

CHAPTER 5

PAY SURVEY AND RESEARCH UNIT

5.1 The Pay Survey and Research Unit is a fact-finding and data analysis organization which provides information relevant to the determination of civil service remuneration.

5.2 The Unit is under the administrative control of the Commission which specifically :-

- (a) determines the Unit's programme of work and allocates priorities where necessary;
- (b) ensures the independence and impartiality of the Unit in the conduct of all its surveys;
- (c) ensures that the Unit conducts such surveys and enquiries as are required of it in accordance with the principles and methodology agreed by the Government; and
- (d) ensures the confidentiality of the information obtained from individual sources in the private sector.

5.3 Commissioned by the Pay Trend Survey Committee, the Unit conducted the 1988/89 Pay Trend Survey between February and April 1989. Information on movements of pay of staff employed in 68 selected companies in the private sector for the year 1 February 1988 to 31 January 1989 was gathered and analysed in accordance with the criteria laid down. The results were validated by the Pay Trend Survey Committee and released in May 1989. A summary of the results of this survey is at Appendix H.

5.4 Concurrently with the 1988/89 Pay Trend Survey, the Unit also gathered information on the fringe benefits available to employees in the participating companies. A report was issued in September 1989.

5.5 In connection with the 1989 Non-Directorate Salary Structure Review, we asked the Unit to conduct surveys to provide us with information on private sector remuneration. The surveys started in August and data collection was completed in December. We expect to receive the reports of the surveys in the near future.

5.6 As in the past, the Unit continued to supply information on civil service salaries and conditions of service to organizations outside the civil service. It also participated in surveys conducted by private sector companies.

Pay Trend Survey Committee

5.7 The Pay Trend Survey Committee is an independent body established by the Government in 1983. Its main function is to monitor the conduct of the pay trend survey. It has the following terms of reference :-

- (a) to commission the annual pay trend survey;
- (b) to analyse the results of the survey and to ensure that the agreed criteria for the interpretation of the data collected have been properly applied;
- (c) to agree the pay trend information resulting from the survey; and
- (d) to advise the Standing Commission on matters relating to pay trend survey methodology.

5.8 Insofar as the conduct of the annual pay trend survey is concerned, the Pay Trend Survey Committee is the only and final authority. The Standing Commission has no overriding authority over the Committee.

5.9 The Committee consists of two Members of the Standing Commission, one as Chairman and the other as Alternate Chairman of the Committee, the Secretary-General of the Standing Commission, two representatives of the Standing Committee on Disciplined Services Salaries and Conditions of Service, two representatives of the Administration, three representatives of the Staff Side of the Senior Civil Service Council, three representatives of the Staff Side of the Model Scale 1 Staff Consultative Council, and two representatives of the Police Force Council. There are also observers from the constituent bodies. In January 1989, Mr. Andrew K.W. So, O.B.E., J.P., was appointed the Chairman of the Committee to succeed Mr. Gordon M. Macwhinnie C.B.E., J.P., while Mr. Stanley G. Elliott was appointed the Alternate Chairman in place of Mrs. Alice Lam, J.P.

5.10 The Pay Survey and Research Unit services the Committee as its Secretariat. During the year the Committee held five meetings. The first was held in January to consider how the preliminary recommendations of the Committee of Inquiry into the 1988 Civil Service Pay and Related Matters should be taken into account in the 1988/89 Pay Trend Survey. The second meeting was held in April to

consider the calculation criteria for the 1988/89 Pay Trend Indicators. At its third meeting in May, the Committee examined the findings of the 1988/89 Pay Trend Survey. In August, the Committee held its fourth meeting to discuss proposals for the further development of the pay trend survey methodology and its advice was submitted to the Commission for consideration. The Committee met for the fifth time in November to consider the inclusion of new companies in the survey field and to commission the 1989/90 Pay Trend Survey.