

**Panel on Public Service**

**List of outstanding items for discussion**

(Position as at 17 November 2011)

**Proposed timing  
for discussion**

**1. Update on National Studies and Basic Law training for civil servants**

The Administration has proposed to update members on the national studies and Basic Law programmes and related training activities offered to civil servants.

21 November 2011

**2. Employment situation of non-civil service contract (NCSC) staff**

Last discussed at the meeting on 15 November 2010. At the Panel meeting on 21 February 2011, Dr PAN Pey-chyou proposed to revisit the issue to address concerns about the current arrangement that NCSC staff's experience was not taken into account and not counted towards the provision of incremental credits when they successfully applied for civil service posts, as a result of that they only received pay at the starting salary point. The Administration's response to Dr PAN's concern was issued to members vide LC Paper No. CB(1)2886/10-11 on 11 August 2011.

21 November 2011

At the meeting on 16 May 2011, Dr PAN Pey-chyou highlighted a complaint he received regarding the recruitment of NCSC staff in Hongkong Post to meet long-term service needs. The Chairman directed that the issue be discussed in conjunction with the captioned item.

The Administration has proposed to brief members on the employment situation of NCSC staff.

**Proposed timing  
for discussion**

**3. Conditioned hours of work of the civil service**

Proposed by Mr LEE Cheuk-yan at the Panel meeting on 17 January 2011. Mr LEE considered it unfair that individual civilian grades in the civil service should have different conditioned hours of work of 44 and 45 hours a week, especially as those working 45 hours a week were not remunerated during meal breaks, so that their working hours were in fact 51 hours a week. He called for a comprehensive review of the situation to align the hours of work of the civil service, preferably to 44 hours a week so as to facilitate the implementation of five-day week. He also opined that the conditioned hours of work of all disciplined services grades should be the same, and that the meal break arrangements, such as the compensatory meal break arrangement, of the disciplined services grades, in particular the ambulancemen, should be reviewed. Dr PAN Pey-chyou agreed with him on the need to discuss the meal break arrangements. The Administration's response was issued vide LC Paper No. CB(1) 2978 /10-11 on 5 September 2011.

19 December 2011

At the Panel meeting held on 17 October 2011, members agreed to revisit the issue and to invite stakeholders to attend the meeting scheduled for 19 December 2011.

**4. Provision of paternity leave in the civil service**

The Administration has proposed to consult members on the proposed arrangements for the implementation of paternity leave in the civil service.

19 December 2011

**5. 2012 Pay Level Survey and Starting Salaries Survey**

The Administration has proposed to brief members on the work plan for the 2012 Pay Level Survey and

16 January 2012

**Proposed timing  
for discussion**

Starting Salaries Survey.

**6. An overview of training and development for civil servants**

The Administration has proposed to provide an updated overview of training and development for civil servants.

1<sup>st</sup> quarter 2012

**7. Civil service-related issues featuring in the 2012/13 Budget**

The Administration has proposed to discuss with members on civil service-related issues featuring in the 2012/13 Budget.

1<sup>st</sup> quarter 2012

**8. Civil Service Outstanding Service Award 2011**

The Administration has proposed to report to the Panel the organization of the Civil Service Outstanding Service Award 2011.

1<sup>st</sup> quarter 2012

**9. Updated overview of medical and dental benefits for civil service eligible persons**

The Administration has proposed to update members on the provision of medical and dental benefits for civil service eligible persons.

1<sup>st</sup> quarter 2012

**10. Update on the provision of paternity leave in the civil service**

The Administration has proposed to provide members with an update on the provision of paternity leave in the civil service.

1<sup>st</sup> quarter 2012

**Proposed timing  
for discussion**

**11. Use of agency workers**

Last discussed at the Panel meeting on 20 December 2010. The Administration has proposed to update members on the use of agency workers by different bureaux/departments.

2<sup>nd</sup> quarter 2012

**12. Updated overview of the civil service establishment, strength, retirement and age profile**

The Administration has proposed to provide an updated overview of the civil service establishment, strength, retirement and age profile.

2<sup>nd</sup> quarter 2012

**13. An updated overview of post-service outside work for directorate civil servants**

Following the review of post-service outside work for directorate civil servants, the Administration has proposed to provide an updated overview of the subject for members' information.

2<sup>nd</sup> quarter 2012

**14. Overview of civil service disciplinary matters**

The Administration has proposed to brief members on the management of misconduct and under-performance in the civil service.

2<sup>nd</sup> quarter 2012

**15. 2012-13 Civil Service Pay Adjustment**

The Administration has proposed to brief members on the Government's decision on the civil service pay adjustment for 2012-2013.

2<sup>nd</sup> quarter 2012

**16. Language proficiency requirements for civil service appointments**

Members agreed at the Panel meeting on 24 May

To be confirmed

2010 to follow up the issue. At the Panel meeting on 20 June 2011, the Administration undertook to provide a paper to address members' concerns about ethnic minorities' difficulty in meeting the language proficiency requirements of respective Government departments/civil service grades. The Administration has indicated that the information paper is being prepared and it will update members on the item when ready.

**17. Direct appointment of personal chauffeurs and personal secretaries for principal officials under the accountability system**

Raised by members at the meeting on 16 May 2011. Members were concerned about the impact of the direct appointment arrangement on the civil service system and the contract terms of such direct appointments made. The Panel agreed that members of the Panel on Constitutional Affairs (CA Panel) and the Secretary for Constitutional and Mainland Affairs should be invited to discuss the matter, in particular, the desirability of continuation of this arrangement of employing persons from outside by direct appointment in the light of its impact on the affected civil service grades. Members also agreed that the Administration's paper for this item should provide information on the background to the direct appointment arrangement and records of relevant discussion in the past. It should also provide information on whether the employees concerned who were employed by direct appointment were subject to the control and management of the Civil Service Bureau and past experience in this regard.

In consideration that the direct appointment of personal chauffeurs and personal secretaries for principal officials is part of the arrangements of the Political Appointment System which falls under the purview of the CA Panel,

**Proposed timing  
for discussion**

the Chairman considered it more appropriate for the CA Panel to take the lead in discussion. On the instruction of the Panel Chairman, the matter has been referred to the CA Panel for consideration. In view of the impact of the direct appointment arrangements on the civil service system, it is also proposed that the Secretary for the Civil Service and Panel members be invited to join the discussion.

**18. Disclosure of the illness of directorate civil servants**

Proposed by Ms Emily LAU, who has written to the CA Panel requesting it to discuss the mechanism for disclosure of the illness of Principal Officials and directorate civil servants. Since the CA Panel does not handle issues related to directorate civil servants, Ms LAU's letter has been referred to this Panel for follow-up. The Chairman has directed that the item on "Disclosure of the illness of directorate civil servants" be included in the Panel's list of outstanding items for discussion. The Administration's response to Ms LAU's letter, which set out the handling of information on the health condition of directorate civil servants and the arrangements made during their temporary absence, was issued vide LC Paper No. CB(1)2954/10-11 on 29 August 2011 for members' information.