



MARKET SUPPLEMENT PAYMENT (POLICE STAFF) POLICY

1. Executive Summary

At West Midlands Police (WMP), we want to attract, recruit and retain the highest calibre candidates, with diverse skills and experiences, who will enrich our Force, enhance our approach to community policing and support the delivery of our strategic objectives.

To achieve this, we recognise our responsibility to train, develop and support our staff to both maximise their potential whilst also meeting the needs of the Force. One of the ways in which this can be achieved is via the undertaking of temporary roles or specific and alternative tasks, allowing for development of skills and experience.

There are rare occasions when the assigned job grading and associated salary (as determined through job evaluation) is insufficient to successfully recruit to or retain staff in specific posts because salaries offered by other employers for the same role, exceed those paid by WMP. To address this, it may be appropriate to pay a Market Supplement (MSP) in addition to salary to ensure a vacancy can be filled or the post holder is retained.

This commitment to recruitment and retention must be set against WMP's commitment to ensuring that all colleagues' pay is sustainable and legally compliant e.g.: policies reflect the principles of *Equal Value* and relevant legislation.

2. Authorised Professional Practice (APP)

This policy has been checked against APP and there is none in relation to the subject matter.

3. Scope

- The Chief Constable has overall direction and control of WMP and is ultimately accountable for all policies and supporting documents of the organisation and its actions.
- This policy applies to all WMP staff, regardless of seniority
- This policy does not apply to:
 - Police Officers
 - Special Constables
 - Volunteers
 - Contractors or Agency Staff
- Police officers managing members of police staff, must be familiar with this policy and adhere to its requirements, where necessary.

4. Objectives

We have set out this policy to:

- Ensure that WMP follows a fair and consistent approach to assessing Market Supplements to ensure they are justifiable and managed consistently and transparently



- Reinforce our commitment to treat all staff fairly, consistently and equitably

5. Definitions/Acronyms

HR – Human Resources

LPA – Local Policing Area

MSP - Market Supplement

WMP – West Midlands Police

6. Policy Statements and Information

The specific provisions of this policy are not contractual, unless expressly stated, and can be amended from time to time.

- Market supplement payments (MSP) are lawful under the [Equal Pay Act \(1970/5\)](#) and the [Equality Act 2010](#) where there is evidence to justify that market factors are the 'genuine material reason' for the post attracting a higher rate of pay than other similarly graded posts.
- The first and most important principle of a Market Supplement is that they must reflect the levels of pay (not other benefits) in the market for which they are determined.
- This allows the supplements to be removed or eliminated over a period of time and ensures that they are introduced for an identifiable and specific purpose and period.
- The use of a Market Supplement must be based on factual evidence and not simply used as an alternative to resolving other managerial issues.
- The supplement will be for a fixed amount based on market data evidence.
- Inconsistently managed MSP may give rise to equal pay claims and hence must be based on objective, demonstrable criteria at the time of application and throughout the duration of the payment.

APPLICATION

- To apply for an MSP the relevant Head of Service/Department must consult with their HR Manager and seek confirmation from the Head of Finance Business Partnering that funding is available.
- The Head of Service/Department must prepare a business case.
- The business case must include:
 - a) Clear evidence of difficulties in recruiting or retaining staff, including;
 - Advertising costs,
 - Numbers of applicants
 - Brief and unbiased comment on the caliber of applicants
 - Results of interviews
 - Identified shortfalls
 - Evidence of salaries being offered externally



- In the case of retention, evidence of employees applying for the same kind of job externally must be provided

b) A clear rationale that describes why a particular post should attract the supplement and what benefits the application will bring.

FUNDING

- There is no central budgetary provision for payment of Market Supplements. Department Heads must work with the relevant Finance Business Partner to identify funding options.
- Services will need to identify existing resources at the time of application; this needs to be confirmed by the Head of Finance Business Partnering.
- Particular emphasis needs to be given to considering costs when a whole job group would attract payment.
- Consideration must also be given to the fact that some job groups are spread across a number of Departments/LPA's.

MARKET ANALYSIS

- The Reward, Benefits and Engagement Advisor will complete a market analysis using independent research sources.
- An additional external market analysis may be sourced from an independent Reward Consultancy.
- This analysis will identify whether a supplement is appropriate and will provide the basis for the calculation of any supplement value.

DECISION MAKING

- The application and business case, accompanied by any recommendation from the Reward, Benefits and Engagement advisor, shall be considered by the People Services Director
- All documentation will be considered to allow an informed decision.

OUTCOME

- The timeframes for providing a response will vary depending on the post being reviewed and the availability of suitable comparable data. In any case, we aim to respond within 28 days wherever possible.
- Post holders and requesting managers will be notified of the outcome in writing, including a rationale for the final decision.

APPEALS

- If the post holder and requesting manager disagree with the outcome, an appeal may be submitted by the Head of Department, within 14 days of receipt of the outcome.



- Appeals will be reviewed by the Director of Commercial Services.

PAYMENT

- Market supplements shall be payable to all post holders for the respective role.
- Supplements will be payable from the date of approval by the People Services Director.
- Part time employees will receive the market supplement payment on a pro-rata basis.
- Supplements will be payable as part of the normal salary and will be subject to national insurance, PAYE Income Tax and pension deductions.
- Market supplements will be included in the calculation of all statutory and occupational entitlements including but not exclusive to sickness, maternity, adoption and support pay, redundancies, allowances and overtime.
- Cost of living amendments will only be applicable to the base salary. A market supplement payment will be reviewable following a pay award, to ensure that the total payment remains consistent with, and does not exceed the market value of the role.

REVIEW

- Market supplement payments are awarded for a period of 12 months. Continued eligibility is reviewable at the end of each period and following a pay award
- Where a post remains eligible for a market supplement payment, the value will be adjusted in line with any Police Staff Council pay awards.

7. Relevant Legislation / Policies / Guidance

- [Equal Pay Act \(1970/5\)](#)
- [Equality Act 2010](#)

8. Equality Impact Assessment

WMP places trust in their employees to comply with force policies and to work in accordance with and in support of:

- [WMP Vision and Values](#)
- [Code of Ethics | College of Policing](#)



	What impact has this policy had on the nine protected characteristics in relation to the three general duties? (If applicable)	How will this updated policy positively impact each of the nine protected characteristics in relation to the three general duties? If not, explain why it will not.
Age	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>
Disability	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>
Gender Reassignment	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>
Pregnancy & Maternity	No Impact identified	<p>The market supplement payment would be included in the calculation of allowances, and therefore an individual would not be disadvantaged by embarking on a period of family related leave under this category.</p>
Marriage & Civil Partnership	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>
Race	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and</p>



		<p>procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>
Religion or Belief	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>
Sex	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>
Sexual Orientation	No Impact identified	<p>The provisions of this policy apply equally to all staff within the Force. The policy and procedure allow for consideration of individual circumstances as appropriate. Where a market supplement payment is awarded, it shall apply to all post holders of the designated role.</p> <p>There is currently no data or research to support a negative impact as a direct consequence of implementing this policy.</p>

9. Publication Instructions

Suitable for publication to public.

10. Document Control

Strategic Lead:	██████████ (Employee Relations Strategic Lead)
Policy Author(s):	██████████ (Rewards, Benefits and Engagement Advisor)
Effective Date:	04/03/25
FET Approval:	04/03/25
Version Number:	v2.0
Review Date:	04/03/27



Any enquiries in relation to this policy should be made directly with the Strategic Lead.

All policies are subject to a formal consultation process which encompasses Legal, Professional Standards, Faith Groups, Trade Unions, Independent Advisory Groups and wider force groups and any other relevant parties. A record of consultation can be found on the Policy Portal.

It is responsibility of the Strategic Lead to ensure that all links within the policy are correct and accessible.

Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
v2.0	13/12/24	Major change- Change of decision maker as a result of new People Services structure	[REDACTED]