



DERBY CITY COUNCIL

## MINORITY ETHNIC COMMUNITIES ADVISORY COMMITTEE 3 FEBRUARY 2005

Report of the Director of Policy

### Recruitment Statistics - April 2003 to March 2004

#### RECOMMENDATION

1. To consider the recruitment statistics for the period April 2003 to March 2004.

#### SUPPORTING INFORMATION

- 2.1 This report gives information about recruitment to the Council's vacancies that were advertised between April 2003 and March 2004. It explores each stage of the process giving details of general numbers of applications, short-listed candidates and appointments. It then focuses on the 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 2003/04, the Council advertised around **1,633** vacancies, including re-advertised posts. This is a substantial increase in comparison to the 882 vacancies we were able to report on between April 2002 to March 2003. The reason for this increase is that we are now able to report on Education vacancies.
- 2.4 Of the 9,095 applications received:
  - 3,172 applicants were short-listed – 35% of total applications
  - 988 people were appointed – 11% of total applications.

#### Ethnicity

- 2.5 There were 1,647 applications from visible minority ethnic groups, which is 18% – 17% in 2002/03 – of the total applications received. 974 of these applications were from women, which is 59% 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 applicants who live outside Derby. A breakdown of recruitment statistics for 2003/04 by ethnicity is shown in Appendix 2.

- 2.6 From this, it would be reasonable to conclude that our advertising is well targeted and generating a reasonable response from minority ethnic people. Corporate Personnel also operate a Job Seekers Register so that minority ethnic people can personally receive the Council's Vacancy List every week and this helps to target our advertising.
- 2.7 Of the 1,647 applications from minority ethnic people:
- 534 of these were short-listed – 32.4%
  - 139 of these were appointed – 8.4%.
- 2.8 This represents an improvement in the percentage of minority ethnic people who are short-listed and appointed in proportion to the overall group of applicants when compared to the statistics for 2002-2003 where 23% of the total applicants were short-listed and 4% were appointed.
- 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. This year, there are examples of this happening in cleaning and catering, housing, legal, consumer advice, benefits, young people's consultation and clerical roles.
- 2.13 We have now appointed a Recruitment Officer - Positive Action, Susan Sanghera whose 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. She will continue previous work around the job seekers register, equalities monitoring and tracking of minority ethnic people through the recruitment process, to identify any trends or problems, and provide constructive feedback to applicants. Other initiatives will include administering the employee support networks and supporting career events and other outreach work.
- 2.14 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.

- 2.15 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 that said they saw our vacancy on the internet. During 2005, a complete review of our use of the internet to recruit will take place and targeting minority ethnic people will be considered as part of the review.

## **Gender**

- 2.16 There were 5,244 applications from women, 58% of the total applications and this figure is typical of the gender split in local government. Of the 5,244 applications from women:
- 2,079 of these were short-listed – 40% of the total applications from women
  - 681 of these were appointed – 13% of the total applications from women.
- 2.17 There were 3,851 applications from men, 1,093 were short-listed – 28% and 307 were appointed – 8%.

## **Disability**

- 2.18 There were 257 applications from disabled people, 2.8% of the total applications. Of the 257 applications from disabled people:
- 69 of these were short-listed - 27%
  - 12 of these were appointed – 4.6%.
- 2.19 Disabled people are being short-listed at almost the same rate as the general short-listing rate, but the appointment rate is low. However, there has been an improvement – particularly on appointment rates – when compared to 2002/3 when 25% of disabled people were short-listed and 1.3% appointed.

## **Senior positions**

- 2.20 We advertised four second tier jobs between April 2003 and March 2004; all of these posts were filled. We recruited an Assistant Director of Finance, Director and Assistant Director for the Derwent Community Team, and a Director for the Community Safety Partnership.

### **2.21 Overall**

86 applications were received.  
26 applicants were short-listed – 30% of total applications.  
4 people were appointed – 4% of total applications.

### **2.22 Applications**

There were 11 applications from minority ethnic people – 13% of total applications.  
There were 32 applications from women – 37% of the total applications.  
There were no applications from disabled people – 0% of the total applications.

## 2.23 Short-listing

6 minority ethnic people were short-listed – 54.5% of the total applications from minority ethnic people.

8 women were short-listed – 25% of the total applications from women, compared to 18 men – 33% of the total applications from men.

## 2.24 Appointment

1 minority ethnic person was appointed – 9% of the total applications from minority ethnic people.

2 women were appointed – 6% of the total applications from women.

# Conclusions

## Ethnicity

- 3.1 Advertising and positive action initiatives like the Job Seekers Register are working to attract a reasonable 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. Steps have been taken and we now have someone in post to work with and develop positive action initiatives.
- 3.3 The Tracking Policy will help to identify situations where minority ethnic people are not successful at the short-listing and appointment stages, so that trends or problems can be identified and also so that constructive feedback can be given to applicants.
- 3.4 We are exploring other options to improve representation of minority ethnic groups in the Council. These include positive action traineeships and career development programmes, working with schools to stimulate interest, assessing the validity of equalities statements in adverts and better assessment of candidates' equalities knowledge and awareness appropriate to the post at the point of recruitment. A further report is being brought to MECAC on positive action initiatives.

## Gender

- 3.5 There has been a significant increase in numbers of women applying for jobs at senior levels – 38% compared with the workforce in general – 58% of all applicants. In the previous year, 12% of total applications were from women.

- 3.6 In 2001, a successful initiative took was developed by Employee Development to encourage senior women into management which aims to give women in the Council the confidence to apply for senior posts. Following the success of this initiative Employee Development are looking into funding streams to facilitate a future programme of training.
- 3.7 The general statistics relating to women follow typical trends and there does not appear to be a problem at any stage of the recruitment process. There appears to be an increase in total applications short-listed and appointed from women applicants.

## **Disability**

- 3.8 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**

- 3.9 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.

## **Other issues**

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

<b>BVPI Number</b>	<b>Description</b>	<b>Performance 2003/4</b>	<b>Target 2004/5</b>
Local	% of senior management posts filled by women	34.2%	36.8%
11A	% of top 5% of earners that are women	47.6%	48.5%
11B	% of top 5% earners from black and minority ethnic communities	4.1%	4.6%
16	% of employees declaring they meet the DDA definition	2.7%	2.8%
17	% of employees from minority ethnic communities	8.5%	8.7%

- 3.11 All areas need further work to stimulate applications from under-represented groups and to promote success through the short-listing and appointment stages.
- 3.12 Positive Steps – two bids were made to the Learning and Skills Council for some money to finance a 'Positive Steps' programme in 2004. This would involve running two-year long programmes for managers interested in progressing into senior management – Women in Senior Management and Minority Ethnic Managers into Senior Management. These would be based on the Women in Senior Management programme run in 2002-2003. The aim is to help increase the numbers of both

groups at senior management level in the Council. Unfortunately, these bids were unsuccessful although we are still seeking funding so we can develop these programmes.

- 3.13 Personnel has been successful in obtaining funding from the Learning and Skills Council to run interview skills training courses for disabled and minority ethnic job seekers. The first training session will start at the end of January and monthly thereafter depending on demand from Job Seekers who are registered with us to seek employment within Derby City Council. The training will include completing the Council application form and preparing for the interview.

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<b>Background papers:</b>	On file in Room 162, Council House
<b>List of appendices:</b>	Appendix 1 – Implications Appendix 2 – Breakdown of recruitment statistics for 2003/04 by ethnicity

<b>IMPLICATIONS</b>
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**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 the Minority Ethnic Tracking Policy.

**Corporate objectives and priorities for change**

5. The work being done in this area links to the Council's objective of **job opportunities**.





**Breakdown of recruitment statistics for 2003/2004 by ethnicity**

<b>Ethnicity</b>	<b>Applied</b>	<b>% of total applications received 9095</b>	<b>% of total applications from me groups</b>	<b>Shortlisted</b>	<b>% of total applications from that group</b>	<b>Appointed</b>	<b>% of total applications from that group</b>
African	116	1.28	8.02	23	19.83	7	6.03
Bangladeshi	32	0.35	2.21	14	43.75	4	12.50
Caribbean	252	2.77	17.43	107	42.46	24	9.52
Chinese	110	1.21	7.61	25	22.73	5	4.55
Indian	519	5.71	35.89	175	33.72	47	9.06
Other Asian	43	0.47	2.97	17	39.53	2	4.65
Other Black	7	0.08	0.48	4	57.14	3	42.86
Other Dual Heritage	42	0.46	2.90	19	45.24	7	16.67
Other Origin	121	1.33	8.37	30	24.79	12	9.92
Pakistani	348	3.83	24.07	105	30.17	21	6.03
White and Black African	7	0.08	0.48	1	14.29	1	14.29
White and Asian	21	0.23	1.45	5	23.81	2	9.52
White and Black Caribbean	29	0.32	2.01	9	31.03	4	13.79
Total visible minority ethnic groups	1647	18.11	113.90	534	32.42	139	8.44
Irish	70	0.77	4.84	33	47.14	9	12.86