

## 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 In connection with the 1989 Salary Structure Review, we asked the Unit to conduct pay comparison surveys to provide us with information on remuneration in the private sector. This was a limited exercise with the focus on comparing salaries for entry level jobs. In February 1990, the Unit submitted to us a general report on the surveys and nine separate reports each covering an individual qualification group. The survey results were taken into account in setting the benchmarks of the qualification groups.

5.4 Another main activity of the Unit during the year was the 1989/90 Pay Trend Survey. During the Survey, details of which are given in Chapter 3, the Unit also gathered information on the fringe benefits available to employees in the participating companies. A report was published in August 1990.

5.5 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

5.6 The Pay Trend Survey Committee is an independent body established by the Government on our advice in 1983, with the main function of monitoring 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.

5.7 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.

5.8 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, the Secretary-General and one representative 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, two representatives of the Police Force Council and two representatives of the Staff Side of the Disciplined Services Consultative Council. During 1990, the representatives of this Commission on the Committee, namely Mr. Andrew K.W. So as the Chairman and Mr. Stanley G. Elliott as the Alternate Chairman, remained unchanged.

5.9 The Pay Survey and Research Unit serves as the secretariat of the Committee. During 1990, the Committee held four meetings. The first meeting, in March 1990, examined the findings of the Pay Survey and Research Unit

on the 1989/90 Pay Trend Survey. These were accepted and announced immediately afterwards. At the second and third meetings, held in June and October 1990 respectively, the Committee, with the help of a special Working Group it appointed, reviewed the pay trend survey methodology and other related issues. In December 1990, the Committee met for the fourth time in the year to commission the 1990/91 Pay Trend Survey.