

## Outline proposal and costs prepared for Lancaster City Council October 2015

Task	Non Member Rate	Lancaster City Council – Member rate
Information research on salary and remuneration package	£975 per job	No charge included in core membership fee
Developing the selection process	£975 per day	No charge included in core membership fee
Advising and drafting Job Description and Person Specification	£975 per job	No charge included in core membership fee
Administrative support for returning applications, candidate contact etc.	£1750 per job	No charge included in core membership fee
Long listing including candidate interview and evaluation	£975 per day of interviews	£750 - £1,250 (dependant on any costs re external assessor) interviews and evaluation output
Advising and assisting the appointment panel with short listing process	£975 per day	
Provide appointment panel support	£975 per day	No charge included in core membership fee
Design and provide a web based “Assessment Centre” Note; Standardised tests (occupational, personality, managerial) incur a cost per candidate	£975 Summary of test outputs  Plus costs of selected tests	£450 Summary of test outputs  Plus costs of selected tests
Design and run a tailored “Assessment Centre” day to assist interview selection  Note; Standardised tests (occupational, personality, managerial) incur a cost per candidate	£6750 Preparation and design of assessment centre elements Full assessment team to manage all elements  Plus costs of selected tests	£5250 Preparation and design of assessment centre elements Full assessment team to manage all elements  Plus costs of selected tests
Provide assessment centre feedback to candidates, as appropriate	£975 per day	No charge included in assessment centre fee
<b>Total estimated cost</b>	<b>£16300</b>	<b>£6950</b>