

Recruitment Salaries Guidance

Reviewed August 2020



When offering employment to a new employee, care must be taken to ensure that the salary offered is correct, within the grade for the post and considers the impact on salaries within the rest of the team/department. As a general rule you should:

- Offer the minimum of the scale or, if the employee is transferring from a post where the spinal column point range overlaps the post they are transferring to, they should be brought over to the new post on their existing spinal column point.
- Only offer a higher salary after discussion and agreement with your Senior HR Advisor. Evidence of why a higher salary is being requested will need to be provided.
- Any requests for higher starter salaries which have not been agreed with your Senior HR Adviser will not be processed by Payroll.
- Check that any information provided by the individual regarding their current remuneration package with their current / former employer to ensure that it is correct. You may be asked to match or improve a current salary level only to find that it may have been inflated.
- Consider the whole reward package. For example, the Council's annual leave, flexible working and final salary pension scheme are often much more generous than in the private sector.
- Consider the impact on salary levels within the team if deciding to offer above the minimum salary. For example, there may be equal pay considerations.
- Consider market supplements only if you have market data to back up your claim that salary levels are weak in relation to this occupation within the labour market generally. Please refer to the Market Supplement scheme policy for further information.
- Record the reasons for job offers being turned down. This will provide you with important information to enable you to focus your recruitment in future.

ENSURING EQUALITY OF OPPORTUNITY

All employees are required to adopt a positive, open and fair approach and ensure the Authority's Equality and Diversity Policy is adhered to and applied consistently to all irrespective of race, colour, nationality, ethnic or national origins, disability, religion and belief or non-belief, age, sex, gender reassignment, gender identity and gender expression, sexual orientation, pregnancy or maternity, marital or civil partnership status.

In addition, the Welsh Language Standards ask us to 'ensure that the Welsh language is treated no less favorably than the English language' and this principle should be adopted in the application of this principle.

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the HR Team who will, if necessary, ensure the policy/procedure is reviewed accordingly

If you require this publication in an alternative format, please contact CEDutyHR@carmarthenshire.gov.uk