

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2008–09.....	\$385.9m
Commitment balance	\$25.6m

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

	2006–07 (Actual)	2007–08 (Original)	2007–08 (Revised)	2008–09 (Estimate)
Financial provision (\$m)	125.0	130.2	130.1 (–0.1%)	142.4 (+9.5%)
				(or +9.4% on 2007–08 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

	2006–07 (Actual)	2007–08 (Original)	2007–08 (Revised)	2008–09 (Estimate)
Financial provision (\$m)	156.0	160.3	165.5 (+3.2%)	177.3 (+7.1%)
				(or +10.6% on 2007–08 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;
- providing support services, including co-ordination of research support and servicing of duty visits within and outside Hong Kong, for committees in conducting studies on specific subjects or policy issues;
- assisting in developing the procedures of the Council and its committees;
- providing support services for Members' meetings with District Councils and Heung Yee Kuk and facilitating Members' contact with other local organisations; and
- facilitating Members' contact with organisations in and visitors from other jurisdictions.

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 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 2006/07 legislative year, the divisions were able to provide the intended general and secretariat support for Members. The key performance measures are:

Indicators

	<i>Legislative Year</i>		
	2005/06 (Actual)	2006/07 (Actual)	2007/08 (Estimate)
Council meetings serviced	37	37	37
committee meetings serviced	821	712	784
meetings of Commission and its committees serviced	6	8	8
meetings with visitors to Legislative Council serviced	109	121	121
bills scrutinised	35	35	33
financial proposals scrutinised	119	142	170
Council questions processed	598	637	640
motions debated in Council (other than debates on bills)	106	101	103
papers issued to Commission and its committees	79	114	120
papers on studies conducted and background briefs issued	261	249	288
committee reports issued	98	81	126
pages of Official Record of Proceedings of the Legislative Council processed	28 552	28 380	31 218
tours of Legislative Council Building conducted	406	410	430
general telephone/walk-in/e-mail enquiries handled	17 209	18 476	18 500
duty visits (outside Hong Kong) serviced	5	4	3

Matters Requiring Special Attention in 2008–09

11 In 2008–09, the divisions will:

- continue to assist Members to review and refine the division of responsibilities and the mode of operation of committees, with a view to enhancing the effectiveness of the committee system;
- strengthen support services for the study of specific policy issues by committees and subcommittees;
- continue to effect simultaneous issue of Chinese and English versions of papers to Members;
- continue to enhance the provision of easy and quick access to information relating to activities of the Council and its committees through improvement to the Council Website and making it more user-friendly;
- enhance the database on policy issues and legislative proposals in the Council Website to enable Members, staff and the public to have easy access to these subjects; and
- continue to enhance young people's understanding of the work of the Council and their political awareness by enriching the civic education programmes of the Council.

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Programme (3): Legal Service

	2006–07 (Actual)	2007–08 (Original)	2007–08 (Revised)	2008–09 (Estimate)
Financial provision (\$m)	24.1	23.5	26.0 (+10.6%)	27.7 (+6.5%)
				(or +17.9% on 2007–08 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 the Council and its committees and for individual Members on matters relating to business of the Council. The division also advises the Commission and the 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 the Council and its committees;
- 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 Commission and the Secretariat on legal matters.

15 In the 2006/07 legislative year, the aim of the programme was generally achieved and the overall performance of the programme was satisfactory. The key performance measures are:

Indicators

	2005/06 (Actual)	<i>Legislative Year</i> 2006/07 (Actual)	2007/08 (Estimate)
pages of bills scrutinised.....	961	1 180	1 000
pages of subsidiary legislation scrutinised.....	2 436	4 488	3 500
Council, Commission and committee meetings serviced.....	864	757	829
Council questions advised upon.....	598	637	640
reports issued.....	111	123	130

Matters Requiring Special Attention in 2008–09

16 In 2008–09, the division will ensure that the quality of service to the Council, the Commission and the Secretariat is maintained and that new or increased demand for service is met.

Programme (4): Redress System

	2006–07 (Actual)	2007–08 (Original)	2007–08 (Revised)	2008–09 (Estimate)
Financial provision (\$m)	14.6	15.0	14.3 (–4.7%)	14.4 (+0.7%)
				(or –4.0% on 2007–08 Original)

Aim

17 The aim is to ensure that complaints and representations received 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 2006/07 legislative year, the division was able to provide an effective service to assist Members in handling cases received. The key performance measures are:

Indicators

	2005/06 (Actual)	<i>Legislative Year</i> 2006/07 (Actual)	2007/08 (Estimate)
new cases processed (excluding telephone cases).....	944	946	960
cases completed (excluding telephone cases)	900	978	960
telephone cases received and completed.....	1 631	1 223	1 300
meetings and site visits serviced	133	135	140
papers issued to Members.....	1 068	982	1 000

Matters Requiring Special Attention in 2008–09

21 In 2008–09, the division will:

- continue to provide effective and efficient support services for Members in dealing with complaints and representations; and
- improve the mechanism for conclusion and review of cases.

Programme (5): Research and Library Services

	2006–07 (Actual)	2007–08 (Original)	2007–08 (Revised)	2008–09 (Estimate)
Financial provision (\$m)	22.4	22.9	23.1 (+0.9%)	24.1 (+4.3%)
				(or +5.2% on 2007–08 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, including research support for duty visits, and provides reference services for Members and staff of the Secretariat. In addition, the division manages the Council Website for dissemination of information, and the 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 2006/07 legislative year, the division was able to provide the intended research and information support for Members and staff of the Secretariat. The key performance measures are:

Indicators

	2005/06 (Actual)	<i>Legislative Year</i> 2006/07 (Actual)	2007/08 (Estimate)
research publications	73	59	65
search tasks	84	75	80
library users serviced	8 509	8 213	8 500
books borrowed	10 435	10 792	10 800
enquiries handled	20 143	20 168	20 200

Matters Requiring Special Attention in 2008–09

25 In 2008–09, the division will continue to:

- provide timely and effective research support for the Council and its committees;
- strengthen the core collections in the Council Library; and
- enhance public understanding of the work of the Council by efficient and effective dissemination of information through the Council Website and Library.

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ANALYSIS OF FINANCIAL PROVISION

Programme	2006–07 (Actual) (\$m)	2007–08 (Original) (\$m)	2007–08 (Revised) (\$m)	2008–09 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members.....	125.0	130.2	130.1	142.4
(2) General and Secretariat Services.....	156.0	160.3	165.5	177.3
(3) Legal Service.....	24.1	23.5	26.0	27.7
(4) Redress System	14.6	15.0	14.3	14.4
(5) Research and Library Services	22.4	22.9	23.1	24.1
	342.1	351.9	359.0 (+2.0%)	385.9 (+7.5%)
				(or +9.7% on 2007–08 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2008–09 is \$12.3 million (9.5%) higher than the revised estimate for 2007–08. This is mainly due to the expected increase in reimbursement claims related to the winding up and setting up of Members' offices, including the acquisition of information technology and communication equipment, consequent upon the re-constitution of the Legislative Council in 2008; and the enhancements to the remuneration package for Members with effect from 1 October 2008.

Programme (2)

Provision for 2008–09 is \$11.8 million (7.1%) higher than the revised estimate for 2007–08. This is mainly due to the creation of seven posts to strengthen secretariat support and translation service for the Council and its committees; the creation of time-limited posts for overseeing and co-ordinating the planning and implementation of the reprovisioning of the Legislative Council Building and offices of the Legislative Council Secretariat to the new Legislative Council Complex at Tamar; as well as increased provision to meet other operating expenses.

Programme (3)

Provision for 2008–09 is \$1.7 million (6.5%) higher than the revised estimate for 2007–08. This is mainly due to the creation of two posts to strengthen the legal service.

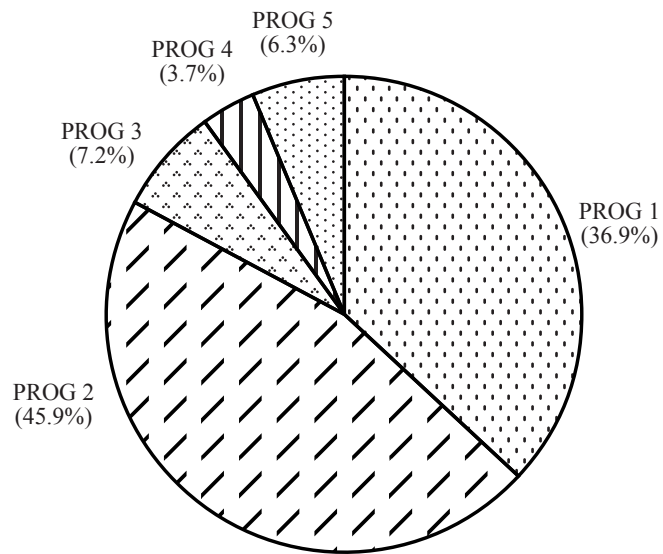
Programme (4)

Provision for 2008–09 is \$0.1 million (0.7%) higher than the revised estimate for 2007–08. This is mainly due to salary increments for staff.

Programme (5)

Provision for 2008–09 is \$1.0 million (4.3%) higher than the revised estimate for 2007–08. This is mainly due to the creation of one post to strengthen research support and increased provision for on-line newsclipping services.

*Allocation of provision
to programmes
(2008-09)*



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Sub-head (Code)		Actual expenditure 2006–07	Approved estimate 2007–08	Revised estimate 2007–08	Estimate 2008–09
		\$'000	\$'000	\$'000	\$'000
Operating Account					
Recurrent					
000	Operational expenses	215,008	216,587	224,968	238,831
366	Remuneration and reimbursements for Members of the Legislative Council.....	123,816	128,768	128,768	133,865
	Total, Recurrent.....	<u>338,824</u>	<u>345,355</u>	<u>353,736</u>	<u>372,696</u>
Non-Recurrent					
700	General non-recurrent	—	100	100	160
	Total, Non-Recurrent.....	<u>—</u>	<u>100</u>	<u>100</u>	<u>160</u>
	Total, Operating Account	<u>338,824</u>	<u>345,455</u>	<u>353,836</u>	<u>372,856</u>
Capital Account					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council.....	1,150	1,500	1,329	8,568
885	Legislative Council Commission	2,093	4,938	3,818	4,503
	Total, Subventions.....	<u>3,243</u>	<u>6,438</u>	<u>5,147</u>	<u>13,071</u>
	Total, Capital Account.....	<u>3,243</u>	<u>6,438</u>	<u>5,147</u>	<u>13,071</u>
	Total Expenditure	<u><u>342,067</u></u>	<u><u>351,893</u></u>	<u><u>358,983</u></u>	<u><u>385,927</u></u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2008–09 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 \$385,927,000. This represents an increase of \$26,944,000 over the revised estimate for 2007–08 and of \$43,860,000 over actual expenditure in 2006–07.

Operating Account

Recurrent

2 Provision of \$238,831,000 under *Subhead 000 Operational expenses* is for staff salaries, allowances and other operating expenses of The Legislative Council Commission.

3 Provision of \$133,865,000 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 31.3.2007	Revised estimated expenditure for 2007–08	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Operating Account</i>						
700		<i>General non-recurrent</i>				
	540	Microfilming of archival records	540	200	100	240
			540	200	100	240
<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	3,783	600	1,617
	544	Information technology and communication equipment expenses for Members of the Legislative Council (2004–2008)	6,000	3,033	600	2,367
	801	Winding up expenses for Members of the Legislative Council (2004–2008).....	3,497	—	129	3,368
	850	Setting up expenses for Members of the Legislative Council (2008–2012).....	6,750	—	—	6,750
	851	Information technology and communication equipment expenses for Members of the Legislative Council (2008–2012)	6,000	—	—	6,000
			28,247	6,816	1,329	20,102
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	2,697	3,500	3,079
	526	Enhancement of the Legislative Council Business Information System (LEBIS).....	2,020	1,921	50	49
	536	Replacement of internal electronic mailing system.....	2,150	1,714	68	368
	537	Digital Recording System	2,490	2,185	40	265
	539	Internet access to information systems on the Legislative Council network...	433	343	10	80
	541	Replacement of computing facilities.....	4,909	3,896	150	863

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Commitments—Cont'd.

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2007	Revised estimated expenditure for 2007–08	Balance
			\$'000	\$'000	\$'000	\$'000
Capital Account—Cont'd.						
885		<i>Legislative Council Commission— Cont'd.</i>				
852		Replacement of a saloon car (LC1) with an environmentally friendly vehicle	550	—	—	550
			21,828	12,756	3,818	5,254
		Total	50,615	19,772	5,247	25,596