



Recruitment Statistics - April 2004 to March 2005

RECOMMENDATION

1. To consider the recruitment statistics for the period April 2004 to March 2005 and general information on recruitment and positive action initiatives.

SUPPORTING INFORMATION

- 2.1 This report gives information about recruitment to the Council's vacancies that were advertised between April 2004 and March 2005. It explores each stage of the process and gives details of general numbers of applications, short-listed candidates and appointments. It then focuses on ethnicity, gender, disability and senior positions.
- 2.2 The percentage of short-listed and appointed applicants from minority ethnic, women and disabled people are calculated by using the total number of people from those groups that are short-listed or appointed, as a percentage of the total number of applications from those groups.

General

- 2.3 During 2004/5, the Council advertised around **1,370** vacancies, including re-advertised posts.
- 2.4 Of the 10,339 applications received:
 - 3,024 applicants were short-listed – 29% of total applications
 - 1,014 people were appointed – 10% of total applications.

Ethnicity

- 2.5 There were 2,062 applications from visible minority ethnic groups, which is 20% – 18% in 2003/4 – of the total applications received. 1,191 of these applications were from women, which is 58% of visible minority ethnic group applications received. The 2001 census states that the economically active minority ethnic community in Derby is 12.09%. However, a number of these applications will be from people who live outside Derby. A breakdown of recruitment statistics for 2004/5 by ethnicity is shown in Appendix 2.
- 2.6 Advertising, including targeted work through the Job Seekers Register is therefore generating a good response from minority ethnic people.

- 2.7 Of the 2,062 applications from minority ethnic people:
- 559 of these were short-listed – 27%
 - 168 of these were appointed – 8%.
- 2.8 These percentages are similar to 2003/4 and represent a consistency in the percentage of minority ethnic people who are short-listed and appointed in proportion to the overall group of applicants.
- 2.9 The statistics evidence that minority ethnic groups have a slightly lower chance of being short-listed and appointed than white applicants.
- 2.10 There are a number of reasons why this is the case. One explanation of the difference is that not all posts are appointed to. There are fewer applications from minority ethnic people in general so, when this happens to a post where several minority ethnic people have applied, it significantly impacts on the statistics relating to success rates.
- 2.11 It is known from previous investigations into recruitment that there are certain posts that attract a significant number of applications from minority ethnic people for example, youth and social care work, administrative and financial work.
- 2.12 Where proportionately larger numbers of minority ethnic people apply for certain posts, this can give an overall impression that minority ethnic people are not as successful at the appointment stage because only one person can be appointed to each post.

Gender

- 2.13 There were 6,112 applications from women, 60% of the total applications and this figure is typical of the gender split in local government. Of the 6,112 applications from women:
- 2,079 of these were short-listed – 34% of the total applications from women
 - 731 of these were appointed – 12% of the total applications from women.
- 2.14 There were 4,138 applications from men, 909 were short-listed – 22% and 265 were appointed – 6%.

Disability

- 2.15 There were 370 applications from disabled people, 3.6% of the total applications. Of the 370 applications from disabled people
- 102 of these were short-listed – 29%
 - 19 of these were appointed – 5%.
- 2.16 Disabled people are being short-listed at the same rate as the general short-listing rate, but the appointment rate is low. However, there has been an improvement when compared to 2003/4 when 27% of disabled people were short-listed and 4.6% appointed.

Senior positions

2.17 We advertised one second-tier job between April 2004 and March 2005; this was Assistant Director - Human Resources and the post was offered and accepted.

2.18 Overall

41 applications were received.
11 applicants were short-listed – 27% of total applications.
1 person was appointed

2.19 Applications

There were 4 applications from minority ethnic people – 10% of total applications.
There were 19 applications from women – 46% of the total applications.
There were 2 applications from disabled people – 5% of the total applications.

2.20 Short-listing

1 minority ethnic person was short-listed – 25% of the total applications from minority ethnic people.
6 women were short-listed – 32% of the total applications from women.

2.21 Appointment

1 woman was appointed – 5% of the total applications from women.

Conclusions drawn from the statistics

Ethnicity

3.1 Advertising and positive action initiatives like the Job Seekers Register are working to attract a good number of applicants from minority ethnic people.

3.2 There have been improvements in the percentage of minority ethnic people that have been short-listed and appointed but there is still evidence that they are slightly less successful at short-listing and appointment stage. We would look for evidence from recruitment complaints about whether there is any form of discriminatory practice. Further analysis offers some explanations for this lower success rate. However, the Council cannot be complacent and must target resources, not only at stimulating interest in our vacancies, but also at supporting minority ethnic people through the process and identifying reasons when they are not successful.

3.3 The Recruitment Officer – Positive Action regularly monitors vacancies across the Council to ensure fairness and non-discriminatory practices and to identify issues when assisting job seekers through the recruitment processes.

3.4 We are exploring other options to improve representation of minority ethnic groups in the Council. Information about progress with positive action initiatives over the last year is given later in this report.

Gender

- 3.5 There continues to be success in attracting applications from women and success at both short-listing and appointment.

Disability

- 3.6 There has been an increase in the number of disabled people that get short-listed and appointed. The Council offers a Guaranteed Interview Scheme and monitors the recruitment process relating to disability issues.

Senior positions

- 3.7 There was only one senior position so it is difficult to identify a trend. However, the short-listing rate was good and the appointment was offered to a woman.
- 3.8 There are two new Best Value Performance Indicators that focus on the percentage of minority ethnic people and women employed within the category of the top 5% of earners in the authority. Recruitment of minority ethnic people and women to senior positions has an impact on the Council's achievement against its targets under these indicators.
- 3.9 All areas need further work to stimulate applications from under-represented groups and to promote success through the short-listing and appointment stages.

Positive Action Initiatives

- 4.1 The Council sets targets against Best Value Performance Indicators and local performance indicators. The targets are:

BVPI Number	Description	Performance 2004/5	Target 2005/6
11A	% of top 5% of earners that are women	47.2%	48.5%
11B	% of top 5% earners from black and minority ethnic communities	5.6%	6%
16	% of employees declaring they meet the DDA definition	2.4%	2.85%
17	% of employees from minority ethnic communities	10.1%	10.25%

- 4.2 The Council must make sure it is not unlawfully discriminating in its recruitment practices. To help meet this obligation, the recruitment and selection policy requires at least half the members on recruitment panels to have done the Council's recruitment and selection course or refresher training within the last five years.
- 4.3 Our Recruitment Officer - Positive Action has been in post for a year. Her role is to contribute to the development and implementation of positive action initiatives aimed at encouraging the recruitment of under-represented groups such as disabled and minority ethnic people.

- 4.4 One of the initiatives is equalities monitoring of posts. This has been carried out for 13 posts since January 2005 and involves the Recruitment Officer – Positive Action participating as a full panel member throughout the process to ensure fairness, consistency and non-discriminatory practice across the Council and to assist in providing feedback to job seekers.
- 4.5 The Job Seekers Registers for minority ethnic and disabled people have been reviewed to make sure the information is up to date about job seekers. Around 40 applications to join the registers are received every month and this has increased since publicity about the registers was placed on the Internet along with an on-line registration form. We assist job seekers by careers counselling, signposting to other organisations, application and interview skills coaching and training.
- 4.6 Employee Development in Personnel, was successful in obtaining funding from the Learning and Skills Council to run interview skills training courses for disabled and minority ethnic job seekers. The Recruitment Officer will continue to provide occasional training in the community on request.
- 4.7 The Black Employees Support Network and the Disabled Employees Network continue to meet on a quarterly basis and have a work programme to achieve. The networks have been publicised this year to encourage higher attendance.
- 4.8 Chief Officers are considering under-representation of black and minority ethnic employees at senior positions. They have agreed for Employee Development to implement a positive action training programme for black and minority ethnic employees, called Positive Steps - Management Development, to help address the current levels, as well as aiding retention and progression.
- 4.9 We will add positive welcoming statements to the Career Development section of the vacancy list from December to encourage candidates on the Positive Steps programme to apply for progression, particularly into management positions.
- 4.10 The Recruitment Officer has made positive links with a number of community organisations and attended various events targeted at different audiences including minority ethnic people, disabled people and young people. Work will continue to maintain these links and establish links with the lesbian, gay, bi-sexual and transgender community by attending the event in May and exploring opportunities to promote our vacancies with the community.
- 4.11 Finally, as part of a university project, the Recruitment Officer will be identifying barriers to career progression for BME staff and this will contribute further to her work.

Advertising

- 5.1 Every year we spend around £750,000 on recruitment advertising and around half of this is press advertising in the Derby Evening Telegraph.
- 5.2 Cross-departmental work is currently progressing to develop the advertising strategy and create a new employer brand for the Council.

- 5.3 Our analysis of the use of the Internet to search for jobs has shown that there is a significantly higher percentage of applications from minority ethnic groups who said they saw our vacancy on the Internet. A review of our advertising strategy, employer branding and use of the Internet to recruit is ongoing and targeting minority ethnic people will be considered as part of the review.

Average time to fill vacancies

- 6.1 We monitor the time it takes to fill vacancies from notification of the vacancy to Personnel to the job offer being made. The average time it took to fill vacancies across the Council in 2003/4 was 15.15 weeks and this reduced to 13.23 weeks in 2004/5.
- 6.2 The Chartered Institute of Personnel and Development Annual Survey Report for Recruitment and Retention in 2005 states the average time to fill managerial and professional vacancies is 13 weeks and administrative, manual/craft workers to be between five and six weeks.

Career development

- 7.1 The career development section of the vacancy list was introduced in 2001 following feedback from employees that there was little opportunity for career progression within the Council. It is intended for use for positions where there may be employees with the skills, experience and qualifications waiting for the next step in their career and this has the benefit of releasing a vacancy elsewhere to create an opportunity for another person to join the Council.
- 7.2 During this period, 134 jobs were advertised in this section - this is 10% of the total vacancies advertised.
- 7.3 Out of those 134 jobs, 100 were successfully filled by employees already working for the Council.
- 7.4 The breakdown of those 100 appointees in terms of gender, race and disability is:
- 67 women
 - 8 minority ethnic people
 - 2 disabled people.

For more information contact:	Donna Norris 01332 255582 e-mail donna.norris@derby.gov.uk
Background papers:	On file in Room 162, Council House
List of appendices:	Appendix 1 – Implications Appendix 2 – Breakdown of recruitment statistics for 2004/05 by ethnicity

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IMPLICATIONS

Financial

1. None.

Legal

2. It is a legal requirement that the Council monitors its policies in relation to race equality and that employment legislation is adhered to.

Personnel

3. Personnel will continue to monitor the recruitment process to provide statistics to assist the Council with policy development.

Equalities impact

4. Personnel are responsible for operating Positive Action initiatives.

Corporate objectives and priorities for change

5. The work being done in this area links directly to:
 - valuing our employees in delivering services
 - being open, transparent and honest in everything we do.

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Breakdown of recruitment statistics for 2004/2005 by ethnicity

Ethnicity and % of economically active people in Derby	Applied	% of total applications received 9,095	% of total applications from ME groups	Short-listed	% of total applications from that group	Appointed	% of total applications from that group
African - 0.3%	195	1.89	9.46	56	28.72	20	10.26
Bangladeshi – 0.1%	29	0.28	1.41	8	27.59	2	6.90
Caribbean – 1.6%	271	2.62	13.14	88	32.47	29	10.70
Chinese – 0.5%	104	1.01	5.04	21	20.19	4	3.85
Indian – 4.2%	677	6.55	32.83	204	30.13	62	9.16
Other Asian – 0.5%	47	0.45	2.28	7	14.89	2	4.26
Other Black – 0.2%	37	0.36	1.79	16	43.24	3	8.11
Other Dual Heritage – 0.2%	28	0.27	1.36	8	28.57	2	7.14
Other Origin – 0.3%	140	1.35	6.79	32	22.86	12	8.57
Pakistani – 3.6%	428	4.14	20.76	88	20.56	23	5.37
White and Black African – 0.1%	13	0.13	0.63	2	15.38		
White and Asian – 0.2%	36	0.35	1.75	16	44.44	5	13.89
White and Black Caribbean – 0.5%	57	0.55	2.76	13	22.81	4	7.02
Total visible minority ethnic groups	2,062	19.94	100	559	27.11	168	8.15
Irish – 1.5%	80	0.77		21	26.25	8	10