

Staffing and Recruitment Committee
19 December 2011

IRVINE, 19 December 2011 - At a Meeting of the Staffing and Recruitment Committee of North Ayrshire Council at 9.30 a.m.

Present

David O'Neill, Robert Barr, Matthew Brown, Anthea Dickson, Alex Gallagher, William Gibson, Jean Highgate, John Hunter, Ruby Kirkwood, Ronnie McNicol, Pat McPhee, John Reid and Joan Sturgeon.

In Attendance

E. Murray, Chief Executive; M. Oliphant, HR Team Manager (Corporate Services); and P. Shiach, Committee Services Officer (Chief Executive's Service).

Chair

Councillor O'Neill in the Chair.

1. Declarations of Interest

There were no declarations of interest by Members in terms of Standing Order 16.

2. Exclusion of the Public and Press

The Committee resolved, in terms of Section 50(A)4 of the Local Government (Scotland) Act 1973, to exclude from the Meeting, the press and public for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

3. Chief Officer Recruitment

Submitted report by the Chief Executive outlining options for the use of an Assessment Centre during Chief Officer recruitment and seeking consideration of how this will be utilised in the future. In addition, options were outlined for consideration on the role of the Recruitment Panel.

The introduction of assessment centres for the recruitment of the Chief Executive and Chief Officers was agreed by the Staffing and Recruitment Committee on 23 February 2009. This approach has been used successfully in the appointment of the current Chief Executive and five Chief Officers. The report set out options for the application of an assessment centre during Chief Officer interviews.

The report indicated that, to date, the assessment centre approach has been used in two formats - either prior to interview or during the interview day, and detailed the following options i.e.

Option 1 - Assessment Centre Held Prior To Interview

- This option would be held approximately three weeks prior to the interview date with successful candidates invited to participate in the assessment centre that could be hosted by The Keil Centre;
- The assessment would involve online testing using the six tests detailed in the report. These would be scored and profiled on the day by a Psychologist;
- Verbal feedback for each candidate from a Psychologist;
- Full assessment report produced and provided to each candidate, and
- Copies of all assessment reports would be provided to the Panel along with a summary report providing an overview of each candidate.

The estimated cost for option 1 would be £4800 based on the use of two Psychologists

Option 2 - Assessment Centre Held During The Interview Day

This option would involve the candidates attending the full day from approximately 8.30 am until 5 pm, which would allow a series of events to be scheduled for each candidate throughout the day, including Psychometric testing, feedback and interview.

Following the testing and interviews, a psychologist would provide the panel with a debrief for each candidate which would allow the Panel to consider the preferred candidate.

Option 2 would involve: -

- Online testing using the six tests detailed in the report, which would be scored and profiled on the day by a Psychologist;
- A presentation to the Panel providing a debrief on each candidate, and
- Verbal feedback provided to each candidate by a psychologist.

The estimated cost for this option would be £3500 based on the use of two psychologists.

The advantages and disadvantages relative to both options were detailed in the report. Members sought, and received, clarification on a issues arising from the report.

In terms of the options available for the role of the Recruitment Panel, Members were advised of two options available, as follows:-

Option 1 - The Recruitment Panel with no Substitutes, which would involve:-

- A commitment to all stages of the recruitment process by the Staffing and Recruitment Committee, and
- If a Member is unable to attend any stage in the process, no Substitute will be used.

Option 2 - The Recruitment Panel with Substitutes, which would involve:-

- The use of Substitutes at any stage in the process;
- Members and Substitutes participating in a briefing session prior to each stage to ensure consistency and continuity in approach, and
- Committee Services providing Human Resources with timeous updates on which Substitutes are available at each stage, allowing the recruitment pack to be made available to the correct member.

The Committee agreed (a) that Option 1, Assessment Centre held prior to interview, be adopted, and (b) that Option 2, Recruitment Panel with Substitutes, be adopted.

The Meeting ended at 9.55 a.m.