

GLOSSARY

Analogue. A job in the private sector, the content of which is such that it can be compared with a job in the civil service.

Bench Marks. A level of pay determined by reference to a point in the pay scales, considered to be appropriate for a particular skill or qualification before an adjustment is made to take account of other job factors.

Bracketed Points. A system whereby on satisfactory completion of his probationary period, a civil servant receives two increments in the scale instead of one, i.e. he jumps a point in the pay scale.

Broadbanding. The concept of not trying to reflect minor differences in job content in pay scales. In other words, the application of one pay scale to a range of civil service jobs the qualifications required and workload of which are broadly similar but not the same.

Grades. A group of job related ranks, the higher of which are normally filled by promotion from the lower ranks. For example, the Executive Grade includes ranks of Executive Officer II, Executive Officer I, Senior Executive Officer, Chief Executive Officer and Principal Executive Officer. However, it is possible for a grade to consist of only one rank.

Rank. A sub-division of a grade normally representing a separate level of responsibility. Individual jobs all have a rank identified by title and with an appropriate pay scale.

Increments. Steps in a pay scale. Normally a civil servant receives one increment annually until he reaches the maximum of the pay scale.

Omitted Points. An arrangement whereby in certain ranks, points in the pay scales are jumped i.e. at certain times a civil servant receives more than one increment.

Willink Formula. An adaptation of a formula for determining pay used by the Royal Commission on the U.K. Police chaired by Sir Henry Willink in 1960. In Hong Kong the formula was used to set the pay levels of the entry ranks for all disciplined services rank and file.

Edmund-Davies Report. A report of a Committee of Inquiry on the U.K. Police chaired by The Right Honourable Lord Edmund-Davies P.C. published in July 1978.