



Market Supplements

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Policy holder	Head of HR Change (Norfolk & Suffolk)
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Approved by

Legal Services	N/A
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Note: By signing the above you are authorising the policy for publication and are accepting responsibility for the policy on behalf of the Chief Constables.

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Note: Please send the original Policy with both signatures on it to the Norfolk CPU for the audit trail.

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1. Introduction

- 1.1 The purpose of this policy is to provide guidance and information on the application of market supplements to police staff roles.

2. Eligibility

- 2.1 Market forces occasionally require the Constabularies to consider exceptional payments in order to recruit and / or retain valuable skills.
- 2.2 A position may be eligible for a market supplement where it can be demonstrated that:
- The pay, as determined by job evaluation, is significantly out of step with the market rate for comparable post regionally
 - There are recruitment and retention difficulties of posts, which are key to service delivery.

3. Application

- 3.1 Where a manager considers that a post is eligible for a market supplement they should complete part one of the market supplement application form (available from the HR intranet pages) and submit it to the Head of HR Change.
- 3.2 The Head of HR Change will consider the application, in consultation with UNISON via JCC and if agreed will arrange for an analysis of market data.

4. Market Analysis

- 4.1 A market analysis will be completed based on independent research sources, which will include but are not restricted to:
- Formal salary surveys and pay data, e.g. IDS, IRS and relevant professional bodies.
 - Benchmark data via the East of England Regional Assembly or the Local Government Employers.
 - Pay rates as published in job advertisements offered by competing employers in the same location.

- 4.2 The analysis will determine whether a market supplement is justified and what level of payment is appropriate.
- 4.3 The analysis will be reviewed by the Head of HR Change, in consultation with UNISON via JCC, and if supported will be submitted to the DHR and DCC for final approval.
- 4.4 Managers will receive confirmation in writing of the outcome.
- 4.5 Timescales for the completion of the market analysis will vary depending on the role and the availability of relevant data. Heads of Department will receive appropriate updates on the progress and findings of the analysis.

5. Appeals

- 5.1 If the Head of Department disagrees with the outcome of the market analysis or the level of payment they should appeal to the DHR, in writing, within 14 working days of receiving confirmation of the outcome
- 5.2 The DHR will provide a timeframe for dealing with the appeal within 14 days, based on the level of further analysis required, and will respond in accordance with this.

6. Payment of Market Supplements

- 6.1 Market supplements will be awarded to all post holders in the role. Individuals will receive confirmation in writing of any market supplement awarded.
- 6.2 The market supplement will be effective from the date that the application was submitted by the Head of Department.
- 6.3 Individuals who work part time will receive payment on a pro-rata basis.
- 6.4 Supplements will be paid through the normal salary system and will be subject to NI, PAYE income tax and pension deductions. Market supplements will be taken into consideration in the calculation of all statutory and occupational entitlements such as sickness, maternity, adoption and support pay, redundancy, allowances and overtime.
- 6.5 If an individual is redeployed on the grounds of redundancy the market supplement will be subject to pay protection for a period of three months.
- 6.6 Individuals will continue to progress incrementally through the salary scale for their band.
- 6.7 Cost of living increases will only apply to the base salary.
- 6.8 Payments will be monitored and included in equal pay audits.

7. Reviews

- 7.1 Market Supplements are temporary for 12 months.
- 7.2 Where a manager considers that the role remains eligible for a market supplement they must submit a further application, in line with section 3.
- 7.3 Where the outcome of the review is that the supplement is to be reduced or withdrawn the post holder will be given three months written notice, after which time the reduction / withdrawal will take effect.
- 7.4 The market supplement will automatically be reviewed if the post becomes vacant.