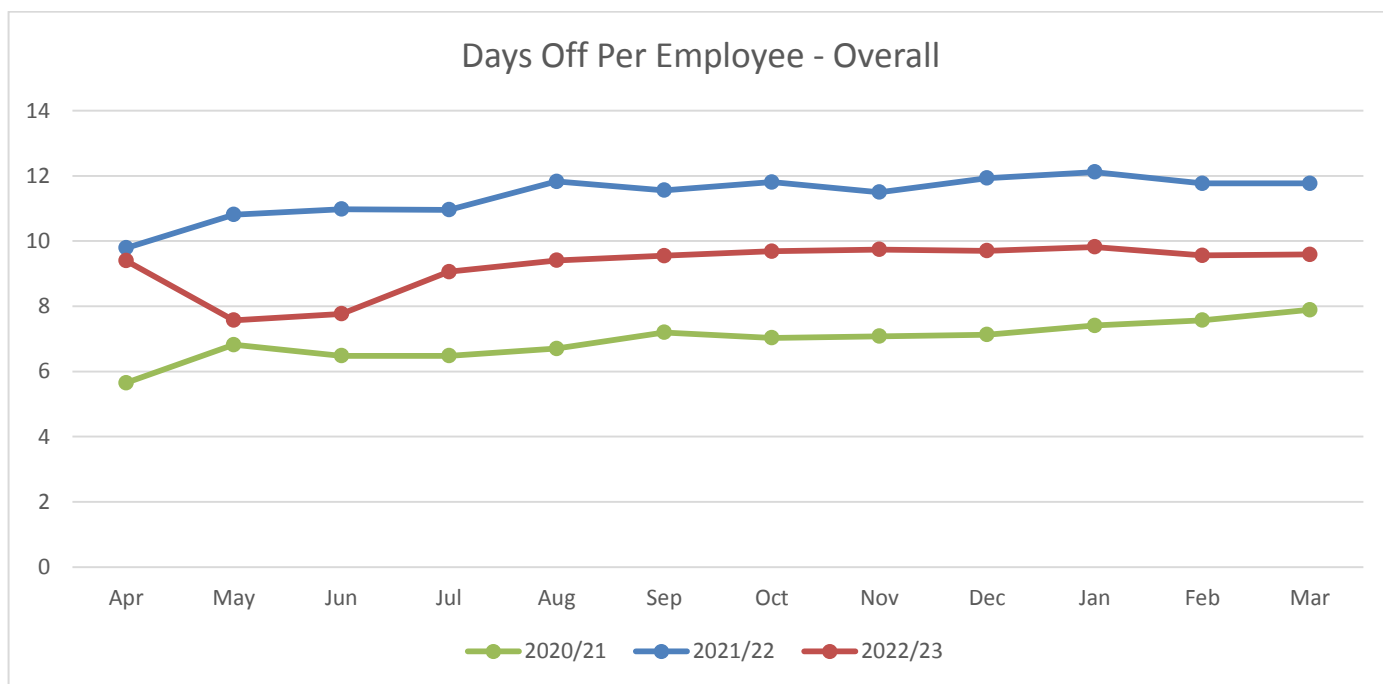
The average level of sickness during 2022/23 was 9.59 days per employee, 39.66% of the workforce had no sickness absence at all, whereas 37.92% of employees had no sickness absence in 2021/22 and 59.26% of employees had no sickness absence in 2020/21.

## 5.7 FTE Absence (Average sickness days per employee)

Year	Average
2022/23	9.59
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

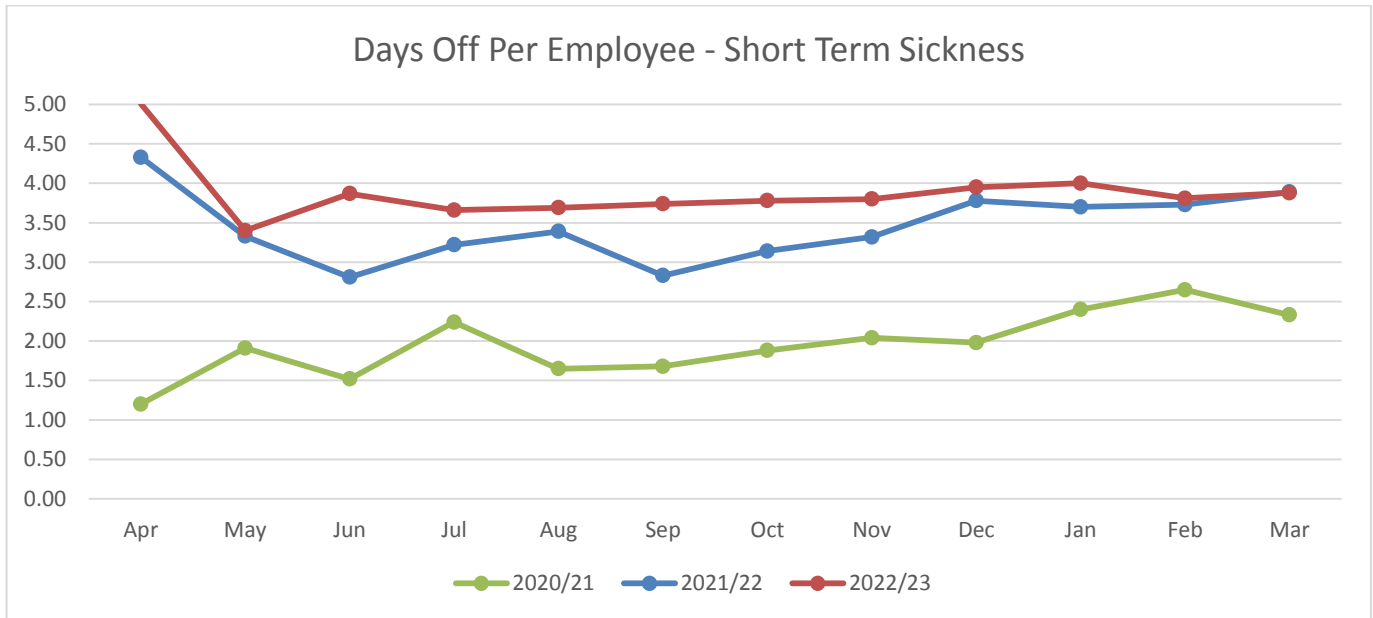
### FTE Absence Comparison 2019-2022

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>2020/21</b>	5.65	6.82	6.48	6.48	6.70	7.20	7.03	7.08	7.13	7.41	7.57	7.89
<b>2021/22</b>	9.79	10.81	10.98	10.96	11.83	11.56	11.81	11.50	11.93	12.12	11.77	11.77
<b>2022/23</b>	9.40	7.57	7.77	9.06	9.41	9.55	9.69	9.74	9.70	9.82	9.56	9.59



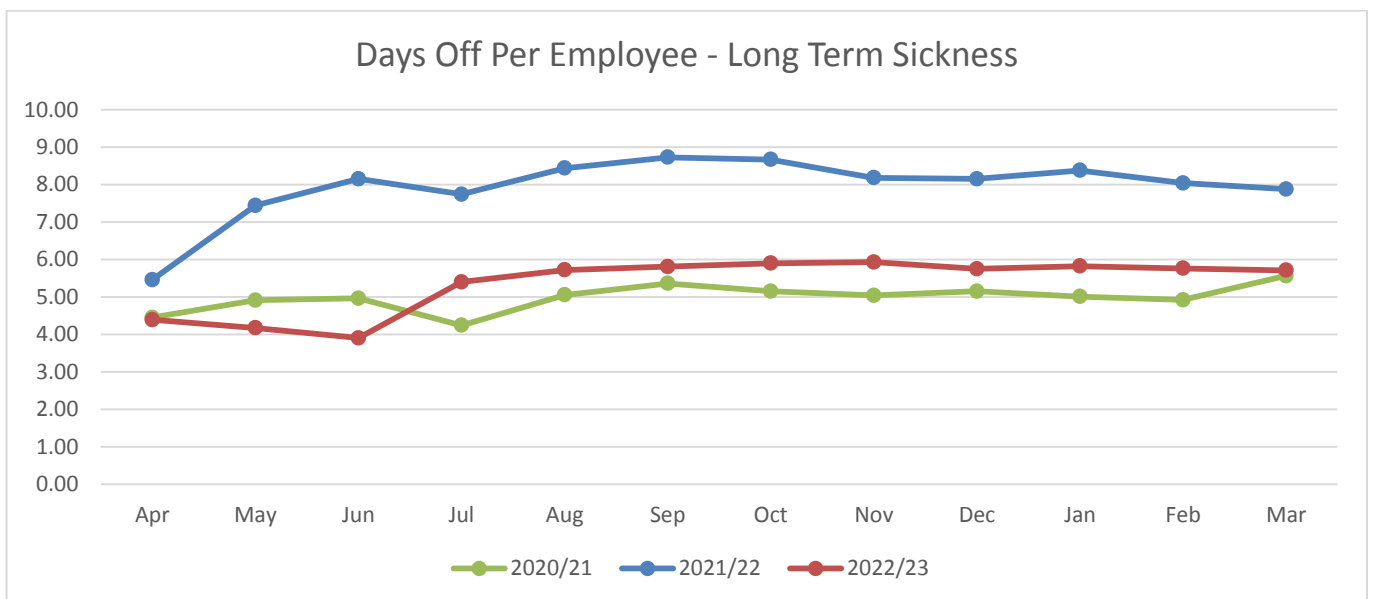
FTE Absence Comparison 2019-2022 – Short Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>2020/21</b>	1.20	1.91	1.52	2.24	1.65	1.68	1.88	2.04	1.98	2.40	2.65	2.33
<b>2021/22</b>	4.33	3.33	2.81	3.22	3.39	2.83	3.14	3.32	3.78	3.70	3.73	3.89
<b>2022/23</b>	5.01	3.40	3.87	3.66	3.69	3.74	3.78	3.80	3.95	4.00	3.81	3.88



FTE Absence Comparison 2018-2021 – Long Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>2020/21</b>	4.45	4.91	4.96	4.24	5.05	5.36	5.15	5.04	5.15	5.01	4.92	5.56
<b>2021/22</b>	5.46	7.44	8.15	7.74	8.44	8.73	8.67	8.18	8.15	8.38	8.04	7.88
<b>2022/23</b>	4.39	4.17	3.90	5.40	5.72	5.81	5.90	5.93	5.75	5.82	5.76	5.71

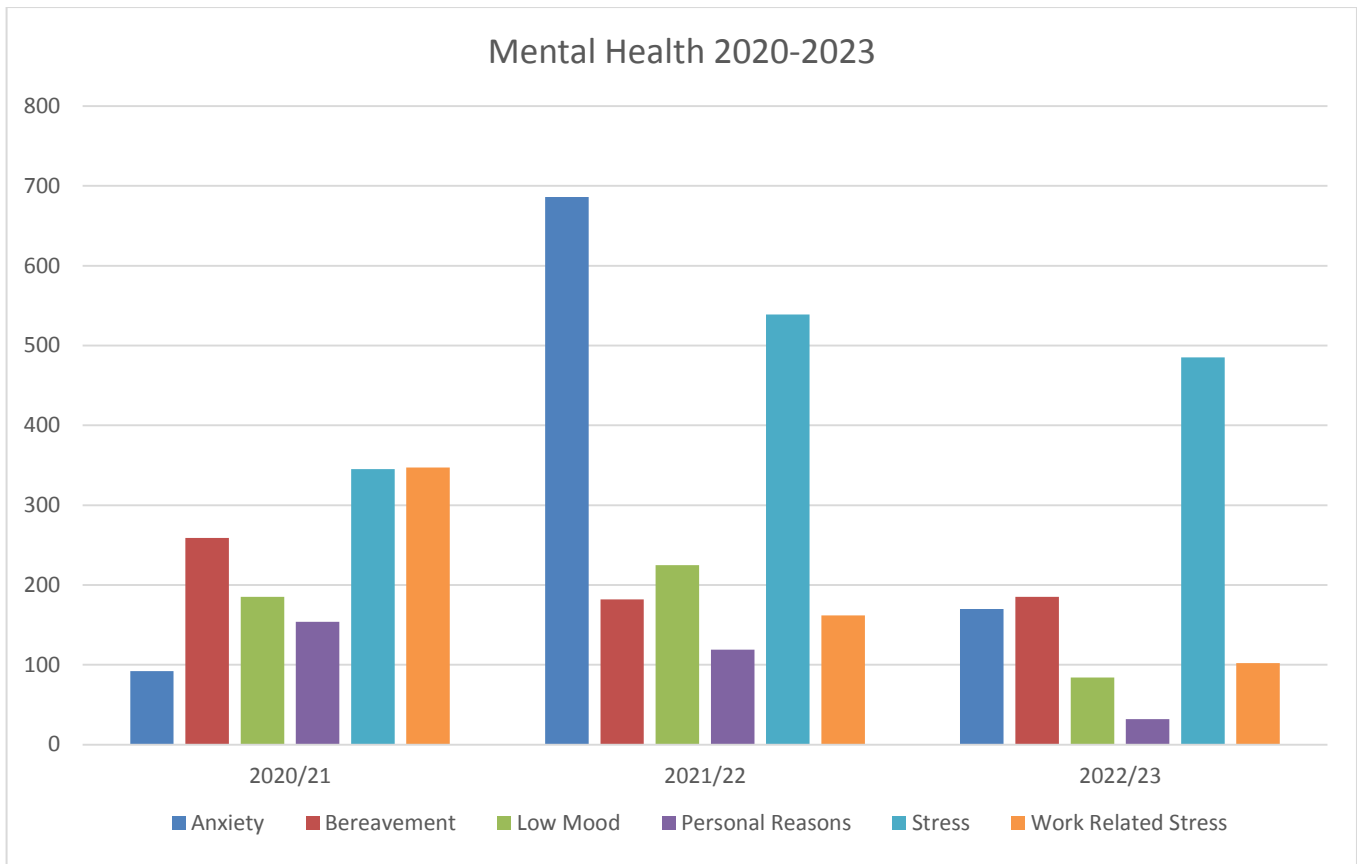


## 5.8 Mental Health Related Sickness Absence

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
<b>2020/21</b>	92	259	185	154	345	347	<b>1382</b>
<b>2021/22</b>	686	182	225	119	539	162	<b>1913</b>
<b>2022/23</b>	170	185	84	32	485	102	<b>1058</b>

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 2020.



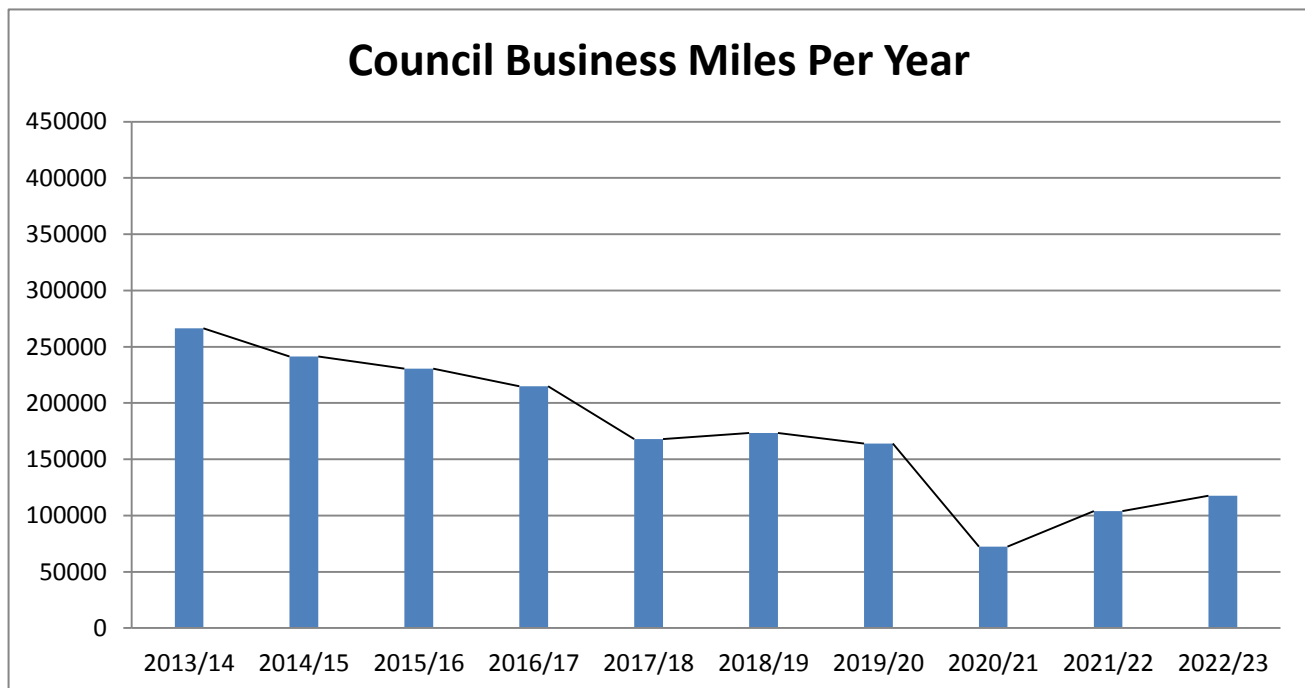
## 5.9 Business Mileage

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 (Fuel)	Miles (Electric & Bike)	Total Miles	% Reduction on previous year
2022/23	113947	3572	117519	-11.47
2021/22	101213	2829	104042	-30.49
2020/21	70557	1766	72323	55.88
2019/20	163824	105	163929	5.95
2018/19	173386	293	173679	-3.48
2017/18	167833	N/A*	167833	15.61
2016/17	198886	N/A*	198886	9.06
2015/16	218700	N/A*	218700	5.84
2014/15	232262	N/A*	232262	13.39
2013/14	268179	N/A*	268179	1.84

\*Information not held



## 6. HEALTH AND SAFETY

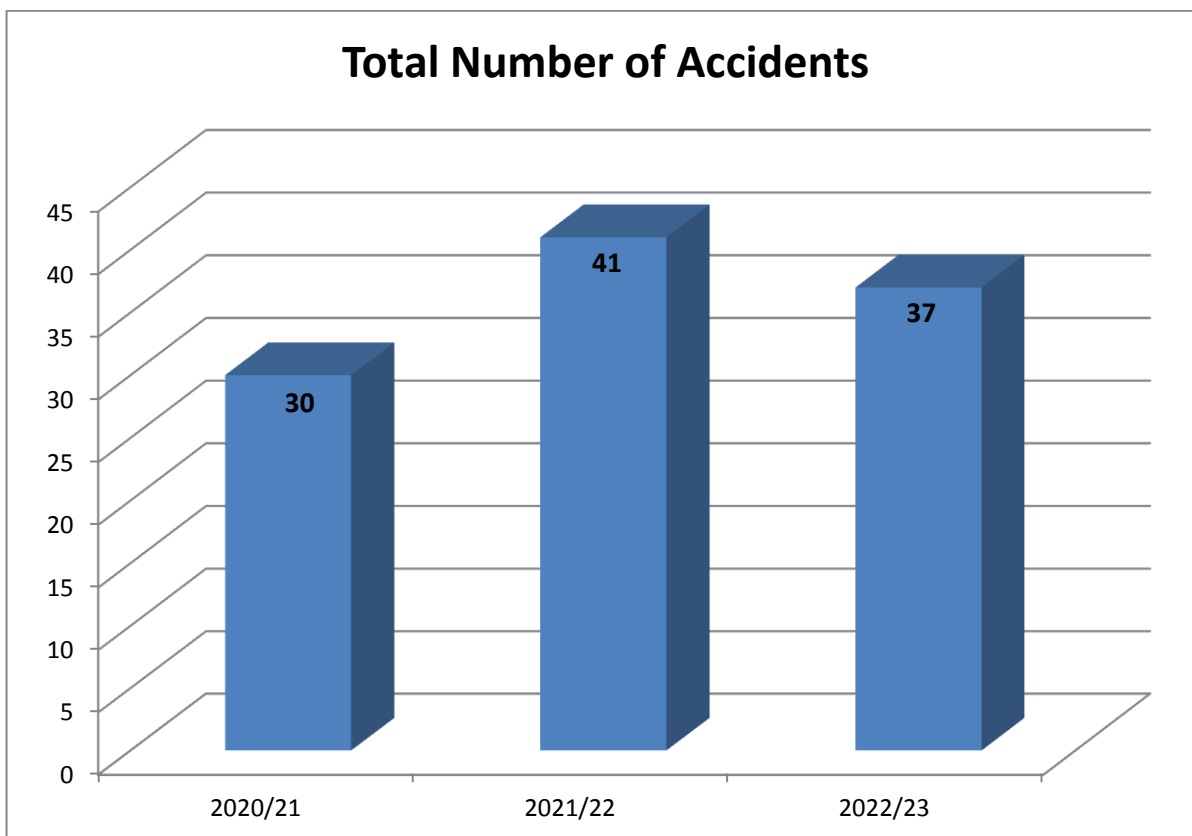
This section provides an analysis of accident figures at the Council during 2022/23 and the preceding 2 years. The figures are for employees only and are split into RIDDOR and Non-RIDDOR accidents.

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 10 days.

The total number of accidents during 2022/23 was 37.

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.

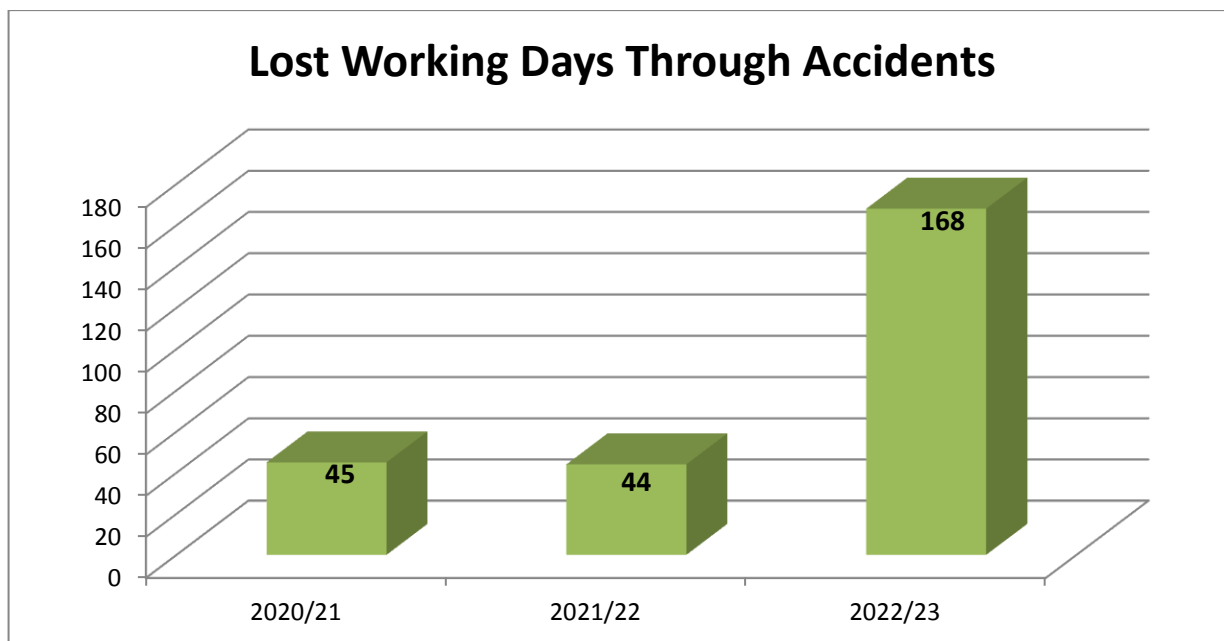




## 6.1 RIDDOR Type of Accident

	Total
<b>2020/21</b>	
Manual Handling	1
Slips, trips and falls	2
Striking a fixed object	0
Struck by a moving object	0
Other	0
<b>Total</b>	<b>3</b>
<b>2021/22</b>	
Manual Handling	2
Slips, trips and falls	0
Striking a fixed object	1
Struck by a moving object	0
Other	1
<b>Total</b>	<b>4</b>
<b>2022/23</b>	
Manual Handling	3
Slips, trips and falls	3
Striking a fixed object	1
Struck by a moving object	0
Other	0
<b>Total</b>	<b>7</b>

## 6.2 Lost Working Days through Accidents at Work



During 2022/23, 168 working days were lost from seven employees suffering RIDDOR injuries.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2022/23	168	7	24
2021/22	52	4	13
2020/21	45	3	15

## 7. CONCLUSIONS

In conclusion, this document has highlighted the profile of the Council as it stood at 31 March 2023.

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

- **Achievements:** 92.7% of all performance appraisals were completed before the 2022/23 closing date. This is 15% higher when compared with last year (2021/22).
- **Recruitment:** 22.00% of the Council's appointments in 2022/23 were from an ethnic minority background up from 7.81% in 2021/22.
- **Our Workforce:** The gender pay gap has decreased from 6.06% to 3.66% in the last year. This is a decrease of 2.40% when compared with 2021/22.
- **Employment Issues:** The number of average sick days per employee decreased from 11.77 days per employee in 2021/22 to 9.59 in 2022/23.
- **Health & Safety:** The average number of days off due to a RIDDOR accident is 24. This is an increase of 45.83% when compared with 2021/22.

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

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