WARWICKSHIRE POLICE	POLICY
Security Classification	OFFICIAL
Disclosable under Freedom of Information Act 2000	Yes

POLICY TITLE	Market Supplement Payments
REFERENCE NUMBER	WP166
Version	1.1

POLICY OWNERSHIP	
DIRECTORATE	Enabling Services
BUSINESS AREA	HR

IMPLEMENTATION DATE	June 2025
NEXT REVIEW DATE:	June 2027
RISK RATING	MEDIUM

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.pnn.police.uk

Contents

1. POLICY OUTLINE

Warwickshire Police operates under the terms of the Police Staff Council, which includes a nationally agreed pay spine consisting of individual pay points which are grouped by Warwickshire Police into pay grades. Police Staff roles are assigned to these pay grades according to the outcome of the Hay Job Evaluation process.

In certain circumstances it may be necessary to award a salary that is outside of these pay grades, in order to attract or retain individuals with specific skills which may be hard to obtain and / or essential to the delivery of Warwickshire Police's services. In such cases a market supplement payment can be added to the force's published pay points as a temporary additional payment.

This policy sets out the arrangements for the approval and monitoring of market supplement payments for members of Police Staff.

2. PURPOSE OF POLICY

The purpose of the policy is to ensure a fair and consistent approach to agreeing individual salary arrangements whilst maintaining the integrity of the force's job evaluation scheme and remaining as closely aligned as possible to nationally negotiated terms and conditions.

The arrangements for determining individual salaries outside of the agreed pay and grading structure must be fair and non-discriminatory and comply with Equal Pay legislation.

This Policy does not cover police officers, special constables, contractors, casual workers, police staff volunteers or workers employed by an agency.

The use of market supplement payments will only be approved where there is evidence of substantial difficulties in recruiting into a specific role or where vacancy levels present a significant risk to service delivery.

Market supplements are an additional payment to the basic salary and once approved at the recruitment stage will be shown in the employment contract as a separate payment but will not be removed or adjusted.

Line managers should always consider what factors may be impacting on their ability to recruit and retain into roles (e.g. hours of work, flexible working) and whether these can be addressed prior to requesting a market supplement payment. This should also include longer term succession planning for specific skills.

3. IMPLICATIONS of the POLICY

3.1 Risks

The effective operation of this policy will minimise the risk of successful action against Warwickshire Police and the OPCC under equality and employment legislation at Employment Tribunal.

3.2 Legal considerations

This policy takes into account key employment legislation including the Equality Act 2010, and supporting guidance including the Equality and Human Rights Commission Statutory Code of Practice. The requirement for evidence to be provided in support of a market supplement payment request supports Warwickshire Police in demonstrating that there is a material reason for differences in pay where men and women undertake work of equal value.

3.3 Roles and responsibilities

Line managers should consult with their HR Adviser (HRA) or HR Business Partner (HRBP) at the earliest opportunity if they identify a situation which may warrant the use of this policy, and will be expected to gather relevant information in support of any request.

The Reward and Recognition Panel (which includes representatives from Unison) will be the body which approves new requests for market supplement payments.

Human Resources will be responsible for notifying individuals of their salary rates either within their contract of employment or through written notices and arranging payment to be made via the payroll.

4. PROCEDURE

4.1 A market supplement payment may be used as an additional payment made to an individual, to ensure their recruitment by enhancing the salary being offered, bringing their total reward package in line with the market rate.

4.2 When requesting a market supplement the requesting manager must demonstrate the following:

- Market supplements should only be paid in exceptional circumstances and where market forces indicate pay and benefits being offered, significantly exceed that being offered by Warwickshire Police (taking into account additional benefits such as annual leave entitlement, defined benefit pension scheme etc).

4.3 Line managers should complete a Market Supplement Payment Request form including a detailed rationale for their request, evidence of any actions taken to address the recruitment issue and proposed value of the additional payment to be made. Advice can be sought from HR Advisors and HR Business Partners.

4.4 Prior to submitting the request form to the Reward and Recognition Panel for consideration, the HR Business Partner will validate the proposed value of the payment by reference to appropriate external research. The value of the supplement is determined by the difference between the top pay point of the grade for the role as determined by job evaluation, and the assessed market rate for the job in question.

4.5 The request will be circulated to members of the Reward and Recognition Panel for comments and approval (unless the next quarterly panel meeting is within 2 weeks in which case it will be taken to the meeting). **Under no circumstances should a salary offer be made to individuals until approval is obtained and confirmed by Human Resources.**

4.6 The outcome of the request will be recorded by HR regardless of whether the request is approved or declined. On a quarterly basis a report will be provided to the Reward and Recognition panel for review which will include an equality impact assessment for all submitted requests as well as details of existing payments which may be ending due to the resignation or internal move of the postholder.

4.7 It should be remembered that market supplements apply to jobs and not individuals and consideration should be given to the number of staff who are in jobs to which the supplement might apply.

5 PAY ARRANGEMENTS

5.1 Market supplements form part of an employee’s contractual pay and will be subject to normal statutory deductions and will be pensionable.

5.2 Market supplements will be included as part of an employee’s salary when mortgage application references are being completed and when total income calculations are being carried out e.g. for sick pay, maternity/adoption, paternity, holiday and redundancy pay.

5.3 Market Supplements will attract the nationally agreed annual pay award together with the basic pay element.

Staff Officer Consulted	Date Communication Sent
Director - Tania Coppola	January 2025

6. DOCUMENT HISTORY

Date	Author / Reviewer	Amendment(s) & Rationale	Date of Approval / Adoption
February 2023	Alison Hall	Formalising prior alliance principles document into a Warwickshire policy	
November 2023	Charlotte Mackay	Changes to 4.8 and 4.9 with the addition of section 5. Annual review	
January 2025	Tania Coppola	Reviewed and amended to reflect changes to allow MS payments to attract the national pay award and as a result will not be subject to an annual review.	19/06/2025

7. CONSULTATION

As this policy primarily affects police staff, Unison have been consulted during the drafting of this policy, and the Reward and Recognition Panel have been consulted on the principles underpinning the policy.

Further consultation will be conducted with the Critical Friends Group as part of the policy approval process.

8. ASSESSMENT AND ANALYSIS

An Equality Analysis (EA), Health and Safety Assessment (HAS) and Risk Assessment (RA) has been completed.