

## Head 174 — JOINT SECRETARIAT FOR THE ADVISORY BODIES ON CIVIL SERVICE AND JUDICIAL SALARIES AND CONDITIONS OF SERVICE

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**Controlling officer:** the Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service will account for expenditure under this Head.

**Estimate 2014–15** ..... **\$29.7m**

**Establishment ceiling 2014–15** (notional annual mid-point salary value) representing an estimated 30 non-directorate posts as at 31 March 2014 rising by one post to 31 posts as at 31 March 2015 ..... **\$18.3m**

In addition, there will be an estimated four directorate posts as at 31 March 2014 and as at 31 March 2015.

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### Controlling Officer's Report

#### Programme

**Secretariat services for the following advisory bodies—**

- **Standing Commission on Civil Service Salaries and Conditions of Service**
- **Standing Committee on Disciplined Services Salaries and Conditions of Service**
- **Standing Committee on Directorate Salaries and Conditions of Service**
- **Standing Committee on Judicial Salaries and Conditions of Service**
- **Advisory Committee on Post-service Employment of Civil Servants**

This programme contributes to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service) and Policy Area 27: Intra-Governmental Services (Director of Administration).

#### Detail

	2012–13 (Actual)	2013–14 (Original)	2013–14 (Revised)	<b>2014–15 (Estimate)</b>
Financial provision (\$m)	27.5	30.1	30.3 (+0.7%)	<b>29.7</b> (–2.0%)
				(or –1.3% on 2013–14 Original)

#### Aim

**2** The aim is to assist in maintaining efficient and stable civil and judicial services through the advice of the advisory bodies.

#### Brief Description

**3** The five advisory bodies advise the Chief Executive on the following:

- Standing Commission on Civil Service Salaries and Conditions of Service – matters relating to the pay and conditions of service of the non-directorate civil service;
- Standing Committee on Disciplined Services Salaries and Conditions of Service – matters relating to the pay and conditions of service of the disciplined services;
- Standing Committee on Directorate Salaries and Conditions of Service – the structure of directorate posts and matters relating to pay and conditions of service;
- Standing Committee on Judicial Salaries and Conditions of Service – the structure of judicial posts and matters relating to pay and conditions of service; and
- Advisory Committee on Post-service Employment of Civil Servants – the principles and the criteria to be adopted in formulating policy and arrangements to control post-service employment, and the applications for post-service outside work from directorate officers.

**4** The four advisory bodies on civil service and judicial salaries and conditions of service take into consideration recommendations from the Administration and views of the staff before tendering their advice to the Chief Executive. The Advisory Committee on Post-service Employment of Civil Servants takes into consideration assessment and views of parties within the Administration before tendering its advice on applications to the decision making authority.

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5 The effectiveness of the work of the four advisory bodies on civil service and judicial salaries and conditions of service is reflected in the part they play in the formulation of principles and practices governing the grades, ranks, salary structures and conditions of service of the civil and judicial services. The effectiveness of the work of the Advisory Committee on Post-service Employment of Civil Servants is reflected in the extent to which the advice tendered assists the decision making authority to ensure that the post-service outside work of directorate civil servants within the periods of restriction would not constitute conflict of interest with their former government duties, cause negative public perception or give rise to reasonable apprehension of deferred reward.

### ***Matters Requiring Special Attention in 2014–15***

6 During 2014–15, the advisory bodies will:

- continue to tender advice to the Administration on the civil service and judicial salaries and conditions of service,
- continue to examine and tender advice to the Administration on proposals and applications put to them by the Administration on matters within their ambits, and
- continue to conduct the Pay Level Survey as requested by the Administration.

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**ANALYSIS OF FINANCIAL PROVISION**

	2012-13 (Actual) (\$m)	2013-14 (Original) (\$m)	2013-14 (Revised) (\$m)	2014-15 (Estimate) (\$m)
<b>Programme</b>				
Secretariat services for the following advisory bodies—				
• Standing Commission on Civil Service Salaries and Conditions of Service				
• Standing Committee on Disciplined Services Salaries and Conditions of Service				
• Standing Committee on Directorate Salaries and Conditions of Service				
• Standing Committee on Judicial Salaries and Conditions of Service				
• Advisory Committee on Post-service Employment of Civil Servants .....	27.5	30.1	30.3 (+0.7%)	29.7 (-2.0%)
				<b>(or -1.3% on 2013-14 Original)</b>

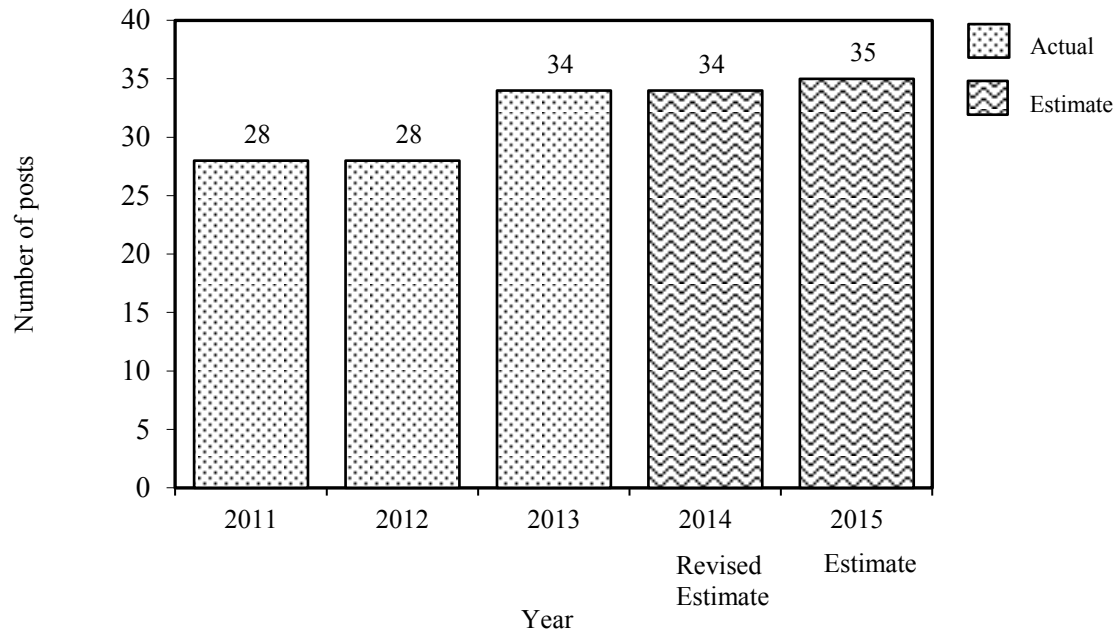
**Analysis of Financial and Staffing Provision**

Provision for 2014-15 is \$0.6 million (2.0%) lower than the revised estimate for 2013-14. This is mainly due to the reduced requirement for general departmental expenses, partly offset by increased provision for salary increase. There is also an increase of one post in 2014-15.

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*Changes in the size of the establishment  
(as at 31 March)*



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Sub-head (Code)	Actual expenditure 2012-13	Approved estimate 2013-14	Revised estimate 2013-14	<b>Estimate 2014-15</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	27,537	30,070	30,252	<b>29,704</b>
	Total, Recurrent.....	<u>27,537</u>	<u>30,070</u>	<u>30,252</u>	<u><b>29,704</b></u>
	Total, Operating Account .....	<u>27,537</u>	<u>30,070</u>	<u>30,252</u>	<u><b>29,704</b></u>
<hr/>					
	Total Expenditure .....	<u><u>27,537</u></u>	<u><u>30,070</u></u>	<u><u>30,252</u></u>	<u><u><b>29,704</b></u></u>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2014–15 for the salaries and expenses of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Joint Secretariat) is \$29,704,000. This represents a decrease of \$548,000 against the revised estimate for 2013–14 and an increase of \$2,167,000 over actual expenditure in 2012–13.

#### *Operating Account*

#### Recurrent

2 Provision of \$29,704,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Joint Secretariat.

3 The establishment as at 31 March 2014 will be 34 permanent posts. It is expected that there will be an increase of one post in 2014–15. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2014–15, but the notional annual mid-point salary value of all such posts must not exceed \$18,349,000.

4 An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2012–13 (Actual) (\$'000)	2013–14 (Original) (\$'000)	2013–14 (Revised) (\$'000)	<b>2014–15 (Estimate) (\$'000)</b>
Personal Emoluments				
- Salaries.....	22,965	24,331	23,542	<b>23,998</b>
- Allowances.....	1,206	611	1,400	<b>1,277</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	16	8	8	<b>3</b>
- Civil Service Provident Fund contribution.....	215	278	460	<b>670</b>
Departmental Expenses				
- General departmental expenses .....	3,135	4,842	4,842	<b>3,756</b>
	27,537	30,070	30,252	<b>29,704</b>