



FLITWICK TOWN COUNCIL Market Supplements Policy

1. Purpose

The Green Book states, 'pay arrangements should generally be set at a level that will recruit and retain employees, minimising the need to use market supplements.' However, from time to time, introducing a market supplement is the correct action to suit the organisation's needs to ensure efficient operations with sufficient staffing and equal opportunities for all employees.

As part of Flitwick Town Council's commitment to being a modern and flexible employer, the Council will consider implementing market supplements for job roles where it is not possible to recruit and/or retain employees at the job-evaluated rate, because of local or national shortages.

General matters relating to Market Supplements included in this policy have been taken from the Green Book which has been adopted by the Council.

2. Eligibility

Market supplements are available for all part time and full-time employees of the Council.

Market supplements can be actioned during recruitment for single roles or as part of an over-arching review of existing employee benefits.

Procedure

The Senior Management Team (SMT) can seek approval from the HR Committee of the Council to consider market supplements for job roles based on:

- Clearly evidenced recruitment and/or retention problems.
- Sufficient benchmarking and market salary testing for the same role or similar roles within other comparable organisations which show a distinct difference in pay.
- The requirement of having a clear review timeframe for the market supplement, which would be communicated to any employee benefiting from the scheme and to assist with Council budgeting. A set timeframe is not given within this policy because this would change depending on 'market' changes.

The HR Committee would receive a recommendation from the SMT regarding extending or withdrawing any market supplement fee from an employee's pay. Any employee receiving a market supplement would be issued with official notification detailing this amendment to contract and similarly, the same action would be taken for any withdrawal of a market supplement payment.

- The 'job evaluated' grade and any market supplement is clearly identified, shown as a separate allowance to the pay/grade determined by job evaluation, and is understood by employees in receipt.

3. **Equality**

The Council is committed to ensuring equal opportunities for all employees and there is a risk with supplementing pay, that this situation might be open to abuse or favouritism. This risk will be mitigated by:

- Ensuring that the supplement is applied to existing and newly recruited positions if relevant.
- Clear review timescales.
- The Town Clerk and Deputy Town Clerk are trained in Job Evaluation/pay grading.
- HR Committee involvement.

Policy documents/Personnel Adopted: 16.10.23

October 2023 Review Date: October 2024