

PALM Administrator Recruitment Process 2007, Monitoring Report.

Background Information

1. Police Authority Liaison Meetings (PALM's) take place throughout the year in Devon and Cornwall and give members of the public the opportunity to express their views and ask questions about policing in their area.
2. A Member from the surrounding area normally chairs the meeting and these meetings are required to be set up, minuted and generally facilitated by an administrator.
3. Between 2005 and 2007, Police Authority Administrators posts became vacant for a number of reasons. As a result there were not enough administrators remaining to facilitate PALM's and Police Authority staff were administering these meetings. This involved work outside of the normal working day and added considerably to their workload.
4. Given the large area and remote places away from Police Authority Offices, it was decided to undertake a recruitment process to appoint an undetermined number of Administrators from Devon and Cornwall.

Advertising

5. The Administrator position was advertised throughout Devon, Cornwall and the Isles of Scilly in 9 major Newspapers including The Express and Echo, Plymouth Evening Herald, The Cornishman and The North Devon Journal.
6. As well as this, the advertisement also ran on the newspapers' associated websites.
7. Liaison was established with employment agencies in Exeter and with the County Council Agencies in Devon and Cornwall.
8. The advert and associated information was displayed on the Police Authority's website.

Response to Advert

9. As a result of advertising and other publicity, 242 requests for application packs were received by the closing date of 23 March 2007.
10. Each application pack included information about the Police Authority and Police Authority Liaison Meetings, information on conditions of service, a job description, a timetable for the recruitment process, the application form and a separate monitoring form.

Recruitment Process

11. Following receipt of 62 completed application forms, 32 candidates were shortlisted using a competency framework for the administrator role and invited to the next stage of the recruitment process
12. The next stage took the form of a minute taking assessment, during which applicants were played a recording of a mock PALM meeting. From their notes, candidates were asked to hand write, or electronically type using a PC, a complete set of minutes as accurately as they could. Following this assessment, their minutes were marked and scores awarded.
13. Out of the original 32 shortlisted, 23 attended the assessment.
14. Of the 23 who attended the assessment, 13 were selected for interview.
15. Candidates were invited for interview on 24 & 25 May 2007. The selection panel consisted of two Police Authority Staff and candidates were asked 7 questions in total, each question worth a maximum of 4 marks, which both interviewers scored. The maximum each could award was 28, making the total score out of 56.
16. Scores were then ranked and from their scores, 6 administrators were appointed from the 13 who were interviewed.

Data Collection

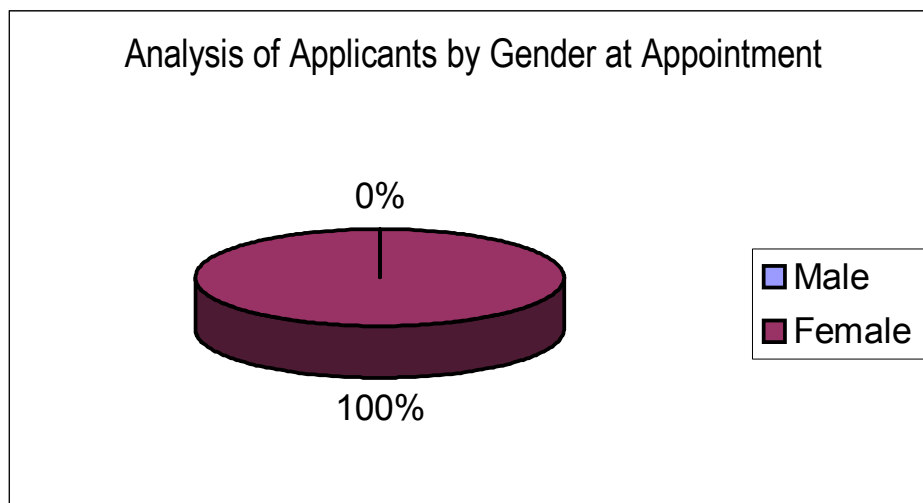
17. Every application pack contained a monitoring questionnaire which candidates were asked to complete and return with their application form. It was stated on the monitoring form that it would not form part of the selection process. A copy of the monitoring form is attached as Appendix 1 to this report.
18. When applications and monitoring forms were received in the office they were given matching reference numbers and then separated.
19. Due to a photocopying error and absence of a quality control check, a large proportion of the monitoring forms sent out were only printed on one side and were therefore unknowingly returned without answers to Age, Sexual Orientation and Disability. None the less, statistics have still been obtained for these sections from the fully completed forms. Data is complete for Gender and Ethnic group.
20. Of the 58 returned, 15 were fully completed and 43 were incomplete due to the copying error.

Data Comparators

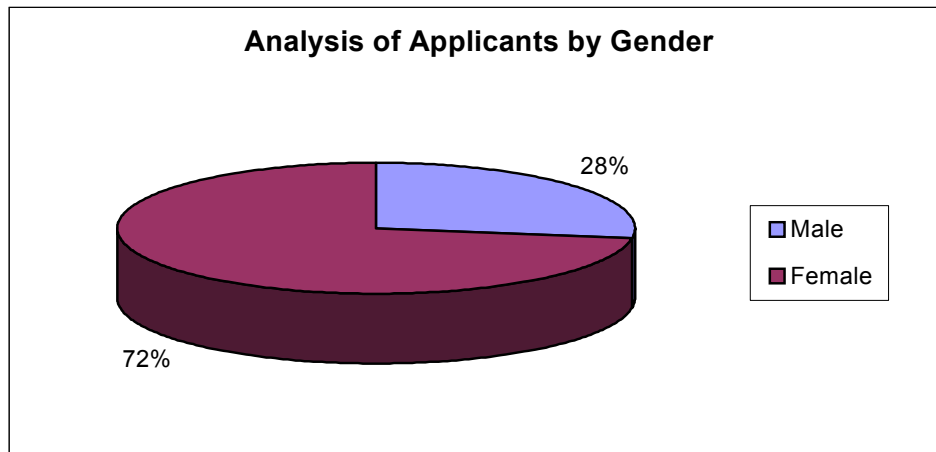
21. Data from the 2001 census for Devon, Cornwall and the Isles of Scilly was used to make general comparisons regarding gender ethnicity and age between the population of the area covered by the Police Authority and the applications received.
22. Key statistics relating to the population of Devon, Cornwall and The Isles of Scilly are given below:
 - the total population is 1,576,186 of whom 68% live in Devon and 32% in Cornwall and the Isles of Scilly
 - 48% of the total population are male and 52% are female
 - 99% of the population are white
 - 51% are aged between 26 and 65 years

All Applications Received

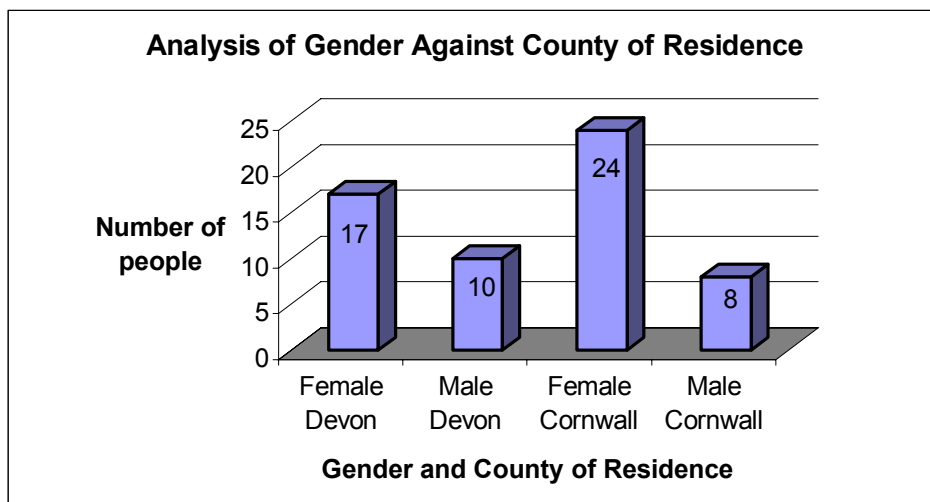
23. A total of 58 completed application forms were received.
24. 6% of applicants, that is 4 candidates did not complete a monitoring form. 93% returned an application form.
25. 26% of the returned monitoring forms were complete, 74% were incomplete due to the copying error.



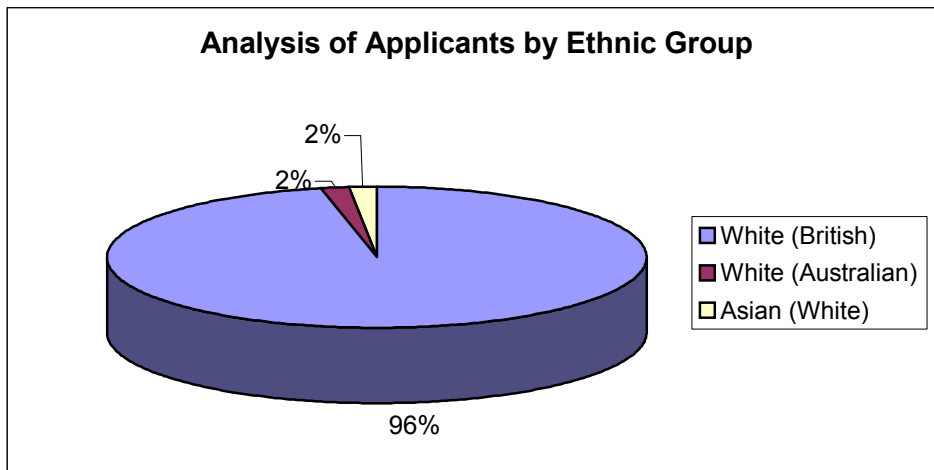
26. According to census data, 68% of the population of Devon, Cornwall and the Isles of Scilly reside in Devon and 32% in Cornwall and the Isles of Scilly. Despite this, the statistics gleaned from the applicants indicate that more than half of candidates, 54%, reside in Cornwall and the Isles of Scilly and 46% in Devon. This would indicate that our efforts to advertise the post throughout the Force wide area were successful, though unfortunately no applications were received from the Isles of Scilly.



27. The chart above, which shows all the applications received analysed by gender, shows that there were more female than male applicants. 28% (n=16) of the forms were returned by male applicants and 72% (n=42) were returned by female applicants. The proportion of applications between the genders is not representative of the populations of Devon, Cornwall and the Isles of Scilly where 48% of the total population are male and 52% are female.

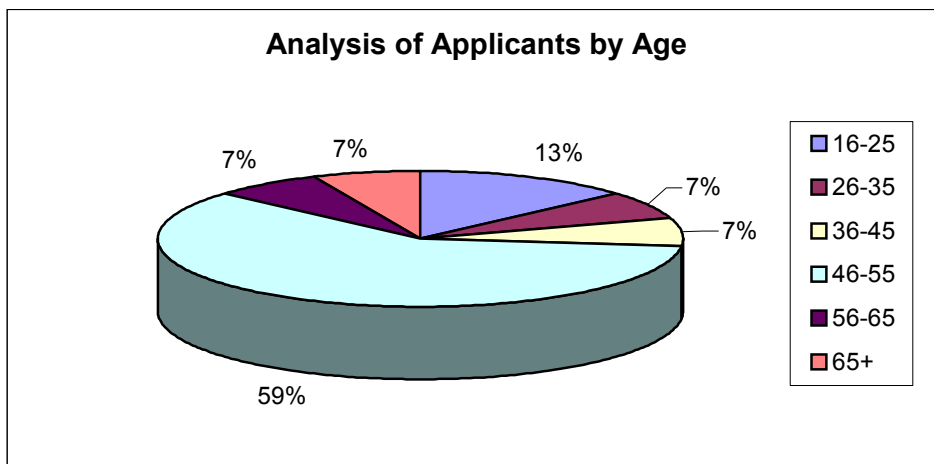


28. When comparing applicants by County of residence and gender, it is clear from the above graph that the majority of applicants, 41%, were female from Cornwall, followed by 29%, who were female from Devon. The lowest number of applicants were Men from Cornwall, 13%, only just surpassing them were men from Devon, 17%.



29. Of those who responded to the question regarding their ethnicity 97% (n=56) of applicants defined themselves as white British as demonstrated in the chart above. As 99% of people in Devon, Cornwall and the Isles of Scilly defined themselves as white in the 2001 census, the comparison with the number of applicants is proportional. It is however a cause for concern that no applications were received from anyone defining themselves as being from any other ethnicity than white.

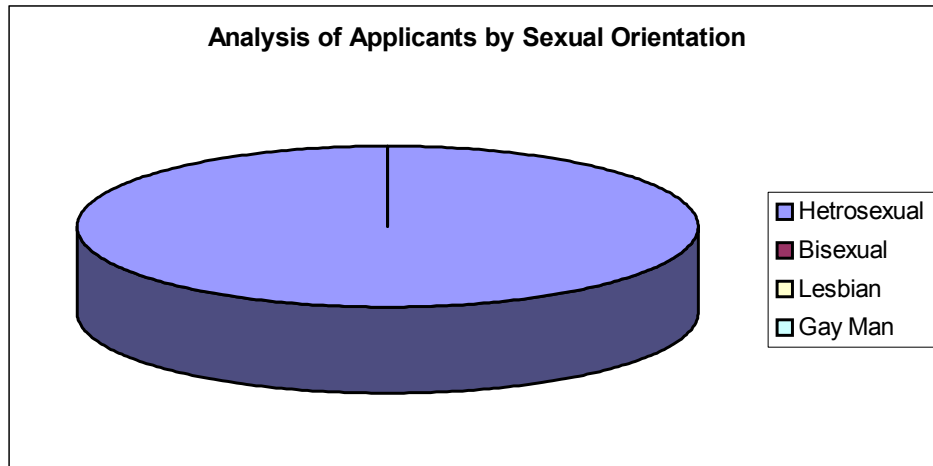
(The following data has been extracted from the 15 completed questionnaires and as a result, are not representative of all completed forms, but gives an idea of general trends)



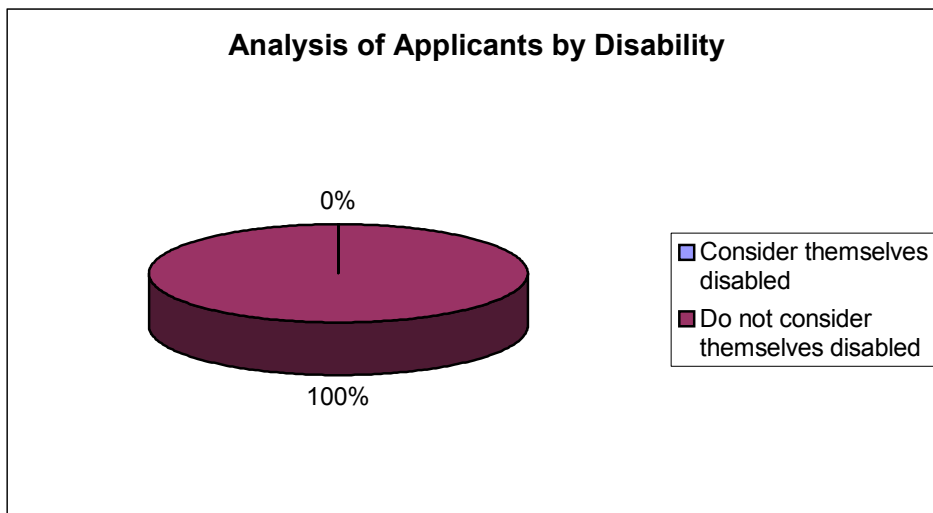
30. As can be seen from the chart above, the majority of applications received, 60% were from candidates aged between 46 years and 55 years.

31. 80% of applicants were between the ages of 26-65. Data from the 2001 census indicates that 51% of the population of Devon, Cornwall and the Isles of Scilly are between these ages. This is significantly higher than census figures and is not representative of the populations of Devon, Cornwall and the Isles of Scilly. The repercussions of this data are noted when observing further 2001 census data relating to age.

32. According to census data 28% of people living in Devon, Cornwall and the Isles of Scilly are 25 years of age or younger. Applications received for this post from applicants aged 25 or younger numbers 13%. Finally, census data shows the population aged between 66 and 100+years accounts for a further 21% of the population. Only 7% of applications received were from people in this age bracket.

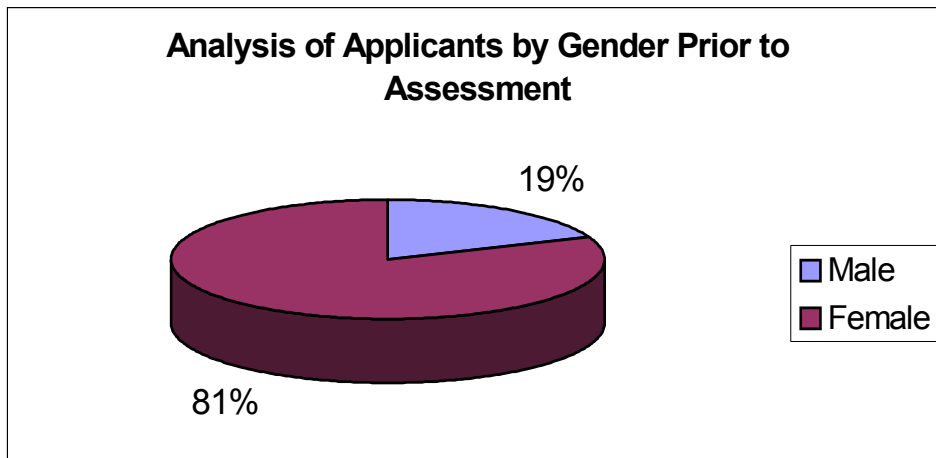


33. As can be seen from the chart above all the applicants who completed a monitoring form and disclosed their sexual orientation were heterosexual. Whilst there is no comparative data from the 2001 census there are active gay scenes throughout the Police Authority area and particularly in Devon. It is unfortunate that no applications were received from any applicants defining themselves other than heterosexual.

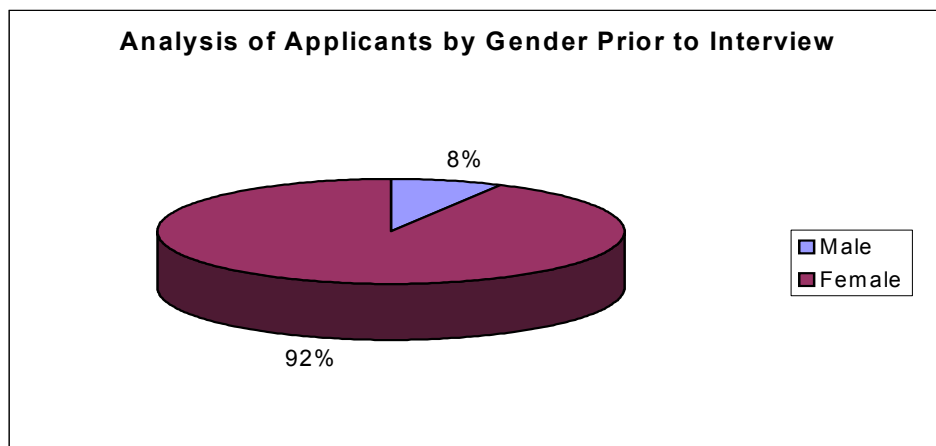


34. The above graph indicates that all applicants who divulged information regarding disability consider themselves as not having a disability.

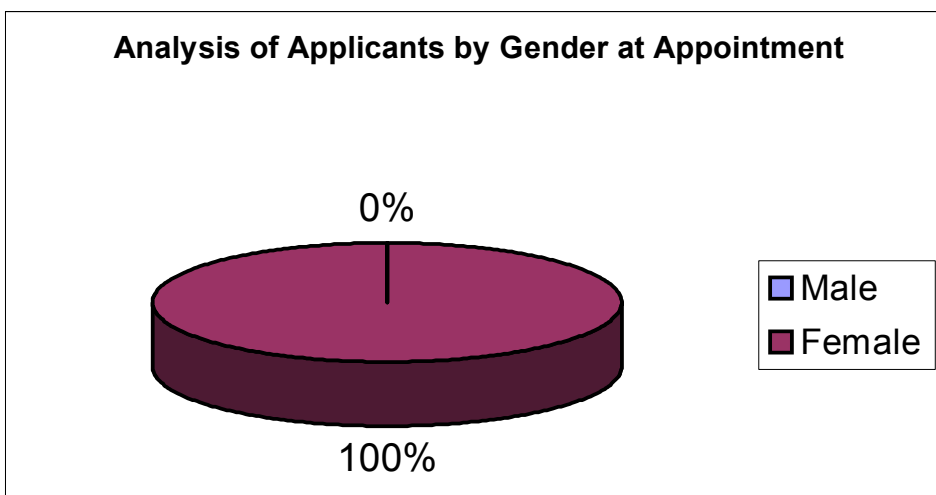
35. Following the shortlisting process, 32 applicants were invited to attend a minute taking assessment at Seale Hayne. Comparing gender in the graph below, 19% (n=6) of those being assessed were male and 81% (n=26) female.



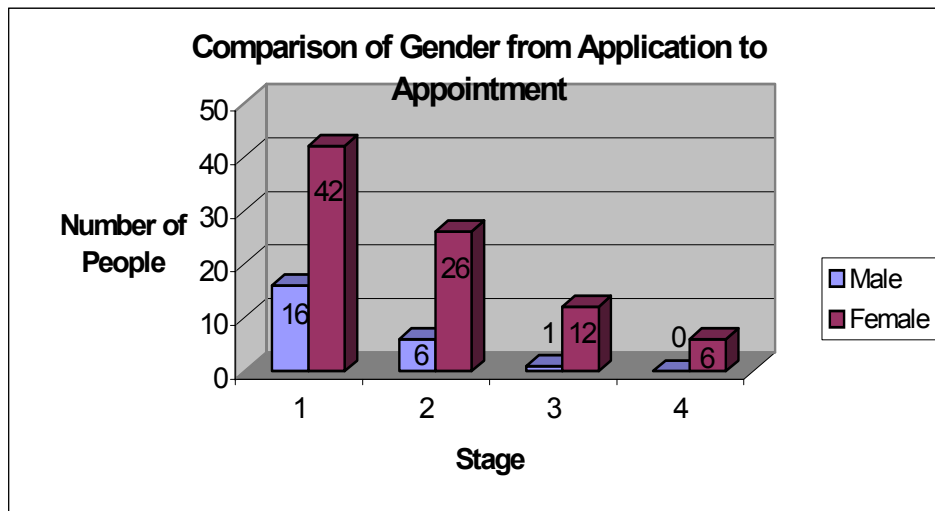
36. Following this assessment, 13 were invited to interview. One male applicant now represented 8% of the final 13, 92% were female.



37. After interview, 6 administrators were appointed, all of which were female.



38. Gender statistics were compiled from application to appointment and are shown in the below graph. Stage 1 was the initial application where 72% were women and 28% men. This disparity rose following shortlisting (stage 2) where 84% of remaining applicants were women to 16% men. At interview (Stage 3) the ratio of women to men was 12:1; 92% of interviewees were women. On appointment (Stage 4), 100% of successful candidates (6) were women.



39. The proportion of applicants invited to interview when considered by gender is not comparable to that of the proportions of all the applicants.
40. The incremental decrease in male applicants after each stage of the application process, eventually resulting in no male candidates being appointed, is disproportionate to the drop off of female applicants. The gender split has widened increasingly throughout the process; strength of candidacy is clearly a determining factor.

Conclusions and Suggestions

41. All the applicants who declared their sexuality on the monitoring form said that they were heterosexual. Consideration needs to be given as to how members of the LGBT community can be encouraged to apply.
42. Similarly, there were no applications from people who consider themselves to be disabled. Again, this is another area where the Authority needs to research into how to promote itself to potential disabled candidates.
43. The gender split throughout all stages of the recruitment competition was noticeable in terms of the greater number of female applicants and their continued success rate over male applicants. The disparity between these figures raises concerns as to why there was a 28% of initial male applicants, yet only one male candidate made it to the interview stage. In order to reflect the composition of the population in the Authority area it is necessary to attract more male applicants at the advertising stages.
44. Despite advertising widely throughout Devon, Cornwall and the Isles of Scilly, there was an overwhelming response, 99%, from applicants who consider themselves as White British. There were no applications from people who consider themselves as being from a minority ethnic community and all applicants considered themselves as being white. Consideration needs to be given as to how people from minority ethnic communities can be encouraged to apply.

45. The age range of applicants was good and applications were received from all ages. The majority of applications were from the age bracket 46-55. Vacancies such as these could be developed and advertised to encourage people of a younger age, particularly those under the age of 25 to apply.