

**RECRUITMENT ANALYSIS**

	2005 / 06	2006 / 07	2007 / 08
Total number of vacancies: * (excluding Cleansing & Amenities manual vacancies)	58*	95	73*
Total number of Cleansing & Amenities vacancies	Not	available	14
Number of application requests via voicemail	381	402	535
Number of written application forms completed and returned (via voicemail )	480	171	242
Number received via e-mail	10	2	1
Number of on-line applications received	152	430	328
Total number of job applications received	642	1311	851
Total number of job applications received, written (not voicemail etc)	Not	Available	280
Breakdown of job applicants by gender	56.8% Female 43.2% Male	47.4% Female 52.6% Male	44.4% Female 55.6% Male

- The above table illustrates that recruitment activity has been maintained at a relatively high level compared to when reporting first commenced in 2002. It has fallen slightly since last year which may be explained by the decision to become a unitary authority which has resulted in a slightly lower level of recruitment activity.
- There were 851 applications received in total of which 522 (61.3) % were either handwritten or printed off the website and posted. There has been a marked decline in the number of applications received compared with the previous year, a difference of 35.1%. This may be accounted for, by a number of posts being hard to recruit to and receiving a minimal or zero response. Also the unitary decision may have had a bearing on external interest in the Council due to the majority of posts only being able to be offered on a temporary basis.
- For a further year the proportion of male applicants compared to female applicants has risen – the % of males applying has increased by 3% and the number of females applying has decreased by 3%. The differential between male and female applicants continues to decrease when comparing for example 2004/05 when there was a marked difference of 28% as opposed to 11% in 2007/8. The increase

in male applicants may once again be explained by the number of male applicants for posts within Cleansing and Amenities for example, Refuse Loader and Street Sweeper posts.

- The number of on line applications as a % of the total number of applications received has remained about the same with a slight increase of 5%. The majority of applications as stated above do tend to be handwritten with the number received by e-mail negligible.
- Presently the county-wide Recruitment and Retention group are exploring how one joined up recruitment service can be delivered by vesting day. This involves looking at technology, resources and the processes to see how we can create one service. It is recognised that this service may need to come together earlier to ensure the smooth continuity of recruitment into the new Wiltshire Council.

### **1 April 2007 to 31 March 2008**

#### **10 highest applicant responses**

<b>Job Title</b>	<b>Number of applications</b>	<b>Number of female applicants</b>	<b>Number of male applicants</b>	<b>Grade of post</b>
Refuse Loader	78	1	77	2
Dog Warden / Trainee	74	31	43	3
Refuse Loader	68	-	68	2
Receptionist	37	33	4	3
Customer Services Officer	36	27	9	4
Street Sweeper	27	2	25	2
Customer Support Services Off	26	21	5	3
Parking Attendant	26	11	15	4
Assessment Officer	22	17	5	4/5
Street Sweeper	23	-	23	2

#### **11 lowest applicant responses**

<b>Job Title</b>	<b>Number of applications</b>	<b>Number of female applicants</b>	<b>Number of male applicants</b>	<b>Grade of post</b>
Chief Financial Accountant	-	-	-	10
Snr Planning Officer	1	-	1	9
Snr Planning Officer, Enforcement	1	-	1	10
Systems Manager	1	1	-	7
Planning Officer (Part Time)	1	1	-	8
Snr Planning Officer	1	1	-	9
Chief Management Accountant	1	1	-	11
Customer Liaison Officer (Sec)	2	2	-	5
Housing Options Adviser	2	2	-	4
Democratic Services Assistant	2	2	-	5
Transition Programme Administrator	2	2	-	5

Heads of Service – There were seven applications received for six Head of Service Posts, of which three were male and four were female.

- An analysis of the data clearly illustrates that once again the posts which have received fewest applications tend to be of a specialist nature ( for example Planning,

Housing and Democratic Services) and will either compete with the private sector or are in the known professional shortage groups in Local Government.

- It is also worth noting that these posts which are customer facing such as refuse loaders are permanent posts and thus attract a higher response. Many of the specialist posts were advertised as either secondment opportunities or on fixed term contracts until vesting day which may have resulted in fewer applicants.
- Customer Service roles and those front facing customer posts in Cleansing and Amenities continue to attract an excellent response from applicants.

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

<b>Ethnic Group</b>	<b>2005 / 06</b>		<b>2006 / 07</b>		<b>2007 / 08</b>	
	No.	%	No	%	No	%
White/British	603	93.9	1189	90.7	766	90
Other White	11	1.7	41	3.1	22	2.58
White and Black Caribbean	2	0.3	8	0.6	7	0.82
Black African	2	0.3	13	0.9	3	0.35
Other Asian	3	0.4	8	0.6	5	0.58
Caribbean	0	0.3	-	-	-	-
Chinese	0	0	3	0.2	3	0.35
White Irish	3	0.4	12	0.9	3	0.35
Indian	4	0.6	6	0.5	-	-
Other ethnic	5	0.7	7	0.5	4	0.47
Not Known	9	1.4	26	2.0	38	4.5
<b>TOTAL</b>	<b>642</b>	<b>100</b>	<b>1311</b>	<b>100</b>	<b>851</b>	<b>100</b>

- The number of applicants from ethnic minorities has decreased from the previous year, although as a % of total applications it has only decreased by 1.3%. The Council has made notable advances in its work on equality and diversity and continues maintaining good working relationships with various community groups to encourage interest in the authority from the wider community.
- The new challenge ahead will be for the new Wiltshire Council to explore how to develop positive actions to encourage more applications from ethnic minorities.

### **Breakdown of response by Disability**

<b>Percentage of applicants</b>	<b>2005 / 06</b>	<b>2006 / 07</b>	<b>2007 / 08</b>
With declared disability	3.11%	3.13%	2.47%
Without disability	93%	95.88%	92.48%
Unknown	3.89%	0.99%	5.05%

- There has been a decrease in the past year of applicants with a declared disability and a significant increase in the number of applicants whose disability status was unknown.
- During the past year we have worked more closely with the Access to Work Officer in Jobcentre Plus (Shaw Trust) to place disabled persons within the Council on work placements. This has worked extremely well and helped raise the profile of the Council. HR was one of the teams that provided a work placement.

**Break down of Age Analysis from number of applications received 1<sup>st</sup> April 2007 until 31<sup>st</sup> March 2008**

	<b>AGE GROUPS</b>			
	<b>16 – 25</b>	<b>26 - 40</b>	<b>41 - 64</b>	<b>65 +</b>
<b>Male</b>	78	135	150	2
<b>Female</b>	74	70	95	0

There were 247 applications received that did not state the age groups.

- For this Annual Monitoring Report we have included an analysis of the applications received. Unfortunately nearly a third (29%) did not state their age so we were unable to classify them. However of the 71% who did, it can be clearly seen that the vast majority of applicants were from males in the 41 to 64 year age range. There were nearly twice as many males as females applying for positions in the 26 to 40 year range.
- Within the younger group (16 to 25 years) the split between male and female is fairly even, however, compared to the older groupings, there appears to be a need to target this younger group in respect of encouraging them to apply for a career in local government. This is an area the future authority can explore further as it will be vital to its success to recruit younger employees as more experienced employees retire.

**Recruitment and Selection Workshops**

One Recruitment and Selection Workshop was run as part of the commitment laid out in the Service Plan for recruitment and retention. This is in order to maintain a high standard of recruitment and ensure the right people are recruited.

**Internal applicants for posts from 1 April 2007 to 31 March 2008**

In total there were 79 internal applicants for posts advertised with North Wiltshire District Council of which 1 was a re-deployment. There were 87 posts of which 6 were secondments.

A breakdown of these applications is as follows:-

71 short listed for interview  
8 not short listed for interview

34 successfully appointed  
44 unsuccessful  
1 redeployed

45 female applicants  
34 male applicants

All applicants were White British

2 disabled  
75 not disabled  
2 not known

9.3 % of all applications received were from internal applicants.

### **New Starters Appointed 1 April 2007 to 31 March 2008**

In total there were 44 new starters during the period.

20 female employees

24 male employees

One was declared as disabled

34 White British

1 White Irish

8 Not Stated

1 Other White

- There were significantly fewer starters this past year compared to the previous year (51.6% fewer new starters). This can in part be explained by the fact that there were fewer posts available to recruit to.
- Within the new starters the balance between male and female has also altered, with more males appointed this year than previously.
- The majority of new starters were from White British ethnic back grounds and one declared a disability.

### **Internal Promotions during 1 April 2007 to 31 March 2008**

There was one disabled applicant and all applicants were of White British ethnicity.

<b>Previous Job Title</b>	<b>Previous Grade</b>	<b>Promoted Job Title</b>	<b>Grade</b>	<b>Gender</b>
Snr Administrative Officer	5	Business Change Officer	6	F
Finance Officer	7	Financial Consultant	9	F
Finance Officer (Part Time)	5	Systems Manager	7	F
Tech Administrative Officer	4	PA/Admin Officer to Deputy Chief Ex	6	F
Customer Contact TL	11	Head of Service - Customer Relations	14	F
Human Resources TL	13	Head of Service - Human Resources	14	F
Receptionist	3	Customer Liaison Officer (Secondment)	5	F
Customer Support Services Off	3	Customer Liaison Officer (Secondment)	5	F
Senior Admin Officer	7	Snr Customer Liaison Officer (Secondment)	8	F
Receptionist	3	Snr Customer Services Off (Sec/Mat Leave)	7	F
Training & Dev Co-ordinator	4	Democratic Services Assistant (Secondment)	6	F
Technical Admin Officer	4	Assessment Officer	4/5	F
Customer Support	3	Senior Team Leader, Refuse	5	F

Services Officer				
Animal Control Officer	5	Snr Team Leader, Street Scene & Grounds	5	F
Parking Attendant	3	Service Supervisor (Secondment)	4	M
Refuse Loader	2	Refuse Driver/Loader	3	M
Planning Officer	8	Senior Planning Officer	9	M
Planning Officer (Enforcement)	8	Senior Planning Officer (Enforcement)	10	M
Spatial Plans TL	13	Head of Service - Policy & Performance	14	M
ICT TL	14	Head of Service - ICT	14	M
ICT Customer Support Officer	8	Customer Liaison Manager	11	M
Precinct Sweeper Operative	3	Supervisor, Street Cleansing (Secondment)	4	M
Temp Assistant Spatial Plans Off	5	Spatial Plans Officer	8	M
Service Supervisor (Secondment)	4	Refuse Manager	8	M
Refuse Driver/Loader	3	Senior Team Leader, Refuse	5	M
Supervisor Street Cleaning	4	Snr Team Leader, Street Scene & Grounds	5	M
Refuse Loader	2	Refuse Driver/Loader	3	M
Planning Officer (Enforcement)	8	Senior Planning Officer (Enforcement)	10	M

Of the 28 posts appointed to there were 14 female appointees and 14 male appointees.

Certain roles do tend to attract applications from a specific gender for example posts in Cleansing and Amenities and Planning hold a predominantly male interest whereas most interest in Customer Services posts is from females. The Council will continue to explore ways in which the number of applications from under represented groups can be increased.