

## **EAST AYRSHIRE COUNCIL**

**CABINET – 30 JULY 2008**

### **RECRUITMENT AND SELECTION – PROCUREMENT OF ASSESSMENT CENTRE PROVISION**

#### **Report by Depute Chief Executive/Executive Director of Corporate Support**

#### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek Cabinet's approval to negotiate with and appoint The Keil Centre Limited as part of the Council's overall recruitment and selection arrangements in terms of the relevant provisions of the Council's Standing Orders Relating to Contracts.

#### **2. BACKGROUND**

- 2.1 Earlier this year in filling the posts of Head of Service (Schools) and Head of Roads and Transportation the Council used the services of The Keil Centre Limited who are an organisation of chartered psychologists. The psychologists carried out Assessment Centres for each of the posts.
- 2.2 The experience of both elected members and officers who were involved in the recruitment process was extremely positive and it was considered that the Assessment Centres had significantly enhanced the recruitment and selection process. In addition, the feedback from all candidates was similarly positive.
- 2.3 The Council contracted with The Keil Centre Limited to provide the Assessment Centres which involved candidates participating in a range of psychometric and related testing and along with the interview panel being provided with feedback on the tests.
- 2.4 In addition, since their use for the two Heads of Service posts, The Keil Centre Limited have carried out similar work in relation to two senior management posts in Finance and Asset Management.

#### **3. PROPOSAL**

- 3.1 In view of the positive outcomes relating to the use of Assessment Centres it is proposed to further negotiate with and appoint The Keil Centre Limited to provide these services to the Council where appropriate over the coming twelve months. Specifically, it is the intention to use Assessment Centres as part of the recruitment and selection arrangements for the two posts of Head of Children, Families and Criminal Justice and the Head of Community Care which were approved recently by Cabinet.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The cost of an Assessment Centre varies according to the type and range of testing carried out and the number of candidates who are participating and it is not possible to

be specific about future costs which will be dependent on usage. However, the cost incurred for the two Chief Officer posts referred to in section 2.1 above was around £12,000 but that included a cost of around £4,000 for development work which would not necessarily be required for future Assessment Centres.

- 4.2 The cost of any Assessment Centres can be met from departmental budgets.
- 4.3 On the basis of the anticipated success of the proposed future use of the Assessment Centre process within the Recruitment and Selection procedures further consideration will be given to longer term contractual arrangements for the provision of such services.

## **5. LEGAL IMPLICATIONS**

- 5.1 In terms of paragraph 20(1) of the Council's Standing Orders Relating to Contracts, Cabinet approval is required both in respect of the negotiation of contractual terms and of the organisation with whom the contract is to be negotiated. These proposals are accordingly submitted to Cabinet in accordance with these provisions.

## **6. RECOMMENDATIONS**

- 6.1 Cabinet is asked to approve the recommendation that The Keil Centre Limited be appointed to provide services relating to recruitment and selection for a period of twelve months from the 1 August 2008 in accordance with paragraph 20(1) of the Council's Standing Orders Relating to Contracts and to otherwise note the report.

**Elizabeth Morton**  
**Depute Chief Executive/  
Executive Director of Corporate Support**

**MHR/CH**  
**21 July 2008**

### **BACKGROUND PAPERS**

Nil

Anyone wishing further information should contact Martin Rose, Head of Personnel on 01563 576092