

**Committees of The Legislative Council Commission**

**Committee on Personnel Matters**

***Terms of Reference***

- (1) To consider personnel matters including staffing resources, appointment, promotion, dismissal, grading, duties, remuneration and other terms and conditions of service of staff of the Secretariat which require the attention of the Commission;
- (2) To approve appointments including acting appointments with a view to promotion of officers at Chief Council Secretary level and above; and
- (3) To monitor progress of appointment and personnel matters delegated to the Secretary General.

**Committee on Facilities and Services**

***Terms of Reference***

- (1) To advise on matters relating to the provision of office accommodation, furniture and equipment to the Council and the Secretariat;
- (2) To assess the needs of the Council and of individual Members for services and facilities for the conduct of Council business;
- (3) To advise on the provision of services and facilities to the public who visit the Legislative Council Complex;
- (4) To formulate solutions for meeting needs identified at (1), (2) and (3);
- (5) To consider financial matters relating to (1) to (4) above, and approve procurement of fixed assets costing above \$500,000 but not exceeding \$2,000,000;
- (6) To formulate policy/guidelines on the acquisition of works of art for the Legislative Council Complex; (*from 20 November 2012*)
- (7) To advise on matters relating to the display and management of the art collection in the Legislative Council Complex; and (*from 20 November 2012*)
- (8) To monitor the progress and developments relating to (1) to (7). (*from 20 November 2012*)

## **Committee on Members' Operating Expenses**

### ***Terms of Reference***

- (1) To advise on administrative matters relating to Members' operating expenses;  
and
- (2) To review Secretary General's decision on a Member's claim for operating expenses reimbursement upon the Member's request.

## **Committee on the Use of Legislative Council Square**

### ***Terms of Reference***

To consider and approve applications for the use of the Legislative Council Square, and to impose conditions of use where necessary, according to the guidelines endorsed by The Legislative Council Commission.

## **Appeals Committee on the Use of Legislative Council Square**

### ***Terms of Reference***

To consider appeals against the decisions of the Committee on the Use of Legislative Council Square not to approve an application for permission to use the Legislative Council Square, or to approve an application but subject to conditions imposed.