

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Controlling officer: the Secretary General of the Legislative Council Secretariat will account for expenditure under this Head.

Estimate 2003–04	\$376.4m
Capital Account commitment balance	\$17.0m

Controlling Officer's Report

Programmes

Programme (1) Remuneration and Reimbursements for Members

These programmes contribute to Policy Area 29: Support for Members of the Legislative Council (Secretary General of the Legislative Council Secretariat).

Programme (2) General and Secretariat Services

Programme (3) Legal Service

Programme (4) Redress System

Programme (5) Research and Library Services

Detail

Programme (1): Remuneration and Reimbursements for Members

	2001–02 (Actual)	2002–03 (Approved)	2002–03 (Revised)	2003–04 (Estimate)
Financial provision (\$m)	122.9	134.6 (+9.5%)	133.1 (–1.1%)	131.0 (–1.6%)

Aim

2 The aim is to meet the remuneration and reimbursements for Members of the Legislative Council.

Brief Description

3 Members of the Legislative Council are provided with a monthly remuneration and operating expenses reimbursements to cover expenses arising out of their Legislative Council duties, including setting up and winding up expenses for their ward offices.

Programme (2): General and Secretariat Services

	2001–02 (Actual)	2002–03 (Approved)	2002–03 (Revised)	2003–04 (Estimate)
Financial provision (\$m)	185.7	178.1 (–4.1%)	176.0 (–1.2%)	173.1 (–1.6%)

Aim

4 The aim is to provide secretariat support for the Legislative Council, The Legislative Council Commission and their committees; and to enhance public understanding of the work of the Legislative Council.

Brief Description

5 The three Council Business Divisions in the Legislative Council Secretariat provide support services for the Council and its committees in scrutinising legislative and public expenditure proposals and in monitoring government policies and measures. The divisions also support Members in their contacts with legislators and visitors from other jurisdictions as well as members of district organisations.

6 The work of the Council Business Divisions involves:

- providing clerkship and background research support for the Council and its committees;
- assisting in developing the procedures of the Council and its committees;
- facilitating Members' contacts with organisations in and visitors from other jurisdictions;
- providing support services for Members in their duty visits;

Head 112 — LEGISLATIVE COUNCIL COMMISSION

- facilitating Members' contact with District Councils, Heung Yee Kuk and other local organisations; and
- assisting Members in planning and monitoring the design and construction of the new Legislative Council Complex at Tamar.

7 The Administration Division services The Legislative Council Commission and executes its administrative, financial and human resources policies. It administers Members' remuneration and operating expenses reimbursements, and assists in organising Members' corporate social functions. The division is also responsible for the building management and security of Council premises, and oversees the development and application of information technology in the Secretariat to enhance work efficiency and to facilitate retrieval of information.

8 The Public Information Division offers public relations advice to Members, facilitates reporting by the media on Council matters, and provides a newspaper clipping service for Members. The division handles public and press enquiries in connection with Council business. It is also responsible for the development and implementation of public education programmes in relation to the Council's functions.

9 The Translation and Interpretation Division is responsible for the production of the Official Record of Proceedings of the Meetings of the Legislative Council. The division also provides translation service in respect of Council and committee papers, including Members' questions and motions.

10 In the legislative year 2001/02, the divisions were able to provide the intended general and secretariat support for Members. The key performance measures in respect of general and secretariat services are:

Indicators

	<i>Legislative Year</i>		2002/03 (Estimate)
	2000/01 (Actual)	2001/02 (Actual)	
Council meetings serviced.....	37	34	35
Committee meetings serviced.....	817	870	949
Meetings of Commission and its committees serviced	17	39	45
Meetings with visitors to LegCo serviced	119	133	140
Bills scrutinised	57	59	80
Financial proposals scrutinised.....	222	189	206
Council questions processed.....	610	589	600
Motions debated in Council (other than debates on bills)	128	113	120
Papers issued to Commission and its committees.....	45	97	107
Papers on studies conducted and background briefs issued.....	183	317	271
Reports of Committees	72	127	161
Pages of records of proceedings of Council meetings processed	25 016	21 590	23 750
Tours of LegCo Building conducted	196	312	320

Matters Requiring Special Attention in 2003–04

11 In 2003–04, the Secretariat will:

- strengthen support services to committees by providing comprehensive background papers or information briefs to facilitate Members' discussion;
- assist Members in developing a more effective committee system with a view to improving the working relationship between the Administration and the Legislature;
- continue to effect simultaneous issue of Chinese and English versions of papers to Members;
- strengthen the public education programme through organising "teachers' days" to invite teachers to visit the LegCo Building and enhancing school visits to include students' role play;
- provide the public with easy and quick access to information relating to activities of the Council and its committees;
- draw up detailed schedule of accommodation and user requirements for the new Legislative Council Complex at Tamar in consultation with various users for the tendering exercise of the project; and
- enhance the productivity of junior supporting staff through job re-engineering and self-development.

Programme (3): Legal Service

	2001–02 (Actual)	2002–03 (Approved)	2002–03 (Revised)	2003–04 (Estimate)
Financial provision (\$m)	24.8	27.0 (+8.9%)	26.3 (–2.6%)	26.3 (0.0%)

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Aim

12 The aim is to provide an efficient and effective legal service for the Legislative Council, The Legislative Council Commission and the Legislative Council Secretariat.

Brief Description

13 The Legal Service Division provides legal advice and support for committees and panels of the Legislative Council and for individual Members on matters relating to business of the Legislative Council. The division also advises The Legislative Council Commission and the Legislative Council Secretariat on legal matters.

14 The work involves:

- scrutinising bills and subsidiary legislation, and making reports thereon;
- attending meetings of and providing legal support for committees and panels of the Council;
- providing legal advice for the President, Members and the Clerk to the Legislative Council on matters relating to the business of the Council;
- advising Members on legal issues in relation to cases under the Council's redress system as necessary; and
- providing in-house legal support for The Legislative Council Commission and the Legislative Council Secretariat on legal matters.

15 In the legislative year 2001/02, the aim of the programme was generally achieved and the overall performance of the programme was satisfactory. The key performance measures are:

Indicators

	<i>Legislative Year</i>		2002/03 (Estimate)
	2000/01 (Actual)	2001/02 (Actual)	
Pages of bills scrutinised	3 125	840	2 500
Pages of subsidiary legislation scrutinised	2 089	1 961	2 500
Committee meetings attended.....	627	849	850
Council questions advised upon	610	589	610
Reports issued	185	193	200

Matters Requiring Special Attention in 2003–04

16 In 2003–04, the division will ensure that the quality of service to the Legislative Council, The Legislative Council Commission and the Legislative Council Secretariat is maintained to meet new or increased demand for service.

Programme (4): Redress System

	2001–02 (Actual)	2002–03 (Approved)	2002–03 (Revised)	2003–04 (Estimate)
Financial provision (\$m)	20.0	19.1 (–4.5%)	19.2 (+0.5%)	19.8 (+3.1%)

Aim

17 The aim is to ensure that complaints and representations lodged under the redress system are dealt with thoroughly and efficiently.

Brief Description

18 The redress system, operated through the Complaints Division, is open to individuals and groups to make representations on, or seek solutions to, problems arising from government policies, decisions, practices and procedures. The division assists Members in processing cases to redress legitimate grievances and bring to light the need for changes in government policies and procedures where appropriate.

19 The work involves:

- meeting and corresponding with complainants;
- ascertaining facts of cases and communicating with relevant organisations and government bureaux and departments;
- examining cases and assisting Members in determining suitable courses of action;

Head 112 — LEGISLATIVE COUNCIL COMMISSION

- compiling Members' duty roster, scheduling and servicing interviews with complainants, case conferences and site visits with government officials; and
- preparing briefs, papers and reports.

20 In the legislative year 2001/02, the division was able to provide an effective service to assist Members in handling the cases lodged under the system. The key performance measures in respect of the redress system are:

Indicators

	<i>Legislative Year</i> 2000/01 (Actual)	<i>Legislative Year</i> 2001/02 (Actual)	2002/03 (Estimate)
New cases processed	1 136	795	1 050
Cases completed	1 049	854	1 100
Telephone cases received and completed	1 367	1 828	1 600
Meetings/site visits serviced†	211	210	210
Papers issued to Members†	1 372	1 469	1400

† New indicators as from 2003

Matters Requiring Special Attention in 2003–04

21 In 2003–04, the division will:

- ensure continuation of effective and efficient support services to Members in the operation of the redress system; and
- enhance assistance to Members in exploring viable solutions and strengthen research and analysis on cases.

Programme (5): Research and Library Services

	2001–02 (Actual)	2002–03 (Approved)	2002–03 (Revised)	2003–04 (Estimate)
Financial provision (\$m)	22.3	24.2 (+8.5%)	25.9 (+7.0%)	26.2 (+1.2%)

Aim

22 The aim is to provide independent research support for the Council and its committees, and a library service.

Brief Description

23 The Research and Library Services Division carries out research work and provides reference services for Members and staff of the Council. It manages the Legislative Council Library which holds, apart from books and reference materials, papers and records of Council and committee meetings.

24 In the legislative year 2001/02, the division was able to provide the intended research and reference support for Members and staff of the Council. The key performance measures are:

Indicators

	<i>Legislative Year</i> 2000/01 (Actual)	<i>Legislative Year</i> 2001/02 (Actual)	2002/03 (Estimate)
Research publications	34	56	56
Search tasks†	—	61	65
Library users serviced	6 831	8 583	8 600
Books borrowed	5 312	10 411	10 420
Enquiries handled	11 972	12 718	12 720

† New indicators as from 2003

Matters Requiring Special Attention in 2003–04

25 In 2003–04, the division will:

- continue to provide timely and effective research support for the Council and its committees; and
- strengthen the parliamentary and constitutional affairs collection in the Legislative Council Library.

Head 112 — LEGISLATIVE COUNCIL COMMISSION

ANALYSIS OF FINANCIAL PROVISION

Programme	2001-02 (Actual) (\$m)	2002-03 (Approved) (\$m)	2002-03 (Revised) (\$m)	2003-04 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members	122.9	134.6	133.1	131.0
(2) General and Secretariat Services	185.7	178.1	176.0	173.1
(3) Legal Service	24.8	27.0	26.3	26.3
(4) Redress System	20.0	19.1	19.2	19.8
(5) Research and Library Services.....	22.3	24.2	25.9	26.2
	375.7	383.0 (+1.9%)	380.5 (-0.7%)	376.4 (-1.1%)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2003-04 is \$2.1 million (1.6%) lower than the revised estimate for 2002-03. This is mainly due to the decrease in the remuneration and operating expenses reimbursements for Members.

Programme (2)

Provision for 2003-04 is \$2.9 million (1.6%) lower than the revised estimate for 2002-03. This is mainly due to the envisaged disbandment of the supporting team for the Select Committee on Building Problems of Public Housing Units in 2003.

Programme (3)

Provision for 2003-04 is the same as the revised estimate for 2002-03.

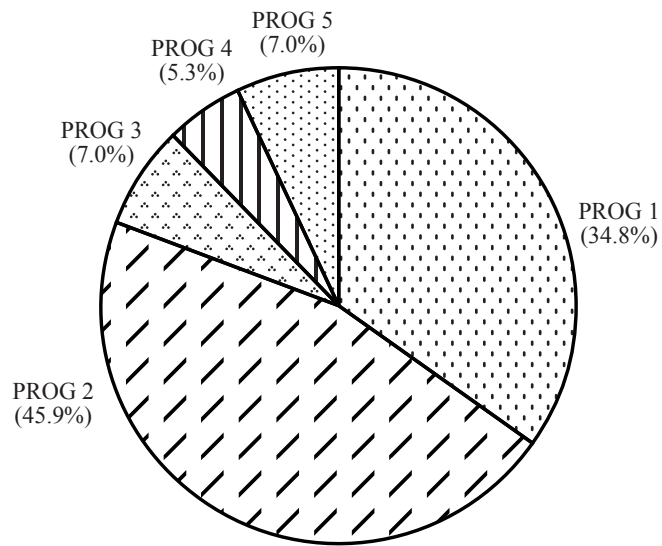
Programme (4)

Provision for 2003-04 is \$0.6 million (3.1%) higher than the revised estimate for 2002-03. This is mainly due to salary increments and regrading of a post.

Programme (5)

Provision for 2003-04 is \$0.3 million (1.2%) higher than the revised estimate for 2002-03. This is mainly due to the implementation of a project for microfilming of archival records.

*Allocation of provision
to programmes
(2003-04)*



Head 112 — LEGISLATIVE COUNCIL COMMISSION

Sub-head (Code)	Actual expenditure 2001-02	Approved estimate 2002-03	Revised estimate 2002-03	Estimate 2003-04
	\$'000	\$'000	\$'000	\$'000
Recurrent Account				
000	—	—	—	239,466
366	120,702	131,617	131,617	129,248
	248,777	246,550	244,191	—
	<u>369,479</u>	<u>378,167</u>	<u>375,808</u>	<u>368,714</u>
Capital Account				
III — Subventions				
872	2,200	3,000	1,500	1,750
885	4,011	1,846	3,147	5,925
	<u>6,211</u>	<u>4,846</u>	<u>4,647</u>	<u>7,675</u>
	<u>6,211</u>	<u>4,846</u>	<u>4,647</u>	<u>7,675</u>
	<u>375,690</u>	<u>383,013</u>	<u>380,455</u>	<u>376,389</u>

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Details of Expenditure by Subhead

The estimate of the amount required in 2003–04 for staff salaries and general expenses of The Legislative Council Commission and remuneration and reimbursements for Members of the Legislative Council is \$376,389,000. This represents a decrease of \$4,066,000 against the revised estimate for 2002–03 and an increase of \$699,000 over actual expenditure in 2001–02.

Recurrent Account

2 Provision of \$239,466,000 under *Subhead 000 Operational expenses* is for the salaries and allowances of staff of The Legislative Council Commission and its other operating expenses.

3 Provision of \$129,248,000 under *Subhead 366 Remuneration and reimbursements for Members of the Legislative Council* is for the payment of remuneration and operating expenses reimbursement to Members of the Legislative Council.

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Capital Account

Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2002	Revised estimated expenditure for 2002–03	Balance
			\$'000	\$'000	\$'000	\$'000
872		<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>				
	531	Setting up expenses for Members of the Legislative Council (2000–2004)	9,000	4,294	1,000	3,706
	533	Information technology and communication equipment expenses for Members of the Legislative Council (2000–2004).....	6,000	1,583	500	3,917
			<u>15,000</u>	<u>5,877</u>	<u>1,500</u>	<u>7,623</u>
885		<i>Legislative Council Commission</i>				
	525	Enhancement of the computer network .	3,093	2,365	328	400
	526	Enhancement of the Legislative Council Business Information System (LEBIS)	2,020	1,595	60	365
	527	Enhancement of computing facilities	6,563	6,263	230	70
	529	Legislative Council Corporate Video 2000	550	468	23	59
	530	Teaching kits for schools.....	605	502	30	73
	536	Replacement of internal electronic mailing system	2,150	1,101	288	761
	537	Digital Recording System.....	2,490	1,547	186	757
	538	Project team for planning of the new Legislative Council Complex.....	7,917	—	2,002	5,915
	539	Internet access to information systems on the Legislative Council network ..	433	—	—	433
	540	Microfilming of archival records.....	540	—	—	540
			<u>26,361</u>	<u>13,841</u>	<u>3,147</u>	<u>9,373</u>
		Total.....	<u>41,361</u>	<u>19,718</u>	<u>4,647</u>	<u>16,996</u>