**Market Supplement Business Case**

(Please read in conjunction with the market supplement policy)

A market supplement is an allowance paid to a job or job group in recognition of the

need to temporarily increase the base pay for the job to ensure that the Council is

competitive within the job market. This form should be used to put forward a clear

business case to support payment of a market supplement. Once completed it must

be forwarded to the Human Resources for initial consideration. Payment of the supplement will not be paid without appropriate approval by Corporate Management Team.

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| --- | --- |
| Service/Division: |  |
| Job title: |  |
| Grade: |  |
| Date job description last reviewed:  (attach copy of job description) |  |
| Any Allowances that are paid in addition to salary: |  |
| No. of posts to which the job description applies: |  |
| Does the post currently attract a market supplement ? |  |
| **Business Case** |  |
| 1. Evidence within the previous 12 months of a failure to recruit or of retention problems e.g. turnover figures, exit interview/ questionnaire data, data from recruitment campaigns. Please attach full evidence. |  |
| 1. What other ways have you considered to address recruitment/retention issues? E.g. development of other staff, secondments, reviewing the person specification, job redesign etc, recruitment fairs, social media advertising. |  |
| 1. What evidence, if any, is there of a national shortage of these skills? |  |
| 1. What evidence is there of neighbouring authorities and authorities of a similar size/ geographical area paying higher salaries and/or offering better benefits? (include details of any benchmark information) |  |
| 1. What is the impact/risk to the Council of a shortage of staff with these skills? |  |
| 1. Are there any other jobs which might fall within the scope of the supplement? |  |
| 1. What level of market supplement is recommended? Please attach evidence of the extent to which the Council is out of line with other comparable jobs and organisations, taking into account the complete benefits package. Independent salary data must be provided to support the recommendation |  |
| 1. What is the annual cost of this proposal and is there budget provision for this proposal? (confirmation should be attached from Finance Services) |  |
| Chief Officer Signature: | Date: |
| Chief Governance Officer Recommendation |  |
| Signature: | Date: |
| CMT Approval |  |
| Date Considered: |  |
| Decision: |  |