

## **FOR INFORMATION**

### **Legislative Council Panel on Public Service**

#### **Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service**

## **PURPOSE**

This paper briefs Members on the Administration's proposal to:

- (a) seek the approval of the Establishment Sub-Committee/Finance Committee on the staffing proposals for the setting up of a Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (the Joint Secretariat) to service the Standing Commission on Civil Service Salaries and Conditions of Service (the Standing Commission), the Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) and the Standing Committees on Directorate Salaries and Conditions of Service and on Judicial Salaries and Conditions of Service (the Directorate and Judicial Standing Committees); and
- (b) seek the approval of the Finance Committee on the merging of the Heads of Expenditure of the Standing Commission and SCDS Secretariats (i.e. Head 174 and Head 175) into a single Head of Expenditure for the Joint Secretariat.

## **BACKGROUND**

2. We briefed the Panel on 21 May 2001 on the proposal to merge the Standing Commission and SCDS Secretariats to form a Joint Secretariat [Paper No.CB(1)1237/00-01(04)]. The objective of the restructuring proposal is to enhance productivity, streamline work procedures and ensure better coordination among the advisory bodies in the handling of issues relating to pay and conditions of service of the civil service and the judicial service. Dedicated and wider scope of support services will be available to the Directorate and Judicial Standing Committees, which are currently serviced by a Principal Assistant Secretary in the Civil Service Bureau on a part-time basis. As a result of the amalgamation, there will also be enhanced flexibility to

redeploy resources within the Joint Secretariat to enable individual advisory bodies to better cope with large-scale ad hoc assignments they may undertake in future.

### **Proposed staffing structure of the Joint Secretariat**

3. The proposed staffing structure of the Joint Secretariat is set out at **Annex A**. The new set-up has a streamlined establishment of 27 directorate and non-directorate posts, compared to 35 in the existing establishment of the Standing Commission and SCDS Secretariats. The restructuring involves the following creation/deletion/redeployment of directorate and non-directorate posts :

#### **Directorate posts**

##### Creation

- (a) one permanent post of Administrative Officer Staff Grade C to be created as the Assistant Secretary General, Joint Secretariat.

##### Deletion

- (b) two permanent posts provided for the SCDS Secretariat under Head 175 to be deleted:
  - (i) one Administrative Officer Staff Grade B; and
  - (ii) one Principal Executive Officer.

##### Redeployment

- (c) two permanent posts provided for the Standing Commission Secretariat under Head 174 to be redeployed:
  - (i) one Administrative Officer Staff Grade B1, currently designated as Secretary General, Standing Commission, to be redeployed as Secretary General, Joint Secretariat; and
  - (ii) one Administrative Officer Staff Grade C, currently designated as Assistant Secretary General, Standing Commission, to be redeployed as Assistant Secretary General, Joint Secretariat.

## **Non-directorate posts**

### Deletion

- (d) seven permanent non-directorate posts provided for the Standing Commission Secretariat under Head 174 and the SCDS Secretariat under Head 175 to be deleted.

### Redeployment

- (e) five permanent non-directorate posts provided for the SCDS Secretariat under Head 175 to be redeployed as general support staff for the Joint Secretariat under Head 174.

In sum, the proposal entails the creation of one directorate post and deletion of two directorate and seven non-directorate posts. Details are set out at **Annex B**.

4. We shall seek the approval of the Establishment Sub-Committee/ Finance Committee on the proposed creation/deletion/redeployment of directorate posts, and an increase of the establishment ceiling for non-directorate posts under Head 174 from \$8,258,000 to \$9,806,340, to accommodate the non-directorate posts to be redeployed from Head 175 to provide executive and general support for the Joint Secretariat. The remaining non-directorate posts under Head 175 will be deleted.

## **Merging of the existing Heads of Expenditure**

5. Currently, the financial provisions for the two existing Secretariats are under two different Heads of Expenditure – Head 174 for the Standing Commission and Head 175 for the SCDS. Secretary General, Standing Commission and Secretary General, SCDS are the respective Controlling Officers of the two Heads of Expenditure. Upon the establishment of a Joint Secretariat, the ambit of the existing Head 174 will be expanded to include the SCDS and the Directorate and Judicial Standing Committees as users of funds under this Head. The existing Head 175 for the SCDS will consequently be deleted. We shall seek the approval of the Finance Committee to change the title of Head 174 from ‘Standing Commission on Civil Service Salaries and Conditions of Service’ to ‘Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service’ and its Controlling Officer from ‘Secretary General, Standing Commission’ to ‘Secretary General, Joint Secretariat’, and to delete Head 175.

## FINANCIAL IMPLICATIONS

6. The proposed establishment changes arising from the setting up of the Joint Secretariat will bring about the following savings in notional annual salary cost at mid-point -

<b>New permanent post</b>	<b>\$</b>	<b>No. of posts</b>
AOSGC	1,515,000	1
<b>Deletion of posts</b>		
AOSGB	1,659,000	1
PEO	1,273,800	1
Non-directorate posts	1,405,320	7
<b>Saving</b>	<b>2,823,120</b>	<b>8</b>

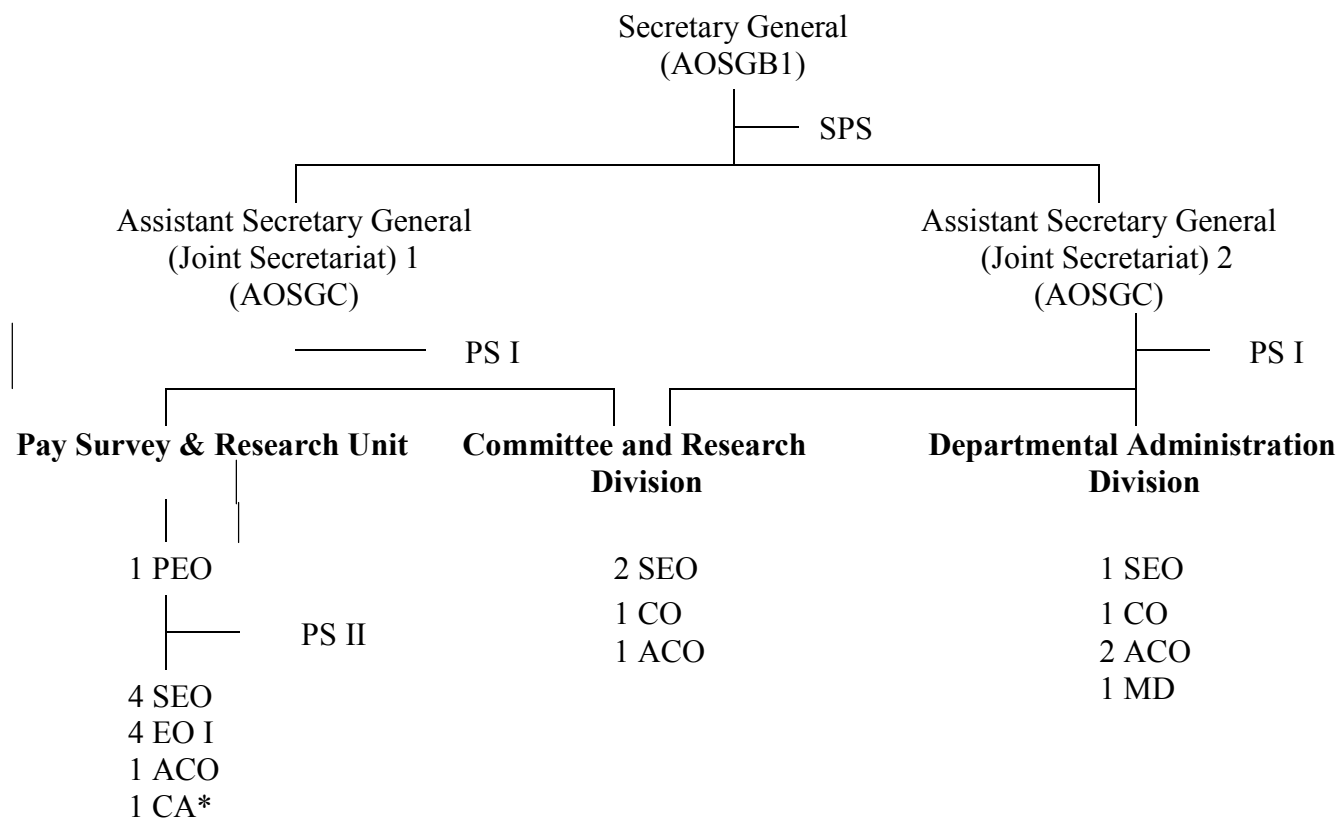
The saving in full annual average staff cost of the proposal, including salaries and staff on-costs is \$4,410,624. The Administration will be able to accommodate the staff released as a result of deletion of the directorate/non-directorate posts through natural wastage or internal redeployment, and no staff will be made redundant.

## WAY FORWARD

7. Our proposed action timetable is as follows:

<b>Action</b>	<b>Date</b>
Seek the approval of the Establishment Sub-Committee on the staffing proposals.	24 October 2001
Seek the approval of the Finance Committee on the staffing proposals and the merging of the two Heads of Expenditure.	9 November 2001
Establishment of the Joint Secretariat	1 December 2001

**Proposed Organisation of the Joint Secretariat**



**Legend :**

- AOSGB1 - Administrative Officer Staff Grade B1 (D4)
- AOSGC - Administrative Officer Staff Grade C (D2)
- SPEO - Senior Principal Executive Officer (D2)
- PEO - Principal Executive Officer (D1)
- SEO - Senior Executive Officer
- EO I - Executive Officer I
- SPS - Senior Personal Secretary
- PS I/II - Personal Secretary I/II
- CO - Clerical Officer
- ACO - Assistant Clerical Officer
- CA - Clerical Assistant
- MD - Motor Driver

\* time-limited post

**Permanent posts to be created/deleted upon the  
merging of the Secretariats of the Standing Commission and SCDS**

<b>Creation of post</b>	<b>No. of posts</b>
Administrative Officer Staff Grade C (D2)	1
<b>Total</b>	<b>1</b>

**Deletion of posts**

Directorate

Administrative Officer Staff Grade B (D3)	1
Principal Executive Officer (D1)	1

Non-directorate

Executive Officer I	1
Personal Secretary II	1
Assistant Clerical Officer	1
Clerical Assistant	3
Office Assistant	1
<b>Total</b>	<b>9</b>