

**立法會**  
**Legislative Council**

LC Paper No. AS 227/12-13

Ref: AM 12/01/19 (12-16)

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

**Meeting on 7 June 2013**

**Outcome of the survey of Members' views on pursuing the outstanding  
proposals set out in the "Review of the Operating Expenses  
Reimbursement for Legislative Council Members"**

**Purpose**

This paper reports the outcome of a survey of Members' views on whether the outstanding proposals set out in the "Review of the Operating Expenses Reimbursement ("OER") for Legislative Council Members" ("the Review Report") (Appendix I to LC Paper No. AS 106/12-13) conducted in the Fourth Legislative Council ("LegCo") should be pursued.

**Background**

2. In March 2011, the House Committee of the Fourth Legislative Council ("LegCo") endorsed the Review Report submitted by the Subcommittee on Members' Remuneration and Operating Expenses Reimbursement ("Subcommittee on OER"). The Review Report was subsequently forwarded to the Administration. Only some of the recommendations were taken on board by the Administration and reflected in the new rates of Members' remuneration and reimbursement ceilings for operating expenses effective from 1 October 2012.

3. The proposals<sup>1</sup> which the Administration did not support are summarized as follows:

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<sup>1</sup> All figures quoted in the proposals are based on the price level in 2010-2011 presented in the Review Report plus the CPI(C) adjustments of 3.9% and 5% in 2011-2012 and 2012-2013 respectively.

- (a) there should be at least one Personal Assistant ("PA") pitched at Executive Officer ("EO") I level to co-ordinate the core support services provided to the Member in the central office. That PA should be assisted by two staff members who are at Assistant Clerical Officers ("ACOs") level to provide secretarial and clerical support (*paragraph 3.27 of the the Review Report*);
- (b) there should be two staff members working in each district office, with at least one staff member being a degree-holder. The two posts in each district office should be pitched at EO II level and ACO level respectively (*paragraph 3.28 of the Review Report*);
- (c) the financial provision of the proposed staffing complement in proposals (a) and (b) above should be calculated on the average of the first four salary points of the comparable ranks in the Civil Service (i.e. to cover a LegCo term of four years) and that the annual accountable allowance for Office Operating Expenses Reimbursement ("OOER") be revised from \$1,805,250 to \$2,267,663 (+25.6%) for effecting the proposed staffing complement (*paragraph 3.35 of the Review Report*);
- (d) a further review of the salary provision in the OOER should be conducted in two to three years' time to evaluate its effectiveness in retaining quality staff. Where there is evidence that the average length of service of Members' staff reaches four years and beyond, mid-point salaries (instead of the average of the first four salary points) should be adopted for computing the salary portion of the OOER. Similar reviews should be conducted once every four years (*paragraph 3.36 of the Review Report*);
- (e) an end-of-service gratuity should be provided to full-time staff engaged by Members to ensure continuity of service as well as to attract and retain a pool of high quality staff. The provision for gratuity, which is \$229,348 per annum, may form part of the OOER (+12.7%) but will be kept and maintained by the LegCo Secretariat for the sole purpose of paying gratuities to Members' staff (*paragraph 3.37 of the Review Report*);
- (f) annual adjustment of the salary portion of the OOER (i.e. 70% of the OOER) should be based on Civil Service pay adjustments whereas the remaining 30% should be adjusted in accordance with the movement of the Hang Seng Consumer Price Index ("CPI")(C) (*paragraph 3.39 of the Review Report*);

- (g) there should be a new and separate accountable allowance of \$222,554 per annum to enable Members to engage outside parties (including the political parties to which the Members are affiliated) to undertake research work. The additional funding should also be kept as a separate fund administered by the LegCo Secretariat and be drawn for research purposes only. All research studies conducted with this funding should be made public on the Members' websites as and when feasible and no later than the end of the relevant LegCo term (*paragraphs 4.9 and 4.10 of the Review Report*);
- (h) the total amount of the Setting Up Expenses Reimbursement ("SUER") and the Information Technology and Communication Equipment Expenses Reimbursement ("ITER")<sup>2</sup> should be increased to \$526,383 per term to enable Members to operate two district offices (instead of one) if there is a need to do so (*paragraph 6.13 of the Review Report*); and
- (i) the OER level should be revised to suit the actual needs of Members and changes should take effect during a term (*paragraph 6.16 of the Review Report*).

## Survey on OER

4. The Subcommittee on OER formed in Fifth LegCo earlier decided to invite Members' views on whether the outstanding proposals should be pursued. The questionnaire at **Appendix I** was issued to all Members (LC Paper No. AS 126/12-13). A total of 64 Members completed and returned the questionnaire.

5. According to the findings of the survey, the majority of Members supported the nine outstanding proposals. As such, they should be pursued with the Administration. A summary of the findings of the survey is set out in **Appendix II** (Chinese version only).

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<sup>2</sup> SUER and ITER are already combined into one provision since October 2012, and the total amount is \$250,000 at 2012-2013 price level.

**Advice sought**

6 . Members are invited to note the outcome of the survey as set out in this paper and discuss these proposals with the Administration at the Subcommittee meeting on 7 June 2013.

Legislative Council Secretariat  
June 2013

Ref : AM 12/01/19 (12-16)

To : Clerk to Subcommittee  
 Mr Matthew LOO  
 [Fax No. 2537 2449]

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

**Outstanding proposals set out in the Subcommittee's report on  
 "Review of the Operating Expenses Reimbursement for  
 Legislative Council Members" ("the Report")**

<b>Item</b>	<b>Proposal</b>
(1)	<p>There should be at least one Personal Assistant ("PA") pitched at the level of an Executive Officer ("EO") I to co-ordinate the core support services provided to the Member in the central office, having regard to the core support services provided to the Member in the central office. That PA should be assisted by two staff members who are Assistant Clerical Officers ("ACOs") to provide secretarial and clerical support (paragraph 3.27 of the Report).</p> <p>Agree/disagree*</p> <p>Other views :</p>    

<b>Item</b>	<b>Proposal</b>
(2)	<p>There should be two staff members working in each district office, with at least one staff member being a degree-holder as district staff need to assist a Member in handling complaints from members of the public, conduct site visits, organize activities, prepare reports, draft press releases, etc., and they need to work long hours. The two posts in each district office should be pitched at EO II level and ACO level respectively (paragraph 3.28 of the Report).</p> <p>Agree/disagree*</p>
	<p>Other views :</p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
(3)	<p>The financial provision of the proposed staffing complement in items (1) and (2) above should be calculated on the average of the first four salary points of the comparable ranks in the Civil Service (i.e. to cover a LegCo term of four years) and that the annual accountable allowance for Office Operating Expenses Reimbursement ("OOER") be revised from \$1,805,250 to \$2,267,663 (+25.6%) to allow sufficient provisions for effecting the proposed staffing complement in items (1) and (2) above (paragraph 3.35 of the Report).</p> <p>Agree/disagree*</p> <p>Other views :</p>

<b>Item</b>	<b>Proposal</b>
(4)	<p>A further review of the salary provision in the OOER should be conducted in two to three years' time to evaluate its effectiveness in retaining quality staff. Where there is evidence that the average length of service of Members' staff reaches four years and beyond, mid-point salaries (instead of the average of the first four salary points) should be adopted for computing the salary portion of the OOER. Similar reviews should be conducted once every four years (paragraph 3.36 of the Report).</p> <p>Agree/disagree*</p>
	<p>Other views :</p> <p> </p> <p> </p> <p> </p> <p> </p>
(5)	<p>An end-of-service gratuity, in line with the current arrangement in the Civil Service, should be provided to full-time staff engaged by Members to ensure continuity of service as well as to attract and retain a pool of high quality staff. The provision for gratuity, which is \$229,348 per annum, may form part of the OOER (+12.7%) but will be kept and maintained by the Legislative Council ("LegCo") Secretariat for the sole purpose of paying gratuities to Members' staff (paragraph 3.37 of the Report).</p> <p>Agree/disagree*</p>
	<p>Other views :</p> <p> </p> <p> </p> <p> </p> <p> </p>

<b>Item</b>	<b>Proposal</b>
(6)	<p>Annual adjustment of the salary portion of the OOER (i.e. 70% of the OOER) should be based on the Civil Service pay adjustments whereas the remaining 30% should be adjusted in accordance with the movement of Hang Seng Consumer Price Index ("CPI")(C) (paragraph 3.39 of the Report).</p> <p>Agree/disagree*</p>
	<p>Other views :</p> <p> </p> <p> </p> <p> </p> <p> </p>
(7)	<p>There should be a new and separate accountable allowance of \$222,554 per annum to enable Members to engage outside parties to conduct research, so as to cater for the research needs of Members. These outside parties should include the political parties to which the Members are affiliated. The additional funding should also be kept as a separate fund administered by the LegCo Secretariat and be drawn for research purposes only. All research studies conducted with this funding should be made public on the Members' websites as and when feasible and no later than the end of the relevant LegCo term (paragraphs 4.9 and 4.10 of the Report).</p> <p>Agree/disagree*</p>
	<p>Other views :</p> <p> </p> <p> </p> <p> </p> <p> </p>

Item	Proposal
<p>(8)</p>	<p>The total amount of the Setting Up Expenses Reimbursement ("SUER") and the Information Technology and Communication Equipment Expenses Reimbursement ("ITER") should be increased to \$526,383 per term to enable Members to operate two district offices (instead of one) if there is a need to do so (paragraph 6.13 of the Report).</p> <p><i>(Note: the SUER and ITER are already combined into one provision since October 2012, and the total amount is \$250,000 for 2012-2013 price level))</i></p> <p>Agree/disagree*</p> <p>Other views :</p>
<p>(9)</p>	<p>The level of the OER should be revised to suit the actual needs of Members. Any changes to the level of reimbursement should take effect during a term (paragraph 6.16 of the Report).</p> <p>Agree/disagree*</p>
	<p>Other views :</p>

\* Please delete as appropriate.

**Remark:**

All figures quoted in this Reply Slip are based on the price level in 2010-2011 presented in the Report plus the CPI(C) adjustments of 3.9% and 5% in 2011-2012 and 2012-2013 respectively.

Any other views:

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Signature :

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Name :

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Date :

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立法會議員酬金及工作開支償還款額小組委員會

小組委員會就"立法會議員工作開支償還款額的檢討"發表的報告  
(下稱"報告")所載尚待落實的建議  
(截至 2013 年 6 月 5 日的情況)

項目	同意	不同意	無意見	其他意見
(1) 考慮到在中央辦事處為議員提供的核心支援服務，最少 1 名議員助理的職級應相等於 1 名一級行政主任，負責在中央辦事處統籌為議員提供的核心支援服務。該名議員助理應由 2 名屬助理文書主任職級的職員協助，負責提供秘書及文書支援服務(報告第 3.27 段)。	54	3	1	6
(2) 由於地區辦事處人員需要協助議員處理市民投訴、進行實地視察、舉辦各類活動、擬備報告、草擬新聞稿等，而且他們的工時甚長，因此每間地區辦事處應有 2 名職員，其中最少 1 名職員應具備大學學位學歷。每間地區辦事處的 2 名職員的職級，應分別定於二級行政主任及助理文書主任職級的水平(報告第 3.28 段)。	50	3	5	6
(3) 上述第(1)及(2)項的擬議職員人手編制的撥款額，應以公務員相若職級的首 4 個薪級點的平均數(即涵蓋立法會 4 年任期)計算，以及辦事處營運開支償還款額中的每年須憑單據證明的津貼額，應由 1,805,250 元調整至 2,267,663 元(+25.6%)，以確保有足夠撥款實施上述第(1)及(2)項的擬議職員人手編制(報告第 3.35 段)。	55	0	3	6
(4) 應在 2 至 3 年後進一步檢討辦事處營運開支償還款額中的薪酬撥款，以評估此建議方案對挽留優秀職員的成效。倘有證據顯示議員的職員的平均服務年資達 4 年及以上，便應採用中點薪金(而非首 4 個薪級點的平均數)計算辦事處營運開支償還款額中的薪酬部分。類似的檢討應每 4 年進行一次(報告第 3.36 段)。	61	0	3	0
(5) 為確保服務得以持續，以及吸引並挽留一班優秀的職員，應向議員聘請的全職職員提供約滿酬金，此做法與公務員隊伍的現行安排相若。發放該筆約滿酬金所需的撥款額為每年 229,348 元，而該筆專用於向議員的職員支付約滿酬金的撥款可列為辦事處營運開支償還款額的一部分(+12.7%)，但須存放於立法會秘書處，並由秘書處負責管理(報告第 3.37 段)。	63	0	1	0

項目	同意	不同意	無意見	其他意見
(6) 辦事處營運開支償還款額中的薪酬部分(佔辦事處營運開支償還款額的 70%)應每年按公務員薪酬調整幅度予以調整，而餘下 30%則應按恒生消費物價指數(下稱"丙類消費物價指數")的變動幅度予以調整(報告第 3.39 段)。	62	0	2	0
(7) 為照顧議員的研究需要，應另行提供一項為數每年 222,554 元的新設的實報實銷津貼，讓議員聘請外間人士／機構進行研究。這些外間人士／機構應包括有關議員所附屬的政黨。這筆額外撥款應以獨立的基金形式存放，由立法會秘書處管理，並只可提取作研究之用。以這筆撥款進行的所有研究項目，均須在可行情況下及最遲於有關立法會任期完結前登載於議員的網站，供公眾閱覽(報告第 4.9 及 4.10 段)。	62	1	1	0
(8) 開設辦事處開支償還款額和資訊科技及通訊設備開支償還款額的總額應增加至每屆任期 526,383 元，以便議員可按其需要營運 2 間(而非 1 間)地區辦事處(報告第 6.13 段)。 (註：由 2012 年 10 月起，開設辦事處開支償還款額和資訊科技及通訊設備開支償還款額已合併為一筆撥款，按 2012-2013 年度價格水平計算，總額為 250,000 元)	54	0	4	6
(9) 工作開支償還款額的水平應予調整，以切合議員的實際需要。償還款額水平的任何調整應在同一屆立法會任期內生效(報告第 6.16 段)。	63	0	1	0

註：

1. 有關建議引述的所有數字是根據檢討報告所述的 2010-2011 年度價格水平，加上 2011-2012 年度及 2012-2013 年度丙類消費物價指數分別錄得的 3.9% 及 5% 調整幅度計算。
2. 共有 64 位議員就問卷作出回覆。
3. 議員提出的其他意見包括：
  - (a) 同意通過調高立法會議會酬金及工作開支償還款額以改善議員助理的聘用條件，但對於聘用助理時要與政府某些職級掛鉤則有所保留，因會影響招聘員工的靈活性(6 位議員)；
  - (b) 中央辦事處應起碼有一名職級相等於政務主任的職員。此外，議員一般起碼有三間地區辦事處，而市民對議員的要求則越來越高，因此每間地區辦事處的兩個職員編制，均以具備大學學歷起計。區議會(第二)界別的議員的選區屬全港性，地區辦事處的數目應更多(6 位議員)；
  - (c) 約滿酬金不應與遣散費對沖(6 位議員)；
  - (d) 議員一般有兩間地區辦事處以上，應起碼以三間地區辦事處來計算開設辦事處的資助金額水平(7 位議員)；及
  - (e) 議員希望有關建議須注意民意是否支持(12 位議員)。