

Appointment of Director of Human Resources December 2007 – Monitoring Report

Background Information

1. The Authority is committed to promoting equality and diversity and this report has been prepared and will be published as part of that commitment.
2. This report contains analysis of applicants at different stages of the recruitment process based on the themes of age, ethnicity, gender, sexual orientation and disability. The analysis is based on information provided on Monitoring Forms completed by applicants at the time their application was submitted.
3. Further information and analysis from that provided in this report may be requested by contacting the Police Authority office.
4. The Director of Human Resources post is a permanent post based with the Devon & Cornwall Constabulary and the post-holder is a member of the force's Chief Officer Group.
5. Although it is not a legal requirement for the Director of Human Resources to be appointed by the Police Authority, it has been agreed that all the Directors on the Force's Chief Officer Group should be appointed by the Authority in recognition of the key nature of all the posts in the Group.

Advertising

6. Adverts for this post were placed in People Management, Personnel today and the Force Website.

Response to advert

7. As a result of advertising 70 requests for application packs were received.
8. Each application pack included background information to candidates; HR Department Organisation Chart; Job Description; Person Specification; Terms and Conditions of Service; Application Form and a Monitoring Form Questionnaire.

Recruitment Process

9. Adverts were placed in People Management, Personnel Today and the Force Website.
10. Applications were invited for this position and interested parties applied for this position
11. All applications were referred to Chris Schofield (HR Consultant) who long listed applicants.
12. In conjunction with the Chief Constable, Chairman of the Police Authority and Chief Executive a short list was drawn – shortlisted candidates were invited for interview.
13. Reference requests were sought prior to interview for shortlisted candidates.
14. Interview process was carried out with a panel of 3 males and 1 female (2 PA Members/Chris Schofield and the Chief Constable)
15. An appointment was made following the interview process.

Data Collection

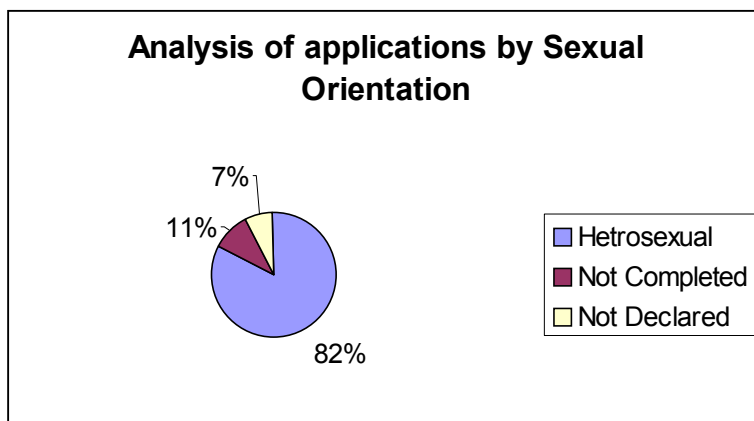
16. Every application pack contained a monitoring questionnaire which candidates were asked to complete and return with their application form. It was stated on the monitoring form that it would not form part of the selection process. A copy of the monitoring form is attached as Appendix 1 to this report.
17. When applications and monitoring forms were received in the office they were given matching reference numbers and then separated. The monitoring forms were kept by PA to the Chief Executive and the application forms by the HR Consultant who was co-ordinating the selection process.

18. By following this procedure it has been possible to provide monitoring information for every stage of the recruitment process.
19. Not all applicants completed a monitoring form, this is indicated on the analysis charts in this report as "Monitoring Form not Completed"
20. Some applicants did not answer all the questions on the monitoring form this is indicated on the analysis charts in this report as "Not Disclosed".
21. In some cases the % figures given do not total 100% - this is due to rounding the figures to the nearest percentage.

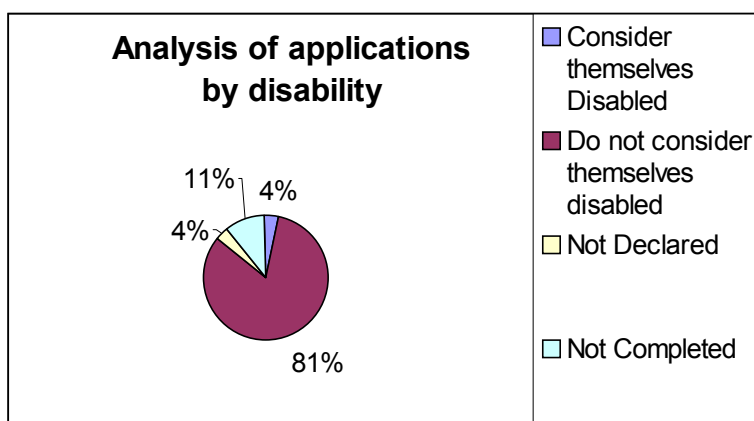
All Applications Received

A total of 28 applications were received

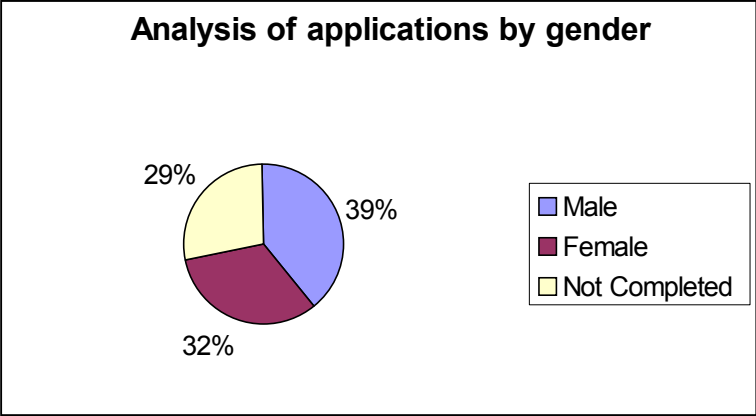
A total of 3 applicants did not complete a Monitoring Form



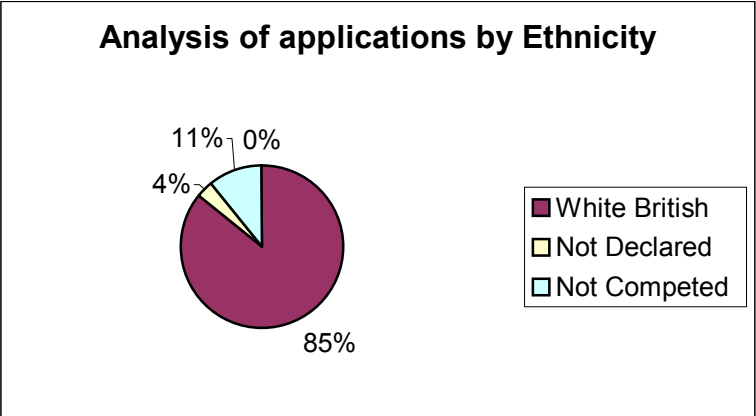
As seen from the chart above all those who declared their sexual orientation were heterosexual



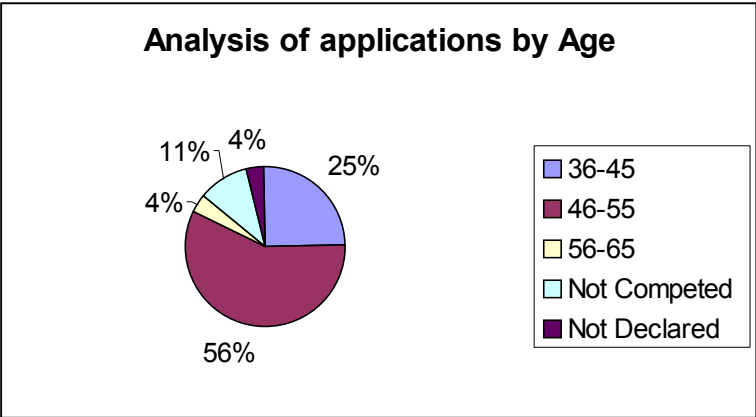
One of the applicants considered themselves to be disabled whilst the majority considered themselves not to be disabled as shown from the chart above.



All applicants who completed a monitoring form declared their gender. Of those who declared their gender the chart above indicates that a slight majority of males applied for this position.

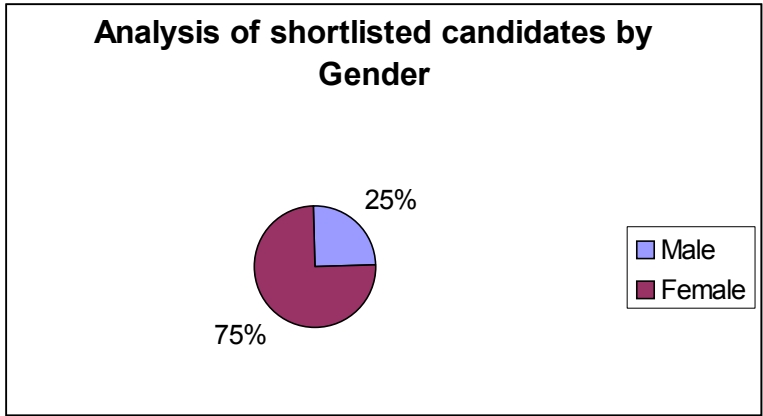


Quite clearly from the chart above the majority of applicants defined themselves as White British.

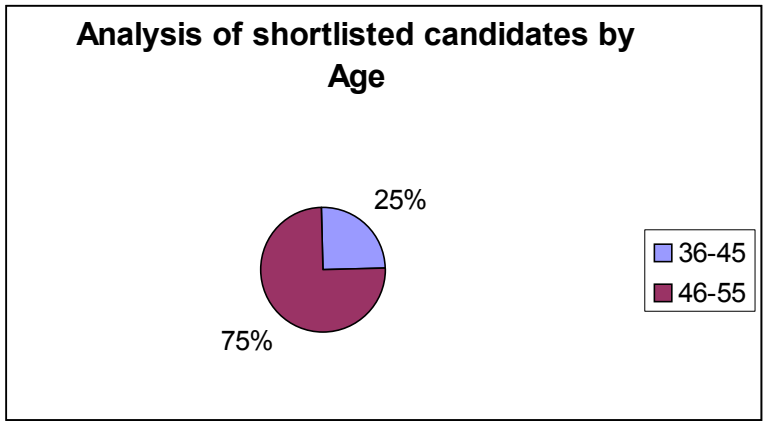


The majority of applications were received from candidates in the age range between 46-55.

Invited to interview
4 candidates were invited for interview.

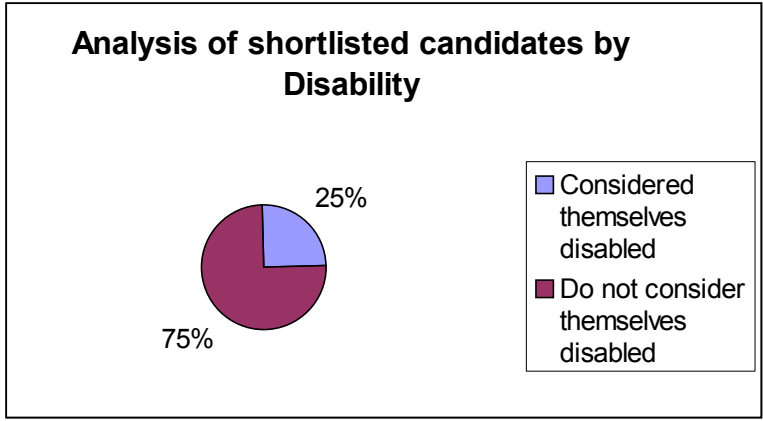


The majority of candidates invited to interview were female.



From the chart above interestingly the proportion of applications in the 36-45 age bracket was the same as the proportion of candidates in that age bracket invited to interview.

From the chart below the analysis shows that 25% of those candidates shortlisted considered themselves disabled – i.e one candidate.



Conclusions

From the information that has been analysed there are no specific concerns or issues relating to diversity which are evident in this recruitment and appointment process.