

CHAPTER 5

ACTIVITIES OF COMMITTEES

The (1986) Pay Level Survey Advisory Committee

5.1 In Report No. 17, we mentioned that, in order to collect a broad spectrum of views on the 1986 Pay Level Survey for non-directorate civil servants, we set up the Pay Level Survey Advisory Committee to advise us on matters relating to the survey at various stages of the exercise. The Pay Level Survey Advisory Committee was established in mid-1986 with the following terms of reference : -

To advise the Standing Commission on matters relating to the Pay Level Survey, with particular reference to : -

- (a) the methodology for the Pay Level Survey to be drawn up by specialist consultants;
- (b) the selection of grades in both the civil service and the private sector for job and pay comparisons;
- (c) the analysis and interpretation of the results of the Pay Level Survey; and
- (d) any other matters relating to it referred by the Commission.

5.2 The Committee consisted of five Members of the Standing Commission with Mr. Gordon M. Macwhinnie as its Chairman, two representatives nominated by OMELCO, two representatives of the Administration, three representatives of the Commission Secretariat, three representatives of the Staff Side of the Model Scale 1 Staff Consultative Council, three representatives of the Police Force Council, three representatives of the Staff Side of the Senior Civil Service Council and eight representatives from private sector organizations and institutional bodies. There were also three observers from each of the three staff councils in the civil service.

5.3 The Committee held a series of six meetings between May and June 1986 during its first round of consultation on the methodology for the 1986 Pay Level Survey. This included deliberations on the Pay Research Advisory Committee's Report on the Valuation of Fringe Benefits, the proposed methodology for job evaluation and pay comparisons by Hay Management Consultants (Hong Kong) Ltd., the selection of grades for job and pay comparisons, and the Committee's First Report on the 1986 Pay Level Survey for submission to the Commission.

5.4 Following the completion of the 1986 Pay Level Survey in early November 1986, the Committee held another series of five meetings between November and December 1986 to consider the findings of the survey and the draft of the Committee's Second Report on the 1986 Pay Level Survey.

5.5 During January 1987, the Committee held two more meetings to discuss the consultants' report and the final draft of the Committee's report. In late January 1987, the Committee presented its report to us. Having taken into account the views expressed by the Committee, we submitted our Report No. 18, the Second and Final Report on the 1986 Pay Level Survey, to His Excellency the Acting Governor in late February 1987. The Committee has since disbanded and we would like to reiterate our thanks to the Chairman and members of the Pay Level Survey Advisory Committee for their useful contribution which has been of great benefit to us in formulating our recommendations and observations.

#### The (1986) Pay Level Survey Steering Group

5.6 The Pay Level Survey Steering Group, established in mid-1986, was an in-house working group of the Commission. Its main function was to monitor the work of the consultants engaged to undertake the 1986 Pay Level Survey. Under the chairmanship of Mr. Gordon M. Macwhinnie, a senior Member of the Commission, the Steering Group consisted of staff of the Commission Secretariat and the Pay Survey and Research Unit. Representatives from the consultants and from the Administration were invited to attend its meetings as and when the Steering Group required information on certain specific and technical aspects.

5.7 In Report No. 17, we said that the Steering Group held a total of 24 meetings and discussed various items, including the inclusion of expatriate benefits as a separate chapter in the consultants' report, the timing of the 1986 Pay Level Survey, the inclusion of public utilities companies in the survey field, the adoption of a separate band in the survey for Model Scale 1 staff, separate valuation of contract gratuities, the expansion of the survey field, the reaction of the civil service Staff Side to the Commission's Report No. 16, changes to the methodology for the Pay Level Survey suggested by the Acting Governor in his letter dated 14 August 1986, the findings of the consultants' report and comments on the report made by members of the (1986) Pay Level Survey Advisory Committee.

5.8 During the early part of 1987, the Steering Group held another six meetings to continue its discussion of the findings of the consultants' report and the reaction to it, as well as of requests made by members of the (1986) Pay Level Survey Advisory Committee for further information on the consultants' report, and of the Standing Commission's

draft Second and Final Report on the 1986 Pay Level Survey (Report No. 18). Like the (1986) Pay Level Survey Advisory Committee, this Steering Group has since dissolved and we would also like to record our thanks to the Chairman and members of this Group for the difficult work they have carried out during the survey.

#### Pay Trend Survey Committee

5.9 The Pay Trend Survey Committee was established by the Government in early 1983 on the recommendation of the Standing Commission as a standing committee with 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.

5.10 The Committee consists of two Members of the Standing Commission, one as Chairman and the other as Alternate Chairman, the Secretary-General of the Standing Commission, 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. During 1987, there were no changes in the Commission's representatives on the Committee, namely, Mr. Gordon M. Macwhinnie, the Chairman, and Mrs. Alice Lam, the Alternate Chairman.

5.11 The Committee held three meetings during the year. The first meeting, in March 1987, examined the findings of the Pay Survey and Research Unit on the 1986/87 Pay Trend Survey. The meeting took place in two sessions, at the end of which the Committee accepted the pay trend survey results which were announced immediately afterwards. The second meeting was held in May 1987 to discuss how the pay trend survey methodology could be further improved. We took the advice of the Committee when we formulated our own recommendations to His Excellency the Governor. In November 1987, the Committee met for the third time to commission the 1987/88 Pay Trend Survey.