

**Report of  
the Subcommittee on Members' Remuneration  
and Operating Expenses Reimbursement  
of the House Committee of the Legislative Council**

**on the**

**Review of Members' Remuneration  
And Operating Expenses Reimbursement**

**June 2019**

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## **PART I – Introduction and Background**

This Report sets out the findings of the review of the remuneration and operating expenses reimbursement ("OER") for Members of the Legislative Council ("LegCo") conducted by the Subcommittee on Members' Remuneration and Operating Expenses Reimbursement ("the Subcommittee").

2. The Subcommittee was formed by the House Committee in December 2016<sup>1</sup> to study issues relating to the level of remuneration and OER for LegCo Members. The membership of the Subcommittee is in **Appendix I**.

3. A major task of the Subcommittee is to review the remuneration and expenses reimbursement arrangements for LegCo Members of the following term. It is an established practice to conduct such review at least one year before the start of a new LegCo term. After the review, any proposals to change the level of remuneration and OER for Members of the new term will be put forward 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"). The findings of the review conducted by the Subcommittee are set out in Parts II and III of this Report.

## **PART II – Operating Expenses Reimbursement**

### **(A) Mechanism for annual adjustment of Office Operation Expenses Reimbursement**

4. The Subcommittee has discussed issues relating to the annual adjustment mechanism for Members' office operation expenses reimbursement ("OOER") at four meetings. Under the existing mechanism which has been in place since 1995, the reimbursement ceiling for Members' OOER is adjusted annually in October in accordance with the movement of Consumer Price Index (C) ("CPI(C)"). The Subcommittee notes that based on Members' average utilization rates of OOER in the previous LegCo terms, staff expenses, office accommodation expenses and other operating expenses account for around 70%, 10% and 20% of OOER respectively. Subcommittee members are generally of the view that it is inappropriate to use CPI(C), which reflects the price level of consumer commodities and services, as the basis for annual adjustment to Members' OOER, given that staff expenses account for some 70% of OOER but the components of CPI(C) do not include wages and salaries.

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<sup>1</sup> A subcommittee was set up under the House Committee in every term since the Second LegCo to study issues relating to Members' remuneration and OER.

The Subcommittee considers that different adjustment mechanisms should be adopted for different components of OOER (i.e. staff expenses, office accommodation expenses and other operating expenses) having regard to the different nature of these expenses, and a weighted index instead of CPI(C) should be used as the basis for annual adjustment to OOER to provide a fair and reasonable mechanism for adjusting the overall level of Members' OOER. A survey was conducted with all Members in April 2018 to seek their views on the Subcommittee's proposal to use a weighted adjustment index instead of CPI(C). The outcome was that the great majority of Members of LegCo supported the Subcommittee's proposal.

5. Having regard to the consultation outcome, the Subcommittee has agreed to propose to the Administration the adoption of a weighted index instead of CPI(C) as the basis for annual adjustment to Members' OOER with effect from the Seventh LegCo. The proposed weighted index should comprise the three main components of OOER, with each component to be adjusted in accordance with the relevant adjustment indicator as follows:

- (a) salary expenses, with its relative weighting of 70% of OOER, should be adjusted with reference to civil service pay adjustment for middle and lower salary bands;
- (b) office accommodation expenses, with its relative weighting of 10% of OOER, should be adjusted with reference to rental index for Grade C offices published by the Rating and Valuation Department; and
- (c) other operating expenses, with its relative weighting of 20% of OOER, should be adjusted with reference to Composite Consumer Price Index.

6. To ascertain whether any other proposals to change the level of remuneration and OER for Members of the Seventh LegCo should be put forward to the Administration, the Subcommittee conducted a survey in February 2019 to collect relevant information and seek views from all Members. The questionnaire for the survey is in **Appendix II**. Of the 69 Members,<sup>2</sup> 54 responded to the survey. The Subcommittee held a meeting on 7 May 2019 to discuss the findings of the survey. The findings of the survey and the Subcommittee's deliberations thereon are set out in Parts II (B) to (D) and III of this Report.

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<sup>2</sup> When the survey was conducted in February 2019, one LegCo seat remained vacant.

**(B) Office Operation Expenses Reimbursement – staff expenses**

7. In 2018-2019,<sup>3</sup> the ceiling of OOER is \$2,703,390 per annum (i.e. \$225,283 per month). Based on the utilization rates of OOER in the previous LegCo terms, a Member on average deploys about 70% of OOER on staff expenses (i.e. \$157,698 per month). To assess the amount of resources required for recruiting and retaining a team of quality staff to support the work of a LegCo Member and the adequacy of the current level of OOER for meeting Members' staff expenses, Members were invited to provide relevant information for analysis.

Actual staffing complement in Members' offices during the survey period

8. Based on the returns of 49 Members who provided information on this part of the survey:

- (a) number of staff: each Member employed an average of 8 full-time staff and 3 part-time staff in 2017-2018,<sup>4</sup> with further breakdowns in **Appendices III and IV**; and
- (b) staff salaries: 32% of the full-time staff employed by the responding Members received a monthly salary between \$10,000 and less than \$15,000, while 29% received a monthly salary between \$15,000 and less than \$20,000. Further details on the salary ranges of the full-time staff are shown in **Appendix V**.

9. As regards the education level and experience of the full-time staff employed by the responding Members:

- (a) 71% (277 staff) possessed university education or above;
- (b) 23% (89 staff) had less than 5 years' work experience; 10% (39 staff) between 5 and 10 years, and 31% (122 staff) over 10 years; and
- (c) 60% (234 staff) had less than 3 years' service in Members' offices, 21% (81 staff) between 3 years and 10 years, and only 4% (16 staff) had more than 10 years' service.<sup>5</sup>

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<sup>3</sup> 2018-2019 refers to the third reimbursement year of the Sixth LegCo, covering 1 October 2018 to 30 September 2019. All the years in this Report refer to reimbursement years covering the period from 1 October to 30 September of the following year.

<sup>4</sup> These 49 Members employed a total of 391 full-time and 125 part-time staff in 2017-2018.

<sup>5</sup> These percentages do not add up to 100% as some of the responding Members did not provide relevant information for analysis.

### Staff turnover in Members' offices

10. Of the 348 full-time staff employed in 2016-2017 and the 391 full-time staff employed in 2017-2018 by the 49 responding Members, 70 left during 2016-2017 and 71 during 2017-2018. The average turnover rates<sup>6</sup> for these two years are 20% and 18% respectively, which are on the high side.<sup>7</sup> The turnover rates of full-time staff in 2017-2018 in each of the offices of the responding Members are in Appendix IV.

11. Among the 71 full-time staff who left during 2017-2018:

- (a) 40% (28 staff) received a salary between \$10,000 and less than \$15,000, and 37% (26 staff) received a salary between \$15,000 and less than \$20,000;
- (b) 25% (18 staff) received an annual pay adjustment of less than 5%, and 14% (10 staff) received an annual pay adjustment of 5% to 10%;
- (c) 66% (47 staff) possessed university education or above;
- (d) 27% (19 staff) had less than 5 years' work experience;
- (e) 20% (14 staff) left within 1 year, and 41% (29 staff) left within 1 to 3 years of working in Members' offices; and
- (f) 31% (22 staff) found another job with better prospects, and 23% (16 staff) found a job with better pay.

Details of the above findings are in **Appendix VI**.

12. The Subcommittee notes that while the high turnover rates are attributable to a number of factors, the findings indicate that the lack of a competitive remuneration package and good career prospects are the major reasons for staff turnover in Members' offices. A Subcommittee member points out that according to the findings, the turnover rates of staff employed by Members returned from Functional Constituencies ("FC Members") (excluding District Council (second) FC)) are generally lower than those of Members returned from Geographical Constituencies ("GC Members"), which may be attributable to the fact that FC Members generally

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<sup>6</sup> For part-time staff, the average turnover rate in 2016-2017 and 2017-2018 are 20% (20 out of the 100 part-time staff left during 2016-2017) and 23% (29 out of the 125 part-time staff left during 2017-2018) respectively.

<sup>7</sup> According to the surveys conducted in the Fifth LegCo, the staff turnover rates in Members' offices in the first two legislative years of the Fifth LegCo were 21% and 16% respectively.

employ fewer staff than GC Members and hence can afford to pay higher salaries to their staff.

Optimal staffing complement

13. Regarding optimal staffing complement in Members' offices, based on the returns of 39 Members in the survey, there is no majority view among Members. A breakdown of the views of the responding Members on the optimal number of staff required by them is shown in the following table:

Number of staff required by Members								
	FC		DC (second) FC		GC		Overall	
	Full-time staff	Part-time staff	Full-time staff	Part-time staff	Full-time staff	Part-time staff	Full-time staff	Part-time staff
Range	3-13	0-3	11-15	0-5	5-27	0-6	3-27	0-6
Average	6.6	0.9	13.0	2.3	11.9	2.3	9.6	1.7

A further breakdown of the responding Members' views on the categories of staff required by them is in **Appendix VII**.

14. On remuneration package for staff who are degree-holders:
- (a) 34% (13 of the 38 responding Members) consider that the minimum salary of their full-time staff at managerial/professional level should be in the range of \$35,000 to less than \$45,000;
  - (b) 32% (12 Members) and 26% (10 Members) consider that the minimum salary of those who are degree holders below managerial level should be in the range of \$15,000 to less than \$20,000 and \$30,000 to less than \$35,000 respectively; and
  - (c) 92% (35 Members) consider that in addition to salary, it is necessary to provide other benefits to these groups of staff. The types of cash benefits suggested <sup>8</sup> include: (i) bonus/double pay/gratuity (33 Members); (ii) medical benefits (26 Members); (iii) study allowance (4 Members); and (iv) travelling allowance (2 Members).

15. In addition to the amount required for employing full-time staff who are degree holders, 22% (8 of the 36<sup>9</sup> responding Members) consider that they require \$40,000 to less than \$50,000 per month for employing other full-time staff and

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<sup>8</sup> Some Members have suggested more than one type of benefits.  
<sup>9</sup> Two of the 38 Members who responded to the parts of the survey on optimal staffing complement and remuneration package did not specify the amount required for retaining part-time staff.



part-time staff irrespective of their education level, while 19% (7 Members) consider that they require \$100,000 to less than \$150,000 per month for this purpose.

16. As mentioned in paragraph 7 above, the amount of OOER available to Members for meeting staff expenses in 2018-2019 is \$157,698 per month. Based on this level of financial provision and the views of the 36 responding Members on optimal staffing complement (**Appendix VIII**), the current financial provision is insufficient to meet the expenses required for maintaining an optimal staffing complement for the majority of the responding Members (30 Members). During the Subcommittee's deliberations on the survey findings, a member points out that on the basis of the returns of the responding Members, an average of about \$232,000 per month is required by these Members for maintaining an optimal staffing complement, which exceeds the aforementioned current financial provision of \$157,698 per month. Another member has expressed the view that there should be a substantial increase to the accountable OOER to enable Members to have sufficient resources to recruit and retain a team of quality staff to support their work.

**(C) Office Operation Expenses Reimbursement – district offices**

17. Based on the utilization rates of OOER in the previous LegCo terms, a Member on average deploys about 10% of OOER on office accommodation expenses<sup>10</sup> (i.e. about \$22,528 per month based on the level of OOER in 2018-2019). To facilitate the Subcommittee's review of the resources required by Members for operating district offices, Members were invited to provide relevant information for 2017-2018 for analysis.

18. According to the returns of 47 Members, the average number of district offices operated by Members in 2017-2018 is 2.3. A breakdown of the number of district offices operated by the responding Members by landlords is shown in the following table:

	District offices operated by Members*							
	FC		DC (second) FC		GC		Overall	
Landlords	Number	%	Number	%	Number	%	Number	%
Hong Kong Housing Authority	5.5	38.6	4	28.6	47.18	60.1	56.68	53.1
Link REIT	0	0	0	0	1	1.3	1	0.9
Private landlords	8.75	61.4	10	71.4	30.3	38.6	49.05	46.0
<b>Total</b>	<b>14.25</b>	<b>100</b>	<b>14</b>	<b>100</b>	<b>78.48</b>	<b>100</b>	<b>106.73</b>	<b>100</b>
<b>Range</b>	<b>0-3</b>	<b>-</b>	<b>1-9</b>	<b>-</b>	<b>0.7-8</b>	<b>-</b>	<b>0-9</b>	<b>-</b>
<b>Average</b>	<b>0.8</b>	<b>-</b>	<b>3.5</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>2.3</b>	<b>-</b>

(\*The central office in the LegCo Complex provided for each Member is excluded.)

<sup>10</sup> Accommodation expenses include rental expenses, rates, government rents, management fees and utility charges.

19. Regarding the amount of office accommodation expenses incurred by the 47 responding Members in 2017-2018:

- (a) 9 Members (19%) did not operate any district office;
- (b) the district office rental expenses incurred by 27 Members (57%) were fully funded by Members' OOER and their average annual rental expenses were \$226,226 (i.e. \$18,852 per month); and
- (c) for the remaining 11 Members (24%) whose office rental expenses were not fully funded by Members' OOER, based on the information provided by 8 of these Members, their average annual office rental expenses were \$330,900 (i.e. \$27,575 per month).

20. As regards the optimum number of district offices (excluding the central office) required for effectively discharging their role and responsibilities as a LegCo Member, based on the returns of 29 Members who responded to this part of the survey, the average optimum number of district offices required by a Member is 4.2. A breakdown of their views is shown in the following table:

	Number of district offices required by Members*			
	FC	DC (second) FC	GC	Overall
Range	0-6	2-4	2-10	0-10
Average	3.0	3.0	4.8	4.2

(\*The central office in the LegCo Complex provided for each Member is excluded.)

21. Based on the average annual rental expenses per office<sup>11</sup> calculated on the basis of information provided by 35 Members, the projected expenses for renting 4.2 district offices would be \$388,180 per annum or \$32,348 per month, which exceeds the current financial provision of \$22,528 per month for office rental mentioned in paragraph 17 above.

22. In addition to the above findings, some Members have expressed the view in the survey that Members should be provided with adequate funding for leasing offices of at least 30m<sup>2</sup> from private landlords in the districts they are serving. Further details of the findings relating to district offices as reported in paragraphs 18 to 20 are in **Appendix IX**.

23. Noting from the survey findings that the actual number of district offices operated by the responding FC Members as well as the optimal number of district offices required by them are generally lower than those of the responding GC

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<sup>11</sup> The average annual rental per office is \$92,424 as shown in Appendix IX.

Members, a Subcommittee member has expressed the view that additional resources should be provided to GC Members for meeting office accommodation expenses, having regard to their greater need and aspiration in operating district offices than FC Members. The Subcommittee notes that the issue of whether FC Members and GC Members should be provided with different levels of resources had been discussed in previous LegCo terms and Members' views were divided.

**(D) Entertainment and Travelling Expenses Reimbursement**

24. An annual provision of Entertainment and Travelling Expenses Reimbursement ("ETER") is provided to each LegCo Member for covering entertainment, liaison and travelling expenses incurred by the Member or his/her staff in or outside Hong Kong for LegCo business. ETER is adjusted annually in October in accordance with the movement of CPI(C). In 2018-2019, the ceiling for ETER is \$215,910 per annum (i.e. \$17,993 per month). To facilitate the review, Members were invited to give views on the current level of ETER.

25. Among the 50 Members who have responded to this part of the survey, 48% (24 Members) consider the current level of ETER inadequate; 8% (4 Members) consider it adequate; and 44% (22 Members) have no comment.

26. Of the 24 Members who consider that the amount of ETER should be increased, 18 Members have specified the proposed amount of increase, as summarized in the table below:

<b>Range of the proposed amount of ETER</b>	<b>Number of Members</b>
\$220,000 to less than \$230,000	1
\$230,000 to less than \$240,000	4
\$240,000 to less than \$250,000	10
\$250,000 to less than \$260,000	1
\$260,000 to less than \$270,000	1
\$270,000 to less than \$280,000	0
\$280,000 to less than \$290,000	0
\$290,000 to less than \$300,000	0
\$300,000 to less than \$310,000	1
Not specified	6
<b>Total</b>	<b>24</b>

27. Other views expressed include: (a) ETER should be adjusted according to the inflation rate as well as the percentages of fare and toll increases applied by franchised public transport companies and tunnel companies (1 Member); and (b) given the high tunnel tolls, consideration should be given to reimbursing Members' actual tunnel toll charges on an accountable basis with no pre-set ceiling (1 Member).

28. Other views given by Members in the survey relating to OER arrangements are set out in **Appendix X**.

### **PART III – Members' Remuneration**

29. LegCo Members are provided with a monthly remuneration, an annual accountable medical allowance and an end-of-service gratuity pitched at 15% of the total remuneration received by a Member during a LegCo term. Members' monthly remuneration and the medical allowance are adjusted annually in October in accordance with the movement of CPI(C). In 2018-2019, the remuneration of Members is \$98,540 per month<sup>12</sup> and the medical allowance is \$34,320 per annum. Any unused medical allowance in a year can be carried forward to the following year(s) until the end of a LegCo term.

#### **(A) Monthly remuneration**

30. Among the 50 Members who have responded to this part of the survey, 68% (34 Members) have no specific views, and 32% (16 Members) consider that the remuneration of LegCo Members should be increased. Eleven of these 16 Members consider that in determining the level of Members' remuneration, reference should be made to that of politically-appointed officials<sup>13</sup> or directorate officers in the civil service. Among these 11 Members, 7 Members have also expressed the view that Members with other remunerated work should receive a different level of remuneration.<sup>14</sup>

31. During the Subcommittee's deliberations on the survey findings, members have expressed the following views on Members' monthly remuneration:

- (a) it is important to have a proper basis for determining Members' remuneration (2 members);
- (b) members of the public have raised queries on the effectiveness of LegCo work and it is not appropriate to substantially increase Members' remuneration (1 member); and

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<sup>12</sup> LegCo Members who also serve on the Executive Council receive two-thirds of the remuneration of other LegCo Members.

<sup>13</sup> Proposals include setting LegCo Members' remuneration at 30%-50% of that of a Director of Bureau ("DoB"); and making reference to the remuneration of a Deputy Director of Bureau in determining Members' remuneration. There is also a view that Members' remuneration be adjusted annually according to civil service pay adjustment for senior officers or CPI(C), whichever is the higher.

<sup>14</sup> These Members have suggested that LegCo Members should receive 50% of the remuneration of a DoB, while Members with remuneration from other work which exceeds the remuneration of Members by 5% to 10% should receive 30% of the remuneration of a DoB.

- (c) the annual adjustment rate for Members' monthly remuneration, which is based on CPI(C), has persistently been lower than that of civil service pay over a long period of time. To ensure LegCo Members receive a reasonable level of remuneration, their remuneration should be linked to an appropriate salary point of civil service pay, and civil service pay adjustment instead of CPI(C) should be used as the basis for annual adjustment of their remuneration (1 member).

Information on how the monthly remuneration of LegCo Members compared to the nearest equivalent point(s) of the Master Pay Scale of the civil service in the past 10 years is shown in **Appendix XI**.

### **(B) Medical allowance**

32. A total of 54 Members have responded to this part of the survey. 35% (19 Members) of them have provided views on this issue:

- (a) the level of medical allowance should be set with reference to the age of Members, so as to ensure that Members of different age strata have adequate resources to take out medical insurance which meets their needs (7 Members);
- (b) group medical insurance should be arranged for Members (5 Members);
- (c) the medical allowance should be provided to Members on a term basis instead of an annual basis to enable Members to have more flexibility in using the allowance and to cater for unforeseen circumstances (5 Members);
- (d) the medical allowance should be increased by 10%-15% (1 Member); and
- (e) making reference to the relevant arrangements in universities, the medical allowance should cover a Member's direct relatives (1 Member).

### **(C) Gratuity**

33. Among the 50 Members who have responded to this part of the survey, 98% (49 Members) have no specific view on the level of gratuity for Members. One Member is of the view that as the gratuity is for Members' retirement protection, it should be non-taxable or the level of gratuity should be increased to offset the tax payment. On the other hand, there is a view that given that gratuities received by

employees in Hong Kong are taxable, there is no strong justification for treating Members' gratuity in a different manner.

#### **PART IV – Advice sought**

34. Based on the outcome of the two surveys with all Members conducted in April 2018 and February 2019, the majority of Members of LegCo support the proposal to adopt a weighted index as the basis for annual adjustment of Members' OOER. The Subcommittee recommends that the Administration should be invited to consider the proposal as set out in paragraph 5. The Subcommittee also agrees that the information obtained in the surveys and individual members' views should be relayed to the Administration for consideration.

35. The House Committee is invited to note the findings and recommendation in this Report and agree to forward this Report to the Administration for consideration by the Independent Commission.

**Subcommittee on Members' Remuneration  
and Operating Expenses Reimbursement**

**Membership list**

**2016 – 2020**

<b>Chairman</b>	Hon WONG Ting-kwong, GBS, JP
<b>Members</b>	Hon CHAN Hak-kan, BBS, JP
	Hon WU Chi-wai, MH
	Hon IP Kin-yuen
	Hon Martin LIAO Cheung-kong, SBS, JP
	Ir Dr Hon LO Wai-kwok, SBS, MH, JP
	Hon CHU Hoi-dick
	Hon HO Kai-ming
	Hon Jeremy TAM Man-ho
	(Total : 9 members)
<b>Clerk</b>	Ms Amy YU

**QUESTIONNAIRE**  
*(to be completed by all Members)*

*(please return on or before 22 February 2019)*

Ref : AM 12/01/19 (16-20)

To : Ms Amy YU  
Clerk to Subcommittee on Members' Remuneration  
and Operating Expenses Reimbursement  
Legislative Council Secretariat  
(Fax: 2521 7518)

**Subcommittee on Members' Remuneration and  
Operating Expenses Reimbursement**

**Review of Members' Remuneration and Operating Expenses Reimbursement  
for Members of the Seventh Legislative Council**

<b>Part I - Operating Expenses Reimbursement</b>
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**(A) Office Operation Expenses Reimbursement - staff expenses**

Under the existing reimbursement arrangements, each Legislative Council ("LegCo") Member is provided with an annual accountable provision of Office Operation Expenses Reimbursement ("OOER") for reimbursing Members' office operation expenses such as staffing expenses, office accommodation expenses, expenses on publicity items, etc. OOER is subject to annual adjustment in October in accordance with the movement of Consumer Price Index (C) ("CPI(C)"). Any surplus from a year's OOER can be rolled over to the following year until the end of a LegCo term. Currently, the ceiling of OOER is \$2,703,390 per annum (i.e. \$225,282 per month). Based on the utilization rates of OOER in the previous LegCo terms, a Member on average deploys about 70% of OOER on staff expenses (i.e. \$157,698 per month based on the current level of OOER). According to the findings of the survey conducted by the former Subcommittee formed in the Fifth LegCo in March 2015, the number of full-time staff<sup>1</sup> and part-time staff<sup>2</sup> employed by Members ranged from 3 to 20 and 0 to 11 respectively, with an average of 9 full-time staff and 2 part-time staff.

To assess the amount of resources required for recruiting and retaining a team of quality staff to support the work of a LegCo Member and the adequacy of the current level of OOER for meeting Members' staff expenses, Members are invited to provide relevant information on their actual staffing support during the second reimbursement year of the current term (i.e. from 1 October 2017 to 30 September 2018) in Question 1 below; and their views on the optimal staffing support required for effectively discharging their LegCo duties in Question 2 below.

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<sup>1</sup> Full-time staff refer to those who work 30 hours or more per week.

<sup>2</sup> Part-time staff refer to those who work less than 30 hours per week.



**QUESTION 1 :** Please provide details of all the staff employed by you (including those not funded by Members' operating expenses reimbursements) during the second reimbursement year (i.e. from 1 October 2017 to 30 September 2018) in the two tables below.

**(a) Full-time staff employed for the period from 1 October 2017 to 30 September 2018**

Staff employed during the period	Post title	Remuneration				Education		Total years of work experience	Years of service in Member's office
		Monthly salary \$	Annual pay adjustment, if any %	Year-end bonus / double pay, if any \$	End-of-service gratuity, if any %	University or above (pls tick)	Below university (pls tick)		
1 <sup>st</sup>									
2 <sup>nd</sup>									
3 <sup>rd</sup>									
4 <sup>th</sup>									
5 <sup>th</sup>									
6 <sup>th</sup>									
7 <sup>th</sup>									
8 <sup>th</sup>									
9 <sup>th</sup>									
10 <sup>th</sup>									

(If space is insufficient, please provide the information in a separate sheet.)

**(b) Part-time staff employed for the period from 1 October 2017 to 30 September 2018**

Staff employed during the period	Post title	Remuneration				Education		Total years of work experience	Years of service in Member's office
		Monthly salary \$	Annual pay adjustment, if any %	Year-end bonus / double pay, if any \$	End-of-service gratuity, if any %	University or above (pls tick)	Below university (pls tick)		
1 <sup>st</sup>									
2 <sup>nd</sup>									
3 <sup>rd</sup>									

(If space is insufficient, please provide the information in a separate sheet.)

In working out the level of OOER for LegCo Members of the Sixth LegCo, one of the working assumptions adopted by the Independent Commission on Remuneration for Members of the Executive Council and the Legislature, and Officials under the Political Appointment System of HKSAR was that each Member would employ 7 full-time staff, comprising 1 at management/professional level, 2 degree-holders with three to five years' work experience, and 4 clerical support staff, with salaries comparable with those of workers of similar qualifications and experience in the private sector. Members are invited to indicate their views on the optimal staffing support in their offices.

**QUESTION 2 :** To effectively discharge my role and responsibilities as a LegCo Member, I consider that the **optimal staffing complement** in my offices and the pay packages which are competitive enough to retain the service of my staff should be:

Category	Total number of staff required*	Minimum relevant work experience required	Pay package for Member's staff			
			Minimum monthly salary for each staff \$	Double pay/year-end bonus (Yes/No) If yes, please specify amount (\$)	End-of service gratuity (Yes/No) If yes, please specify %	Other benefits (Yes/No) If yes, please specify nature and amount
<b>(I) Full-time staff</b>						
(a) Staff at managerial /professional level						
(b) Degree holders below managerial level						
(c) Clerical support staff						
(d) Others (please specify)						
<b>(II) Part-time staff</b>						

(\*Can be zero for any category.)

**(B) Office Operation Expenses Reimbursement - district offices**

Based on the utilization rates of OOER in the previous LegCo terms, a Member on average deploys about 7% to 10% of OOER on office accommodation expenses<sup>3</sup> (i.e. about \$15,770 to \$22,528 per month based on the current level of OOER). According to the reimbursement claims submitted by Members in June 2016, the average number of district offices (excluding the central office in the LegCo Complex) operated by each Member in the Fifth LegCo ranged from 0 to 4.2, with an average of 1.6.

To facilitate the Subcommittee's review of the resources required by Members for operation of district offices, Members are invited to provide relevant information covering the second reimbursement year of the current term (i.e. from 1 October 2017 to 30 September 2018) in Questions 3 to 5 below; and their views on the optimal number of district offices required for effectively discharging their LegCo duties in Question 6 below.

**QUESTION 3 :** The average number of district offices<sup>4</sup> (**excluding** the central office in the LegCo Complex) operated by me during the period from 1 October 2017 to 30 September 2018 was \_\_\_\_\_ (regardless of whether the expenses involved were funded by Members' OOER). Of these district offices, \_\_\_\_\_ was/were leased from the Housing Authority, \_\_\_\_\_ from Link REIT, and \_\_\_\_\_ from private landlords.

**QUESTION 4 :** The total district office rental expenses incurred by me during the period from 1 October 2017 to 30 September 2018 was \$\_\_\_\_\_.

**QUESTION 5 :** Please indicate whether the total district office rental expenses incurred by you in 2017-2018 as stated in your answer to Question 4 above were fully funded by Members' OOER.

- Yes. The office rental expenses were fully funded by Members' OOER.
- No. Only \$\_\_\_\_\_ of the total rental expenses stated in my answer to Question 4 were funded by Members' OOER.

**QUESTION 6 :** I consider that the optimum number of district offices (**excluding** the central office) required for effectively discharging my role and responsibilities as a LegCo Member should be \_\_\_\_\_.

**(C) Staff turnover in Members' offices**

According to the findings of the survey conducted by the former Subcommittee formed in the Fifth LegCo in March 2015, the average turnover rate of Members' full-time staff in the 2013-2014 legislative year was 16%. To ascertain the latest staff turnover information, Members are invited to provide relevant information covering the first two reimbursement years of the current term (i.e. from 1 October 2016 to 30 September 2017 and from 1 October 2017 to 30 September 2018) in Questions 7 and 8 below.

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<sup>3</sup> Accommodation expenses include rental expenses, rates, government rents, management fees and utility charges.  
<sup>4</sup> For a joint district office, please indicate your shared portion. For example, if a LegCo Member shares a district office with another LegCo Member on a 50:50 basis, it should be counted as 0.5 office.

**QUESTION 7 :** The average number of staff employed by me and the number of staff who left during the periods from 1 October 2016 to 30 September 2017 and from 1 October 2017 to 30 September 2018 were:

	2016-2017		2017-2018	
	Average number of staff employed	Number of staff left	Average number of staff employed	Number of staff left
Full-time staff				
Part-time staff				

**QUESTION 8 :** Details of the staff who left during the period from 1 October 2016 to 30 September 2018 are provided in the two tables below.

**(a) Staff who left during the period from 1 October 2016 to 30 September 2017**

Staff employed during the period	Post title	Remuneration				Education		Total years of work experience	Years of service in Member's office	Reasons for leaving (*pls mark the relevant numbers)
		Monthly salary \$	Annual pay adjustment, if any %	Year-end bonus / double pay, if any \$	End-of-service gratuity, if any %	University or above (pls tick)	Below university (pls tick)			
<b>(I) Full-time staff</b>										
1 <sup>st</sup>										
2 <sup>nd</sup>										
3 <sup>rd</sup>										
4 <sup>th</sup>										
5 <sup>th</sup>										
<b>(II) Part-time staff</b>										
1 <sup>st</sup>										
2 <sup>nd</sup>										
3 <sup>rd</sup>										
4 <sup>th</sup>										
5 <sup>th</sup>										

(if space is insufficient, please provide the information in a separate sheet)

**(b) Staff who left during the period from 1 October 2017 to 30 September 2018**

Staff employed during the period	Post title	Remuneration				Education		Total years of work experience	Years of service in Member's office	Reasons for leaving (*pls mark the relevant numbers)
		Monthly salary \$	Annual pay adjustment, if any %	Year-end bonus / double pay, if any \$	End-of-service gratuity, if any %	University or above (pls tick)	Below university (pls tick)			
<b>(I) Full-time staff</b>										
1 <sup>st</sup>										
2 <sup>nd</sup>										
3 <sup>rd</sup>										
4 <sup>th</sup>										
5 <sup>th</sup>										
<b>(II) Part-time staff</b>										
1 <sup>st</sup>										
2 <sup>nd</sup>										
3 <sup>rd</sup>										
4 <sup>th</sup>										
5 <sup>th</sup>										

(if space is insufficient, please provide the information in a separate sheet)

- \* Reasons for leaving :  
(can choose more than one reason)
- (1) find a job with better pay
  - (2) find a job with better prospect
  - (3) find a job with better working hours
  - (4) find a job with different job nature
  - (5) long working hours
  - (6) great work pressure
  - (7) undesirable work environment
  - (8) lack of job security
  - (9) pursue further study
  - (10) family reason
  - (11) work for another Member
  - (12) dismissal due to performance, misconduct, etc
  - (13) other reasons (pls specify)

## **(D) Entertainment and Travelling Expenses Reimbursement**

At present, an annual provision of Entertainment and Travelling Expenses Reimbursement ("ETER") is provided to each LegCo Member. Entertainment, liaison and travelling expenses incurred by a Member or his/her staff in or outside Hong Kong for LegCo business can be reimbursed against claims certified by the Member without supporting documents. Up to 50% of ETER can be deployed for meeting staff expenses, but the portion so deployed will be accountable. The ceiling for ETER is adjusted annually in October in accordance with the movement of CPI(C). Following the latest price adjustment with effect from 1 October 2018, the amount of ETER is \$215,910 per annum. The overall average utilization rates of ETER per Member in the Fifth LegCo and the first reimbursement year of the Sixth LegCo (i.e. 2016-2017) were about 96.7% and 97.9% respectively. Members are invited to give views on the current level of ETER.

**QUESTION 9 :** Please indicate whether you consider that the current level of ETER is adequate for covering the entertainment, liaison and travelling expenses incurred by Members and their staff in or outside Hong Kong in performing their LegCo duties.

- I consider that the current level of ETER is adequate.
- I consider that the amount of ETER provided to each LegCo Member should be increased from \$215,910 to \$\_\_\_\_\_ per annum (or by \_\_\_\_\_%).
- I have no comment.

## **Part II - Members' Remuneration**

LegCo Members are provided with a monthly remuneration, an annual accountable medical allowance and an end-of-service gratuity pitched at 15% of the total remuneration received by a Member during a LegCo term. Members' monthly remuneration and the medical allowance are adjusted annually in October in accordance with the movement of CPI(C). After the latest CPI(C) adjustment on 1 October 2018, the remuneration of Members is \$98,540 per month and the medical allowance is \$34,320 per annum. Any unused medical allowance in a year can be carried forward to the following year until the end of a LegCo term. The overall average utilization rates of medical allowance per Member in the Fifth LegCo and the first reimbursement year of the Sixth LegCo (i.e. 2016-2017) were about 55.5% and 61.2% respectively.

**QUESTION 10 :** You are invited to indicate whether you have any views on the level of the monthly remuneration of LegCo Members.

- I have no specific view.
- I have the following views on the level of the monthly remuneration of LegCo Members:

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(If space is insufficient, please provide the information in a separate sheet.)

**QUESTION 11 :** You are invited to indicate whether you have any views on the level of the medical allowance provided to LegCo Members.

- I have no specific view.
- I have the following views on the level of the medical allowance provided to LegCo Members:

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(If space is insufficient, please provide the information in a separate sheet.)

**QUESTION 12 :** You are invited to indicate whether you have any views on the rate of gratuity of LegCo Members.

- I have no specific view.
- I have the following views on the rate of gratuity of LegCo Members:

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(If space is insufficient, please provide the information in a separate sheet.)

**Part III - Other Comments**

Other comments, if any:

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(If space is insufficient, please provide the information in a separate sheet.)

I understand that the above information will be used for the conduct of the review of Members' Remuneration and Operating Expenses Reimbursement for Members of the Seventh LegCo. The Secretariat may contact \_\_\_\_\_ (name of the officer responsible) at \_\_\_\_\_ (telephone number) for enquiries on the information provided in this questionnaire.

Signature : \_\_\_\_\_  
Name of Member : \_\_\_\_\_  
Name of contact person  
and telephone number : \_\_\_\_\_  
Date : \_\_\_\_\_



## Appendix III

### Summary of findings of the survey on number of staff employed by Members

Number of responding Members: 49

Number of staff employed by Members								
Method by which Members are returned	Functional Constituencies ("FC")		District Council (second) FC		Geographical Constituencies		Overall	
	Full-time staff	Part-time staff	Full-time staff	Part-time staff	Full-time staff	Part-time staff	Full-time staff	Part-time staff
Range <sup>1</sup>	3-12	0-3	6-12	2-6	5-16	0-11	3-16	0-11
Average <sup>1</sup>	5.8	1.1	9.0	3.3	9.4	3.5	8.0	2.6

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<sup>1</sup> A Member returned by Geographical Constituencies submitted a return indicating that 9 staff are jointly employed by him and other Members. These 9 staff are excluded in calculating the range of staff employed but included in calculating the average number of full-time staff for Members returned by Geographical Constituencies.

## Staff employed by Members and turnover rates of Members' staff (2017-2018)

Member	Number of staff employed by Members			Number of Members' staff left			Turnover rate of full-time staff	Turnover rate of part-time staff
	Full-time	Part-time	Total	Full-time	Part-time	Total		
<b>Functional Constituencies</b>								
(1)	3	0	3	0	0	0	0.0%	N/A
(2)	7	2	9	0	0	0	0.0%	0%
(3)	5	0	5	0	0	0	0.0%	N/A
(4)	7	0	7	0	0	0	0.0%	N/A
(5)	5	0	5	0	0	0	0.0%	N/A
(6)	4	0	4	0	0	0	0.0%	N/A
(7)	6	2	8	0	0	0	0.0%	0%
(8)	3	3	6	0	0	0	0.0%	0%
(9)	3	1	4	0	1	1	0.0%	100.0%
(10)	4	3	7	0	2	2	0.0%	66.7%
(11)	6	0	6	1	0	1	16.7%	N/A
(12)	5	1	6	1	0	1	20.0%	0%
(13)	5	2	7	1	1	2	20.0%	50.0%
(14)	5	1	6	1	0	1	20.0%	0%
(15)	9	0	9	2	0	2	22.2%	N/A
(16)	7	0	7	2	0	2	28.6%	N/A
(17)	9	3	12	3	2	5	33.3%	66.7%
(18)	6	1	7	2	0	2	33.3%	0%
(19)	12	2	14	5	0	5	41.7%	0%
<b>District Council (second) functional constituency</b>								
(20)	6	6	12	0	2	2	0.0%	33.3%
(21)	11	2	13	2	0	2	18.2%	0%
(22)	12	2	14	3	0	3	25.0%	0%
(23)	7	3	10	2	0	2	28.6%	0%
<b>Geographical Constituencies</b>								
(24)	7	1	8	0	0	0	0%	0%
(25)	8	3	11	0	0	0	0%	0%
(26)	7	4	11	0	0	0	0%	0%
(27)	6	3	9	0	0	0	0%	0%
(28)	11	0	11	0	0	0	0%	N/A
(29)	9	3	12	0	1	1	0%	33.3%
(30)	9	9	18	0	0	0	0%	0%
(31)	9	1	10	0	1	1	0%	100.0%
(32)	13	4	17	1	1	2	7.7%	25.0%
(33)	10	0	10	1	0	1	10.0%	N/A
(34)	9	2	11	1	0	1	11.1%	0%
(35)	9	0	9	1	0	1	11.1%	N/A
(36)	8	5	13	1	1	2	12.5%	20.0%
(37)	8	1	9	1	0	1	12.5%	0%
(38)	7	0	7	1	0	1	14.3%	N/A
(39)	6	3	9	1	0	1	16.7%	0%
(40)	5	0	5	1	0	1	20.0%	N/A
(41)	9	11	20	2	4	6	22.2%	36.4%
(42)	14	2	16	4	1	5	28.6%	50.0%
(43)	10	3	13	3	1	4	30.0%	33.3%
(44)	10	10	20	3	1	4	30.0%	10.0%
(44) Note	9	0	9	3	0	3	33.3%	0%
(45)	6	5	11	2	1	3	33.3%	20.0%
(46)	7	5	12	3	1	4	42.9%	20.0%
(47)	16	5	21	7	4	11	43.8%	80.0%
(48)	9	0	9	4	0	4	44.4%	N/A
(49)	13	11	24	6	4	10	46.2%	36.4%
	<b>Total: 391</b>	<b>Total: 125</b>	<b>Total: 516</b>	<b>Total: 71</b>	<b>Total: 29</b>	<b>Total: 100</b>	<b>Average: 18.2%</b>	<b>Average: 23.2%</b>

Note: These are the staff jointly employed by Member (44) and other Members.

## Appendix V

### Summary of findings of the survey on the salary ranges of full-time staff employed by Members

Based on the returns of 49 Members, the salary ranges of the 391 full-time staff employed by these Members are summarized below:

	Number of full-time staff employed by Members							
Method by which Members are returned	Functional Constituencies ("FC")		District Council (second) FC		Geographical Constituencies		Overall	
Salary range	Number	%	Number	%	Number	%	Number	%
\$5,000 to less than \$10,000	0	0	1	2.8	3	1.2	4	1.0
\$10,000 to less than \$15,000	14	12.6	18	50.0	93	38.1	125	31.9
\$15,000 to less than \$20,000	23	20.7	12	33.4	80	32.8	115	29.4
\$20,000 to less than \$25,000	31	28.0	1	2.8	34	13.9	66	16.9
\$25,000 to less than \$30,000	14	12.6	2	5.5	10	4.1	26	6.7
\$30,000 to less than \$35,000	6	5.4	0	0	7	2.9	13	3.3
\$35,000 to less than \$40,000	7	6.3	2	5.5	7	2.9	16	4.1
\$40,000 or above	16	14.4	0	0	10	4.1	26	6.7
<b>Total</b>	<b>111</b>	<b>100</b>	<b>36</b>	<b>100</b>	<b>244</b>	<b>100</b>	<b>391</b>	<b>100</b>

## Appendix VI

### Details of findings relating to Members' full-time staff who left in 2017-2018

<b>Salary range</b>	<b>Full-time staff</b>	<b>%</b>	<b>Part-time staff</b>	<b>%</b>
Less than \$5,000	0	0.0	6	20.7
\$5,000 to less than \$10,000	0	0.0	11	37.9
\$10,000 to less than \$15,000	28	39.5	4	13.9
\$15,000 to less than \$20,000	26	36.6	1	3.4
\$20,000 to less than \$25,000	8	11.3	0	0.0
\$25,000 to less than \$30,000	3	4.2	0	0.0
\$30,000 to less than \$35,000	2	2.8	0	0.0
\$35,000 to less than \$40,000	1	1.4	0	0.0
\$40,000 or above	3	4.2	1	3.4
Hourly rate	0	0.0	5	17.3
Not specified	0	0.0	1	3.4
<b>Total</b>	<b>71</b>	<b>100.0</b>	<b>29</b>	<b>100.0</b>

<b>Annual pay adjustment</b>	<b>Full-time staff</b>	<b>%</b>	<b>Part-time staff</b>	<b>%</b>
Less than 5%	18	25.4	6	20.7
5% to less than 10%	10	14.1	0	0.0
10% to less than 15%	0	0.0	0	0.0
15% or above	2	2.8	0	0.0
Not specified	41	57.7	23	79.3
<b>Total</b>	<b>71</b>	<b>100.0</b>	<b>29</b>	<b>100.0</b>

<b>Education</b>	<b>Full-time staff</b>	<b>%</b>	<b>Part-time staff</b>	<b>%</b>
University or above	47	66.2	14	48.3
Below university	15	21.1	9	31.0
Not specified	9	12.7	6	20.7
<b>Total</b>	<b>71</b>	<b>100.0</b>	<b>29</b>	<b>100.0</b>

<b>Total years of working experience</b>	<b>Full-time staff</b>	<b>%</b>	<b>Part-time staff</b>	<b>%</b>
Less than 5	19	26.8	8	27.6
5 to less than 10	8	11.3	2	6.9
10 to less than 15	7	9.8	1	3.4
15 to less than 20	0	0.0	0	0.0
20 or above	3	4.2	7	24.2
Not specified	34	47.9	11	37.9
<b>Total</b>	<b>71</b>	<b>100.0</b>	<b>29</b>	<b>100.0</b>

<b>Years of service in Member's office</b>	<b>Full-time staff</b>	<b>%</b>	<b>Part-time staff</b>	<b>%</b>
Less than 1	14	19.7	11	37.9
1 to less than 2	23	32.4	7	24.2
2 to less than 3	6	8.5	3	10.3
3 to less than 5	3	4.2	1	3.4
5 to less than 8	5	7.0	2	6.9
8 to less than 10	0	0.0	0	0.0
10 or above	1	1.4	0	0.0
Not specified	19	26.8	5	17.3
<b>Total</b>	<b>71</b>	<b>100.0</b>	<b>29</b>	<b>100.0</b>

<b>Reasons for leaving</b>	<b>Full-time staff</b>	<b>Part-time staff</b>
(1) find a job with better pay	16	2
(2) find a job with better prospect	22	1
(3) find a job with better working hours	6	0
(4) find a job with different job nature	10	1
(5) long working hours	7	0
(6) great work pressure	8	0
(7) undesirable working environment	4	0
(8) lack of job security	5	0
(9) pursue further study	7	8
(10) family reason	7	1
(11) work for another Member	6	2
(12) dismissal due to performance, misconduct, etc	0	0
(13) other reasons	18	14
Not specified	4	1
<b>Total</b>	<b>120<sup>1</sup></b>	<b>30<sup>1</sup></b>

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<sup>1</sup> Some Members' staff have more than one reason for leaving.

## Appendix VII

### Summary of findings of the survey on optimal staffing complement in Members' offices

Number of responding Members: 39

Optimal number of full-time staff required by Members												
Method by which Members are returned	Functional Constituencies ("FC")			District Council (second) FC			Geographical Constituencies			Overall		
	Managerial/professional level	Degree holders below managerial level	Clerical support and other staff	Managerial/professional level	Degree holders below managerial level	Clerical support and other staff	Managerial/professional level	Degree holders below managerial level	Clerical support and other staff	Managerial/professional level	Degree holders below managerial level	Clerical support and other staff
Range	0-4	1-8	0-3.5	2	5-8	0-5	1-4	1-15	0-10	0-4	1-15	0-10
Average	1.4	3.5	1.7	2.0	7.0	4.0	2.3	5.7	3.9	1.9	4.8	2.9

## Optimal staffing complement in Members' offices and funding required

Member	Full-time staff at managerial/professional level	Full-time staff who are degree holders below managerial level	Full-time clerical support staff	Other full-time staff	Total full-time staff required	Part-time staff required	Minimum monthly salary of (A)	Minimum monthly salary of (B)	Minimum monthly salary of (C)	Minimum monthly salary of (D)	Minimum monthly salary of (F)	Other benefits that should be provided to (A)	Amount required per month for full-time staff at managerial/professional level and those who are degree holders below managerial level	Amount required per month for full-time clerical support staff, other full-time staff and part-time staff	Total amount required per month for maintaining an optimal staffing complement
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
<b>Functional Constituencies</b>															
(1)	-	3	-	-	3	-		28,779				medical allowance and study allowance	86,337	0	86,337
(2)	1	1	1	1	4	-	53,000	30,000	10,000	10,000		Double pay	83,000	20,000	103,000
(3)	1	3	-	1	5	-	45,000	25,000		15,000		Double pay, bonus and medical allowance	120,000	15,000	135,000
(4)	1	3	-	-	4	1	55,000	15,500			23,500		119,500	23,500	143,000
(5)	1	3	2	-	6	-	50,000	30,000	20,000			Double pay and gratuity 15%	140,000	40,000	180,000
(6)	1	3	2	-	6	-	50,000	30,000	20,000			Double pay and gratuity 15%	140,000	40,000	180,000
(7)	2	7	3.5	-	12.5	1.5	20,000	14,000	10,000		6,000	Double pay and medical allowance	138,000	44,000	182,000
(8)	2	2	2	-	6	-	45,000	30,000	20,000			Gratuity 10% and medical allowance	150,000	40,000	190,000
(9)	1	3	2	1	7	-	45,000	30,000	20,000	15,000			135,000	55,000	190,000
(10)	1	4	2	-	7	2	50,000	25,000	20,000		10,000	Double pay, gratuity 15% and medical allowance	150,000	60,000	210,000
(11)	2	4	-	-	6	1	40,000	30,000			10,000	Double pay and gratuity	200,000	10,000	210,000
(12)	4	4	-	-	8	2	35,000	19,000			6,000	Double pay, bonus, medical allowance, travelling allowance and study allowance	216,000	12,000	228,000
(13)	1	3	3	1	8	1.5	45,000	30,000	19,000	18,000	15,000	Double pay and gratuity 10-15%	135,000	97,500	232,500
(13)	2	8	-	-	10	2	25,000	20,000			10,000	Double pay, gratuity 15%, medical allowance and study allowance	210,000	25,000	235,000
(15)	1	4	1	-	6	-	60,000	40,000	25,000			Double pay and medical allowance	220,000	25,000	245,000
(16)	2	2	3	3	10	3	25,000	18,000	18,000	18,000	\$800/day	Double pay, bonus, gratuity 10-15%, medical allowance and study allowance	86,000	Note	
(17)	1	2	1	-	4	1	Note					Double pay	Note	Note	
<b>District Council (second) functional constituency</b>															
(18)	2	5	2	2	11	-	38,000	25,000	18,000	35,000		Gratuity 10% and medical allowance	201,000	106,000	307,000
(19)	2	8	5	-	15	5	30,000	20,000	15,000		9,000	Double pay, gratuity 10% and medical allowance	232,143	122,143	354,286
(20)	2	8	2	1	13	2	40,000	25,000	15,000	20,000	10,000	Gratuity 10% and medical allowance	287,143	72,143	359,286
<b>Geographical Constituencies</b>															
(21)	2	3	1	-	6	1	18,000	17,000	12,000		8,000	Double pay and medical allowance	87,000	20,000	107,000
(22)	2	2	2	-	6	-	18,000	18,000	18,000			Double pay and gratuity	72,000	36,000	108,000
(23)	2	5.5	1.5	-	9	-	35,000	15,000	15,000			Gratuity 10-15% and medical allowance	152,500	22,500	175,000
(24)	2	2	2	1	7	2	30,000	30,000	13,000	13,000	10,000	Double pay, gratuity 15% and medical allowance	120,000	59,000	179,000
(25)	2	2	4	-	8	-	40,000	25,000	15,000				130,000	60,000	190,000
(26)	1	2	8	-	11	4	30,000	20,000	11,000		8,000	Double pay, gratuity 5-6.7% and medical allowance	70,000	120,000	190,000
(27)	2	4	2	-	8	2	35,000	20,000	18,000		5,120	Double pay, gratuity 10% and medical allowance	150,000	46,240	196,240
(28)	2	4	2	-	8	3	40,000	20,000	14,000		3,500	Double pay, gratuity 15% and bonus	160,000	38,500	198,500
(29)	2	1	2	-	5	4	25,000	30,000	20,000		20,000	Bonus	80,000	120,000	200,000
(30)	2.5	6	1	2	11.5	-	25,000	22,000	18,000	18,000		Double pay and medical allowance	194,500	54,000	248,500
(31)	4	8	2	-	14	1	20,000	18,000	15,000		10,000	Medical allowance	224,000	40,000	264,000
(32)	1	10	4	1	16	3	35,000	16,000	14,500	22,000	4,950	Double pay, gratuity 10% and medical allowance	195,000	94,850	289,850
(33)	2	5	2	8	17	2	40,000	15,000	12,000	13,000	4,000	Gratuity 10% and medical allowance	155,000	136,000	291,000
(34)	2.5	9	1.5	-	13	2	35,000	18,000	16,000		10,000	Double pay, gratuity 15%, medical allowance and travelling allowance	249,500	44,000	293,500
(35)	4	9	2	-	15	6	26,000	15,000	13,000		2,000	Double pay, gratuity 10% and medical allowance	256,143	40,143	296,286
(36)	2	6	1	-	9	2	45,000	30,000	15,000		10,000	Double pay and medical allowance	270,000	35,000	305,000
(37)	2	11	10	-	23	5	40,000	20,000	13,000		3,000	Gratuity 10%	312,143	147,143	459,286
(38)	4	15	8	-	27	4	35,000	20,000	15,000		5,000	Gratuity 10% and medical allowance	452,143	142,143	594,286
(39)	2	3	-	7	12	3	20,000	18,000		13,000	\$50/hour	Bonus and medical allowance	94,000	Note	
<b>Average</b>	<b>1.9</b>	<b>4.8</b>	<b>2.2</b>	<b>0.7</b>	<b>9.6</b>	<b>1.7</b>									<b>232,107</b>

■ Government funding provision of \$157,698 per month is insufficient to meet the expenses required.

Note: These Members did not provide views on the remuneration package that should be provided to full-time staff or the amount required for retaining part-time staff.

**Details of district offices operated by Members in 2017-2018  
and the number of district offices required by Members**

Member	District offices currently operated by Members			Number of district offices required by Members
	Number	Annual office rental expenses (\$)	Fully covered by Office operation expenses reimbursement (Yes/No)	
<b>Functional Constituencies</b>				
(1)	1.25	81,600	Yes	5
(2)	2	94,200	Yes	Not specified
(3)	1	144,000	Yes	Not specified
(4)	1	277,485	Yes	Not specified
(5)	2	343,800	Yes	3
(6)	3	351,000	Yes	6
(7)	3	208,800	No	Not specified
(8)	1	Not specified	No	2
(9)	0	0	N/A	3
(10)	0	0	N/A	2
(11)	0	0	N/A	0
(12)	0	0	N/A	Not specified
(13)	0	0	N/A	Not specified
(14)	0	0	N/A	Not specified
(15)	0	0	N/A	Not specified
(16)	0	0	N/A	Not specified
(17)	0	0	N/A	Not specified
<b>District Council (second) functional constituency</b>				
(18)	2	108,000	Yes	4
(19)	1	146,400	Yes	2
(20)	2	155,760	Yes	3
(21)	9	Not specified	No	Not specified
<b>Geographical Constituencies</b>				
(22)	0.7	48,060	Yes	4
(23)	3	96,000	Yes	3
(24)	1	102,267	Yes	Not specified
(25)	3	160,400	Yes	5
(26)	2	172,800	Yes	3
(27)	2	187,200	Yes	Not specified
(28)	2	189,150	Yes	3
(29)	3.2	194,040	Yes	Not specified
(30)	1.5	204,150	Yes	3
(31)	3.05	247,800	Yes	3
(32)	3	252,672	Yes	Not specified
(33)	3	276,000	Yes	2
(34)	2	277,800	Yes	3
(35)	4.2	278,835	Yes	6
(36)	4	309,500	Yes	Not specified
(37)	6	327,120	Yes	8
(38)	4	370,955	Yes	Not specified
(39)	4	711,115	Yes	5
(40)	2	59,196	No	4
(41)	3	208,800	No	Not specified
(42)	2.83	240,200	No	10
(43)	2	363,600	No	2
(44)	5	396,600	No	4
(45)	8	507,000	No	8
(46)	2	663,000	No	6
(47)	2	Not specified	No	9
<b>Average – per Member</b>	<b>2.3</b>	<b>198,984</b> <b>(excluding those not specifying the office rental expenses)</b>	<b>N/A</b>	<b>4.2</b> <b>(excluding those not specifying the number of district offices required)</b>
<b>Average – per office</b>		<b>92,424</b>		



### **Summary of other views given by Members relating to operating expense reimbursement arrangements**

- (a) The level of annual expenses reimbursement should be increased. An additional accountable allowance for engaging outside parties to conduct policy research should be made available to Members (7 Members);<sup>1</sup>
- (b) The level of office operation expenses reimbursement ("OOER") provided to Members returned by Geographical Constituencies ("GC") should be higher than that returned by Functional Constituencies ("FC") (excluding those returned by District Council (second) FC), having regard to the large number of constituents served by these Members (2 Members<sup>2</sup>);
- (c) Expenses incurred by Members on activities for socializing and building up ties with local communities should be reimbursable (1 Member); and
- (d) Under the existing arrangements, when a Member ceases office, he may purchase the capital items he has acquired with operating expenses reimbursement ("OER") at depreciated value as determined by the Secretariat. Consideration should be given to allowing serving Members to purchase obsolete capital items they have procured with OER at a value determined by the Secretariat<sup>3</sup> (4 Members).

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<sup>1</sup> Such a proposal had been submitted by the former Subcommittees formed in the Fourth Legislative Council ("LegCo") and Fifth LegCo to the Administration for consideration. In response to the view of the Independent Commission that a more appropriate way forward in addressing the research needs of Members was for the LegCo Secretariat to augment its research capabilities to provide better support to Members, the Administration had provided additional resources to the LegCo Secretariat to provide research services to individual Members since the Sixth LegCo;

<sup>2</sup> One of the Members has suggested that the amount of OOER for GC Members should be increased to \$400,000 per month.

<sup>3</sup> Under the existing guidelines for reimbursement of Members' OER, when a Member ceases office, he/she is required to return to the Secretariat those capital items for which reimbursement of expenses has been claimed. Outgoing, returning or incoming Members may purchase these capital items at depreciated value. An outgoing Member has the first option to purchase his/her capital items. While serving Members may return capital items acquired with OER to the Secretariat, they may not purchase such items.

**Appendix XI**

Summary of Members' remuneration and nearest points on the Master Pay Scale of the Civil Service from 2009-2010 to 2018-2019

Legislative year	Members' monthly remuneration	Nearest points on Master Pay Scale ("MPS")	With effect from 1 October		With effect from 1 April	
			MPS point	Amount	MPS point	Amount
	\$			\$		\$
2009-2010	69,430	41 - 42	41	68,915	42	69,105
2010-2011	70,400	41 - 42	42	69,105	41	71,050
2011-2012	73,150	40 - 42	42	74,110	40	71,695
2012-2013	84,490	43 - 44	44	84,290	43	83,435
2013-2014	87,450	43 - 44	44	86,440	43	88,410
2014-2015	90,770	43 - 44	44	91,590	43	91,910
2015-2016	93,040	42 - 43	43	91,910	42	91,815
2016-2017	95,180	42 - 43	43	95,760	42	93,540
2017-2018	96,610	42 - 43	43	97,560	42	97,340
2018-2019	98,540	42	42	97,340		