**Market Supplement Proposal Form**

|  |  |
| --- | --- |
| Job title [N.B. attach job profile] |  |
| Department/School/Institute |   |
| Grade |  |
| Total amount of proposed Market Supplement (£annual) |   |
| Proposed end date/period of payment (months/years) |  |
| Number of jobholders |  |
| Source of funding  |   |
| New/continuation of supplement |  |
| Date of business case  |   |

# Business case (to be completed by Head of Department/School/Institute)

|  |
| --- |
| What evidence is there of recruitment difficulties? For example:* The number of times the position has been advertised, including dates of adverts
* The number of responses to job advertisements / quality of applicants
* Lack of success of alternative sources of recruitment/attraction into the role
* Turnover rates in the particular role/academic discipline / exit interview data
 |
|  |
| What other measures have been explored? For example:* Changes to organisational structure / job design
* Changes to working arrangements, e.g. remote or agile working
* Other ways of resourcing / delivering the service other than via an in-house workforce?
* Other recruitment / retention initiatives
 |
|  |
| What market data is there to support the business case? For example:* Salary data from professional salary surveys / external reward consultants
* Advertisements and job descriptions from at least two similar positions in comparable organisations at the same level of seniority / accountability (please provide copies)
* Job offers made to existing employees (please provide evidence)
 |
|  |
| Has the EDI impact been considered and how do you intend to deal with any issues? (Support can be provided by the relevant HR Partner). For example:* Salaries currently being paid to those in the same/similar role or academic discipline
* Equal pay analysis and overall impact on the gender/ethnicity pay gaps
 |
|  |
| What steps are being taken to address the issue of recruitment and retention on a longer term basis, in order to mitigate the need for pay supplements in future? |
|  |

# Approval

##  Head of Department/School/Institute

I propose that the market supplement should be paid/continued, that all other appropriate options have been explored, and that the funding/budget is available/agreed with Finance.

|  |  |
| --- | --- |
| Signature |   |
| Date  |   |
| Job title  |   |

## HR Director

I endorse that the market supplement should be paid/continued, that all EDI implications have been assessed, and that all other options/measures have been explored.

|  |  |
| --- | --- |
| Signature |   |
| Date  |   |
| Job title |   |

### Vice-Principal/Chief Officer

I approve the business case and confirm that the market supplement should be paid/continued.

|  |  |
| --- | --- |
| Signature |   |
| Date |  |
| Job title |   |