

# 立法會 *Legislative Council*

LC Paper No. CB(4)1107/18-19

Ref: CB4/PL/PS

## **Report of the Panel on Public Service for submission to the Legislative Council**

### **Purpose**

This report which is made in accordance with Rule 77(14) of the Rules of Procedure of the Legislative Council gives an account of the work of the Panel on Public Service ("the Panel") during the 2018-2019 legislative session.

### **The Panel**

2. The Panel was formed by a resolution passed by the Legislative Council on 8 July 1998 and as amended on 20 December 2000, 9 October 2002, 11 July 2007 and 2 July 2008 for the purpose of monitoring and examining government policies and issues of public concern relating to civil service and government-funded public bodies, and other public service matters. The terms of reference of the Panel are in **Appendix I**.

3. The Panel comprises 18 members, with Hon Gary FAN Kwok-wai and Hon Martin LIAO Cheung-kong elected Chairman and Deputy Chairman of the Panel respectively. The membership list of the Panel is in **Appendix II**.

### **Major Work**

#### Civil service workforce

*Civil service establishment, strength, retirement, resignation, age profile and gender profile*

4. The Administration updated the Panel with an overview of the civil service establishment, strength, retirement, resignation, age profile and

gender profile at the meeting in May 2019. Panel members noted that the civil service establishment was expected to increase from 188 335 as at 31 March 2019 (revised estimate) to 191 816 as at 31 March 2020 (draft estimate).

5. Members in general expressed concern about the retention problem of civil servants as the resignation rate of civil servants reached a new height of 0.8% in 2017-2018. They doubted whether civil service jobs were still attractive to the general public and urged the Administration to study in details the reasons for officers resigning from the civil service.

6. The Administration said that based on the large number of applications received in the recruitment exercises in recent years, the civil service jobs should still be attractive and competitive in the labour market. In 2017-2018 the resignation rate of 0.8% of the strength was still at a low level, considering the total strength of more than 170 000. Around 60% of the resignees left during their probation period, partly because they found a long-term career in the Government unsuitable for them. The Administration said that the Civil Service Bureau ("CSB") would closely monitor the situation.

7. Some members urged the Administration to consider allowing those civil servants who joined before 1 June 2000 to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades) in order for retention of experienced staff. According to the Administration, it was considered not fully justifiable from the population policy angle to allow these civil servants to choose to extend their retirement age. Based on the Hong Kong labour force projections, the total labour force would reach a peak at 3.68 million in 2021, and then decrease to 3.51 million in 2031. It would then hover around the low level of about 3.50 million until 2038 before decreasing further. According to the projections, the labour force was expected to become critical starting from 2030. Extending the civil servants who joined before 1 June 2000 could not address the labour shortage issue. In addition, it would also give rise to other management issues such as promotion blockage and lack of healthy turnover.

#### *Employment of non-ethnic Chinese in the civil service*

8. The Panel discussed the employment of non-ethnic Chinese ("NEC") in the civil service with the Administration in April 2019.

9. With a view to evaluating the effectiveness of the initiatives in facilitating employment of NEC in the civil service, some members called on the Administration to, instead of conducting a survey for all civil

servants, collect information on their ethnicity on a regular and voluntary basis after the newly appointed civil servants had taken office. The Administration said that it would take time to collect sufficient data from new recruits before a meaningful picture would become available, especially if staff would only be invited to provide the information on a voluntary basis. The Administration needed to further explore in detail the suggestion.

10. The Panel noted that the Administration had launched an internship programme for NEC university students. In response to members' enquiries about the implementation details of the programme, the Administration said that the eight universities funded by the University Grants Committee were invited to nominate NEC students to participate in the internship programme. Interns would be assigned to work in government bureaux/departments ("B/Ds") which provided direct services to NEC. As the programme was implemented on a pilot basis, the plan was to offer 10 internship placements but the number might be increased depending on the response from universities. The internship period would last for eight weeks. CSB would review the effectiveness of the programme and decide on the scale of next year's run.

#### Issues relating to lifeguards of the Leisure and Cultural Services Department

11. Following the occurrence of a fatal accident involving a Leisure and Cultural Services Department ("LCSD") seasonal lifeguard who was drowned while performing scuba diving duties in September 2018, the Panel followed up with the Administration and invited views from related unions on the qualifications, training, grade structure and manpower situation of LCSD's lifeguards. Members noted with grave concern that LCSD lifeguards were not required to possess scuba diving qualification, but the relevant skill was in fact needed to carry out some of the daily work of LCSD's lifeguards. To ensure the safety of both LCSD's lifeguards and swimmers, members called on the Administration to include the possession of scuba diving qualification as one of the entry requirements of LCSD's lifeguards and to provide existing LCSD's lifeguards with compulsory scuba diving training. Members also considered it necessary for the Administration to clearly define the scope of duties of LCSD's lifeguards and to draw up specific guidelines on the procedures for undertaking scuba diving tasks and the use and maintenance of related equipment.

12. The Administration advised that currently there were about 400 LCSD's lifeguards with scuba diving qualification, but all LCSD's lifeguards possessed skin diving skills for underwater rescue operation as it

was an item to be assessed for the Pool Lifeguard Awards and Beach Lifeguard Awards issued by the Hong Kong Life Saving Society. The Administration further explained that in general, LCSD's lifeguards were not required to undertake scuba diving duties in their daily operations. Only trained and qualified LCSD's lifeguards might, where necessary, use scuba diving equipment to assist in emergency underwater rescue under the supervision and instruction of senior lifeguards before the arrival of the diving personnel of the Fire Services Department. LCSD had also engaged contractors to perform tasks requiring diving for prolonged periods, such as inspection and maintenance of shark prevention nets. As such, LCSD would not consider making training or qualification of scuba diving rescue compulsory for its lifeguards. The Panel passed a motion urging the Administration to provide training on scuba diving rescue for the new recruits of lifeguards and in-service lifeguards, and to formulate detailed guidelines for skin diving and scuba diving rescue, including guidelines on the use, replacement and maintenance of relevant equipment.

13. Members also noted with concern that the skin diving skills assessments for the aforesaid lifeguard awards were made only for a depth of around two metres underwater. They queried whether such requirement could meet the practical operational needs of LCSD's aquatic venues, particularly those with a depth exceeding two metres, and why non-civil service contract ("NCSC") seasonal lifeguards were exempted from the possession of first aid certificates. Members considered the current entry requirements for LCSD's lifeguards inadequate and outdated. They called on LCSD to review and upgrade the qualifications and skills requirements for its lifeguards. The Administration advised that starting from 2019, both newly appointed civil service lifeguards and NCSC lifeguards on long-term employment were required to complete a course on advanced skills of skin diving rescue and to pass a five-metre depth diving test before assuming duties. Having considered that civil service and NCSC seasonal lifeguards would work together as a team to provide lifesaving and lifeguard services, LCSD only required the latter to possess the above lifeguard awards issued/reassessed by the Hong Kong Life Saving Society within the past three years, while the former was additionally required to possess valid first aid certificates.

14. Another focus of the Panel's discussion was the manpower issues of lifeguards. Some members noted that the mix of civil service lifeguards and NCSC seasonal lifeguards remained at 1:1 ratio despite an increase of 35% in the total number of civil service lifeguards between 2011 and 2018 due to the rise in the number of public swimming pools. The Administration was requested to further increase the number of civil service lifeguards in the 2019 swimming season. Some members

expressed concern about the long-standing problem of recruitment difficulties of NCSC seasonal lifeguards, which had led to service suspension of some aquatic venues.

15. The Administration advised that as at 1 August 2018, 687 of the 1 959 lifeguards in LCSD were NCSC seasonal lifeguards, but there was still a shortfall of about 200 NCSC lifeguards during the peak months of the 2018 swimming season. In this connection, LCSD would launch a pilot scheme in 2019 to form a regional-based "special support team" to respond to unforeseen manpower shortages at public swimming pools and gazetted beaches. The Administration assured members that LCSD would, where justified, strive to bid additional resources for increasing the number of civil service lifeguards under the established mechanism.

16. To attract and retain talents, members considered it necessary for the Administration to improve the remuneration packages and promotion prospects of LCSD's lifeguards given that their work covered a wide portfolio and was more complicated than that of lifeguards in private sectors. The Panel passed two motions urging the Administration to, among others, consider allowing senior lifeguards to be promoted to Amenities Assistants III to manage the aquatic venues and conduct a grade structure review ("GSR") for civil service lifeguards.

17. The Administration advised that the pay adjustment for civil service lifeguards was determined in accordance with the established annual civil service pay adjustment mechanism, while the pay of NCSC seasonal lifeguards would, under the current policy, be kept broadly comparable with that of their private sector counterparts by making reference to the local private employment market and other relevant factors, such as the Composite Consumer Price Index, etc. According to the Administration, NCSC seasonal lifeguards would have an 8% pay increase for the 2019 swimming season.

18. Members were further advised that civil service lifeguards currently belonged to the Artisan grade, and the suggestion of promoting senior lifeguards to Amenities Assistants III would involve the change in the grade structure of the Senior Artisan (Swimming Pool and Beach) and Amenities Assistant grades. According to the Administration's policy, GSRs would only be considered when individual non-directorate civilian civil service grades had proven and persistent recruitment and retention difficulties which could not be resolved through the regular pay surveys conducted under the Improved Civil Service Pay Adjustment Mechanism; or had fundamental changes in the job nature, job complexity and level of responsibilities. However, civil service lifeguards did not meet either one

of the above criteria for GSR, and thus the Administration did not consider it justified to conduct a GSR for LCSD's civil service lifeguards at the moment. That said, the Administration undertook to examine the matter or come up with any necessary measures to address the concerns raised by members and related unions over various manpower issues relating to LCSD's lifeguards.

### Non-civil service employment

#### *Non-civil service contract staff*

19. In November 2018, the Administration reported to the Panel on the latest situation on the employment of NCSC staff by the Government. While noting that there had been a trend of continuous reduction in the total number of NCSC staff which had further dropped by 5.8% from 10 380 in June 2017 to 9 773 in June 2018, members were concerned that, as at 30 June 2018, the number of NCSC staff who had served continuously for five years or more were still quite significant at 3 400 and about 2 000 of them had served continuously for more than 10 years. Members reiterated their call for the replacement of the positions of those NCSC staff who had worked in B/Ds for a long period of time with civil service posts.

20. The Administration explained that some B/Ds still had continued needs to engage a certain number of NCSC staff to meet specific tasks that could not be catered for by civil servants, and these NCSC staff might have served in B/Ds for a long period of time. The Administration assured members that the engagement of NCSC staff was under constant review and CSB would continue to liaise with B/Ds, in particular with those B/Ds employing a large number of NCSC staff, to ascertain the need to replace those NCSC positions with established long-term service needs by civil service posts.

21. To facilitate NCSC staff's application for civil service posts, there was a suggestion that the Administration should enhance training for NCSC staff to prepare them for taking up civil service jobs. Members were advised that departmental management might nominate their staff members, including NCSC staff, to participate in job-related training programmes. According to the Administration, NCSC staff should generally enjoy a competitive edge over other candidates in applying a civil service vacancy with their working experience in the Government. The average success rate of serving NCSC staff (15%) was higher than that of other applicants (2%).

22. The issue on the remuneration and fringe benefits of NCSC staff has all along been of great concern to the Panel. Since NCSC staff would not be granted an annual salary increment as civil servants, clarification was sought as to whether the salary of NCSC staff would be adjusted according to the gross pay trend indicator without deducting the payroll cost of increments. The Administration was also urged to abolish the arrangement for offsetting severance payment/long service payment with the accrued benefits derived from the Government's contribution made to NCSC staff's Mandatory Provident Fund schemes ("offsetting arrangement"). The Administration advised that B/Ds would conduct periodic reviews on the pay of their NCSC staff and make adjustments where appropriate. According to the Administration, the rates of pay adjustments of NCSC staff in major NCSC user B/Ds in 2017 were comparable to those of the 2018-2019 civil service pay adjustment rates. As regards the abolition of the offsetting arrangement, the Administration advised that once the new legal arrangement had been put in place, employing B/Ds would act in accordance with it.

*Agency workers and T-contract staff*

23. The Panel continued to follow up closely with the Administration on its use of agency workers<sup>1</sup> and T-contract staff<sup>2</sup> in the session.

24. Noting that there were six B/Ds each engaging more than 50 agency workers as at 30 September 2018, some members expressed concerns about the effectiveness of CSB's efforts in monitoring the use of agency workers by B/Ds and the reasons for B/Ds to engage agency workers for short-term jobs. To ensure the quality of public service, it was considered more appropriate for B/Ds to engage NCSC staff for short-term jobs with service period exceeding 15 months. A member supported the engagement of agency workers which was, in his view, more flexible and could obviate the need to recruit additional civil servants for ad hoc tasks, streamline the manpower deployment and facilitate the optimal utilization of public funds.

25. The Administration advised that the number of agency workers engaged by B/Ds had been on a continuous downward trend, dropping from the peak of some 2 400 in 2009 to about 1 000 in 2018. To ensure that agency workers were engaged only when fully justified and proper

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<sup>1</sup> Agency workers are labour force supplied by employment agencies under service contracts and work under direct supervision of the procuring B/Ds.

<sup>2</sup> T-contract staff are engaged by B/Ds to provide information technology service under a term contract centrally administered by the Office of the Government Chief Information Officer.

approval procedures were followed, CSB had delegated the authority of approving proposal for procuring agency worker service to officers of the concerned B/Ds at Directorate Pay Scale D2 or above. CSB would also review their use of agency workers annually and discuss with B/Ds from time to time during the meetings with heads of departments. As a general guideline, the length of a contract for procurement of the service of agency workers should not exceed nine months. Should an existing contract be extended with an expected aggregate period exceeding 15 months, the B/Ds concerned were required to seek approval from CSB. The Administration assured members that CSB would make constant monitoring efforts to ensure B/Ds' compliance with the guidelines for the use of agency workers.

26. The Administration further explained that apart from meeting urgent/unforeseen/unexpected surge in operational and service needs for the short-term, agency workers were engaged to tide over the short-term manpower gap due to the lead time required for conducting recruitment exercises for filling newly created civil service posts, which usually took nine to 15 months to complete. On the quality of public service delivered by agency workers, the Administration assured members that the procuring B/Ds would closely monitor the performance of their agency workers and would take into account their records of services provided by the relevant employment agencies in award or renewal of service contracts.

27. On the use of T-contract staff, members were gravely concerned that as at 31 December 2018, different B/Ds engaged a total of 3 140 T-contract staff, which far exceeded the combined civil service and NCSC information technology ("IT") workforce of about 2 241 serving in the Government. Noting that many T-contract staff had been working in the Government for more than five years, some members queried how the interests of the T-contract staff could be safeguarded. They considered that the Administration should critically review its IT manpower, and suggested converting those T-contract positions with long-term service needs into civil service posts.

28. The Administration explained that engaging IT staff through a term contract to implement and support IT projects was a common practice in the private sector as this allowed flexibility for B/Ds to tap the market's latest expertise and pool of professionals, as well as to foster technology knowledge exchange between IT personnel in the civil service and the private sector. The T-contractors were responsible for the recruitment, training, management and other human resources matters of T-contract staff. On the monitoring of the use of T-contract services, the Administration advised that the Office of the Government Chief Information Officer ("OGCIO") had put in place in 2010 a manpower



management framework and internal guidelines on the use of different kinds of IT manpower resources in the Government, according to which B/Ds should establish a core team of IT civil servants primarily responsible for developing and managing IT strategies and should regularly review their IT manpower needs. OGCIO would consider conducting a review on IT manpower strategy in the Government in due course.

29. Members were further advised that for T-contract positions with long-term operational and service needs, OGCIO had reminded B/Ds to consider bidding the necessary resources under the annual Resource Allocation Exercise to convert the concerned T-contract positions into civil service posts. From 2017-2018 to 2018-2019, creation of about 320 new IT grade civil service posts was approved, amongst which 190 were created for the replacement of T-contract positions. Moreover, the Administration would keep the T-contract staff abreast of the open recruitment exercises related to IT grade vacancies of both civil service and NCSC terms through their respective B/Ds. Individual T-contract staff could apply for the posts. In the past five years, there were around 50 former T-contract staff who had been recruited as civil servants through open recruitment exercises.

30. The problem of exploitation of T-contract staff was another issue of concern to the Panel. Members enquired about the measures taken by the Administration to ensure that T-contract staff would be provided with the committed remuneration packages under the new T-contract commenced on 1 February 2019 ("T25 contract") and to address the issue of low morale arising from the lack of promotion prospects for T-contract staff. They urged the Administration to consider standardizing the minimum remuneration and employment terms for T-contract staff and to improve the transparency of information relating to T25 contract. The Administration should also solicit views directly from T-contract staff.

31. The Administration advised that improvements to the remuneration packages of T-contract staff as committed by T25 contractors had been incorporated into the relevant contracts. Should any T25 contractor be found to violate the contract terms and fail to rectify within a reasonable period, OGCIO would issue a Notice of Default to the contractor concerned. The Government was entitled to terminating the contract if the contractor had received three or more Notices of Default during the contract period. In assessing future tenders for similar services, the Government would take into account any previous Notice of Default issued to the contractor concerned. The Administration further advised that most T25 contractors had provided their staff with medical insurance covering outpatient and/or inpatient services. Some even offered annual leave more than the minimum statutory requirement and end-of-contract

gratuity/long service award, etc. For T-contract staff re-engaged by OGCIO under T25 contract, the service fees payable to T25 contractors had increased by 5% to 6% on average, which would in turn benefit the relevant T-contract staff.

32. To enhance the transparency of information, the Administration advised that OGCIO would disseminate information on the average service fees paid to T25 contractors through the Public Sector Information ("PSI") portal from mid-2019 and provide an update on a half-yearly basis. T25 contractors would also be required to submit regular reports on their compliance with the contract terms, including the progress of enhancing the remuneration packages of T-contract staff, the rate of annual salary adjustment, etc. The related information would be uploaded onto the PSI portal. On the promotion prospects for T-contract staff, OGCIO did not notice any morale problem among T-contract staff as around half of the T-contract staff had advanced to higher staff categories during T-contract periods.

#### Pay and conditions of service

##### *2019-2020 Civil Service Pay Adjustment*

33. The Panel discussed the 2019-2020 civil service pay adjustment at the meeting in June 2019. The Chief Executive-in-Council decided on 19 June 2019 that the civil service pay for 2019-2020 should be adjusted in accordance with the following pay offers made to the staff sides of the four central consultative councils:

- (a) a pay increase of 4.75% (equals to the net pay trend indicator ("PTI") for the upper salary band) for civil servants in the upper salary band and the directorate;
- (b) a pay increase of 5.26 % (equals to the net PTI for the middle salary band) for civil servants in the middle salary band; and
- (c) a pay increase of 5.26% (equals to the net PTI for the middle salary band) for civil servants in the lower salary band, by invoking the "bring-up" arrangement.

Members in general supported the Administration's civil service pay adjustment proposal.

34. In response to the Panel's requests in previous years on a review on the payroll cost of increments ("PCIs") which were deducted from the gross PTIs to arrive at the net PTIs, the Administration decided, from 2019-2020, to adopt the average PCIs for each salary band from 1989-1990 to 2019-2020, or the actual PCIs for the particular salary band for the year, whichever was the lower, for deriving the net PTI for that salary band. Panel members reiterated their calls for a more comprehensive review on the deduction of PCIs from gross PTIs.

*Review on Civil Service Pay Level Survey and Starting Salaries Survey*

35. In April 2017, the Administration invited the Standing Commission on Civil Service Salaries and Conditions of Service ("the Standing Commission") to conduct a review on Civil Service Pay Level Survey ("PLS")<sup>3</sup> and Starting Salaries Survey ("SSS"),<sup>4</sup> which included the methodology, application issues and frequency for the conduct of the surveys, as well as to conduct a specific study on Qualification Group ("QG") 8 (Degree and Related Grades) before the next round of surveys, in order to provide useful reference information and a solid basis for the surveys to be conducted in future. On 17 December 2018, the Standing Commission submitted its report to the Chief Executive. The Panel received a briefing by the Administration on the Standing Commission's review findings and recommendations on PLS and SSS in January 2019.

36. In reply to a member's enquiry about the rationale behind the Standing Commission's recommendation that SSS could be conducted as and when necessary in response to specific circumstances instead of triennially as present, the Administration explained that the Standing Commission took the view that the six-yearly PLS and the annual Pay Trend Survey<sup>5</sup> had already provided a solid basis for ensuring the broad comparability between the civil service and private sector pay. The proposed inclusion of more entry ranks in future PLSs would enable the survey to provide broad indications as to whether the levels of pay for

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<sup>3</sup> Under an Improved Civil Service Pay Adjustment Mechanism ("Improved Mechanism") implemented in 2007, a PLS is to be conducted every six years to ascertain whether civil service pay remains broadly comparable with private sector pay.

<sup>4</sup> Under the Improved Mechanism, an SSS is to be conducted every three years to compare the starting salaries of non-directorate civilian grades in the civil service with the entry pay of jobs in the private sector requiring similar qualifications and/or experience.

<sup>5</sup> Pat Trend Survey is the third survey under the Improved Mechanism to ascertain year-on-year pay adjustments in the private sector.

private sector entry-level positions as classified into different QGs were generally in tandem with the benchmarks for the corresponding QGs in the civil service. As such, the Administration could consider whether SSS should be conducted after reviewing the broad indications as revealed by PLS and the specific circumstances that might have significant impact on the employment market.

37. Some members were particularly concerned about the staff side participation in the review exercise. The Administration advised that the staff sides were invited to provide their views on the Standing Commission's report by the end of January 2019. As the Standing Commission had fully engaged the staff side in the course of its review, it was not envisaged that strong views would be received from the staff side on the Standing Commission's report. Upon receiving the views collected from the relevant stakeholders including the staff side during the consultation, the Administration would submit its recommendations on the way forward to the Chief Executive-in-Council for a decision.

#### Grade structure review for all disciplined grades

38. Panel members had expressed concerns about the remuneration of individual disciplined service department as well as all disciplined service departments as a whole since 2016. At the invitation of the Chief Executive-in-Council in October 2018, the Standing Committee on Disciplined Services Salaries and Conditions of Service accepted to conduct a GSR for the disciplined services grades, and the Standing Committee on Directorate Salaries and Conditions of Service also accepted to advise on the salaries and conditions of service of the heads of the seven disciplined departments/agency. The Chief Executive-in-Council also decided to conduct a GSR for the disciplined services grades once every 10 years. It is expected that the review will take around 18 months for completion by around mid-2020. In order to facilitate members' understanding of the views of the relevant staff sides on the subject, relevant unions/associations were invited to submit their written views to the Panel in April 2019. A total of 18 submissions had been received.

#### Training and development for civil servants

39. The Panel received a briefing by the Administration on the provision of training and development for civil servants at the meeting in May 2019.

40. Members in general considered that the Administration should enhance the training relating to the use of innovation and technology,

creativity and design thinking, smart city and new technological trends and applications for all civil servants at different levels as it was the Administration's policy to build Hong Kong into a world-class smart city. Some members opined that such courses should be of sufficient breadth and depth in order to imbue the participants with the concepts effectively.

41. The Administration said that training on innovation and technology application were provided for various levels of civil servants. For directorate officers and senior managers, the focus was to enhance their ability to harness the potentials of new technology and to devise strategies for service innovation. The Civil Service Training and Development Institute ("CSTDI") also organized programmes for middle managers to enhance their ability to implement service innovation as well as practical knowledge and techniques required for managing digital services. Elements of innovative culture were added to training for new recruits at officer rank. It was expected that 3 400 civil servants would participate in innovation and technology programmes organized by CSTDI in 2019. In total, about 43 000 officers would receive such training organized by CSTDI and their B/Ds in 2019.

42. In reply to members' enquiry about the progress of the civil service college, the Administration said that a site with an area of about 11 000 square meters in Kwun Tong had been identified for the civil service college. It was proposed that a composite development be adopted for this under the principle of "single site, multiple uses". The development would also provide other community facilities, with a view to enhancing the accessibility and city landscape of the district. The Kwun Tong District Council was consulted on the proposal in May 2019. It was expected that the civil service college could be completed in 2026.

#### Staff morale issue

43. Particular concern was raised about the staff morale issue arising from work stress and long working hours facing civil servants. The Administration was urged to strengthen the support and counselling service provided for civil servants. To further enhance the caring culture of the civil service, it was also suggested expanding the scope of the hotline counselling service on stress management for civil servants to cover their family members. The Administration explained that the hotline counselling service was aimed at helping civil servants cope with stress at work and other personal problems. Civil servants and their family members were entitled to receiving clinical psychological services provided by the Families Clinics.

44. Members were also advised that to support the implementation of various new initiatives and ease the workload of civil servants, the Administration expanded the civil service establishment by 6 700 and 3 480 posts in 2018-2019 and 2019-2020, representing a year-on-year increase of about 3.7% and 1.8% respectively. The Administration assured members that due consideration would continue to be given to staff morale in order to retain talents to provide the public with an effective and efficient service.

45. In view of the large number of NCSC staff and outsourced workers serving the public, members called on the Administration to extend the commendation schemes to cover NCSC staff and outsourced workers in recognition of their contributions to the work of the Government. There was also a suggestion on introducing a travel award scheme similar to the Long and Meritorious Service Travel Award ("LMSTA") Scheme for civil servants to boost the morale of NCSC staff. The Administration advised that NCSC staff with outstanding performance might qualify for awards under the Civil Service Outstanding Service Award Scheme and receive commendation letters under the Commendation Letter Scheme. As regards the outsourced workers providing services to B/Ds, the Administration undertook to relay members' views to the major procuring B/Ds for ways to encourage outsourced service contractors to give recognition to their deserving workers. The Administration further explained that as the terms of employment of NCSC staff were separate and different from those of civil servants, there was currently no travel award scheme similar to the LMSTA Scheme in place for NCSC staff.

#### Other issues

46. During the current legislative session, the Panel also received briefings from the Administration on the policy initiatives of CSB featured in the Chief Executive's 2018 Policy Address, civil service-related matters featured in the 2019-2020 Budget, commendation schemes for civil servants, an update on the extension of service of civil servants, and the implementation of five-day week in the Government. The Panel also supported the Administration's staffing proposal to create one permanent Principal Economist post in Section V of the Office of the Government Economist upon the lapse of a supernumerary Principal Economist post. After endorsement by the Establishment Subcommittee, the staffing proposal has been included in the agenda of the Finance Committee for discussion.

**Panel meetings held**

47. From October 2018 to July 2019, the Panel held a total of 10 meetings.

Council Business Division 4  
Legislative Council Secretariat  
July 2019

**Legislative Council**

**Panel on Public Service**

**Terms of Reference**

1. To monitor and examine Government policies and issues of public concern relating to the civil service and Government-funded public bodies, and other public service organizations.
2. To provide a forum for the exchange and dissemination of views on the above policy matters.
3. To receive briefings and to formulate views on any major legislative or financial proposals in respect of the above policy areas prior to their formal introduction to the Council or Finance Committee.
4. To monitor and examine, to the extent it considers necessary, the above policy matters referred to it by a member of the Panel or by the House Committee.
5. To make reports to the Council or to the House Committee as required by the Rules of Procedure.



**Legislative Council  
Panel on Public Service**

**Membership list for 2018-2019 session**

<b>Chairman</b>	Hon Gary FAN Kwok-wai
<b>Deputy Chairman</b>	Hon Martin LIAO Cheung-kong, GBS, JP
<b>Members</b>	Hon WONG Ting-kwong, GBS, JP Hon Mrs Regina IP LAU Suk-yee, GBS, JP Hon Charles Peter MOK, JP Hon KWOK Wai-keung, JP Hon IP Kin-yuen Dr Hon Elizabeth QUAT, BBS, JP Hon POON Siu-ping, BBS, MH Dr Hon CHIANG Lai-wan, SBS, JP Hon CHU Hoi-dick Hon HO Kai-ming Hon LAM Cheuk-ting Hon SHIU Ka-fai, JP Dr Hon Pierre CHAN Hon Jeremy TAM Man-ho Hon Tony TSE Wai-chuen, BBS Hon CHAN Hoi-yan  (Total : 18 members)
<b>Clerk</b>	Mr Anthony CHU
<b>Legal Adviser</b>	Miss Joyce CHAN

\* Changes in membership are set out in Annex to Appendix II

**Annex to Appendix II**

**Legislative Council  
Panel on Public Service**

**Changes in membership**

<b>Member</b>	<b>Relevant date</b>
Hon YUNG Hoi-yan, JP	Up to 15 October 2018
Hon Jimmy NG Wing-ka, BBS, JP	Up to 15 October 2018
Hon CHAN Hoi-yan	Since 5 December 2018