

Market Supplement Policy and Procedure

Purpose

1. To present the revised market supplement policy for agreement.

Background

2. The market supplement policy and procedure was first implemented in December 2013 and most recently reviewed in 2018. Market supplements are currently applied to approximately 60 role descriptions across the Council.
3. Market supplements are paid against specific roles and all staff employed on that role description receive the market supplement payment.
4. Given the current climate and candidate-driven jobs market, increased requests for market supplement reviews are being actioned. The current market supplement policy and procedure requires amendment to clarify and strengthen the HR processes and requirements before a market supplement can be agreed.

Main considerations

5. The market supplement policy has been updated to provide clarification on the internal HR process and responsibilities for implementing a market supplement payment. This includes the role of the HR Business Partner, HR Pay & Reward and HR Payroll.
6. The policy has been amended to further detail the process of reviewing all market supplements on a yearly basis to ensure that payments are still justified and that the Council remains Equal Pay compliant. This includes the research conducted by the HR Pay & Reward team and the ability for service areas to provide evidence and comment before a final decision can be made by CLT.
7. An amendment at para 1 has been included to ensure that managers seek the approval from the relevant Director before a request for a market supplement is made. In seeking approval, consideration must be given to the wider service area and the priorities of the Council's Business Plan as well as the availability of funds for any potential market supplement.

8. A new provision (para 8) has been included to permit in exceptional circumstances, the ability to look beyond the public sector at comparable jobs at other organisations within the same occupational or specialist field to ensure that the Council remains competitive and attracts and retains the key skills required.
9. The policy has been reviewed and updated to ensure that it is in the most up to date policy format.

Reason for the policy/ changes to the policy

10. The current market supplement policy and procedure requires amendment to clarify and strengthen the HR processes and the criteria and requirements before a market supplement can be agreed.

Environmental impact of the proposal

11. None.

Equalities impact of the proposal

12. The market supplement policy and procedure was last assessed for equalities impacts when it was first implemented and there has been minor change to the policy since that date.
13. The amendments made to the market supplement policy do not cause any additional equality issues.

Risk Assessment

14. None.

Financial Implications of the proposal

15. Any agreement to pay a market supplement will result in an addition to the salary budget for service areas and any potential increase must be considered before submitting a request to review the market.

Recommendations

16. It is recommended that SPC approve the updates to the market supplement policy and procedure.

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