

DATE – DECEMBER 1998

**DETERMINATION OF SALARY POINT – POLICY/GUIDELINES FOR USE BY
INTERVIEWS PANELS WITHIN DOWN DISTRICT COUNCIL**

1.0 POLICY

1.1 The policy/guidelines have been drawn up to assist interview panels assimilate appointees within salary scales in a fair and consistent manner in accordance with Council policy.

1.2 The standard policy in relation to assimilation within the Council is as follows:-

- * the Council will continue to advertise the salary scale/spinal points within the advertisement and the job description as currently.
- * the Chairperson of the interview panel will advise each candidate at interview (summing-up stage) that Council policy is to appoint to the minimum point on the prescribed scale.
- * the panel will apply the following criteria on assimilation at the “Summing-up” stage of the selection process.

2.0 APPLICATION OF CRITERIA

2.1 **The minimum salary point will apply in the following circumstances:-**

- candidates are unemployed at the date of interview
- candidates are employed but on a lower salary/wage
- candidates are employed and on a higher salary/wage but not working in a relevant discipline.

In each of the above circumstances the candidate will have the right to challenge the panel decision by appealing through the Policy and Co-ordination Officer to the appropriate Director.

2.2 **Assimilation to salary point within pay scale(s) – Local Government Service Appointees.**

* Applicants transferring from a post from within the Local Government Service will be offered a point with the appropriate scale as follows: (applied to part-time employees).

1. If on a point below minimum point – then minimum point applies.
2. If on a point within the scale – the nearest higher corresponding point applies.
3. If on a point above the maximum of the scale – the maximum point applies.

**2.3 Other Special Circumstances (External appointees) – additional increment(s)
(maximum of 2 increments above the minimum point)**

- (a) where an appointment panel believes there will be difficulty in filling a vacancy due to market conditions.
- (b) appointees who hold additional relevant qualifications, skills or experience over and above that identified in the job description/ specification and clearly identified and agreed by the panel in the panel report as being relevant to the job.

3.0 GENERAL

- 3.1 The Management Team will receive a report with each appointment file, justifying the panels decision to assimilate above the minimum point on the prescribed scale.**
- 3.2 This policy/procedure will be reviewed after 1 year to assess the effectiveness.**