

## NATIONAL MINIMUM WAGE SURVEY

- 1. How many workers in total does your business currently employ? How many are men? And how many women?** (Please include all workers - full-time, part-time, and casual staff) *(Please insert numbers)*

Total  Men  Women

- 2. How many workers in your business are aged...?** *(Please insert numbers)*

16 to 17  18 to 21  22 or over

- 3. Has the October 2003 increase in the National Minimum Wage affected your business in any way?** Yes  *(go to Q4)* No  *(go to Q10)*

- 4. What has happened to your TOTAL pay bill (Including any extra payments needed to maintain differentials) as a result of the October 2003 increase in the National Minimum Wage?**

a) No significant change  b) Increased by less than 5%   
 c) Increased by 5% to 10%  d) Increased by more than 10%

- 5. If you have increased the pay rates of staff as a result of the October 2003 increase in the National Minimum Wage, was the increase due to any of the following reasons?**

a) To comply with the new NMW rates (i.e. £4.50 for 22+ and £3.80 for 18-21s)   
 b) To maintain pay differentials above the NMW of lowest pay rate   
 c) To maintain pay differentials for more experienced staff   
 d) To maintain pay differentials for higher-grade staff (e.g. supervisors)   
 e) Other reasons  Please specify  
 .....

- 6. Please specify the highest hourly pay rate you had to increase as a result of the October 2003 increase in the National Minimum Wage.** *(Please write in pounds and pence)*

From £  To £

- 7. Has the October 2003 increase in the National Minimum Wage led to any of the following benefits for your business?** *(Please state whether significant, slight or none)*

	Significant	Slight	None
a) Lower staff turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Higher staff motivation	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Faster filling of vacancies	<input type="text"/>	<input type="text"/>	<input type="text"/>

**8. As a result of the October 2003 increase in the National Minimum Wage, have you changed any of the following in your business?**

*(Please tick one box for each potential change)*

	Significant Increase	Slight Increase	Slight Decrease	Significant Decrease	No Change
a) Overall staffing levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Basic hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Overtime hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Overtime rates/incentive payments/bonuses/commission/ tips etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Non-wage benefits (e.g. meal vouchers, paid breaks etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**9. Has the October 2003 increase in the National Minimum Wage led to changes in any of the following in your business?** *(Please tick one box for each potential change)*

	Significant Increase	Slight Increase	Slight Decrease	Significant Decrease	No Change
a) Profits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Measures taken to control labour costs (e.g. treatment of absence, paid breaks, staff meals, overtime rates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Measures taken to control non-labour costs (e.g. costs of supplies, distribution and marketing costs, improved stock control)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Use of new technology/processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Quality of goods and services you provide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Introduction of new products or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Use of unskilled/unqualified labour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Other	Please specify .....				

**10. At what age is a worker entitled to your full adult rate?**

**11. Do you have age-related pay structures?** Yes  (go to Q12) No  (go to Q14)

**12. Enter the current minimum hourly rates for workers in each of the following age groups in your business. If you have no workers in any age band please leave blank.** *(Please write in pounds and pence)*

16/17	£ <input type="text"/>	18	£ <input type="text"/>	19	£ <input type="text"/>	20	£ <input type="text"/>
21	£ <input type="text"/>	22 +	£ <input type="text"/>				

**13. There could be a number of reasons why employers have age-related pay structures. Some of these are listed below. (Please tick all that apply)**

Productivity	<input type="checkbox"/>	Reliability	<input type="checkbox"/>	Experience	<input type="checkbox"/>
Length of service	<input type="checkbox"/>	Recruitment	<input type="checkbox"/>	Legal restrictions	<input type="checkbox"/>
National Minimum Wage	<input type="checkbox"/>	Previous Wage Council practice	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Please specify .....			(Go to Q15)

**14. If you have no age-related pay structures, what other factors account for differences in your workers' hourly pay?**

(Please tick all that apply)

Experience	<input type="checkbox"/>	Qualifications/skills	<input type="checkbox"/>	Responsibilities	<input type="checkbox"/>
Length of service	<input type="checkbox"/>	Output work	<input type="checkbox"/>	Performance Assessment/appraisal	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please specify .....			

**15. Has the 2003 increase in the National Minimum Wage made you more or less likely to employ workers in different age groups?**

(Please tick one box for each age group)

	More likely	Less likely	No change
Workers aged 16–17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers aged 18–21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers aged 22 or over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**16. If you employ any apprentices, how many do you employ?**

(Please insert numbers)

a) under a Government apprenticeship scheme, or	<input type="text"/>
b) under a contract of apprenticeship	<input type="text"/>

**17. How many of your apprentices are aged...? (Please insert numbers)**

16 to 17	<input type="text"/>	18	<input type="text"/>	19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22+	<input type="text"/>
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**18. What is your lowest hourly pay rate for apprentices?**

(Please write in pounds and pence)

Year 1 apprentices	<input type="text"/>	Year 2 apprentices	<input type="text"/>	Year 3 apprentices	<input type="text"/>
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**19. Do you currently make use of the Development Rate for workers aged 22 or over (i.e. pay less than £4.50 but at least £3.80)? (This Development Rate is for workers receiving accredited training in their first six months with a new employer.)**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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20. **If you don't currently use the Development Rate, will you be more likely to use it when the adult minimum wage rate increases to £4.85 October 2004?** Yes  No

21. **Will the introduction of a National Minimum Wage of £3 for 16 and 17 year olds in October 2004 make you more or less likely to employ workers in different age groups?** (Please tick one box for each age group)

	<i>More likely</i>	<i>Less likely</i>	<i>No change</i>
Workers aged 16–17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers aged 18–21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers aged 22 or over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. **We would find helpful any other comments that you might have about your experience of the National Minimum Wage. Please continue on a separate sheet if necessary. All your comments will be read.**

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Additional Questions for the Social Care Sector

23. **Does your business provide services to the public sector?** Yes  No

24. **Did you seek to renegotiate the conditions of your public sector contract as a result of the October 2003 increase in the National Minimum Wage?** Yes  No

25. **Were you successful in renegotiating the contract?** Yes  No  In part

26. **What percentage of the increase in your pay bill due to the October 2003 increase in the National Minimum Wage were you able to recoup through negotiation?**

None	<input type="checkbox"/>	1 to 24%	<input type="checkbox"/>	25 to 49%	<input type="checkbox"/>
50 to 74%	<input type="checkbox"/>	75 to 99%	<input type="checkbox"/>	100%	<input type="checkbox"/>

Additional Questions for the Textiles Sector

27. **Do you have an incentive pay system (e.g. piece rate or payment by results)?** Yes  No

28. **Do you determine or control the hours worked by your piece rate workers?** Yes  No

**29. What impact has the October 2003 increase in the National Minimum Wage had on your incentive system?**

	<i>Significant</i>	<i>Slight</i>	<i>None</i>
a) Reduced differentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Reduced competitiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Reduced ability to motivate employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Reduced productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Increased costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>