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Replies to initial written questions raised by Finance Committee Members in examining the Estimates of Expenditure 2017-18

Controlling Officer: Secretary General, Legislative Council Secretariat

Session No. : 10

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CONTROLLING OFFICER'S REPLY

(Question Serial No. 3173)

Head: (112) Legislative Council Commission

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

Programme: (6) Corporate Liaison and Education and Visitor Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Regarding the environmental protection measures relating to visitor passes and Temporary Admission Passes ("TAPs") for media representatives issued by the Legislative Council ("LegCo"), will the authorities inform this Committee of the following:

- (1) How many visitor passes and TAPs for media representatives has LegCo issued in each legislative session since LegCo converted its visitor passes and TAPs for media representatives in smart card form into paper form?
- (2) Are visitor passes and TAPs for media representatives made of recycled paper? If no, does LegCo have a timetable for starting to use recycled paper instead?
- (3) How will the authorities put the "4Rs of Environmental Protection" (Reduce, Reuse, Recycle, Replace) into practice to reduce the wastage of visitor passes and TAPs for media representatives? Will they consider reducing the sizes of visitor passes and TAPs for media representatives, reusing visitor passes and TAPs for media representatives, collecting used visitor passes and TAPs for media representatives for recycling, restoring the past practice of issuing visitor passes and TAPs for media representatives in smart card form, allowing visitors entering and exiting the Complex multiple times on the same day to only apply for 1 visitor pass, etc.?

Asked by: Hon CHAN Pierre (Member Question No. 37)

Reply:

The breakdown of admission passes issued since the 2014-15 legislative session is as follows:

Year	Number	
	Admission passes for visitors ¹	Temporary Admission Passes ("TAPs") for media representatives ²
October 2014 - September 2015	118 973	9 078 (January - September 2015)
October 2015 - September 2016	136 512	10 418
October 2016 - February 2017 (5 months)	64 054	5 203

2. Admission passes for visitors and TAPs for media representatives are made of 100% recycled paper and wood-free uncoated paper respectively. As both types of materials can be recycled, the Secretariat has been collecting the passes for recycling after use.

3. For security reason, the admission passes for visitors are printed with information of the date of issue and the floor the visitor is allowed to access. Meanwhile, information containing the photo and name of the pass holder, as well as the date of issue, is printed on the TAPs for media representatives. As such, a reasonable size of the admission passes is required to display the aforementioned information for easy identification.

Media representatives who require multiple accesses to the Legislative Council Complex on the same day are allowed to keep the TAPs issued to them and reuse it during the day.

The Secretariat has been adhered to "4Rs of Environmental Protection" principles as far as practicable.

- End -

¹ Admission passes issued to visitors of Members and the Secretariat were changed to paper form in October 2014 to enhance the security of the Legislative Council ("LegCo") Complex, while paper admission passes have been issued to members of the public visiting the Complex since the relocation of LegCo to the new LegCo Complex in 2011.

² TAPs for media representatives are issued to eligible media representatives who need only occasional access to the LegCo Complex to cover LegCo meetings and events. To facilitate their access to the LegCo Complex and use of some facilities therein, TAPs are attached with chip cards which carry access rights to floors with media facilities. Starting from January 2015, to be in line with the Term Admission Passes for media representatives which are issued to those who need frequent access to the LegCo Complex, information containing the photo and name of the pass holder, as well as the date of issue is also printed on TAPs for easy identification.

CONTROLLING OFFICER'S REPLY

(Question Serial No. 6735)

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:

The staff of Members' Offices (or referred to as "Members' assistants") are users of the services provided by the Legislative Council ("LegCo") Secretariat and the facilities of the LegCo Complex. However, many Members' assistants have relayed that The Legislative Council Commission and the LegCo Secretariat seldom consulted them before making decisions that affected them. In this connection, will the authorities inform this Committee of the following:

- (a) Has LegCo consulted Members' assistants directly on any matters in the past 4 legislative sessions and the current session? If yes, please list out the number of persons consulted? If no, what are the reasons for not consulting them directly?
- (b) On 25 November last year, the LegCo Secretariat issued a letter to all Members of LegCo consulting them on the security arrangement to restrict Members' assistants to enter 1/F and 2/F of the Complex and requesting Members to consult and take into account their staff's views in giving their response. Have the authorities assessed the effectiveness of the consultation?
- (c) Will the authorities establish a mechanism, such as holding regular consultation meetings with Members' assistants as well as consult Members' assistants before making decisions that will affect their work, to listen to their views on various arrangements relating to LegCo?

Asked by: Hon CHAN Pierre (Member Question No. 38)

Reply:

The Legislative Council ("LegCo") Secretariat consults Members on services provided by the Secretariat and the use of facilities in the LegCo Complex when necessary, and as and when directed by The Legislative Council Commission ("the Commission"). Members may consult their staff's views and take them into account in giving their responses to the Secretariat's consultation if they consider it appropriate to do so. From time to time, the Secretariat invites Members and their staff to attend consultation sessions, workshops and briefings on various matters. In the past 4 years, consultations/workshops/briefing sessions for Members' staff were held on matters such as the security enhancements for the LegCo Complex (including security screening procedures), administrative procedures for processing Members' reimbursement claims, the use of Library services and subscription to the Social Network Monitoring Service, etc.

2. Regarding the consultation on the revised arrangements for management of access to meeting venues and floors in the LegCo Complex conducted in November 2016, Members were specifically invited to consult and take into account their staffs' views in giving their response. Some Members reflected their staff's views in their response. Those views were reported to and taken into consideration by the Commission in deciding on the arrangements.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3598)

Head: (112) Legislative Council Commission

Subhead (No. & title): (366) Remuneration and reimbursements for Members of the Legislative Council

Programme: (1) Members' Offices and Remuneration

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Given that there have been voices in the community that the salaries of Legislative Council ("LegCo") Members' assistants are on the low side, will the LegCo Secretariat provide statistics on the monthly salary levels of LegCo Members' assistants, with a breakdown of the number of Members' assistants receiving a monthly salary in the salary ranges below?

- a. Below \$10,000
- b. \$10,000 to \$14,999
- c. \$15,000 to \$19,999
- d. \$20,000 to \$24,999
- e. \$25,000 to \$29,999
- f. \$30,000 to \$34,999
- g. \$35,000 or above

Asked by: Hon CHAN Tanya (Member Question No. 324)

Reply:

According to the claims submitted by Members of the Sixth Legislative Council for the reimbursement month of November 2016, there were a total of 441 full-time Members' staff, with the salary ranges as follows:

Salary range	Number of full-time staff
Less than \$10,000	12
\$10,000 to \$14,999	119
\$15,000 to \$19,999	127
\$20,000 to \$24,999	78
\$25,000 to \$29,999	27
\$30,000 to \$34,999	28
More than \$35,000	50
Total	441

- End -

CONTROLLING OFFICER'S REPLY**LC004****(Question Serial No. 3599)**

Head: (112) Legislative Council Commission

Subhead (No. & title): (366) Remuneration and reimbursements for Members of the Legislative Council

Programme: (1) Members' Offices and Remuneration

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Given that some Members' assistants who are responsible for the administrative matters of Members' Offices have relayed that compared to the past, the Accounts Office of the Legislative Council ("LegCo") has tightened its review of Members' claims for reimbursement of office operation expenses in recent years, in terms of both administrative procedure and review criteria, thereby increasing the administrative burden in processing the applications concerned. To rationalise the cooperative relationship between Members' Offices and the Accounts Office of the LegCo, will the LegCo Secretariat consider organising opinion exchange sessions between persons-in-charge of the Accounts Office and Members' assistants on a regular basis so that Members' assistants can exchange opinion with the Accounts Office of the LegCo on practical issues related to the operation of Members' Offices? If yes, what is the work plan? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 325)

Reply:

The Accounts Office has all along processed Members' reimbursement claims in accordance with "A Guide for Reimbursement of Operating Expenses for Members of the Legislative Council" ("Reimbursement Guide"). During the last session of the Fifth Legislative Council ("LegCo"), the Secretariat had conducted a review of the Reimbursement Guide with a view to streamlining the administrative procedures for processing Members' reimbursement claims. For that purpose, the Secretariat had conducted consultation sessions with Members and their staff in April 2016 to exchange views on ways to enhance the efficiency and effectiveness of the procedures for preparing and processing reimbursement claims. Pursuant to the review, the Subcommittee on Members' Remuneration and Operating Expenses Reimbursement approved proposals to revise the Reimbursement Guide.

2. After the commencement of the Sixth LegCo, the Secretariat had organized briefings for Members' staff in October and December 2016 respectively, which included a session on the processing of Members' reimbursement claims. The Secretariat will continue to work closely with Members and their staff and organize briefings/sharing sessions as and when necessary.

- End -

CONTROLLING OFFICER'S REPLY

LC005

(Question Serial No. 3600)

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:

Regarding the team of security staff in the Legislative Council ("LegCo") Complex, will the LegCo Secretariat inform this Committee of the following:

- a) What are the details of the current establishment of security staff in the LegCo Complex, including the numbers of security staff at various ranks, the monthly salaries of security staff at various ranks, the numbers of security staff employed on contract and temporary terms and the turnover rate of security staff over the past three years?
- b) What is the expenditure on the emoluments of security staff in the LegCo Complex in 2016-17? What is the estimated expenditure in this respect in 2017-18?
- c) Given that there has been a significant reduction in both the number and scale of public meetings held outside the LegCo Complex in 2016, will the LegCo Secretariat consider reducing the number of security staff in the LegCo Complex? If it will, what are the details; if not, what are the reasons?
- d) Has the LegCo Secretariat provided any training course or activity to security staff in the LegCo Complex in 2016-17? If it has, what are the detailed contents of such training and the total expenditure involved; if not, what are the reasons? What are the work plan, work schedule and the estimated expenditure in respect of the training to be provided by the LegCo Secretariat to security staff in the LegCo Complex in 2017-18?

Asked by: Hon CHAN Tanya (Member Question No. 425)

Reply:

There is no temporary staff in the Security Grade. The current establishment and remuneration of security staff of the Legislative Council ("LegCo") Secretariat is as follows:

Rank	Establishment (as at 1 March 2017)	Master pay scale
Chief Security Officer	1	Point 44-47
Senior Security Officer	1	Point 35-39
Security Officer	4	Point 29-30
Senior Security Assistant	8	Point 20-21
Security Assistant I	36	Point 15-16
Security Assistant II	57	Point 8-14
Total:	107	

2. The turnover rates of Security Grade staff in the past three years are as follows:

	Turnover rate	(Number of staff)*
2014-15	5%	4
2015-16	5%	5
2016-17 (up to 1 March 2017)	3%	3

* excluding staff on retirement

3. The total remuneration expenses for security staff in 2016-17 is \$40.631 million, and the estimate for those in 2017-18 is \$41.985 million. The security staff's scope of work covers building security, conference security and estate management, and management of public activities in the Designated Demonstration Area is only one of their duties. The LegCo Secretariat has constantly kept in view changes and developments which may affect security manpower requirement.

4. Induction and annual refresher training programmes are conducted for newly recruited and serving security staff. The programmes are conducted by senior security officers in the Secretariat, covering conference security and estate management, access control and operational practice in security screening. Besides, the Secretariat also invites various training institutes to conduct training courses and seminars for security staff. The topics include occupational health and safety, use of barrier-free facilities and accessibility, first aid and fire prevention. The expenditure incurred in 2016-17 was \$39,136.

5. The Secretariat also arranges diversified training workshops/seminars on topics covering complaints management, positive communication, service excellence and emotion wellness, etc., for different grades and ranks including security staff.

6. In 2017-18, the LegCo Secretariat will continue to organize annual refresher training programmes in the above areas and other professional training for security staff to reinforce their professional knowledge and practical skills. The estimated expenditure is \$60,000.

- End -

CONTROLLING OFFICER'S REPLY

LC006

(Question Serial No. 3601)

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:

Regarding the security arrangements of the Legislative Council ("LegCo") Complex, will the LegCo Secretariat inform this Committee of the following:

- (a) What were the respective numbers of cases in which members of the public were found carrying prohibited items into the LegCo Complex by LegCo security staff using X-ray scanners and metal detectors in 2015-16 and 2016-17? How were the cases followed up respectively?
- (b) What are the repair and maintenance costs for all the metal detectors and X-ray scanners in the LegCo Complex in 2016-17? What is the estimated expenditure in this respect in 2017-18?
- (c) Will the LegCo Secretariat consider proposing to The Legislative Council Commission that the security arrangements relating to the personal belongings of visitors of the LegCo Complex be relaxed? If yes, what are the details? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 326)

Reply:

All persons seeking to enter the Legislative Council ("LegCo") Complex (except persons holding valid access cards issued by the LegCo Secretariat) are required to pass through a metal detector and have their belongings screened by an X-ray machine at the entrance of the LegCo Complex. Items which are normally prohibited from being brought into the LegCo Complex include but are not limited to explosives, flammable liquids, corrosive substances, firearms and ammunition, devices for shocking, and the weapons prohibited under the Weapons Ordinance (Cap. 217). If such items are found during security screening, the persons concerned will be required to deposit them in the lockers at the LegCo Complex before they are allowed entry to the Complex. The LegCo Secretariat does not keep record of the number of cases in which members of the public were found carrying prohibited items during security screening.

2. Regarding the repair and maintenance costs for X-ray machines and metal detectors, the estimated expenditure in 2016-17 and the budget for 2017-18 are \$339,000 and \$350,000 respectively.

3. The current security screening arrangements including the items which are normally prohibited from being brought into the LegCo Complex were implemented in accordance with the recommendations of the security consultant appointed by The Legislative Council Commission ("the Commission") in 2014 and the outcome of a consultation with all Members, LegCo Secretariat staff, media representatives and Members' staff. The security screening arrangements are considered appropriate having regard to the security practice of most major parliamentary buildings overseas and the present level of security risk in Hong Kong. The LegCo Secretariat will keep in view various changes and developments which may affect security requirements of the LegCo Complex and report to the Commission as and when necessary.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3602)

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:

Regarding the operation of the Legislative Council ("LegCo") Square at the LegCo Complex, will the LegCo Secretariat inform this Committee:

- a) of the number of public activities held in the LegCo Square in each of the past 3 years, the dates of the activities, the activity organisers, the nature of the activities, the number of participants and number of security staff deployed; and
- b) whether the LegCo Secretariat rejected any applications from community groups for the use of the LegCo Square in the past 3 years; if so, the originally scheduled dates of activities, the organisers concerned, the nature of the activities, the anticipated number of participants and reasons for rejecting the applications?

Asked by: Hon CHAN Tanya (Member Question No. 327)

Reply:

Application for staging petition or demonstration in the Legislative Council ("LegCo") Square is not needed unless the erection of a temporary stage is required. Application for the use of the LegCo Square for activities other than demonstration or petition is also required. The applications will be considered by the Committee on the Use of Legislative Council Square. In the past 3 years, all applications were approved and the details were as follows:

Year	Number of approved applications for the erection of temporary stage for staging demonstrations or petitions	Number of approved applications for the use of the LegCo Square for activities other than demonstrations or petitions
2014-15	1	1
2015-16	1	0
2016-17	1	0

- End -

CONTROLLING OFFICER'S REPLY**LC008****(Question Serial No. 3603)**

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:

What are the respective total amounts of electricity and water consumed in the Legislative Council ("LegCo") Complex as well as the electricity and water expenses incurred in each of the past 3 years? Will the LegCo Secretariat take measures to further reduce electricity and water consumption in the LegCo Complex? If yes, what specific plans does it have regarding such measures? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 328)

Reply:

The electricity consumption and expenses as well as water consumption in each of the past three years are as follows:

	2014-15	2015-16	2016-17 (as at 28.2.2017)
Electricity consumption	7 685 569 kW	7 675 474 kW	6 992 339kW
Electricity expenses	\$10.397 million	\$10.355 million	\$9.106 million
Water consumption	6 305 m ³ *	12 934 m ³	9 741 m ³

2. The Government does not charge The Legislative Council Commission for water consumed.

*

A water meter was found defective and the problem had been followed up by the Water Supplies Department for a period of time. The water meter has been replaced.

3. When the Legislative Council ("LegCo") Complex was constructed, environmental protection and energy conservation features had been incorporated in its design and facilities. These features include the natural light funnel in the Chamber to bring in daylight, motion sensor control to economize on the use of electricity, water saving devices, skyrise greenery as well as a recycling rainwater system. With the green efforts made, the Complex has achieved BEAM (Building Environment Assessment Method) Certification in Platinum Standard.

4. Measures which have been adopted for reducing electricity and water consumption in the LegCo Complex include monitoring the operation of the air-conditioning system and reviewing the schedule of its operation, modifying lighting groups and adjusting the sensitivity of lighting sensors to reduce lighting to minimum requirement for illumination, minimizing the operation time of lifts and escalators outside office hours, reducing the water flow of water taps and installing water flow controllers to wash basins in toilets and shower rooms.

- End -

CONTROLLING OFFICER'S REPLY**LC009****(Question Serial No. 3604)**

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:

How much food waste did the Dining Hall of the Legislative Council ("LegCo") Complex generate in each of the past 3 years? How much food waste was collected by the LegCo Secretariat for donation? Will the LegCo Secretariat take further measures to reduce food waste generated by the Dining Hall of the LegCo Complex? If yes, what are the specific details of such measures? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 329)

Reply:

The Legislative Council ("LegCo") Secretariat arranges lunches and, where necessary, dinners for Members at the Dining Hall on Council meeting days. Official lunches hosted by the President of LegCo, Guest Day Lunch for Members and their guests and other social functions are also held at the Dining Hall.

2. The Secretariat normally engages caterers for the meals and orders the amount of food on a need basis. Since 2013, surplus food is donated to Foodlink Foundation, which is a registered charity, for re-distribution to the needy. The weight of food donated to the Foundation in the past three legislative sessions was as follows:

<u>Legislative session</u>	<u>Weight (Kg)</u>
2014-15	730.5
2015-16	725
2016-17 (5 months: October 2016 to February 2017)	185

- End -

CONTROLLING OFFICER'S REPLY

LC010

(Question Serial No. 3605)

Head: (112) Legislative Council Commission

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

Programme: (3) Legal Service

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Regarding the legal issues arising from the controversy over the oath-taking of some Members of the Sixth Legislative Council ("LegCo"), will the LegCo Secretariat inform this Committee of the following:

- a) On 17 October 2016, the President of the LegCo made public the legal advice obtained from Senior Counsel on the validity of the oaths taken by some LegCo Members on 12 October 2016. What is the legal cost involved in seeking the legal advice?
- b) The Department of Justice and the Chief Executive filed a judicial review challenging the qualification of Mr Sixtus LEUNG Chung-hang and Miss YAU Wai-ching as LegCo Members and whether the President can arrange for them to retake the oaths. What are the total legal expenditure arising from such legal proceedings and the manpower arrangements involved?
- c) Given that a judicial review case on the qualification of 4 Members as LegCo Members is underway, has the LegCo Secretariat reserved manpower and resources to deal with the case? If it has reserved resources, what are the relevant manpower arrangements and estimated expenditure? If it has not reserved resources, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 330)

Reply:

In the 2016-17 legislative year, in addition to in-house legal advice, external legal advice was sought on matters relating to the validity of the Legislative Council Oaths taken by certain Members in view of the possibility of litigation on oath taking, and the legal costs incurred were about \$606,000.

2. The legal costs incurred in the judicial proceedings relating to the validity of the Oaths purportedly taken by Mr Sixtus LEUNG Chung-hang and Miss YAU Wai-ching were about \$1.318 million (as at 1 March 2017).

3. The Legal Adviser and one Senior Assistant Legal Adviser have been monitoring the cases relating to oath-taking. One Assistant Legal Adviser was also assigned to provide support where necessary. It is the established practice to set aside a provision in the annual budget of The Legislative Council Commission to meet the need for engaging external legal service as and when necessary.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3606)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (4) Redress System
Controlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)
Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Regarding the statistics on the complaint cases processed by the Complaints Division of the Legislative Council ("LegCo"), will the LegCo Secretariat inform this Committee of:

- a) the numbers of newly opened, concluded and outstanding cases of the LegCo Complaints Division in each of the past 3 years;
- b) the average time taken for processing a complaint case from file opening to conclusion in the past 3 years;
- c) among the newly opened complaint cases in each of the past 3 years, the respective numbers of complaint cases received from individuals and deputations; and
- d) the average number of complaint cases followed up by each staff member of the LegCo Complaints Division in each of the past 3 years?

Asked by: Hon CHAN Tanya (Member Question No. 331)

Reply:

- (a) The numbers of newly opened, concluded and outstanding cases of the Public Complaints Office ("PCO") (formerly known as "the Complaints Division") in each of the past 3 financial years are as follows:

Financial year	No. of newly opened cases	No. of concluded cases	No. of outstanding cases
2014-15 ¹	6 763	6 969	457
2015-16 ²	2 113	2 138	432
2016-17 ³ (up to 28 February 2017)	4 328	4 481	279

(b) The time taken⁴ by PCO for processing a case from file opening to conclusion in the past 3 financial years is set out as follows:

Financial year	2014-15 ¹	2015-16 ²	2016-17 ³ (up to 28 February 2017)
Time taken			
Not more than 3 months	90.9%	70.3%	92.8%
3 to 6 months	2.5%	21.7%	3.2%
More than 6 months	6.6%	8%	4%

(c) Among the newly opened cases in the past 3 financial years, the respective numbers of cases received from individuals and deputations are as follows:

Financial year	No. of cases received from individuals	No. of cases received from deputations
2014-15 ¹	6 590	173
2015-16 ²	1 908	205
2016-17 ³ (up to 28 February 2017)	4 169	159

(d) Currently, there are 4 Senior Council Secretaries ("SCSs") and 5 Council Secretaries ("CSs") in PCO who serve as case officers to assist Members in the processing of cases received under the Legislative Council Redress System. The Chief Council Secretary in PCO is responsible for supervising the SCSs and the CSs in their handling of cases. The average numbers of newly opened cases processed by each case officer in each of the past 3 financial years are as follows:

Financial year	Average no. of newly opened cases processed
2014-15 ¹	751
2015-16 ²	235
2016-17 ³ (up to 28 February 2017)	481

- End -

¹ In 2014-15, of the 6 763 cases received by PCO, there were 4 514 cases of form letters concerning the proposed three-runway system at the Hong Kong International Airport.

² In 2015-16, PCO did not receive any case of form letters.

³ In 2016-17 (up to 28 February 2017), of the 4 328 cases received by PCO, there were 2 931 cases of form letters concerning issues relating to the taking of the Legislative Council Oath.

⁴ The time required for processing a case often depends on the complexity of the case.

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3607)

Head: (112) Legislative Council Commission

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

Programme: (4) Redress System

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Regarding the establishment of the Complaints Division of the Legislative Council ("LegCo"), will the LegCo Secretariat inform this Committee of the following:

- a) What are the respective numbers of staff members of various ranks of the LegCo Complaints Division in the past 3 years? Please provide a breakdown by year and rank. Will the LegCo Secretariat increase the establishment of the LegCo Complaints Division in 2017-18? If yes, what are the ranks and number of new posts to be created? If no additional posts will be created, what are the reasons?
- b) What are the staff turnover rates of the LegCo Complaints Division in each of the past 3 years? Has the LegCo Secretariat taken any measures to try to reduce the staff turnover rates of the Complaints Division? If yes, what is the work plan? If no, what are the reasons?
- c) Has the LegCo Secretariat provided dedicated training on complaints handling for staff members of the LegCo Complaints Division in 2016-17? If yes, what are the specific contents of the training and the total expenditure involved? Does the LegCo Secretariat have any plan to provide training for staff members of the LegCo Complaints Division in 2017-18? If yes, what are the specific contents of the plan and the estimated expenditure? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 332)

Reply:

- (a) The establishment of the Public Complaints Office ("PCO") (formerly known as "the Complaints Division") in the past 3 financial years is as follows:

Financial year Rank	2014-15	2015-16	2016-17 (up to 28 February 2017)
Principal Council Secretary ("PCS") ^{Note}	1	1	1
Chief Council Secretary	1	1	1
Senior Council Secretary	4	4	4
Council Secretary	5	5	5
Administrative Assistant I	1	1	1
Administrative Assistant II	9	9	9
Clerical Assistant	2	2	2
Office Assistant	1	1	1

The number of complaint cases processed by PCO has remained stable in the past few years. As such, the Legislative Council ("LegCo") Secretariat has no plan at present to increase the manpower of PCO in the 2017-18 financial year, but will closely monitor the workload of the Office and make arrangement as appropriate. Moreover, continuous efforts will be made to streamline procedures to enhance work efficiency and productivity.

- (b) The turnover rates of PCO in the past 3 financial years are as follows:

Financial year	Turnover rate	Number of staff
2014-15	9%	2
2015-16	13%	3
2016-17 (up to 28 February 2017)	9%	2

In processing complaint cases, PCO staff experience stress from time to time. The LegCo Secretariat will continue to provide appropriate training courses, such as training courses on emotion and stress management as well as complaints handling skills, to the staff to help them better cope with the stress arising from the processing of complaint cases and enhance their performance and confidence in work.

- (c) In addition to training courses designed to enhance the personal development, professional knowledge and skills of staff at different grades, the LegCo Secretariat has organized exclusively for PCO staff a workshop on "Dealing with Emotionally/Behaviorally Unusual and Persistent Complainants" in 2016-17 at a total cost of \$5,400 to improve their attitudes and skills in dealing with such complainants. In 2017-18, the Secretariat plans to provide training courses on communication with mindfulness, etc. for PCO staff to help them incorporate into their work the art of communication with mindfulness so as to enhance their skills in communicating with complainants.

- End -

^{Note} Apart from PCO, PCS1 is also responsible for overseeing the Accounts Office and the Human Resources Office.

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3608)

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:

Regarding the closed circuit television ("CCTV") system in the Legislative Council ("LegCo") Complex, will the LegCo Secretariat inform this Committee of the following:

- a) Under normal circumstances, for how long will the videos and sounds recorded by the CCTV system be stored, and what are the justifications for stipulating such storage period?
- b) Does the LegCo Secretariat currently keep videos or sound recordings of the CCTV system which have been stored for a period longer than the normal storage period? If yes, how many such videos or sound recordings are there? What are the uses of these recordings which have been stored for a period longer than is normally necessary?
- c) Did any law enforcement agencies request the LegCo Secretariat to provide copies of the videos or sound recordings of the CCTV system in the past 3 years? If yes, what is the number of such requests and how many times did the LegCo Secretariat accede to the requests for provision of such copies? What were the factors considered by the LegCo Secretariat in deciding whether or not to accede to the requests of the law enforcement agencies for such copies?

Asked by: Hon CHAN Tanya (Member Question No. 333)

Reply:

The CCTV system managed and operated by the Legislative Council ("LegCo") Secretariat facilitates The Legislative Council Commission ("the Commission") to manage the LegCo Complex (including ensuring the general safety of the Complex and the LegCo Square) and the enforcement of the Legislative Council (Powers and Privileges) Ordinance (Cap. 382) and the Administrative Instructions for Regulating Admittance and Conduct of Persons (Cap. 382A) issued by the President of LegCo under Cap. 382.

2. All personal data collected by the CCTV system is subject to and managed in accordance with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) and will not be kept longer than is necessary for the performance of the lawful functions of the Commission and the compliance with the requirements under Cap. 382.

3. According to the LegCo Secretariat's current policy, CCTV recordings are retained for not more than 15 days, and if necessary, such recordings would be kept for a longer period of time to facilitate possible investigation or follow-up actions on any incidents or accidents taken place in the LegCo Complex. Once the purpose for retaining the CCTV records has been achieved, the records will be erased.

4. In the past 3 years (from 1 April 2014 up to 10 March 2017), the LegCo Secretariat received a total of 26 requests for CCTV footage from the Police. As at 10 March 2017, the Secretariat has acceded to 22 requests while the other 4 requests are being processed.

5. The LegCo Secretariat would release CCTV footage which contains personal data of individuals pursuant to the request of a law enforcement body if it could establish to the satisfaction of the Secretariat that:

- (a) the requested personal data would be used for an exempted purpose under the Personal Data (Privacy) Ordinance (Cap. 486), e.g. the prevention or detection of crime; and
- (b) the failure to use the requested personal data would likely prejudice the purpose referred to in (a) above.

- End -

CONTROLLING OFFICER'S REPLY

LC014

(Question Serial No. 6447)

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:

Regarding the cleaners engaged in the outsourced cleaning work for the Legislative Council ("LegCo") Complex, will the Secretariat inform this Committee of the following:

1. What is the overall turnover rate of such cleaners since the commissioning of the LegCo Complex?
2. What are the details of the terms of employment for such cleaners currently, including their salaries, annual leave, working hours, etc.? Do they have paid meal breaks? How long are the intervals between meal breaks?
3. Are the outsourced contracts for cleaning services of LegCo awarded to bidders with the lowest prices? What are the details of the relevant marking scheme?
4. Has the LegCo Secretariat adopted any measures to gauge the views of such cleaners so as to evaluate the contractor's performance and check whether there has been any violation of the contract terms? If it has, what are the details of the relevant measures? If not, what are the reasons?
5. Does the LegCo Secretariat have any plans to abolish the practice of outsourcing its cleaning services and engage cleaners directly?

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 1900)

Reply:

The existing contract for the provision of cleansing service in the Legislative Council ("LegCo") Complex covers a period of 36 months. The contract does not require the cleansing contractor to provide information on the turnover rate of its cleaners employed for the cleaning work for the LegCo Complex. The cleansing contractor has also advised that it has not compiled such information.

2. Currently, the wage for cleaners range from \$33 to \$35 per hour and they normally work eight hours per day. The cleaners are entitled to one paid rest day for every period of seven days, 12 paid statutory holidays, and seven days of annual leave increasing progressively to a maximum of 14 days according to their length of service. According to the service contract, the cleansing contractor is required to pay each cleaner/worker, during the service period, monthly wage in an amount not less than:

- (a) the Average Monthly Salary for Cleaner (general) as promulgated in the latest Quarterly Report of Wage and Payroll Statistics published by the Census and Statistics Department; or
- (b) statutory minimum wage plus paid rest days,

whichever is the higher. The contractor is also required to report to the LegCo Secretariat the result of each wage level review and make available documents and information for inspection by the LegCo Secretariat at any time.

3. In the open tender exercise for engaging the cleansing contractor, the tenderers were required to submit their technical proposals and fees proposals in two separate sealed envelopes to facilitate tender assessment. The technical proposals of the tender submissions were evaluated first. Further assessment of the fees proposals was conducted for those tenderers who had passed the technical assessment. The price score of the fees proposal carried a weighting of 60% as against a 40% weighting for the technical score of the technical proposal. The tender with the highest combined score was accepted.

4. The cleansing contractor is required to provide on a quarterly basis and upon request of the LegCo Secretariat details of the working hours, working days, payment of wages and record of contribution to the statutory provident fund schemes in respect of the cleaners employed for providing cleansing service for the LegCo Complex for inspection by the LegCo Secretariat. According to the information provided by the contractor and verified by the LegCo Secretariat, the wages for cleaners had been increased in each of the first three quarters of 2016 in accordance with the results of the wage level reviews mentioned in paragraph 2 above.

5. The LegCo Secretariat does not have any plan to provide the cleansing service by employing its own cleaners.

- End -

CONTROLLING OFFICER'S REPLY

LC015

(Question Serial No. 1327)

Head: (112) Legislative Council Commission

Subhead (No. & title): (366) Remuneration and reimbursements for Members of the Legislative Council

Programme: (1) Members' Offices and Remuneration

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

1. In the light of the High Court's disqualification of Sixtus LEUNG Chung-hang and YAU Wai-ching as Members of the Legislative Council ("LegCo") earlier because of their refusal to take the oath, LEUNG and YAU have been required to immediately return to LegCo the remuneration and salaries which they have received. What are the amounts LEUNG and YAU currently owe to LegCo? Please provide a breakdown of the amounts by category.

2. In the light that LEUNG and YAU have stated publicly on many occasions that they will not make the repayment, what effective measures will the LegCo Secretariat take to recover the money? Has a deadline for repayment been set?

Asked by: Hon CHEUNG Kwok-kwan (Member Question No. 31)

Reply:

Mr Sixtus LEUNG Chung-hang and Miss YAU Wai-ching have each been requested to return a sum totalling \$929,573 to The Legislative Council Commission ("the Commission"), with breakdown as follows:

Items	Amount (HK\$)
Members' remuneration for October 2016	95,180
Advance of operating funds:	
(a) office operation expenses plus entertainment and travelling expenses	459,393
(b) setting up and information technology expenses	
	<u>375,000</u> 834,393
Total amount	929,573

2. The Commission has decided that legal actions will be commenced to recover the remuneration and advances from Mr LEUNG and Miss YAU after the judicial proceedings in relation to the validity of their Legislative Council Oath have been completed.

- End -

CONTROLLING OFFICER'S REPLY**LC016****(Question Serial No. 1328)**

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:

1. In the past 5 years, how many security staff members of the Legislative Council ("LegCo") were injured/reported to have sustained injuries as a result of their execution of duties to enforce the Rules of Procedure or maintain the order of the legislature?
2. In the past 5 years, how many cases relating to disruption of the order of LegCo were referred to the Police for follow-up investigation? How many of them eventually led to prosecution and conviction?

Asked by: Hon CHEUNG Kwok-kwan (Member Question No. 32)

Reply:

The number of security staff of the Legislative Council ("LegCo") Secretariat who sustained injuries while carrying out duties in connection with the maintenance of order at meetings of the Council or its committees or in the LegCo Complex in the past 5 years are as follows:

Year	Number of staff
2012-13	3
2013-14	1
2014-15	15
2015-16	6
2016-17 (up to 28.2.2017)	7

2. The number of occasions on which Police assistance was sought by the LegCo Secretariat for the past 5 years are as follows:

Year	Number of cases
2012-13	2
2013-14	0
2014-15	12
2015-16	5
2016-17 (up to 28.2.2017)	2
Total	21

Of the 21 cases referred to the Police, prosecution actions were instituted in 13 cases and the defendant(s) in those cases were convicted.

- End -

CONTROLLING OFFICER'S REPLY

LC017

(Question Serial No. 2023)

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:

Regarding the support services provided by the Secretariat under the Programme, would the Secretariat please advise on the following:

1. How many hours of Council meetings have been serviced by the Divisions?
2. How many hours of committee meetings have been serviced by the Divisions?
3. Has the number of staff of the Divisions increased or decreased last year? If yes, what is the increase or decrease in the number of staff and what are their job duties?
4. What was the number of overtime hours worked by Secretariat staff for Council meetings or committee meetings in the last legislative session? Has the number of overtime hours decreased compared to the previous session?
5. Has a 5-day work week been implemented for all staff of the Secretariat? How many hours on average do staff work at present?
6. Will there be any measures in place to further relieve the workload of staff in the coming year? If yes, what is the budget for that?

Asked by: Hon HO Kai-ming (Member Question No. 28)

Reply:

In the 2015-16 legislative session, a total of around 559 hours of Council meetings and 1 378 hours of committee (including subcommittee) meetings were serviced by the Legislative Council Secretariat.

2. In 2016-17, the Secretariat has created 12 posts (including 1 Senior Security Officer and 11 Security Assistant II posts) to strengthen its support services to Members.

3. In the 2015-16 legislative session, the total number of overtime hours worked by the Secretariat staff directly or indirectly involved in servicing meetings of the Council and its committees was about 17 265 hours, with an increase of about 966 hours as compared with the preceding year. This was mainly due to an increase in the overtime hours worked by security staff in servicing Council/committees meetings. In the 2015-16 legislative session, the average overtime hours of Secretariat staff is about 34 hours per year.

4. The five-day week arrangement has been implemented for all staff members in the Secretariat. Secretariat staff work 44 hours gross or 45 hours net per week, depending on the conditioned hours of work under their terms of employment.

5. The Secretariat will keep in view the manpower situation and continue to explore ways to streamline and re-engineer work processes, e.g. through Information Technology automation to reduce workload.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2030)

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 mentioned in the matters requiring special attention under this Programme that the authorities will "enhance the effectiveness of the facilities and building management strategies in the management of the Legislative Council ("LegCo") Complex to ensure the smooth operation of the Council and its committees". Will the authorities advise on the following for the past 3 years:

1. the number and gender ratio of security staff of LegCo;
2. the number of occasions on which untoward incidents that took place in the LegCo Complex were reported to the Police;
3. the improvement measures taken for providing additional facilities and security equipment in the Complex to cope with security demands within and outside the Complex and ensure the smooth operation of meetings; the details and expenditure incurred;
4. the frequency of training and drills provided for security staff and the expenditure incurred;
5. given the complex and fast changing political environment, whether additional equipment will be provided for security staff in the coming year to enhance their occupational safety; if so, what is the expenditure involved; if not, what are the reasons?

Asked by: Hon HO Kai-ming (Member Question No. 29)

Reply:

The strength of Security Grade staff and its breakdown by gender for the past 3 years are as follows:

	2014-15 (as at 31.3.2015)	2015-16 (as at 31.3.2016)	2016-17 (as at 1.3.2017)
Strength	85	98	101
Male	72	83	84
Female	13	15	17

2. The number of occasions on which Police assistance was sought by the Legislative Council ("LegCo") Secretariat for the past 3 years are as follows:

2014-15	2015-16	2016-17 (up to 28.2.2017)
12	5	2

3. In the past 3 years, the following security fixtures and equipment were provided to enhance the security of the LegCo Complex:

Item	Expenditure (HK\$)
(a) About 100 L-shaped mills barriers to protect the glass curtain walls of the LegCo Complex	462,000
(b) Replacement of 2 closed circuit television cameras in the area under the Drum of the LegCo Complex by ones with sound recording function	52,000
(c) Erection of gates at the entrance of the passageway to the LegCo Carpark and metal bollards in front of the guard kiosk at the entrance; roller shutters at Public Entrance 1 and Members' Entrance 1 behind the glazed sliding doors for both entrances; and a gate at the LegCo Garden	-
(d) Erection of a gate at the new Footbridge Entrance	-
(e) Fixing of shatterproof protective films on glass curtain walls of the LegCo Complex	-
(f) Erection of a gate at the open area adjacent to Members' Entrance 2	-

4. The expenditure incurred in items (a) and (b) above was borne by The Legislative Council Commission. As the LegCo Complex is a government property, expenditure on works for the building structure and related facilities of the Complex, including items (c) to (f) above, was borne by the Architectural Services Department.

5. All newly recruited and serving security staff of the LegCo Secretariat are required to attend induction and annual refresher programmes respectively. The programmes cover conference security management, access control, operational practice in security screening, provision of assistance for persons with disabilities during evacuation and related legal knowledge. In addition, the Secretariat also invites various training institutes to conduct training courses and seminars specifically for security staff. The topics include management and communication skills, occupational health and safety, types and use of barrier-free facilities and accessibility, first aid and fire prevention. The expenditures on training for security staff in the past 3 years are as follows:

2014-15	2015-16	2016-17 (up to 1.3.2017)
\$98,776	\$44,986	\$39,136

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 1859)

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:

Regarding the initiatives mentioned in paragraph 14, will the Committee advise on:

- (1) the expenditure or estimated expenditure on the provision of simultaneous interpretation services in Cantonese, English, Putonghua and sign language in the 2016-17 and 2017-18 financial years;
- (2) the respective numbers of full-time and part-time Cantonese, English and Putonghua interpreters engaged by the Legislative Council ("LegCo") in the 2016-17 financial year; and
- (3) the expenditure or estimated expenditure on security matters relating to the LegCo Complex in the 2016-17 and 2017-18 financial years?

Asked by: Hon IP LAU Suk-yee, Regina (Member Question No. 10)

Reply:

At present, simultaneous interpretation ("SI") in English, Cantonese and Putonghua is provided for all meetings of the Council and its committees, and simultaneous sign language interpretation is available at Council meetings as a regular service. The estimated expenditure incurred in 2016-17 and the budget for 2017-18 for the provision of SI services are as follows:

SI service	2016-17 (estimated expenditure) \$ million	2017-18 (budget) \$ million
English/Cantonese	11.017	11.875
Putonghua	7.327	7.616
Sign language	0.977	1.080
Total:	19.321	20.571

2. Under the existing arrangement, the SI service in English and Cantonese is undertaken by interpreters from the Government's Simultaneous Interpretation Section, while the SI service in Putonghua is outsourced to a contractor. Details of SI manpower deployment in 2016-17 are set out below:

SI service	Manpower deployment
English/Cantonese	11 full-time interpreters plus a number of part-time interpreters
Putonghua	A core team of at least 12 interpreters

3. The estimated expenditure incurred in 2016-17 and the budget for 2017-18 for the provision of security services in the Legislative Council Complex (including personal emoluments and departmental expenses) are \$42.411 million and \$43.850 million respectively.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3088)

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:

How many meetings were held by the Legislative Council ("LegCo") Secretariat with "議員助理關注組" and the Councillors' Workers Association respectively on the use of the facilities of the LegCo Complex in each of the past 3 years?

Asked by: Hon LAU Siu-lai (Member Question No. 3006)

Reply:

The Legislative Council ("LegCo") Secretariat consults Members on services provided by the Secretariat and the use of facilities in the LegCo Complex when necessary, and as and when directed by The Legislative Council Commission. Members may consult their staff's views and take them into account in giving their responses to the Secretariat's consultation if they consider it appropriate to do so. From time to time, the Secretariat invites Members and their staff to attend consultation sessions, workshops and briefings on various matters. In the past 4 years, consultations/workshops/briefing sessions for Members' staff were held on matters such as the security enhancements for the LegCo Complex (including security screening procedures), administrative procedures for processing Members' reimbursement claims, the use of Library services and subscription to the Social Network Monitoring Service, etc. The LegCo Secretariat does not consult individual groups formed by Members' staff.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4033)

Head: (112) Legislative Council Commission

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

Programme: (6) Corporate Liaison and Education and Visitor Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Regarding the reception of visitors by the Legislative Council, will the Secretariat inform this Committee of the following:

- (1) What are the paper and printing costs for paper visitor passes and how many paper visitor passes were issued in 2016-17 and the current year?
- (2) The Secretariat indicated in the last term that it would "consider specifying the requirement for the use of recycled paper in the next quotation exercise". Have the relevant arrangements been implemented already? If no, what are the reasons?
- (3) The Secretariat indicates that it will "explore the development of an electronic visitor admission system" and it replied in the last term that "the system is planned to be launched in 2017". What is the current progress of such work and what is the estimated expenditure involved?

Asked by: Hon LAU Siu-lai (Member Question No. 3005)

Reply:

The average unit cost of paper admission passes for visitors is around \$0.13. The number of paper passes issued from October 2016 (i.e. the start of the current legislative session) to February 2017 is 64 054.

2. The Secretariat is now using 100% recycled paper in producing the paper admission passes.

3. The Secretariat is conducting a feasibility study on an electronic visitor admission system and examining the user requirements and the required resources. The Secretariat plans to launch the system in the next legislative session.

- End -

CONTROLLING OFFICER'S REPLY**LC022****(Question Serial No. 0672)**

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:

How many hours of Council meetings were wasted due to filibustering such as by requesting a quorum count and aborting meetings each year since the 2012-13 legislative session? What is the projected expenditure for the wasted time of the Council meetings based on the day-to-day operational expenditure of the Legislative Council?

Asked by: Hon LEE Wai-king, Starry (Member Question No. 26)

Reply:

Information about quorum calls of Council meetings and the meeting time reduced due to adjournment of the Council because of the lack of a quorum in each of the legislative sessions since 2012-13 is as follows:

	No. of quorum calls	Time spent on quorum calls	Reduction in meeting time due to adjournment	Total
2012-13	191	----*	51 hr 44 min	51 hr 44 min
2013-14	366	49 hr 43 min	41 hr 6 min	90 hr 49 min
2014-15	325	56 hr 3 min	26 hr 15 min	82 hr 18 min
2015-16	608	116 hr 59 min	110 hr 22 min	227 hr 21 min
2016-17 (up to end Feb 2017)	36	6 hr 44 min	19 hr 42 min	26 hr 26 min

* Since 2013-14, the Electronic Voting System has been enhanced to capture the statistics on Council meetings including the time spent on quorum calls.

2. The average hourly expenditure incurred for servicing meetings of the Council and its committees from 2012-13 to 2016-17 are approximately \$173,000, \$189,000, \$203,000, \$210,000 and \$282,000 (estimated) respectively. No additional expenditure was incurred when the Council was adjourned because of the lack of a quorum as the meeting time was reduced.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0674)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (3) Legal Service
Controlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)
Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

What are the details of the external legal services engaged by the Legislative Council each year since the 2012-13 legislative year, the justifications for engaging such services and the relevant expenditure incurred? Has funding been earmarked for this purpose for the current year? If yes, what are the details?

Asked by: Hon LEE Wai-king, Starry (Member Question No. 27)

Reply:

In the Fifth Legislative Council ("LegCo"), no external legal advice was sought in the 2012-13 and 2013-14 legislative years. In the 2014-15 and 2015-16 legislative years, apart from in-house legal advice, external legal advice was sought on the quorum requirement under Article 75 of the Basic Law and matters arising from court proceedings, and the legal costs incurred were about \$458,000 and \$262,000 respectively. In the first legislative year of the Sixth LegCo, in addition to in-house legal advice, external legal advice was sought on matters relating to the validity of the LegCo Oaths taken by certain Members in view of the possibility of litigation on oath taking, and the legal costs incurred were about \$606,000.

2. It is the established practice to set aside a provision in the annual budget of The Legislative Council Commission to meet the need for engaging external legal service as and when necessary.

- End -

CONTROLLING OFFICER'S REPLY**LC024****(Question Serial No. 0675)**

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:

How many meeting hours of the Finance Committee, the Public Works Subcommittee and the Establishment Subcommittee were wasted each year respectively since the 2012-13 legislative year due to discussion of motions to adjourn further proceedings or motions to adjourn discussion of agenda items? What is the expenditure for the wasted meeting time based on the day-to-day operational expenditure of the Legislative Council?

Asked by: Hon LEE Wai-king, Starry (Member Question No. 28)

Reply:

Information about the meeting time spent on motions to adjourn the discussion on an agenda item and motions to adjourn further proceedings of the committee/subcommittee (collectively referred to as "adjournment motions" in this reply) at the meetings of the Finance Committee ("FC"), Public Works Subcommittee ("PWSC") and Establishment Subcommittee ("ESC") in each of the legislative sessions since 2012-13 is as follows:

	No. of adjournment motions moved			Total
	FC	PWSC	ESC	
2012-13	6	0	0	6
2013-14	8	4	1	13
2014-15	27	6	2	35
2015-16	37	13	4	54
2016-17 (up to end Feb 2017)	4	7	0	11

	Meeting time spent on dealing with the motions			Total	Expenditure*
	FC	PWSC	ESC		
2012-13	5 hrs 35 mins	---	---	5 hrs 35 mins	\$965,917
2013-14	6 hrs 51 mins	2 hrs 5 mins	15 mins	9 hrs 11 mins	\$1,735,650
2014-15	24 hrs 32 mins	3 hrs	24 mins	27 hrs 56 mins	\$5,670,467
2015-16	28 hrs 30 mins	7 hrs 7 mins	2 hrs 16 mins	37 hrs 53 mins	\$7,955,500
2016-17 (up to end Feb 2017)	4 hrs 39 mins	5 hrs 55 mins	---	10 hrs 34 mins	\$2,979,800

* The figures on expenditure are calculated based on the average hourly expenditure incurred for servicing meetings of the Council and its committees from 2012-13 to 2016-17 which are approximately \$173,000, \$189,000, \$203,000, \$210,000 and \$282,000 (estimated) respectively.

- End -

CONTROLLING OFFICER'S REPLY**LC025****(Question Serial No. 0676)**Head: (112) Legislative Council CommissionSubhead (No. & title): (000) Operational expensesProgramme: (2) Council Business ServicesControlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)Director of Bureau: Secretary General, Legislative Council SecretariatQuestion:

Since the commencement of the 2016-17 legislative session, many instances of disorderly behaviour and even violent storming have occurred during Council meetings, with some even resulting in injuries to a number of frontline security staff. What is the establishment of security staff of the Legislative Council ("LegCo") since the 2012-13 legislative session? To ensure order of the Council and personal safety of security staff, has the Secretariat reviewed the appropriateness of the existing strength of security staff? If it has, what are the conclusions and follow-up actions; if not, what are the reasons?

Asked by: Hon LEE Wai-king, Starry (Member Question No. 29)Reply:

The permanent establishment of security staff of the Legislative Council ("LegCo") Secretariat in the past 5 years is as follows:

	Establishment as at				
	31.3.2013	31.3.2014	31.3.2015	31.3.2016	31.3.2017
Chief Security Officer	1	1	1	1	1
Senior Security Officer	0	0	0	0	1
Security Officer	2	2	4	4	4
Senior Security Assistant	6	6	8	8	8
Security Assistant I	34	34	36	36	36
Security Assistant II	49	49	46	46	57
Total	92	92	95	95	107

2. The LegCo Secretariat will keep in view various changes and developments which may affect the security of the LegCo Complex and review the manpower requirement for providing the security services when necessary.

- End -

CONTROLLING OFFICER'S REPLY

LC026

(Question Serial No. 0686)

Head: (112) Legislative Council Commission
Subhead (No. & title): (000) Operational expenses
Programme: (3) Legal Service
Controlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)
Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Since the 2012-13 legislative year, has the Legislative Council incurred litigation costs because of its involvement in court cases? If yes, what are the details and the breakdown of the relevant expenditure? Has funding been earmarked for this purpose for the current year? If yes, what are the details?

Asked by: Hon LEE Wai-king, Starry (Member Question No. 37)

Reply:

In the Fifth Legislative Council ("LegCo"), legal costs totalling about \$3.495 million were incurred for instructing counsel to appear before the courts in judicial review proceedings concerning LegCo and Finance Committee. In the 2016-17 legislative year (as at 1 March 2017), counsel was instructed to respond to legal proceedings concerning the validity of the LegCo Oaths taken by Mr Sixtus LEUNG Chung-hang, Miss YAU Wai-ching, Hon Nathan LAW Kwun-chung, Hon LEUNG Kwok-hung, Dr Hon LAU Siu-lai and Dr Hon YIU Chung-yim. The legal costs incurred were about \$1.654 million.

2. It is the established practice to set aside a provision in the annual budget of The Legislative Council Commission to meet the need for engaging external legal service as and when necessary.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3383)

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:

Does the Secretariat provide sign language interpretation service? If yes, what are the number of staff and the expenditure involved? If no, what are the reasons?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 179)

Reply:

At present, simultaneous sign language ("SSL") interpretation is provided for Council meetings as a regular service. Under the current outsourcing arrangement, the SSL interpretation service is undertaken by a core team of 6 interpreters from a service contractor. The estimated expenditure on the provision of the service in 2016-17 is HK\$977,000.

2. The Legislative Council Commission ("the Commission") decided in December 2012 that, as a policy objective, the provision of SSL interpretation service be extended to all committee meetings as from October 2014, in addition to Council meetings. This policy has yet to be implemented because of the limited supply of qualified SSL interpreters on the market. The Secretariat will continue to explore the viability of extending the service according to the Commission's long-term policy objective.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2976)

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:

Regarding Council business, it is mentioned under the Programme that it is necessary "to ensure the smooth operation of the Council and its committees". In this connection, will the Secretary General advise on:

1. the number of Council meetings adjourned due to the lack of a quorum in the past 3 sessions;
2. the number of quorum calls, time spent on quorum calls and reduced meeting time due to adjournment in the past 3 sessions;
3. the respective numbers and total duration of meetings held by the Public Works Subcommittee ("PWSC") and the Finance Committee ("FC") in each of the past 3 sessions;
4. the respective numbers of motions without notice (i.e. those proposed under paragraph 32A of the PWSC Procedure and paragraph 37A of the FC Procedure) received by PWSC and FC in the past 3 sessions; the extra working time thus spent by the Secretariat on processing such motions;
5. in respect of the aforesaid questions, whether the Secretariat has any corresponding plans in place for the estimation of number of meeting hours, number of meetings, manpower and costs; if so, the relevant estimates?

Asked by: Hon LUK Chung-hung (Member Question No. 29)

Reply:

Regarding sub-questions (1) and (2), please refer to the table below for information about quorum calls at Council meetings, the time spent on quorum calls, adjournment of the Council because of the lack of a quorum and reduction in meeting time due to adjournment in the past three legislative sessions:

	No. of quorum calls	Time spent on quorum calls	No. of time of adjournment of Council due to lack of a quorum	Reduction in meeting time due to adjournment
2013-14	366	49 hr 43 min	3	41 hr 6 min
2014-15	325	56 hr 3 min	2	26 hr 15 min
2015-16	608	116 hr 59 min	11	110 hr 22 min

2. For sub-question (3), the respective number of meetings and the total number of meeting hours of the Public Works Subcommittee ("PWSC") and the Finance Committee ("FC") in the past three legislative sessions are given below:

	2013-14	2014-15	2015-16
Number of meetings (meeting hours) of PWSC	21 (49 hours)	31 (66 hours)	31 (78 hours)
Number of meetings (meeting hours) of FC	46 (104 hours)	85 (180 hours)	100 (214 hours)

3. For sub-question (4), the respective number of motions proposed under paragraph 32A of the PWSC Procedure ("PWSCP32A") and under paragraph 37A of the FC Procedure ("FCP37A") in the past three legislative sessions are given below:

	2013-14	2014-15	2015-16
Number of motions proposed under PWSCP32A	509	3	21
Number of motions proposed under FCP37A	21 678	1 366	3 621

The Secretariat does not keep specific records on the working time spent on processing such motions. Upon receiving such motions, the Secretariat needs to go through each of them to assist the Chairman in making his rulings on whether the motions are directly related to the agenda item concerned and whether they should be consolidated before being referred to FC or PWSC for deciding whether any of them should be proceeded forthwith. The Secretariat also assists the Chairman in preparing his written rulings on such motions and/or written explanations in response to members' queries on the Chairman's rulings.

4. 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 estimates on the manpower and resources required.

- End -

CONTROLLING OFFICER'S REPLY**LC029****(Question Serial No. 6292)**

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:

Please provide information on the expenditure on security in the past 3 years. What is the relevant breakdown of the estimated expenditure? Please also provide information on the staffing establishment relating to security in the past 3 years. Has the estimates of expenditure on security and staffing establishment relating to security been drawn up for the 2017-18 financial year? If yes, what is the relevant breakdown of the estimated expenditure?

Asked by: Hon MO Claudia (Member Question No. 63)

Reply:

The expenditures incurred in providing security services in the Legislative Council ("LegCo") Complex (including personal emoluments and departmental expenses) and the permanent establishment of security staff in the past 3 years are as follows:

	2014-15 (Actual)	2015-16 (Actual)	2016-17 (Estimate)
Expenditure incurred in providing security services	\$ million 34.640	\$ million 39.479	\$ million 42.411

	Establishment as at		
	31.3.2015	31.3.2016	31.3.2017
Chief Security Officer	1	1	1
Senior Security Officer	0	0	1
Security Officer	4	4	4
Senior Security Assistant	8	8	8
Security Assistant I	36	36	36
Security Assistant II	46	46	57
Total	95	95	107

2. The budget for the provision of security services in the LegCo Complex in 2017-18 is \$43.850 million.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3515)

Head: (112) Legislative Council Commission

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

Programme: (6) Corporate Liaison and Education and Visitor Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

In 2017-18, the Legislative Council ("LegCo") Secretariat will streamline work procedures in the admission of visitors and media representatives to the LegCo Complex and explore the development of an electronic visitor admission system. Have the procedures in the admission of visitors to the Complex been running smoothly since the implementation of enhanced security measures in May last year? What is the progress of the work on exploring the development of an electronic visitor admission system? When is the system expected to be launched and what is the expenditure involved?

Asked by: Hon WONG Ting-kwong (Member Question No. 57)

Reply:

The admission of visitors to the Legislative Council Complex has been smooth since the implementation of the enhanced security screening arrangements¹ on 1 May 2016. The Secretariat is conducting a feasibility study on an electronic visitor admission system and examining the user requirements and the required resources. The Secretariat plans to launch the system in the next legislative session.

- End -

¹ Under the enhanced security screening arrangements for admission to the Legislative Council ("LegCo") Complex implemented since 1 May 2016, all persons seeking to enter the LegCo Complex are required to produce their proof of identity to staff of the LegCo Secretariat for inspection and registration; and pass through a metal detector archway and have their belongings screened by an X-ray machine at the entrance of the LegCo Complex.

CONTROLLING OFFICER'S REPLY**LC031****(Question Serial No. 3976)**Head: (112) Legislative Council CommissionSubhead (No. & title): (000) Operational expensesProgramme: (-) Not SpecifiedControlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)Director of Bureau: Secretary General, Legislative Council SecretariatQuestion:

Will the authorities inform this Committee of the following:

The numbers, ranks and remuneration expenses in respect of the staff on permanent establishment in various divisions of the Legislative Council ("LegCo") Secretariat and outsourced cleansing workers in the past 3 years, with a breakdown by rank.

Asked by: Hon YEUNG Alvin (Member Question No. 54)Reply:

The permanent staff establishment of the Legislative Council ("LegCo") Secretariat and the emolument expenditures in the past 3 financial years are as follows:

Grades	2014-15		2015-16		2016-17	
	Staff establishment	Emolument expenditure	Staff establishment	Emolument expenditure	Staff establishment	Emolument expenditure
		\$ million		\$ million		\$ million
1. Council Secretary	98	114.516	100	120.219	100	128.627
2. Assistant Legal Adviser	14	27.103	15	28.459	15	28.735
3. Translation Officer	65	69.826	65	73.032	65	75.646
4. Chinese Transcriber	11	3.180	11	3.438	11	3.692
5. Research Officer	13	13.265	16	14.777	16	16.238
6. Librarian	5	2.522	4	3.131	4	3.250
7. Archivist	4	3.438	4	3.207	4	3.327
8. Public Information Officer	18	14.229	19	15.596	19	17.252
9. Assistant Visitor Services Officer / Visitor Assistant	22	4.289	24	5.494	24	5.887
10. Information Technology Officer	30	19.026	40	22.896	40	27.209

Grades	2014-15		2015-16		2016-17	
	Staff establishment	Emolument expenditure	Staff establishment	Emolument expenditure	Staff establishment	Emolument expenditure
		\$ million		\$ million		\$ million
11. Security and Estate Officer / Assistant	94	32.184	97	35.808	109	42.444
12. Deputy Accountant / Accounting Clerk	14	9.536	14	9.451	14	9.749
13. Administrative / Clerical Assistant	215	66.374	218	71.068	217	75.563
14. Steward / Driver / Artisan	22	5.875	22	6.044	22	6.355
Total	625	385.363	649	412.620	660	443.974

2. The Legislative Council Commission ("the Commission") engaged a cleansing service contractor to provide cleansing service in the LegCo Complex at a fixed contract price of \$18.864 million for 3 years, which includes the staff costs and other operation costs. Under the existing contract, the contractor deploys a total of 43 staff including 1 supervisor, 3 foremen and 39 workers on shift to provide the required cleansing service. Currently, the wage for cleaners range from \$33 to \$35 per hour and they normally work eight hours per day. The cleaners are entitled to one paid rest day for every period of seven days, 12 paid statutory holidays, and seven days of annual leave increasing progressively to a maximum of 14 days according to their length of service. According to the service contract, the cleansing contractor is required to pay each cleaner/worker, during the service period, monthly wage in an amount not less than:

- (a) the Average Monthly Salary for Cleaner (general) as promulgated in the latest Quarterly Report of Wage and Payroll Statistics published by the Census and Statistics Department; or
- (b) statutory minimum wage plus paid rest days,

whichever is the higher. The contractor is also required to report to the LegCo Secretariat the result of each wage level review and make available documents and information for inspection by the LegCo Secretariat at any time. According to the information provided by the contractor and verified by the LegCo Secretariat, the wages for cleaners had been increased in each of the first three quarters of 2016 in accordance with the results of the wage level reviews mentioned above.

3. The Commission does not have information on the total remuneration expenses incurred by the contractor for providing the service.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2607)

Head: (112) Legislative Council Commission

Subhead (No. & title): (-) Not Specified

Programme: (2) Council Business Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

The Legislative Council ("LegCo") Complex is a government property. In what manner has The Legislative Council Commission been granted permission to use the LegCo Complex? Is The Legislative Council Commission required to pay any rent to the Government for the use of the Complex? If yes, how much is the rent, and which government department is responsible for collecting the rent? If no, what are the reasons?

Asked by: Hon YIU Chung-yim (Member Question No. 18)

Reply:

Under the Exchange of Letters between The Legislative Council Commission ("the Commission") and the Government, the Government provides to the Commission the Legislative Council ("LegCo") Complex and other appropriate premises to enable the Commission to provide administrative support and services to LegCo, as well as office accommodation to LegCo Members and staff of the LegCo Secretariat at a fee of one Hong Kong Dollar per year.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2608)

Head: (112) Legislative Council Commission

Subhead (No. & title): (-) Not Specified

Programme: (2) Council Business Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Is the expenditure on the routine repairs of the Legislative Council ("LegCo") Complex borne by The Legislative Council Commission? If yes, what is the expenditure in 2016-17 and 2017-18? If no, by which department is the estimated expenditure covered?

Asked by: Hon YIU Chung-yim (Member Question No. 19)

Reply:

As the Legislative Council Complex is a government property, expenditure on daily maintenance works for the building structure and related facilities of the Complex is borne by the Architectural Services Department and not by The Legislative Council Commission.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2611)

Head: (112) Legislative Council Commission

Subhead (No. & title): (-) Not Specified

Programme: (2) Council Business Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Which divisions of the Legislative Council ("LegCo") Secretariat are accommodated in office space outside the LegCo Complex? How many staff members are involved? How much floor area is being used? Where is the office accommodation? If the office spaces being used are government properties, is it necessary to pay rents? If yes, how much are the rents and which government department collects the rents; if no, what are the reasons? If the office spaces being used are private properties, how much is the rental expenditure?

Asked by: Hon YIU Chung-yim (Member Question No. 20)

Reply:

The Translation and Interpretation Division, the Research Office, the Accounts Office and the Human Resources Office of the Legislative Council ("LegCo") Secretariat, comprising a total of 155 staff members, are accommodated on 2/F, 23/F and 46/F of the Queensway Government Offices which have a total floor area of about 2,200 m².

2. Under the Exchange of Letters between The Legislative Council Commission ("the Commission") and the Government, the Government provides to the Commission the LegCo Complex and other appropriate premises to enable the Commission to provide administrative support and services to LegCo, as well as office accommodation to LegCo Members and staff of the LegCo Secretariat at a fee of one Hong Kong Dollar per year.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2613)

Head: (112) Legislative Council Commission

Subhead (No. & title): (-) Not Specified

Programme: (2) Council Business Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

It was pointed out in the Report of the Director of Audit that allowance was made for the provision of additional floor area at the Legislative Council ("LegCo") Complex. What was the floor area reserved? Does the power to make decision on whether or not to implement an expansion rest with The Legislative Council Commission ("the Commission")? If yes, is there any plan for expansion? If there is, what are the details; if not, what are the reasons? If such decision-making power does not rest with the Commission, with whom does it rest, and what are the procedures for implementing an expansion? What is the expenditure required for the expansion based on the estimates of expenditure for 2017-18?

Asked by: Hon YIU Chung-yim (Member Question No. 21)

Reply:

The area for future expansion of the Legislative Council ("LegCo") Complex as approved in the Tamar Development Project is about 7,600m².

2. The Legislative Council Commission ("the Commission") was briefed by the Architectural Services Department on the technical and design provisions for the expansion of the LegCo Complex in 2014. The Commission was of the view that there was no imminent need for the expansion plan and the plan should only be considered when there was an increase in the membership of LegCo.

3. The expansion works, if required, will be a new item under the Public Works Programme and the established procedure for seeking funding approval by the Finance Committee will need to be followed.

- End -

CONTROLLING OFFICER'S REPLY

LC036

(Question Serial No. 5775)

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:

Regarding the work of the Accounts Office of the Complaints and Resources Management Division, would the Secretary General of the Legislative Council ("LegCo") Secretariat inform this Committee of the following:

Does the Accounts Office of the LegCo Secretariat have any performance indicators to measure its service performance in administering the payment of Members' remuneration package and processing Members' claims for operating expenses reimbursements? If yes, what are the details of the performance pledges and the specific number of days involved? If no, what are the reasons for not developing such performance indicators? Will it consider developing performance indicators in the future?

Asked by: Hon YIU Chung-yim (Member Question No. 214)

Reply:

Members' remuneration is paid on pre-determined pay days. As regards Members' claims for operating expenses reimbursement, the established practice is to process the claims within 10 working days if the documents submitted are prepared properly and the supporting documents, if required, are complete.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5777)

Head: (112) Legislative Council Commission

Subhead (No. & title): (366) Remuneration and reimbursements for Members of the Legislative Council

Programme: (1) Members' Offices and Remuneration

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Regarding the operating funds provided for Members' Offices, would the Legislative Council Commission please advise on the progress of the review on the operating expenses of Members' Offices?

Asked by: Hon YIU Chung-yim (Member Question No. 215)

Reply:

The Subcommittee on Members' Remuneration and Operating Expenses Reimbursement formed under the House Committee during the Fifth Legislative Council ("LegCo") had conducted a review of the remuneration and operating expenses reimbursements for LegCo Members and put forward, in May 2015, its recommendations to the Administration for consideration by the Independent Commission on Remuneration for Members of the Executive Council and the Legislature, and Officials under the Political Appointment System of the HKSAR ("the Independent Commission").

2. Having considered the Subcommittee's proposals, the Administration announced in March 2016 its acceptance of the Independent Commission's recommendations that with effect from the Sixth LegCo, the ceilings for the annual Office Operation Expenses Reimbursement and the Setting Up and Information Technology Expenses Reimbursement be increased, and that any surplus from Members' annual medical allowance be allowed to roll over to the following year until the end of a LegCo term. These proposals were approved by the Finance Committee in June 2016 and implemented with effect from 1 October 2016 upon the commencement of the Sixth LegCo.

3. It is an established practice to review the remuneration package for LegCo Members at least one year before the start of a new LegCo term. In the Sixth LegCo, a subcommittee has been set up under the House Committee in December 2016 to continue to study issues relating to Members' remuneration and operating expenses reimbursement. The Subcommittee will embark on the review in due course.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5779)

Head: (112) Legislative Council Commission

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

Programme: (6) Corporate Liaison and Education and Visitor Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

Regarding the reception of visitors by the Legislative Council ("LegCo"), will the authorities inform this Committee of the following:

1. Whether the visitor passes currently issued by the authorities to visitors entering LegCo are chip cards which can be used to unlock electronic door locking devices or paper cards which cannot be used for such purpose?
2. Have the authorities switched from issuing visitors with chip visitor passes which can be used to unlock electronic door locking devices to issuing them with paper visitor passes which cannot be used for such purpose? If yes, what were the reasons?
3. Are the above-mentioned paper visitor passes discarded after use? If yes, how many such passes were discarded each year since the implementation of this measure?
4. Are the above-mentioned paper visitor passes made of recycled papers? If no, will the authorities consider using visitor passes made of recycled papers or reusing those paper visitor passes?
5. Will the authorities consider re-issuing chip visitor passes to visitors? If yes, what are the details? If no, what are the reasons?

Asked by: Hon YIU Chung-yim (Member Question No. 216)

Reply:

At present, admission passes issued to visitors, including visitors of Members and the Secretariat, as well as members of the public visiting the Legislative Council ("LegCo") Complex, are paper passes which do not have access rights.

2. Admission passes previously issued to visitors of Members and the Secretariat were chip cards which carried access rights to different floors. The admission passes were changed to paper form in October 2014 to enhance the security of the LegCo Complex. Such passes contain certain information, including the date of issue and the floor the visitor is allowed to access, for easy identification. Visitors are expected to be accompanied by Members, Members' assistants or Secretariat staff at all times. As such, they are not issued chip cards that would have given them access through secured doors inside the Complex.

3. The paper admission passes are only valid on the date of issue and the used admission passes are collected for recycling. The number of admission passes issued to visitors since October 2014 is as follows:

Year	Number
October 2014 - September 2015	118 973
October 2015 - September 2016	136 512
October 2016 - February 2017 (5 months)	64 054

4. The Secretariat is now using 100% recycled paper in producing the paper admission passes.

5. For security reason, the current form of admission passes for visitors will continue to be used.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5868)

Head: (112) Legislative Council Commission

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

Programme: (6) Corporate Liaison and Education and Visitor Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

An initiative to "streamline work procedures in the admission of visitors to the Legislative Council ("LegCo") Complex after the implementation of enhanced security measures" was mentioned in the Controlling Officer's Report of last year's budget estimates. In this connection, the authorities informed this Committee that the enhanced measures were that "all persons seeking to enter the LegCo Complex, except persons holding valid access cards issued by the LegCo Secretariat, will be required to produce their proof of identity to staff of the LegCo Secretariat for inspection and registration, and to pass through a metal detector and have their belongings screened by an X-ray machine at the entrance of the LegCo Complex." When The Legislative Council Commission will review the enhanced measures? How many months will it take approximately before the review can be completed? During such period, what factors will be taken into consideration and what objective criteria will be adopted in deciding whether the level of security should be changed or maintained?

The authorities of LegCo also indicated in last year's reply that "The LegCo Secretariat is developing an electronic visitor management system with a view to reducing manual work and expediting the admission process. The system is planned to be launched in 2017." What is the progress of the development of the electronic visitor management system? How much of the budget of LegCo has been spent so far on the electronic visitor management system? Which company is engaged for this purpose?

Asked by: Hon YIU Chung-yim (Member Question No. 217)

Reply:

The current security screening arrangements were implemented in accordance with the recommendations of the security consultant appointed by The Legislative Council Commission ("the Commission") in 2014 and the outcome of a consultation with all Members, Legislative Council ("LegCo") Secretariat staff, media representatives and Members' staff. The security screening arrangements are considered appropriate having regard to the security practice of most major parliamentary buildings overseas and the present level of security risk in Hong Kong. The LegCo Secretariat will keep in view various changes and developments which may affect security requirements of the LegCo Complex and report to the Commission as and when necessary.

2. The Secretariat is conducting a feasibility study on an electronic visitor admission system and examining the user requirements and the required resources. The Secretariat plans to launch the system in the next legislative session.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5881)

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:

What are the barrier-free measures implemented and to be implemented by the Legislative Council in the past 3 years and the coming year respectively?

Asked by: Hon YIU Chung-yim (Member Question No. 218)

Reply:

With the completion of the extension of the CITIC Tower Footbridge to the Legislative Council ("LegCo") Complex in February 2016, persons with disabilities and their accompanying persons may use the Footbridge Entrance on 1/F of the LegCo Complex, which is a barrier-free access, to enter the Complex. Extension of the tactile guide path from Public Entrance 2 to the Video Corner on G/F of the Complex was also completed in 2016.

2. Improvement works for barrier-free access to meet the specific needs of wheelchair users in the LegCo Complex are currently in progress. The Architectural Services Department is also conducting a feasibility study on the addition of audio signal for turnstiles at various locations of the LegCo Complex for the visually impaired.

- End -

CONTROLLING OFFICER'S REPLY

LC041

(Question Serial No. 5899)

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:

What are the number of times, duration and details of various types of training on assisting persons with disabilities and implementing barrier-free access provided by the Legislative Council Secretariat to its security staff in the past 3 years?

Asked by: Hon YIU Chung-yim (Member Question No. 219)

Reply:

All newly recruited security staff of the Legislative Council ("LegCo") Secretariat are required to attend an induction programme. The programme includes an introduction on the types and use of barrier-free facilities in the LegCo Complex, provision of assistance for persons with disabilities during evacuation, operational practices in security screening for persons with disabilities, etc. Serving security staff are also required to attend an annual refresher training programme to reinforce their professional knowledge and practical skills. The refresher programme includes three seminars on barrier-free facilities and accessibility conducted by the Equal Opportunities Commission.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5968)

Head: (112) Legislative Council Commission

Subhead (No. & title): (-) Not Specified

Programme: (2) Council Business Services

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

Director of Bureau: Secretary General, Legislative Council Secretariat

Question:

With Council businesses becoming increasingly complex and heavy, there is a greater need for Members' assistants to work long hours in the Legislative Council Complex. In this connection, will The Legislative Council Commission inform this Committee whether it will plan to provide changing and shower rooms on Members' office floors? If it will, please advise on the progress and plan in this regard; if not, please explain the considerations.

Asked by: Hon YIU Chung-yim (Member Question No. 222)

Reply:

At present, shower facilities are provided for Members' use in Members' Activity Room on 5/F of the Legislative Council ("LegCo") Complex. In 2012, the Architectural Services Department ("ArchSD") was requested to study the feasibility of providing additional shower facilities on Members' office floors in the LegCo Complex. ArchSD advised that owing to spatial constraint for necessary ventilation improvement, it was technically infeasible to set up shower facilities on Members' office floors.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 6672)

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:

Will the Legislative Council review the user friendliness of the Special Finance Committee Question Input System ("SFCQIS")? If yes, please provide details of the plan. If not, please explain the reasons.

Asked by: Hon YIU Chung-yim (Member Question No. 405)

Reply:

To enhance the convenience and ensure the reliability of the mechanism for Members to raise written questions on the Estimates of Expenditure for replies by the Administration before the annual special meetings of the Finance Committee to examine the Estimates of Expenditure, the Legislative Council Secretariat has developed a web-based application system ("SFCQIS") for the purpose. The system was launched in 2013 and since then, Members have forwarded their written questions to the Secretariat through the SFCQIS in the annual exercises.

2. Since the launch of the SFCQIS, the Secretariat has reviewed and introduced enhancements to the SFCQIS on an ongoing basis having regard to operational experience and feedback from Members and their assistants. The Secretariat will continue to make enhancements, where appropriate and feasible, to the SFCQIS, and comments from Members and their assistants in this regard are very welcome.

- End -

CONTROLLING OFFICER'S REPLY**LC044****(Question Serial No. 1076)**Head: (112) Legislative Council CommissionSubhead (No. & title): (000) Operational expensesProgramme: (6) Corporate Liaison and Education and Visitor ServicesControlling Officer: Secretary General, Legislative Council Secretariat
(Kenneth CHEN)Director of Bureau: Secretary General, Legislative Council SecretariatQuestion:

(1) Please provide the numbers of public guided tours conducted in Cantonese, Putonghua and English in the past 3 years?

Year	Cantonese	Putonghua	English
2014			
2015			
2016			

(2) Please provide the numbers of public guided tours for which reservations were made by travel agents in the past 3 years? What are the numbers of participants?

Year	Number of guided tours	Number of participants
2014		
2015		
2016		

(3) Will the authorities consider promoting visit programmes of the Legislative Council Complex to tourists? If yes, what are the specific measures? If no, what are the reasons?

Asked by: Hon YIU Si-wing (Member Question No. 27)

Reply:

Below is the breakdown of public tours conducted in the past three years:

Year	Number of tours ¹ (%)			
	Cantonese	Putonghua	English	Total
October 2014 – September 2015	919 (82%)	106 (10%)	92 (8%)	1 117 (100%)
October 2015 – September 2016	1 178 (80%)	160 (11%)	129 (9%)	1 467 (100%)
October 2016 – February 2017 (5 months)	588 (80%)	84 (11%)	68 (9%)	740 (100%)

2. For organizations other than schools and charitable groups, they are not required to specify their business nature (e.g. travel agency) when online reservations are made for guided tour service.

3. The Legislative Council ("LegCo") Secretariat has been promoting the guided tour service of the LegCo Complex to tourists via the following channels in the past two years:

Year	Promotion activity
October 2015 – September 2016	(1) MTR Community Event Posters (27/12/2015 - 2/1/2016) - Posters featuring the guided tour service were displayed at all MTR stations
	(2) Star Ferry Pier (April to September 2016) - Posters featuring the guided tour service were displayed at the Star Ferry Tsim Sha Tsui Pier
October 2016 – September 2017	(1) MTR Community Event Posters (4/12/2016 - 10/12/2016) - Posters featuring the guided tour service were displayed at all MTR stations
	(2) Star Ferry Pier (October 2016 to date) - Posters featuring the guided tour service are displayed at the Star Ferry Tsim Sha Tsui Pier
	(3) "Discover Hong Kong" website of Hong Kong Tourism Board (www.discoverhongkong.com) - The Secretariat has been in discussion with the Hong Kong Tourism Board to have the guided tour service featured on the "Discover Hong Kong" website.

- End -

¹ The number of tours includes the guided tours conducted for schools, charitable groups, public groups and individuals.