

Ref: AM 12/01/19 (08-12)

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

**Report on the Survey on Members' Operating Expenses Reimbursement**

**Part I: Staffing requirements**

**Purpose**

This paper is the first part of the report on the Survey conducted in January 2009 on the operating expenses reimbursement ("OER"). It focuses on the reimbursements relating to the salaries portion of the OER claimed by a sample of 16 Members in the Fourth Legislative Council ("LegCo"). This paper:

- (a) highlights the findings relating to the nature of work undertaken by these Members' staff, the staffing complement, the academic and working background of these staff, their remuneration package and the aspirations of these staff on their conditions of service and job satisfaction;
- (b) provides an analysis of the staffing requirements based on Members' views and the difficulties encountered by these Members in the engagement of staff; and
- (c) proposes the staffing complement and the computation of the salaries portion which should be included in the OER to enable LegCo Members to have the necessary resources to recruit and retain a team of good quality staff to assist them in carrying out their LegCo duties.

Other aspects of expenditure items in the OER, such as those relating to the renting and running of offices, are not included in this report and will be dealt with separately.

## Background

2. In the Third LegCo, the Subcommittee on Members' Remuneration and Operating Expenses Reimbursement made a submission to the Independent Commission on Remuneration for Members of the Executive Council and the Legislature of the Hong Kong Special Administrative Region ("the Independent Commission"<sup>1</sup>) in 2006 requesting the setting of the OER at a level adequate for the establishment of four district offices, on top of the central office made available by the Secretariat, for each Member.

3. The Independent Commission took the view that the need amongst Members and the cost of running a Member's office varied greatly, and that it was difficult, if not impossible, to devise an objective yardstick to determine the optimum number of assistants and district offices for Members, having regard to their different background and different modes of operation. The Independent Commission found it difficult to accept the view that the cost of operating four district offices (plus one central office) should be taken as the benchmark for determining the level of the OER.

4. Upon the commencement of the Fourth LegCo, the House Committee agreed that a subcommittee should be set up to follow up matters relating to the OER. The Subcommittee on Members' Remuneration and Operating Expenses Reimbursement ("the Subcommittee") was formed on 17 October 2008.

## Current level of OER

5. Following a review of the level of the OER conducted by the Independent Commission during the Third LegCo, the Finance Committee approved on 3 November 2006<sup>2</sup> an increase of 10% in the OER with retrospective effect from 1 October 2006. With the annual price adjustments made since then, the current level of the accountable component of the OER stands at \$1,631,900 per annum. A summary of the current remuneration package is in **Appendix I**.

## The Survey

6. At its first meeting held on 18 November 2008, the Subcommittee agreed that as a first step, a survey should be conducted to assess the amount of resources required for employing and retaining a team of good quality staff to support the work of Members ("the Survey"). This was additional to the regular survey<sup>3</sup> on the

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<sup>1</sup> The Independent Commission has been renamed as the Independent Commission on Remuneration for Members of the Executive Council and the Legislature, and Officials under the Political Appointment System of the Hong Kong Special Administrative Region to reflect the expansion of its terms of reference with effect from 1 April 2008 to cover the remuneration for officials under the Political Appointment System.

<sup>2</sup> FCR(2006-07)23

<sup>3</sup> The Secretariat conducts regular surveys on the utilization of the recurrent OER by Members and the utilization pattern of Members who claimed reimbursement up to or close to the reimbursement ceilings. The statistics on the utilization of Members' OER for the two reimbursement years ending 30 September 2008 and 30 September 2009 were circulated to Members vide LC Paper No. AS 307/09-10.

utilization of OER conducted on an annual basis by the LegCo Secretariat. The Subcommittee noted Members' views that the current level of OER could not meet their actual needs in the performance of their duties as a LegCo Member. As a result, most Members could only offer low salaries to their staff, or engage a limited number of staff. The Subcommittee agreed that a sample survey should be conducted to assess the extent of resources required for employing and retaining a team of good quality staff to support the work of Members. It would ascertain the staffing complement in Members' offices, the scope of duties of each of the positions, the qualifications and experience of the incumbents, as well as the remuneration package offered to the incumbents. The Survey also sought to better understand the difficulties faced by Members in recruiting and retaining staff, and their aspirations in the staffing complement in supporting their work.

7. In late January/early February 2009, 25 re-elected Members, representing a mix of Members returned by geographical constituencies and functional constituencies<sup>4</sup> were invited to complete a questionnaire vide LC Papers No. AS 157/08-09 and 161/08-09. Sixteen Members, including 7 Members returned by functional constituencies and 9 Members returned by geographical constituencies, completed the questionnaire by the deadline in March 2009, representing a response rate of 64%. In addition, 116 completed questionnaires on job conditions were received from the staff of these 16 Members.

### **Outcome of the Survey**

8. A preliminary assessment of the findings of the Survey was carried out upon the receipt of the questionnaires and the preliminary findings of the Survey were circulated to Members on 20 May 2009 vide LC Paper No. AS 239/08-09. Since then, the Secretariat had conducted a second-level study by examining in greater detail the findings in relation to the following:

- (a) the nature of the various types of duties undertaken by Members' staff;
- (b) the academic qualifications and experience required for undertaking the various types of duties;
- (c) the number of staff required for undertaking the various types of duties;
- (d) the current remuneration package offered to staff;

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<sup>4</sup> Ten re-elected Members each from the geographical constituencies and the functional constituencies were invited to take part in the Survey, having regard to their utilization level of the OER in the previous term and the current term, political affiliation, etc. Upon completion of the first stage of sampling, some selected Members had declined to take part in the Survey. Another round of sampling was conducted and 5 more re-elected Members were invited to take part in the Survey.

- (e) the connection between the number of staff and the number of offices; and
- (f) the major difficulties encountered by Members in recruiting and retaining staff.

9. In studying the nature of work undertaken by Members' staff, the Secretariat had found it necessary to understand more about the time spent by individual Members in relation to their activities which were directly related to the operation of the Council and its committees, and those which were related to their communicative work with the Administration, their constituents and the press. The information would assist the Secretariat in analysing the degree of complexity of the various types of support services provided to Members, and in assessing the job requirements as well as the qualifications of the staff required to perform such support services.

10. Based on the survey findings, we note that the total time spent by Members on core LegCo duties such as attending meetings of the Council and its committees and handling complaints under the LegCo Redress System, and other LegCo-related duties such as meeting the Administration, having press interviews, meeting members of the public or constituents, attending forums and participating in functions as LegCo members, etc vary significantly, ranging from 74 hours to 336 hours in every four weeks. On average, each Member spends 221 hours in every 4 weeks (i.e. 55.25 hours per week) on core LegCo duties and other LegCo-related duties.

11. A brief summary of the essential information produced from this Survey is given in **Appendix II**, and a comprehensive summary of major findings obtained from the completed questionnaire is given in **Appendix III** (in Chinese version only).

#### Nature of duties undertaken by Members' staff

12. On the basis of Members' activities in performing their LegCo functions, the nature of duties of the staff providing support to Members is broken down in the following two categories:

- (a) Core LegCo duties: providing legal and research support; organizing committee papers for meetings, preparing summaries of papers and highlighting areas of concern; preparing questions for meetings; drafting Council questions and speeches; conveying enquiries and requests from the LegCo Secretariat in relation to meetings especially if the Member is the chairman of a committee, and responding to enquiries from the Administration and the press;
- (b) Other LegCo-related duties: meeting the public/constituents on behalf of Members; handling complaints and enquiries from constituents; drafting articles for newspapers, preparing publications, newsletters, work reports and other publicity materials; and undertaking accounting matters.

13. There is a need to differentiate between core LegCo duties and other LegCo-related duties performed by Members' staff as the level and scope of responsibilities are different, and the qualification and experience requirements for staff to undertake the two types of duties are also different.

Actual number of staff engaged to support Members' LegCo work

14. It is noted from the Survey that among the staff employed by these 16 Members, only 4% perform solely core LegCo duties; 57% perform both core LegCo and other LegCo-related duties, and 39% perform solely other LegCo-related duties. This situation falls short of Members' expectation, as all 16 Members have responded that they would have wanted to engage more dedicated staff to perform solely core LegCo duties, and the number of staff required for performing solely core LegCo duties is averaged at 1.7, as revealed in paragraph 10 of Appendix II.

15. On average, each Member hires 6.3 full-time staff and 1 part-time staff. These staff members are required to work in the central office provided by the LegCo Secretariat and also district offices. From the Survey, it is noticed that there is a significant gap between the average number of staff employed by Members returned by geographical constituencies and those by functional constituencies. The average number is 9.9 for the former and 4 for the latter. However, both Members from the geographical constituencies and functional constituencies indicate the need to hire more staff. Members from functional constituencies ask for 4.6 staff, while Members from geographical constituencies ask for 13.1 staff. This comes up to a total of 9.4 staff on average, with 19% for undertaking solely core LegCo duties, 45% for undertaking both core LegCo and other LegCo-related duties, and 36% for undertaking solely other LegCo-related duties.

16. The Survey also reveals that the number of staff required depends very much on the number of offices to be operated by each Member. On average, Members from functional constituencies operate 2 offices including the central office, while Members from geographical constituencies operate 4 offices. The average number of offices operated by Members is 3, while the number of full-time staff to support each office is about 2.1.

Academic background and experience requirement

17. Staff performing core LegCo duties require higher academic qualifications and more substantial working experience. The Survey reveals that 100% of those who undertake solely core LegCo duties possess qualifications at tertiary or professional level. 87% of those staff performing both core LegCo and other LegCo-related duties have received tertiary education or above, and 59% of them have five or more years' working experience. Even for those who perform solely other LegCo-related duties, 36% have tertiary qualifications.

18. The salaries paid to staff members who handle core LegCo duties are higher than those who perform solely other LegCo-related duties. On average, the monthly salary of full-time staff members who handle core LegCo duties is about \$15,500, with about 20% receiving a salary of \$20,000 or above. This salary is lower than the starting salary of an Executive Officer II ("EO II") in the civil service which is \$20,950<sup>5</sup> per month. For staff members who handle other LegCo-related duties, the average salary is about \$9,662, which is lower than the starting salary of \$10,250 of an Assistant Clerical Officer ("ACO") in the civil service. As far as fringe benefits are concerned, the majority of the staff have medical allowance while a few also enjoy education allowance and double pay.

19. As for part-time staff, the hourly rate of staff members who perform both core LegCo and other LegCo-related duties is also higher than those performing solely other LegCo-related duties. 57% of those performing both core and other LegCo-related duties receive an hourly rate of over \$70.

20. 70% of the Members indicates that they do not have adequate resources to engage a sufficient number of staff with the necessary qualifications and experience to support their work. Staff salaries on average take up the major portion of their OER claims, and some Members cannot seek reimbursement of other expenses including rentals of district offices because of inadequate funds in the OER. As a result, most Members can only offer low salaries to their staff, hence making it difficult for them to recruit experienced staff.

21. The Survey shows that staff retention is a common problem. The median length of service of Members' staff is less than 3 years, and the turnover rate of full-time staff is as high as 34%. The majority of the Members who have difficulties in recruiting and retaining suitable staff consider that poor career prospect, low salaries, irregular/long working hours and inadequate fringe benefits are the main reasons attributing to the recruitment and retention problems.

22. On the part of the staff of Members, over 70% of them find their jobs challenging and satisfying, with a wide spectrum of experiences which would be helpful for their career development. However, around 60% of them are dissatisfied with their level of salary and the limited advancement opportunities. Their jobs also require them to work irregular and long hours. 74% of them do not consider their remuneration package attractive enough for them to stay in the Members' office for the whole term.

23. In addition, Members also express the view that in order to have effective support to their work, they hope to employ mainly full-time staff with a university degree or professional qualifications.

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<sup>5</sup> Effective from 1 October 2010.

## **Analysis**

24. In recent years, the mode of operation of LegCo and its committees has evolved from a purely question-and-answer forum on issues to a proactive and inquisitorial approach to consider matters which require detailed examination, extensive research and wide public consultation. Compared to the position in the Second and Third LegCo, current Members of the Fourth LegCo are serving substantially larger constituencies and dealing with a much wider range of complex issues. The workload is increasingly heavy involving conflicting demands and views from various stakeholders. To effectively carry out their work, Members need to have a team of good quality staff to perform core LegCo and other LegCo-related duties.

25. The shortfalls as revealed from this Survey are two-fold: insufficient resources to pay the staff at a level which is commensurate with those with the same qualifications performing the same level of work; and insufficient resources to hire adequate staff to perform both core LegCo and other LegCo-related duties. In view of the different expectations of Members from functional constituencies and geographical constituencies on the number of full-time staff required to support their work, this paper only focuses on the first shortfall, i.e. the pay level for staff on the basis of the current staffing complement. The second shortfall, i.e. the number of staff required, will be dealt with separately after more research is done on the need for setting up district offices.

26. As mentioned in paragraphs 15 and 16, Members on average hire 6.3 full-time staff for running 3 offices including the central office. It is considered appropriate to work on the basis of 7 full-time staff per Member as the majority of Members have found their current staffing complement inadequate to support their work. For those Members who do not need to hire up to 7 staff, they cannot claim for more than what is actually spent on the staff they hire and the employment contracts, which show the remuneration package, of whom are subject to public scrutiny. As the work of Members' staff is public service in nature, it is only appropriate and fair for their salaries to be pitched at a level which is commensurate with their counterparts in the civil service, having regard to their job duties, and qualification and experience requirements. This would ensure that Members can offer sufficient remuneration to attract, retain and motivate staff of a suitable calibre to provide an effective, efficient and high quality service.

## **Recommendations**

27. On the basis of the nature of work undertaken by the 7 full-time staff with 50% on core LegCo duties and 50% on other LegCo-related duties<sup>6</sup>, the salaries portion of the OER should be able to cover the following:

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<sup>6</sup> The table in paragraph 3 of Appendix II shows that 3.7 full time staff perform both core LegCo and other LegCo-related duties (Group C). According to the scope of duties of these 3.7 full time staff, 2.59 staff members' duties are more related to core LegCo duties (Group A) while 1.11 staff members other LegCo-related duties (Group B).

- (a) one staff member pitched at the rank of Executive Officer I ("EO I") with a starting salary of \$38,685 (i.e. Master Pay Scale ("MPS") 28) to head the central and district offices operated by a Member and to perform core LegCo duties;
- (b) two staff members pitched at the rank of EO II with a starting salary of \$20,950 (i.e. MPS 15) to work in the central or district offices to perform core LegCo duties and other LegCo-related duties; and
- (c) four staff members pitched at the rank of ACO with a starting salary of \$10,250 (i.e. MPS 3) to work in the central or district offices to perform mainly other LegCo-related duties.

28. The grading of the proposed staffing complement and the levels of remuneration have been worked out having regard to the nature of work and level of responsibilities of the respective posts and the grading and levels of remuneration of those undertaking similar levels of responsibility in the civil service. To ensure continuity of service as well as to attract and retain a pool of high quality staff, end-of-service gratuity may need to be provided to full-time staff engaged by Members, similar to the arrangement in the civil service. At present, Members do not have sufficient resources to grant end-of-service gratuity to their staff. In case of winding up, an amount with no pre-set ceiling will be provided to Members to cover the actual severance payments in accordance with the Employment Ordinance. If the above staffing complement is adopted as the standard provision for Members, the revised salary portion of the OER should add up to \$137,774<sup>7</sup> a month. This provision has not taken into account any increments to be awarded for good performance. In any event, the salaries would be adjusted for inflation based on the adjustment of OER in accordance with the movements in price index. The severance payment will also be offset against the aforesaid amount of gratuities and accrued benefit (excluding any part attributable to employee's contributions) held in a mandatory provident fund scheme.

29. We note from previous utilization surveys on Members' OER that on average 70% of the OER is for staff costs. Compared with the staff remuneration and related expenses as revealed in the regular utilization survey on Members' OER for 2008-2009 (i.e. about \$95,400), there will be a monthly shortfall of about \$42,374 if the package is revised as proposed above. The annual accountable component of the OER will have to be increased by about 31% from the current \$1,631,900 to \$2,140,388, i.e. (\$1,631,900 + \$42,374 x 12 months).

<sup>7</sup>

Post	Starting salary	Contract gratuity	Monthly total
1 EO I	\$38,685	15% (i.e. \$5,803)	\$44,488
2 EO IIs	\$20,950	15% (i.e. \$3,143)	\$48,186 (i.e. \$24,093 x 2 posts)
4 ACOs	\$10,250	10% (i.e. \$1,025)	\$45,100 (i.e. \$11,275 x 4 posts)
			<b>Total : \$137,774</b>



30. The proposal in this paper only aims to ensure that Members can have sufficient resources to engage a team of staff at a salary level commensurate with that in the civil service. It does not mean that the salaries of Members' staff are automatically adjusted as some of the current staff may not meet the requirements expected to undertake the duties. The flexibility in determining the salary level for individual staff still rests with Members. However, to encourage Members to use the proposed increased salaries portion to enhance the remuneration package for staff rather than opening new district offices, it is proposed that the ceiling of district offices for which reimbursements under OER could be claimed should be capped at five for each Member, unless further review on the subject suggests otherwise. Shared offices should be apportioned according to the percentage of space claimed by individual Members. For example, if a Member shares a district office with another Member on a 50-50 basis, each of these two Members would be regarded as having 0.5 office. For those Members who are currently engaging more than 7 full-time staff, they can continue to engage the present staff based on their current conditions of service but should try to provide incentives to these staff with the additional funding on the basis of the staff's performance, so that they would continue to provide an effective service to assist Members in performing their LegCo functions.

#### **Advice sought**

31. Members are invited to note the Survey outcome and consider the way forward for drawing up a submission to the Independent Commission after consulting all Members on the findings and recommendations in this paper.

Administration Division  
Legislative Council Secretariat  
31 August 2010

**Summary of the Remuneration Package for Legislative Council Members**

<b>Remuneration</b>	<b>New Rate (effective from October 2009)</b>
President	\$138,860 per month
President's Deputy	\$104,150 per month
A Member not serving on Executive Council	\$69,430 per month
A Member also serving on Executive Council	\$46,290 per month
Medical allowance	\$26,600 per year
Operating Expenses Reimbursement - Accountable component for office operation - Non-accountable component for entertainment and travelling	Not exceeding \$1,631,900 per year  Not exceeding \$167,350 per year
End-of-service gratuity	15% of the remuneration that a Member received during a LegCo Term

### Brief summary of essential information from the Survey on Members' Operating Expenses Reimbursement

#### Survey findings

According to the survey data, each Member operates an average of 3 offices, including the Central Office provided by the LegCo Secretariat. The average number of staff employed by each Member is around 7, including full-time and part-time staff.

#### *Job duties of staff*

2. Members' staff, including both full-time staff and part-time staff, can be categorized into three groups based on their duties. The proportion of staff in different groups and the major three duties of each group are listed below:

Group A (4%): Staff who perform core LegCo duties only –

- providing research support;
- going through committee papers and providing summaries, highlighting areas of concern and preparing questions for meetings; and
- drafting of speeches and articles;

Group B (39%): Staff who perform other LegCo-related duties only –

- meeting the public/constituents and handling enquiries and complaints;
- preparing publications, newsletters, work reports, publicity materials; and
- handling accounting matters; and

Group C (57%): Staff who perform both core LegCo and other LegCo-related duties –

- meeting the public/constituents and handling enquiries and complaints;
- preparing publications, newsletters, work reports, publicity materials; and
- providing research support.

3. The average number of full-time and part-time staff employed by each Member in the three groups is as follow:

	No of staff employed by each Member			
	Group A	Group B	Group C	Total
Full-time staff	0.3	2.3	3.7	6.3
Part-time staff	-	0.6	0.4	1

*Qualifications of staff*

4. Compared to the other two groups of staff, the qualifications of staff members who handle other LegCo-related duties only (Group B) tend to be lower. Details of their qualifications are as follow<sup>8</sup>:

Qualifications	Group A	Group B	Group C
Primary or below	-	10%	-
Secondary	-	55%	12%
Tertiary or above	60%	36%	86%
Professional	40%	-	1%

*Working experience of staff*

5. Staff members who need to handle both core and other LegCo-related duties (Group C) have more relevant working experience than the other two groups of staff. The years of relevant working experience of the three groups are as follow:

Years of relevant working experience	Group A	Group B	Group C
Less than 1 year	25%	24%	13%
1 year to less than 3 years	50%	21%	18%
3 years to less than 5 years	25%	10%	11%
5 years or above	-	46%	59%

*Length of service in Members' office*

6. The majority of staff members in all the three groups have been working in the current Members' office for less than three years.

Length of service in Members' office	Group A	Group B	Group C
Less than 3 years	60%	56%	59%
3 years to less than 5 years	20%	26%	16%
5 years or above	20%	17%	25%

<sup>8</sup> As a result of the rounding effect, the sum of the percentage ranges from 99% - 102% in all tables in this Appendix.

*Salary levels of staff*

7. Full-time staff members who handle both core and other LegCo-related duties (Group C) have the highest salary level amongst the three groups. The ranges of salary and the average salaries of the three groups are as follow:

Monthly salary	Group A	Group B	Group C
\$5,000 - \$9,999	-	62%	19%
\$10,000 - \$14,999	60%	35%	30%
\$15,000 - \$19,999	20%	-	25%
\$20,000 or above	20%	3%	28%
Average monthly salary	\$15,500	\$9,662	\$16,797

8. The hourly rate of part-time staff of Group C tends to be higher than the other two groups. Details as follow:

Hourly rate	Group A	Group B	Group C
\$40 - \$49	-	50%	14%
\$50 - \$59	-	-	29%
\$60 - \$69	-	50%	-
\$70 or above	-	-	57%

*Fringe benefits*

9. On top of the basic salary, all staff members enjoy MPF benefit and more than half of the staff members enjoy medical allowance. A small proportion of staff have dental, education and double-pay benefits.

Benefits	Group A	Group B	Group C
MPF	100%	100%	100%
Medical	60%	62%	80%
Dental	40%	19%	20%
Education	-	14%	17%
Double-pay	-	-	7%

Members' aspirations for a team of good quality staff

10. To effectively support their work, Members have expressed the view that they would like to have an average of 9.4 staff members to assist them in carrying out the work of the Council. In addition, Members expect to employ mainly full-time staff with relevant qualifications to support their work. The following tables illustrate the distribution of full-time and part-time staff in the three groups and their qualification requirements according to Members' aspirations:

<b>No of staff required by Members</b>				
	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>	<b>Total</b>
Full-time staff	1.7	3.2	4.1	<b>9.0</b>
Part-time staff	0.1	0.2	0.1	<b>0.4</b>

<b>Qualifications required by Members</b>			
	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
Secondary	-	42%	4%
Tertiary	73%	55%	82%
Professional	27%	4%	13%

11. In addition to inadequate manpower, the turnover rate of Members' staff is high. Over 60% of Members claim that their staff turnover rate is over 25%. The average turnover rate of full-time staff is 34%. The majority of Members encounter difficulties in recruiting and retaining staff to support their core LegCo work and district business. Over half of Members think that a lack of career prospect (92%), low salary level (75%), irregular/long working hours (74%) and inadequate fringe benefits (66%) contribute to their difficulties in recruiting and retaining staff.

12. On the other hand, 62% of Members' staff are dissatisfied with their level of salary. 74% of staff tend to disagree that their current remuneration package is attractive enough for them to stay in the same Members' office for the whole term.

立法會議員酬金及工作開支償還款額

小組委員會

有關議員工作開支償還款額的調查

研究結果及數據

## 研究樣本

這次研究共發出25份問卷供議員作答，問卷的乙部附錄由議員所聘用的每位職員作答。其他有興趣的議員亦歡迎參與，最後共有16位議員回覆問卷，回覆率為64%。另外有116位職員回覆問卷。

發出問卷數目	25份
回覆問卷數目	16份
回覆率	64%



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# I. 議員營運辦事處的數目和面積、 職員人數及議員用於立法會工作 的時間

# 1A. 議員現時營運辦事處的數目

每位議員平均營運3個辦事處。

辦事處的數目 (包括中央及地區辦事處)	議員(%)
1 個	13%
2 - 3 個	56%
4 - 5 個	31%
每位議員平均營運 辦事處的數目	3個

基數: 所有回覆第14題的議員

# 1B. 議員現時營運辦事處的數目 - 以功能界別/地方選區議員作比較

地方選區議員較功能界別議員設有更多辦事處。

議員營運辦事處的數目 (包括中央及地區辦事處)	功能界別議員 (%)	地方選區議員 (%)
1 個	14%	11%
2 - 3 個	86%	33%
4 - 5 個	0%	56%
每位議員平均營運辦事處的數目	2個	4個

基數: 所有回覆第14題的議員

## 2. 職員現時於辦事處所佔面積

有3成的中央辦事處及接近3成的地區辦事處，其所容納的職員每位平均所佔面積為4.3平方米或以下，即小於文書主任4.4平方米的標準面積。

每位職員於辦事處平均所佔的面積	中央辦事處 (%)	地區辦事處 (%)
≤4.3平方米	33%	28%
≥4.4平方米	67%	72%)

基數: 所有回覆第14題及有營運辦事處(有職員長期駐守的辦事處)的議員

註(1): 每位職員於辦事處平均所佔的面積的計算方法: 辦事處面積減去議員所佔的面積(議員所佔面積會因應辦事處數目攤分), 檔案, 一般儲存和電腦設備面積(每人2.7平方米)和一般辦事處傢俬及設備的面積(6-25位的辦事處為7平方米), 再除於該辦事處工作的人數。

註(2): 為超過一位議員共同聘用的職員, 在以上的題目裏, 會視為一位職員計算, 詳情請參閱 p.58 註(6)。

### 3. 議員現時及期望所聘用的職員人數

每位議員現時平均聘用7.3位職員。相比現時實際聘用的職員人數，議員均期望聘用更多職員，平均每位議員期望聘用9.4位職員。

議員所聘用 職員人數	議員(%) (實際情況)	議員(%) (議員的期望)
1 – 5 人	38%	31%
6 至 10人	38%	19%
11 人或以上	25%	50%
每位議員平均聘用 職員的人數	7.3位	9.4位

基數: 所有回覆第10和13題的議員

註: 在計算議員實際聘用的職員人數時，共同聘用的職員人數已按比例攤分，詳情請參閱 p.58 註(6)。

## 4A. 功能界別議員現時及期望所聘用的職員人數

功能界別議員期望聘用的職員人數與現時相比，有輕微增加。

議員所聘用 職員人數	功能界別議員 (%) (實際情況)	功能界別議員 (%) (議員的期望)
1 – 5 人	86%	71%
6 至 10 人	14%	29%
11 人或以上	0%	0%
每位議員平均聘用 職員的人數	4位	4.6位

基數: 所有回覆第1,10和13題的議員

註: 在計算議員實際聘用的職員人數時，共同聘用的職員人數已按比例攤分，詳情請參閱 p.58 註(6)。

## 4B. 地方選區議員現時及期望所聘用的職員人數

相比功能界別議員，地方選區議員現時和期望聘用的職員人數較多，而期望增加的幅度亦較大。

議員所聘用職員人數	地方選區議員(%) (實際情況)	地方選區議員(%) (議員的期望)
1 – 5 人	0%	0%
6 至 10 人	56%	11%
11 人或以上	44%	89%
每位議員平均聘用職員的人數	9.9位	13.1位

基數: 所有回覆第1,10和13題的議員

註: 在計算議員實際聘用的職員人數時，共同聘用的職員人數已按比例攤分，詳情請參閱 p.58 註(6)。



## 5A. 議員現時聘用職員的開支佔工作開支償還款額的比例

議員聘用職員的開支大，其支出佔工作開支償還款額超過一半，有6成議員用於聘用職員的支出佔工作開支償還款額超過80%。

聘用職員開支佔工作開支償還款額的比例	議員(%)
50至59%	13%
60至79%	25%
80至89%	50%
90至100%	6%
超過100%	6%

基數: 所有回覆第15題的議員

## 5B. 議員現時聘用職員的開支佔工作開支償還款額的比例 - 以功能界別/地方選區議員作比較

地方選區議員用於聘用職員的開支，較功能界別議員為高。

聘用職員開支佔 工作開支償還款 額的比例	功能界別議員 (%)	地方選區議員 (%)
50至59%	29%	0%
60至79%	29%	22%
80至89%	43%	56%
90至100%	0%	11%
超過100%	0%	11%

基數: 所有回覆第1和15題的議員

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## II. 議員所聘用職員的資歷、工作年資、 類型、薪酬、福利及工作種類

## 6A. 議員現時所聘用職員所持的資歷

大部份議員所聘用的職員均持大專或專業資歷。

資歷	全職職員(%)	兼職職員(%)
小學或以下	2%	13%
中學	26%	31%
大專或以上	70%	50%
專業	2%	6%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員, 在以上的題目裏, 會視為一位職員計算, 詳情請參閱 p.58 註(6)。

## 6B. 議員期望職員所持的資歷

大部份議員期望所聘用的職員持較高學歷，特別是持專業資歷的職員。

資歷	全職職員(%)	兼職職員(%)
小學或以下	0%	0%
中學	17%	17%
大專或以上	71%	50%
專業	12%	33%

基數: 所有回覆第10題的議員所期望聘用的職員

## 7A. 議員現時所聘用的職員所擁有的相關工作年資

接近一半全職職員均累積了5年或以上與現職相關的工作經驗，有69%的兼職職員累積了7年或以上相關的工作經驗。

年資	全職職員(%)	兼職職員(%)
少於1年	18%	13%
1年至少於3年	23%	6%
3年至少於5年	11%	13%
5年至少於7年	16%	0%
7年或以上	33%	69%

基數: 所有回覆第13題的議員現時所聘用的職

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 7B. 議員期望職員擁有的相關工作年資

大多數議員期望職員擁有1至5年相關工作年資。

年資	全職職員(%)	兼職職員(%)
少於1年	22%	0%
1年至少於3年	42%	100%
3年至少於5年	25%	0%
5年至少於7年	9%	0%
7年或以上	3%	0%

基數: 所有回覆第10題的議員所期望聘用的職員

## 8A. 職員於現所屬議員辦事處的工作年資

約4成議員所聘用的職員於現所屬議員辦事處工作年資少於一年。

年資	全職職員(%)	兼職職員(%)
少於1年	42%	38%
1年至少於3年	19%	6%
3年至少於5年	19%	31%
5年至少於7年	9%	0%
7年或以上	12%	25%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員, 在以上的題目裏, 會視為一位職員計算, 詳情請參閱 p.58 註(6)。



## 8B. 議員期望職員能留任其辦事處工作多長久

有6成議員期望聘用的全職職員在他們擔任議員期間一直留任。

時間	全職職員(%)	兼職職員(%)
沒有特別意向	9%	67%
1至2年	4%	0%
3至4年	7%	0%
5年或以上	16%	0%
我擔任立法會議員 期間一直留任	63%	33%

基數: 所有回覆第10題的議員所期望聘用的職員

## 9. 議員期望聘用職員的類型

議員期望所聘用全職職員為有幹勁、具批判思考和成熟的人士，多於聘用剛畢業和退休人士。有半數議員對所聘用的兼職職員的類型沒有特別意向。

類型	全職職員(%)	兼職職員(%)
沒有特別意向	8%	50%
有幹勁的人士	70%	33%
成熟的人士	55%	17%
具批判思考的人士	58%	0%
剛畢業的人士	12%	0%
退休人士	4%	0%

基數: 所有回覆第10題的議員所聘用的職員

註: 議員可選擇多於一個答案

## 10A. 議員現時所聘用全職職員的薪酬

接近7成議員所聘用的全職職員的薪酬低於\$15,000。

每月薪酬	全職職員(%)
5,000 至 9,999元	33%
10,000 至 14,999元	33%
15,000 至 19,999元	16%
20,000 至 24,999元	7%
25,000 至 29,999元	8%
30,000 至 34,999元	3%
35,000 至 39,999元	1%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員, 在以上的題目裏, 會視為一位職員計算, 詳情請參閱 p.58 註(6)。

## 10B. 議員現時所聘用全職職員的薪酬

接近7成議員所聘用的全職職員的薪酬低於\$15,000。

每月薪酬	功能界別議員 所聘全職職員(%)	地方選區議員 所聘全職職員(%)
5,000 至 9,999元	10%	38%
10,000 至 14,999元	10%	38%
15,000 至 19,999元	35%	12%
20,000 至 24,999元	15%	5%
25,000 至 29,999元	20%	5%
30,000 至 34,999元	5%	2%
35,000 至 39,999元	5%	0%

基數: 所有回覆第1和13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員, 在以上的題目裏, 會視為一位職員計算, 詳情請參閱 p.58 註(6)。

# 11. 議員現時所聘用全職職員的薪酬與 議員所聘用職員數目的關係

議員所聘用全職職員人數愈多，其所聘用的職員的薪酬相對較低。

每月薪酬	議員所聘用全職職員 (%)		
	1 – 5 人	6 至 10人	11 人或以上
5,000 至 9,999元	12%	36%	46%
10,000 至 14,999元	16%	36%	42%
15,000 至 19,999元	28%	15%	8%
20,000 至 24,999元	16%	4%	4%
25,000 至 29,999元	20%	5%	0%
30,000 至 34,999元	4%	4%	0%
35,000 至 39,999元	4%	0%	0%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 12. 議員現時所聘用兼職職員的薪酬

兼職職員的時薪有差距，由40至49元這個範圍到80元或以上這個範圍不等。

時薪	兼職職員(%)
40 至 49元	22%
50 至 59元	22%
60 至 69元	11%
70 至 79元	11%
80 元或以上	33%

基數: 所有回覆第13題的議員現時所聘用的兼職職員

# 13. 職員的主要三種工作種類

議員所聘用的職員需要負責不同的工作種類，有些職員只處理立法會核心職務，有些職員只處理立法會其他職務，有些職員需同時執行立法會核心和其他職務。每種工作種類的職責如下：

工作種類
<b>第一類：立法會核心職務</b>
一般秘書服務、與立法會秘書處及政府當局溝通
閱覽委員會文件，並提供摘要、提出關注事項及擬備在會議席上提出的質詢
資料研究支援
法律支援
草擬講稿及文章
與傳媒溝通
<b>第二類：其他立法會職務</b>
會見公眾／選民及處理查詢和投訴
會計事宜
刊物、通訊、工作報告、宣傳物品
其他
<b>第三類：需同時執行立法會核心和其他職務</b>

# 14. 議員現時及期望所聘用職員履行的工作種類

無論議員現時實際或期望所聘用的職員，都較多需要會見公眾／選民及處理查詢和投訴，另外職員亦需要處理其他不同的工作種類。

工作種類	實際處理有關職務的職員 (%)	議員期望處理有關職務的職員 (%)
<b>立法會核心職務</b>		
一般秘書服務、與立法會秘書處及政府當局溝通	37%	26%
閱覽委員會文件，並提供摘要、提出關注事項及擬備在會議席上提出的質詢	29%	34%
資料研究支援	42%	39%
法律支援	15%	26%
草擬講稿及文章	28%	26%
與傳媒溝通	34%	31%
<b>其他立法會職務</b>		
會見公眾／選民及處理查詢和投訴	73%	58%
會計事宜	18%	15%
刊物、通訊、工作報告、宣傳物品	57%	36%
其他	45%	19%

基數: 所有回覆第10和13題的議員現時所聘用及期望聘用的職員

註(1): 議員可選擇多於一個答案

註(2): 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。



## 15A. 功能界別議員現時及期望所聘用職員履行的工作種類

相比實際情況，功能界別議員期望更多職員為他們提供法律和會計事宜的支援。

工作種類	實際處理有關職務的職員(%)	議員期望處理有關職務的職員(%)
<b>立法會核心職務</b>		
一般秘書服務、與立法會秘書處及政府當局溝通	70%	47%
閱覽委員會文件，並提供摘要、提出關注事項及擬備在會議席上提出的質詢	70%	66%
資料研究支援	63%	63%
法律支援	11%	25%
草擬講稿及文章	56%	47%
與傳媒溝通	59%	50%
<b>其他立法會職務</b>		
會見公眾／選民及處理查詢和投訴	63%	56%
會計事宜	19%	25%
刊物、通訊、工作報告、宣傳物品	81%	66%
其他	33%	16%

基數：所有回覆第1，10和13題的議員所聘用及期望聘用的職員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 15B. 地方選區議員現時及期望所聘用職員履行的工作種類

相比實際情況，地方選區議員期望聘用更多職員協助他們閱覽委員會文件，並提供摘要、提出關注事項及擬備在會議席上提出的質詢，以及提供法律支援。

工作種類	實際處理有關職務的職員(%)	議員期望處理有關職務的職員(%)
<b>立法會核心職務</b>		
一般秘書服務、與立法會秘書處及政府當局溝通	28%	20%
閱覽委員會文件，並提供摘要、提出關注事項及擬備在會議席上提出的質詢	17%	26%
資料研究支援	37%	32%
法律支援	16%	26%
草擬講稿及文章	20%	20%
與傳媒溝通	28%	26%
<b>其他立法會職務</b>		
會見公眾／選民及處理查詢和投訴	76%	59%
會計事宜	17%	12%
刊物、通訊、工作報告、宣傳物品	50%	28%
其他	48%	20%

基數：所有回覆第1，10和13題的議員現時所聘用及期望聘用的職員

註(1)：議員可選擇多於一個答案

註(2)：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 16. 議員現時所聘用職員所履行的工作種類

接近6成議員所聘用的職員需同時執行立法會核心和其他職務，只處理立法會核心職務的職員只佔4%。

工作種類	實際處理有關職務的職員(%)
只處理立法會核心職務	4%
只處理立法會其他職務	39%
需同時執行立法會核心和其他職務	57%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 在計算議員實際聘用的職員人數時，共同聘用的職員人數已按比例攤分，詳情請參閱 p.58 註(6)。

# 17. 議員現時實際所聘用職員履行的工作種類 - 以三種工作種類作比較

所有只處理立法會核心職務的職員均需提供資料研究支援，接近8成只處理立法會其他職務的職員需要會見公眾／選民及處理查詢和投訴。需同時執行兩類職務的職員的工作種類則十分繁多。

工作種類	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
<b>立法會核心職務</b>			
一般秘書服務、與立法會秘書處及政府當局溝通	20%		60%
閱覽委員會文件，並提供摘要、提出關注事項及擬備在會議席上提出的質詢	60%		45%
資料研究支援	100%		65%
法律支援	0%		26%
草擬講稿及文章	60%		43%
與傳媒溝通	40%		55%
<b>其他立法會職務</b>			
會見公眾／選民及處理查詢和投訴		78%	74%
會計事宜		11%	23%
刊物、通訊、工作報告、宣傳物品		43%	69%
其他		50%	45%

基數：所有回覆第13題的議員現時所聘用的職員

註：議員可選擇多於一個答案

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 18. 議員期望所聘用職員所履行的工作種類

相比實際情況，議員期望更多職員專責處理立法會核心職務。

工作種類	議員期望處理有關職務的職員(%)
只處理立法會核心職務	19%
只處理立法會其他職務	36%
需同時執行立法會核心和其他職務	45%

基數: 所有回覆第10題的議員所期望聘用的職員

## 19A. 議員現時所聘用職員的資歷 - 以三種工作種類作比較

相對只處理立法會核心職務和需要同時處理立法會核心和其他職務的職員，只處理立法會其他職務的職員的資歷相對較低。

全職/兼職	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
小學或以下	0%	10%	0%
中學	0%	55%	12%
大專或以上	60%	36%	86%
專業	40%	0%	1%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 19B. 議員期望所聘用職員的資歷 - 以三種工作種類作比較

相對實際情況，議員期望所聘用的職員持較高資歷(大專或以上或專業)。

資歷	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
小學或以下	0%	0%	0%
中學	0%	42%	4%
大專或以上	73%	55%	82%
專業	27%	4%	13%

基數: 所有回覆第10題的議員現時所聘用的職員

## 20. 議員現時所聘用職員的相關工作年資 - 以三種工作種類作比較

需同時執行立法會核心和其他職務的職員的相關工作年資相對其他兩組為高。

年資	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
少於1年	25%	24%	13%
1年至少於3年	50%	21%	18%
3年至少於5年	25%	10%	11%
5年至少於7年	0%	17%	13%
7年或以上	0%	29%	46%

基數: 所有回覆第10題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。



## 21. 議員現時所聘用職員於所屬議員辦事處工作的年資- 以三種工作種類作比較

無論是只處理立法會核心職務、只處理立法會其他職務，或需同時執行兩類職務的職員，有超過半數在現所屬議員辦事處的工作年資均少於3年。

年資	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
少於1年	20%	39%	44%
1年至少於3年	40%	17%	15%
3年至少於5年	20%	26%	16%
5年至少於7年	20%	2%	11%
7年或以上	0%	15%	14%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 22A. 議員現時所聘用全職職員的薪酬 - 以三種工作種類作比較

有9成只處理立法會其他職務的職員的月薪低於\$15,000，只處理立法會核心職務的職員和需同時執行立法會核心和其他職務的職員的薪酬相對較高，但大部份職員的月薪為\$20,000以下。

每月薪酬	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
5,000 至 9,999元	0%	62%	19%
10,000 至 14,999元	60%	35%	30%
15,000 至 19,999元	20%	0%	25%
20,000 至 24,999元	20%	3%	8%
25,000 至 29,999元	0%	0%	13%
30,000 至 34,999元	0%	0%	5%
35,000 至 39,999元	0%	0%	2%
平均每月薪酬	\$15,500	\$9,662	\$16,797

基數: 所有回覆第13題的議員現時所聘用的職員

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 22B. 議員現時所聘用兼職職員的薪酬 - 以三種工作種類作比較

只處理立法會其他職務的兼職職員，時薪都低於\$70。需同時執行立法會核心和其他職務的職員的時薪則較高。

時薪	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
40 至 49元	0%	50%	14%
50 至 59元	0%	0%	29%
60 至 69元	0%	50%	0%
70 至 79元	0%	0%	14%
80 元或以上	0%	0%	43%

基數: 所有回覆第13題的議員現時所聘用的職員

註: 由於兼職職員的工作時間各有不同，而且發薪的安排亦有差別(有些為時薪兼職職員，有些為月薪兼職職員)，為準確統計兼職職員的薪酬，所有月薪的兼職職員的薪酬需要按每月工作時間計算時薪薪酬。

## 23A. 議員現時所聘用的職員的福利

全職職員平均享有14日年假，所有全職職員均沒有逾時工作津貼，只有部分兼職職員才有。

福利	總職員人數	全職職員 (%)	兼職職員 (%)
年假	每年平均14日	每年平均14日	每年平均11.4日
逾時工作津貼	1%	0%	7%
強積金	100%	100%	100%
醫療	73%	78%	40%
牙科	21%	24%	0%
教育	15%	18%	0%
房屋	0%	0%	0%
其他(如雙薪)	4%	5%	0%

基數: 所有回覆第13題的議員現時所聘用的職員

註(1): 議員可選擇多於一個答案

註(2): 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 23B. 議員現時所聘用的職員的福利 - 以三種工作種類作比較

與只處理立法會核心職務的職員和需同時執行立法會核心和其他職務的職員相比，只處理立法會其他職務的職員的平均年假較少。

福利	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
年假	每年平均15.5日	每年平均12.2日	每年平均15日
逾時工作津貼	0%	3%	0%
強積金	100%	100%	100%
醫療	60%	62%	80%
牙科	40%	19%	20%
教育	0%	14%	17%
房屋	0%	0%	0%
其他(如雙薪)	0%	0%	7%

基數: 所有回覆第1和13題的議員所聘用的職員

註(1): 議員可選擇多於一個答案

註(2): 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 24A. 議員現時所聘用職員的人數 - 以三種工作種類作比較

每位議員現時平均聘用2.3位及3.7位全職職員，分別只處理立法會其他職務和需同時執行立法會核心和其他職務；並且平均聘用1位兼職職員主要處理立法會其他職務。

	每位議員現時平均所聘用的職員人數			總人數
	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員	
全職	0.3位	2.3位	3.7位	6.3位
兼職	0位	0.6位	0.4位	1位

基數: 所有回覆第13題的議員現時所聘用的職員

## 24B. 議員期望所聘用職員的人數 - 以三種工作種類作比較

平均每位議員聘用2位、3位及4位全職職員，分別只處理立法會核心職務、只處理立法會其他職務和需同時執行立法會核心和其他職務。

	平均每位議員期望所聘用的職員人數			總人數
	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員	
全職	1.7位	3.2位	4.1位	9.0位
兼職	0.1位	0.2位	0.1位	0.4位

基數: 所有回覆第10題的議員現時所聘用的職員

### III. 議員對所聘用職員的人數及素質的意見



## 25A. 議員對所聘用職員的人數及素質的意見

大部份議員認為他們的員工對其處理立法會工作非常有幫助。  
大部份議員認為沒有足夠的職員支援他們的立法會工作。

							平均值
	1	2	3	4	5	6	
我的職員對我非常有幫助	0%	7%	0%	20%	47%	27%	4.9
按目前中央及地區辦事處的數目來說，我有足夠的職員支援我的立法會工作	38%	19%	13%	6%	19%	6%	2.7

基數: 所有回覆第22題的議員

註: 為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 25B. 議員對所聘用職員的人數及素質的意見 - 以功能界別/地方選區議員作比較

相對功能界別議員，地方選區議員較不贊同他們有足夠的職員支援他們的立法會工作。

(1代表非常不贊同，6代表非常贊同)

	平均值		
	所有議員	功能界別 議員	地方選區 議員
我的職員對我非常有幫助	4.9	4.9	4.9
按目前中央及地區辦事處的數目來說，我有足夠的職員支援我的立法會工作	2.7	4.1	1.6

基數: 所有回覆第1和22題的議員

## IV. 職員流失率及 議員對招聘及挽留職員的意見

## 26. 議員辦事處的全職職員流失率 (2007/2008年度立法會會期)

超過6成議員所聘用的全職職員的流失率為25%以上，平均職員流失率為34%。

全職職員流失率	議員 (%)
0%	20%
1 – 24%	13%
25 – 49%	53%
50 – 74%	0%
75 – 100%	13%

基數: 所有回覆第16題的議員

## 27A. 議員對招聘及挽留職員的意見

大部份議員對要招聘及挽留具合適資歷/教育背景的職員以處理立法會事務或地區事務的工作感到困難。

							平均值
	1	2	3	4	5	6	
要招聘及挽留具合適資歷／教育背景的職員，以提供處理立法會及其轄下委員會事務所需的中央支援，對他們來說是容易的	19%	31%	19%	13%	19%	0%	2.8
要招聘及挽留具合適資歷／教育背景的職員，以支援透過我在中區及本港其他地區設立的辦事處與選民日常溝通的工作，對他們來說是容易的。	25%	25%	19%	25%	6%	0%	2.6
要招聘及挽留有經驗的職員，對他們來說是容易的。	19%	44%	6%	25%	6%	0%	2.6

基數：所有回覆第23題的議員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 27B. 議員對招聘及挽留職員的意見 - 以功能界別/地方選區議員作比較

相對功能界別議員，地方選區議員在招聘及挽留職員感到的困難較大。

(1代表非常不贊同，6代表非常贊同)

	平均值		
	所有議員	功能界別 議員	地方選區 議員
要招聘及挽留具合適資歷／教育背景的職員，以提供處理立法會及其轄下委員會事務所需的中央支援，對他們來說是容易的	2.8	3.6	2.2
要招聘及挽留具合適資歷／教育背景的職員，以支援透過我在中區及本港其他地區設立的辦事處與選民日常溝通的工作，對他們來說是容易的。	2.6	3.4	2
要招聘及挽留有經驗的職員，對他們來說是容易的。	2.6	3.6	1.8

基數：所有回覆第1和23題的議員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 28A. 感到招聘及挽留職員有困難的議員 對問題成因的意見

大部份議員認為前景欠佳，薪酬過低，工作時間不定時/過長均令議員在招聘及挽留職員時遇到困難。

							平均值
	1	2	3	4	5	6	
前景欠佳	8%	0%	0%	25%	25%	42%	4.8
薪酬過低	8%	8%	8%	0%	42%	33%	4.6
工作時間不定時／過長	8%	0%	17%	8%	58%	8%	4.3
附帶福利(如醫療或牙科福利)不足	8%	17%	8%	33%	25%	8%	3.8

基數：所有感到招聘及挽留職員有困難及回覆第24題的議員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 28B. 感到招聘及挽留職員有困難的議員對問題成因的意見- 以功能界別/地方選區議員作比較

地方選區議員較功能界別議員，較認為薪酬過低和附帶福利不足為造成他們感到招聘及挽留職員有困難的成因。

(1代表非常不贊同，6代表非常贊同)

	平均值		
	所有議員	功能界別議員	地方選區議員
前景欠佳	4.8	5.3	4.7
薪酬過低	4.6	3.3	5
工作時間不定時／過長	4.3	4.3	4.3
附帶福利(如醫療或牙科福利)不足	3.8	3	4

基數：所有感到招聘及挽留職員有困難及回覆第1和24題的議員



## V. 職員留在議員辦事處工作的原因及 他們對現職的看法

## 29A. 職員留在議員辦事處工作的原因(1)

大部份議員所聘用的職員留任現職的最主要三個原因是他們認為他們的工作接觸面廣，職員關係良好和工作性質有趣或具挑戰性。

							平均值
	1	2	3	4	5	6	
工作的接觸面廣	2%	3%	10%	26%	40%	19%	4.6
職員關係良好	0%	6%	4%	30%	39%	20%	4.6
工作性質有趣 ／具挑戰性	2%	3%	11%	31%	39%	14%	4.5
有工作滿足感	2%	3%	14%	30%	38%	13%	4.4
稱心的工作環境	4%	8%	11%	48%	23%	6%	4
工作時間良好	3%	14%	23%	34%	19%	8%	3.8

基數：所有回覆的議員現時所聘用及作答乙部附錄第6題的職員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 29B. 職員留在議員辦事處工作的原因(2)

議員所聘用的職員留任現職的原因，認為是事業前途良好及薪酬令人滿意偏低。

							平均值
	1	2	3	4	5	6	
事業前途良好	14%	22%	23%	32%	8%	2%	3
薪酬令人滿意	12%	17%	36%	25%	8%	2%	3
其他地方沒有更佳的機會	15%	26%	32%	19%	7%	1%	2.8
附帶福利(例如醫療或牙科福利)良好	24%	18%	28%	22%	6%	2%	2.7
合約尚未期滿	35%	17%	15%	17%	6%	10%	2.7

基數：所有回覆的議員現時所聘用及作答乙部附錄第6題的職員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 30. 職員留在議員辦事處工作的原因 - 以三種工作種類作比較

只處理立法會核心職務的職員較其他兩組職員（只處理立法會其他職務的職員和需同時執行立法會核心和其他職務的職員），認為他們的工作時間及附帶福利良好，但工作的接觸面則較其他兩組職員集中。

(1代表非常不贊同，6代表非常贊同)

	平均值			
	所有職員	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
工作的接觸面廣	4.6	4	4.7	4.5
職員關係良好	4.6	4.3	4.7	4.6
工作性質有趣／具挑戰性	4.5	4.7	4.4	4.5
有工作滿足感	4.4	4	4.4	4.4
稱心的工作環境	4	4	3.8	4
工作時間良好	3.8	4.3	3.7	3.8
事業前途良好	3	3.3	3.2	3
薪酬令人滿意	3	3	3.2	3
其他地方沒有更佳的機會	2.8	2	3	2.8
附帶福利(例如醫療或牙科福利)良好	2.7	3.3	2.5	2.8
合約尚未期滿	2.7	3	3	2.5

基數：所有回覆的議員現時所聘用及作答乙部附錄第6題的職員

## 31A. 職員對現職的看法 (1)

大部份議員所聘用的職員認為他們需要經常處理複雜的工作及他們在議員辦事處的工作經驗有助他們日後從事其他工作。部份職員認為現時的薪酬過低，部份亦認為現時的薪酬待遇不足以吸引他們留任整個任期。

							平均值
	1	2	3	4	5	6	
我經常須處理複雜的工作	1%	4%	14%	41%	31%	11%	4.3
我認為我在這議員辦事處的工作經驗，將有助我日後從事其他工作	3%	11%	15%	34%	31%	7%	4
我認為自己的薪酬過低	5%	9%	20%	29%	22%	15%	4
我計劃在整個任期於這議員辦事處工作	5%	14%	23%	22%	27%	11%	3.9
我滿意現時的薪酬待遇	7%	19%	36%	24%	12%	1%	3.2

基數：所有回覆的議員現時所聘用及作答乙部附錄第7題的職員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 31B. 職員對現職的看法 (2)

							平均值
	1	2	3	4	5	6	
我認為自己的工作較一同畢業的同班同學的工作更佳	12%	13%	33%	31%	8%	3%	3.2
現時的薪酬待遇具吸引力，足以吸引我留任整個任期	12%	18%	44%	19%	6%	1%	2.9
我正在找尋工作或計劃轉工	27%	21%	27%	15%	6%	3%	2.6
我受到家庭壓力而需尋找另一份工作	31%	26%	24%	12%	5%	2%	2.4
我認為自己的薪酬過高	41%	28%	28%	3%	0%	0%	1.9

基數：所有回覆的議員現時所聘用及作答乙部附錄第7題的職員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

## 32. 職員對現職的看法 - 以三種工作種類作比較

相對只處理立法會核心職務和只處理立法會其他職務的職員，需同時執行立法會核心和其他職務的職員比較認為他們須經常處理複雜的工作。

(1代表非常不贊同，6代表非常贊同)

	平均值			
	所有職員	只處理立法會核心職務的職員	只處理立法會其他職務的職員	需同時執行立法會核心和其他職務的職員
我經常須處理複雜的工作	4.3	3	3.9	4.5
我認為我在這議員辦事處的工作經驗，將有助我日後從事其他工作	4	3.7	4.1	4
我認為自己的薪酬過低	4	3	3.8	4.1
我計劃在整個任期於這議員辦事處工作	3.9	2.7	4.2	3.8
我滿意現時的薪酬待遇	3.2	3	3.3	3.1
我認為自己的工作較一同畢業的同班同學的工作更佳	3.2	3.3	3.3	3.1
現時的薪酬待遇具吸引力，足以吸引我留任整個任期	2.9	2.7	3	2.9
我正在找尋工作或計劃轉工	2.6	3	2.3	2.7
我受到家庭壓力而需尋找另一份工作	2.4	2.7	2.3	2.4
我認為自己的薪酬過高	1.9	1.7	2.1	1.9

基數：所有回覆的議員現時所聘用及作答乙部附錄第7題的職員

註：為超過一位議員共同聘用的職員，在以上的題目裏，會視為一位職員計算，詳情請參閱 p.58 註(6)。

**註:**

- (1) “功能界別議員”指功能界別選舉產生的議員。
- (2) “地方選區議員”指地方選區直接選舉產生的議員。
- (3) 如沒有註明為全職或兼職職員，所指的職員包括所有全職及兼職職員。
- (4) 由於四捨五入的關係，以上部份數據的百份比加起來的總數會界乎98%-102%。
- (5) 答覆每條題目的議員或職員人數均有差別。
- (6) 現時，有些議員的職員為兩位或以上僱主共同聘用（“共同聘用職員”），這些職員由數位立法會議員共同聘用以履行立法會職務，或由一位立法會議員聘用，以處理立法會職務和非立法會職務(如區議會事務或議員私人公司事務)。為求準確，當計算職員人數時，只會計算職員處理立法會職務的比例，例如，如果一位職員處理立法會事務及非立法會事務的時間各一半，他會視為0.5位職員。但在有些答題裏，例如職員的背景以及職員對現職的看法，由於這些項目難以分割，故即使一位職員處理立法會事務及非立法會事務的時間各一半，他都會視為1位職員作計算。