

**TO: EMPLOYMENT COMMITTEE – 19TH SEPTEMBER 2006**  
**SUBJECT: EQUAL OPPORTUNITIES RECRUITMENT MONITORING**  
**FROM: CORPORATE PERSONNEL SERVICES**

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**1. PURPOSE OF THE REPORT**

- 1.1 To present to Members the findings of the annual monitoring of the Council's Equal Opportunities Policy with regards to recruitment.

**2. BACKGROUND**

- 2.1 This report summarises the key findings from an analysis of job applications during the year 1st April 2005 - 31st March 2006.
- 2.2 Appendix A shows an analysis of the number and percentage of job applicants by gender, ethnic groups and disability, and also shows the percentage of people in each group living in the Warwick District area (information taken from the 2001 Census). Appendix B shows the same breakdown of shortlisted applicants, and Appendix C shows the breakdown of people appointed.
- 2.3 Appendix D shows a visual summary of the percentage of applicants, shortlisted and appointed persons by gender, ethnic group and disability.
- 2.4 Appendix E provides a picture of Equal Opportunities recruitment performance over five years.

**3. MAIN POINTS FROM THE DATA**

- 3.1 During 2005/2006 a total of 139 posts were advertised attracting 841 applicants, an average of 6.1 applicants for each vacancy.
- 3.2 Eight of the advertisements attracted no suitable candidates and were subsequently readvertised or withdrawn. 131 of the posts were shortlisted and 123 appointments were made. For 6.1% (8) of the posts where interviews took place it was not possible to make an appointment. In most cases the posts were then readvertised using different media and/or rewording the advertisement in order to attract a new range of applicants.
- 3.3 49.1% of all applicants (49.5% of those shortlisted) were male and 44.9% of applicants (47.2% of shortlisted) were female. The remaining 5.9% of applicants did not complete a monitoring form. The gender split of those appointed was 49.6% male and 50.4% female.
- 3.4 People of ethnic minorities represented 15.4% of applicants and 11.3% of those

shortlisted while the total percentage of ethnic minorities appointed was 4.9% (6 out of 123 people appointed). This compares to a local population of 7.3% total ethnic minorities.

- 3.5 The percentage of local population aged 18 – 64 who have a “limiting long-term illness, health problem or disability which limits daily activities or work” is 10.8%. Overall, 18 people with disabilities applied for posts within the Council during 2005/2006 (2.1% of all applicants), 13 were shortlisted for interview (3.1% of all shortlisted) and one was appointed (0.8% of those appointed).

4. **ACTION**

- 4.1 The Council has agreed to the centralisation of personnel services in 2006/07. Recruitment is one area where there will be a significant change as all pre-interview processes will be monitored centrally. This change will provide the opportunity if necessary to monitor in more depth the rationale for appointment decisions.

5. **RECOMMENDATIONS**

- 5.1 Members are asked to note the contents of this report and approve the proposed actions.

**Karen Pearce**  
**Assistant Chief Executive (Personnel)**  
**July 2006**

**BACKGROUND PAPERS:** Nil

**Areas in District Affected:** None

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