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**Replies to supplementary questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2016-17**

Controlling Officer: Secretary General, Legislative Council Secretariat

Session No. : 3

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<u>S-LC001</u>	S0006	WONG Kwok-hing	112	(2) Council Business Services
<u>S-LC002</u>	S0007	WONG Kwok-hing	112	(2) Council Business Services

CONTROLLING OFFICER'S REPLY

(Question Serial No. S0006)

Head: (112) Legislative Council Commission

Subhead (No. & title): (000) Operational expenses

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

It is stated in Reply Serial No. LC043 that the total number of overtime hours worked by the Secretariat staff in the 2014-15 legislative session was about 16 299 hours, reflecting that the situation was serious. In this connection:

1. How do the authorities handle the overtime ("OT") hours worked by the staff currently? What are the additional expenses involved? For those OT hours that were worked by staff, has the Secretariat made compensation by way of money, or has it allowed the staff concerned to take time-off in lieu ("TOIL")? What are the proportions and numbers of OT hours compensated by money and by TOIL respectively?
2. Have the authorities studied the reasons for staff working overtime and proposed solutions to address the issue?

Asked by: Hon WONG Kwok-hing

Reply:

Overtime ("OT") work undertaken by Secretariat staff should normally be compensated by time-off in lieu ("TOIL"). Where the granting of TOIL is impracticable within a specified timeframe, overtime allowance ("OTA") may be paid to eligible staff. In respect of the 16 299 OT hours worked by Secretariat staff directly or indirectly involved in servicing meetings of the Council and its committees in the 2014-15 legislative session, about 90% of OT hours were compensated by TOIL, and the remaining 10% OT hours by OTA (approximately \$279,000 was paid as OTA).

2. Longer duration of meetings of the Council and its committees, as well as the increasing complexity of business of the Council and its committees are the main reasons for the need to work overtime. The Secretariat will keep in view the manpower situation and continue to explore ways to relieve the workload of staff through, for instance, streamlining the work procedures by information technology automation.

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CONTROLLING OFFICER'S REPLY

(Question Serial No. S0007)

Head: (112) Legislative Council Commission

Subhead (No. & title): (000) Operational expenses

Programme: (2) Council Business Services

Controlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

It is stated in Reply Serial No. LC044 that the Secretariat "has taken into account all relevant factors in drawing up the estimates on the numbers and hours of meetings of the Council and its committees and the manpower and resources required". Please advise on:

1. the increases in the manpower and resources of the Secretariat in the past 3 years;
2. the number of Council meetings adjourned due to the lack of a quorum following Members' requests for quorum calls in each session of the current term of the Legislative Council;
3. the additional resources and expenditures incurred on each occasion when a meeting was aborted.

Asked by: Hon WONG Kwok-hing

Reply:

As at 1 April in 2013, 2014 and 2015, 409, 455 and 472 staff respectively in various Divisions of the Legislative Council Secretariat were involved in servicing Council and committee meetings. Details of these staff by functional areas are as follows:

Functional area	2013	2014	2015
Council business staff	129	141	144
Translation and interpretation staff	88	95	95
Legal service staff	17	18	20
Other supporting staff	175	201	213
Total	409	455	472

The expenditures incurred in the provision of Council Business Services are as follows:

	2013-14 (Actual)	2014-15 (Actual)	2015-16 (Estimate)
Expenditure incurred in the provision of Council Business Services	\$ million 364.62	\$ million 412.81	\$ million 433.60

2. Information on the adjournment of Council meetings due to the lack of a quorum in each of the legislative sessions from 2012-13 to 2015-16 is as follows:

	Number of Council meetings adjourned due to the lack of a quorum
2012-13	2
2013-14	3
2014-15	2
2015-16 (up to end Feb 2016)	6
Total	13

3. The average hourly expenditure incurred in servicing meetings of the Council and its committees from 2012-13 to 2015-16 are approximately \$173,000, \$189,000, \$203,000 and \$216,000 (estimated) respectively. No additional resources and expenditure will be incurred if the Council is adjourned because of the lack of a quorum.

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