



Broxtowe
Borough
COUNCIL

Appendix

Workforce Profile

2023/24

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1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2023/24. 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 aims to continuously value, support, improve and develop the diversity, well-being, skills base and professional capabilities of our workforce.

The Council, on 31 March 2024, employed 485 (by headcount) people across a number of sites within the Borough.

The turnover for employees leaving the Council in 2023/24 was 15.79%. This equated to 74 employees. In comparison the turnover figure for 2022/23 was 11.18% which equated to 50 employees and in 2021/22 it was 15.40% which equated to 73 employees.

The average turnover figure for all local authorities who reported their figures in 2022/23 was 14%. The lowest turnover rate during 2022/23 was 7% whilst the highest turnover rate was 28%.

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 has 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 2023/24 was 13.44 years with 8.04% of the Council's workforce declaring to have a disability. This average is higher than employees without disabilities whose average length of service is 10.34 years. This means the overall average length of service is 3.10 years longer for those employees with a disability, compared with those who do not have a disability. In 2021/22, 0.76% (£231.33) of the Council's Apprenticeship Levy was spent on training for employees with a disability. In 2022/23 this increased to 23.59% (£5,313.85) with a further increase in 2023/24 to 27.50% (£12,647.18).

Broxtowe Learning Zone

The Learning Management System was introduced in November 2014. 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 2024, over 72 e-learning courses were available to employees and Members, with one new course being launched during 2023/24. The new course launched was for Personal Canvassing. The Members Training Video Page was also new to Broxtowe Learning Zone in 2023/24, allowing Members to go back and watch training sessions that have been hosted for them. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date for 2023/24 appraisals, 98.51% of appraisals had been fully completed which is an increase from 2022/23 where 92.70% were completed. For 2021/22, 77.36% were completed at the deadline.

Work Experience

The Council provided a total of nine work experience placements during 2023/24. Of the nine work placements two disclosed that they had a disability. The most popular choice of service area amongst the students was Legal Services. Other service areas that hosted were: Human Resources, Democratic Services, Business Support, Communications and Bramcote Crematorium.

Employee Survey

The Council was able to conduct an employee survey in April 2024. The survey allowed employees to tell the Council what working for Broxtowe Borough Council was like for them. A total of nineteen questions from the survey received 80% or above positive responses. This is an increase from the 2023 survey when eighteen questions received an 80% or above positive response. Some of the findings from the 2024 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
- I regard this organization as a 'good employer' in relation to general terms and conditions of employment.
- 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

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 2023/24 the Council received 1163 applications for 170 advertised positions. The outcome of these 170 advertised positions are 31 internal appointments, 75 new starters, 27 new starters in the 2024/25 financial year and 37 advertisements were unsuccessful with no appointments being made.

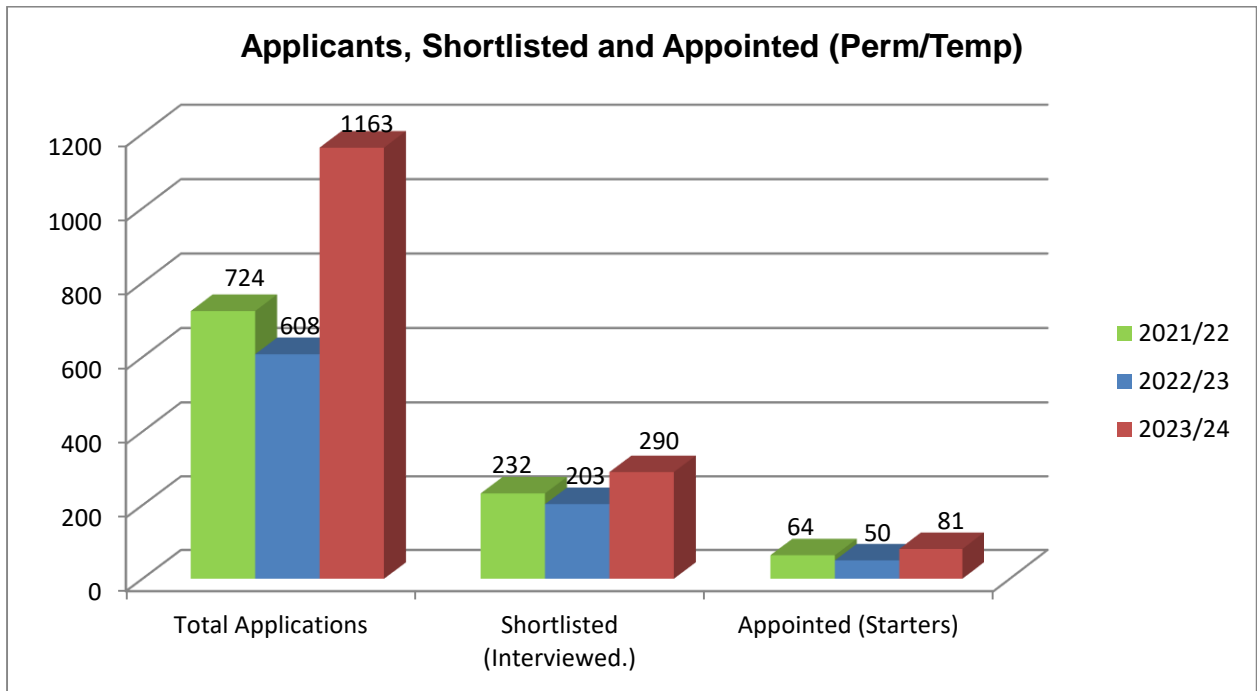
- There was a 91.28% increase in the total number of applications received when compared with the number of applications received in 2022/23.
- There was an average of 6.84 applications for every vacancy in 2023/24.
- Of the 170 jobs advertised 12 (7.06%) were for temporary positions and 158 (92.94%) were for permanent positions.

3.3 Total Applications Received

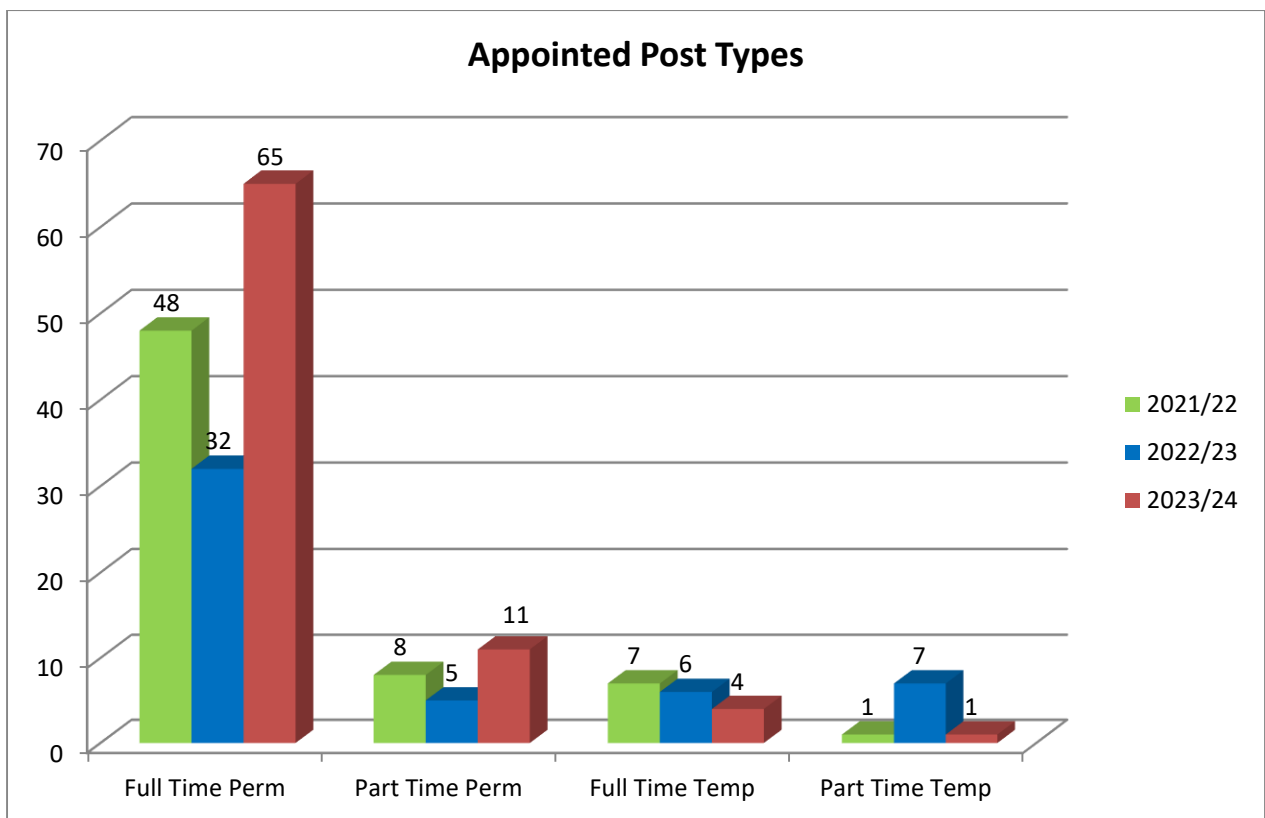
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2021/22		2022/23		2023/24	
Online Applications	724	100.00%	608	100.00%	1154	99.23%
Paper Applications	0	0.00%	0	0.00%	9	0.77%
Total Applications	724		608		1163	

3.4 Overview of Recruitment Process Levels



In 2023/24 the Council shortlisted 24.94% of all applicants. In 2022/23 this figure was higher at 33.39% with the figure in 2021/22 at 32.04%.



3.5 Average Age of Applicants

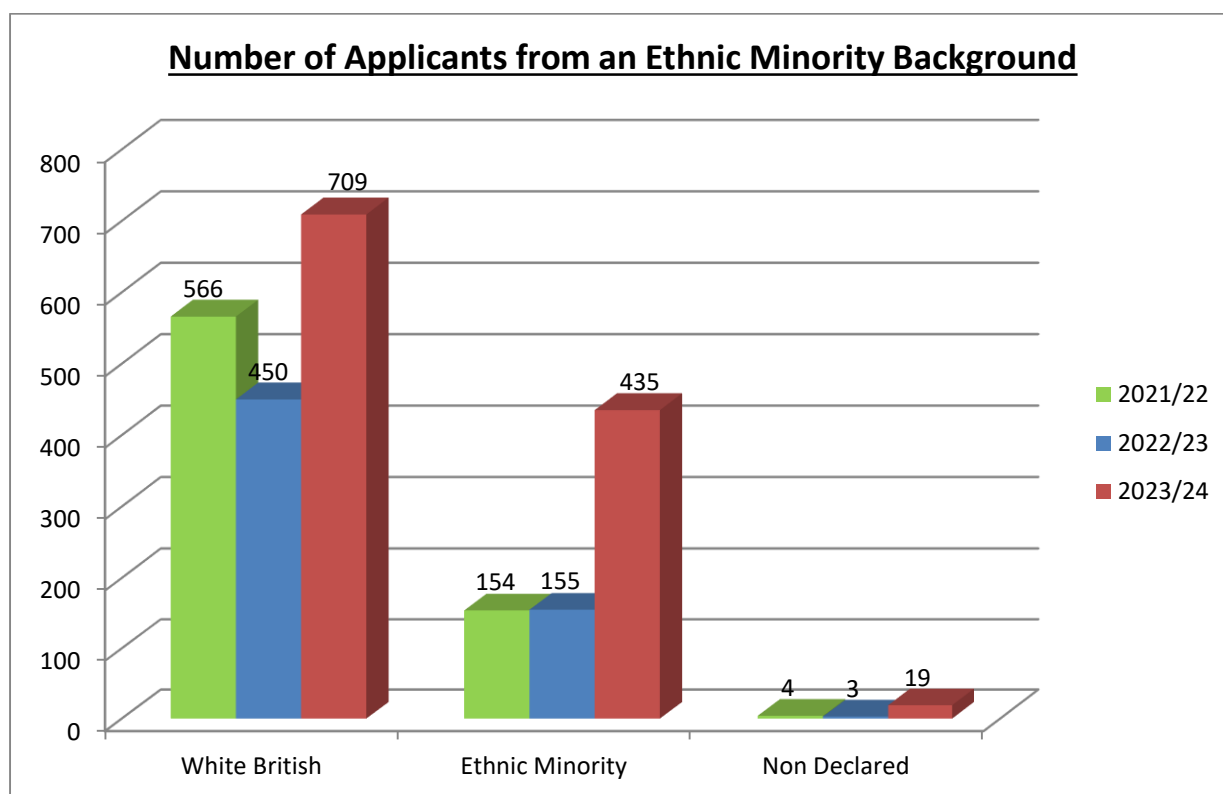
The average age of applicants for females over the past three years has risen by 1.20 years. The average age of male applicants has fluctuated over the past three years.

	2021/22	2022/23	2023/24
Male	38.40	40.18	39.44
Female	37.03	37.68	38.23
Overall	37.84	38.96	38.86

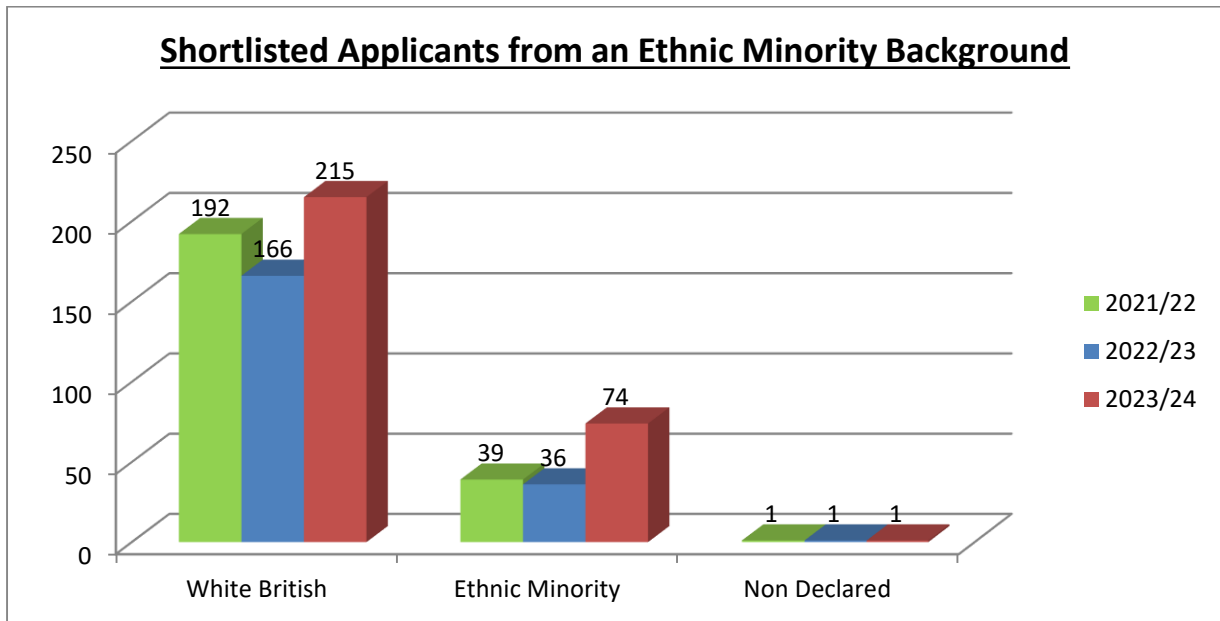
3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants from an ethnic minority background during 2021/22, 2022/23 and 2023/24. Some key points to note are:

- In 2023/24 applications from an Ethnic Minority background accounted for 37.40%. In 2022/23 there were 25.49% of applications from an Ethnic Minority background and in 2021/22 this figure was 21.27%
- White British applicants accounted for 60.96% during 2023/24, 74.01% during 2022/23 and 78.18% during 2021/22.

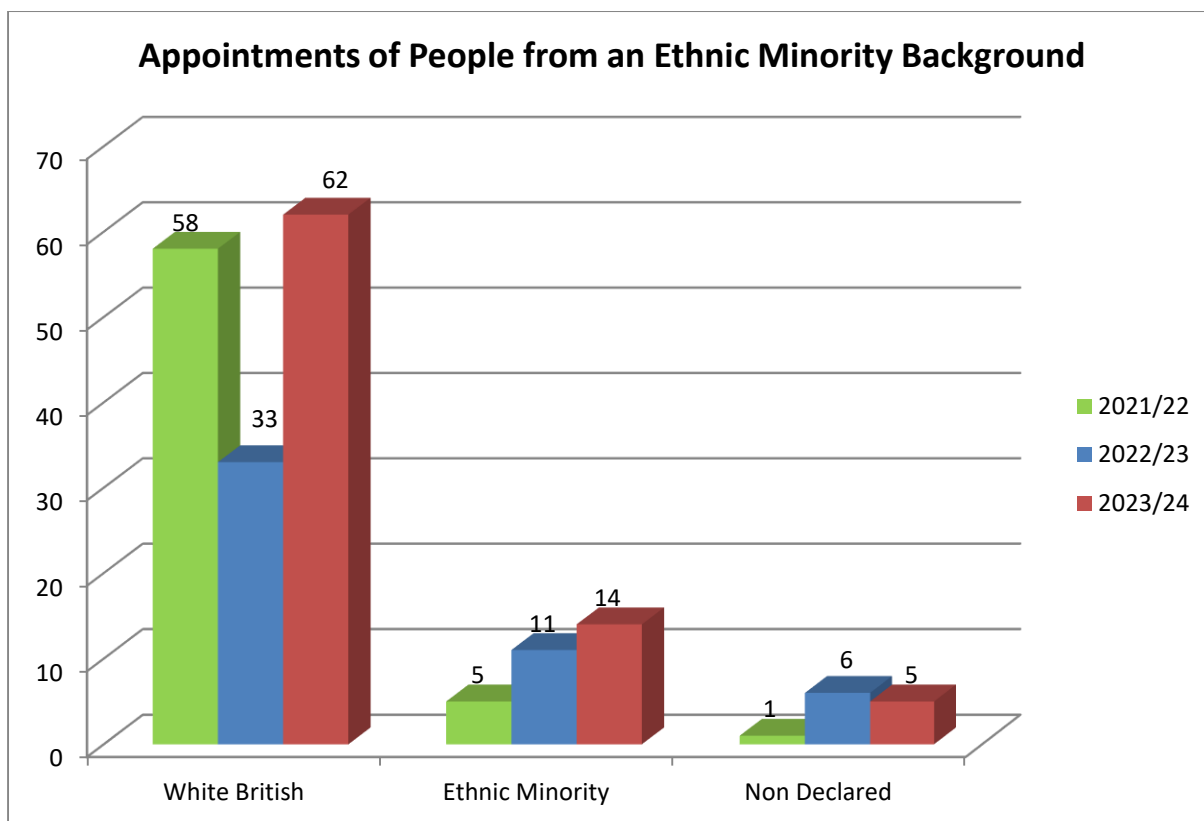


3.7 Shortlisted Applicants from an Ethnic Minority Background



There were 74 applicants from an ethnic minority background shortlisted in 2023/24. In 2023/24, 17.01% of applications from people from an ethnic minority background were shortlisted. In 2022/23 this figure was 23.23% and in 2021/22 this figure was 25.33%.

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
2021/22	21.27%	16.81%	7.81%
2022/23	25.49%	17.73%	22.00%
2023/24	37.40%	25.52%	17.28%

The Census 2021 states that 15.52% of the Borough's population are from an ethnic minority background when the Census was undertaken.

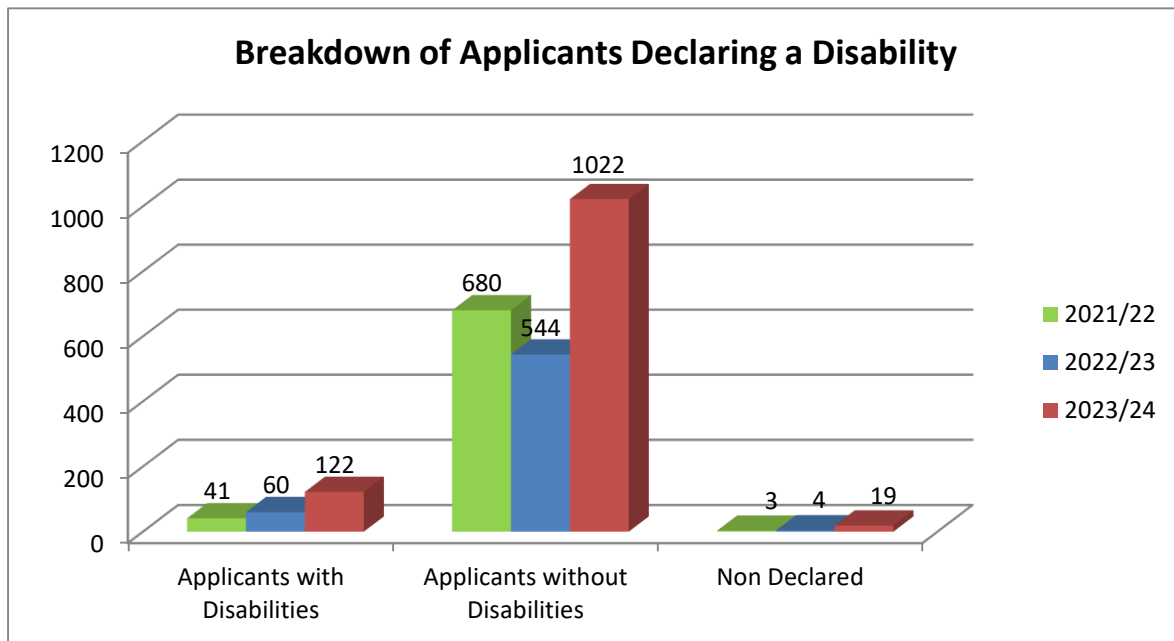
3.9 Disability and Recruitment

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.

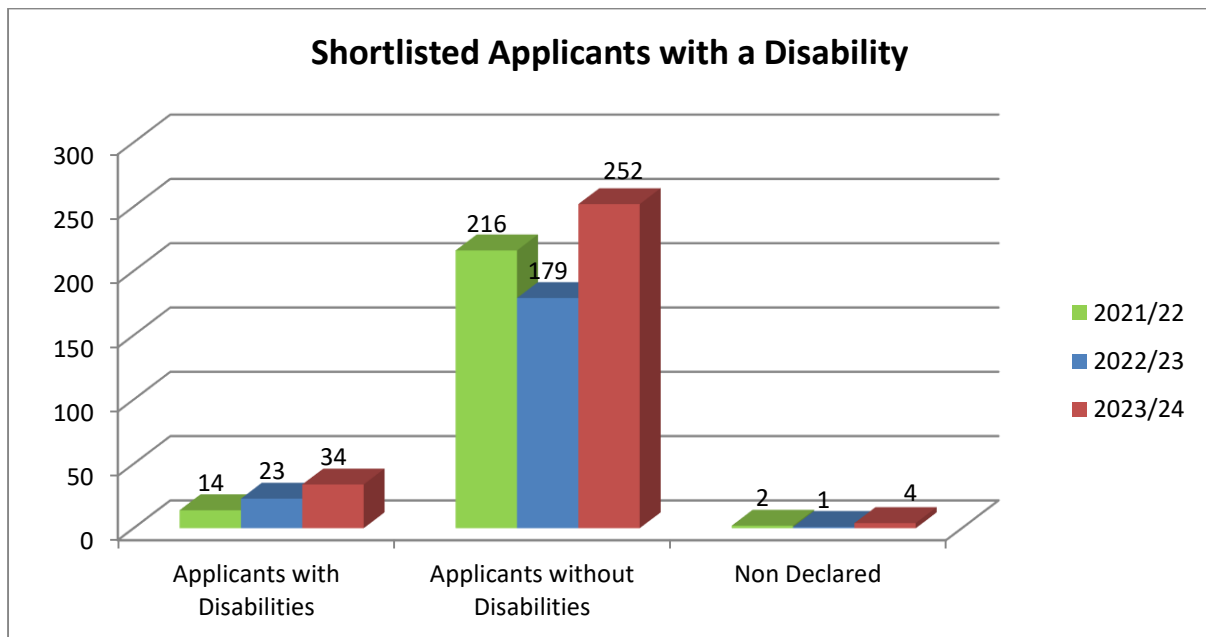
3.10 Applicants with Disabilities

122 of all applications were from people with disability in 2023/24. This accounts for 10.49% of all applications in 2023/24. In 2022/23 the percentage of applicants with a disability was 9.87% and in 2021/22 the percentage was 5.66%.

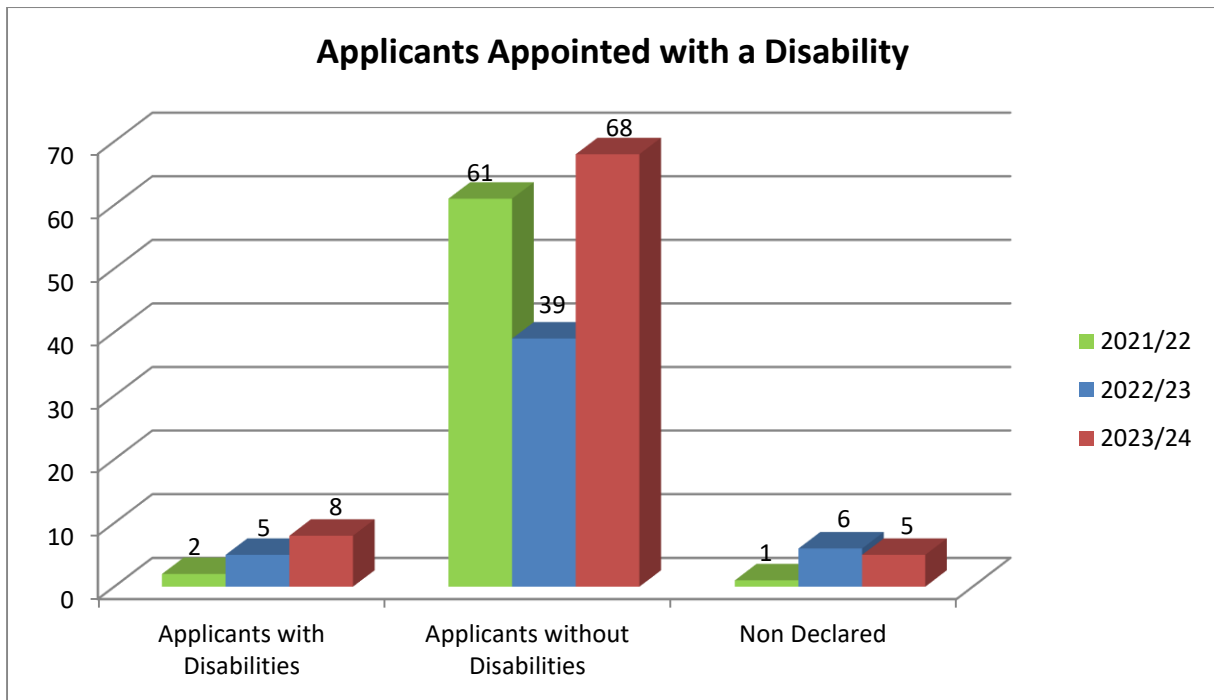


3.11 Shortlisted Applicants with Disabilities

The number of application forms from applicants with a disability was 122 in 2023/24. 34 of the 122 applicants with a disability were shortlisted which means the percentage of applicants shortlisted who declared a disability for 2023/24 is 27.87%. This percentage for 2022/23 was 11.33% and in 2021/22 the percentage was 6.03%.



3.12 Appointed Applicants with Disabilities



The above shows that the number of applicants with a disability appointed has increased year on year.

The Census 2021 data states that 18.3% of the Borough's population have day-to-day activities limited by a disability. Of the 18.3%, 7.3% stated a disability limited their day-to-day activities a lot, whilst 11.0% stated a disability limited them a little. Unfortunately, this data isn't broken down by age so it's not possible to know how much of the 18.3% with a declared disability are of working age.

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	2022/23	2023/24
Post has been re-graded	24	77	63
Appointed to higher graded post	28	14	31
Total	52	91	94

From the 31 employees who were appointed into a higher graded post, 28 have declared if they have a disability or not. Of these 28 employees, 1 employee declared themselves to have a disability. From the 31 employees appointed into a higher graded post, 28 have declared their ethnic background. Of these 28 employees, 4 employees have stated they are from an ethnic minority background.

From January 2022 until August 2024 the Council conducted a job evaluation review for all posts at the Council. During this time the figures for 'Post has been re-graded' may be higher than normal due to the job evaluation review which was conducted.

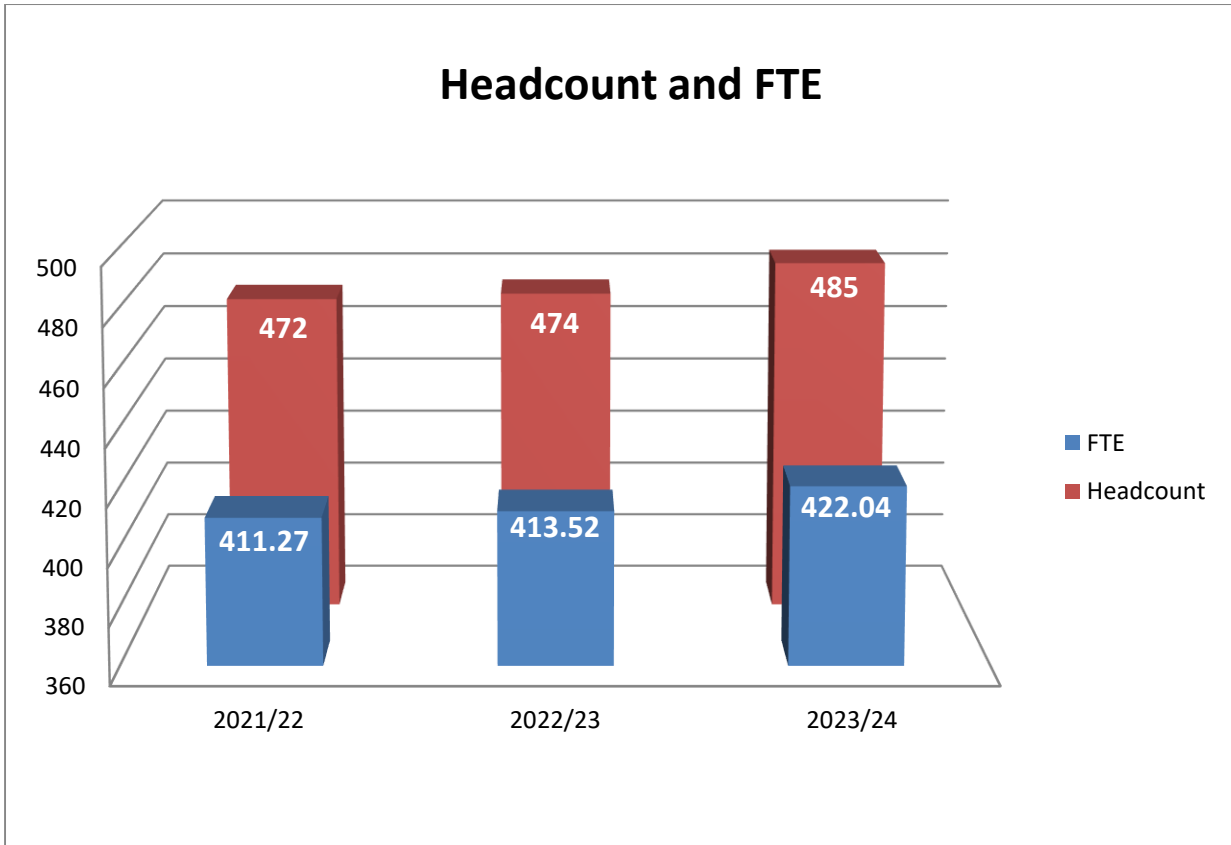
4. OUR WORKFORCE

4.1 Introduction

This section of the report shows the current make up of our workforce and provides 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 2024.



4.3 Ethnicity

During 2023/24, 10.40% of the workforce were from an ethnic minority background, based on the 471 employees who submitted a response. This is an increase of 1.23% when compared with 2022/23. Below is a snapshot of the ethnic diversity of the workforce which includes those employees who have declined to state their ethnic origin.

Ethnicity	2021/22	2022/23	2023/24
Any other ethnic group	1	1	3
Asian - Other	0	1	0

Bangladeshi	1	1	1
Black or British African	2	2	3
Black or British Any Other	0	0	0
Black or British Caribbean	4	5	4
Chinese	2	2	3
Indian	5	7	8
Mixed - Other	1	2	3
Mixed – W/B African	0	0	2
Mixed - W/B Caribbean	4	6	5
Mixed - White/Asian	3	2	2
Pakistani	9	9	12
Undeclared	25	27	14
White - British	410	406	418
White - Irish	1	2	4
White Other	1	1	3
Grand Total	472	474	485

At 31 March 2024, the Council had 485 employees of which 418 (86.18%) declared themselves to be White British, 53 (10.93%) employees declared to be from an ethnic minority background and a further 14 employees (2.89%) 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	1	0.28%	0	0.00%	1	0.21%
	M	0	0.00%	2	1.50%	1	0.41%
Asian - Other	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	0	0.00%	0	0.00%
Bangladeshi	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.28%	0	0.00%	1	0.21%
Black or British African	F	0	0.00%	0	0.00%	0	0.00%
	M	2	0.57%	1	0.75%	3	0.62%

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	0.28%	0	0.00%	1	0.21%
	M	3	0.85%	0	0.00%	3	0.62%
Chinese	F	3	0.85%	0	0.00%	3	0.62%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	4	1.14%	1	0.75%	5	1.03%
	M	3	0.85%	0	0.00%	3	0.62%
Mixed - Other	F	2	0.57%	0	0.00%	2	0.41%
	M	1	0.28%	0	0.00%	1	0.21%
Mixed – W/B African	F	1	0.28%	1	0.75%	2	0.41%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	2	0.57%	2	1.50%	4	0.82%
	M	1	0.28%	0	0.00%	1	0.21%
Mixed - White/Asian	F	2	0.57%	0	0.00%	2	0.41%
	M	0	0.00%	0	0.00%	0	0.00%
Pakistani	F	3	0.85%	1	0.75%	4	0.82%
	M	7	1.99%	1	0.75%	8	1.65%
White - British	F	117	33.24%	101	75.94%	218	44.95%
	M	182	51.70%	18	13.53%	200	41.24%
White - Irish	F	1	0.28%	1	0.75%	2	0.41%
	M	1	0.28%	1	0.75%	2	0.41%
White Other	F	0	0.00%	0	0.00%	0	0.00%
	M	3	0.85%	0	0.00%	3	0.62%
Undeclared	F	3	0.85%	2	1.50%	5	1.03%
	M	8	2.27%	1	0.75%	9	1.86%
Grand Total		352	100%	133	100%	485	100%

4.5 Employees with Disabilities

	2021/22		2022/23		2023/24	
	No.	%	No.	%	No.	%
Employees with Disabilities	31	6.57%	33	6.96%	39	8.04%
Employees without Disabilities	405	85.81%	403	85.02%	424	87.42%
Non-Declared	36	7.63%	38	8.02%	22	4.54%
Total	472		474		485	

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

	2021/22 Years	2022/23 Years	2023/24 Years
Employees with Disabilities	14.10	14.18	13.44
Employees without Disabilities	10.48	10.44	10.34
Non-Declared	18.39	16.81	14.90
All Staff	11.32	11.21	10.79

The overall average length of service is 3.10 years longer for those employees with a disability, compared with those who do not have a disability.

4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2024 by service length:

Years	Gender	Total	%
0-4	F	108	22.27%
	M	91	18.76%
5-9	F	32	6.60%
	M	44	9.07%
10-14	F	24	4.95%

	M	26	5.36%
15-19	F	33	6.80%
	M	36	7.42%
20-24	F	27	5.57%
	M	15	3.09%
25-29	F	9	1.86%
	M	8	1.65%
30-34	F	13	2.68%
	M	7	1.44%
35-39	F	5	1.03%
	M	4	0.82%
40-44	F	2	0.41%
	M	1	0.21%
45+	F	0	0.00%
	M	0	0.00%
Grand Total		485	100.00%

The average length of service for employees is:

	2021/22	2022/23	2023/24
Female Full Time	10.32	10.66	8.87
Female Part Time	14.20	13.63	14.38
Male Full Time	12.14	10.16	10.26
Male Part Time	8.28	11.90	10.43

4.8 Age Ranges

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

Age Range	Gender	FT-PT	Total
16-19	F	FT	0
		PT	0
	M	FT	0
		PT	1
20-29	F	FT	20
		PT	2
	M	FT	24
		PT	0
30-39	F	FT	29
		PT	18
	M	FT	37
		PT	5
40-49	F	FT	36
		PT	17
	M	FT	51
		PT	5
50-59	F	FT	45
		PT	44
	M	FT	64
		PT	4
60-64	F	FT	9
		PT	21
	M	FT	27
		PT	4
65-69	F	FT	4
		PT	5
	M	FT	5
		PT	2
70+	F	FT	0
		PT	3
	M	FT	1
		PT	2
Grand Total			485

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									0			1						1	1
Career Progression LA									0									0	0
Career Progression Other									0									0	0
Death in Service						1			1					1	1			2	3
Dismissal - Capability									0									0	0
Dismissal – Gross Misconduct									0				1					1	1
Dismissal – Attendance Management									0									0	0
Dismissal - Probation									0				1					1	1
Dismissal - Misconduct									0			1		2				3	3
Maternity – Not Returned									0									0	0
Not Known		3	3	4	3	2	3	1	19		3	9	8	10	2			32	51
Personal Reasons									0						1			1	1
Redundancy - Compulsory									0									0	0
Redundancy - Voluntary									0									0	0
Relocation									0									0	0
Ill Health Retirement									0						1			1	1
Early Retirement									0									0	0
Retirement – Age 60						1			1									0	1
Retirement – Age 65 and Over							3		3							2	1	3	6
Settlement						1			1									0	1
<i>Temp. Contract Ended*</i>							1		1						1	1		2	3
Grand Total	0	3	3	4	3	5	7	1	26	0	3	12	10	13	6	3	1	47	73

4.10 Grade Profile of Workforce

Grade	FT		Total	PT		Total	Grand Total
	F	M		F	M		
G2	6	2	8	24	7	31	39
G3	4	24	28	5	1	6	34
G4	15	29	44	20	1	21	65
G5	33	21	54	31	7	38	92
G6	7	27	34	6	2	8	42
G7	22	19	41	10	3	13	54
G8	9	29	38	3	0	3	41
G9	9	16	25	2	0	2	27
G10	11	9	20	4	0	4	24
G11	4	4	8	2	1	3	11
G12	10	7	17	2	0	2	19
G13	3	8	11	0	0	0	11
G14	1	6	7	0	0	0	7
G15	1	1	2	1	1	2	4
Head of Service	6	5	11	0	0	0	11
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	143	209	352	110	23	133	485

4.11 Workforce Profile Starters (Permanent and Temporary)

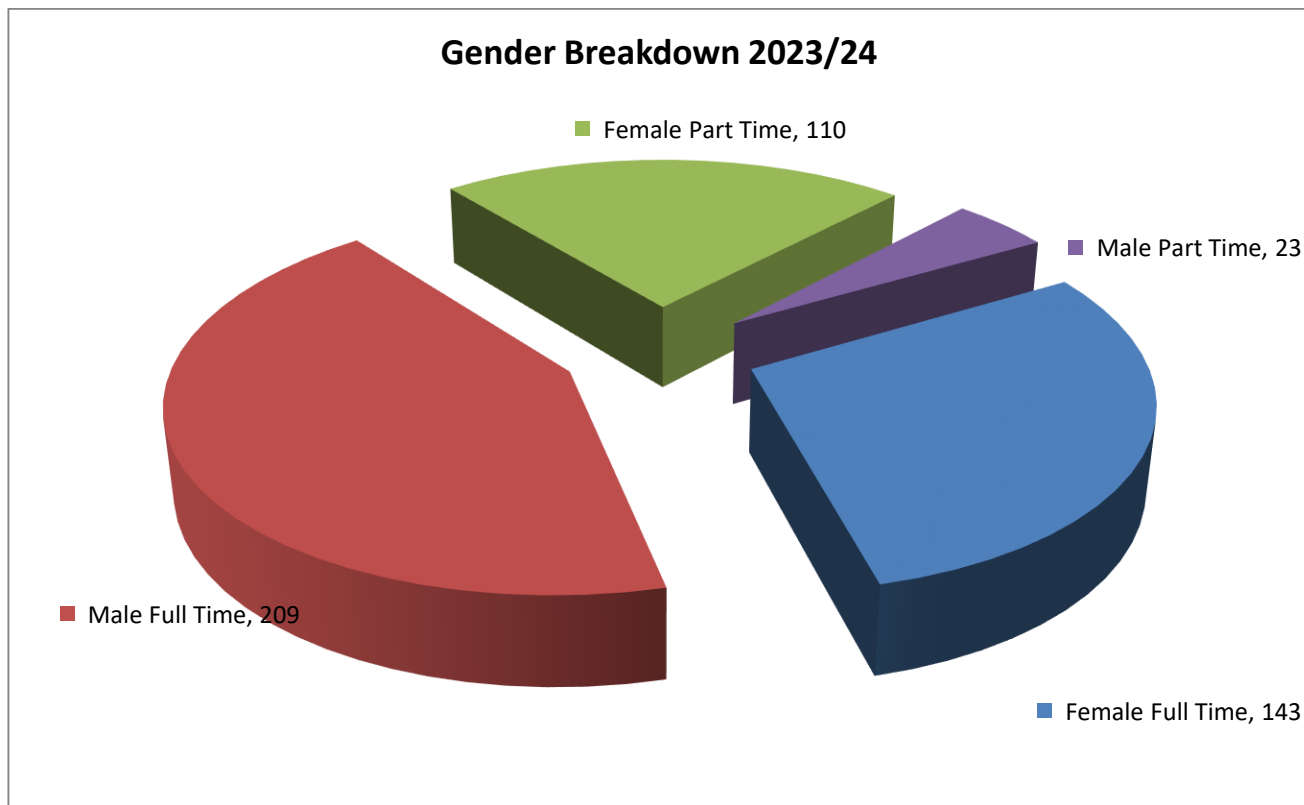
Age Range	Gender	FT	PT	Total
16-19	F	0	0	0
	M	0	1	1
20-29	F	11	1	12
	M	5	0	5
30-39	F	5	1	6
	M	6	0	6
40-49	F	8	0	8
	M	8	2	10
50-59	F	7	5	12
	M	13	1	14
60-64	F	0	2	2
	M	5	0	5
65+	F	0	0	0
	M	0	0	0
Grand Total		68	13	81

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.

	2021/22		2022/23		2023/24	
Female Full Time	123	26.06%	122	25.74%	143	29.48%
Male Full Time	212	44.92%	217	45.78%	209	43.09%
Female Part Time	115	24.36%	117	24.68%	110	22.68%
Male Part Time	22	4.66%	18	3.80%	23	4.74%
Total	472		474		485	

Broxtowe employed 253 females and 232 males as at 31 March 2024. 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 2023/24, 192 jobs were evaluated which covered 82 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	62
JE points score increase resulting in grade increase of post	46
JE points score unchanged	35
JE points score decrease resulting in no change in grade of post	30
JE points score decrease resulting in decrease in grade of post	1
Number of new posts evaluated	18
Total posts evaluated	192

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.

As an organisation with over 250 employees it is mandatory for Broxtowe Borough Council to report the gender pay gap. Each year the mean and median gender pay gap are calculated along with the proportion of males and females in each pay band quartile. The mean calculation, median calculation and proportion of males and females in each quartile must be reported to the government. Part of the mandatory requirements are to publish these figures on the Council website.

An analysis of the current gender pay gap levels at Broxtowe (as at 31 March 2024) using both the mean and median calculations are as follows:

Mean Calculation*

<u>All Employees</u>	
Mean Male Hourly Rate	16.2273
Mean Female Hourly Rate	15.5694
Gender Pay Gap	4.05%
<u>Full Time Employees</u>	
Mean Male Hourly Rate	16.4745
Mean Female Hourly Rate	16.8606
Gender Pay Gap	-2.34%
<u>Part Time Employees</u>	
Mean Male Hourly Rate	13.9815
Mean Female Hourly Rate	13.8907
Gender Pay Gap	0.65%

Median Calculation*

<u>All Employees</u>	
Median Male Hourly Rate	14.5199
Median Female Hourly Rate	13.5553
Gender Pay Gap	6.64%
<u>Full Time Employees</u>	
Median Male Hourly Rate	14.8423
Median Female Hourly Rate	15.1077
Gender Pay Gap	-1.79%
<u>Part Time Employees</u>	
Median Male Hourly Rate	13.3174
Median Female Hourly Rate	13.5553
Gender Pay Gap	-1.79%

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

When we look at the gender pay gap for full time employees, it shows the gender pay gap to be -2.34% indicating full time female employees receive higher pay on average when compared to full time male employees. For part time employees this is 0.65%. The reason for such an increase in the gender pay gap at Broxtowe Borough Council when combining all employees is due to the split of male and female employees working at the Council. When calculating the gender pay gap 23 part time male employees worked for the Council in comparison to 110 part time female employees. The gender pay gap of 4.05% for the Council is a result of this anomaly.

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%
2022/23	3.66%
2023/24	4.05%

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	2021/22	2022/23	2023/24
Suspended	F	0	0	0
	M	0	0	4
Number of working days suspended	F	0	0	0
	M	0	0	64
First Formal Warning	F	0	0	1
	M	0	3	3
Final Formal Warning	F	0	1	0
	M	2	2	0
Dismissed (Gross misconduct, Summary Dismissal)	F	0	0	0
	M	2	0	1
Dismissed (Misconduct)	F	0	0	0
	M	0	1	3
Dismissed (Probation)	F	0	0	0
	M	0	0	1
Resigned during investigation	F	0	0	1
	M	0	0	2

5.3 Grievances

	2021/22	2022/23	2023/24
Female	2	0	4
Male	2	1	4
Collective	2	0	1
Total	6	1	9

5.4 Capability Policy and Procedure

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

	Gender	2021/22	2022/23	2023/24
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.

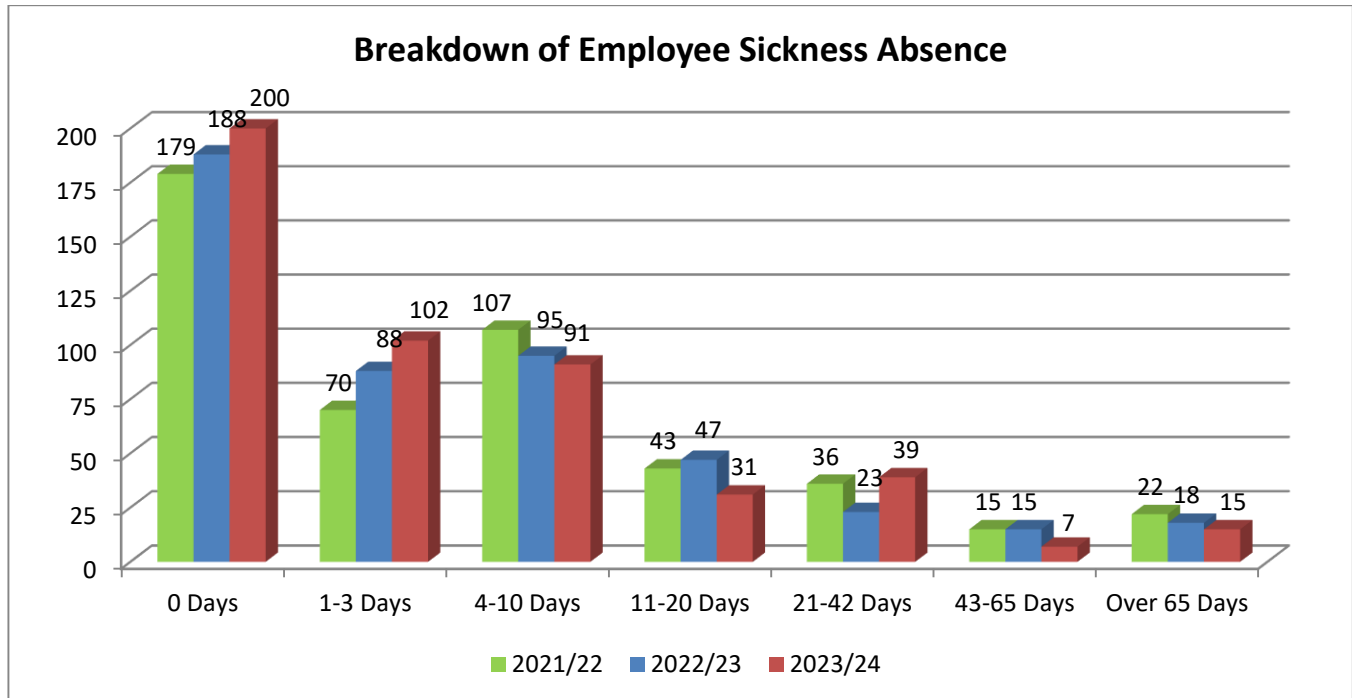
	Gender	2021/22	2022/23	2023/24
Stage 1	F	16	17	13
	M	13	19	8
Stage 2	F	0	1	4
	M	0	3	6
Stage 3	F	0	0	0
	M	0	0	1
Stage 3 (Dismissal)	F	0	2	0
	M	0	1	0
Total		29	43	32

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 2024.



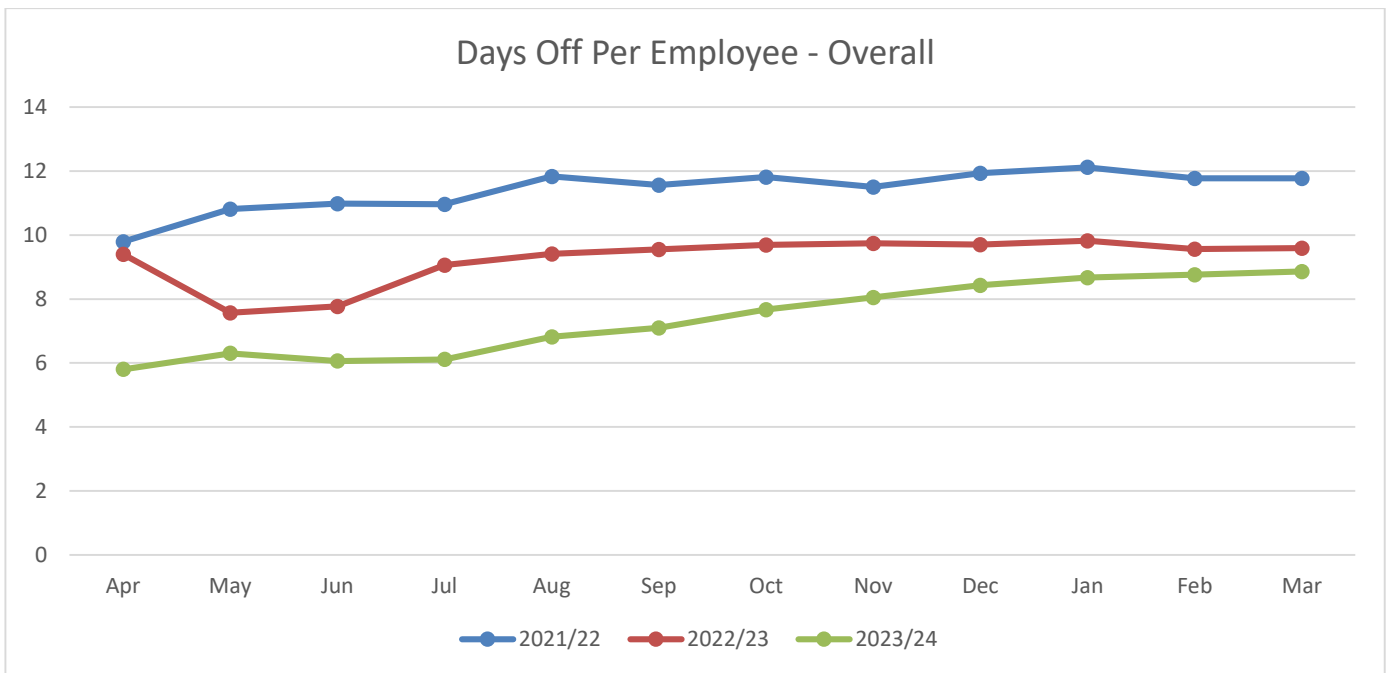
The average level of sickness during 2023/24 was 8.86 days per employee, 41.24% of the workforce had no sickness absence at all, whereas 39.66% of employees had no sickness in 2022/23 and 37.92% of employees had no sickness absence in 2021/22.

5.7 FTE Absence (Average sickness days per employee)

Year	Average
2023/24	8.86
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

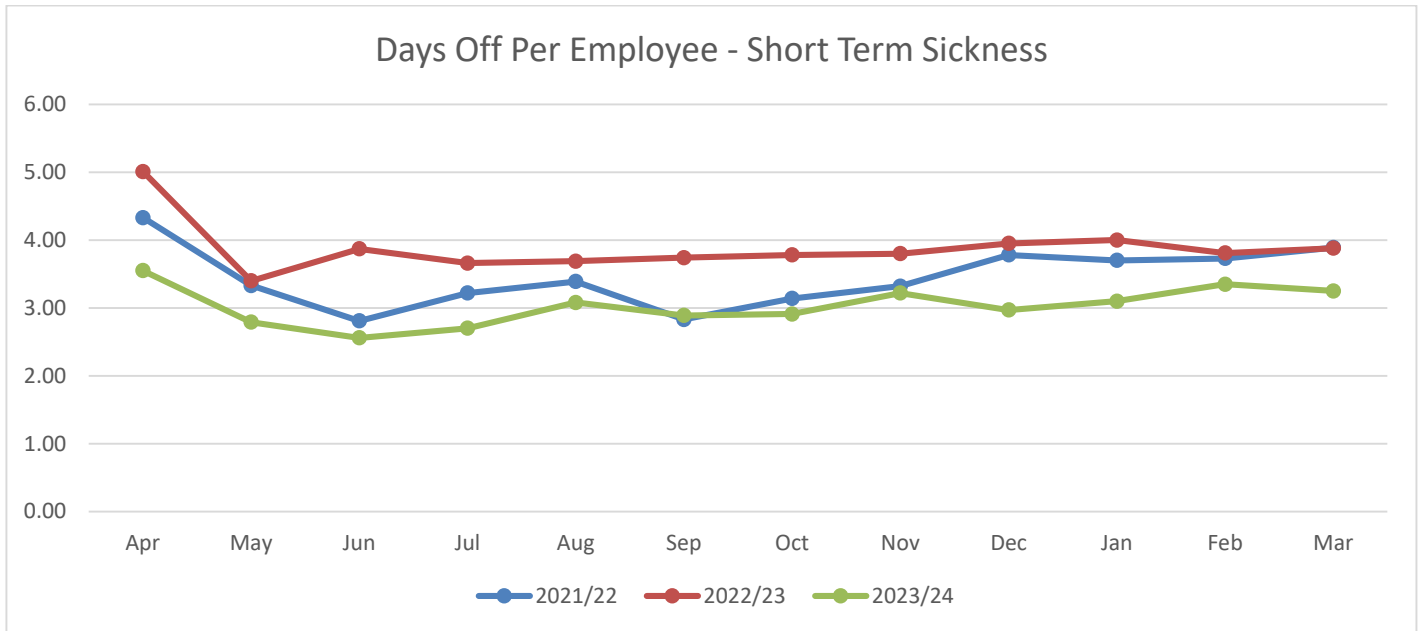
FTE Absence Comparison 2021-2024

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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
2022/23	9.40	7.57	7.77	9.06	9.41	9.55	9.69	9.74	9.70	9.82	9.56	9.59
2023/24	5.80	6.30	6.06	6.11	6.82	7.10	7.67	8.05	8.43	8.67	8.76	8.86



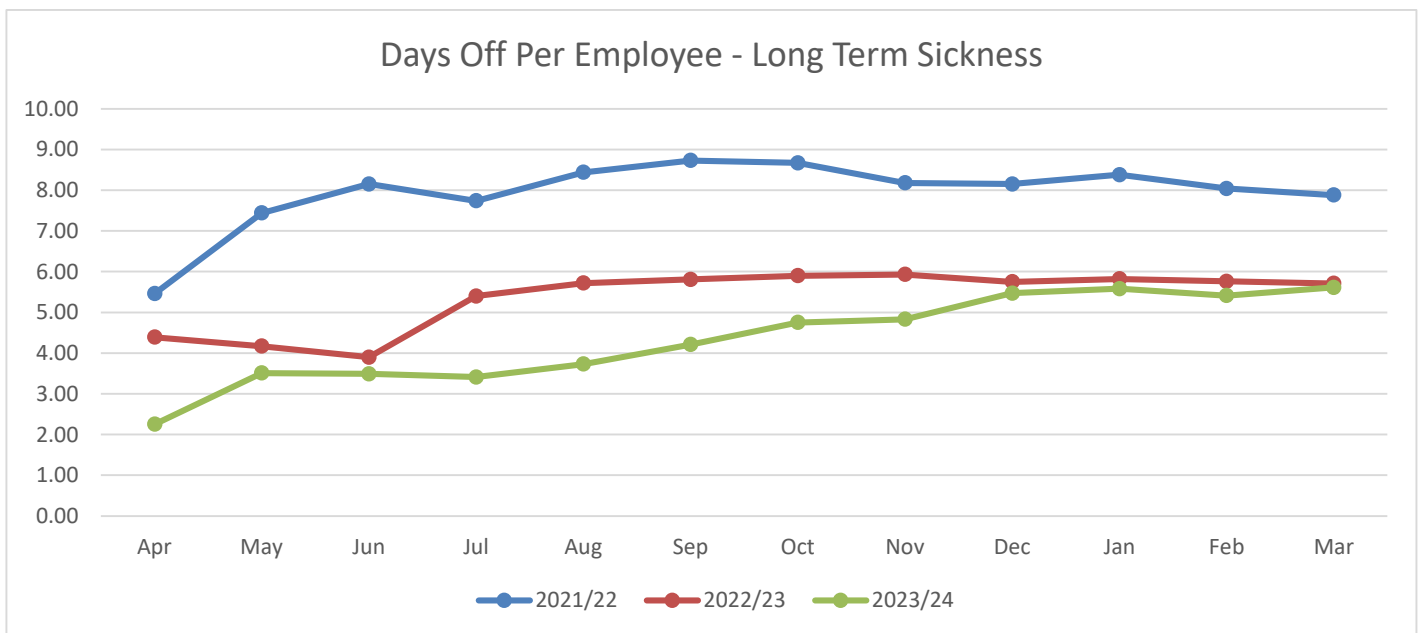
FTE Absence Comparison 2021-2024 – Short Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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
2022/23	5.01	3.40	3.87	3.66	3.69	3.74	3.78	3.80	3.95	4.00	3.81	3.88
2023/24	3.55	2.79	2.56	2.70	3.08	2.89	2.91	3.22	2.97	3.10	3.35	3.25



FTE Absence Comparison 2021-2024 – Long Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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
2022/23	4.39	4.17	3.90	5.40	5.72	5.81	5.90	5.93	5.75	5.82	5.76	5.71
2023/24	2.25	3.51	3.49	3.41	3.73	4.21	4.75	4.83	5.47	5.58	5.41	5.61

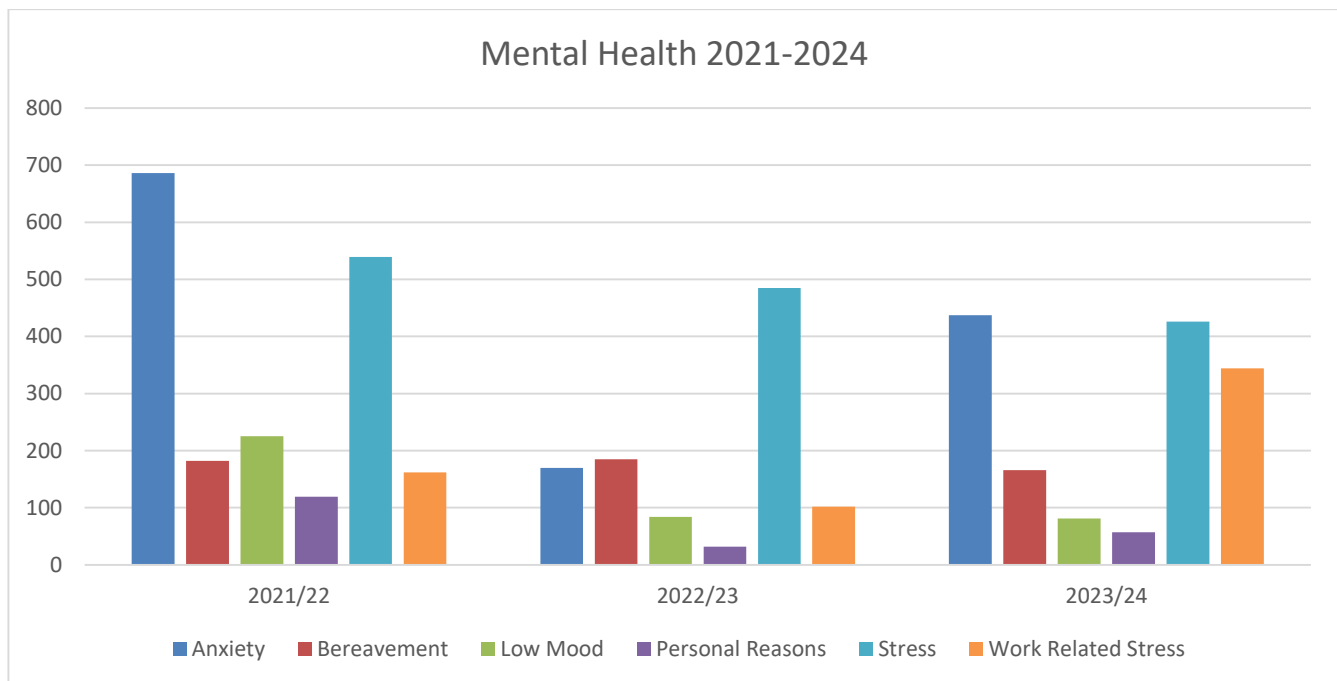


5.8 Mental Health Related Sickness Absence

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
2021/22	686	182	225	119	539	162	1913
2022/23	170	185	84	32	485	102	1058
2023/24	437	166	81	57	426	344	1511

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 2021.



5.9 Business Mileage

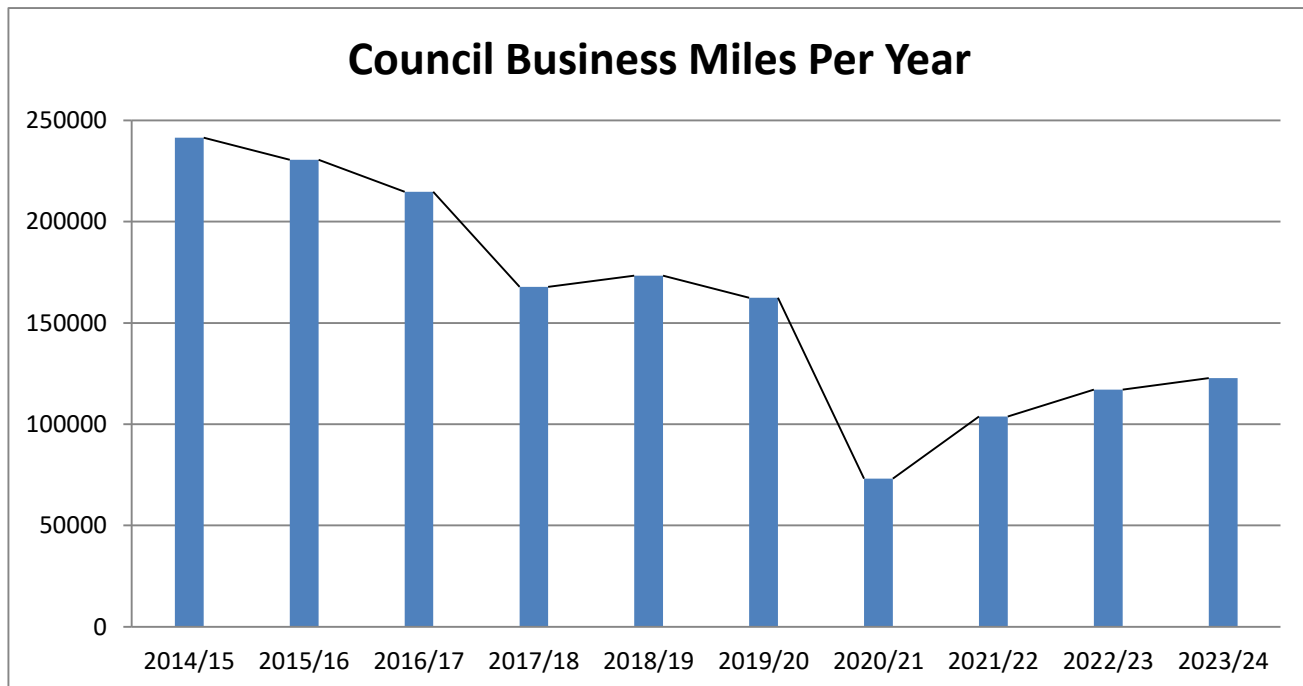
Business mileage undertaken by employees in their own car. The table below shows the business mileage for the Council over the last 10 years. Within the last 10 years Broxtowe has implemented two major changes to the process and payment of business mileage;

- 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 and Bike)	Total Miles	% Increase on previous year
2023/24	118583	4213	122796	4.49
2022/23	113947	3572	117519	12.95
2021/22	101213	2829	104042	43.86
2020/21	70557	1766	72323	-55.88
2019/20	163824	105	163929	-5.61
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

*Information not held

If we compare the most recent pre-COVID financial year 2019/20 with the most recent financial year of 2023/24, we can see that mileage has reduced by 25.09%. This could be attributed, in the most part, to the agile working arrangements the Council now have in place.



6. HEALTH AND SAFETY

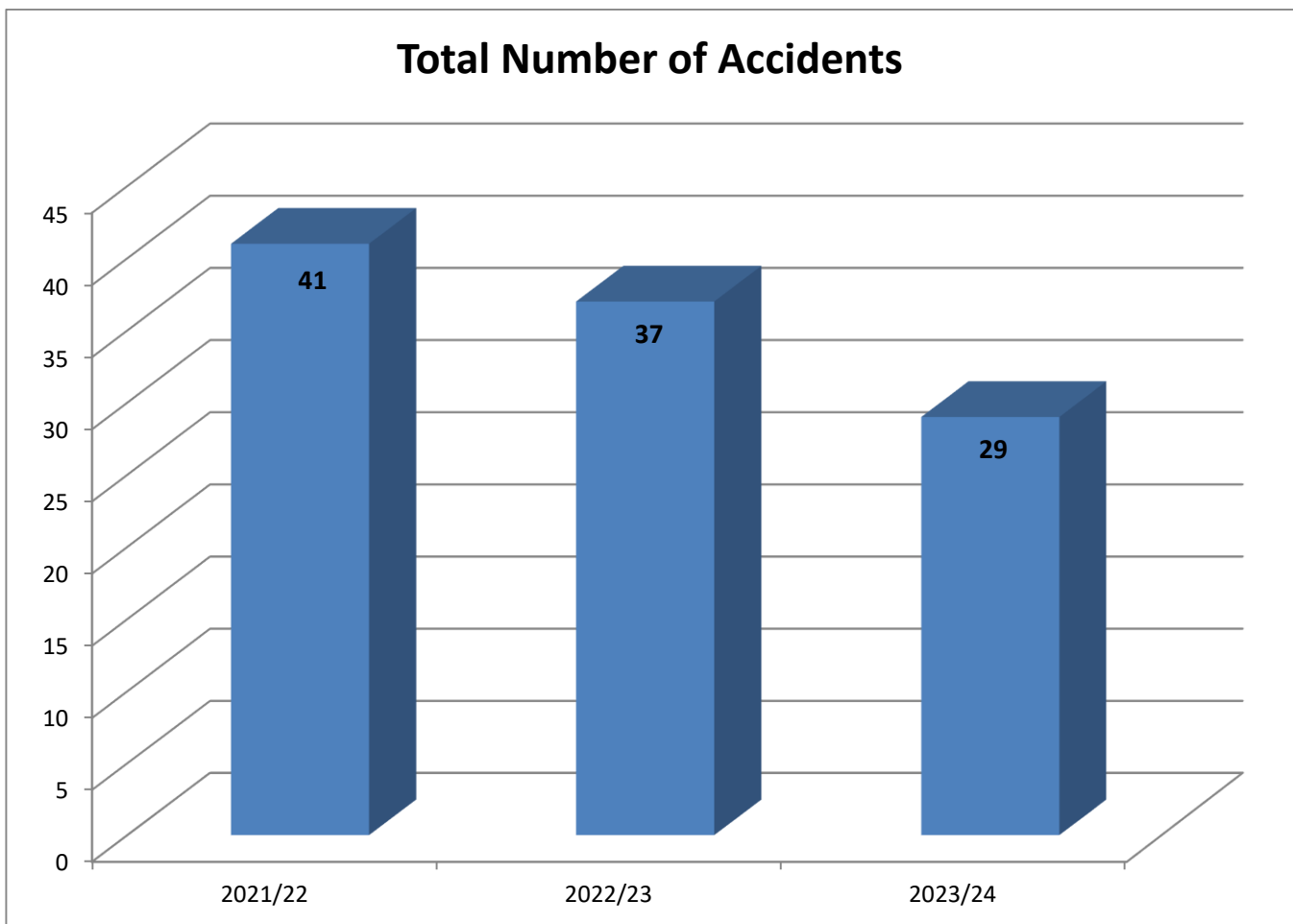
This section provides an analysis of accident figures at the Council during 2023/24 and the preceding 2 years. The figures are for employees only and are split into RIDDOR and Non-RIDDOR accidents.

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 2023/24 was 29.

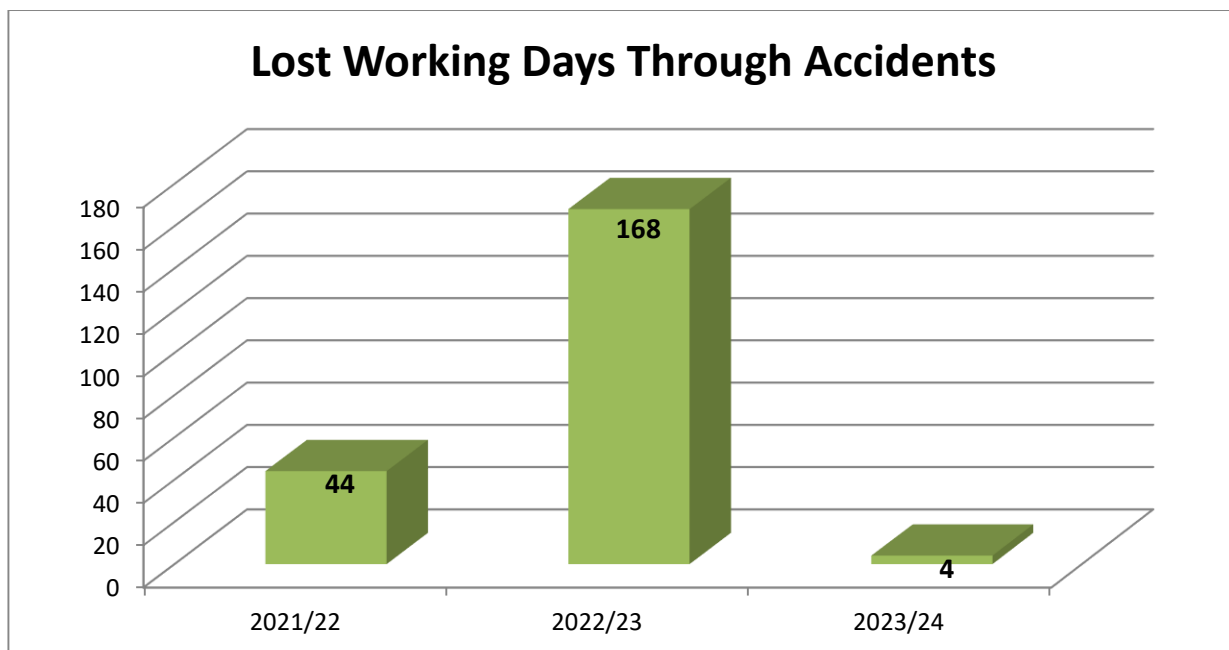
During 2023/24 zero accidents were classified as “RIDDOR” accidents. These are more serious accidents, which must be reported to the Health and Safety Executive (HSE).



6.1 RIDDOR Type of Accident

	Total
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
2022/23	
Manual Handling	3
Slips, trips and falls	3
Striking a fixed object	1
Struck by a moving object	0
Other	0
Total	7
2023/24	
Manual Handling	0
Slips, trips and falls	0
Striking a fixed object	0
Struck by a moving object	0
Other	0
Total	0

6.2 Lost Working Days through Accidents at Work



During 2023/24, 4 working days were lost from two employees suffering injuries from accidents. None of these incidents were RIDDOR.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2023/24	0	0	0
2022/23	168	7	24
2021/22	44	4	11

7. CONCLUSIONS

In conclusion, this document has highlighted the profile of the Council as it stood at 31 March 2024.

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

Achievements:

- 98.51% of all performance appraisals were completed before the 2023/24 closing date. This is 5.81% higher when compared with last year (2022/23).

Recruitment:

- The Council received an additional 528 applications for 2023/24 in comparison to 2022/23. This represents an increase of 86.84% in the number of applications received.
- The number of ethnic minority employees appointed in 2023/24 has reduced by 4.72% in comparison to 2022/23.

Our Workforce:

- The gender pay gap has increased from 3.66% to 4.05% in the last year. The number of part time males and females employed by the Council is what contributes to our current gender pay gap. Further detail can be found in section 4.14.
- The majority of employees leaving the council in 2023/24 elected not to undertake an exit interview.

Employment Issues:

- The number of average sick days per employee decreased from 9.59 days per employee in 2022/23 to 8.86 in 2023/24 a 7.60% improvement.
- In 2023/24 employees took a total of 344 days' sickness absence for work related stress. This is an increase when compared with 102 days in 2022/23 and 162 days in 2021/22.
- The Capability policy and procedure has been used once in the last three years with no use of the policy or procedure in 2022/23 or 2023/24.

Health and Safety:

- The Council reported no RIDDOR accidents for 2023/24.

Consideration should be given to the fact that the data gathered, and subsequently shown for 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 and 2023/24 is less.

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