

# London Borough of Barking and Dagenham

## Notice of Meeting

### THE EXECUTIVE

**Tuesday, 25 February 2003 - Town Hall, Barking, 5:00 pm**

**Members:** Councillor C J Fairbrass (Chair); Councillor C Geddes (Deputy Chair); Councillor J L Alexander, Councillor S Kallar, Councillor M E McKenzie, Councillor B M Osborn, Councillor J W Porter and Councillor T G W Wade.

**Declaration of Members Interest:** In accordance with Article 1, Paragraph 12 of the Constitution, Members are asked to declare any direct/indirect financial or other interest they may have in any matter which is to be considered at this meeting

(14.2.03)

Graham Farrant  
Chief Executive

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### AGENDA

1. **Apologies for Absence**
2. **Minutes - To confirm as correct the minutes of the meeting held on 18 February 2003 (to follow)**

#### Discussion Items

3. **Performance Monitoring (Pages 1 - 7)**
4. **Recruitment and Selection Monitoring (Pages 9 - 27)**
5. **The Budget 2003/04 (to follow)**
6. **Any other public items which the Chair decides are urgent**
7. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

## **Private Business**

The public and press have a legal right to attend Council meetings such as the Executive, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972). There are no such items at the time of preparing this agenda.

- 8. Any other confidential or exempt items which the Chair decides are urgent**

**THE EXECUTIVE**

**25 FEBRUARY 2003**

**REPORT OF THE BOROUGH POLICY OFFICER**

PERFORMANCE MONITORING	FOR INFORMATION	
<p>To update the Executive on Quarter 3 and end of year projection performance of Council Scorecard Performance Indicators and a selection of other indicators for 2002/2003.</p> <p><b><u>Summary</u></b></p> <p>This report:-</p> <ul style="list-style-type: none"> <li>• Provides background information on the monitoring of the Statutory and Council Scorecard Performance Indicators detailed in Barking &amp; Dagenham's annual Best Value Performance Plan.</li> <li>• Presents a series of graphs reporting performance on a number of Performance Indicators highlighted by TMT for your consideration.</li> </ul> <p><b><u>Recommendation</u></b></p> <ul style="list-style-type: none"> <li>• The Executive are asked to discuss performance as highlighted by performance indicators presented.</li> </ul>		
<p>Contact: Sandra Twiddy</p>	<p>Improvement &amp; Development</p>	<p>020 8227 2484 (telephone) 020 8227 2806 (fax) 020 8227 2685 (minicom) e-mail: <a href="mailto:sandra.twiddy@lbbd.gov.uk">sandra.twiddy@lbbd.gov.uk</a></p>

**1. Background**

- 1.1 In June 2002, Barking & Dagenham Council published its third Best Value Performance Plan setting out how the Authority aims to improve its services over the next 12 months. This year's Performance Plan looks different. It focuses on a system called the Balanced Scorecard, which is being used to manage the Council. This is the Council's new corporate performance management system that translates the objectives of the Council down to the work on the ground.
- 1.2 The Statutory Performance Indicators are National Indicators which have been determined by ODPM (Office of the Deputy Prime Minister [formerly DTLR] – the Government department overseeing Best Value) and the Audit Commission.
- 1.3 The Council is required by law to collect and publish this information. In the process of developing the scorecards, services have identified key indicators for measuring improvement. In developing these indicators, we reviewed all the local indicators that we said we would collect in last year's performance plan. The majority of these are no longer relevant and will not be collected or reported on. This has been agreed with our external auditors, PriceWaterhouseCoopers.

This year's plan lists the Council Scorecard Performance Indicators (Chapter 2). Internal Audit is now undertaking work to ensure these are robust and collectable.

- 1.4 The Performance Monitoring Co-ordinator established a central system to monitor each Performance Indicator, which is updated by departments on a quarterly basis. TMT have again selected a number for your consideration for the 3rd quarter and end of year projections for 2002/2003.
- 1.5 For 2002/2003, Key Performance Indicators for the quarterly monitoring process will consist of the Council Scorecard PIs together with a selection of other PIs from each of the departments (these can consist of BVPIs; service scorecard PIs or local PIs). With statutory BVPIs - the emphasis will be on those PIs that are currently in the bottom quartile or have shown deterioration since the previous quarter.
- 1.6 For presentational purposes, each Performance Indicator is being reported in a graphical format, which allows performance to be shown over time and compared with other Local Authorities. PI headings are traffic light colour-coded and "smiley faces" have been added to further express how we are performing.
- 1.7 For the national indicators, figures have been included for neighbouring Boroughs together with lines showing the top 25% of performing Councils both nationally and across London. This will not be possible for the majority of Council Scorecard or local PIs, as they are unique to Barking & Dagenham. For Social Services comparison is no longer made with top quartile data. Comparison is now made with PAF performance targets for England and Outer London. The "smiley faces" will not be shown on Social Services graphs. Instead we have used the "blobs" to indicate whether performance is good or bad. i.e. ● = poor performing ●●●●● = high performing.
- 1.8 The note section underneath the graph has been revised to enable Chief Officers to be consistent in the way they report the PI's performance. (*See new headings below*). PI Definitions have now been removed from the note section underneath the graph. Definitions of the PIs being presented each quarter will be in an attachment behind the hard copy of the presentation that is printed for Members of the Executive's information.

<b>Headings</b>
<u>Improvement / Deterioration</u>
<u>Action taken / update since last quarter</u>
<u>Further Action</u>
<u>Corporate Impact</u>
<u>Additional Information</u>

- 1.9 As this is the first year of reporting the Council Scorecard PIs, many local targets have not been set as there is no historical data, so the year will be used to establish baseline data and this will be used to set the targets for future years. This is in line with any new statutory PIs that are introduced.

- 1.10 The deadline for the publication of the Best Value Performance Plan 30 June from 2003. It is still a requirement that a summary of performance information should be published by 31 March. It was a requirement for last year that the summary information was integrated with the Council Tax leaflet. For 2003/04, Councils have discretion over what is published and how it is circulated and communicated to residents. We will use the March 2003 issue of the Citizen magazine to publish our summary of performance information.

The Government have specified 97 best value national (statutory) PIs for 2002/03 compared to 123 specified for 2001/02. The ODPM Consultation paper issued in July 2002 required comments from authorities on the proposals to change the number of performance indicators and the rationalisation of statutory plans. The outcome of this would probably see an increase in the number of Statutory BVPIs for the future.

## **2 Quarterly Monitoring**

- 2.1 Each Performance Indicator contained in the Performance Plan is being monitored on a quarterly basis where possible. Some indicators can only be calculated on an annual basis and this is shown on the individual graphs. As the majority of the Council Scorecard PIs are strategic, they will only be reported annually unless otherwise stated at the front of the Council Scorecard section in the presentation. The 2002/03 Council Scorecard PIs will be reviewed for 2003/04.
- 2.2 Quarterly monitoring allows the Council to identify problem areas at an early stage and take remedial action to improve performance. It also identifies areas of good practice within the Council and to share this throughout the organisation. The graphs are a useful visual aid to enable Members of the Executive to challenge Chief Officers on poor performance. The changes to the notes section should further assist Members in performing this role.
- 2.3 Quarterly monitoring will be an essential feature in the PSA (Public Service Agreement) process, currently being undertaken by the Council.

## **3 Comparing Performance**

- 3.1 Guidance from the ODPM advises each Authority to compare performance with other Local Authorities. The monitoring system established allows the comparison of performance across a number of levels. National indicators provide the greatest opportunity for comparing performance as each Local Authority is collecting and reporting identical information.
- 3.2 *Neighbouring Boroughs.* Research undertaken by the Audit Commission has identified that people are particularly interested in comparing the performance of their Local Authority with neighbouring areas. In the Barking and Dagenham Performance Plan, the neighbouring boroughs of Redbridge, Havering and Newham have been selected for this purpose.
- 3.3 *Top 25% of performing Councils – both Nationally and London.* It is a requirement under Best Value that each Council must aim to perform within the top 25% of Councils within 5 years. For indicators relating to the quality of services, comparison should be made with the top 25% of Councils across the country.

For indicators relating to the cost of the service, comparison should be made with the top 25% in London. The ODPM have determined that in most cases, a low service cost is preferable. It should be noted that comparison can only be made with previous year's top quartile targets and these are not available until December of each year. Please note. for Social Services comparison is no longer made with top quartile data. Comparison is now made with PAF performance targets for England and Outer London.

- 3.4 *Local targets – For the majority of Council Scorecard, Service Scorecard and local Performance Indicators* comparisons can be made both over time and against the target set. These are identified on the relevant graphs.
- 3.5 *Beacon Application Performance Indicators* - An analysis has been done on the Beacon Basket of PIs showing the change in ranking of London Boroughs from 2000/01 to 2001/02. Please see Appendix I. A full oral report will be provided at your meeting.

#### **4 Conclusion**

- 4.1 This is the eleventh report on the monitoring of the Best Value Performance Plan. Subsequent reports to both TMT and the Executive will follow after each quarter and at year-end.

#### **5 Background papers used in the preparation of the report**

ODPM Consultation document July 2002

## Score against Beacon Basket of PIs

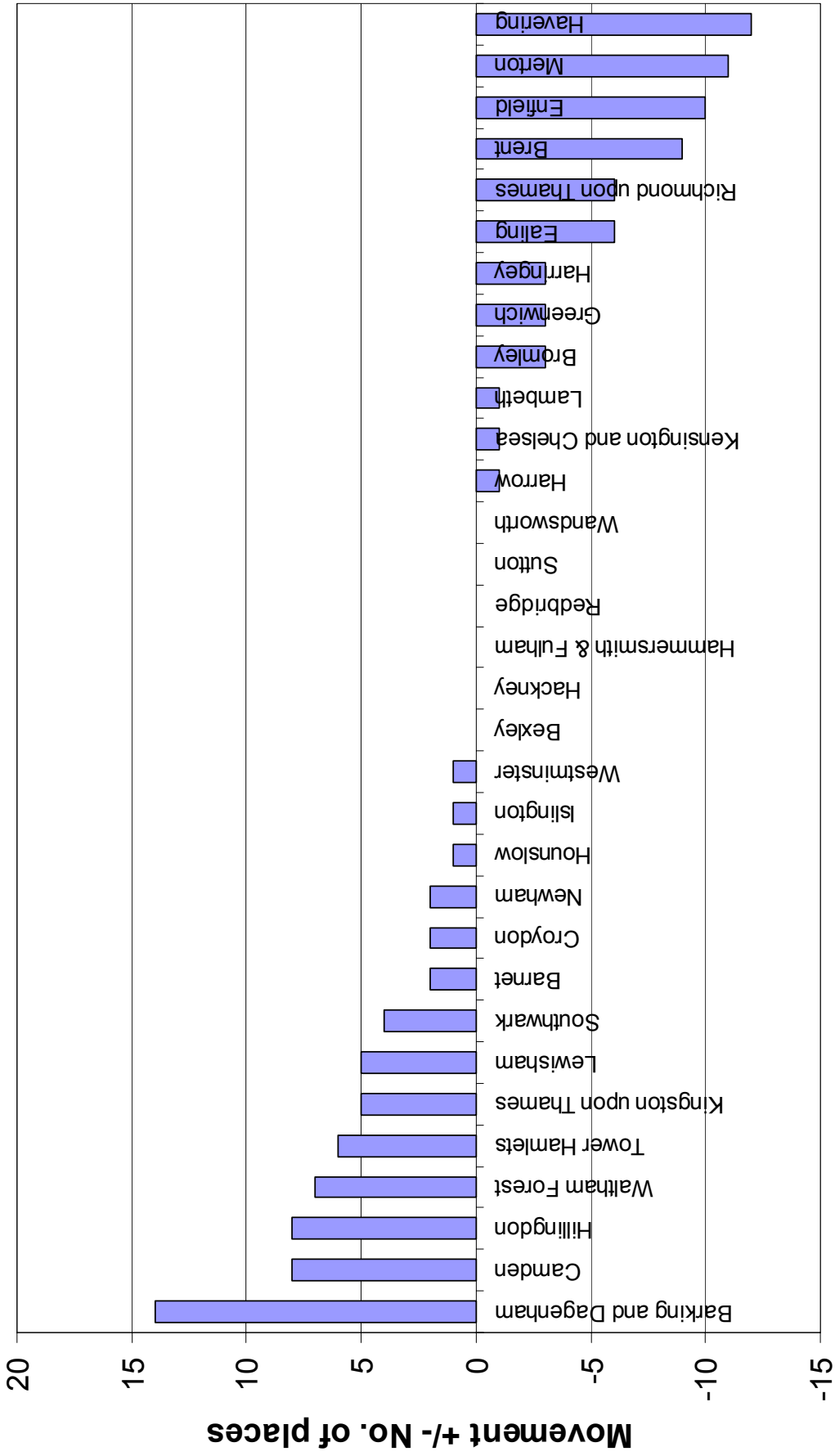
Movement from 2000-01 to 2001-02

2000-01		2001-02		Position Changes	
1st	Sutton	1st	Sutton	<b>Barking and Dagenham</b>	<b>+14</b>
2nd	Bexley	2nd	Bexley	<b>Camden</b>	<b>+8</b>
3rd	Wandsworth	3rd	Wandsworth	<b>Hillingdon</b>	<b>+8</b>
4th	Richmond upon Thames	4th	Kingston upon Thames	<b>Waltham Forest</b>	<b>+7</b>
5th	Merton	5th	Barnet	<b>Tower Hamlets</b>	<b>+6</b>
6th	Kensington and Chelsea	6th	Croydon	<b>Kingston upon Thames</b>	<b>+5</b>
7th	Barnet	7th	Kensington and Chelsea	<b>Lewisham</b>	<b>+5</b>
8th	Croydon	8th	Camden	<b>Southwark</b>	<b>+4</b>
9th	Kingston upon Thames	9th	Westminster	<b>Barnet</b>	<b>+2</b>
10th	Westminster	10th	Richmond upon Thames	<b>Croydon</b>	<b>+2</b>
11th	Redbridge	11th	Redbridge	<b>Newham</b>	<b>+2</b>
12th	Hammersmith & Fulham	12th	Hammersmith & Fulham	<b>Hounslow</b>	<b>+1</b>
13th	Harrow	<b>13th</b>	<b>Barking and Dagenham</b>	<b>Islington</b>	<b>+1</b>
14th	Bromley	14th	Harrow	<b>Westminster</b>	<b>+1</b>
15th	Havering	15th	Hillingdon	<b>Bexley</b>	<b>0</b>
16th	Camden	16th	Merton	<b>Hackney</b>	<b>0</b>
17th	Brent	17th	Bromley	<b>Hammersmith &amp; Fulham</b>	<b>0</b>
18th	Enfield	18th	Tower Hamlets	<b>Redbridge</b>	<b>0</b>
19th	Ealing	19th	Newham	<b>Sutton</b>	<b>0</b>
20th	Greenwich	20th	Lewisham	<b>Wandsworth</b>	<b>0</b>
21st	Newham	21st	Hounslow	<b>Harrow</b>	<b>-1</b>
22nd	Hounslow	22nd	Waltham Forest	<b>Kensington and Chelsea</b>	<b>-1</b>
23rd	Hillingdon	23rd	Greenwich	<b>Lambeth</b>	<b>-1</b>
24th	Tower Hamlets	24th	Southwark	<b>Bromley</b>	<b>-3</b>
25th	Lewisham	25th	Ealing	<b>Greenwich</b>	<b>-3</b>
26th	Haringey	26th	Brent	<b>Haringey</b>	<b>-3</b>
<b>27th</b>	<b>Barking and Dagenham</b>	27th	Havering	<b>Ealing</b>	<b>-6</b>
28th	Southwark	28th	Enfield	<b>Richmond upon Thames</b>	<b>-6</b>
29th	Waltham Forest	29th	Haringey	<b>Brent</b>	<b>-9</b>
30th	Lambeth	30th	Islington	<b>Enfield</b>	<b>-10</b>
31st	Islington	31st	Lambeth	<b>Merton</b>	<b>-11</b>
32nd	Hackney	32nd	Hackney	<b>Havering</b>	<b>-12</b>

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## Score against Beacon Basket of Pls Movement from 2000/01 to 2001/02



London Borough Councils

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**THE EXECUTIVE****25 FEBRUARY 2003****REPORT OF THE BOROUGH PERSONNEL OFFICER**

<b>RECRUITMENT AND SELECTION MONITORING AS AT 31 DECEMBER 2002</b>		<b>FOR INFORMATION</b>
<p><i>This report is submitted to the Executive as part of its performance monitoring role.</i></p> <p><b><u>Summary</u></b></p> <p>This report is a quarterly review regarding the recruitment of staff to the Council. It will enable Members to review the implementation of its Recruitment and Selection Policy and requirements and to support continuous improvement of the process.</p> <p>The report reviews recruitment and selection activities and indicators for the 9-month period 1 April - 31 December 2002.</p> <p><b><u>Recommendation</u></b></p> <p>The Executive is asked to change the frequency of reporting this monitoring information from quarterly to six monthly.</p>		
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<p>Samantha Foggo</p>	<p>Research and Review Officer</p>	<p>Telephone: 020 8227 2147 Fax: 020 8227 2918 Minicom: 020 8227 2685 Email: <a href="mailto:samantha.foggo@lbbd.gov.uk">samantha.foggo@lbbd.gov.uk</a></p>

**1. Background**

- 1.1 This report is the third quarterly report for 2002-2003 and includes key indicators, which, it is hoped, will provide the Members with an overview of recruitment and selection across the 5 departments of the Council. It enables the Executive to review the outcome of its decision to delegate recruitment and selection at LSMR and below to Managers.
- 1.2 This report also monitors the impact of both the new and the continuing initiatives and improvements regarding recruitment and selection, as outlined in the annual Recruitment and Selection Monitoring Report for 2001-2002.
- 1.3 Information in this report will refer to targets set for this financial year, as detailed in the annual report on Equal Opportunities in Employment to the Executive on 22<sup>nd</sup> January 2002.

## 2. Monitoring of Recruitment and Selection (quarterly reporting)

- 2.1 This report updates Members with cumulative information for the 9-month period from 1 April – 31 December 2002. This is so that the data is synchronised with the BVPP data, which is now at its 3<sup>rd</sup> quarter period.
- 2.2 Recruitment undertaken in the 5 departments and for the Council's Career Trainee Scheme is as follows. The latter usually has one campaign only per year to recruit trainees onto the scheme.

Total no. of Recruitments								
	MG1-6	SC1-6	SO1/SO 2	PO1- PO6	LPOR	LSMR	JNC	OTHER
CE	0	29	6	35	1	3	0	0
DEAL	4	11	5	3	0	0	0	0
DHH	0	51	11	11	0	0	3	0
DLES	102	29	8	9	0	4	2	0
DSS	35	30	5	22	0	1	0	35
CT	0	0	0	0	0	0	0	0
	141	150	35	80	1	8	5	35

- 2.3 Appendix 1 details the figures for each department for the period 1 April – 31 December 2002).
- 2.4 For the Education, Arts and Libraries Department, data for the period 1 April - 30 June 2002 (1<sup>st</sup> Quarter) is excluded from this report. This data has been excluded as it was incomplete due to a systems fault with the departmental human resources stand-alone computerised recruitment package together with staff turnover in the human resources team and it was felt therefore to be inappropriate to publish without qualification.
- 2.5 Although a recruitment process was carried out for Career Trainees in December 2002, data relating to this process will be reported at the end of the year (2002/03).

## 3. Summary of Departmental Data – re: Equalities

- 3.1 Outlined below are the Council's Equal Opportunities in Employment targets for this year (1 April 2002 – 31 March 2003) and our achievements against them so far.

Targets (2002/03)	Achievements
40% of Women in Senior Management posts.	As at 31 March 2002, 10 out of 34 Senior Management posts were filled by Women, i.e. 29.41%.  0 out of 5 appointments commenced were Women, i.e. 0%.

	<p>As at 1 January 2003, 10 out of 38 Senior Management posts were filled by Women, i.e. 26.31%.</p>
<p>30% of Women at LSMR level.</p>	<p>As at 31 March 2002, 6 out of 31 LSMR posts were filled by, i.e. 19.35%</p> <p>1 out of 7 appointments commenced were Women, i.e. 14.28%.</p> <p>As at 1 January 2003, 11 out of 44 LSMR posts were filled by, i.e. 25%</p>
<p>35% of Women at LPOR level.</p>	<p>As at 31 March 2002, 10 out of 36 LPOR posts were filled by, i.e. 27.78%</p> <p>0 of 1 appointments commenced were women.</p> <p>As at 1 January 2003, 9 out of 37 LPOR posts were filled by, i.e. 24.32%)</p>
<p>50% of Women at PO1-PO6 level.</p>	<p>As at 31 March 2002, 191 out of 489 PO1-PO6 posts were filled by Women, i.e. 39.06%</p> <p>32 out of 70 appointments commenced were Women, i.e. 45.71%.</p> <p>As at 1 January 2003, 228 out of 539 PO1-PO-6 posts were filled by Women, i.e. 42.30%</p>
<p>7.5% of Black and Minority Ethnic Communities in the workforce. (equates to 1 in 3, i.e. 33.34% of appointments commenced)</p>	<p>As at 31 March 2002, 530 people in the workforce were from Black and Minority Ethnic Communities, i.e. 6.21%</p> <p>112 out of 424 appointments commenced were people from a black and minority ethnic community, i.e. 26.41%.</p> <p>As at 1 January 2003, 705 people in the workforce were from Black and Minority Ethnic Communities, i.e. 8.18%</p>

3% of People with Disabilities in the workforce.	<p>As at 31 March 2002, 73 people in the workforce were self-assessed disabled, i.e. 0.85%</p> <p>7 out of 424 appointments commenced were people with a disability, i.e. 1.65%.</p> <p>As at 1 January 2003, 72 people in the workforce were self-assessed disabled, i.e. 0.83%</p>
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### 3.3 Black and Minority Ethnic Communities

- 3.3.1 Recruitment of people from Black and Minority Ethnic Communities continues to stay around 26 to 27%. Unless there is an improvement over the next 3 months, we will fall short of meeting the target for recruiting people from a Black and Minority Ethnic Community for 2002/03 (33.34%).
- 3.3.2 We have however, again improved on the percentage of people from Black and Minority Ethnic Communities in the workforce in this quarter period. As at 31 December 2002 we had 84% of ethnic origin data recorded on ORACLE.
- 3.3.3 Across the organisation, the data shows that 3 departments have almost reached the 33.34% target for recruiting people from black and minority ethnic communities.

If we look at the applications received and the appointments made from the black and minority ethnic communities, we can see that 4 departments show the closest alignment between these percentages, as indicated below:

	% of applications received from people from a black and minority ethnic community between 1/4/02 – 31/12/02	% of appointments commenced that were people from a black and minority ethnic community between 1/4/02 – 31/12/02
CE	34.26% (505 of 1474)	18.64% (11 of 59)
DEAL	8.04% (82 of 1020)	9.09% (2 of 22)
DHH	30.67% (414 of 1350)	31.88% (22 of 69)
DLES	25.47% (295 of 1158)	28.10% (43 of 153)
DSS	35.27% (286 of 811)	28.10% (34 of 121)

Overall, of the 1582 applications received from people from a black and minority ethnic community, 453 fulfilled the person specification (28.63%).

78.37% of people from a black and minority ethnic community who fulfilled the person specification, actually followed through to the final interview stage.

Of the 355 people from a black and minority ethnic community who attended a final interview, 112 were appointed (31.55%).

The figures change significantly each quarter making it is difficult to draw any conclusions at this stage. Conclusions will therefore be reported at the end of year (2002/03).

The human resource service has systems in place to monitor every 10<sup>th</sup> recruitment process in order to ensure that recruitment processes across the Council are not discriminatory in any way.

The results of this indicate that on the whole, although a large percentage of black and minority ethnic community applicants aren't meeting the essential criteria outlined in the person specification, broadly there is no discrimination within the short listing process.

3.3.4 In grades PO1 and above, 12 out of 83 appointments commenced were from black and minority ethnic communities, 14.46%. These break down as follows:

PO1 – PO6	LPOR	LSMR	JNC
12 out of 70 appts (17.14%)	0 out of 1 appts (0%)	0 out of 7 appts (0%)	0 out of 5 appts (0%)

### 3.4 People with Disabilities

3.4.1 During the 9 month period 1 April – 31 December 2002, 7 people were appointed who assessed themselves as having a disability, 5 in the Social Services department and 2 in the Housing and Health department. This is a notable improvement as historical data shows that in 2001/02 only 3 disabled people were recruited and 0 disabled people were recruited in 2000/01.

3.4.2 The data shows that the Council received 5,813 applications for the 424 appointments commenced. Of these, 117 were from candidates who assessed themselves as having a disability i.e. (2.01%) compared to 1.62% for 2001/02.

3.4.3 The 7 people who assessed themselves as having a disability who were appointed, saw the advertisement for the post they were appointed to in the following media:

- 4 in the Recorder Group
- 2 in the Internal Vacancy Bulletin
- 1 on the LBBB Website

3.4.4 The following initiatives to improve opportunities for disabled people to apply for positions within the Council and to continue promoting us as an equal opportunities employer have been underway :

- The placement of all advertisements on Yourable.com – a website specifically for disabled people.

- The placement of a selection of advertisements in The Disability Times publication each month.

3.4.5 Members will also be aware that the Cross-Council working group that was set up to develop strategies and actions to work towards the '2 Ticks' employment standard, were successful in their application. This resulted in the Council being formally presented with the 'Two Tick' award by the Department of Work and Pensions for its good practice in employing disabled people on 3<sup>rd</sup> December 2002.

### 3.5 Women in the Workforce

3.5.1 The data shows that the number of women commencing employment is 266 out of 424 i.e. 62.73%. This is in line with the percentage of application forms received from women, which stands at 59.52%.

3.5.2 In grades PO1 and above, the number of women commencing employment is 33 out of 83 i.e. 39.76%. Again, this is in line with the percentage of application forms received from women, which stands at 43.93%.

3.5.3 The Housing and Health Department have been working with the organisation "Building Work for Women" over the past 15 – 18 months. 15 women were employed in the Direct Labour Organisation (DLO). "Building Work for Women" have been impressed by the support the Council has given the initiative and 3 of the 15 women remain, which is a good retention rate for this type of initiative. "Building Work for Women" have selected the Council as an example of good public sector employment practice, and have commissioned Goldsmith College to undertake a research project regarding our involvement.

### 3.6 Training

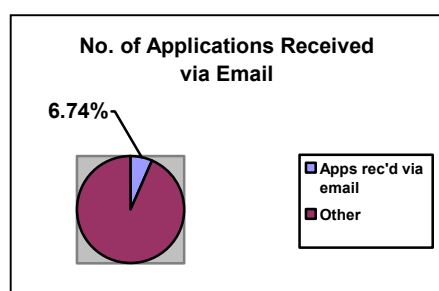
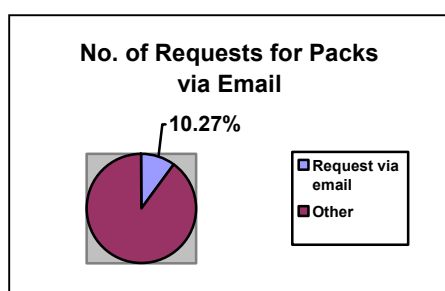
3.6.1 We continue to meet 100% of panels trained or accredited in recruitment and selection, in line with Council policy.

## 4. Summary of Initiatives

### 4.1 Use of the Council's On-line Recruitment Site

4.1.1 The Council's On-line Recruitment Site has now been up and running for 2 years.

4.1.2 During the 9-month period 1 April – 31 December 2002, all 455 posts that went out to advert were advertised on the site and there have been a total of 115,918 hits to the site, across the 455 posts. This gives an average of 255 hits per post.



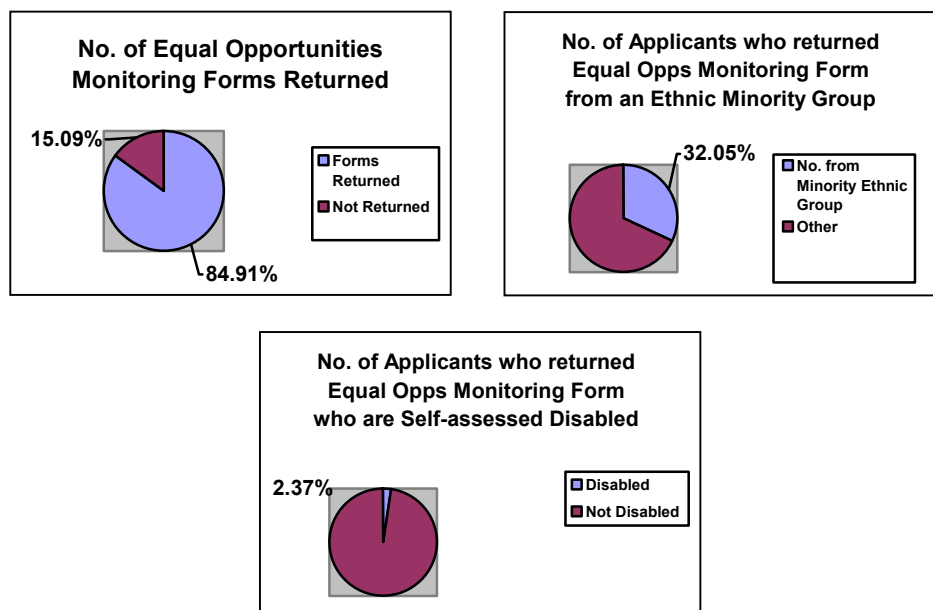


4.1.3 A number of initiatives to improve the site will be introduced this year and Corporate Human Resources will continue to monitor its use.

#### 4.2 The Council's 'Look at the Difference' Campaign

4.2.1 The Council's 'Look at the Difference' advertisement continues to be placed in minority ethnic and disability publications on a quarterly basis and on the Council's On-line Recruitment Site.

4.2.4 During the 9-month period 1 April – 31 December 2002 a total of 15,337 application packs were sent out for the 455 posts that went out to advert, 5,813 of which were returned i.e. 37.90%.



4.2.5 Although it is difficult to prove the impact the advertisement has had on the number of applications received from under represented groups, the data shows improvements in key areas of the recruitment process, indicating that the initiatives put in place are working.

#### 4.3 Advertising on Yourable.com

4.3.1 The hits to the 'Opportunities Within Councils' page on Yourable.com have continued to increase each month with a total of 4851 hits in the 9-month period 1 April – 31 December 2002.

4.3.2 Our media analysis shows however that no applicants have stated that they have seen the advertisement on Yourable.com.

#### 4.4 Advertising in The Disability Times

4.4. Due to there being no expressions of interest for posts advertised in The Disability Times, the placement of advertisements in this publication has now ceased.

4.4.2 Corporate Human Resources are looking at an alternative to this arrangement where the Council will advertise itself as an employer via posters placed in accessible washrooms in this and surrounding Boroughs. This proposal will be reported in the annual report on Equal Opportunities in Employment to the Executive on 18 February 2002.

**5. Recommendation**

Now that the reporting of this monitoring information is well established, we would like to recommend that Members agree to change the frequency of reporting from quarterly to six monthly from next year (2003/04).

**6. General**

An annual report for the year 1 April 2002 – 31 March 2003 will be submitted in the Summer 2003. As well as reporting on the key indicators regarding recruitment and selection, this report will also include a round up of the impact of the continuing initiatives' and improvements outlined in this report.

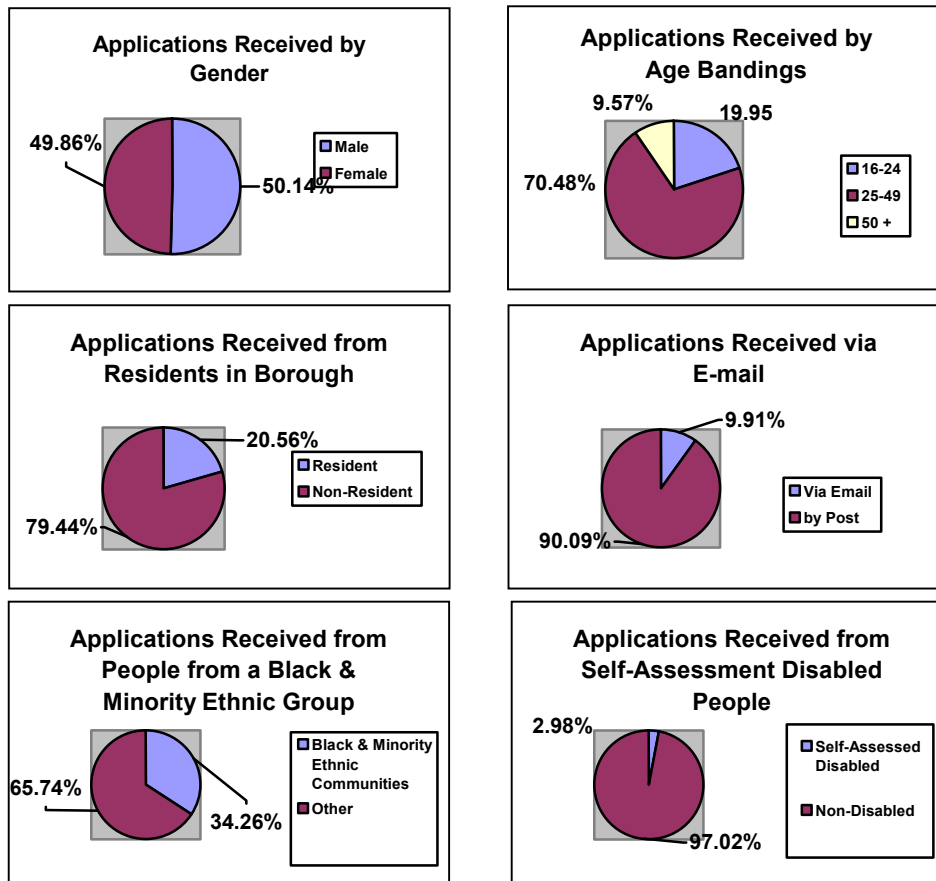
**Background papers used in the preparation of this report:**

- Annual report on Recruitment and Selection Monitoring to the Executive on 30 July 2002.
- Annual report on Equal Opportunities in Employment to the Executive on 22 January 2002.
- Quarterly report on Recruitment and Selection Monitoring to the Executive on 19 November 2002.

**Chief Executive's Department**

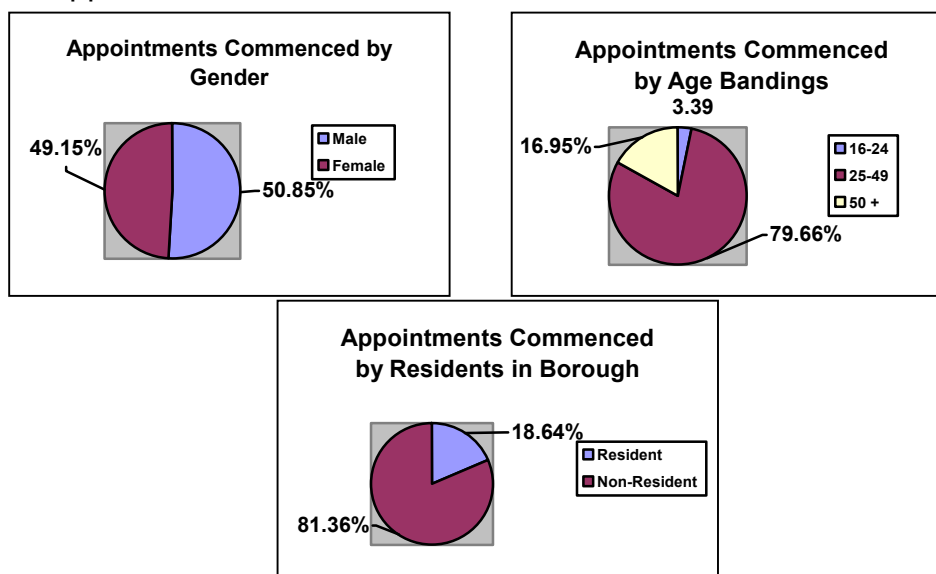
Overall - 59 appointments commenced out of 74 posts that went out to advert.

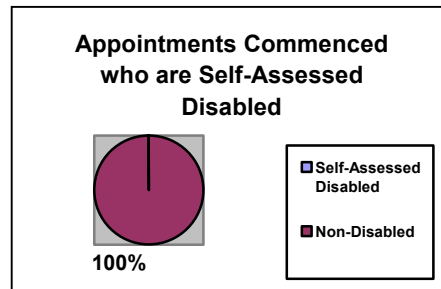
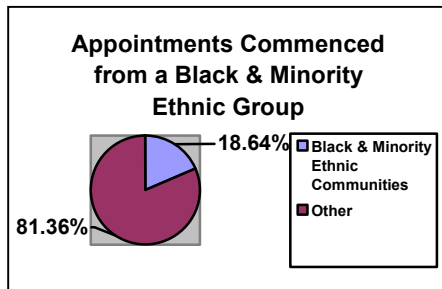
Of the 74 posts that went out to advert, 1474 application forms were received. These break down as follows:



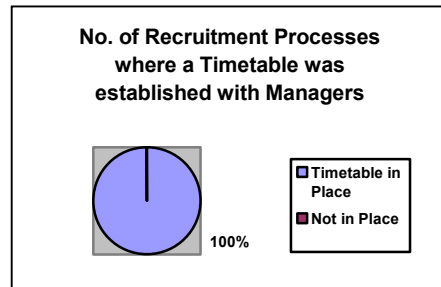
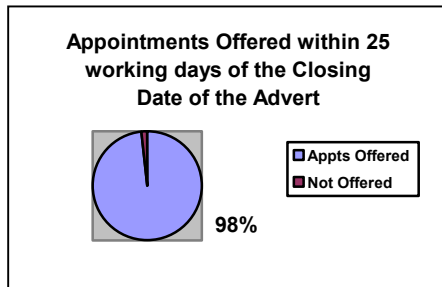
Of the 1474 application forms received, 1180 included the completed equal opportunities monitoring form (80.05%).

Of the 59 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 30 appointments commenced out of 39 posts that went out to advert. These break down as follows:

	PO1-PO6	LPOR	LSMR	JNC
<b>No. of posts</b>	35	1	3	0
<b>No. of applications received</b>	650	1	30	-

of which:

Female	47.23%	0%	6.67%	-
Black & Minority Ethnic Groups	34.31%	0%	23.33%	-
Disabled	3.54%	0%	0%	-
Aged 16-24	10.31%	0%	0%	-
Aged 25-49	77.54%	100%	86.67%	-
Aged 50+	12.15%	0%	13.33%	-
Resident in the Borough	20.46%	0%	3.33%	-

<b>No. of appointments commenced</b>	26	1	3	0
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of which:

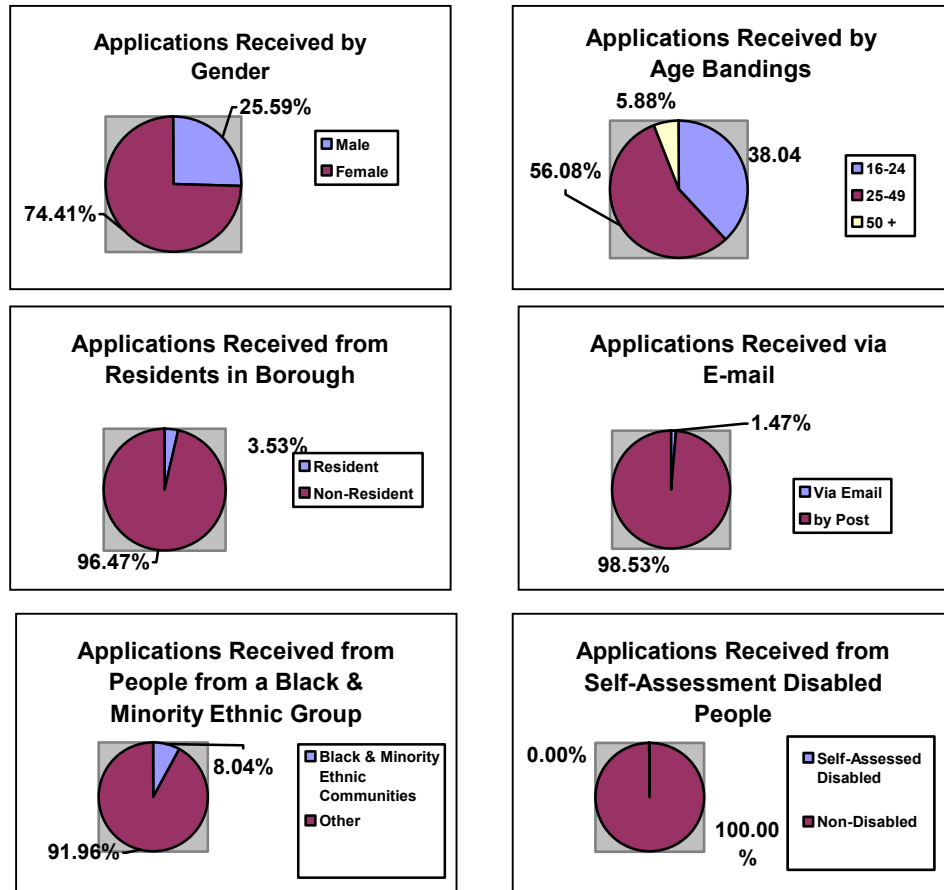
Female	30.77%	0%	0%	-
Black & Minority Ethnic Groups	15.38%	0%	0%	-
Disabled	0%	0%	0%	-
Aged 16-24	0%	0%	0%	-
Aged 25-49	80.77%	100%	100%	-
Aged 50+	19.23%	0%	0%	-
Resident in the Borough	19.23%	0%	0%	-

## Education, Arts and Libraries Department

These figures exclude 1<sup>st</sup> Quarter data for the period 1/4/02 – 30/6/02.

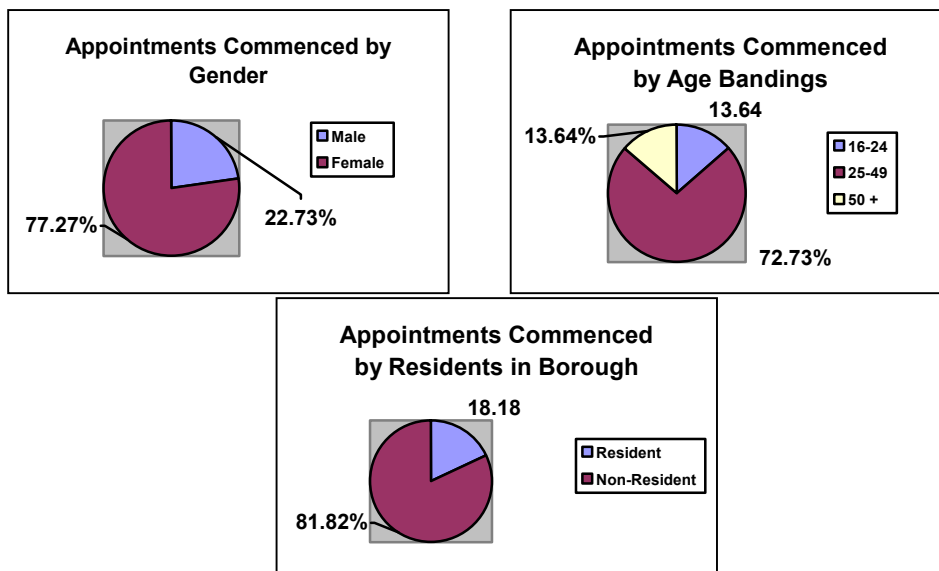
Overall - 22 appointments commenced out of 23 posts that went out to advert.

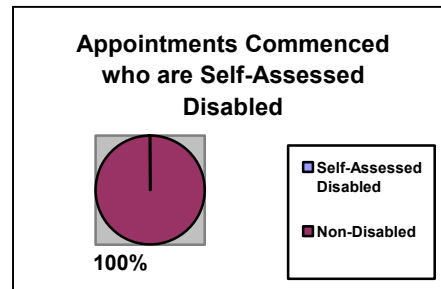
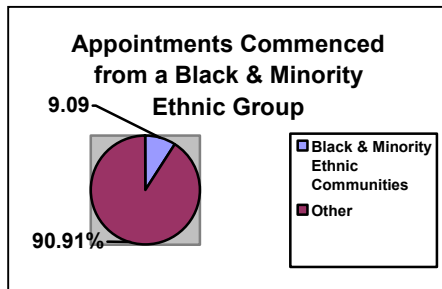
Of the 23 posts that went out to advert, 1020 application forms were received. These break down as follows:



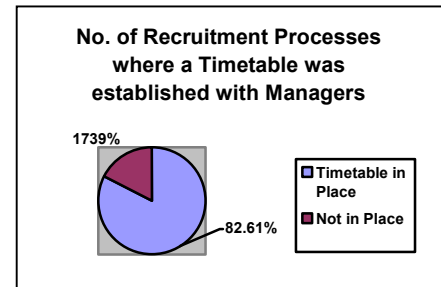
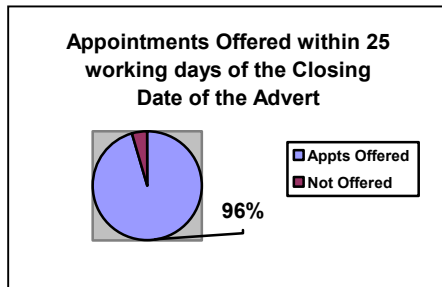
Of the 1020 application forms received, 684 included the completed equal opportunities monitoring form (67.06%).

Of the 22 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 3 appointment commenced out of 3 post that went out to advert. This breaks down as follows:

	PO1-PO6	LPOR	LSMR	JNC
<b>No. of posts</b>	3	0	0	0
<b>No. of applications received</b>	47	-	-	-

of which:

Female	78.72%	-	-	-
Black & Minority Ethnic Groups	8.51%	-	-	-
Disabled	0%	-	-	-
Aged 16-24	8.51%	-	-	-
Aged 25-49	82.98%	-	-	-
Aged 50+	8.51%	-	-	-
Resident in the Borough	14.89%	-	-	-

<b>No. of appointments commenced</b>	3	0	0	0
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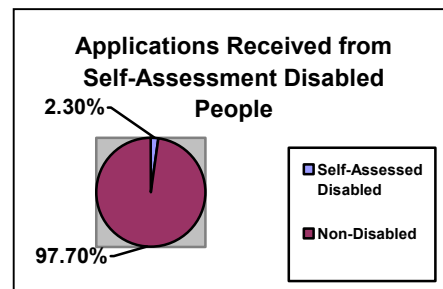
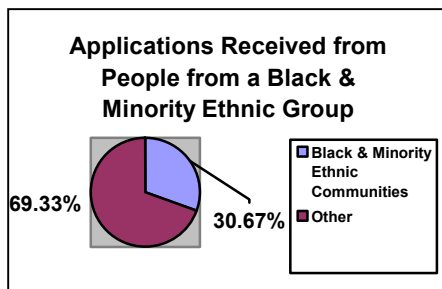
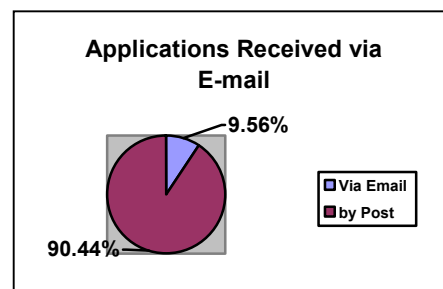
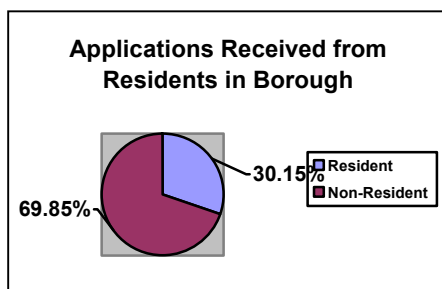
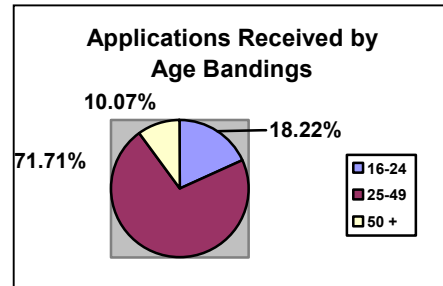
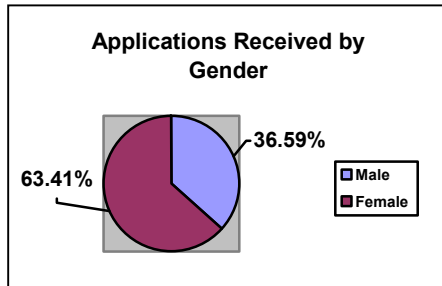
of which:

Female	100%	-	-	-
Black & Minority Ethnic Groups	0%	-	-	-
Disabled	0%	-	-	-
Aged 16-24	0%	-	-	-
Aged 25-49	100%	-	-	-
Aged 50+	0%	-	-	-
Resident in the Borough	0%	-	-	-

## Housing and Health Department

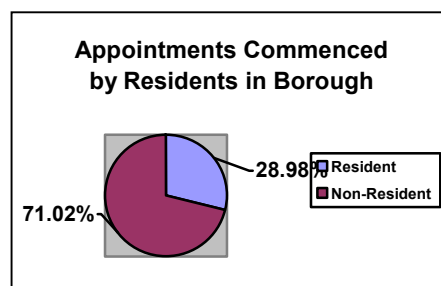
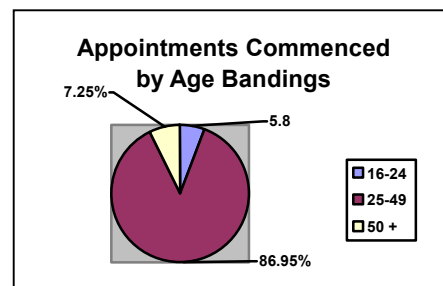
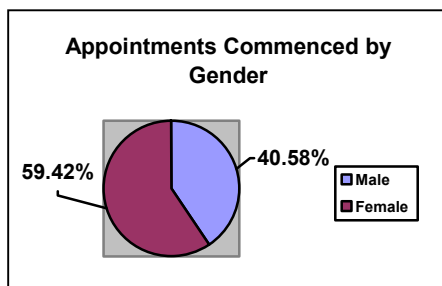
Overall - 69 appointments commenced out of 76 posts that went out to advert.

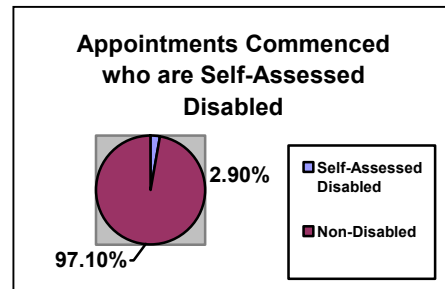
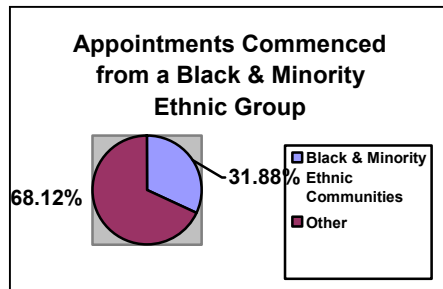
Of the 76 posts that went out to advert, 1350 application forms were received. These break down as follows:



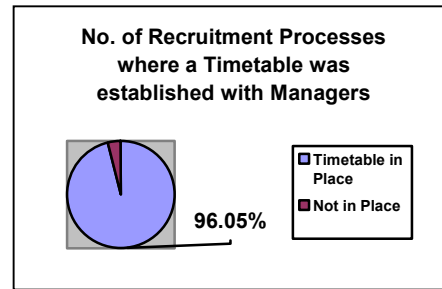
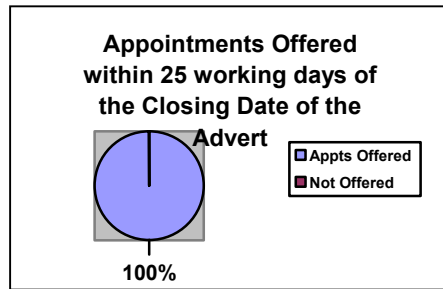
Of the 1305 application forms received, 1229 included the completed equal opportunities monitoring form (91.04%).

Of the 69 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 14 appointments commenced out of 14 posts that went out to advert. These break down as follows:

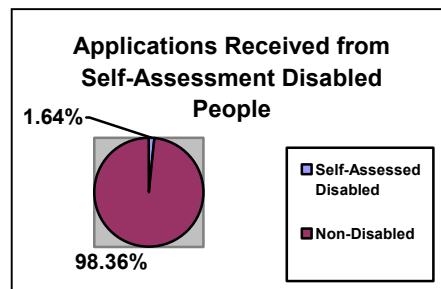
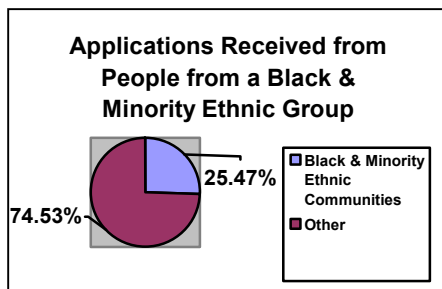
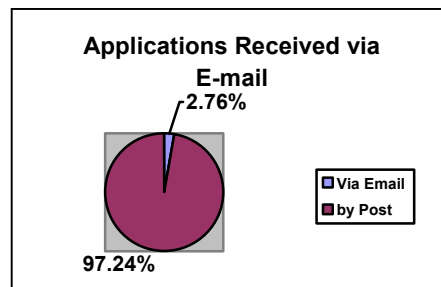
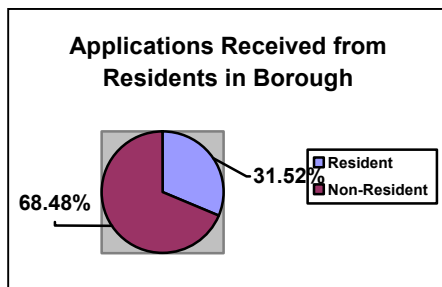
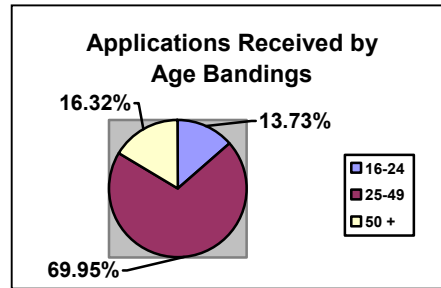
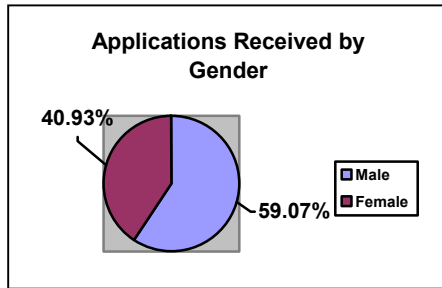
	PO1-PO6	LPOR	LSMR	JNC
<b>No. of posts</b>	11	0	0	3
<b>No. of applications received</b>	125	-	-	44
of which:				
Female	46.4%	-	-	70.45%
Black & Minority Ethnic Groups	34.4%	-	-	20.45%
Disabled	1.6%	-	-	0%
Aged 16-24	8.8%	-	-	0%
Aged 25-49	82.4%	-	-	79.54%
Aged 50+	8.8%	-	-	20.46%
Resident in the Borough	8.8%	-	-	0%
<b>No. of appointments commenced</b>	11	0	0	3
of which:				
Female	54.54%	-	-	0%
Black & Minority Ethnic Groups	36.36%	-	-	0%
Disabled	0%	-	-	0%
Aged 16-24	0%	-	-	0%
Aged 25-49	100%	-	-	66.67%
Aged 50+	0%	-	-	33.33%
Resident in the Borough	9.09%	-	-	0%



## Leisure and Environmental Services Department

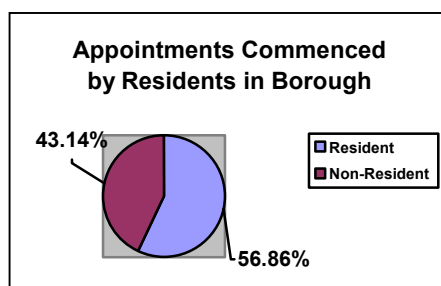
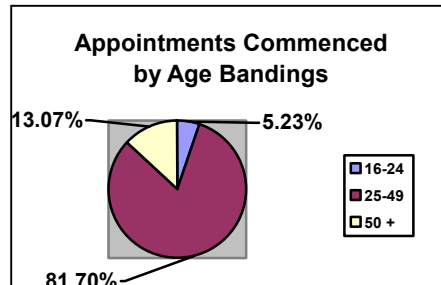
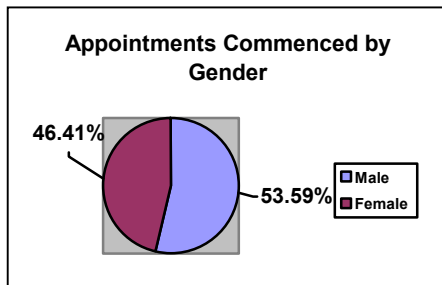
Overall – 153 appointments commenced out of 154 posts that went out to advert.

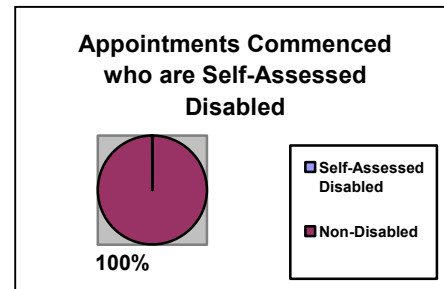
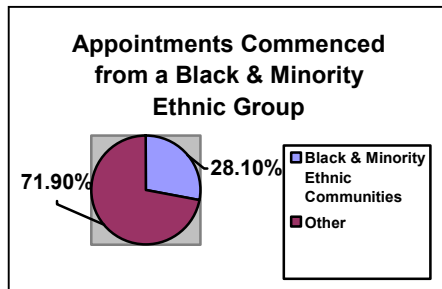
Of the 154 posts that went out to advert, 1158 application forms were received. These break down as follows:



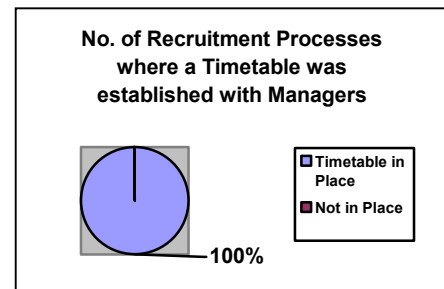
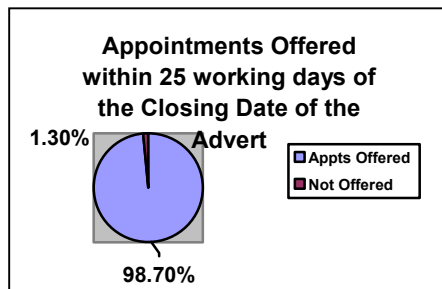
Of the 1158 application forms received, 1112 included the completed equal opportunities monitoring form (96.03%).

Of the 153 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 15 appointments commenced out of 15 posts that went out to advert. These break down as follows:

	PO1-PO6	LPOR	LSMR	JNC
<b>No. of posts</b>	9	0	4	2
<b>No. of applications received</b>	42	-	40	49

of which:

Female	11.90%	-	5%	16.33%
Black & Minority Ethnic Groups	30.95%	-	7.5%	26.53%
Disabled	4.76%	-	0%	0%
Aged 16-24	4.76%	-	5%	0%
Aged 25-49	73.81%	-	90%	87.75%
Aged 50+	21.43%	-	5%	12.25%
Resident in the Borough	16.67%	-	10%	0%
<b>No. of appointments commenced</b>	9	0	4	2

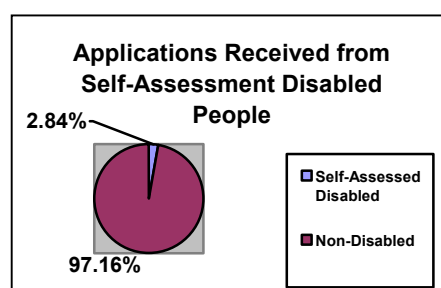
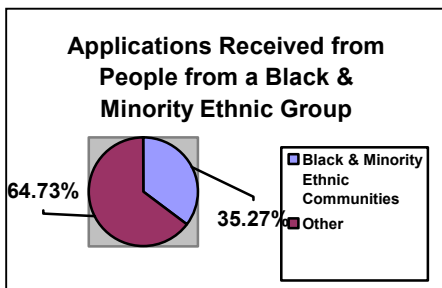
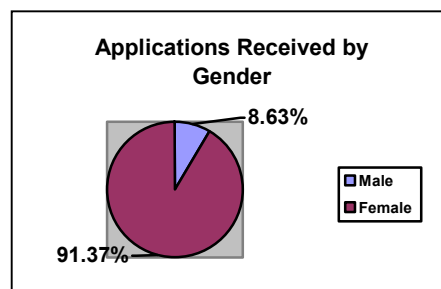
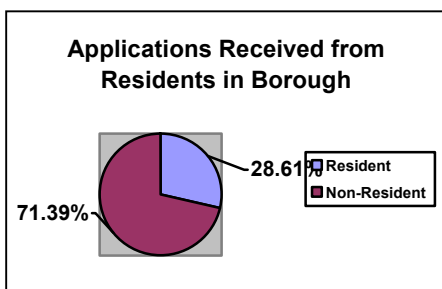
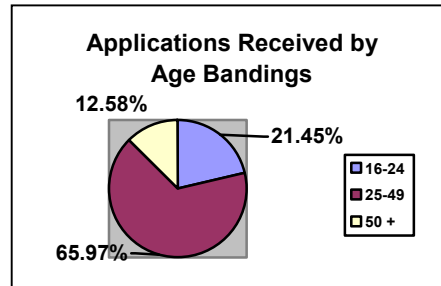
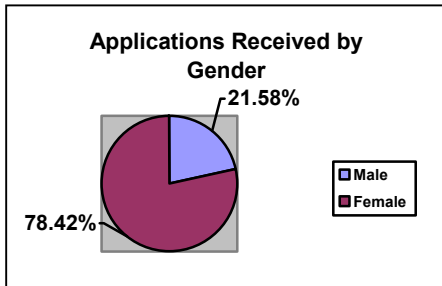
of which:

Female	0%	-	25%	0%
Black & Minority Ethnic Groups	11.11%	-	0%	0%
Disabled	0%	-	0%	0%
Aged 16-24	0%	-	0%	0%
Aged 25-49	100%	-	100%	100%
Aged 50+	0%	-	0%	0%
Resident in the Borough	11.11%	-	0%	0%

## Social Services Department

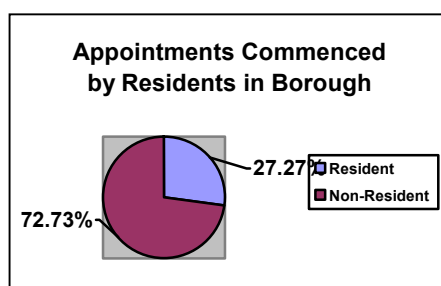
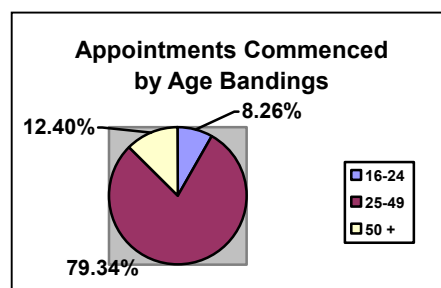
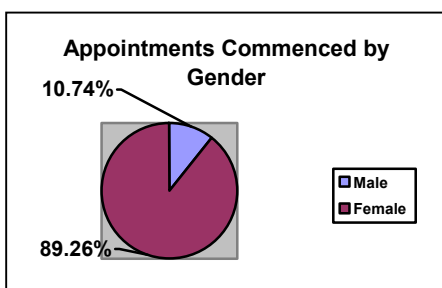
Overall – 121 appointments commenced out of 128 posts that went out to advert.

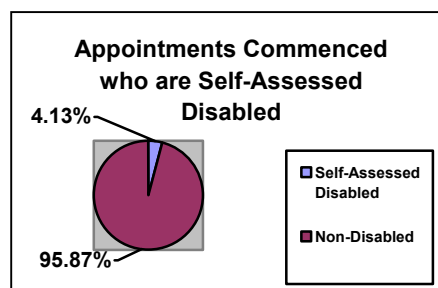
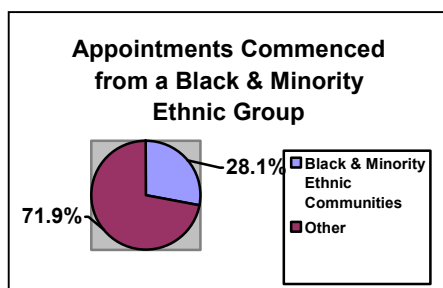
Of the 128 posts that went out to advert, 811 application forms were received. These break down as follows:



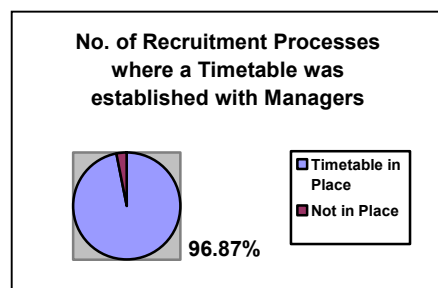
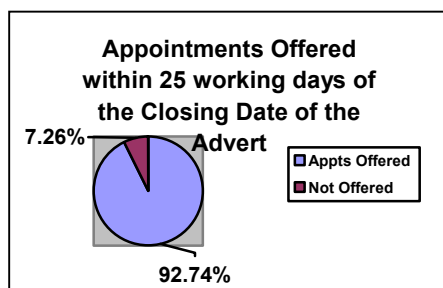
Of the 811 application forms received, 731 included the completed equal opportunities monitoring form (90.13%).

Of the 121 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 21 appointments commenced out of 23 posts that went out to advert. These break down as follows:

	PO1-PO6	LPOR	LSMR	JNC
<b>No. of posts</b>	22	0	1	0
<b>No. of applications received</b>	79	-	6	-
of which:				
Female	41.77%	-	33.33%	-
Black & Minority Ethnic Groups	37.97%	-	16.67%	-
Disabled	1.26%	-	0%	-
Aged 16-24	17.72%	-	0%	-
Aged 25-49	77.21%	-	100%	-
Aged 50+	5.07%	-	0%	-
Resident in the Borough	15.19%	-	0%	-
<b>No. of appointments commenced</b>	21	0	0	0
of which:				
Female	71.43%	-	-	-
Black & Minority Ethnic Groups	14.28%	-	-	-
Disabled	0%	-	-	-
Aged 16-24	9.52%	-	-	-
Aged 25-49	85.71%	-	-	-
Aged 50+	4.77%	-	-	-
Resident in the Borough	23.81%	-	-	-

In the Qualified Social Worker range 15 appointments commenced out of 16 posts that went out to advert. These break down as follows:

<b>No. of applications received</b>	34
of which:	
Female	82.35%
Black & Minority Ethnic Groups	44.12%
Disabled	0%
Aged 16-24	14.70%
Aged 25-49	67.65%
Aged 50+	17.65%
Resident in the Borough	17.65%

<b>No. of appointments commenced</b>	15
of which:	
Female	93.33%
Black & Minority Ethnic Groups	26.67%
Disabled	0%
Aged 16-24	0%
Aged 25-49	80%
Aged 50+	20%
Resident in the Borough	20%

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