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NATIONAL MINIMUM WAGE SURVEY

Using **BLACK** ink, please indicate your answers with a cross or write in the figures requested.
All your answers will be handled in the strictest confidence.

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 write in number)

Total Men Women

2. **How many workers in your business are aged...?** (Please write in number)

16 to 17 18 to 21 22 or over

3. **Has the October 2005 increase in the National Minimum Wage (NMW) affected your business in any way?**

Yes (Go to Q4) No (Go to Q10)

4. **What has happened to your TOTAL pay bill as a result of the October 2005 increase in the National Minimum Wage?** (Please cross one box)

No change Increased by less than 5%
Increased by more than 5%

5. **If you have increased the pay rates of staff as a result of the October 2005 increase in the National Minimum Wage, was the increase due to any of the following reasons?** (Please cross boxes which are applicable).

To comply with the new NMW rates (i.e. £5.05 for 22+ yrs, £4.25 for 18-21 yrs and £3.00 for 16-17 yrs) (Go to Q7)
To maintain pay differentials above the NMW of lowest pay rate (Go to Q6)
To maintain pay differentials for more experienced staff (Go to Q6)
To maintain pay differentials for higher-grade staff (e.g. supervisors) (Go to Q6)
Other reasons (Please specify) (Go to Q7)

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6. **Please specify the highest hourly pay rate you increased to maintain pay differentials, as a result of the October 2005 increase in the National Minimum Wage.** (Please write in pounds and pence)

From £ To £

7. **Has the October 2005 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
Lower staff turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Higher staff motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faster filling of vacancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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8. As a result of the October 2005 increase in the National Minimum Wage, have you changed any of the following in your business? (Please cross one box for each potential change)

		<i>Significant Increase</i>	<i>Slight Increase</i>	<i>Slight Decrease</i>	<i>Significant Decrease</i>	<i>No Change</i>
+	Overall staffing levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Basic hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Overtime hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Overtime rates/incentive payments/bonuses/commission/tips etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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 2005 increase in the National Minimum Wage led to changes in any of the following in your business? (Please cross one box for each potential change)

		<i>Significant Increase</i>	<i>Slight Increase</i>	<i>Slight Decrease</i>	<i>Significant Decrease</i>	<i>No Change</i>
	Profits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	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"/>
	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"/>
	Use of new technology/processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Quality of goods and services you provide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Introduction of new products or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use of unskilled/unqualified labour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
+	Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Do you have age-related pay structures? Yes (Go to Q11) No (Go to Q14)

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

12. Has the introduction of a National Minimum Wage for 16 and 17 year olds in October 2004 (£3.00), or the 2005 increase in the adult rate (£4.25 for 18-21 yrs and £5.05 for 22+ yrs) made you more or less likely to employ workers in different age groups? (Please cross 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"/>

13. At what age is a worker entitled to your full adult rate? (Please write in number)

14. If you employ apprentices, how many of your apprentices are aged...? (Please insert number in each age group)

Don't employ apprentices	<input type="checkbox"/>	(Go to Q16)	16 to 17	<input type="text"/>	(Go to Q15)
			18	<input type="text"/>	(Go to Q15)
			20	<input type="text"/>	(Go to Q15)
			22+	<input type="text"/>	(Go to Q15)

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15. What is your lowest hourly pay rate for employed apprentices? (Please write in pounds and pence)

1st year apprentices	£	<input type="text"/>
2nd year apprentices	£	<input type="text"/>
3rd year apprentices	£	<input type="text"/>

16. If you employ migrant workers (non-UK nationals), has their number increased over the last 12 months?

(Please cross one box).

We don't employ migrant workers	<input type="checkbox"/>	(Go to Q18)
Started employing migrants in last 12 months	<input type="checkbox"/>	(Go to Q17)
Number has increased	<input type="checkbox"/>	(Go to Q17)
Number has decreased	<input type="checkbox"/>	(Go to Q17)
Number has not changed	<input type="checkbox"/>	(Go to Q17)

17. For what main reason do you employ migrant workers? (Please cross one box)

Because of shortages in the local labour market	<input type="checkbox"/>
Because of their efficiency	<input type="checkbox"/>
Because they are more qualified/skilled	<input type="checkbox"/>
To control wage costs	<input type="checkbox"/>
Other reasons (Please specify)	<input type="checkbox"/>

18. At present, are your full-time employees entitled to paid leave on Public or Bank Holidays (or alternative days in lieu) on top of their statutory annual leave entitlement? Full-time employees are legally entitled to 20 days (4 weeks) paid annual leave (pro-rata if paid part-time). At present, Bank and Public Holidays can count towards the 20 days.

Yes	<input type="checkbox"/>	(Go to Q19)	No	<input type="checkbox"/>	(Go to Q20)
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19. How many Public or bank holidays are your full-time employees entitled to as paid leave? (Please cross one box)

4 or less	<input type="checkbox"/>	5-6	<input type="checkbox"/>	7 or more	<input type="checkbox"/>
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20. In your local area, are you aware of any businesses not complying with National Minimum Wage requirements?

Yes	<input type="checkbox"/>	(Go to Q21)	No	<input type="checkbox"/>	(Go to Q22)
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21. Are you aware of any action by HM Revenue and Customs (formerly Inland Revenue) to enforce the National Minimum Wage in your local area?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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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.

Additional Questions for the Social Care Sector

23. Does your business provide services to the public sector?

Yes (Go to Q23) No (Go to Q26)

24. Did you seek to renegotiate the conditions of your public sector contract as a result of the October 2005 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 2005 increase in the National Minimum Wage were you able to recoup through negotiation?

None 1 to 24% 25 to 49%
50 to 74% 75 to 99% 100%

Additional Questions for the Textiles and Clothing Sector

23. Do you have an incentive pay system (e.g. piece rate or payment by results)?

Yes (Go to Q23) No (Go to Q26)

24. What impact has the October 2005 increase in the National Minimum Wage had on your incentive system? (Please state whether significant, slight or none)

	<i>Significant</i>	<i>Slight</i>	<i>None</i>
Reduce differentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced competitiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced ability to motivate employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increased costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25. Do you determine the hours worked by your piece rate workers?

Yes (Go to Q26) No (Go to Q25)

26. Has the change from 'fair estimate agreements' to 'fair piece rates' in October 2004/April 2005 had either of the following impacts on your incentive system? (Please state whether significant, slight or none)

	<i>Significant</i>	<i>Slight</i>	<i>None</i>
Reduced administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>