

TO: EMPLOYMENT COMMITTEE – 21ST SEPTEMBER 2004
SUBJECT: EQUAL OPPORTUNITIES RECRUITMENT MONITORING
FROM: CORPORATE PERSONNEL SERVICES

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 2003 - 31st March 2004.
- 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 2003/2004 a total of 103 posts were advertised attracting 1000 applicants, an average of 9.7 applicants for each vacancy.
- 3.2 Five of the advertisements attracted no suitable candidates and were subsequently readvertised. 98 of the posts were shortlisted and 90 appointments were made. For 8.2% (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 48.8% of all applicants (43.8% of those shortlisted) were male and 43.8% of applicants (51.9% of shortlisted) were female. The remaining 7.4% of applicants did not complete a monitoring form. The gender split of those appointed was 45.6% male and 54.4% female.
- 3.4 People of ethnic minorities represented 12.9% of applicants and the total percentage of ethnic minorities appointed was 6.6% (6 out of 90 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, 25 people with disabilities applied for posts within the Council during 2003/2004 (2.5% of all applicants), nine were shortlisted for interview (2.6% of all shortlisted) and two were appointed (2.2%).

4. **ACTION**

- 4.1 The percentage of staff from ethnic minorities has exceeded the target for 2003/04 and is moving closer to the percentage of working age population from ethnic minorities. The level of awareness of diversity issues is now very high in the Council.
- 4.2 During 2004/05 Equality Impact Assessment will be carried out on significant personnel policies as part of the actions to achieve the Equality Standard Level 2. This will highlight any changes needed to recruitment practice.

5. **RECOMMENDATIONS**

- 5.1 Members are asked to note the contents of this report.

Karen Pearce
Assistant Chief Executive (Personnel)

BACKGROUND PAPERS: Nil
Areas in District Affected: None

For further information about this report please contact:

Contact Officer: Maureen Coley

Tel: (01926) 456683 (Direct Line)

E-mail: maureen.coley@warwickdc.gov.uk