**DRAFT LETTER**

Enquiries to:

Direct Dial:

Date:

Name

Address

Address

Address

Post Code

Dear (Jobholder Name)

**Amendment to Contract – Applying a Market Supplement**

As an employee of Falkirk Council, it has been identified that the post you occupy is eligible to receive a temporary allowance under the Council’s Market Supplement Policy. This is subject to you confirming acceptance of this amendment by signing one copy of the attached form and returning it to the Council’s Staffing and Recruitment team.

This temporary allowance of ………….. per annum will be paid in 12 equal monthly instalments effective from……. until……….This is not linked to any annually agreed pay award and will not increase unless further reviewed. If this is the case, you will be notified of any change.

The allowance will be subject to annual review and may be reduced or withdrawn, with 3 months notice provided in line with the Council’s Market Supplement Policy.

Please ensure you thoroughly read the contents of the form prior to signing and returning the attached copy to Staffing.Recruitment@falkirk.gov.uk. You will only be paid this supplement on return of the attached form.

If you have any queries in relation to this, please contact your Service HR Business Partner in the first instance.

Yours sincerely

**DIRECTOR/HEAD OF SERVICE**

**MARKET SUPPLEMENT FORM**

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Service: |  |
| Name |  | Employee number: |  |

|  |  |
| --- | --- |
| Market Supplement (annual amount): |  |
| Payable with effect from:  Payable to: |  |

I have read and agree to the terms and conditions of Falkirk Council’s Market

Supplement Policy. I understand that this market supplement is allocated for a **temporary period of time**, and will be reviewed at least annually. Practically this means a review will take place:

* After the allowance has been in place for six months to ensure there is a need for its continuance, and to identify any case for its adjustment;
* annually thereafter on an ongoing basis;
* If a change to market conditions suggests a review may be appropriate;
* As part of the recruitment process when a vacancy arises.

Outcomes resulting from a review can be as follows:

* Withdrawal of the Market Supplement

I accept that if a review indicates that the market supplement is no longer justified it will be withdrawn, with 3 months notice provided. The market supplement will cease, and I will revert to my substantive salary.

* Continuance of the Market Supplement

If a review indicates that the market supplement should continue to apply at the same or a different rate, it will continue.

I understand that the market supplement does not alter the grade of my post. If at any time the grade of the post is changed, the market supplement will be reviewed as from the date of the change.

Pay Arrangements

While in receipt of the market supplement, it will form part of the pensionable salary and attract National Insurance contributions and tax deductions. Market Supplements will be taken into consideration in the calculation of all statutory pay entitlements such as**sickness and family leave.** However, any overtime will be paid at the substantive grade and will not include the market supplement element. The market supplement allowance will be used to calculate any relevant payment for leave. Annual agreed pay awards will not be applied to the level of market supplement awarded.

**Employee Acceptance:**

Signed: ………………………………….

Date: ……………………………………