

## 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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#### **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.</p> <p>(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 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

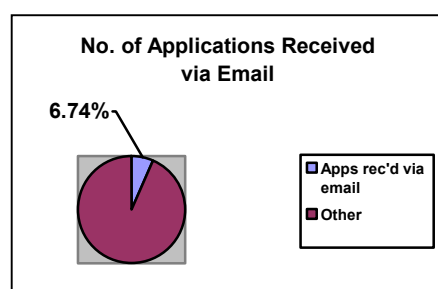
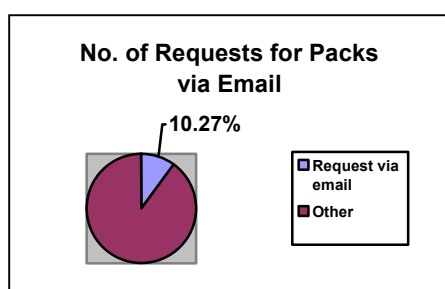
3.6.1 We continue to meet 100% of panels trained or accredited in recruitment and selection, in line with Council policy.

## 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.

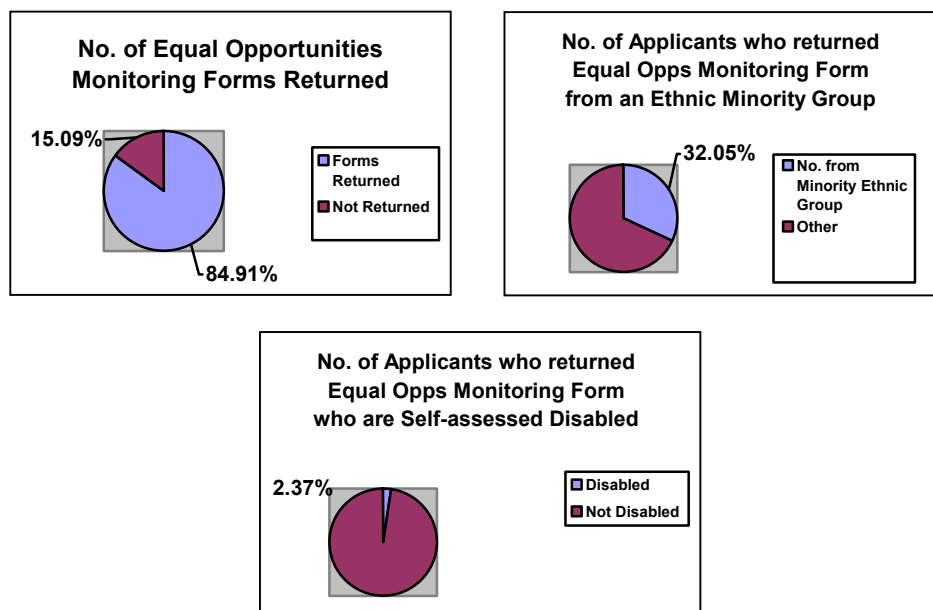


4.1.3 A number of initiatives to improve the site will be introduced this year and Corporate Human Resources will continue to monitor its use.

#### 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.