

HUMAN RESOURCES COMMITTEE

14 July 2023

PROCEDURE FOR APPROVAL OF MARKET SUPPLEMENTS

REPORT OF THE DIRECTOR OF SMART CITIES AND ENABLING SERVICES

1. Purpose of Report

- 1.1 The Procedure sets out the Council's approach to ensuring we can attract and retain the right level of skills, knowledge, and expertise to deliver the City Plan and all associated objectives, by offering a flexible approach to any additional remuneration we may seek to award to an individual or group of employees.

2. Description of the Decision (Recommendation)

- 2.1 The Human Resources Committee is recommended to approve and adopt the Procedure for Market Supplements as set out in Appendix A and authorise the Director of Smart Cities and Enabling Services to make any typographical or stylistic corrections to the procedure as are necessary.

3. Background

- 3.1 At times it can be difficult to retain employees or recruit to 'hard to fill' posts. Market supplements are a way of tackling recruitment and retention issues by temporarily increasing the pay awarded to a post without altering the grade for that post which has been determined through the job evaluation process.
- 3.2 For the Council to meet its obligations, with respect to equal pay, market supplements must be objectively justified with a sound business case and then regularly reviewed to determine if they are still necessary. This procedure will ensure the robust consideration, approval, and monitoring of market supplements to minimise risk with respect to equal pay claims.
- 3.3 This Procedure sets out when market supplements may be paid, the process by which these cases are considered and approved, how they will be reviewed, and the main conditions applied to the supplement. This procedure will apply to all market supplements awarded within the Council.
- 3.4 The Procedure details the approval process by which a market supplement can be awarded. Approval for any market supplement would be dependent upon the meeting of certain criteria and would involve approval from Finance,

the Specialist Lead for People Management, and the Executive Director/Director of the relevant directorate or, in specific cases of a supplement being awarded to an Executive Director/Director, the Chief Executive.

4. Financial Implications

- 4.1 There are no direct financial implications arising from approving the introduction of this Procedure. The costs associated with any agreed market supplements will be considered at the appropriate time and included within the revenue budget as necessary.

5. Consultation

- 5.1 The trade unions will be consulted on this proposal and any comments received from trade union colleagues will be shared with the Committee.