

# Recruitment Salaries Guidance

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[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

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 rule:

Current employees appointed to a post on a higher grade will transfer to:

- the next spinal column point of the scale where grades overlap; or
- to the lowest point of the grade appointed where the grades do not overlap; or
- if their new grade does not include their previous spinal column point (usually staff on TUPE'd grades), the next highest spinal column point to it.

Unless a business case, agreed by the Business Partner, supports starting at a different spinal column point. This ensures that employees do not benefit from accelerating up the pay scale in advance of others who may be on the same grade within the team or who are appointed from outside the organisation.

Increments are then paid either:

On 1<sup>st</sup> April

OR

Six months after their appointment or regrading when the employee has less than six months service in their new grade at the 1<sup>st</sup> April. Current employees appointed to a post on a lower grade will transfer to:

- the lowest point of the new grade, unless they have demonstrable experience or skills which might justify them starting at a higher spinal column point.
- appointment at a higher spinal column point should only be agreed in consultation with the HR Business Partner and the guidance on Accelerated Increments

For employees new to the Authority:

- Offer the minimum of the scale or
- Only offer a higher salary after discussion and agreement with your Lead HR Business Partner . 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 Lead HR Business Partner will not be processed by Payroll.
- Check 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.

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