

	<b>AGENDA ITEM NO.</b>
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### Report Cover Sheet

<b>Name of Meeting:</b>	Employment Committee
<b>Date of Meeting:</b>	18th September 2007
<b>Report Title:</b>	Equal Opportunities Recruitment Monitoring
<b>Summary of report:</b>	This report summarises the key findings from an analysis of job applications during the year 1st April 2006 to 31st March 2007.
<b>For Further Information Please Contact (report author):</b>	Liz Reed, HR Manager (Acting)
<b>Business Unit</b>	Corporate Personnel Services
<b>Would the recommended decision be contrary to the Policy Framework:</b>	No
<b>Would the recommended decision be contrary to the Budgetary framework:</b>	No
<b>Wards of the District directly affected by this decision:</b>	None
<b>Key Decision?</b>	No
<b>Included within the Forward Plan?</b>	No
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No
<b>Background Papers:</b>	None

### Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

<b>Consultees</b>	<b>Yes/ No</b>	<b>Who</b>
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	

Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
<b>Officer Approval</b>		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director(s)	July 2007	Karen Pearce
Chief Executive		
CMT	8th August 07	
Section 151 Officer		
Legal		
Finance		
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

## **1. RECOMMENDATIONS**

- 1.1 Members are asked to note the contents of this report and approve the proposed actions.
- 1.2 The Chair of Employment Committee and the HR Manager (Acting) review the content and frequency of the annual HR Management Information reporting requirements.

## **2. BACKGROUND**

- 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 2006/2007 121 posts were advertised attracting a total of 861 applicants, an average of 7.1 applicants for each vacancy.
- 3.2 One of the advertisements attracted no suitable candidates and was subsequently readvertised. 120 of the posts were shortlisted and 115 appointments were made. For 4.2% (5) 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 47.7% of all applicants (40.3% of those shortlisted) were male and 50.3% of applicants (58.2% of shortlisted) were female. The remaining 2% of applicants did not complete a monitoring form. The gender split of those appointed was 33% male and 67% female.
- 3.4 People of ethnic minorities represented 17.5% of applicants and 11.8% of those shortlisted while the total percentage of ethnic minorities appointed was 8.7% (10 out of 115 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, 26 people with disabilities applied for posts within the Council during 2006/2007 (3% of all applicants), 15 were shortlisted for interview (3.8% of all shortlisted) and five were appointed (4.3% of those appointed).

#### 4. **ACTION**

- 4.1 It is suggested that there is a full review of the Council's approach to resourcing and that a Resourcing Strategy is implemented as part of a three year HR Strategy.
- 4.2 The Recruitment Monitoring Report highlights negligible issues with attracting a proportionally representative number of female candidates and applicants from ethnic minority groups; although this is not the case for people with disabilities. However, the shortlisting and appointed applicants stages are both key areas of concern for all the under-represented groups. Action is required to review the reasoning behind this data. This should be two-fold.
  - 4.3 Firstly, there should be a review of the internal recruitment practices being undertaken across the Council, to ensure that robust tools and approaches are being used. This would incorporate standardised templates for recruitment processes, robust assessment design and scoring and re-training for all Officers involved in recruitment and selection. An accreditation process for all Council Officers involved in recruitment interviewing should be considered as part of this approach to resourcing.
  - 4.4 It is proposed that action is also taken with local community groups. The imbalance between applications received and short-listed candidates from under-represented groups may indicate that people are not clear on how to complete a good application form or how to prepare for an interview process. It is envisaged that the HR team could undertake work with local community groups to raise knowledge and skills in relation to the job application process. This would be part of a three year plan to improve HR links with the community and promote Warwick District Council as an employer of choice with local residents.
  - 4.5 Incorporated within this plan would be the targeting of school leavers. Links with local educational establishments and Connexions within the District could be developed, which could in turn lead to work experience placements, apprenticeships and growing local talent within the area. In turn, this would be a key tool for supporting Warwick District Council's succession planning requirements and Organisational Development needs.
  - 4.6 A review of the attraction process for Council vacancies is a priority requirement and should form part of the Resourcing Strategy. Cost implications would form a key element of this review as it is unacceptable to note that advertisements are not attracting suitable candidates and have to be re-advertised.
  - 4.7 A meeting has already taken place with the current Advertising Agency for Warwick District Council (TMP) to discuss the cost of attraction and the forward looking approach for attraction and advertising campaigns at Warwick District Council. It is noted that since attraction has been undertaken by TMP, the Council has spent £500,000 on recruitment advertising. A review of the advertising process is a necessity and efficiencies must be sought and achieved in this area.