

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2005–06.....	\$338.9m
Commitment balance	\$18.8m

Controlling Officer's Report

Programmes

<p>Programme (1) Remuneration and Reimbursements for Members</p> <p>Programme (2) General and Secretariat Services</p> <p>Programme (3) Legal Service</p> <p>Programme (4) Redress System</p> <p>Programme (5) Research and Library Services</p>	<p>These programmes contribute to Policy Area 29: Support for Members of the Legislative Council (Secretary General of the Legislative Council Secretariat).</p>
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Detail

Programme (1): Remuneration and Reimbursements for Members

	2003–04 (Actual)	2004–05 (Original)	2004–05 (Revised)	2005–06 (Estimate)
Financial provision (\$m)	127.1	138.0	132.7 (–3.8%)	123.1 (–7.2%)
				(or –10.8% on 2004–05 Original)

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. Also, operating expenses reimbursements are available 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

	2003–04 (Actual)	2004–05 (Original)	2004–05 (Revised)	2005–06 (Estimate)
Financial provision (\$m)	169.5	162.1	162.7 (+0.4%)	156.4 (–3.9%)
				(or –3.5% on 2004–05 Original)

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.

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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; and
- facilitating Members' contact with District Councils, Heung Yee Kuk and other local organisations.

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 management 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 2003/04, 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>		2004/05 (Estimate)
	2002/03 (Actual)	2003/04 (Actual)	
council meetings serviced	36	36	37
committee meetings serviced	840	834	886
meetings of Commission and its committees serviced	16	8	16
meetings with visitors to LegCo serviced	87	86	120
bills scrutinised	62	47	45
financial proposals scrutinised	167	126	136
council questions processed	615	612	630
motions debated in Council (other than debates on bills)	118	102	110
papers issued to Commission and its committees	62	68	90
papers on studies conducted and background briefs issued	189	318	125
committee reports issued	135	128	137
pages of Official Record of Proceedings of the Legislative Council processed	22 780	22 637	24 900
tours of LegCo Building conducted	261	473	400
general telephone/walk-in/e-mail enquiries handled	20 502	17 824	19 000
overseas duty visits serviced#	1	4	2

New indicator as from 2005

Matters Requiring Special Attention in 2005–06

11 In 2005–06, 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;
- put on trial the Database on Particular Policy Issues, which will facilitate Members' easy tracking and retrieval of documents on particular policy issues;
- enhance young people's understanding of the work of the Council and their political awareness by introducing a mock Council debate programme;
- provide the public with easy and quick access to information relating to activities of the Council and its committees; and
- enhance the productivity of supporting staff through job re-engineering and staff motivation.

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Programme (3): Legal Service

	2003–04 (Actual)	2004–05 (Original)	2004–05 (Revised)	2005–06 (Estimate)
Financial provision (\$m)	25.6	25.1	24.2 (–3.6%)	22.5 (–7.0%)
				(or –10.4% on 2004–05 Original)

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 2003/04, 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>		2004/05 (Estimate)
	2002/03 (Actual)	2003/04 (Actual)	
pages of bills scrutinised.....	2 498	713	1 500
pages of subsidiary legislation scrutinised.....	4 209	1 630	2 500
committee meetings attended.....	888	829	850
council questions advised upon.....	615	612	600
reports issued.....	171	114	180

Matters Requiring Special Attention in 2005–06

16 In 2005–06, 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

	2003–04 (Actual)	2004–05 (Original)	2004–05 (Revised)	2005–06 (Estimate)
Financial provision (\$m)	19.3	18.2	16.5 (–9.3%)	15.2 (–7.9%)
				(or –16.5% on 2004–05 Original)

Aim

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

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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;
- 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 2003/04, 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>		2004/05 (Estimate)
	2002/03 (Actual)	2003/04 (Actual)	
new cases processed (excluding telephone cases).....	1 169	1 036	1 000
cases completed (excluding telephone cases)	1 150	1 000	1 050
telephone cases received and completed.....	2 514	1 850	2 100
meetings and site visits serviced	161	183	200
papers issued to Members.....	1 289	1 152	1 350

Matters Requiring Special Attention in 2005–06

21 In 2005–06, the division will:

- ensure continuation of effective and efficient support services to Members in the operation of the redress system; and
- enhance the understanding of Members and their assistants of the operation of and services provided by government bureaux and departments to facilitate the processing of complaint cases by Members.

Programme (5): Research and Library Services

	2003–04 (Actual)	2004–05 (Original)	2004–05 (Revised)	2005–06 (Estimate)
Financial provision (\$m)	26.4	24.3	24.2 (–0.4%)	21.7 (–10.3%)
				(or –10.7% on 2004–05 Original)

Aim

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

Brief Description

23 The Research and Library Services Division carries out research work for the Council and its committees 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 2003/04, the division was able to provide the intended research and reference support for Members and staff of the Council. The key performance measures are:

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Indicators

	<i>Legislative Year</i>		2004/05 (Estimate)
	2002/03 (Actual)	2003/04 (Actual)	
research publications	53	67	60
search tasks	67	83	75
library users serviced	9 007	9 258	9 300
books borrowed	13 734	11 172	12 500
enquiries handled	14 030	15 817	16 000

Matters Requiring Special Attention in 2005–06

25 In 2005–06, the division will:

- continue to provide timely and effective research support for the Council and its committees; and
- strengthen the core and special collections in the Legislative Council Library.

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ANALYSIS OF FINANCIAL PROVISION

Programme	2003–04 (Actual) (\$m)	2004–05 (Original) (\$m)	2004–05 (Revised) (\$m)	2005–06 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members.....	127.1	138.0	132.7	123.1
(2) General and Secretariat Services.....	169.5	162.1	162.7	156.4
(3) Legal Service.....	25.6	25.1	24.2	22.5
(4) Redress System	19.3	18.2	16.5	15.2
(5) Research and Library Services	26.4	24.3	24.2	21.7
	367.9	367.7	360.3 (–2.0%)	338.9 (–5.9%)
				(or –7.8% on 2004–05 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2005–06 is \$9.6 million (7.2%) lower than the revised estimate for 2004–05. This is mainly due to the full-year effect of the 2004 price adjustment on Members' remuneration and operating expenses reimbursements and the expected decrease in reimbursement claims related to the winding up and setting up of Members' offices, including the acquisition of information technology and communication equipment, consequent on the completion of the re-constitution of the Legislative Council in 2004.

Programme (2)

Provision for 2005–06 is \$6.3 million (3.9%) lower than the revised estimate for 2004–05. This is mainly due to the full-year effect of freezing the post of Deputy Secretary General, use of more economical services, savings in staff emoluments as a result of pay reduction and measures to complement Government's efforts in controlling expenditure. The decrease is partly offset by the provision for the replacement of simultaneous interpretation/public address and voting systems in the Chamber and Conference Room A of the Legislative Council Building.

Programme (3)

Provision for 2005–06 is \$1.7 million (7.0%) lower than the revised estimate for 2004–05. This is mainly due to savings in staff emoluments as a result of pay reduction and measures to complement Government's efforts in controlling expenditure.

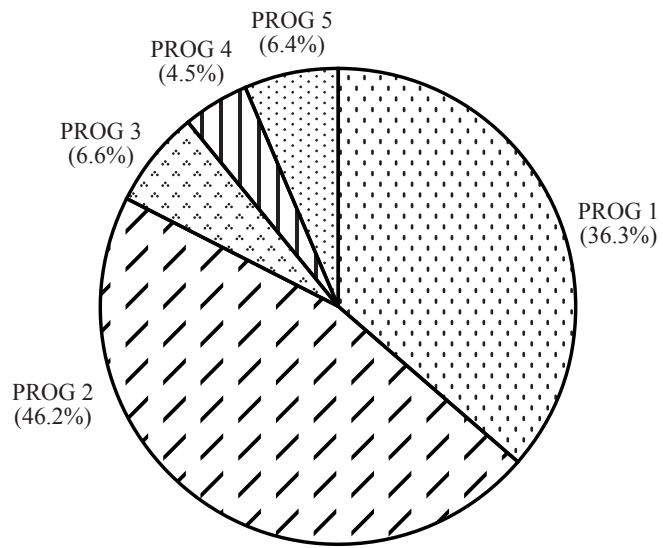
Programme (4)

Provision for 2005–06 is \$1.3 million (7.9%) lower than the revised estimate for 2004–05. This is mainly due to savings in staff emoluments as a result of pay reduction and measures to complement Government's efforts in controlling expenditure.

Programme (5)

Provision for 2005–06 is \$2.5 million (10.3%) lower than the revised estimate for 2004–05. This is mainly due to savings in staff emoluments as a result of pay reduction, reduced cash flow requirements for information technology projects in 2005–06 and measures to complement Government's efforts in controlling expenditure.

*Allocation of provision
to programmes
(2005-06)*



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Sub-head (Code)	Actual expenditure 2003-04	Approved estimate 2004-05	Revised estimate 2004-05	Estimate 2005-06	
	\$'000	\$'000	\$'000	\$'000	
Operating Account					
Recurrent					
000	Operational expenses	238,070	223,006	223,006	207,990
366	Remuneration and reimbursements for Members of the Legislative Council.....	126,374	124,032	124,032	119,534
	Total, Recurrent.....	<u>364,444</u>	<u>347,038</u>	<u>347,038</u>	<u>327,524</u>
Non-Recurrent					
700	General non-recurrent	—	40	26	172
	Total, Non-Recurrent.....	<u>—</u>	<u>40</u>	<u>26</u>	<u>172</u>
	Total, Operating Account	<u>364,444</u>	<u>347,078</u>	<u>347,064</u>	<u>327,696</u>
Capital Account					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council.....	758	14,023	8,650	3,600
885	Legislative Council Commission	2,717	6,623	4,588	7,566
	Total, Subventions.....	<u>3,475</u>	<u>20,646</u>	<u>13,238</u>	<u>11,166</u>
	Total, Capital Account.....	<u>3,475</u>	<u>20,646</u>	<u>13,238</u>	<u>11,166</u>
	Total Expenditure	<u><u>367,919</u></u>	<u><u>367,724</u></u>	<u><u>360,302</u></u>	<u><u>338,862</u></u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2005–06 for remuneration and reimbursements for Members of the Legislative Council and for those parts of the staff salaries and expenses of The Legislative Council Commission funded from General Revenue is \$338,862,000. This represents a decrease of \$21,440,000 against the revised estimate for 2004–05 and of \$29,057,000 against actual expenditure in 2003–04.

Operating Account

Recurrent

2 Provision of \$207,990,000 under *Subhead 000 Operational expenses* is for staff salaries, allowances and other operating expenses of The Legislative Council Commission. The decrease of \$15,016,000 (6.7%) against the revised estimate for 2004–05 is mainly due to the full-year effect of freezing the post of Deputy Secretary General, savings in staff emoluments as a result of pay reduction and measures to complement Government's efforts in controlling expenditure.

3 Provision of \$119,534,000 under *Subhead 366 Remuneration and reimbursements for Members of the Legislative Council* is for the payment of remuneration and operating expenses reimbursements for Members of the Legislative Council.

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Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2004	Revised estimated expenditure for 2004–05	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Operating Account</i>						
700		<i>General non-recurrent</i>				
	540	Microfilming of archival records	540	200	26	314
<i>Capital Account</i>						
872		<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>				
	543	Setting up expenses for Members of the Legislative Council (2004–2008).....	6,000	—	3,200	2,800
	544	Information technology and communication equipment expenses for Members of the Legislative Council (2004–2008)	6,000	—	1,700	4,300
			12,000	—	4,900	7,100
885		<i>Legislative Council Commission</i>				
	467	Replacement of simultaneous interpretation/public address and voting systems in the Chamber and Conference Room A of the Legislative Council Building.....	9,276	—	—	9,276
	525	Enhancement of the computer network..	3,093	2,948	73	72
	526	Enhancement of the Legislative Council Business Information System (LEBIS).....	2,020	1,760	157	103
	536	Replacement of internal electronic mailing system.....	2,150	1,465	458	227
	537	Digital Recording System	2,490	1,888	150	452
	539	Internet access to information systems on the Legislative Council network...	433	253	150	30
	541	Replacement of computing facilities.....	4,909	74	3,600	1,235
			24,371	8,388	4,588	11,395
		Total	36,911	8,588	9,514	18,809