

**Personnel Committee – 13<sup>th</sup> June 2016**

**Market Supplements Procedure**

**1. Purpose of the report**

The purpose of this report is to gain Personnel Committee approval for the revised Market Supplements Procedure (appendix 1) following its endorsement by CMT on 2<sup>nd</sup> June 2016.

**2. Recommendations**

Personnel Committee is recommended to:-

- 1) Agree the revised Market Supplement Procedure with immediate effect.

**3. Background**

The current Market Supplement Procedure was last reviewed in October 2011. Following an initial review of the procedure and a request from Finance there has been an amendment to the current procedure. The main change has been to remove the requirement for the Head of Finance to sign each market supplement business case. Other minor formatting amendments have also been made and in summary these are;

- Document has been formatted in line with the corporate HR Procedures currently in existence
- Document name to be changed from 'policy' to 'procedure' in order to be consistent and stay in line with other HR procedures
- Terminology updated from 'staff' to 'employee'
- Clarification that the ED is required to authorise the market supplement business case prior to the Head of HR

Other than the above amends stated there have been no further changes to the procedure compared with the current policy presently in use.

**4. Financial**

Any increased financial expenditure arising out of an approved market supplement will have to be covered by the individual service area and with the removal of the head of finance from the authorisations form, individual service areas will need to ensure that they have budget to cover additional

expenditure and that they liaise appropriately with their Finance Officer to monitor / record increased expenditure.

## **5. Legal**

The use of market supplements results in employees receiving increased pay over and above that confirmed by the Council's Job Evaluation scheme. As such provides the potential for equal pay risks to be created, it is therefore important that any business case put forward is done so in good faith, researched appropriately, evidenced accordingly, is temporary and reviewed in line with procedure to prevent/minimise any risk. The procedure considers this and puts safeguarding measures in place.

## **6. Risk Management**

No risk management implications arising out of this report.

## **7. People**

An Equality Impact Assessment (EqIA) has been completed on the procedure and actions will be incorporated as appropriate once approved (Appendix 2). In addition those employees in receipt of market supplements will have equalities monitoring data reported on annually within the employment monitoring report from 2015-2016 onwards and this will be shared with the Corporate Equalities Group.

## **8. Consultation**

CMT endorsed the revised Market Supplements Procedure on the 2<sup>nd</sup> June 2016.

Wider consultation has not taken place (outside of Finance and Legal) on this minor amendment due to its administrative nature and the limited impact the change will have. However, once approved the new procedure will be communicated to Trade Unions and Senior Managers.

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