



Broxtowe  
Borough  
COUNCIL

# Workforce Profile

2024/25

# Contents

	Page
<b>1 Introduction.....</b>	<b>4</b>
<b>2 Achievements.....</b>	<b>4</b>
<b>3 Recruitment</b>	
3.1 Overview.....	7
3.2 Applicants and Candidates.....	7
3.3 Total Applications Received.....	7
3.4 Overview of Recruitment Process Levels.....	8
3.5 Average Age of Applicants.....	9
3.6 Ethnicity and Recruitment.....	9
3.7 Shortlisted Applicants from an Ethnic Minority Background..	10
3.8 Appointed Applicants from an Ethnic Minority Background...	10
3.9 Disability and Recruitment.....	11
3.10 Applicants with Disabilities.....	11
3.11 Shortlisted Applicants with Disabilities.....	12
3.12 Applicants with Disabilities Appointed .....	12
3.13 Internal Promotions.....	13
<b>4 Our Workforce</b>	
4.1 Introduction.....	14
4.2 Establishment Levels.....	14
4.3 Ethnicity .....	15
4.4 Ethnicity of Workforce – Breakdown.....	16
4.5 Employees with Disabilities.....	17
4.6 Employees Average Length of Service.....	17
4.7 Age and Service Length.....	18
4.8 Age Ranges.....	19
4.9 Breakdown of Leavers by Age and Gender.....	20
4.10 Grade Profile of Workforce.....	21
4.11 Workforce Profile Starters (Permanent and Temporary).....	21
4.12 Gender.....	22
4.13 Job Evaluation.....	23
4.14 Gender Pay Gap.....	24
4.15 Disability Pay Gap.....	25
4.16 Ethnicity Pay Gap.....	26

<b>5</b>	<b>Employment Issues</b>	
5.1	Disciplinary, Grievance, Capability and Attendance Management.....	27
5.2	Disciplinary.....	27
5.3	Grievances.....	27
5.4	Capability Policy and Procedure.....	28
5.5	Attendance Management Policy and Procedure.....	28
5.6	Breakdown of Employee Sickness Absence.....	29
5.7	FTE Absence (Average Sick Days Per Employee) .....	30
5.8	Mental Health Related Sickness Absence.....	32
5.9	Business Mileage.....	33
<b>6</b>	<b>Health and Safety</b> .....	34
6.1	RIDDOR Type of Accident.....	35
6.2	Lost Working Days Through Accidents at Work.....	35
<b>7</b>	<b>Conclusions</b> .....	36

## 1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2024/25. 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 2025, employed 488 (by headcount) people across a number of sites within the Borough.

The turnover for employees leaving the Council in 2024/25 was 14.75%. This equated to 72 employees. In comparison the turnover figure for 2023/24 was 15.79%, which due to a lower headcount also equated to 72 employees, and in 2022/23 it was 11.18%, which equated to 50 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 has a positive approach towards the recruitment of applicants with disabilities. Any applicant that 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 2024/25 was 12.19 years, which is higher than employees without disabilities whose average length of service is 10.24 years. This means the overall average length of service is 1.95 years longer for those employees with a disability, compared with those that do not have a disability. In 2022/23, 23.59% (£5,313.85) of the Council's Apprenticeship Levy was spent on training for employees with a disability. In 2023/24 this increased to 27.50% (£12,647.18) with a decrease in 2024/25 to 4.90% (£3,400.00).

## **Broxtowe Learning Zone**

The Learning Management System was introduced in November 2014. Job roles are automatically assigned to 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 2025, 75 e-learning courses were available to employees and Members, with three new courses being launched during 2024/25. The new courses launched were Job Evaluation, Handling Complaints and Personal Canvassing 2024. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date for 2024/25 appraisals, 100% of appraisals had been completed which is an increase from 2023/24 where 98.51% were completed. For 2022/23, 92.70% were completed at the deadline.

## **Work Experience**

The Council provided a total of fourteen work experience placements during 2024/25. Of the fourteen work placements two disclosed that they had a disability. Service areas that hosted a work experience student included Housing, Human Resources, Learning and Development, Legal, Finance, Bramcote Crematorium, Planning, Economic Development and Communications.

## **Employee Survey**

The Council conducted an employee survey in June 2025. The survey allowed employees to tell the Council what working for Broxtowe Borough Council was like for them. A total of 18 questions from the survey received 80% or above positive responses. In 2024, a total of 19 questions received an 80% or above positive response. The findings from the 2025 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
- The Council supports balance between work and personal life among its employees
- I am able to balance my work and home life
- I am aware of the Council's vision and long term goals
- 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 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 2024/25 the Council received 1483 applications for 117 advertised positions. The outcome of these 117 advertised positions are 23 internal appointments, 54 new starters, 23 new starters in the 2025/26 financial year and 17 advertisements were unsuccessful with no appointments being made.

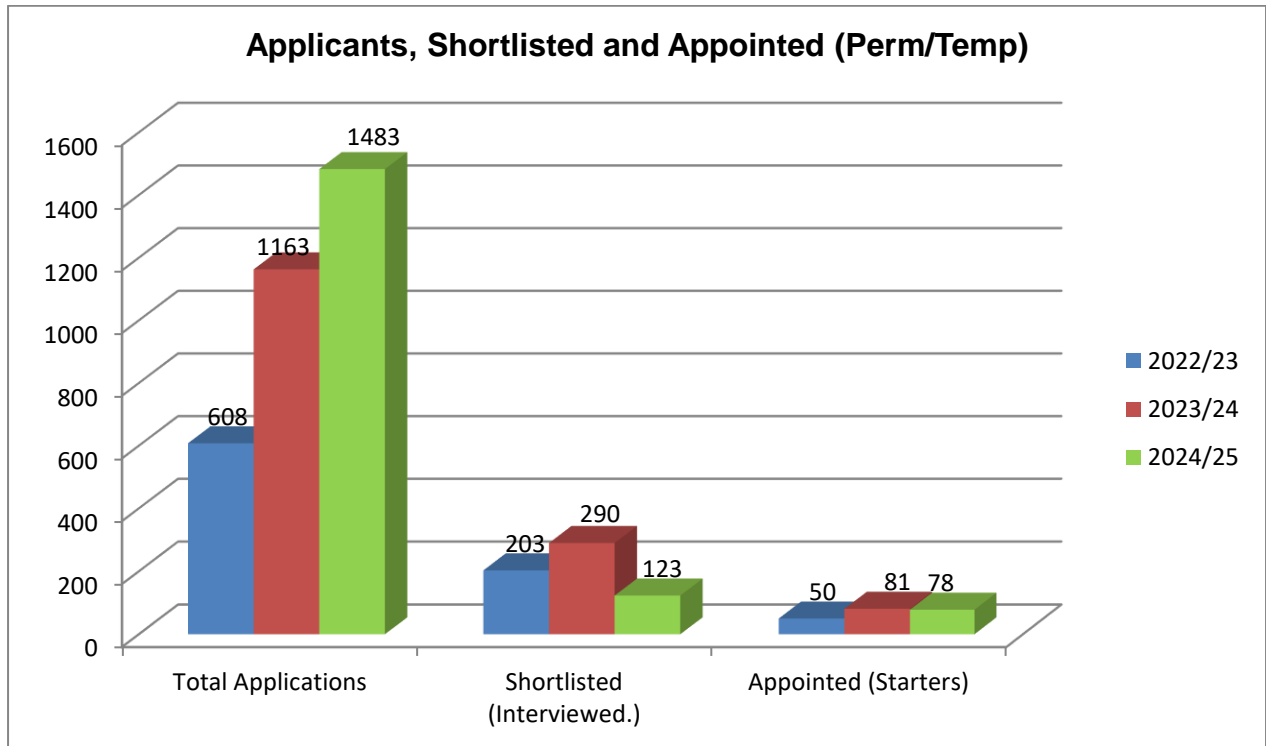
- There was a 27.52% increase in the total number of applications received when compared with the number of applications received in 2023/24.
- There was an average of 12.68 applications for every vacancy in 2024/25. This is an increase when compared with the 6.61 applications received for every vacancy in 2023/24.
- Of the 117 jobs advertised 6 (5.13%) were for temporary positions and 111 (94.87%) were for permanent positions.

### 3.3 Total Applications Received

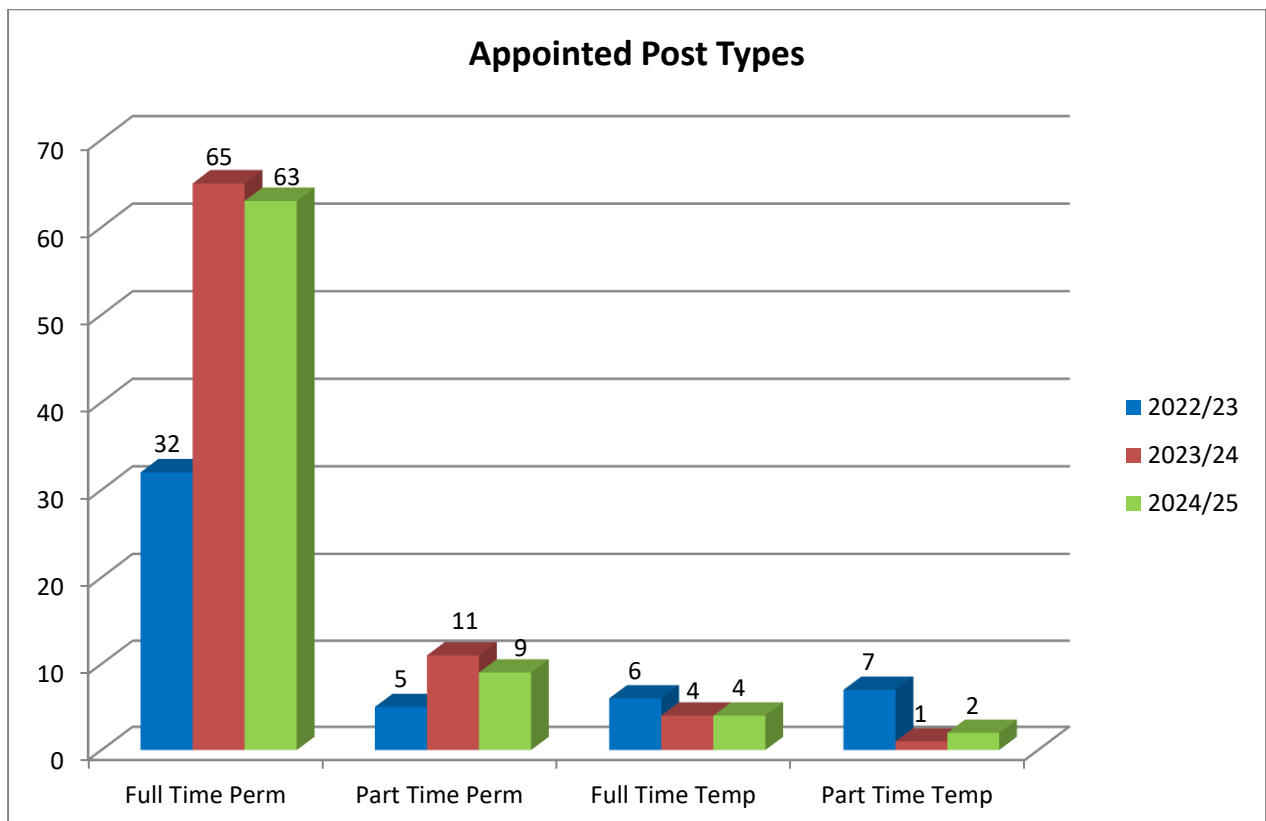
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2022/23		2023/24		2024/25	
Online Applications	608	100.00%	1154	99.23%	1483	100.00%
Paper Applications	0	0.00%	9	0.77%	0	0.00%
Total Applications	608		1163		1483	

### 3.4 Overview of Recruitment Process Levels



In 2024/25 the Council shortlisted 8.29% of all applicants. In 2023/24 this figure was higher at 24.94% with the figure in 2022/23 at 33.39%.





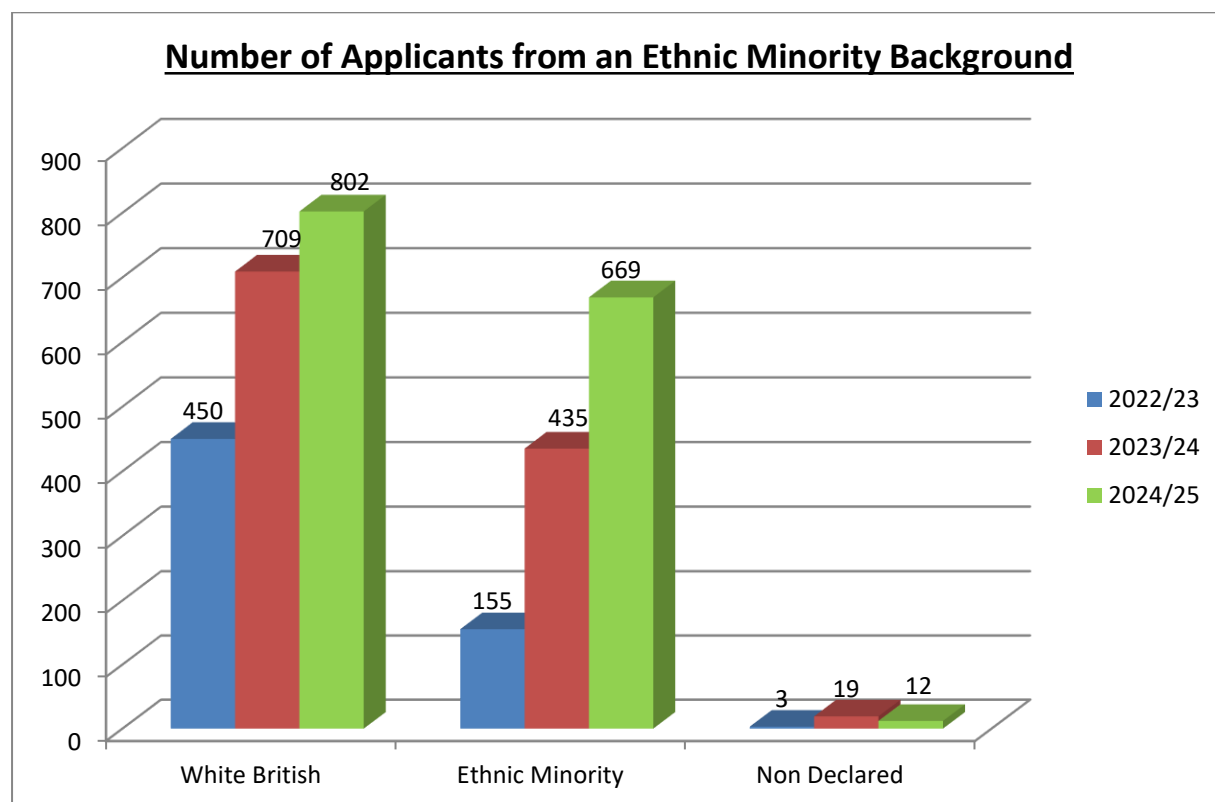
### 3.5 Average Age of Applicants

	2022/23	2023/24	2024/25
Male	40.18	39.44	37.02
Female	37.68	38.23	34.88
Overall	38.96	38.86	35.99

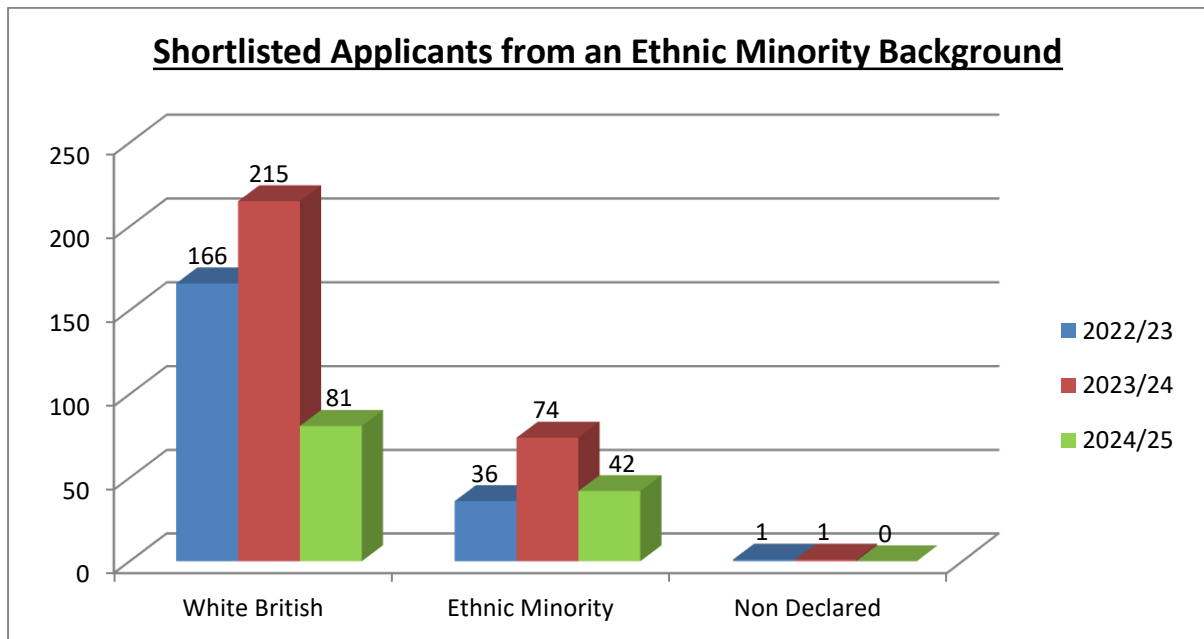
### 3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants from an ethnic minority background during 2022/23, 2023/24 and 2024/25. Some key points to note are:

- In 2024/25 applications from an Ethnic Minority background accounted for 45.11%. In 2023/24 there were 37.40% of applications from an Ethnic Minority background and in 2022/23 this figure was 25.49%
- White British applicants accounted for 54.08% during 2024/25, 60.96% during 2023/24 and 74.01% during 2022/23.

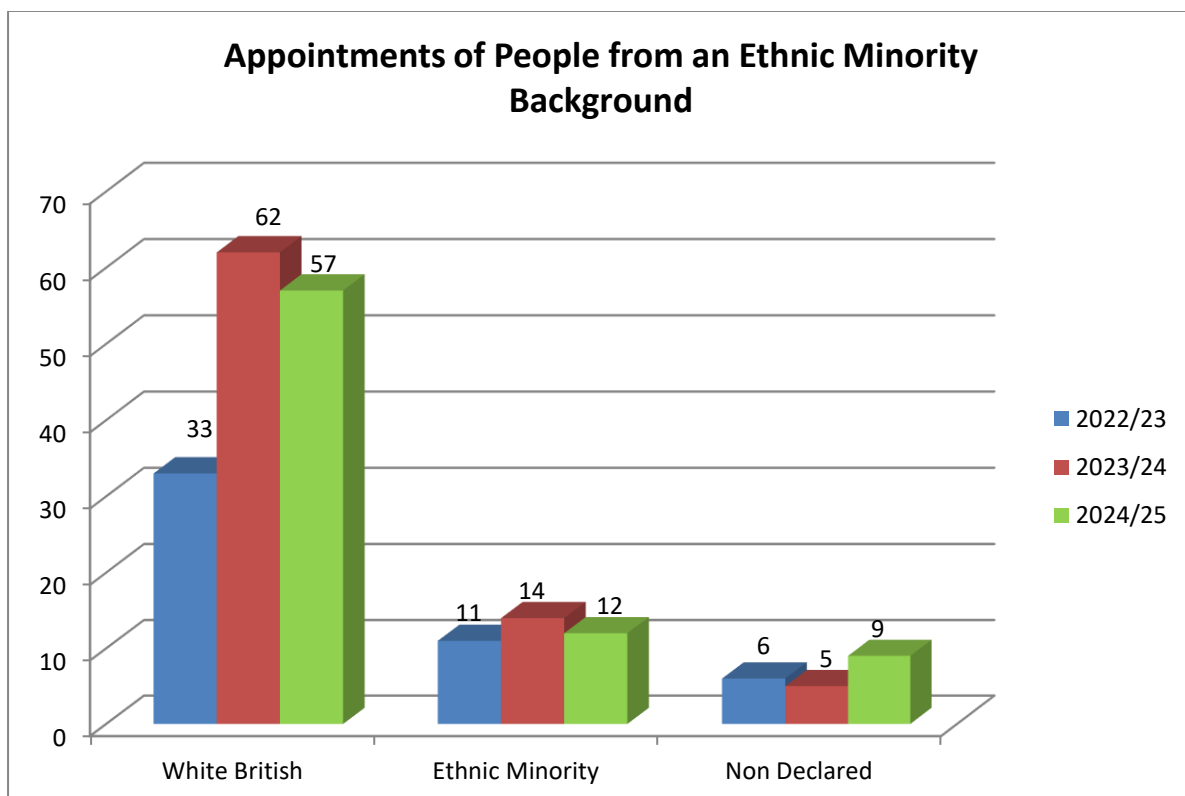


### 3.7 Shortlisted Applicants from an Ethnic Minority Background



There were 42 applicants from an ethnic minority background shortlisted in 2024/25. In 2024/25, 34.15% of applications from people from an ethnic minority background were shortlisted. In 2023/24 this figure was 17.01% and in 2022/23 this figure was 23.23%.

### 3.8 Appointed Applicants from an Ethnic Minority Background



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

Year	Applicants	Shortlisted	Appointed
2022/23	25.49%	17.73%	22.00%
2023/24	37.40%	25.52%	17.28%
2024/25	45.11%	34.14%	15.39%

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

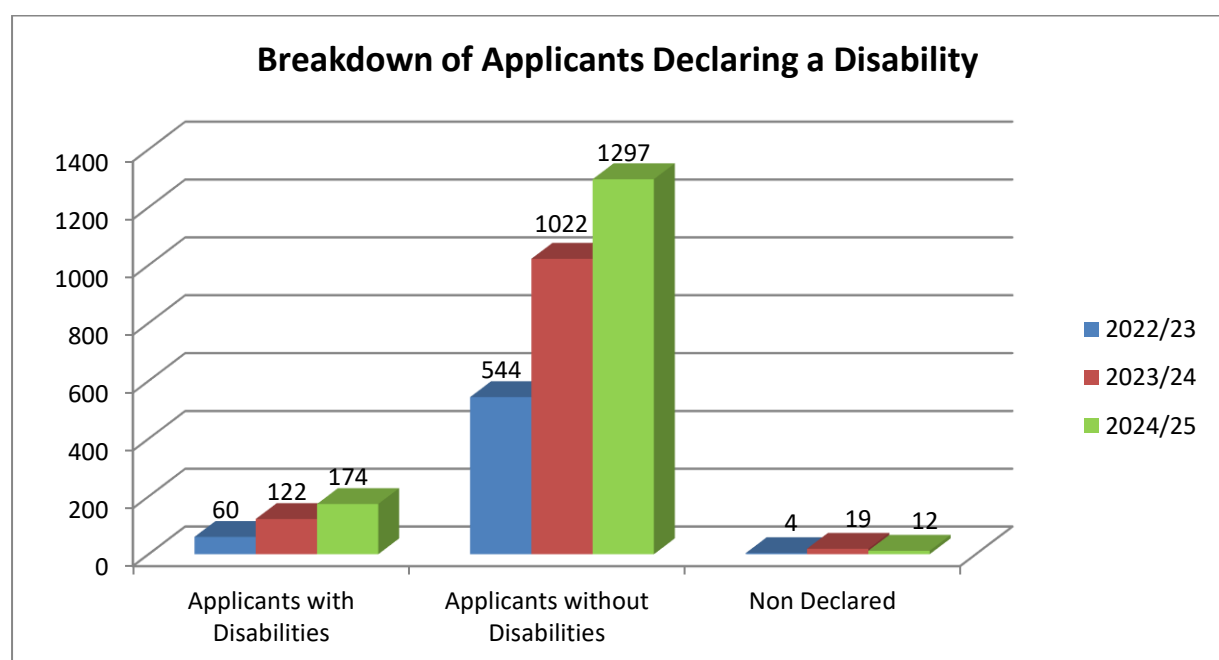
### 3.9 Disability and Recruitment

The Council is committed to providing equality of opportunity to all applicants, including those with disabilities. Applicants with disabilities that 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.

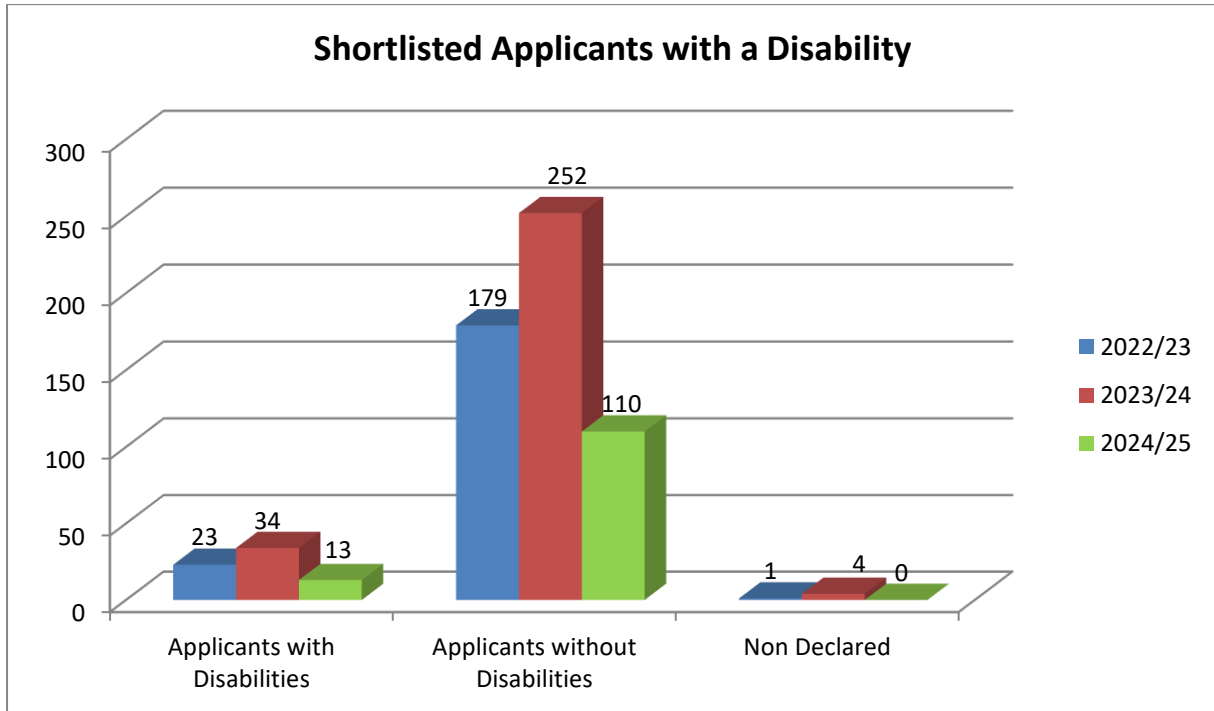
### 3.10 Applicants with Disabilities

174 of all applications were from people with disability in 2024/25. This accounts for 11.73% of all applications in 2024/25. In 2023/24 the percentage of applicants with a disability was 10.49% and in 2022/23 the percentage was 9.87%.

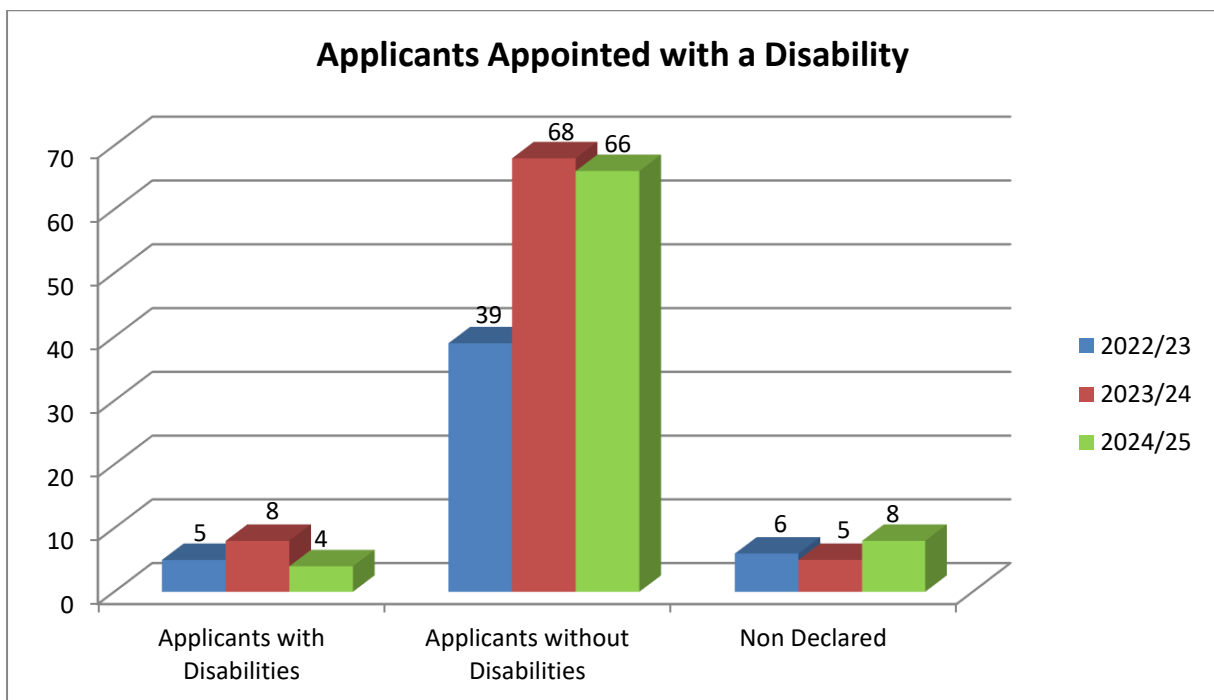


### 3.11 Shortlisted Applicants with Disabilities

The number of application forms from applicants with a disability was 174 in 2024/25. 13 of the 174 applicants were shortlisted which means the percentage of applicants shortlisted that declared a disability for 2024/25 was 7.47%. The percentage for 2023/24 was 27.87% and in 2022/23 the percentage was 11.33%.



### 3.12 Appointed Applicants with Disabilities



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 what percentage of those that responded 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 indicating additional responsibility.
- the employee was promoted into a different position where the grade was higher.

	2022/23	2023/24	2024/25
Post has been re-graded	77	63	43
Appointed to higher graded post	14	31	25
<b>Total</b>	<b>91</b>	<b>94</b>	<b>68</b>

Of the 25 employees that were appointed into a higher graded post, 24 have declared whether they have a disability or not. Of these 24 employees, 4 employees declared themselves to have a disability. Of the 25 employees appointed into a higher graded post, 24 have declared their ethnic background. Of these 24 employees, 1 employee has 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.

The statistics shown for internal promotions relates to the GLPC scheme (employees grade 15 or lower). Heads of Service and above are assessed under the HAY scheme and evaluated externally by the KornFerry HAY group.

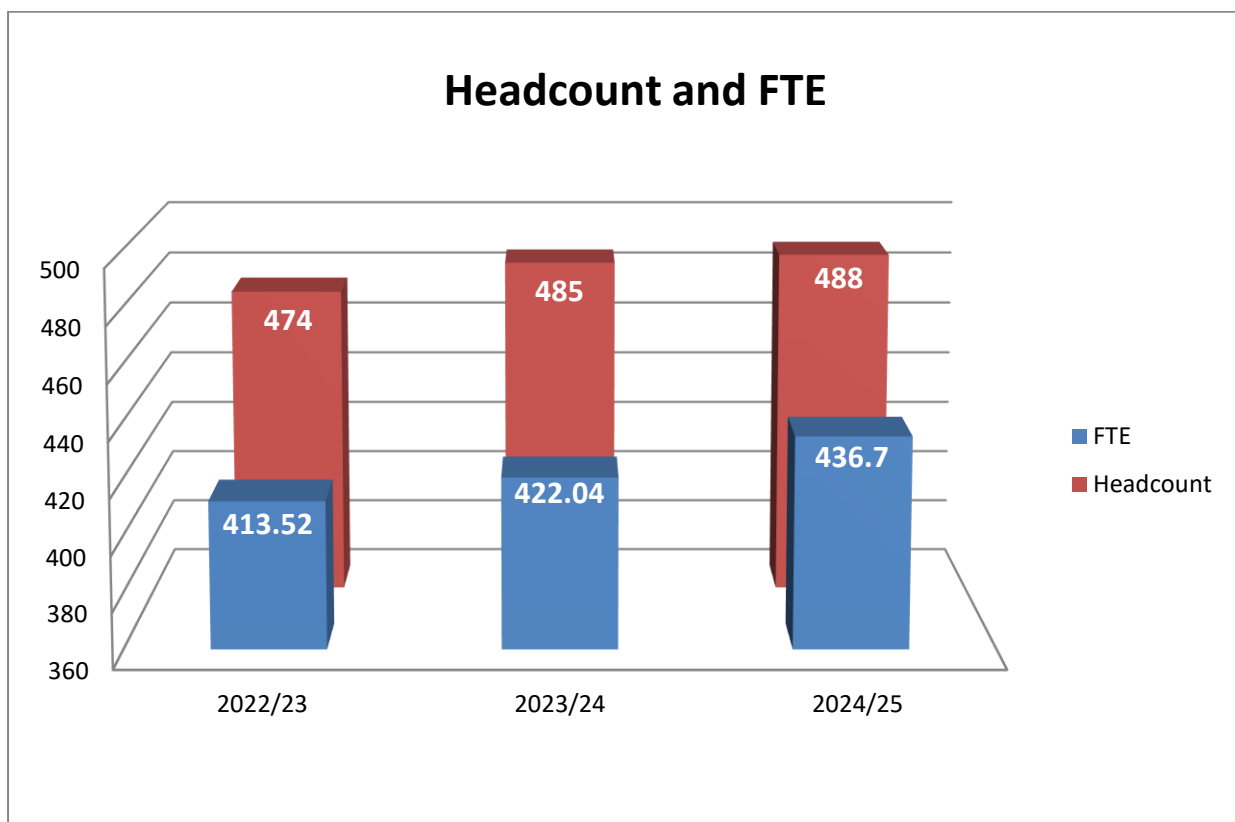
## 4. OUR WORKFORCE

### 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 2025.



### 4.3 Ethnicity

During 2024/25, 11.04% of the workforce were from an ethnic minority background, based on the 471 employees that submitted a response. This is an increase of 0.64% when compared with 2023/24. Below is a snapshot of the ethnic diversity of the workforce which includes those employees that have declined to state their ethnic origin.

<b>Ethnicity</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
Any other ethnic group	1	3	4
Asian - Other	1	0	1
Bangladeshi	1	1	1
Black or British African	2	3	2
Black or British Any Other	0	0	0
Black or British Caribbean	5	4	4
Chinese	2	3	5
Indian	7	8	7
Mixed - Other	2	3	3
Mixed – W/B African	0	2	2
Mixed - W/B Caribbean	6	5	6
Mixed - White/Asian	2	2	3
Pakistani	9	12	9
Undeclared	27	14	17
White - British	406	418	419
White - Irish	2	4	2
White Other	1	3	3
<b>Grand Total</b>	<b>474</b>	<b>485</b>	<b>488</b>

On 31 March 2025, the Council had 488 employees of which 419 (85.86%) declared themselves to be White British, 52 (10.66%) employees declared to be from an ethnic minority background and a further 17 employees (3.48%) did not declare 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	1	0.27%	0	0.00%	1	0.20%
	M	1	0.27%	2	1.67%	3	0.61%
Asian - Other	F	0	0.00%	1	0.83%	1	0.20%
	M	0	0.00%	0	0.00%	0	0.00%
Bangladeshi	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.27%	0	0.00%	1	0.20%
Black or British African	F	1	0.27%	0	0.00%	1	0.20%
	M	1	0.27%	0	0.00%	1	0.20%
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	0.27%	0	0.00%	1	0.20%
	M	3	0.82%	0	0.00%	3	0.61%
Chinese	F	3	0.82%	1	0.83%	4	0.82%
	M	1	0.27%	0	0.00%	1	0.20%
Indian	F	4	1.09%	1	0.83%	5	1.02%
	M	2	0.54%	0	0.00%	2	0.41%
Mixed - Other	F	2	0.54%	0	0.00%	2	0.41%
	M	1	0.27%	0	0.00%	1	0.20%
Mixed – W/B African	F	1	0.27%	1	0.83%	2	0.41%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	2	0.54%	2	1.67%	4	0.82%
	M	2	0.54%	0	0.00%	2	0.41%
Mixed - White/Asian	F	2	0.54%	0	0.00%	2	0.41%
	M	1	0.27%	0	0.00%	1	0.20%
Pakistani	F	2	0.54%	1	0.83%	3	0.61%
	M	5	1.36%	1	0.83%	6	1.23%
White - British	F	115	31.25%	92	76.67%	207	42.42%
	M	195	52.99%	17	14.17%	212	43.44%
White - Irish	F	2	0.54%	0	0.00%	2	0.41%
	M	0	0.00%	0	0.00%	0	0.00%
White Other	F	3	0.82%	0	0.00%	3	0.61%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	7	1.90%	1	0.83%	8	1.64%
	M	9	2.45%	0	0.00%	9	1.84%
<b>Grand Total</b>		<b>368</b>	<b>100.00%</b>	<b>120</b>	<b>100.00%</b>	<b>488</b>	<b>100.00%</b>



## 4.5 Employees with Disabilities

	2022/23		2023/24		2024/25	
	No.	%	No.	%	No.	%
<b>Employees with Disabilities</b>	33	6.96%	39	8.04%	39	7.99
<b>Employees without Disabilities</b>	403	85.02%	424	87.42%	425	87.09
<b>Non-Declared</b>	38	8.02%	22	4.54%	24	4.92
<b>Total</b>	<b>474</b>		<b>485</b>		<b>488</b>	

The Council offers on-going support to employees that 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

	2022/23	2023/24	2024/25
	Years	Years	Years
<b>Employees with Disabilities</b>	14.18	13.44	12.19
<b>Employees without Disabilities</b>	10.44	10.34	10.24
<b>Non-Declared</b>	16.81	14.90	12.66
<b>All Staff</b>	<b>11.21</b>	<b>10.79</b>	<b>10.52</b>

The overall average length of service is 1.95 years longer for those employees with a disability, compared with those that do not have a disability.

## 4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2025 by service length:

Years	Gender	Total
0-4	F	97
	M	100
5-9	F	42
	M	42
10-14	F	24
	M	32
15-19	F	27
	M	29
20-24	F	27
	M	19
25-29	F	5
	M	9
30-34	F	13
	M	8
35-39	F	10
	M	2
40-44	F	1
	M	1
<b>Grand Total</b>		<b>488</b>

The average length of service for employees is:

	2022/23	2023/24	2024/25
Female Full Time	10.66	8.87	8.91
Female Part Time	13.63	14.38	14.72
Male Full Time	10.16	10.26	9.73
Male Part Time	11.90	10.43	9.97

## 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	19
		PT	1
	M	FT	29
		PT	1
30-39	F	FT	31
		PT	17
	M	FT	37
		PT	5
40-49	F	FT	37
		PT	18
	M	FT	58
		PT	3
50-59	F	FT	50
		PT	40
	M	FT	65
		PT	6
60-64	F	FT	6
		PT	20
	M	FT	27
		PT	2
65-69	F	FT	3
		PT	3
	M	FT	5
		PT	1
70+	F	FT	0
		PT	1
	M	FT	0
		PT	2
Grand Total			488

#### 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									0	0
Career Progression LA									0									0	0
Career Progression Other									0									0	0
Death in Service									0									0	0
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									0	0
Maternity – Not Returned									0									0	0
Not Known	1	4	6	2	4	1		1	19		6	6	7	4	2	3		28	47
Personal Reasons									0									0	0
Redundancy - Compulsory									0									0	0
Redundancy - Voluntary						1			1									0	1
Relocation									0									0	0
Ill Health Retirement					2				2									0	2
Early Retirement									0									0	0
Retirement – Age 60						6			6						4			4	10
Retirement – Age 65 and Over							4	1	5							3	1	4	9
Settlement									0									0	0
Temp. Contract Ended							1		1									0	1
<b>Grand Total</b>	<b>1</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>2</b>	<b>34</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>7</b>	<b>6</b>	<b>1</b>	<b>38</b>	<b>72</b>

#### 4.10 Grade Profile of Workforce

	FT		FT	PT		PT	Grand
Grade	F	M	Total	F	M	Total	Total
G2	3	2	5	18	8	26	31
G3	5	24	29	5	2	7	36
G4	16	27	43	21	1	22	65
G5	24	20	44	25	2	27	71
G6	16	31	47	9	3	12	59
G7	24	26	50	8	2	10	60
G8	11	32	43	2	1	3	46
G9	7	15	22	1	0	1	23
G10	8	9	17	5	0	5	22
G11	7	4	11	2	1	3	14
G12	10	9	19	2	0	2	21
G13	4	8	12	1	0	1	13
G14	1	4	5	0	0	0	5
G15	2	2	4	1	0	1	5
CO1 (HoS)	4	2	6	0	0	0	6
CO2 (Asst Dir)	2	5	7	0	0	0	7
CO3 (Chief Off)	1	0	1	0	0	0	1
CO4 (Chief Off)	0	2	2	0	0	0	2
CO5 (Chief Exec)	1	0	1	0	0	0	1
Grand Total	146	222	368	100	20	120	488

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

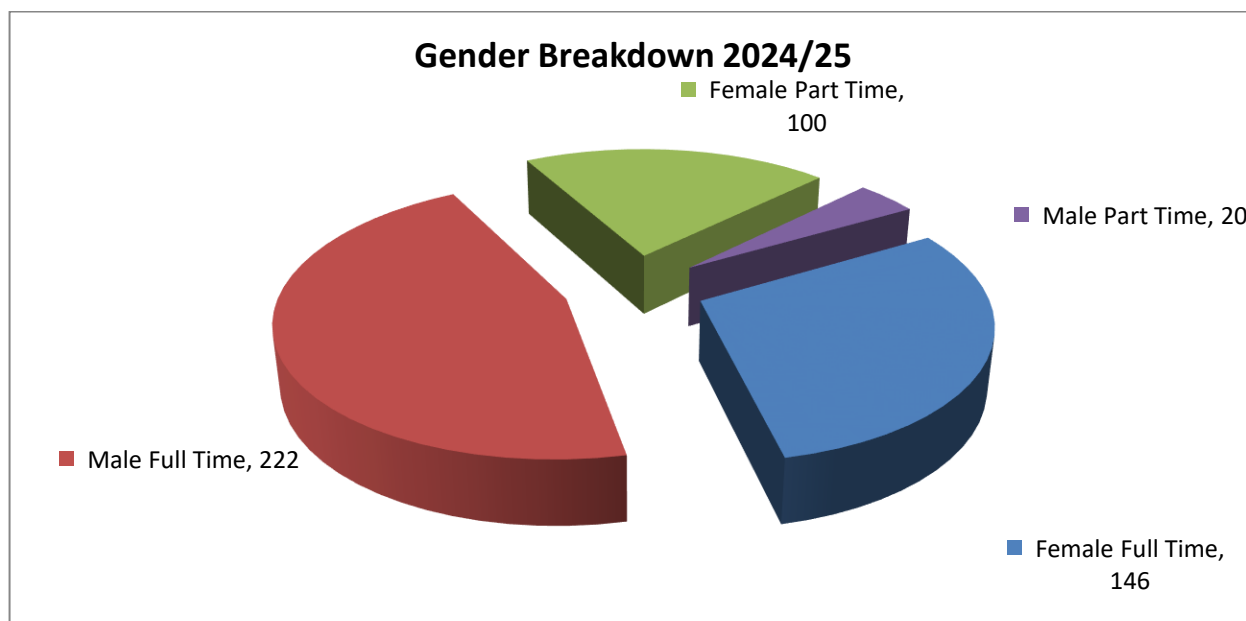
Age Range	Gender	FT	PT	Total
16-19	F	1	0	1
	M	0	0	0
20-29	F	6	0	6
	M	14	1	15
30-39	F	6	5	11
	M	8	1	9
40-49	F	3	0	3
	M	10	0	10
50-59	F	5	2	7
	M	10	1	11
60-64	F	1	1	2
	M	1	0	1
65+	F	0	0	0
	M	2	0	2
Grand Total		67	11	78

## 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.

	<b>2022/23</b>		<b>2023/24</b>		<b>2024/25</b>	
Female Full Time	122	25.74%	143	29.48%	146	29.92%
Male Full Time	217	45.78%	209	43.09%	222	45.49%
Female Part Time	117	24.68%	110	22.68%	100	20.49%
Male Part Time	18	3.80%	23	4.74%	20	4.10%
<b>Total</b>	<b>474</b>		<b>485</b>		<b>488</b>	<b>100.00%</b>

Broxtowe employed 246 females and 242 males as at 31 March 2025. The chart below shows the gender breakdown in diagrammatic form.



## 4.13 Job Evaluation

Job evaluation (JE) is a means of determining the relative values of jobs within an organisation, so that all posts are graded appropriately for their duties and responsibilities. The Council's JE processes provide a systematic and consistent approach to define 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. Posts Grade 15 and below are evaluated by the Council under the GLPC scheme. Senior officer posts (Head of Service and above) are evaluated externally using the HAY scheme.

During 2024/25, 113 jobs were evaluated under the GLPC scheme which covered 54 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	23
JE points score increase resulting in grade increase of post	49
JE Points score unchanged	4
JE points score decrease resulting in no change in grade of post	27
JE points score decrease resulting in decrease in grade of post	0
Number of new posts evaluated	10
<b>Total posts evaluated</b>	<b>113</b>

During 2024/25, 17 jobs were evaluated under the HAY scheme which covered 17 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	2
JE points score increase resulting in grade increase of post	1
JE Points score unchanged	8
JE points score decrease resulting in no change in grade of post	4
JE points score decrease resulting in decrease in grade of post	1
Number of new posts evaluated	1
<b>Total posts evaluated</b>	<b>17</b>

## 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 on 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 is to publish these figures on the Council website.

An analysis of the current gender pay gap levels at Broxtowe (as at 31 March 2025) using both the mean and median calculations are as follows:

### Mean Calculation\*

<b><u>All Employees</u></b>	
Mean Male Hourly Rate	17.2353
Mean Female Hourly Rate	16.6613
<b>Gender Pay Gap</b>	<b>3.33%</b>
<b><u>Full Time Employees</u></b>	
Mean Male Hourly Rate	17.5184
Mean Female Hourly Rate	17.9892
<b>Gender Pay Gap</b>	<b>-2.69%</b>
<b><u>Part Time Employees</u></b>	
Mean Male Hourly Rate	14.1079
Mean Female Hourly Rate	14.7357
<b>Gender Pay Gap</b>	<b>-4.45%</b>

### Median Calculation\*

<b><u>All Employees</u></b>	
Median Male Hourly Rate	15.5109
Median Female Hourly Rate	14.4919
<b>Gender Pay Gap</b>	<b>6.57%</b>
<b><u>Full Time Employees</u></b>	
Median Male Hourly Rate	15.5109
Median Female Hourly Rate	15.7763
<b>Gender Pay Gap</b>	<b>-1.71%</b>
<b><u>Part Time Employees</u></b>	
Median Male Hourly Rate	13.0427
Median Female Hourly Rate	14.2239
<b>Gender Pay Gap</b>	<b>-9.06%</b>

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

A comparison of the Gender Pay Gap over the last three years is shown below.

<b><u>Year</u></b>	<b><u>Gender Pay Gap</u></b>
2022/23	3.66%
2023/24	4.05%
2024/25	3.33%



## 4.15 Disability Pay Gap

The disability pay gap is the difference in earnings between employees with a disability and employees without a disability as a percentage of employees with a disability.

The reporting of the Council's disability pay gap reporting is not mandatory; however, with the Council's commitment to equality and diversity it has been decided to calculate and report on the disability pay gap within the Workforce Profile.

An analysis of the current disability pay gap levels at Broxtowe (as at 31 March 2025) using both the mean and median calculations are as follows:

### Mean Calculation\*

<b><u>All Employees</u></b>	
Mean Declared Disabled Hourly Rate	17.0771
Mean Declared Non Disabled Hourly Rate	16.8360
<b>Disability Pay Gap</b>	<b>-1.43%</b>
<b><u>Full Time Employees</u></b>	
Mean Declared Disabled Hourly Rate	18.7829
Mean Declared Non Disabled Hourly Rate	17.4815
<b>Disability Pay Gap</b>	<b>-7.44%</b>
<b><u>Part Time Employees</u></b>	
Mean Declared Disabled Hourly Rate	14.0301
Mean Declared Non Disabled Hourly Rate	14.7653
<b>Disability Pay Gap</b>	<b>4.97%</b>

### Median Calculation\*

<b><u>All Employees</u></b>	
Median Declared Disabled Hourly Rate	14.4919
Median Declared Non Disabled Hourly Rate	15.1885
<b>Disability Pay Gap</b>	<b>4.59%</b>
<b><u>Full Time Employees</u></b>	
Median Declared Disabled Hourly Rate	16.0417
Median Declared Non Disabled Hourly Rate	15.5109
<b>Disability Pay Gap</b>	<b>-3.42%</b>
<b><u>Part Time Employees</u></b>	
Median Declared Disabled Hourly Rate	13.4195
Median Declared Non Disabled Hourly Rate	14.2239
<b>Disability Pay Gap</b>	<b>5.66%</b>

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

A comparison of the Disability Pay Gap over the last three years is shown below.

<b><u>Year</u></b>	<b><u>Disability Pay Gap</u></b>
2022/23	1.14%
2023/24	-1.77%
2024/25	-1.43%

## 4.16 Ethnicity Pay Gap

The ethnicity pay gap is the difference in earnings between employees from an ethnic minority background and employees who are white British as a percentage of white British employee's earnings.

The reporting of the Council's ethnicity pay gap reporting is not mandatory; however, with the Council's commitment to equality and diversity it has been decided to calculate and report on the ethnicity pay gap within the Workforce Profile.

An analysis of the current ethnicity pay gap levels at Broxtowe (as at 31 March 2025) using both the mean and median calculations are as follows:

### Mean Calculation\*

<b><u>All Employees</u></b>	
Mean Ethnic Minority Hourly Rate	17.2316
Mean White British Hourly Rate	16.7891
<b>Gender Pay Gap</b>	<b>-2.64%</b>
<b><u>Full Time Employees</u></b>	
Mean Ethnic Minority Hourly Rate	18.1665
Mean White British Hourly Rate	17.5038
<b>Gender Pay Gap</b>	<b>-3.79%</b>
<b><u>Part Time Employees</u></b>	
Mean Ethnic Minority Hourly Rate	13.3048
Mean White British Hourly Rate	14.7565
<b>Gender Pay Gap</b>	<b>9.84%</b>

### Median Calculation\*

<b><u>All Employees</u></b>	
Median Ethnic Minority Hourly Rate	15.3497
Median White British Hourly Rate	15.1885
<b>Gender Pay Gap</b>	<b>-1.06%</b>
<b><u>Full Time Employees</u></b>	
Median Ethnic Minority Hourly Rate	16.0147
Median White British Hourly Rate	15.5109
<b>Gender Pay Gap</b>	<b>-3.42%</b>
<b><u>Part Time Employees</u></b>	
Median Ethnic Minority Hourly Rate	12.7384
Median White British Hourly Rate	14.2239
<b>Gender Pay Gap</b>	<b>10.44%</b>

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

A comparison of the Ethnicity Pay Gap over the last three years is shown below.

<b><u>Year</u></b>	<b><u>Ethnicity Pay Gap</u></b>
2022/23	-3.58%
2023/24	-3.49%
2024/25	-2.64%

## 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	2022/23	2023/24	2024/25
<b>Suspended</b>	F	0	0	0
	M	0	4	2
<b>Number of working days suspended</b>	F	0	0	0
	M	0	64	170
<b>First Formal Warning</b>	F	0	1	0
	M	3	3	6
<b>Final Formal Warning</b>	F	1	0	0
	M	2	0	1
<b>Dismissed (Gross misconduct, Summary Dismissal)</b>	F	0	0	0
	M	0	1	1
<b>Dismissed (Misconduct)</b>	F	0	0	0
	M	1	3	0
<b>Dismissed (Probation)</b>	F	0	0	0
	M	0	1	1
<b>Resigned during investigation</b>	F	0	1	0
	M	0	2	1

### 5.3 Grievances

	2022/23	2023/24	2024/25
Female	0	4	2
Male	1	4	6
Collective	0	1	0
<b>Total</b>	<b>1</b>	<b>9</b>	<b>8</b>

## 5.4 Capability Policy and Procedure

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

	Gender	2022/23	2023/24	2024/25
<b>Stage 1</b>	F	0	0	1
	M	0	0	1
<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>0</b>	<b>2</b>

## 5.5 Attendance Management Policy and Procedure

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

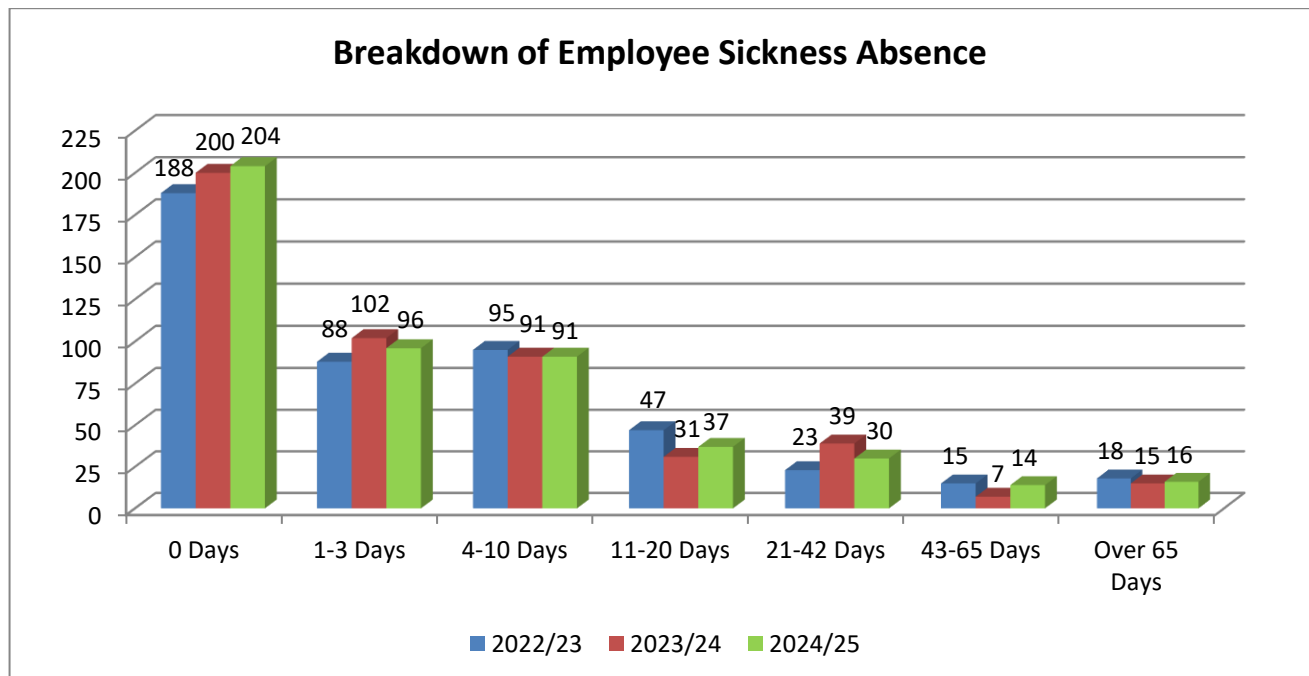
	Gender	2022/23	2023/24	2024/25
<b>Stage 1</b>	F	17	13	20
	M	19	8	18
<b>Stage 2</b>	F	1	4	4
	M	3	6	2
<b>Stage 3</b>	F	0	0	3
	M	0	1	0
<b>Stage 3 (Dismissal)</b>	F	2	0	2
	M	1	0	0
<b>Total</b>		<b>43</b>	<b>32</b>	<b>49</b>

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 2025.



The average level of sickness during 2024/25 was 8.85 days per employee, 41.80% of the workforce had no sickness absence at all, whereas 41.24% of employees had no sickness in 2023/24 and 39.66% of employees had no sickness absence in 2022/23.

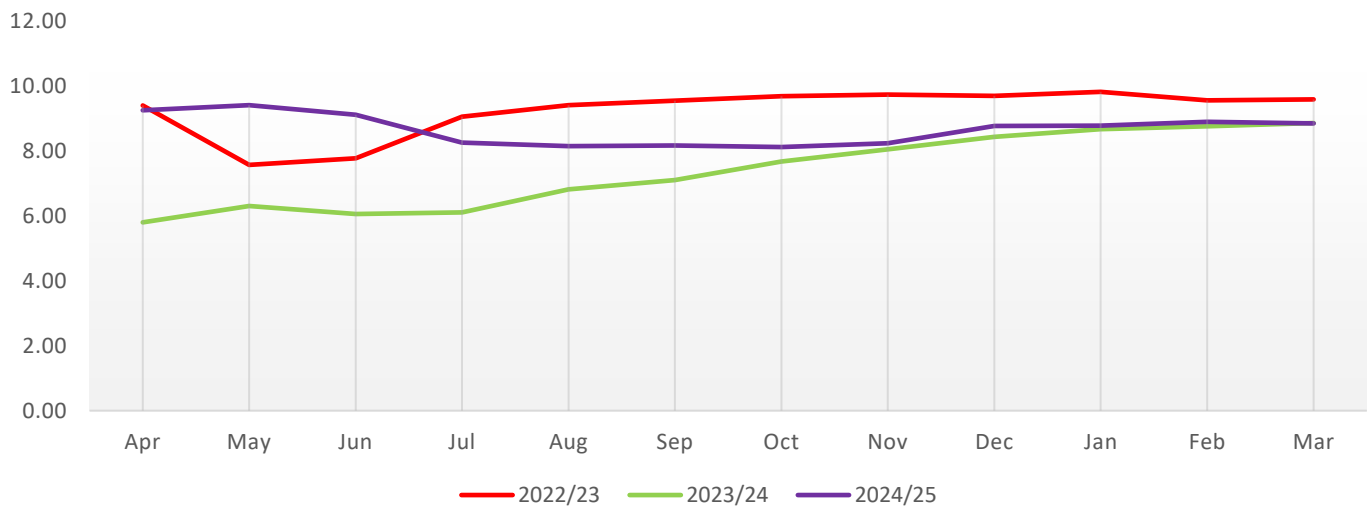
## 5.7 FTE Absence (Average sickness days per employee)

Year	Average
2024/25	8.85
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

### FTE Absence Comparison 2022-2025

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<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
<b>2023/24</b>	5.80	6.30	6.06	6.11	6.82	7.10	7.67	8.05	8.43	8.67	8.76	8.86
<b>2024/25</b>	9.25	9.41	9.11	8.26	8.15	8.17	8.12	8.24	8.77	8.78	8.90	8.85

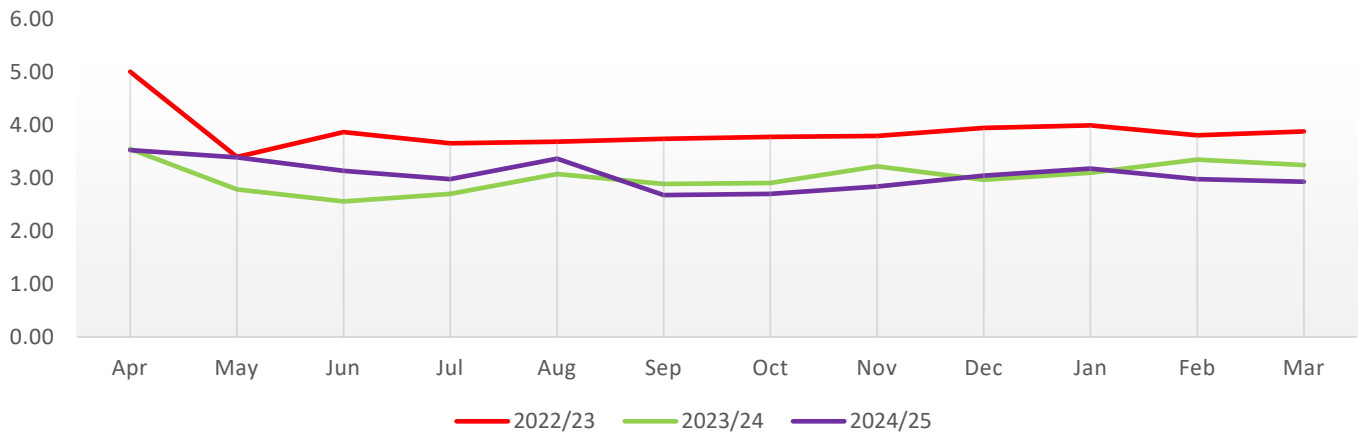
Broxtowe Borough Council - FTE days sick per employee



### FTE Absence Comparison 2022-2025 – Short Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<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
<b>2023/24</b>	3.55	2.79	2.56	2.70	3.08	2.89	2.91	3.22	2.97	3.10	3.35	3.25
<b>2024/25</b>	3.53	3.39	3.14	2.98	3.37	2.68	2.70	2.84	3.05	3.18	2.98	2.93

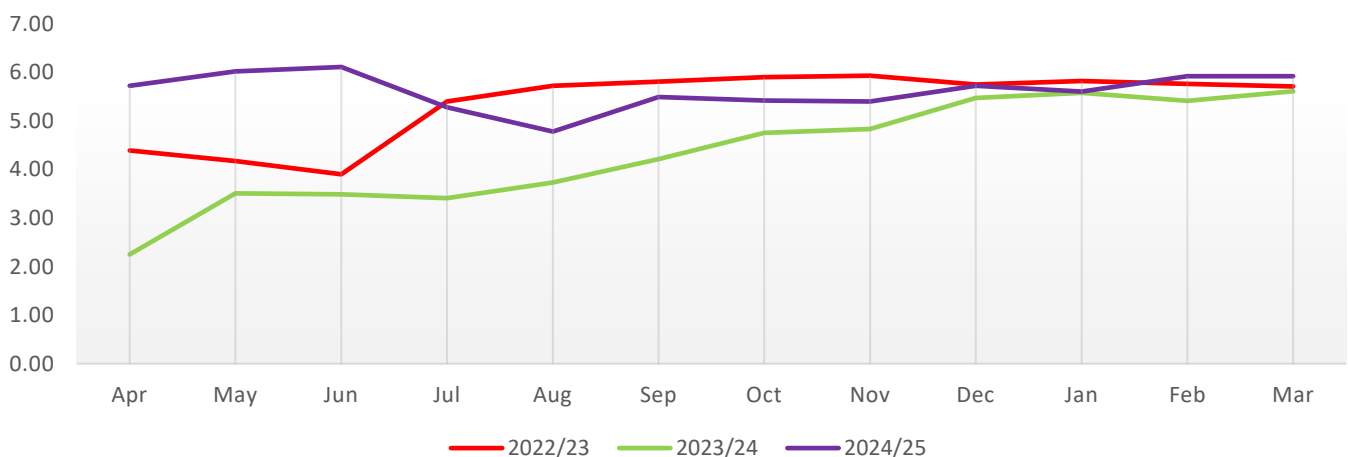
Broxtowe Borough Council - Short Term FTE sick days per employee



### FTE Absence Comparison 2022-2025 – Long Term Sickness

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<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
<b>2023/24</b>	2.25	3.51	3.49	3.41	3.73	4.21	4.75	4.83	5.47	5.58	5.41	5.61
<b>2024/25</b>	5.72	6.02	6.11	5.28	4.78	5.49	5.42	5.40	5.72	5.60	5.92	5.92

Broxtowe Borough Council - Long Term FTE sick days per employee



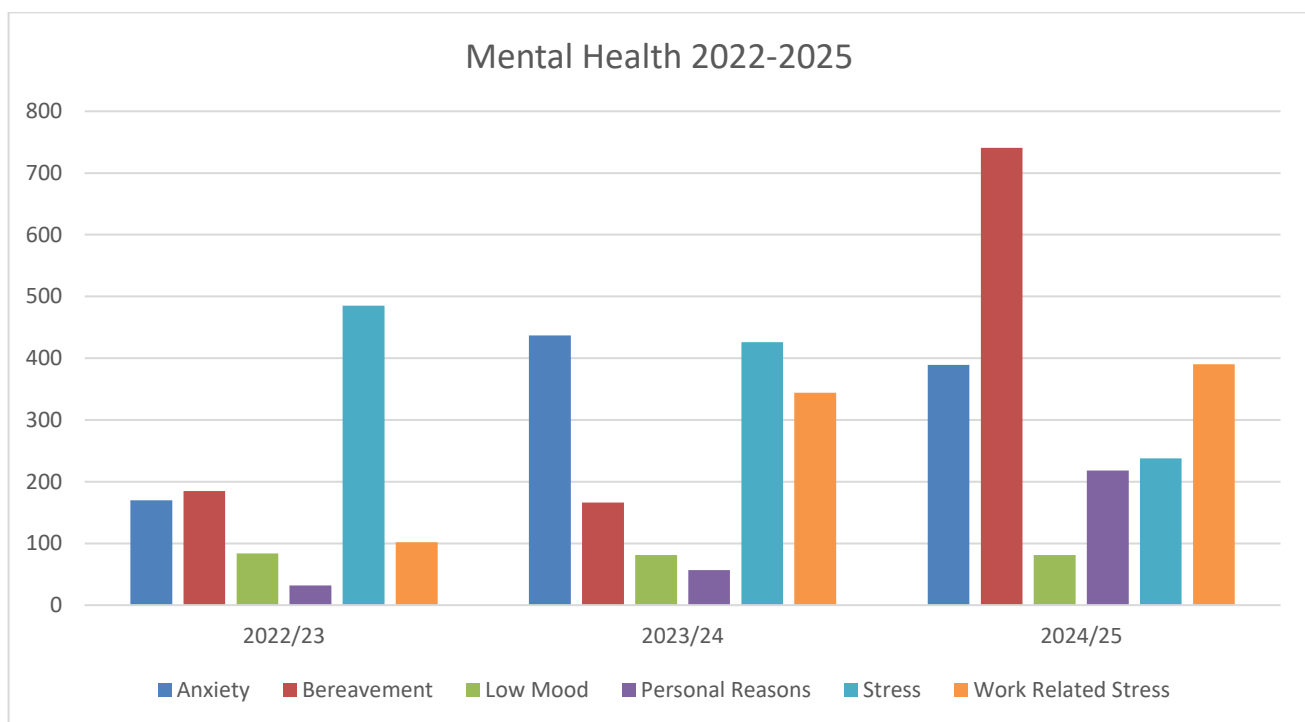
## 5.8 Mental Health Related Sickness Absence

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

Year	Anxiety	Bereavement	Low Mood	Personal Reasons	Stress	Work Related Stress	Total
<b>2022/23</b>	170	185	84	32	485	102	<b>1058</b>
<b>2023/24</b>	437	166	81	57	426	344	<b>1511</b>
<b>2024/25</b>	389	741*	81	218	238	390	<b>2057</b>

\*One employee that was absent due to bereavement had three contracts with the Council. The employee was off in all three contracts during the absence. If this employee had one contract the bereavement figure for 2024/25 would be 404, resulting in an overall total for 2024/25 of 1,720.

The graph below shows the level of absence due to mental health at Broxtowe Borough Council since April 2022.





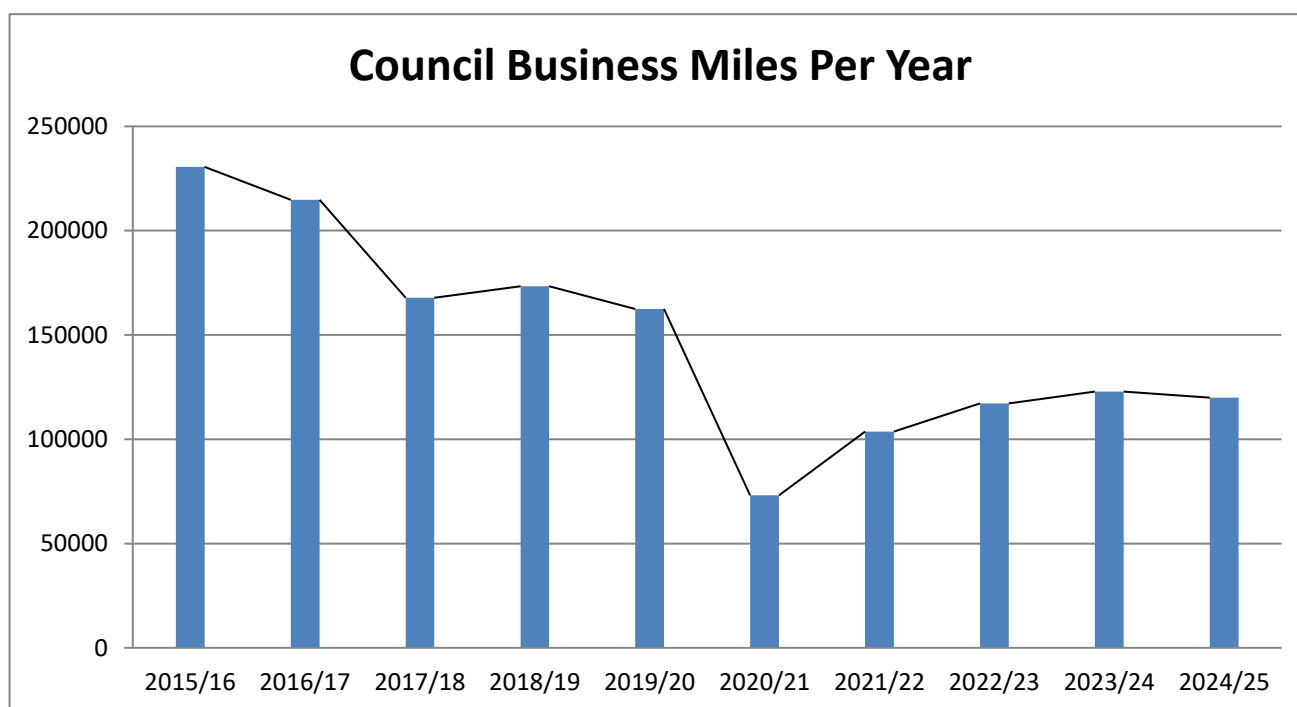
## 5.9 Business Mileage

Business mileage undertaken by employees in their own car. The table below shows the business mileage for the Council over the last 10 years. Since April 2018 mileage has been claimed primarily online via the HR portal (HR21).

Year	Miles (Fuel)	Miles (Electric and Bike)	Total Miles	% Increase on previous year
2024/25	117902	2098	120000	-2.28
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

\*Information not held

If the most recent pre-COVID financial year 2019/20 is compared with the most recent financial year of 2024/25, the mileage has reduced by 26.80%. This reduction can be attributed, in the most part, to the operation of the Council's agile working and enhanced digital arrangements.



## 6. HEALTH AND SAFETY

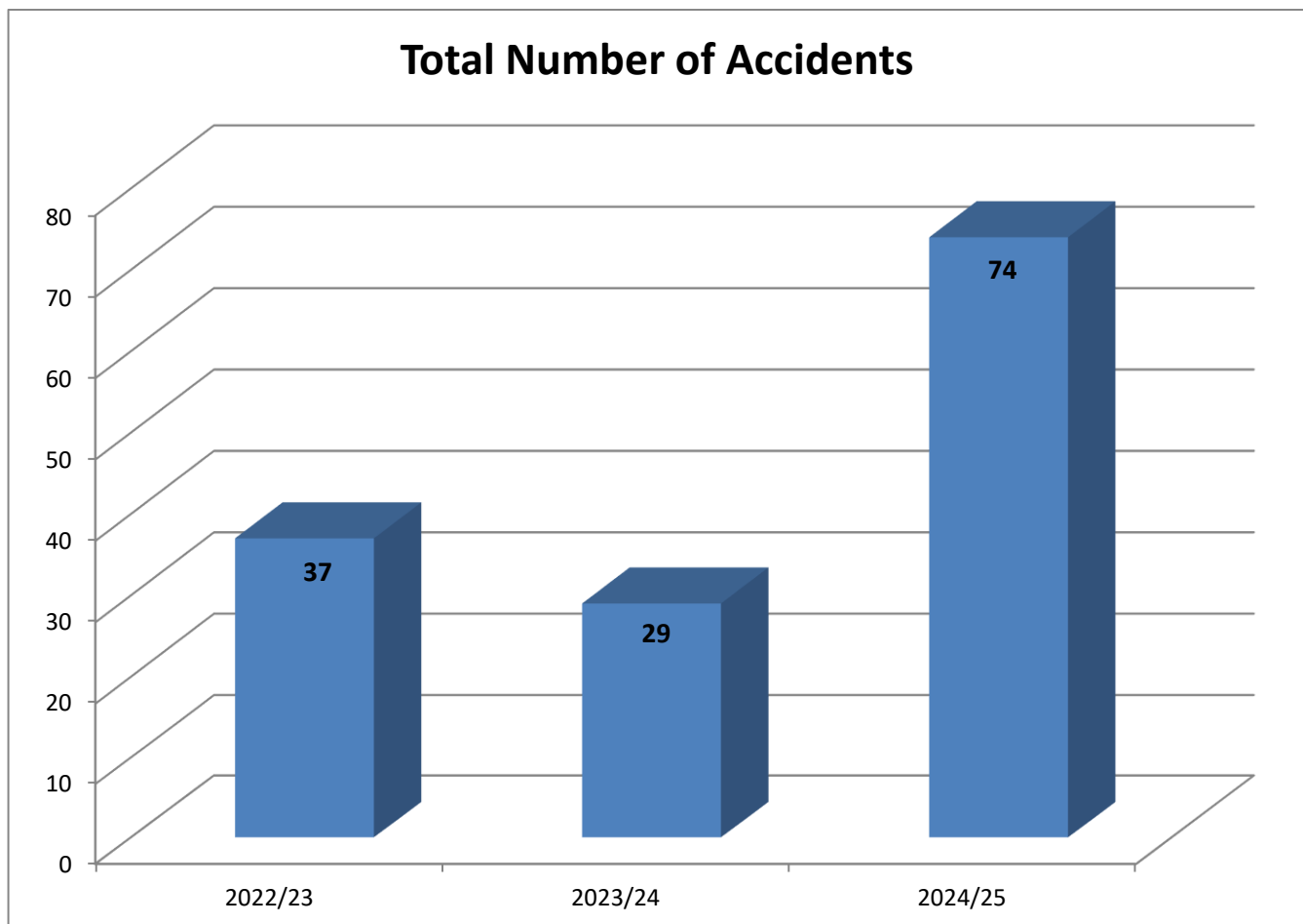
This section provides an analysis of accident figures at the Council during 2024/25 and the preceding 2 years. The figures are for employees only and are split into RIDDOR and Non-RIDDOR accidents.

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 2024/25 was 74.

During 2024/25 two accidents were classified as “RIDDOR” accidents. These are more serious accidents, which must be reported to the Health and Safety Executive (HSE).



## 6.1 Type of Accident

	Accidents	RIDDOR Accidents
<b>2024/25</b>		
Manual Handling	8	1
Slips, trips and falls	15	1
Striking a fixed object	11	0
Struck by a moving object	13	0
Other	27	0
<b>Total</b>	<b>74</b>	<b>2</b>

## 6.2 Lost Working Days through RIDDOR Accidents at Work

During 2024/25, 42 working days were lost from two employees suffering injuries from RIDDOR accidents.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
<b>2024/25</b>	42	2	21
<b>2023/24</b>	168	7	24
<b>2022/23</b>	44	4	11

## 7. CONCLUSIONS

In conclusion, this document has highlighted the profile of the Council as it stood at 31 March 2025.

For each section of the report some notable points have been highlighted below:

### **Achievements:**

- 100% of all performance appraisals were completed before the 2024/25 closing date. This is an increase on the 2023/24 figure which was 98.51%.

### **Recruitment:**

- The Council received an additional 320 applications for 2024/25 in comparison to 2023/24. This represents an increase of 27.51% in the number of applications received.
- 13 applicants with a disability were shortlisted, 4 were appointed representing 30.77%.

### **Our Workforce:**

- The gender pay gap has decreased from 4.05% to 3.33% in the last year. The disparity between the number of part time males (20) when compared with the number of part time females (100) employed by the Council impacts the Council's current gender pay gap.
- The Disability Pay Gap shows a negative percentage for the mean calculation. This indicates the Council pays employees with a disability more on average. The same applies to the Ethnicity Pay Gap which also shows a negative percentage. See section 4.15 and 4.16 respectively for more information.

### **Employment Issues:**

- Short term sickness has decreased by 0.32 days per employee when compared with 2023/24; however, long-term sickness has increased by 0.31 days per employee when compared with 2023/24.
- In 2024/25 employees took a total of 741 days' sickness absence for bereavement, however it should be noted that one employee has three jobs for the Council. If this employee had one job the total days absence for bereavement would have been 404. This is an increase when compared with 166 days in 2023/24 and 185 days in 2022/23. The Council has since introduced additional support for bereaved employees which includes; engagements from the Council's Bereavement Services, an information leaflet and additional bereavement leave arrangements which were introduced in 2024/25.
- When comparing the most recent pre-COVID financial year (2019/20) with the most recent financial year of 2024/25, business mileage has reduced by 26.80%. This reduction can be attributed, in the most part, to the operation of the Council's agile working and enhanced digital arrangements.

## **Health and Safety:**

- The Council reported two RIDDOR accidents in 2024/25.

If you have any questions or comments about this report, please contact the Payroll and Job Evaluation team using [payroll@broxtowe.gov.uk](mailto:payroll@broxtowe.gov.uk) 0115 917 3273.