**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 |  |