



Broxtowe
Borough
COUNCIL

Workforce Profile

2018/19

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1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2018/19. The Workforce Profile is reviewed annually and has been produced by the Payroll & Job Evaluation Team.

The Council has a strong set of beliefs which are confirmed within our Corporate Plan and our People Strategy, both of which show that we continuously value, support, improve and develop the diversity, well-being, skills base and professional capabilities of our workforce.

The Council, on 31 March 2019, employed 478 (by headcount) people across a number of sites within the borough, with the highest proportion based at the Council Offices in Beeston.

The turnover for employees leaving the council in 2018/19 was 13.18%. This equated to 63 employees.

2. ACHIEVEMENTS

As part of our strong commitment to the workforce, the Council continues to retain a number of national accreditations as well as demonstrate many local achievements.

Disability Confident

Broxtowe Borough Council has held the Disability Confident, previously called the Disability 'Two Ticks' Symbol, standard for over 19 years. This is a standard which, amongst other things, demonstrates that we have a positive approach towards the recruitment of applicants with disabilities. Any applicant who indicates that they have a form of disability and meets 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 2018/19 was 14.27 years, an increase from 13.61 years in 2017/18. This average is higher than employees without disabilities whose average length of service is 11.11 years.

Broxtowe Learning Zone

The Learning Management System, introduced in November 2014, is now firmly established as the main platform for training delivery at the council. Since its launch around 20,844 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 2019, a total of 58 e-learning courses were available to employees and Members, with 4 new courses being launched during 2018/19 with 12 updated courses. The new courses launched included Code of Conduct, Recruitment & Selection, The CDM Regulations and Borough & Parish Elections 2019. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date of the 31st March 2019, 90% appraisals had been fully completed and a further 4% partially completed.

Work Experience

The Council continued with its commitment to provide work experience placements to young people to gain employability skills. During 2018/19 a total of 17 placements were offered of which 15 attended. Placements were offered to pupils from the borough's schools and colleges, students from Nottingham's two Universities as well as a placement from our twinning town of Gutersloh. Of the 15 attendees 2 of the placements were Disability Confident adults who were offered a four-week placement in partnership with Beeston Job Centre.

3. RECRUITMENT

3.1 Overview

Despite the challenging economic climate, the Council has continued to recruit to a wide range of jobs during 2018/19 of which temporary posts accounted for 14.40% of all positions advertised.

The following data has been obtained as part of our internal monitoring processes. It enables the current levels of recruitment and our equality indicators to be determined, along with other comparative data such as the numbers of applicants compared with previous years. This can then identify trends, prompt appropriate action and help set realistic targets to monitor our performance going forward.

3.2 Applicants and Candidates

During 2018/19 the Council received 752 applications for 125 advertised positions, of which 31 were re-advertised. There were 54 new starters appointed.

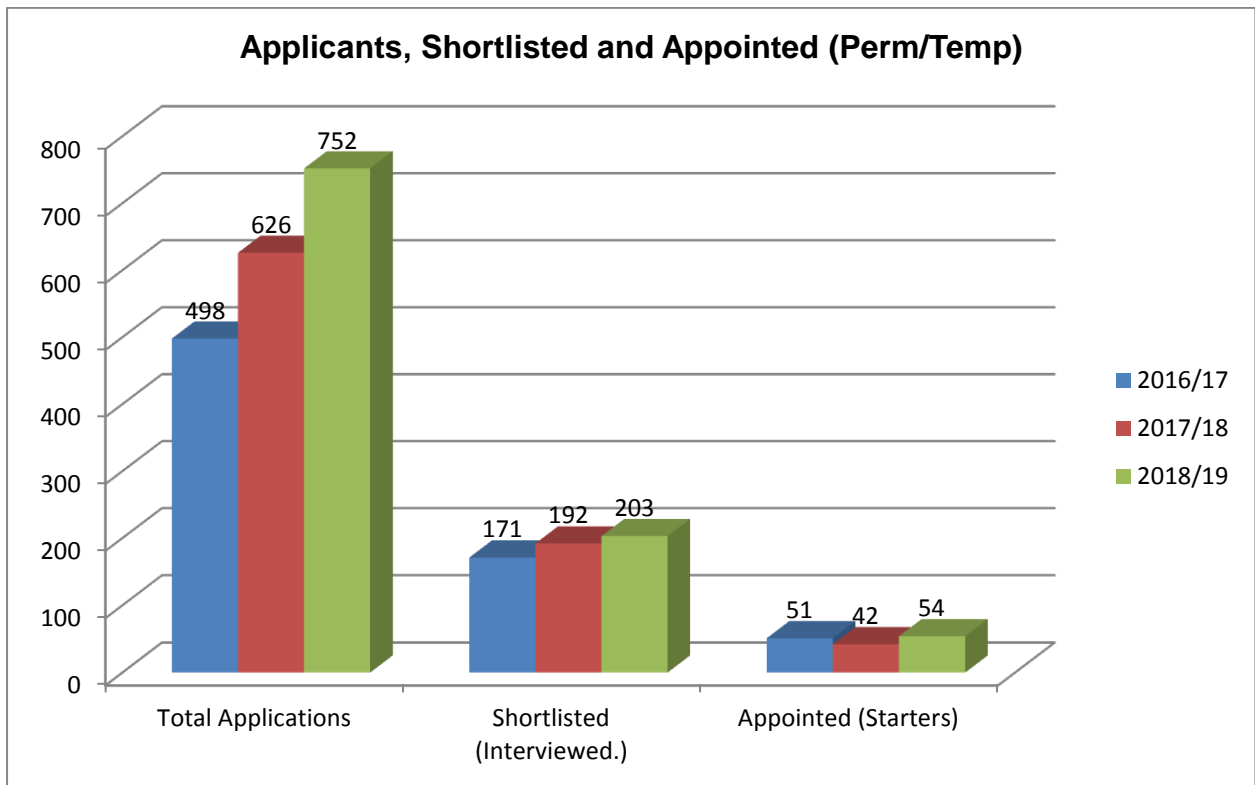
- There was a 20.13% increase in the total number of applications received in comparison to the number of applications received in 2017/18.
- There was an average of approximately 6 applications for every vacancy in 2018/19, compared to 8 applications for every vacancy in 2017/18, and 9 applicants for every vacancy in 2016/17.
- Of the 125 jobs advertised 18 (14.40%) of those were for temporary positions.

3.3 Total Applications Received

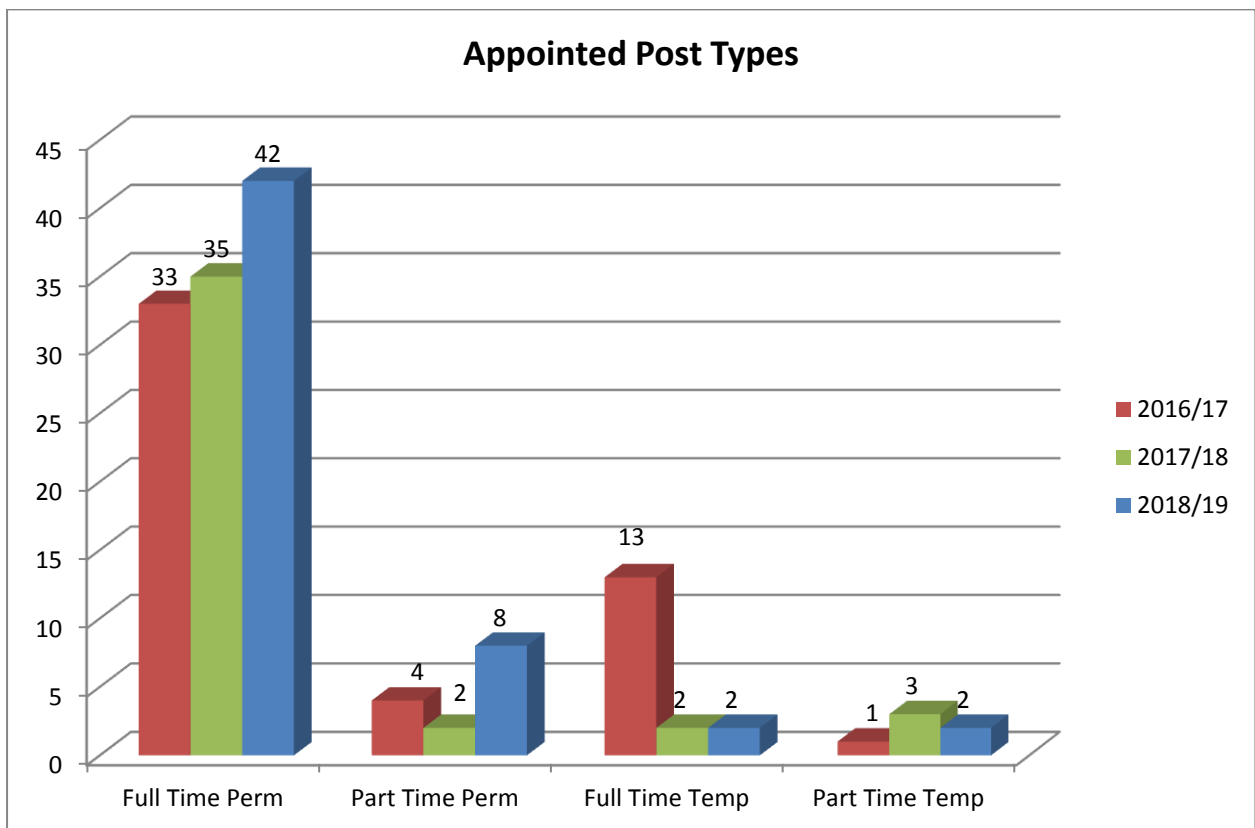
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2016/17		2017/18		2018/19	
Online Applications	551	96.84%	618	98.72%	727	96.68%
Paper Applications	18	3.16%	8	1.28%	25	3.32%
Total Applications	569		626		752	

3.4 Overview of Recruitment Process Levels



The following table provides a breakdown of the type of post appointed to during 2018/19.



3.5 Average Age of Applicants

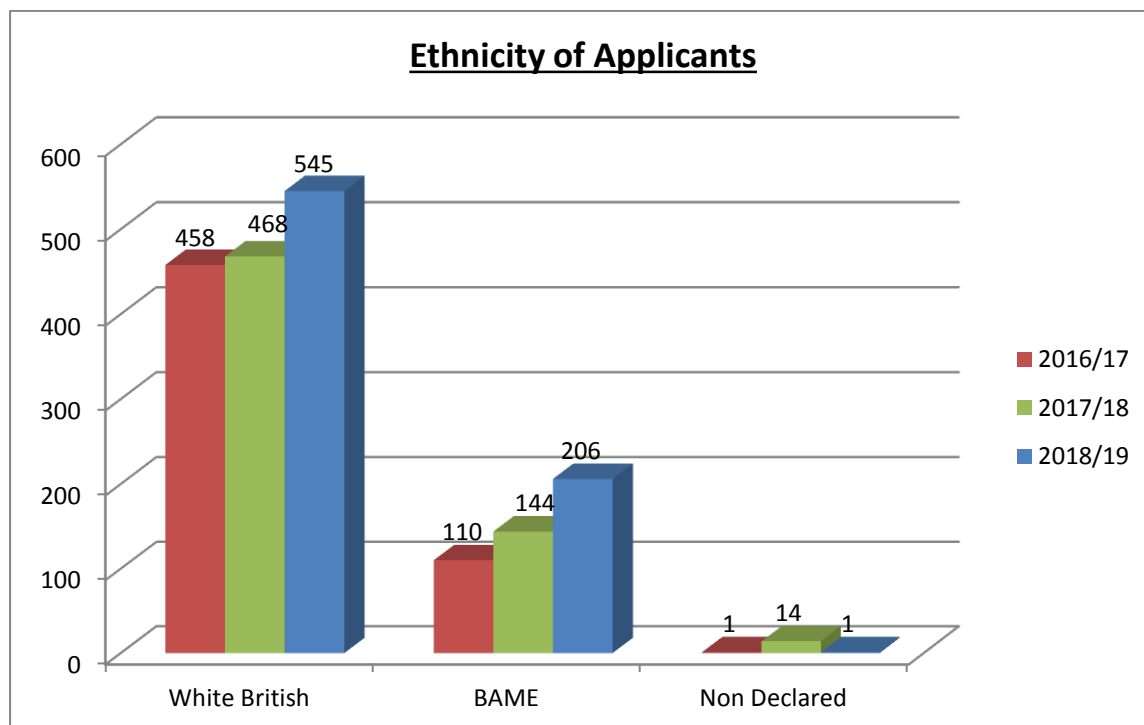
The average age of applicants has decreased for males. The overall age has continued to reduce when compared with the previous years, for all permanent and temporary jobs.

	2016/17	2017/18	2018/19
Male	44.50	38.95	35.94
Female	36.31	37.76	36.49
Overall	40.41	38.25	36.22

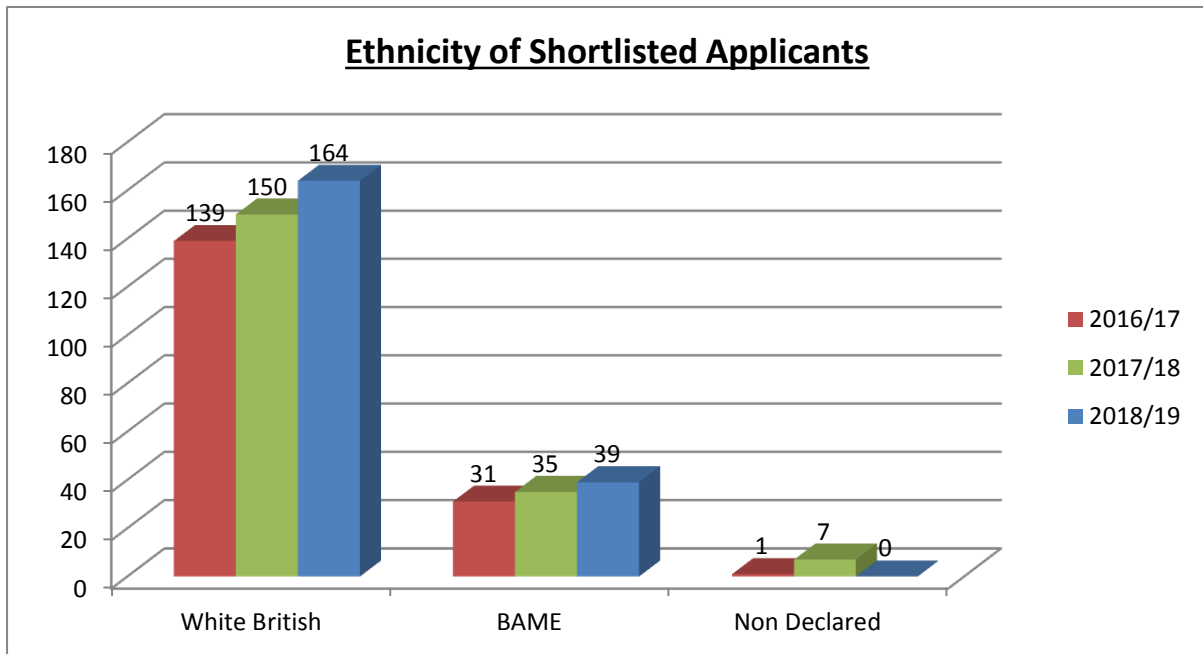
3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants by Black, Asian and Minority Ethnic (BAME) group during 2016/17, 2017/18 and 2018/19. Some key points to note are:

- A rise of 23% in 2017/18 and a further increase of 44% in 2018/19 in applications received from BAME applicants has resulted in an overall increase of 87% between 2016 and 2019.
- White British applicants accounted for; 72.47% during 2018/19, 74.76% during 2017/18 and 80.49% during 2016/17.
- BAME applications received accounted for 27.4% of all applications. This is a good proportion of applications in comparison to Gedling Borough Council whose BAME applications accounted for 22.4%.

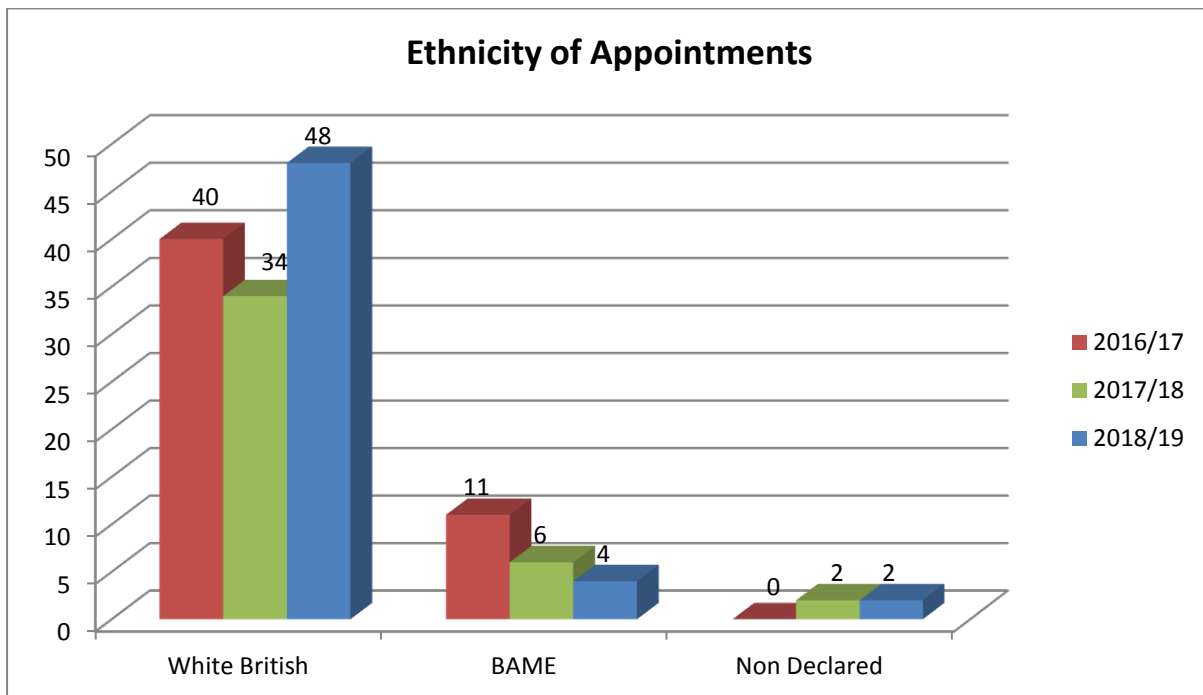


3.7 Shortlisted BAME Applicants



There were 39 BAME applicants shortlisted in 2018/19. The percentage of BAME applicants shortlisted has steadily increased over the past 3 years by 25.8% overall.

3.8 Appointed BAME Applicants



We appointed 7.4% of all BAME applicants whereas neighboring authority Gedling Borough Council appointed 5.4%.

The comparison between the percentage of BAME applicants shortlisted and appointed is shown in the below table.

Year	Applicants	Shortlisted	Appointed
2016/17	21.43%	18.12%	21.57%
2017/18	22.71%	18.23%	14.29%
2018/19	27.39%	19.21%	7.41%

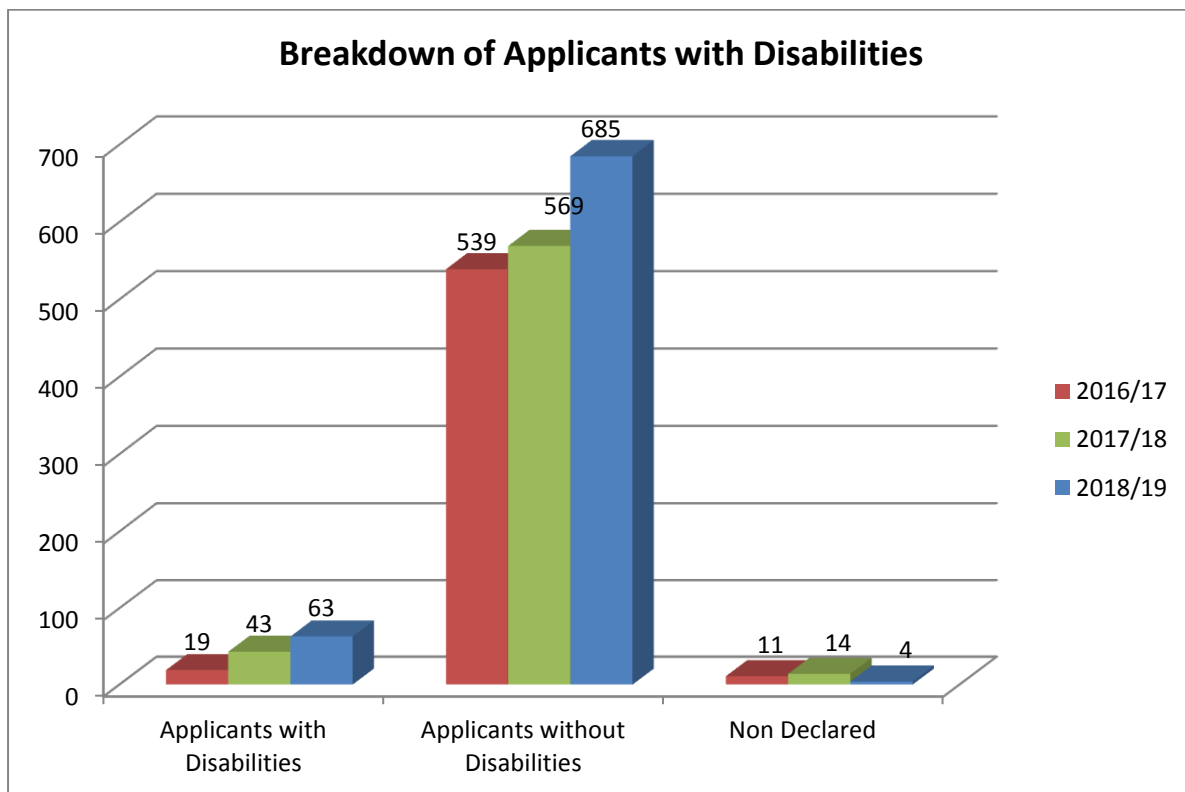
3.9 Disability and Recruitment

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 us.

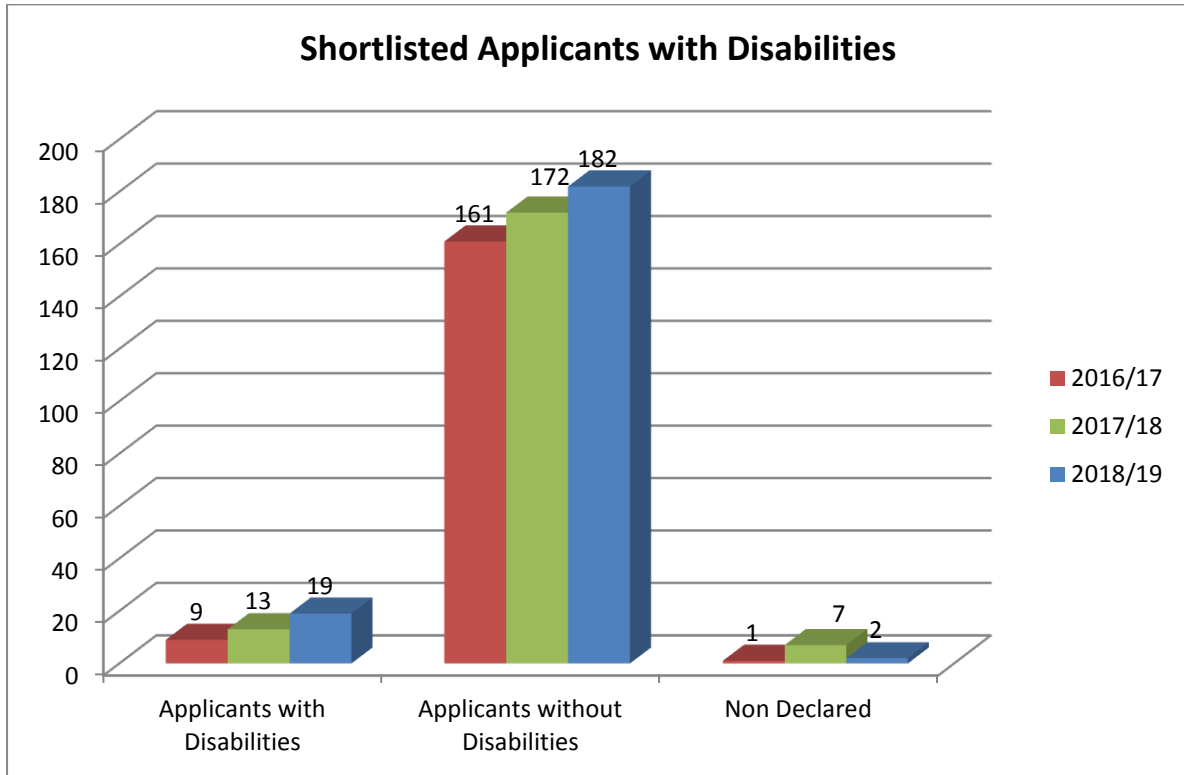
3.10 Applicants with Disabilities

The Council received 63 applications from people with disabilities. This was an increase of 46% on the previous year and an increase of 231% since April 2016.

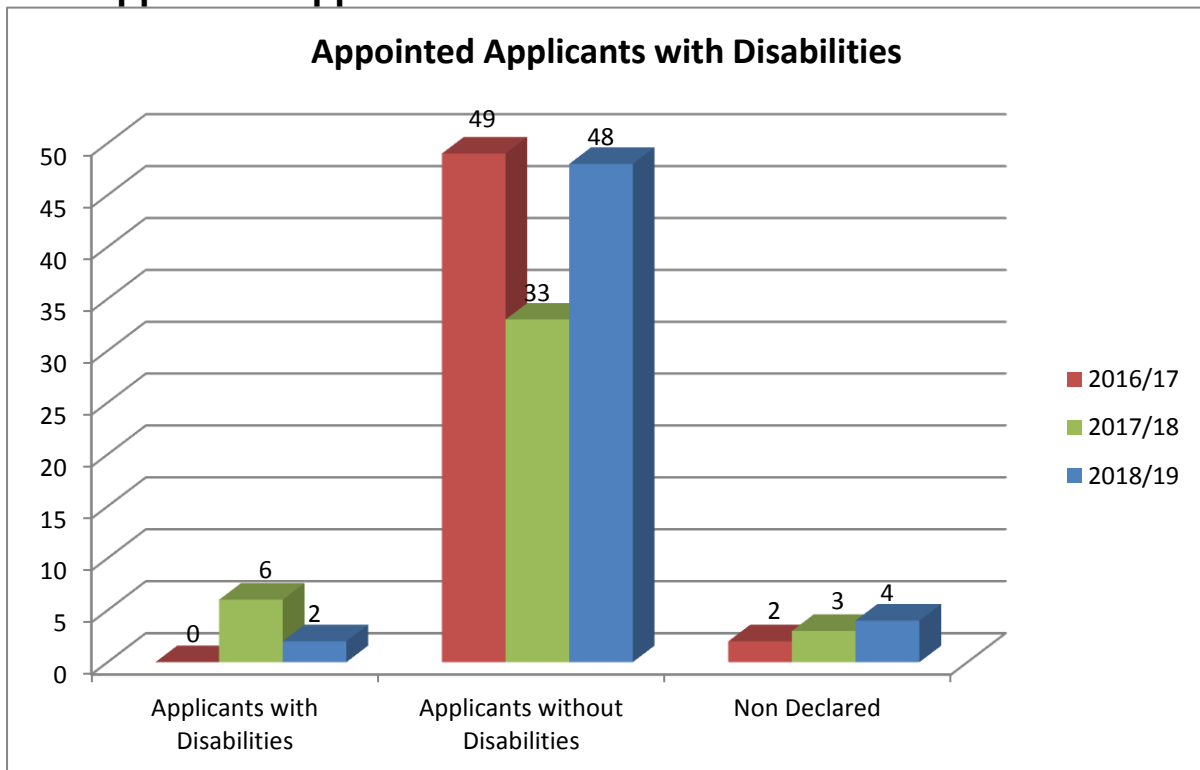


3.11 Shortlisted Applicants with Disabilities

2018/19 shows the number of shortlisted applicants with disabilities has increased by 46.15%.



3.12 Appointed Applicants with Disabilities



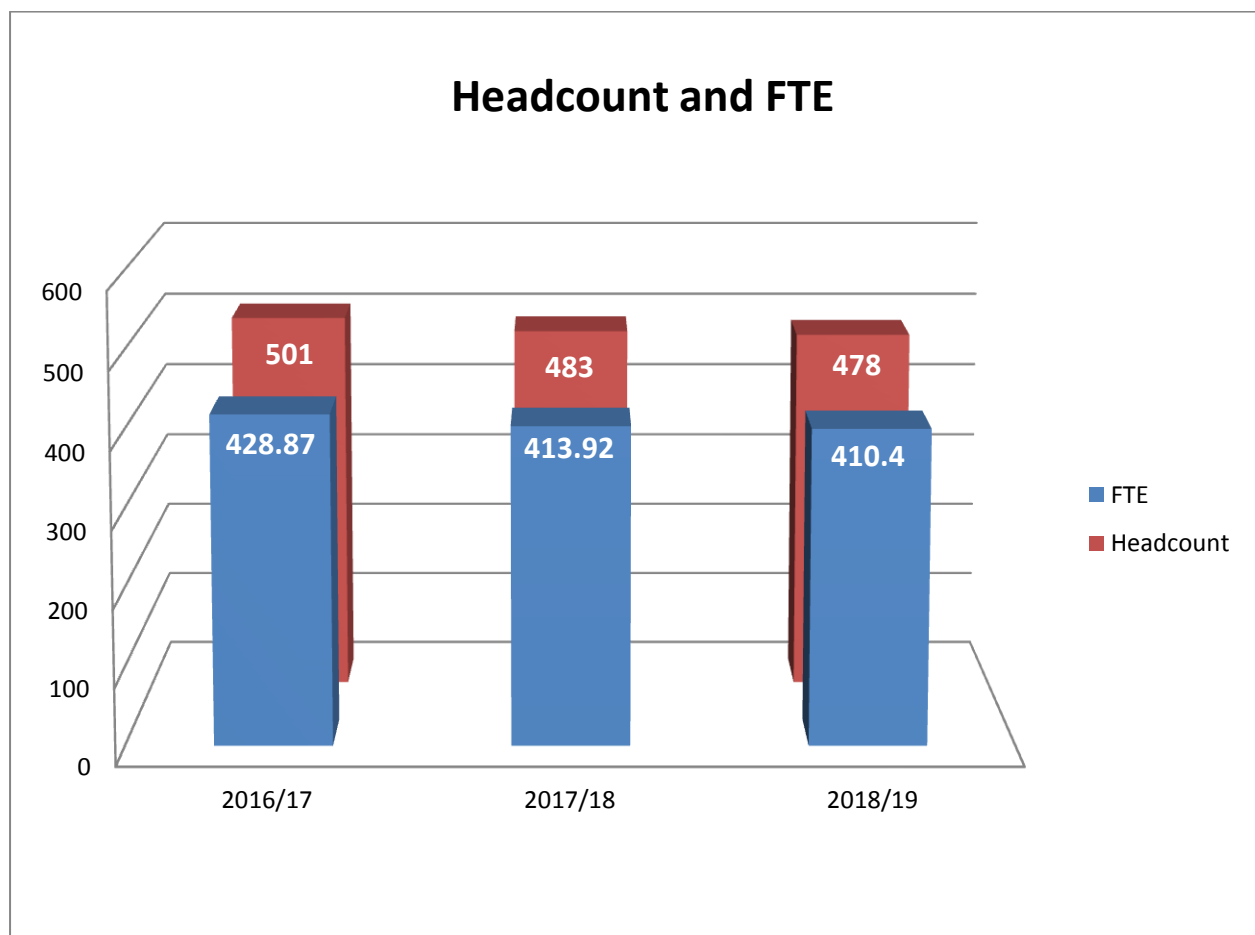
4. OUR WORKFORCE

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 2019.



4.3 Ethnicity

During 2018/19, 6.44% of the workforce was from a BAME background, based on the 450 employees who submitted a response. This was a slight decrease of 0.43% since 2017/18. Below is a snapshot of the ethnic diversity of our workforce which includes those employees who have declined to state their ethnic origin.

Ethnicity	2016-2018	2017/18	2018/19
Any other ethnic group	2	2	1
Asian - Other	0	0	0
Bangladeshi	1	1	1
Black or British African	2	2	2
Black or British Any Other	0	0	0
Black or British Caribbean	3	3	3
Chinese	1	1	1
Indian	8	5	5
Mixed - Other	1	1	1
Mixed - W/B Caribbean	2	2	2
Mixed - White/Asian	2	2	2
Pakistani	6	6	7
Undeclared	32	32	28
White - British	435	420	421
White - Irish	1	0	0
White Other	5	6	4
Grand Total	501	483	478

At 31 March 2019, the Council had 478 employees of which 421 (93.56%) declared themselves to be White British, 29 (6.44%) employees declared a BAME background and a further 28 employees (5.86%) did not submit or disclose their ethnicity. In comparison Gedling Borough Council has a BAME workforce representation of 2.43%.

There were no BAME groups for Heads of Service and above at March 2019.

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

4.4 Ethnicity of Workforce - Breakdown

Ethnic Origin	Gender	Full Time	%	Part Time	%	Grand Total	%
Any other ethnic group	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	1	0.66%	1	0.21%
Bangladeshi	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.31%	0	0.00%	1	0.21%
Black or British African	F	0	0.00%	1	0.66%	1	0.21%
	M	1	0.31%	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	0.31%	0	0.00%	1	0.21%
	M	2	0.61%	0	0.00%	2	0.42%
Chinese	F	1	0.31%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	2	0.61%	0	0.00%	2	0.42%
	M	2	0.61%	1	0.66%	3	0.63%
Mixed - Other	F	1	0.31%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	2	0.61%	0	0.00%	2	0.42%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - White/Asian	F	1	0.31%	0	0.00%	1	0.21%
	M	1	0.31%	0	0.00%	1	0.21%
Pakistani	F	0	0.00%	3	1.97%	3	0.63%
	M	3	0.92%	1	0.66%	4	0.84%
White - British	F	101	30.98%	114	75.00%	215	44.98%
	M	185	56.75%	21	13.82%	206	43.10%
White - Irish	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	0	0.00%	0	0.00%
White Other	F	2	0.61%	2	1.32%	4	0.84%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	3	0.92%	5	3.29%	8	1.67%
	M	17	5.21%	3	1.97%	20	4.18%
Grand Total		326	100%	152	100%	483	100%

As not all employees have declared their ethnicity it is not possible to get a complete picture of the total workforce.

4.5 Employees with Disabilities

	2016/17		2017/18		2018/19	
	No.	%	No.	%	No.	%
Employees with Disabilities	34	6.79%	31	6.42%	30	6.28%
Employees without Disabilities	422	84.23%	406	84.06%	405	84.72%
Non-Declared	45	8.98%	46	9.52%	43	9.00%
Total	501		483		478	

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.

The 2011 census didn't report on disability, rather it reported information based on limitations. Its 3 categories were: Limited a lot, limited a little and not limited. The data showed that 8.7% of residents of working age in the borough declared themselves as having their day to day activities limited a lot.

Having 6.28% of employees with disabilities is quite a good representation when compared to similar authorities. Currently 1.82% of the Gedling Borough Council's workforce have disabilities showing the difference in representation.

4.6 Employees average length of service

	2016/17 Years	2017/18 Years	2018/19 Years
Employees with Disabilities	14.14	13.61	14.27
Employees without Disabilities	10.94	11.44	11.11
Non-Declared	17.61	18.07	16.87
Total	14.23	14.37	11.82

The average service length for those who have disabilities has increased on the previous year and the overall average length is approximately 28.44% longer for those employees, compared with those who have not declared themselves as having a disability. This is a good indicator of the systems and support the Council has in place for this group of employees.

4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2019 by service length:

Years	Gender	Total	%
0-4	F	51	10.67%
	M	72	15.06%
5-9	F	40	8.37%
	M	48	10.04%
10-14	F	57	11.92%
	M	54	11.30%
15-19	F	47	9.83%
	M	28	5.86%
20-24	F	14	2.93%
	M	16	3.35%
25-29	F	18	3.77%
	M	10	2.09%
30-34	F	8	1.67%
	M	5	1.05%
35-39	F	3	0.62%
	M	1	0.21%
40-44	F	1	0.21%
	M	4	0.84%
45+	F	0	0.00%
	M	1	0.21%
Grand Total		478	100%

The average length of service for employees is:

	2016/17	2017/18	2018/19
Female Full Time	11.88	11.30	10.53
Female Part Time	13.54	14.96	14.84
Male Full Time	11.15	11.78	11.34
Male Part Time	6.59	5.40	7.12

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	2
		PT	0
20-29	F	FT	18
		PT	1
	M	FT	15
		PT	4
30-39	F	FT	20
		PT	16
	M	FT	44
		PT	5
40-49	F	FT	37
		PT	29
	M	FT	53
		PT	1
50-59	F	FT	30
		PT	59
	M	FT	73
		PT	6
60-64	F	FT	9
		PT	15
	M	FT	23
		PT	8
65-69	F	FT	0
		PT	5
	M	FT	2
		PT	3
Grand Total			478

This data in comparison to other authorities shows Broxtowe Borough Council have an older workforce. 29.6% of staff at Gedling Borough Council fall between the 50-59 age range but this percentage at Broxtowe Borough Council is 35.1%. Just under half of the staff at Broxtowe Borough Council (48.7%) are aged 50 or over.

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					2			3		1				4	6
Career Progression LA		1	1		1				3			2	1	3				6	9
Career Progression Other		1							1		1	3		1				5	6
Death in Service					1				1									0	1
Dismissal – Attendance Management									0									0	0
Dismissal – Capability									0					1				1	1
Dismissal – Gross Misconduct									0				1	1	1			3	3
Dismissal - Probation									0									0	0
Dismissal - Other									0									0	0
Maternity – Not Returned									0									0	0
Not Known					2				2		2		2		1			5	7
Personal Reasons			1	1	2				4			1	1		1			3	7
Redundancy - Compulsory									0				1	1				2	2
Redundancy - Voluntary			1	1	2	4			8					1				1	9
Relocation									0				1					1	1
Early Retirement					2	2			4						1			1	5
Retirement – Age 65 & Over							2		2							4		4	6
<i>Temp. Contract Ended*</i>					1				1									0	1
Grand Total	0	2	4	3	11	6	2	0	28	0	3	9	7	9	4	4	0	36	64

*Not included in turnover figure

4.10 Grade Profile of Workforce

Grade	FT		FT	PT		PT	Grand
	F	M	Total	F	M	Total	Total
G2	0	2	2	22	8	30	32
G3	6	29	35	13	2	15	50
G4	14	42	56	19	4	23	79
G5	39	38	77	45	4	49	126
G6	12	18	30	8	4	12	42
G7	9	31	40	6	3	9	49
G8	8	13	21	0	0	0	21
G9	3	5	8	6	0	6	14
G10	10	7	17	2	0	2	19
G11	4	10	14	2	0	2	16
G12	3	6	9	1	0	1	10
G13	1	4	5	0	0	0	5
G14	2	2	4	0	0	0	4
G15	2	0	2	1	0	1	3
Head of Service	0	5	5	0	2	0	7
Chief Officer	0	0	0	0	0	0	0
Deputy Chief Exec.	0	0	0	0	0	0	0
Chief Executive	1	0	1	0	0	0	1
Grand Total	114	213	327	125	26	151	478

4.11 Workforce Profile Starters (Permanent and Temporary)

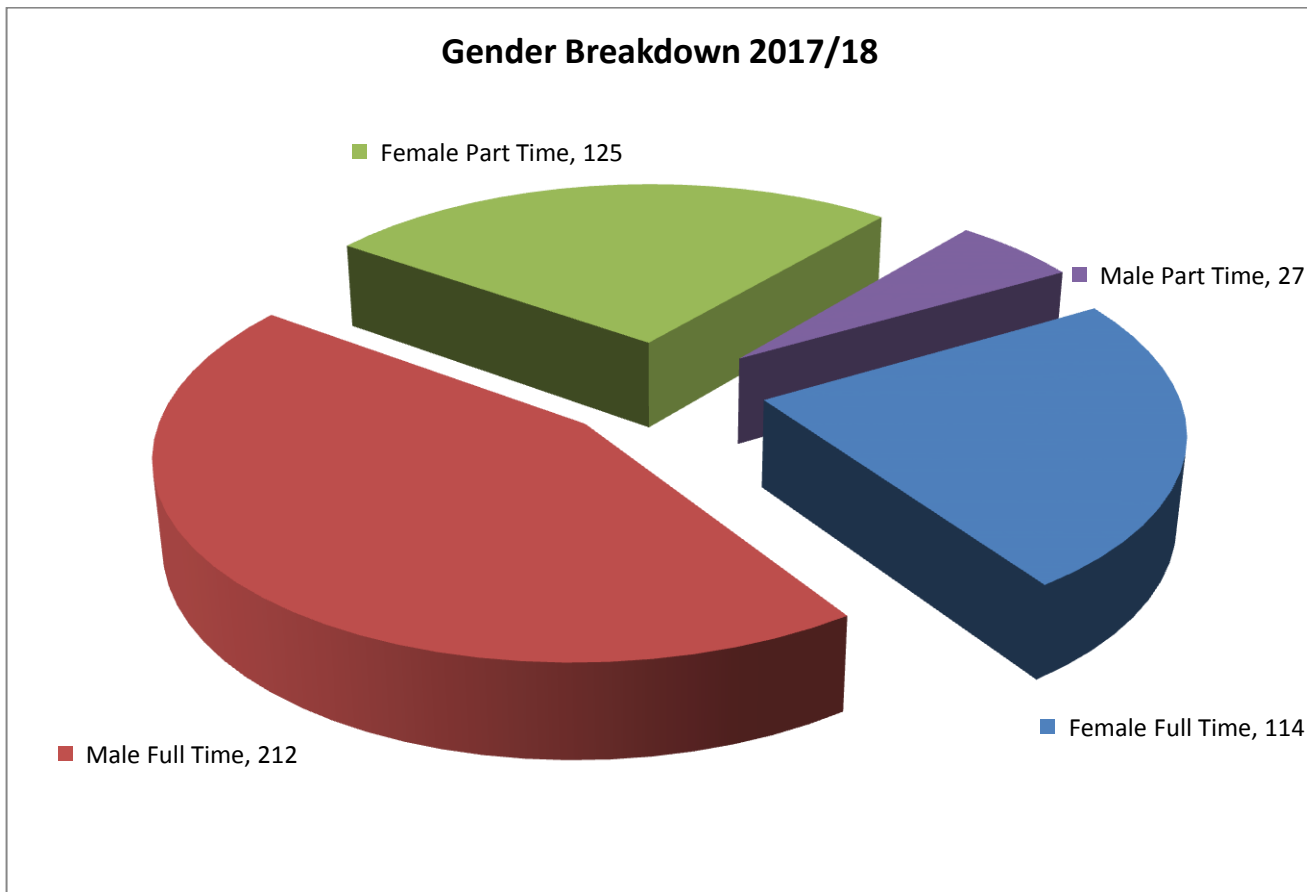
Age Range	Gender	FT	PT	Total
16-19	F	0	0	0
	M	1	0	1
20-29	F	7	0	7
	M	5	0	5
30-39	F	3	1	4
	M	6	2	8
40-49	F	4	2	6
	M	6	0	6
50-59	F	3	4	7
	M	8	1	9
60-64	F	0	0	0
	M	1	0	1
Grand Total		44	10	54

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 of opportunity for both sexes is maintained.

	2016/17		2017/18		2018/19	
Female Full Time	113	22.55%	109	22.57%	114	23.85%
Male Full Time	228	45.51%	220	45.55%	212	44.35%
Female Part Time	137	27.35%	130	26.92%	125	26.15%
Male Part Time	23	4.59%	24	4.96%	27	5.65%
Total	501		483		478	

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 239 males as at 31 March 2019. The chart below shows the gender breakdown in diagrammatic form.



For comparison purposes, during 2018/19 Gedling Borough Council also had 50% of its workforce that were male employees and Rushcliffe Borough Council had 56%. The highest in Nottinghamshire is Ashfield District Council with 59% of its workforce being male.

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 2018/19, 81 jobs were evaluated (11 of which were appeals), which covered 32 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	34
JE points score increase resulting in grade increase of post	20
JE points score unchanged	5
JE points score decrease resulting in no change in grade of post	4
JE points score decrease resulting in decrease in grade of post	4
Number of new posts evaluated	14
Total posts evaluated	81

4.14 Gender Pay Gap

The Council's Job Evaluation scheme provides equal pay for work of equal value so no inequality in pay exists.

The Council has a commitment to calculate and publish its gender pay gap each year and it does this through its Pay Policy and within the annual Workforce Profile. The gender pay gap is the difference between men's and women's earnings as a percentage of men's earnings.

Whilst Broxtowe has produced its gender pay gap annually for the last few years it is now mandatory to do so 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 2019) using both the mean and median calculations are as follows:

<u>Mean Calculation*</u>		<u>Median Calculation*</u>	
<u>All Employees</u>		<u>All Employees</u>	
Mean Male Hourly Rate	12.6517	Median Male Hourly Rate	10.8398
Mean Female Hourly Rate	11.8260	Median Female Hourly Rate	10.8398
Gender Pay Gap	6.53%	Gender Pay Gap	0.00%
<u>Full Time Employees</u>		<u>Full Time Employees</u>	
Mean Male Hourly Rate	12.4830	Median Male Hourly Rate	10.8398
Mean Female Hourly Rate	12.8467	Median Female Hourly Rate	10.8398
Gender Pay Gap	-2.91%	Gender Pay Gap	0.00%
<u>Part Time Employees</u>		<u>Part Time Employees</u>	
Mean Male Hourly Rate	14.0341	Median Male Hourly Rate	10.4198
Mean Female Hourly Rate	10.8634	Median Female Hourly Rate	10.8398
Gender Pay Gap	22.59%	Gender Pay Gap	-4.03%

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

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

Rushcliffe Borough Council reported their mean gender pay gap to be 7.20%, whilst Gedling Borough Council reported a mean gender pay gap of 1.31%. The median gender pay gap for Gedling Borough Council was 0.00% and 3.55% for Rushcliffe Borough Council.

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	2016/17	2017/18	2018/19
Informal Warning	F	0	0	N/A*
	M	5	2	N/A*
Suspended	F	2	1	0
	M	1	6	2
Number of working days suspended	F	122	77	0
	M	31	502	103
First Formal Warning	F	0	0	1
	M	0	5	1
Final Formal Warning	F	0	1	0
	M	0	0	1
Dismissed (Gross misconduct, Summary Dismissal)	F	0	0	0
	M	0	1	3
Resigned during investigation	F	1	0	0
	M	0	0	0

**From November 2017 the council stopped informal warnings as part of the disciplinary process.*

5.3 Grievances

The level of grievances received during 2018/19 decreased on the previous year by over 50%.

	2016/17	2017/18	2018/19
Female	5	5	2
Male	3	10	4
Collective	0	1	1
Total	8	16	7

5.4 Capability Policy and Procedure

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

	Gender	2016/17	2017/18	2018/19
Stage 1	F	0	0	1
	M	1	1	0
Stage 2	F	0	0	0
	M	0	0	0
Stage 3	F	0	0	0
	M	0	1	0
Dismissal	F	0	0	0
	M	0	0	0
Total		1	2	1

5.5 Attendance Management Policy and Procedure

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

	Gender	2016/17	2017/18	2018/19
Stage 1	F	38	19	17
	M	43	29	16
Stage 2	F	1	0	2
	M	60	5	2
Stage 3	F	0	0	0
	M	0	0	0
Stage 3 (Dismissal)	F	1	0	0
	M	0	1	1
Total		89	54	38

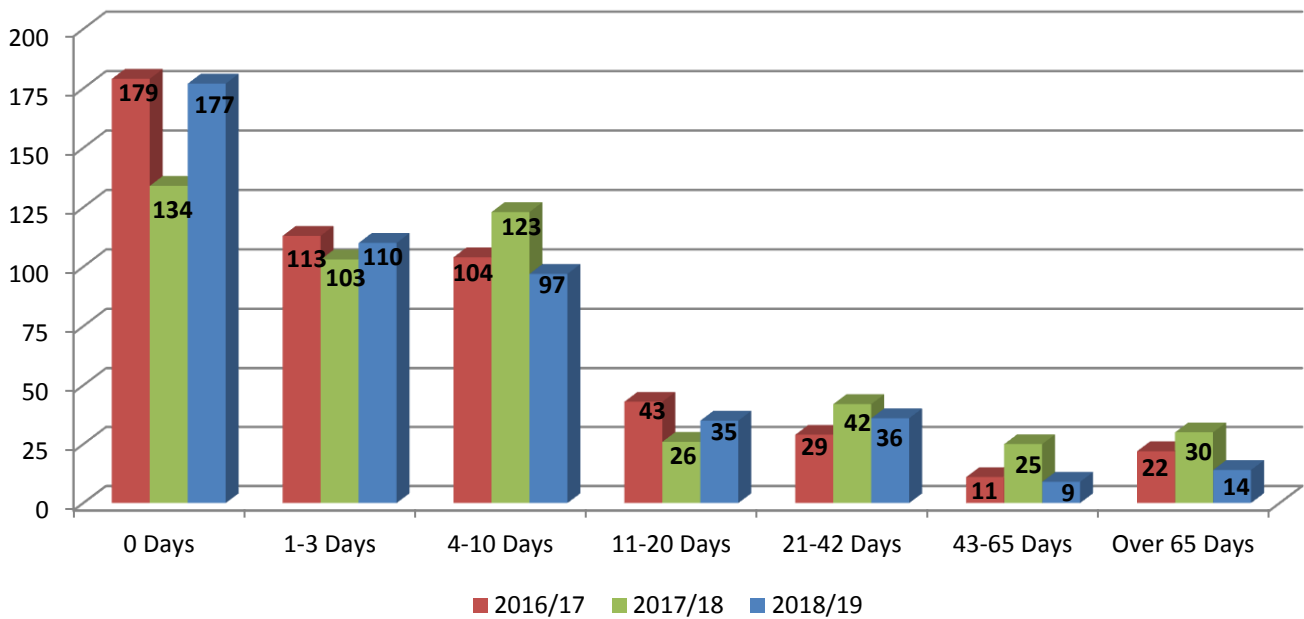
The Council also promotes employee wellbeing and attendance at work by the provision of initiatives including flu vaccinations, health surveillance programmes, hepatitis vaccinations, eye and eyesight tests, audiometry assessments and specialist health screening initiatives together with welfare support 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

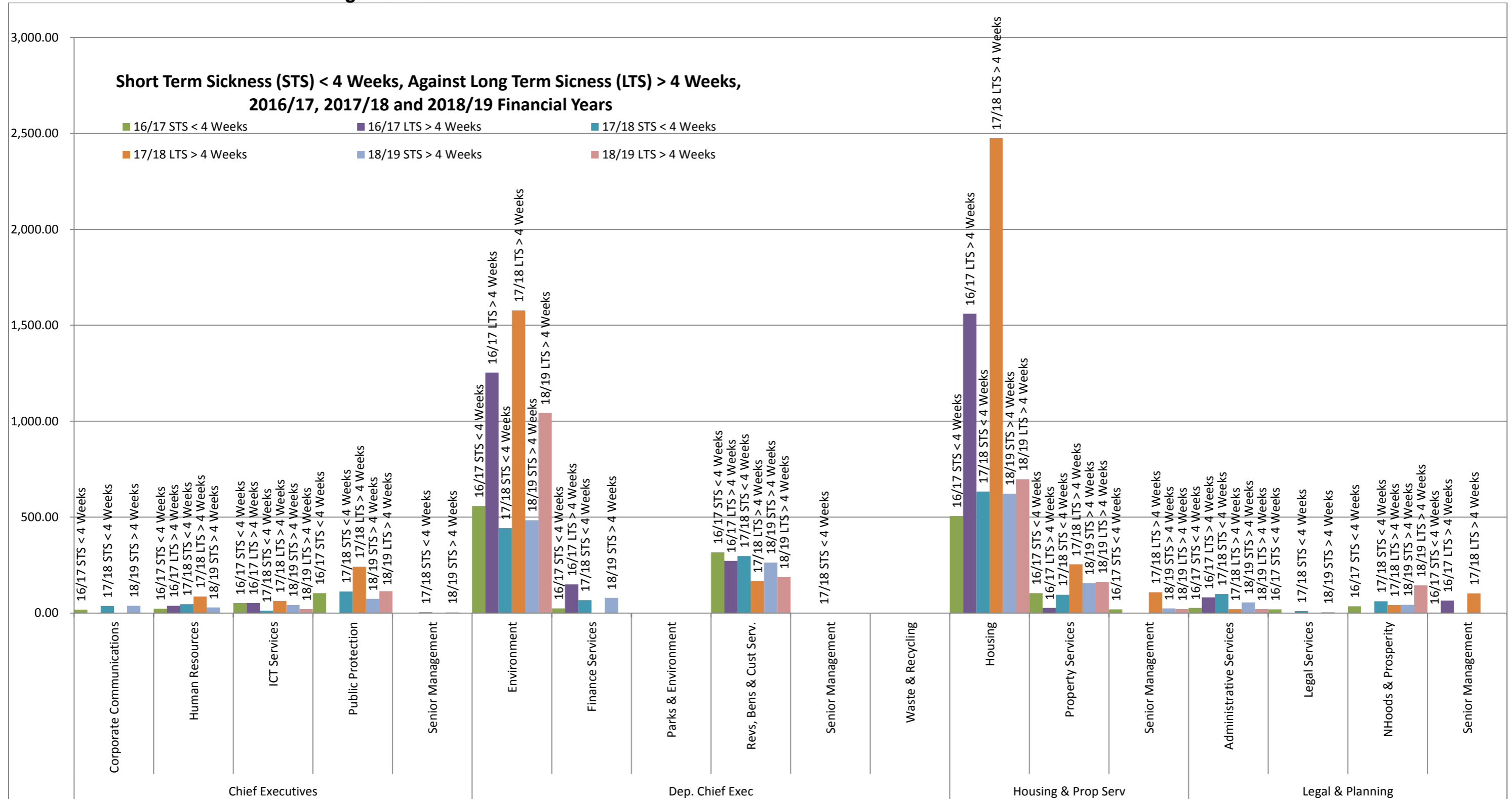
The following chart shows the number of occasions of employee sickness absence by the total number of days of absence as of 31 March 2019.

Breakdown of Employee Sickness Absence



Whilst the average level of sickness during 2018/19 was 8.69 days per employee, 37.03% of the workforce had no sickness absence at all, whereas in 2017/18 27.74% of the workforce had nil sickness. This is an increase of 33.49% in the number of staff that did not have a period of sickness absence during 2018/19.

5.7 Breakdown of Short term and Long Term Sickness



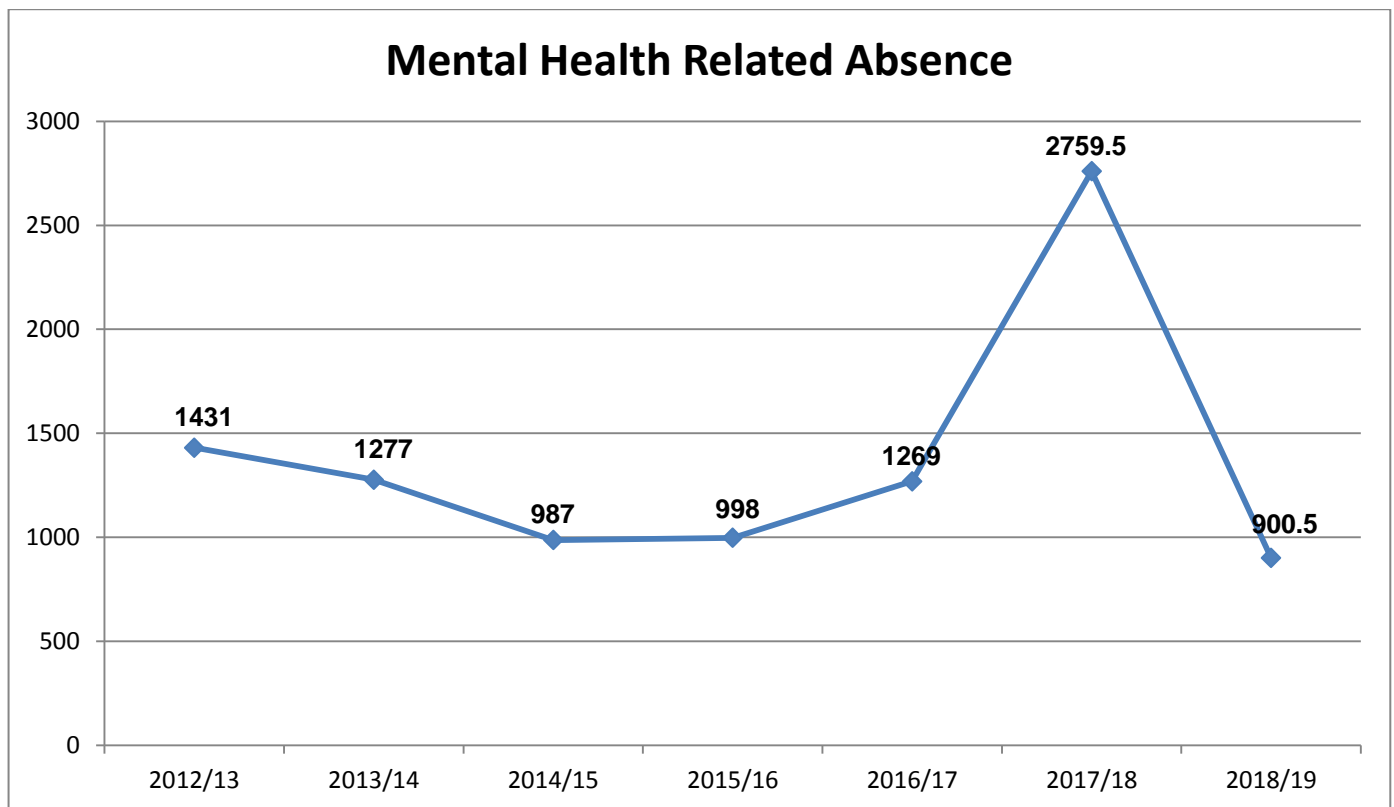
The above graph breaks down the sickness data into Short Term sickness (less than four weeks) and Long Term Sickness (more than 4 weeks) since the 1st April 2016 to the 31st March 2019.

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	Totals
2016/17	139	77	222	3	468	360	1269
2017/18	170	256	72	52.5	639.5	1569.5	2760
2018/19	263	64	20	118	244.5	191	900.5

The council first started collecting data regarding mental health related sickness in April 2012. The graph below shows the level of absence due to mental health at Broxtowe Borough Council since 1 April 2012.



A decrease of 67.37% from the previous year has resulted in 2018/19 recording the lowest number of days absence due to mental health issues, since 1 April 2012 when Broxtowe Borough Council started keeping records.

5.9 FTE Absence (Average sickness days per employee)

Year	Average
2018/19	8.69
2017/18	13.64
2016/17	9.73
2015/16	9.39
2014/15	8.66
2013/14	7.94
2012/13	9.79
2011/12	6.89
2010/11	8.91
2009/10	8.78

The average sick days per employee in 2018/19 has decreased by over 35% on the previous year.

Of those reported, Ashfield District Council had the highest FTE absence at 10.8 days per employee. The lowest reported of the Nottinghamshire Councils is Mansfield District Council with an FTE absence rate of 8.1 days per employee.

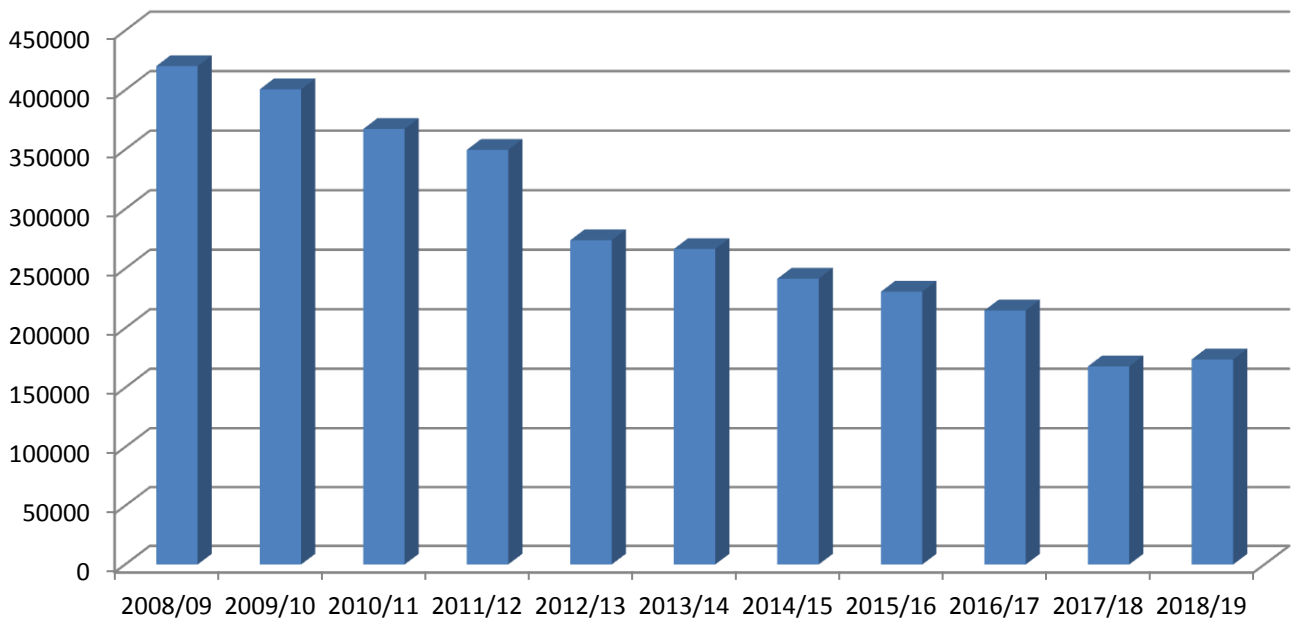
5.10 Business Mileage

Business mileage undertaken by employees in their own car. The table below shows the reductions in business mileage that have been achieved over the last 10 years. Only in the past year has mileage increased at Broxtowe. Within the last 10 years Broxtowe has implemented three major changes to the process and payment of business mileage;

- Mileage rate changed to 45p per mile (HMRC rate) from August 2013.
- VAT Receipt required when claiming mileage with effect from April 2014.
- Mileage claimed online via HR21 with effect from April 2018.

Year	Miles	% Reduction on previous year
2018/19	173679	-3.48
2017/18	167833	15.61
2016/17	198886	9.06
2015/16	218700	5.84
2014/15	232262	13.39
2013/14	268179	1.84
2012/13	273216	21.88
2011/12	349739	4.78
2010/11	367310	8.31
2009/10	400611	4.65
2008/09	420136	-

Council Business Miles per Year

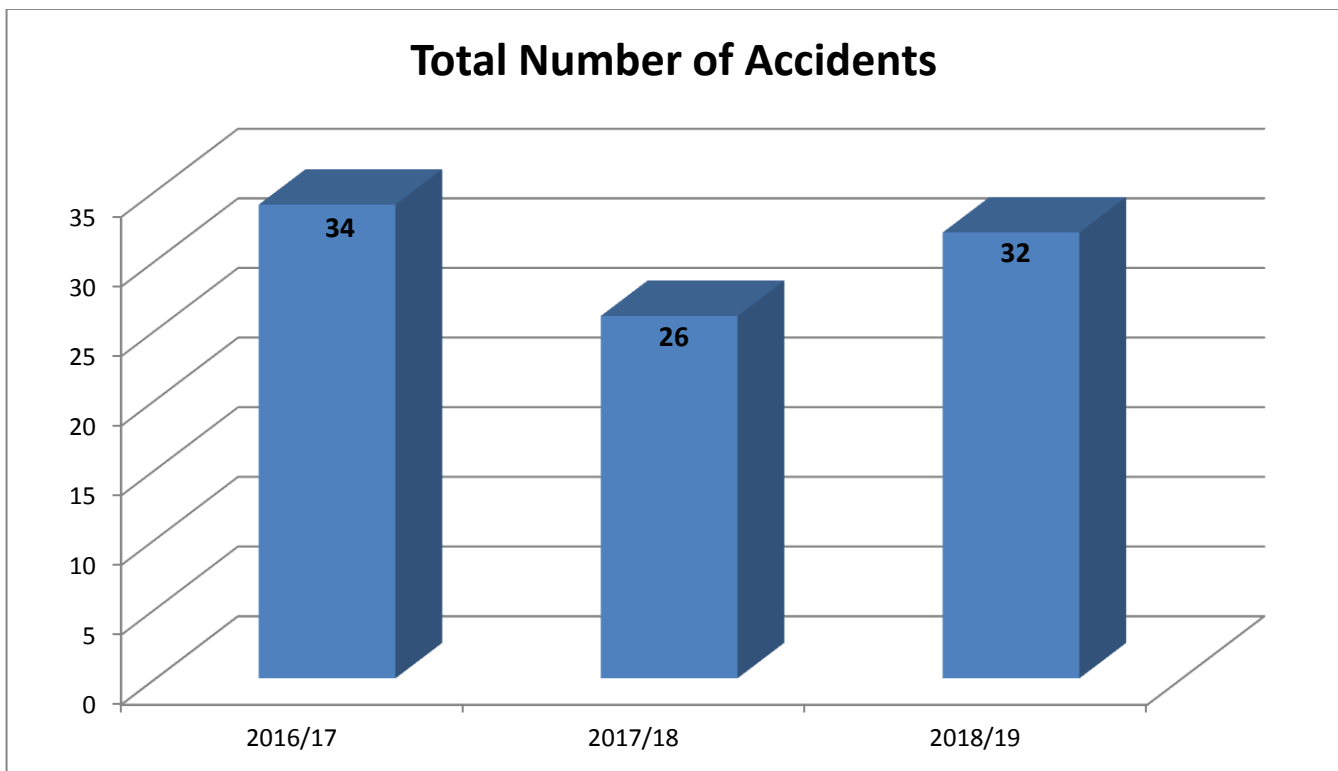


6. HEALTH AND SAFETY

This section provides an analysis of accident figures at the Council during 2018/19 and the preceding 2 years. The figures are for employees only and are split into RIDDOR and Non-RIDDOR accidents.

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Employers have legal duties under RIDDOR requiring them to report and record more serious work-related accidents and incidents. Depending on the type of incident, the report needs to be made within a maximum of 15 days.



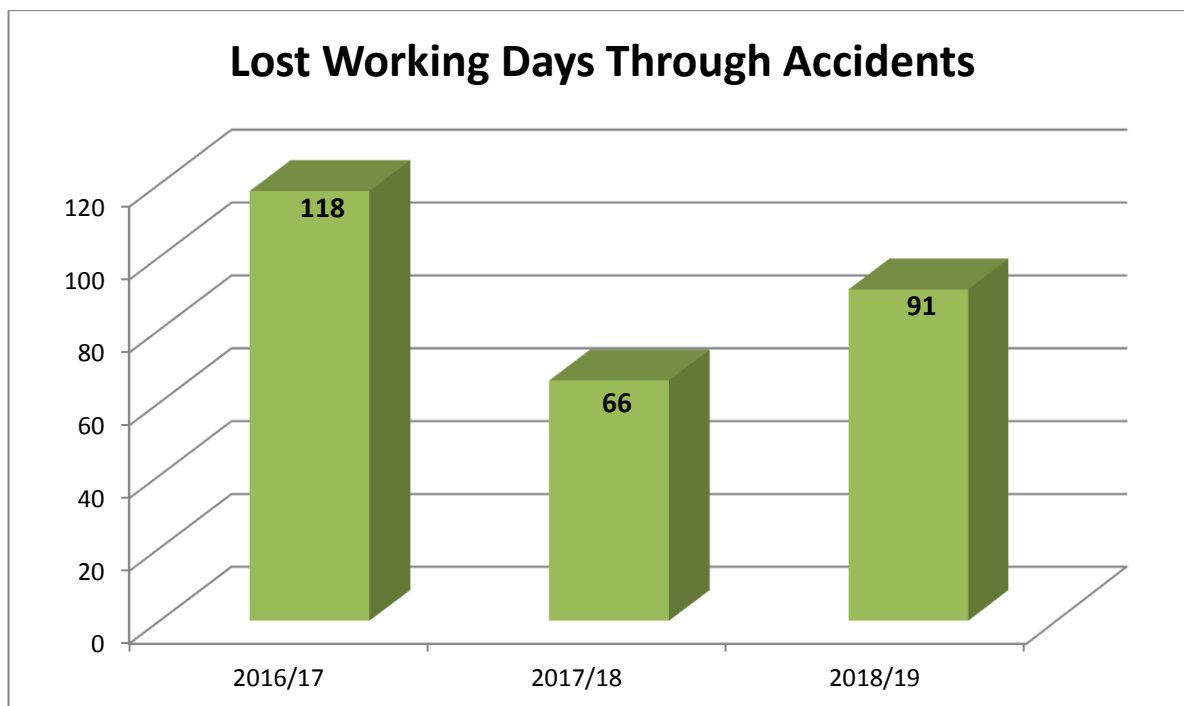
The total number of employee accidents during 2018/19 was 32. This was a 23.07% increase on the number of accidents during 2017/18.

During 2018/19, 6 (18.75%) 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

	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Total
2016/17					
Manual Handling	1		1		2
Slips, trips and falls	1	1			2
Striking a fixed object					0
Struck by a moving object			1		1
Other					0
Total	2	1	2	0	5
2017/18					
Manual Handling		1			1
Slips, trips and falls				1	1
Striking a fixed object					0
Struck by a moving object					0
Other					0
Total	0	1	0	1	2
2018/19					
Manual Handling		1		1	2
Slips, trips and falls	1	1			2
Striking a fixed object					0
Struck by a moving object	1				1
Other	1				1
Total	3	2	0	1	6

6.2 Lost Working Days through Accidents at Work



During 2018/19, 91 working days were lost from six employees suffering RIDDOR injuries compared with 66 days from two employees during 2017/18.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2018/19	91	6	15.16
2017/18	66	2	33
2016/17	118	5	23.6

7. CONCLUSIONS

In conclusion, this document has highlighted the profile of our Council as it stood at 31 March 2019.

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

- **Achievements:** The average length of service was 28.44% longer for employees declaring themselves as having a disability.
- **Recruitment:** There has been a general decline in the number of applications received for each post advertised.
- **Our Workforce:** Broxtowe Borough Council has the highest representation of BAME employees compared to other neighbouring local authorities who have reported on this (Ashfield, Gedling, Mansfield and Erewash).
- **Employment Issues:** Broxtowe Borough Council has recorded its lowest number of days absence due to mental health since April 2012, when the record began.
- **Health & Safety:** The number of accidents overall have increased by 23.07% (an increase of 6 accidents). Accidents classified as RIDDOR also increased from 2 accidents in 2017/18 to 6 in 2018/19 although the number of days off per accident has reduced.

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

Obtaining alternative versions of this document

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