

CHAPTER 6

PAY SURVEY AND RESEARCH UNIT

6.1 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.

6.2 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.

6.3 Commissioned by the Pay Trend Survey Committee, the Unit conducted the 1990/91 Pay Trend Survey during the period between February and May 1991. During the survey, details of which are given in Chapter 4, the Unit also gathered information on the fringe benefits available to employees in the participating companies. A report was published in July 1991.

6.4 In connection with our review on job-related allowances and leave passage arrangements, we asked the Unit to conduct two surveys to provide us with information on the practices in the private sector. The Unit submitted its findings in June 1991. As noted in paragraph 5.11, the Unit was also asked to conduct an in-house study on the subject of job evaluation. We received the first report on the study in November 1991 and we expect to receive the final report in early 1992.

6.5 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

6.6 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.

6.7 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.

6.8 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 1991, 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.

6.9 The Pay Survey and Research Unit serves as the secretariat of the Committee. During 1991, the Committee held two meetings. The first meeting, in May 1991, examined the findings of the Pay Survey and Research Unit on the 1990/91 Pay Trend Survey. These were accepted and announced immediately afterwards. At its second meeting held in August 1991, the Committee reviewed the pay trend survey methodology and other related issues.