

CHAPTER 4

THE PAY SURVEY AND RESEARCH UNIT

4.1 The Pay Survey and Research Unit is under the administrative control of the Commission. Specifically, the Commission :

- (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.

4.2 The function of the Unit is to obtain and analyse information from various sources which is relevant to the determination of civil service remuneration. Its chief activity during the year was the conduct of the 1984/85 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 1984 to 31 January 1985 was gathered between December 1984 and February 1985 and analysed in accordance with the criteria laid down. The results were presented to the Pay Trend Survey Committee in March 1985 for validation. Copies of the Pay Trend Survey Report were then passed to the Administration, the members of the Pay Trend Survey Committee and the companies which participated in the survey.

4.3 Of the 60 companies included in the survey, 57 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 and one company announced that it would make no pay adjustment during the year. The information provided by these 58 companies was used to calculate the average pay increases awarded in the private sector during the year. The results were :

10.77% for employees earning less than \$4,000 per month

9.12% for employees earning between \$4,000 and \$12,999 per month

8.77% for employees earning between \$13,000 and \$23,555 per month

A more detailed report on the results of the survey is at Appendix X.

4.4 Information was also collected during the period December 1984 to February 1985 on the fringe benefits which were available to the employees of 59 surveyed companies on 31 January 1985. A report was issued in April 1985 and passed to the Administration and the companies which participated in the survey.

4.5 During the year the Unit commenced a detailed examination of the job descriptions of selected posts in the civil service which may have analogues in the private sector and which might therefore be suitable for pay level comparisons. At the end of the year this work was still continuing.

4.6 Towards the end of the year, the Unit made preparatory arrangements for the commencement of the 1985/86 Pay Trend Survey in accordance with our recommendations and for a further Fringe Benefit Survey.

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