

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2006–07	\$346.6m
Commitment balance	\$15.2m

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

	2004–05 (Actual)	2005–06 (Original)	2005–06 (Revised)	2006–07 (Estimate)
Financial provision (\$m)	124.6	123.1	122.5 (–0.5%)	123.4 (+0.7%)
				(or +0.2% on 2005–06 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

	2004–05 (Actual)	2005–06 (Original)	2005–06 (Revised)	2006–07 (Estimate)
Financial provision (\$m)	160.9	156.4	151.3 (–3.3%)	161.7 (+6.9%)
				(or +3.4% on 2005–06 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 civic 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 2004/05, 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>		2005/06 (Estimate)
	2003/04 (Actual)	2004/05 (Actual)	
Council meetings serviced.....	36	37	36
committee meetings serviced.....	834	703	882
meetings of Commission and its committees serviced	8	8	12
meetings with visitors to Legislative Council serviced	86	128	130
bills scrutinised.....	47	38	40
financial proposals scrutinised.....	126	109	146
Council questions processed.....	612	609	600
motions debated in Council (other than debates on bills).....	102	85	90
papers issued to Commission and its committees.....	68	71	90
papers on studies conducted and background briefs issued.....	318	310	323
committee reports issued	128	82	116
pages of Official Record of Proceedings of the Legislative Council processed	22 637	25 880	33 640
tours of Legislative Council Building conducted	473	442	440
general telephone/walk-in/e-mail enquiries handled	17 824	18 608	18 000
duty visits (outside Hong Kong) serviced#	4	3	6

Description of indicator revised to better define the locality of duty visit.

Matters Requiring Special Attention in 2006–07

11 In 2006–07, the Secretariat will:

- strengthen support services to committees by providing comprehensive background papers or information briefs to facilitate Members' discussion;
- continue to 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;
- enhance the Database on Particular Policy Issues in the Council Website to enable Members, staff and the public to have easy access to previous discussions and decisions on key policy issues;
- further enhance young people's understanding of the work of the Council and their political awareness by enriching the civic education programmes of the Council;
- continue to 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

	2004–05 (Actual)	2005–06 (Original)	2005–06 (Revised)	2006–07 (Estimate)
Financial provision (\$m)	25.3	22.5	23.2 (+3.1%)	23.2 (—)
				(or +3.1% on 2005–06 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 2004/05, 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>		
	2003/04 (Actual)	2004/05 (Actual)	2005/06 (Estimate)
pages of bills scrutinised.....	713	2 324	2 400
pages of subsidiary legislation scrutinised	1 630	2 160	2 500
committee meetings attended.....	829	636	880
Council questions advised upon	612	609	600
reports issued.....	114	116	160

Matters Requiring Special Attention in 2006–07

16 In 2006–07, 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

	2004–05 (Actual)	2005–06 (Original)	2005–06 (Revised)	2006–07 (Estimate)
Financial provision (\$m)	16.8	15.2	15.1 (–0.7%)	15.3 (+1.3%)
				(or +0.7% on 2005–06 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 2004/05, 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>		2005/06 (Estimate)
	2003/04 (Actual)	2004/05 (Actual)	
new cases processed (excluding telephone cases)	1 036	1 012	1 100
cases completed (excluding telephone cases)	1 000	1 018	1 100
telephone cases received and completed	1 850	2 393	2 300
meetings and site visits serviced	183	164	170
papers issued to Members	1 152	1 241	1 300

Matters Requiring Special Attention in 2006–07

21 In 2006–07, 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 the operation of the redress system by members of the public.

Programme (5): Research and Library Services

	2004–05 (Actual)	2005–06 (Original)	2005–06 (Revised)	2006–07 (Estimate)
Financial provision (\$m)	23.8	21.7	22.5 (+3.7%)	23.0 (+2.2%)
				(or +6.0% on 2005–06 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.

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24 In the legislative year 2004/05, 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>		2005/06 (Estimate)
	2003/04 (Actual)	2004/05 (Actual)	
research publications	67	79	70
search tasks	83	79	80
library users serviced	9 258	8 537	8 600
books borrowed	11 172	9 272	9 500
enquiries handled	15 817	18 321	18 000

Matters Requiring Special Attention in 2006–07

25 In 2006–07, 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	2004–05 (Actual) (\$m)	2005–06 (Original) (\$m)	2005–06 (Revised) (\$m)	2006–07 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members	124.6	123.1	122.5	123.4
(2) General and Secretariat Services.....	160.9	156.4	151.3	161.7
(3) Legal Service	25.3	22.5	23.2	23.2
(4) Redress System	16.8	15.2	15.1	15.3
(5) Research and Library Services.....	23.8	21.7	22.5	23.0
	351.4	338.9	334.6 (–1.3%)	346.6 (+3.6%)
				(or +2.3% on 2005–06 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2006–07 is \$0.9 million (0.7%) higher than the revised estimate for 2005–06. This is mainly due to the full-year effect of the 2005 price adjustment on Members' remuneration and expenses reimbursements and the anticipated increase in Members' reimbursement claims related to acquisition of information technology and communication equipment.

Programme (2)

Provision for 2006–07 is \$10.4 million (6.9%) higher than the revised estimate for 2005–06. This is mainly due to the creation of eight posts for strengthening the support for committees of the Council, establishment of a compliance audit system and creation of one accounting post in respect of Members' claims for reimbursement of operating expenses, and increased cash flow requirement for 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 2006–07 is the same as the revised estimate for 2005–06.

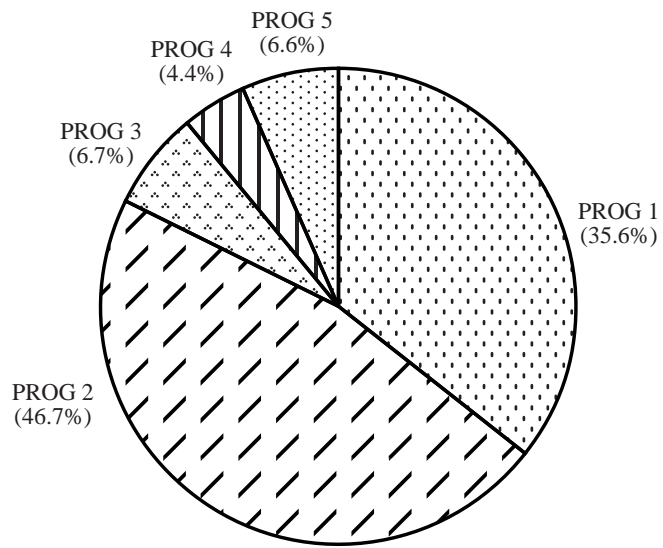
Programme (4)

Provision for 2006–07 is \$0.2 million (1.3%) higher than the revised estimate for 2005–06. This is mainly due to salary increments for staff.

Programme (5)

Provision for 2006–07 is \$0.5 million (2.2%) higher than the revised estimate for 2005–06. This is mainly due to salary increments for staff and increased cash flow requirement for microfilming of archival records.

*Allocation of provision
to programmes
(2006-07)*



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Sub-head (Code)	Actual expenditure 2004-05	Approved estimate 2005-06	Revised estimate 2005-06	Estimate 2006-07	
	\$'000	\$'000	\$'000	\$'000	
Operating Account					
Recurrent					
000	Operational expenses	223,006	207,990	207,990	215,008
366	Remuneration and reimbursements for Members of the Legislative Council	119,236	119,534	119,534	120,014
	Total, Recurrent.....	<u>342,242</u>	<u>327,524</u>	<u>327,524</u>	<u>335,022</u>
Non-Recurrent					
700	General non-recurrent	—	172	—	170
	Total, Non-Recurrent.....	<u>—</u>	<u>172</u>	<u>—</u>	<u>170</u>
	Total, Operating Account	342,242	327,696	327,524	335,192
Capital Account					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council	5,359	3,600	3,000	3,367
885	Legislative Council Commission	3,781	7,566	4,035	8,078
	Total, Subventions.....	<u>9,140</u>	<u>11,166</u>	<u>7,035</u>	<u>11,445</u>
	Total, Capital Account.....	9,140	11,166	7,035	11,445
	Total Expenditure	<u>351,382</u>	<u>338,862</u>	<u>334,559</u>	<u>346,637</u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2006–07 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 \$346,637,000. This represents an increase of \$12,078,000 over the revised estimate for 2005–06 and a decrease of \$4,745,000 against actual expenditure in 2004–05.

Operating Account

Recurrent

2 Provision of \$215,008,000 under *Subhead 000 Operational expenses* is for staff salaries, allowances and other operating expenses of The Legislative Council Commission.

3 Provision of \$120,014,000 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 31.3.2005	Revised estimated expenditure for 2005–06	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Operating Account</i>						
700		<i>General non-recurrent</i>				
	540	Microfilming of archival records.....	540	200	—	340
			<u>540</u>	<u>200</u>	<u>—</u>	<u>340</u>
<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	2,133	1,500	2,367
	544	Information technology and communication equipment expenses for Members of the Legislative Council (2004–2008)	6,000	1,133	1,500	3,367
			<u>12,000</u>	<u>3,266</u>	<u>3,000</u>	<u>5,734</u>
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	—	2,500	6,776
	525	Enhancement of the computer network	3,093	2,948	115	30
	526	Enhancement of the Legislative Council Business Information System (LEBIS).....	2,020	1,857	—	163
	536	Replacement of internal electronic mailing system	2,150	1,703	331	116
	537	Digital Recording System.....	2,490	2,026	50	414
	539	Internet access to information systems on the Legislative Council network	433	306	88	39
	541	Replacement of computing facilities	4,909	3,330	139	1,440
	802	Replacement of old and worn out furniture in the Legislative Council Building.....	512	—	462	50

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Commitments—Cont'd.

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2005	Revised estimated expenditure for 2005–06	Balance
			\$'000	\$'000	\$'000	\$'000
Capital Account—Cont'd.						
885		<i>Legislative Council Commission— Cont'd.</i>				
	803	Replacement of projectors in Conference Rooms A and B and installation of projectors in Conference Room C and Press Conference Room in the Legislative Council Building	400	—	350	50
			<u>25,283</u>	<u>12,170</u>	<u>4,035</u>	<u>9,078</u>
		Total	<u>37,823</u>	<u>15,636</u>	<u>7,035</u>	<u>15,152</u>