

**立法會**  
**Legislative Council**

LC Paper No. AS 231/01-02

Ref : AM12/01/19/2

**Subcommittee on Members' Remuneration and  
Operating Expenses Reimbursement**

**Minutes of meeting  
held on Thursday, 11 April 2002  
at 9:00 am in Conference Room B of the Legislative Council Building**

- Members Present** : Hon NG Leung-sing, JP (Chairman)  
Hon LEUNG Yiu-chung  
Hon Howard YOUNG, JP  
Hon YEUNG Yiu-chung, BBS  
Hon Emily LAU Wai-hing, JP  
Hon Andrew CHENG Kar-foo
- Member Absent** : Hon Cyd HO Sau-lan
- Clerk in Attendance** : Mrs Anna LO  
Principal Assistant Secretary (Administration)
- Staff in Attendance** : Mr Ricky FUNG, JP  
Secretary General
- Mr LAW Kam-sang, JP  
Deputy Secretary General
- Mr Matthew LOO  
Senior Assistant Secretary (Administration)2

Action

**I. Survey on Space Requirements of Members' Central Offices in Central Government Offices/Citibank Tower**  
(LC Paper No. AS 194/01-02)

Additional Space Requirements of Members' Central Offices

The Chairman stated that the purpose of the meeting was to study the need for enlarged central offices in Central Government Offices (West Wing) (CGO(WW))/Citibank Tower (CBT) in view of the greater number of assistants employed by Members with the higher level of office operating expenses reimbursement (OOER). The issue was raised at the meeting of The Legislative Council Commission (LCC) on 19 February 2002. The Commission referred it to the Subcommittee for consideration. The Subcommittee conducted a survey in March 2002 seeking Members' views on the space requirements of their central offices. The responses to the questionnaire was summarized in LC Paper No. AS194/01-02, which was circulated to all Members.

2. Ms Emily LAU considered the present provision of 40m<sup>2</sup> for each Member's office in CGO(WW)/CBT inadequate. The additional staff employed and stationed in these offices by Members with the increased OOER had aggravated the situation. As 33 Members had indicated inadequacy of office space in their responses to the survey, the Administration should be requested to increase the present provision as a matter of urgency. Realizing the cost and disruption in re-partitioning of all existing Members' offices in CGO(WW)/CBT in the middle of a legislative term, and the inadequate provision of only one conference room on each floor for Members on a first-come-first served basis, Ms LAU suggested that part of the additional space might be used to provide more conference rooms/common rooms in the meantime for Members and staff of the Secretariat.

3. Mr YEUNG Yiu-chung, Mr LEUNG Yiu-chung, Mr Howard YOUNG and Mr Andrew CHENG supported Ms Emily LAU's views. Mr YOUNG added that, apart from space for additional staff, more area was required for storage of documents and papers. The need of a larger office was more acute for Members with no political affiliation as they could not share their offices and resources with their colleagues as in the case of Members with party affiliation. Mr LEUNG noted that the present provision of 40m<sup>2</sup> could only accommodate one to two Member's assistants. He agreed that the provision should be revised in view of the increasing workload of Members. Mr Andrew CHENG said that the Democratic Party (DP) had spent most of the increased OOER in their district offices. DP had therefore no imminent need for bigger central offices in CGO(WW)/CBT, but they would have no objection to the proposal.

Action

4. In response to some Members' enquiry about the calculation of the existing provision of 40m<sup>2</sup>, Secretary General (SG) stated that 40m<sup>2</sup> was provided for in the Schedule of Accommodation for the LegCo Annex proposal in 1996. In response to the Report of the LegCo Subcommittee on Review of Allowances for Members of the Legislative Council, the then Commission on Remuneration for Members of the Legislative Council agreed that 40m<sup>2</sup> should be the aimed size of Members' central offices.

5. Mr LEUNG Yiu-chung sought clarification on the position of the nine Members who indicated in their returns to the questionnaire that they had not set up central offices in CGO(WW)/CBT. Principal Assistant Secretary (Administration) responded that provision was made for each of the 60 Members to set up an office in CGO(WW)/CBT. Only four Members did not take up these offices. Premises were reserved for these Members in case they wished to take up the offices at a later date. Meanwhile these offices were used by the Secretariat for ad hoc purposes, such as to accommodate the temporary staff servicing the Select Committee on Building Problems of Public Housing Units, to hold recruitment interview boards etc. The remaining five Members were allocated offices in CGO(WW)/CBT although they had not stationed staff there. These premises were used for other purposes, such as meeting with constituents.

6. Ms Emily LAU suggested that the request for larger central offices should be forwarded to the Administration for consideration in conjunction with the LCC's request made in February 2002 to the Administration for additional office space. SG supplemented that the LCC's request for an additional net area of 450m<sup>2</sup> was to meet the short-term accommodation needs of Members and staff up to mid-2008, the earliest date when the proposed new LegCo Building would be available. The Administration was still considering the request. The Subcommittee supported Ms LAU's suggestion.

LegCo  
Secretariat

7. The Subcommittee requested the LegCo Secretariat to draw up a proposal on space requirements of Members' offices for its consideration. The proposal would be submitted to the House Committee for endorsement. If endorsed, it would be referred to the Commission for onward transmission to the Administration for consideration in conjunction with the LCC's earlier request.

*(Post-meeting note: The draft proposal was circulated to members on 20 April 2002.)*

## Action

### Storage of Papers

8. As regards the storage of papers, Mr Andrew CHENG considered that the LCC should encourage Members to reduce the use of hardcopies. Whilst he saw the need for Members to have hardcopies for meetings of panels and committees they had joined, they and their personal assistants should use softcopies for other committees. In any case, all LegCo papers were available in the LegCo website. SG said that according to the annual survey conducted by the LegCo Secretariat, many Members still preferred hardcopies. Nevertheless, he would ask the clerks to panels and committees to remind Members of Mr CHENG's suggestion.

9. The Chairman suggested Members to weed old papers regularly. Ms Emily LAU said that she would only keep papers on current issues and would request the LegCo Secretariat to retrieve old papers. SG responded that the LegCo Secretariat would readily render assistance to Members to retrieve old records.

## **II. Any other business**

10. There being no other business, the meeting was adjourned at 9:30 am.

Legislative Council Secretariat  
April 2002