

**RECRUITMENT ANALYSIS**

	2004/05	2005/06	2006/07
Total number of vacancies: * (excluding Cleansing & Amenities manual vacancies)	63*	58*	95
Number of written application forms completed and returned (via voicemail )	171	480	171
Number received via e-mail	63	10	2
Number received from other sources	N/A	N/A	270
Number of on-line applications received	220	152	533
Total number of job applications received	459	642	976
Breakdown of job applicants by gender	64.41% Female 35.59% Male	56.8%Female 43.2% Male	47.4% Female 52.6% Male

- The above table clearly illustrates that there has been a marked increase in the number of vacancies since reporting commenced in 2002/03. Of the 95 posts 8 were in Cleansing and Amenities.
- There were 976 applications received in total. There has been a 52% increase in applications received compared to the previous year and an increase of 61% in the number of vacancies advertised.
- The proportion of female to male applicants has altered with there being a noticeable increase in the number of male applicants. This may be partly explained by the 8 posts in Cleansing and Amenities which attracted a considerable number of male applicants. Over the years that recruitment has been monitored the differential between male and female applicants has decreased significantly.
- In comparison with last year there has been a marked increase in the number of on-line applications.
- The Council are looking at the possibility of working with the County Council and the other District Council's on a shared jobs portal to include a talent pool. County have already made progress in this area. The key benefits will be efficiency savings on both online advertising provision and other types of advertising. There will also be greater access to the talent pool through shared resources.

**1 April 2006 to 31 March 2007****10 highest applicant responses**

Job Title and Business Area	Number of applications	Number of female applicants	Number of male applicants	Grade of post
Refuse Loader C & A	132	2	130	2
Receptionist Customer Services	61	57	4	3
Customer Services Officer Customer Services	58	40	18	4/5
Senior Officer Parking Customer Services	50	9	41	8
Assessment Officer Customer Services	48	27	21	4/5
Sports Development Officer Community & Environment	39	19	20	7
Business Support Officer C & A	34	19	15	6
Admin Officer ( temp) Customer Services	32	22	10	3
Admin Officer ( temp, part time) Corporate Services	29	18	11	3
Customer Services Officer Customer Services	29	10	19	4/5

**10 lowest applicant responses**

Job Title and Business Area	Number of applications	Number of female applicants	Number of male applicants	Grade of post
Temporary Spatial Plans Officer Planning services	0	0	0	8
Housing Options Adviser Community & Environment	1	0	1	5
Community Cricket Coach Part time Community & Environment	1	0	1	6
Performance & Standards Training Officer Customer Services	1	0	1	9
Planning Officer Planning Services	1	0	1	8
Programme Officer ( secondment) Planning Services	1	1	0	7
Spatial Plans Officer- Assistant Research Planning Services	1	0	1	5
Senior Environmental Health Officer Community & Environment	1	1	0	8
Senior Private Sector Housing Officer Community & Environment	1	0	1	7
Training Administrator Corporate Services	1	0	1	3

It can be seen from the table above that the posts that have received fewest applications tend to be of a specialist nature and will either compete with the private sector or are in the known professional shortage groups in Local Government. As in previous years the posts within Customer Services have proved popular and we have received an excellent response.

### **Breakdown of response by ethnic group**

Ethnic Group	2004/05		2005/06		2006/07	
	No.	%	No.	%	No.	%
Indian	2	0.44	4	0.6	8	0.82
Pakistani	0	0	0	0	0	0
Bangladeshi	0	0	0	0	0	0
Other Asian	1	0.22	3	0.4	6	0.62
Black Caribbean	2	0.44	0	0	6	0.62
Black African	1	0.22	2	0.3	9	0.92
Other Black	0	0	0	0	3	0.31
Chinese	1	0.22	0	0	3	0.31
Other Ethnic Group	1	0.22	5	0.7	3	0.31
Mixed White & Black Caribbean	3	0.65	2	0.3	2	0.20
Mixed White & Black African	0	0	0	0	2	0.20
Mixed White & Asian	0	0	0	0	3	0.31
Other Mixed	0	0	0	0	4	0.41
White (any other background)	14	3.05	11	1.7	42	4.30
White Irish	3	0.65	3	0.4	13	1.33
White British	425	92.59	603	93.9	859	88.01
Not known	6	1.31	9	1.4	13	1.33
TOTAL	459	100%	642	100%	976	100%

The number of applicants from ethnic minorities has increased from the previous year. The Council have continued to advertise in a variety of media to ensure we target a wider audience and all the work we have been carrying out with regard to equalities and diversity will have raised our profile within the community. We will be looking to increase our involvement with Wiltshire Racial Equality Council and our new Advertising Agency TMP to develop positive actions to encourage more applications from ethnic minorities.

### **Breakdown of response by disability**

Percentage of applicants	2004/05	2005/06	2006/07
With declared disability	2.18%	3.11%	3.13%
Without disability	97.39%	93%	95.88%
Unknown	0.46%	3.89%	0.99%

There has been a slight increase in the past year of applicants with a declared disability and during the coming year we will be working more closely with the Access to Work Officer in Jobcentre Plus and local and national disability groups to encourage increased applications and placements of disabled people.

### **Recruitment and Selection Workshops**

A number of recruitment and selection workshops were run during the year. To date 36 delegates have attended and more workshops will be planned as this is a core part of management training.

### **Internal applicants for posts from 1 April 2006 to 31 March 2007**

In total there were 59 internal applicants for posts advertised with North Wiltshire District Council. There were 34 posts of which 4 were secondments. A breakdown of these applications is as follows:-

49 short listed for interview  
10 not short listed for interview

28 successfully appointed  
31 unsuccessful

32 female applicants  
27 male applicants

All applicants were White British

58 not disabled  
1 not known

4.5% of all applications received were from internal applicants.

### **New Starters Appointed 1 April 2006 to 31 March 2007**

In total there were 91 new starters during the period.

55 female employees  
36 male employees

None were disabled

85 White British  
3 White Irish  
1 White & Asian  
1 Not Stated  
1 Other White

### **Internal Promotions during 1 April 2006 to 31 March 2007**

There were no disabled applicants and all applicants were of White British ethnicity.

Previous Job Title	Previous Grade	Promoted Job Title	Promoted to Grade	Gender
Technical Admin Officer	4	Housing Options Adviser	5	Female
Environmental Health Officer	8	Principal Private Sector Housing Officer	9	Female
Homelessness Officer	5	Principal Housing Officer	8	Female
Planning Liaison Officer	7	Planning Officer	7	Female
Receptionist	3	Payments Officer	4	Female
Admin Officer	3	Planning Liaison Officer	6	Female
Admin Officer	3	Planning Liaison Officer	6	Female
TIC Co-ordinator	5	Conservation Areas Officer	6	Male
Revenues Officer	5	Benefits Supervisor	7	Female
Admin Officer	3	Process Mapping Officer	6	Female
Technical Admin Officer	4	Regeneration Officer	5	Female
Recovery Officer	5	Senior Revenues Officer	7	Female
Admin Officer	3	Technical Admin Officer	4	Female
Customer Services Officer	4/5	Temporary Senior Customer Services Officer	7	Male
Technical Admin Officer	4	Project Admin (secondment)	5	Female
Private Sector Housing Officer	6	Senior Private Sector Housing Officer	7	Male
Technical Admin Officer	4	Housing Options Adviser	5	Female
Benefits Supervisor	7	Systems Development Officer	8	Female
Desktop Support technician	5	Desktop Support Engineer	8	Male
Street Sweeper	SCP 12	Refuse Driver Loader	SCP 13	Male
Technical Customer & Business Support Officer	4	Housing Options Adviser	5	Male

Of the 21 posts appointed to there were 15 female appointees and 6 male appointees. Certain roles do tend to attract a specific gender for example Desktop Support Technician and Street Sweeper. The Council are continuing to explore how we can increase the number of applications from under represented groups.