

CHAPTER 4

THE PAY SURVEY AND RESEARCH UNIT

4.1 The Pay Survey and Research Unit is a fact-finding and data analysis organisation set up to provide information relevant to the determination of civil service remuneration. The Unit is under the administrative control of the Commission which has the following functions in relation to it :

- (a) to determine the Unit's programme of work and to allocate priorities where necessary;
- (b) to ensure the independence and impartiality of the Unit in the conduct of all its surveys;
- (c) to ensure 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) to ensure the confidentiality of information obtained from individual sources in the private sector.

4.2 The main activity of the Unit during the year was the conduct of the 1983/84 Pay Trend Survey. Information on movements in the pay of staff employed in 60 selected companies in the private sector for the year 1 February 1983 to 31 January 1984 was collected during December 1983 and January 1984 and analysed in accordance with the criteria laid down. The results were presented to the Pay Trend Survey Committee in February 1984 for validation. Copies of the Pay Trend Survey Report were then issued to the Administration, the members of the Pay Trend Survey Committee and the 60 companies which participated in the survey.

4.3 Of the 60 companies included in the survey, 56 announced a pay adjustment before the cut-off date and were able to identify increases related to the cost of living, company performance and general market conditions. This information was used to calculate the average pay increase awarded in the private sector during the year. The results were :

9.86% for employees earning less than \$3,500 per month

8.64% for employees earning between \$3,500 and \$11,999 per month

8.45% for employees earning between \$12,000 and \$21,610 per month

A more detailed report on the results of the survey is at Appendix VII. In parallel to the 1983/84 Pay Trend Survey, a fringe benefit survey was carried out to collect information on the benefits provided by the 60 companies in the survey field.

4.4 During the year, the Unit also began preliminary research on the feasibility of finding private sector analogues for civil service jobs. The Unit carried out a review of all civil service grades and compiled a list of those for which there are unlikely to be analogues suitable for pay level comparisons. At the same time, the Unit identified a list of civil service grades on which further research will be necessary before it can be established that they have analogues in the private sector suitable for pay level comparisons. In 1985, the Unit will conduct a detailed examination of their job descriptions and carry out discussions with private sector companies in order to establish more positively whether they have analogues.

4.5 Towards the end of the year, the Unit made preparatory arrangements for the commencement of the 1984/85 Pay Trend Survey in accordance with our recommendations.

4.6 The Unit continued to supply information on civil service salaries and conditions of service to organisations outside the civil service and participated in surveys conducted by private sector companies.