

## Head 136 — PUBLIC SERVICE COMMISSION

**Controlling officer:** the Chairman, Public Service Commission will account for expenditure under this Head.

**Estimate 2001–02**..... **\$18.5m**

**Establishment ceiling 2001–02** (notional annual mid-point salary value) representing an estimated 32 non-directorate posts at 31 March 2001 reducing by one post to 31 posts at 31 March 2002..... **\$12.3m**

In addition there will be one directorate post at 31 March 2001 and at 31 March 2002.

### Controlling Officer's Report

#### Programme

##### Public Service Commission

This programme contributes to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service).

#### Detail

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	19.7	19.5 (–1.0%)	18.6 (–4.6%)	<b>18.5</b> <b>(–0.5%)</b>

#### Aim

2 The aim is to ensure that matters relating to appointments, promotions and disciplinary cases in the middle and senior ranks of the civil service are processed in a proper and equitable manner and to advise the Chief Executive on the recommendations received from the Government.

#### Brief Description

3 The Commission examines submissions from the Government and gives informed advice on issues relating to appointments, promotions, further employment on agreement, disciplinary cases and other associated subjects.

4 The key performance measures are:

#### Targets

The key performance indicator of the Commission is its thoroughness in examining submissions from the Government and giving informed advice on issues within its terms of reference. The effectiveness of the work of the Commission is also reflected in the policy and procedural changes adopted by the Administration in the light of the Commission's advice. In dealing with the submissions, the Commission's target is to tender its advice or respond within four to six weeks upon receipt of the submissions. In 2000, 94.6% of the submissions were dealt with within the pledged processing time. The other submissions related to large and complicated exercises which necessitated a longer processing time.

#### Indicators

	1999 (Actual)	2000 (Actual)	2001 (Estimate)
number of submissions received and advised by the Commission			
appointments .....	179	94†	<b>280</b>
promotions .....	577	458†	<b>500</b>
renewal of agreement, extension of service and re-employment after retirement .....	121	177	<b>180</b>
disciplinary cases .....	115	94	<b>100</b>
other subjects .....	449	246#	<b>250</b>

† The decrease in the number of submissions advised on appointments and promotions is due to the continuation of general freeze of civil service recruitment for the year 2000–01, reduced wastage and review of establishment in some departments as part of the Enhanced Productivity Programme.

# The decrease in the number of submissions advised is mainly attributable to the drop in the number of officers seeking transfer from local agreement/locally modelled agreement terms to pensionable terms.

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### *Matters Requiring Special Attention in 2001–02*

5 In 2001–02, the Commission will continue to play its part in ensuring that appointments, promotions and disciplinary cases are efficiently processed in a proper and equitable manner, and to comment and make observations on various aspects of staff management practices and procedures relevant to the Commission's terms of reference. The Commission will also continue to advise the Civil Service Bureau in the formulation of the Administration's Human Resource Management policies and practices, notably in the context of the Civil Service Reform proposals.

6 With the implementation of the new entry system and appointment terms for the civil service with effect from 1 June 2000, the Commission will be invited to provide advice on variations to the entry system in respect of individual grades, ranks or posts; the direct appointment to supervisory ranks from outside the civil service; the non-renewal or termination of agreement service; and transfer between terms of appointment other than in accordance with the prescribed entry system.

7 In anticipation of the establishment of a review board under section 20(2) of the Public Service (Administration) Order, the Commission may be invited to provide its input on individual representations concerning subject matters within the Commission's purview and may also see an increase in number of representations to the Commission for review before representations are submitted to the Chief Executive under the Order.

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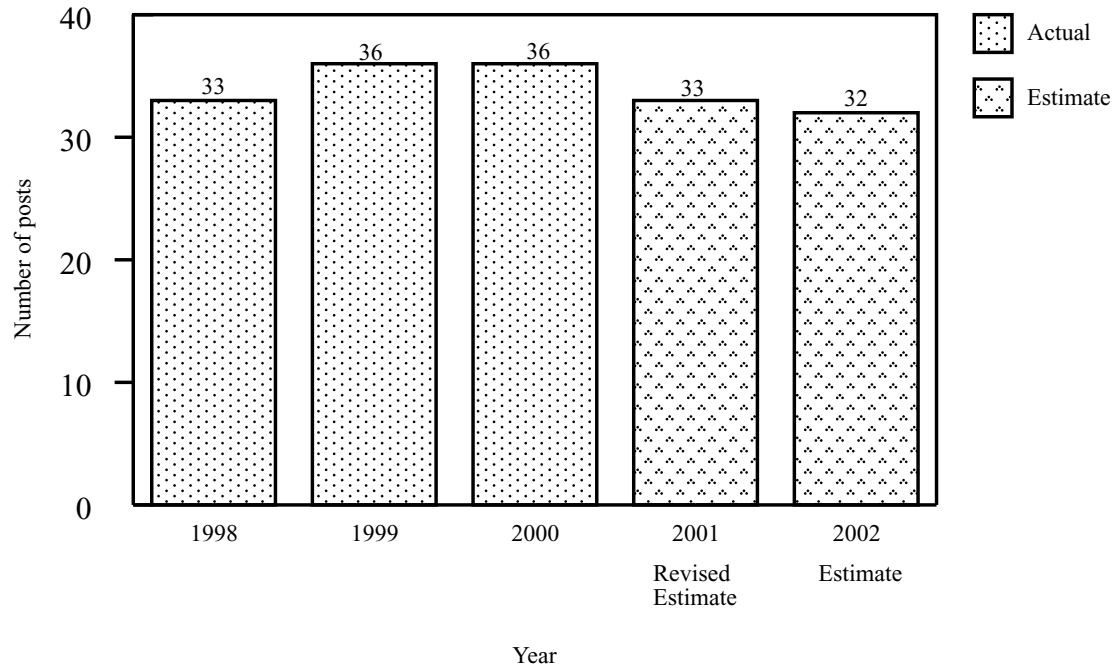
### ANALYSIS OF FINANCIAL PROVISION

<b>Programme</b>	1999–2000 (Actual) (\$m)	2000–01 (Approved) (\$m)	2000–01 (Revised) (\$m)	<b>2001–02 (Estimate) (\$m)</b>
Public Service Commission.....	19.7	19.5 (–1.0%)	18.6 (–4.6%)	<b>18.5 (–0.5%)</b>

#### Analysis of Financial and Staffing Provision

Provision for 2001–02 is \$0.1 million (0.5%) lower than the revised estimate for 2000–01. This is mainly due to the full-year savings of posts deleted in 2000–01 and the deletion of one post in 2001–02 under the Enhanced Productivity Programme, partly offset by increased requirement for departmental expenses to implement an office automation project and the additional provision for hiring commercial vehicles upon the return of the departmental car to the Government Land Transport Agency.

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



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Sub-head (Code)	Actual expenditure 1999–2000	Approved estimate 2000–01	Revised estimate 2000–01	<b>Estimate 2001–02</b>	
	\$ 000	\$ 000	\$ 000	<b>\$'000</b>	
<b>Recurrent Account</b>					
I — Personal Emoluments					
001	Salaries.....	13,340	14,351	13,584	<b>13,291</b>
002	Allowances.....	469	226	480	<b>384</b>
	Total, Personal Emoluments .....	<u>13,809</u>	<u>14,577</u>	<u>14,064</u>	<b><u>13,675</u></b>
III — Departmental Expenses					
108	Remuneration for special appointments .....	3,830	2,228	2,199	<b>2,228</b>
110	Honoraria for members of committees .....	1,256	1,229	1,229	<b>1,200</b>
149	General departmental expenses.....	813	1,423	1,090	<b>1,418</b>
	Total, Departmental Expenses .....	<u>5,899</u>	<u>4,880</u>	<u>4,518</u>	<b><u>4,846</u></b>
	Total, Recurrent Account .....	<u>19,708</u>	<u>19,457</u>	<u>18,582</u>	<b><u>18,521</u></b>
	Total Expenditure .....	<u><u>19,708</u></u>	<u><u>19,457</u></u>	<u><u>18,582</u></u>	<b><u><u>18,521</u></u></b>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2001–02 for the salaries and expenses of the Public Service Commission is \$18,521,000. This represents a decrease of \$61,000 against the revised estimate for 2000–01 and of \$1,187,000 against actual expenditure in 1999–2000.

#### *Recurrent Account*

##### Personal Emoluments

2 Provision of \$13,675,000 for personal emoluments represents a decrease of \$389,000 against the revised estimate for 2000–01.

3 The establishment at 31 March 2001 will be 33 permanent posts. It is expected that one permanent post will be deleted in 2001–02 under the Enhanced Productivity Programme.

4 Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2001–02, but the notional annual mid-point salary value of all such posts must not exceed \$12,305,000.

5 Provision of \$384,000 under *Subhead 002 Allowances* is for standard allowances and the following non-standard allowance —

	<i>Rank</i>	<i>Master Pay Scale point</i>	<i>Rate per month† \$</i>
consolidated overtime allowance	Personal	11	7,590
for Chauffeur grade	Chauffeur	12	8,060

† These rates are payable for the first 1–100 hours overtime per month. Overtime performed in excess of 100 hours will be compensated at 1% of the monthly rate per hour.

The decrease of \$96,000 (20.0%) against the revised estimate for 2000–01 is mainly due to a reduced requirement for acting allowances.

##### Departmental Expenses

6 Provision of \$2,228,000 under *Subhead 108 Remuneration for special appointments* is for the remuneration of the Chairman.

7 Provision of \$1,200,000 under *Subhead 110 Honoraria for members of committees* is for payment of honoraria to members of the Commission.

8 Provision of \$1,418,000 under *Subhead 149 General departmental expenses* represents an increase of \$328,000 (30.1%) over the revised estimate for 2000–01. This is mainly due to increased requirement for departmental expenses arising from the implementation of an enhanced office automation project and the additional provision for hiring commercial vehicles upon the return of the departmental car to the Government Land Transport Agency.