

ANNEXURES

Terms of Reference of the
Pay Level Survey Advisory Committee

To advise the Standing Commission on matters relating to the Pay Level Survey with particular reference to :

- (a) the methodology for the Pay Level Survey to be drawn up by the specialist consultants;
- (b) the selection of grades in both the civil service and the private sector for job and pay comparisons;
- (c) the analysis and interpretation of the results of the Pay Level Survey; and
- (d) any other matters relating to it referred by the Commission.

Members of the Pay Level Survey Advisory Committee

Chairman : Mr. Gordon M. Macwhinnie, C.B.E., J.P.

Members : (a) Representatives from the Standing Commission

Dr. the Hon. Kim Y.S. Cham, J.P.

Dr. Victor K.K. Fung

Mr. Vincent H.C. Ko

Mrs. Alice Lam

(b) Representatives from the Model Scale 1
Staff Consultative Council

Mr. Chung Shu-chun

Mr. Fung Siu-ming

Mr. Yu Kui-fung

(c) Representatives from the Police Force Council

Mr. R.A. Steele, C.P.M. (1st and 2nd meetings)

Mr. P.E. Halliday (3rd to 6th meetings)

Mr. Li Shu-fung

Mr. Wong Hiu-shan, C.P.M.

(d) Representatives from the Senior Civil Service Council

Mr. Augustine Choi Chi-wa (1st to 4th meetings)
Mr. Pang Lap-yin (5th meeting)
Mr. Ma Siu-leung (6th meeting)
Mr. H.J. Walton Masters (1st to 4th meetings)
Mr. Arthur Watson (5th and 6th meetings)
Mr. Peter Wong Hyo

(e) Representatives from Umelco

The Hon. Jackie Chan Chai-keung
The Hon. Szeto Wah

(f) Representatives from the Administration

Mr. Dominic S.W. Wong, J.P.
Mr. C.I.C. Jackson (1st meeting)
Mr. M.J.C. Waters (2nd to 6th meetings)

(g) Representatives from the Commission Secretariat

Mr. C.K.K. Wong, J.P.
Mr. Tam Wing-pong
Mr. Stephen W.K. Pang

(h) Representatives of Private Sector Organizations

(i) Chinese General Chamber of Commerce

The Hon. Ho Sai-chu, M.B.E., J.P.

(ii) Chinese Manufacturers' Association

Mr. Charles P.F. Fung (1st to 3rd meetings)

Dr. M.W. Lui (4th to 6th meetings)

(iii) Employers' Federation of Hong Kong

Mr. J.A. Cheetham, J.P.

(iv) Federation of Hong Kong Industries

Mr. T.N. Law (1st, 2nd, 3rd,
5th and 6th meetings)

Mr. Dennis H.S. Ting, J.P. (4th meeting)

(v) Hong Kong General Chamber of Commerce

Mr. Harry Garlick (1st, 2nd, 4th,
5th and 6th meetings)

Mr. Peter Barrett (3rd meeting)

(1) Representatives of Institutional Bodies

(i) Hong Kong Industrial Relations Association

Mr. Peter Yeung Kong-hing

(ii) Hong Kong Institute of Personnel Management

Mr. Patrick Maule (1st, 2nd, 5th
and 6th meetings)

Miss Belinda Cheung (3rd and 4th meetings)

(iii) Hong Kong Management Association

Mr. B.J. Buttifant



STANDING COMMISSION ON CIVIL SERVICE
SALARIES & CONDITIONS OF SERVICE

METHODOLOGY FOR
CONDUCTING THE 1986
PAY LEVEL SURVEY

JUNE 1986

STANDING COMMISSION ON CIVIL SERVICE
SALARIES & CONDITIONS OF SERVICE

METHODOLOGY FOR CONDUCTING THE
1986 PAY LEVEL SURVEY

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CHAPTER 1

OBJECTIVES OF THE 1986 PAY LEVEL SURVEY

- 1.1 As stated in the terms of reference presented to the consultants by The Standing Commission on Civil Service Salaries and Conditions of Service (reference SC6/PIU/15/3 dated 26 March 1986) the objective of the 1986 Pay Level Survey is to :

assess whether or not the present remuneration of the Civil Service below the Directorate level, including both salary and fringe benefits, is broadly in line with that of employees in the private sector doing comparable work.

- 1.2 The objective is to be achieved within the following general framework unless otherwise recommended by the consultants :

the methodology for the valuation of benefits is to be that approved by the Standing Commission as advised by the Pay Research Advisory Committee and the Pay Level Survey Advisory Committee;

the private sector companies to be used for the purposes of the comparisons should be, as far as possible, the companies covered by the annual pay trend survey, however the consultants may recommend other companies in the consultants data base or elsewhere provided they fall within the criteria for inclusion in the pay level survey;

the current broad banded structure of the civil service should not be substantially altered nor will the survey be used to adjust remuneration of specific grades;

the consultants will be advised during the conduct of the study by a steering group consisting of members of the Commission and Commission Secretariat Staff;

the consultants will be able to draw upon the assistance of the Commission Secretariat and the Pay Survey and Research Unit where necessary and appropriate.