

## **Independent Police Complaints Council Bill**

### **Response to transitional issues raised at the Bill Committee meeting held on 21 June 2008**

#### **Purpose**

At the Bills Committee meeting held on 21 June 2008, Members requested information on the transitional or other matters to be completed before the Bill upon passage should be brought into operation. This note provides the requested information.

#### **Transitional matters**

2. According to the Independent Police Complaints Council Secretariat, the principal transitional and other matters to be completed before the Bill upon passage should be brought into operation are as follows -

- (a) To review and determine the procedures for meetings of the IPCC and IPCC committees, including detailed rules on declaration of interest;
- (b) To review and determine the procedures for the consideration of investigation reports submitted by Complaints Against Police Officers (CAPO);
- (c) To review and improve the guidelines, procedures, forms and reports under the Observers Scheme;
- (d) To review and determine the guidelines, procedures, forms and reports in respect of the conduct of interviews by the IPCC;
- (e) To brief IPCC members/observers on any changes to practices/procedures following the reviews referred to in items (a) to (d) above and to liaise with CAPO as appropriate;

- (f) To confirm with the Administration on the financial provision for the IPCC;
- (g) To recruit and appoint staff to gradually replace the existing civil servants staffing the IPCC Secretariat;
- (h) In connection with (g) above, to consider the terms of employment and draw up the employment agreement(s) of the IPCC's new staff;
- (i) In connection with (g) above, to convert some of the existing office space to make available accommodation for the new staff;
- (j) To take out necessary insurance for staff, protection against third party liability and damages to premises and properties;
- (k) To draw up manuals covering management of finance and accounts, human resources, records, procurement and stores, office security and information technology security;
- (l) To set up a new accounting system, open bank account(s) and determine the guidelines, procedures, and authorities on the operation of these accounts;
- (m) To draw up guidelines in respect of requests from members of the public for access to information;
- (n) To determine fees to be charged by the IPCC;
- (o) To determine and produce a common seal for the IPCC;
- (p) To appoint an auditor;
- (q) To arrange the transfer of inventory from the IPCC Secretariat (as a Government department) to the statutory IPCC;
- (r) To arrange for assignment of the lease of the existing premises from the Government Property Agency to the statutory IPCC;

- (s) To review existing service contracts and services provided by Government departments to ensure continued availability of the services or that alternative services are made available.
- (t) To revamp the organization logo, website, existing booklets/leaflets and produce new stationery (letterheads, name cards etc.) with the change of the IPCC's Chinese name; and
- (u) To prepare publicity materials in connection with the establishment of the statutory IPCC.

Security Bureau  
July 2008