

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2009–10	\$407.5m
Commitment balance	\$10.2m

Controlling Officer's Report

Programmes

Programme (1) Remuneration and Reimbursements for Members

Programme (2) General and Secretariat Services

Programme (3) Legal Service

Programme (4) Redress System

Programme (5) Research and Library Services

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

Detail

Programme (1): Remuneration and Reimbursements for Members

	2007–08 (Actual)	2008–09 (Original)	2008–09 (Revised)	2009–10 (Estimate)
Financial provision (\$m)	130.1	142.4	142.4 (—)	141.6 (–0.6%)
				(or –0.6% on 2008–09 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, an annual medical allowance and a gratuity at the end of the four-year term. Operating expenses reimbursements are available to reimburse Members for expenses spent on office operation, including staff remuneration, office accommodation expenses, research work, publicity and promotion activities, communication, etc. arising out of their Legislative Council duties.

Programme (2): General and Secretariat Services

	2007–08 (Actual)	2008–09 (Original)	2008–09 (Revised)	2009–10 (Estimate)
Financial provision (\$m)	164.2	177.3	185.1 (+4.4%)	193.2 (+4.4%)
				(or +9.0% on 2008–09 Original)

Aim

- 4 The aim is to provide support services for the Legislative Council and its committees, to assist The Legislative Council Commission in its work, 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 and approving legislative and financial proposals, and in monitoring government policies. The divisions also provide support for corporate liaison activities and support Members in their contacts with overseas legislators and visitors as well as members of district organisations.

Head 112 — LEGISLATIVE COUNCIL COMMISSION

6 The work of the Council Business Divisions involves:

- providing general support services and procedural advice for meetings of the Council;
- providing general, procedural and background research support for committees, including co-ordination of support services for meetings, conduct of enquiries and studies on specific subjects or policy issues, and servicing of duty visits within and outside Hong Kong;
- assisting in the study and development of the procedures of the Council and its committees;
- providing support services for corporate liaison activities and providing research and secretariat support for Members' meetings with District Councils and Heung Yee Kuk; and
- facilitating Members' contact with legislators, visitors and organisations from outside Hong Kong.

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 The Project Team for the New Legislative Council Complex assists The Legislative Council Commission in overseeing and co-ordinating the planning and implementation of the new Legislative Council Complex Project at Tamar. The Project Team is also responsible for planning and supervising the removal of offices and the Legislative Council Secretariat to the new Complex in 2011.

11 In the 2007/08 legislative year, the divisions and the Project Team were able to provide the intended general and secretariat support for Members. The key performance measures are:

Indicators

	2006/07 (Actual)	<i>Legislative Year</i> 2007/08 (Actual)	2008/09 (Estimate)
Council meetings serviced.....	37	37	36
committee meetings serviced.....	712	747	900
meetings of Commission and its committees serviced	8	9	13
meetings with visitors to Legislative Council serviced	121	93	93
bills scrutinised.....	35	35	27
financial proposals scrutinised.....	142	169	171
Council questions processed.....	637	638	600
motions debated in Council (other than debates on bills).....	101	113	113
papers issued to Commission and its committees.....	114	107	130
papers on studies conducted and background briefs issued.....	249	269	326
committee reports issued	81	122	120
pages of Official Record of Proceedings of the Legislative Council processed	28 380	31 416	30 470
tours of Legislative Council Building conducted	410	437	430
general telephone/walk-in/e-mail enquiries handled	18 476	17 743	17 500
duty visits (outside Hong Kong) serviced	4	2	4
meetings with the Administration, contractors and users of the New Legislative Council Complex#	N.A.	82	180

New indicator as from 2007/08.

Matters Requiring Special Attention in 2009–10

12 In 2009–10, the divisions and the Project Team will:

- continue to assist Members to review and refine the procedural arrangements for meetings of the Council and its committees, with a view to enhancing the effectiveness of the operation of the Council;
- continue to produce and maintain records of proceedings in both Chinese and English versions in an accurate and speedy manner;

Head 112 — LEGISLATIVE COUNCIL COMMISSION

- continue to maintain a highly effective research database for Members, staff of the Secretariat and members of the public through the Council Website;
- develop new strategies to enhance public understanding of the work of the Legislative Council through civic education programmes and the Council Website;
- develop new strategies to enable persons with disability to present views to the Legislative Council and to provide a conducive environment with the right equipment for them to work in the Secretariat; and
- finalise the detailed design of layout and facilities in the New Legislative Council Complex, and commence preparatory work for the procurement and installation of new facilities.

Programme (3): Legal Service

	2007–08 (Actual)	2008–09 (Original)	2008–09 (Revised)	2009–10 (Estimate)
Financial provision (\$m)	26.3	27.7	29.4 (+6.1%)	29.7 (+1.0%)
				(or +7.2% on 2008–09 Original)

Aim

13 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

14 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.

15 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.

16 In the 2007/08 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

	<i>Legislative Year</i>		
	2006/07 (Actual)	2007/08 (Actual)	2008/09 (Estimate)
pages of bills scrutinised.....	1 180	892	950
pages of subsidiary legislation scrutinised	4 488	4 213	4 000
Council, Commission and committee meetings serviced	757	793	949
Council questions advised upon	637	638	600
reports issued	123	125	140

Matters Requiring Special Attention in 2009–10

17 In 2009–10, the division will:

- ensure that the quality of service to the Council, the Commission and the Secretariat is maintained and that any new or increased demand for service in the new term of the Council is met; and
- enhance the support for Panels and other non-legislative committees.

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Programme (4): Redress System

	2007–08 (Actual)	2008–09 (Original)	2008–09 (Revised)	2009–10 (Estimate)
Financial provision (\$m)	14.4	14.4	15.3 (+6.3%)	16.4 (+7.2%)
				(or +13.9% on 2008–09 Original)

Aim

18 The aim is to ensure that complaints and representations received are dealt with thoroughly and efficiently.

Brief Description

19 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.

20 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.

21 In the 2007/08 legislative year, the division was able to provide an effective service to assist Members in handling cases received. The key performance measures are:

Indicators

	<i>Legislative Year</i>		
	2006/07 (Actual)	2007/08 (Actual)	2008/09 (Estimate)
new cases processed (excluding telephone cases)	946	926	940
cases completed (excluding telephone cases)	978	918	930
telephone cases received and completed	1 223	1 446	1 330
meetings and site visits serviced	135	149	140
papers issued to Members	982	988	1 000

Matters Requiring Special Attention in 2009–10

22 In 2009–10, 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

	2007–08 (Actual)	2008–09 (Original)	2008–09 (Revised)	2009–10 (Estimate)
Financial provision (\$m)	23.4	24.1	25.7 (+6.6%)	26.6 (+3.5%)
				(or +10.4% on 2008–09 Original)

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Aim

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

Brief Description

24 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.

25 In the 2007/08 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

		<i>Legislative Year</i>	
	2006/07 (Actual)	2007/08 (Actual)	2008/09 (Estimate)
research publications	59	67	75
search tasks	75	90	90
library users serviced	8 213	7 165	8 000
books borrowed	10 792	10 314	10 800
enquiries handled	20 168	17 943	20 000
new files uploaded onto the Website#	43 878	45 373	45 000

New indicator as from 2007/08

Matters Requiring Special Attention in 2009–10

26 In 2009–10, the division will:

- continue to provide timely and effective research support for the Council and its committees;
- enhance the provision of research services at the committee level;
- 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.

Head 112 — LEGISLATIVE COUNCIL COMMISSION

ANALYSIS OF FINANCIAL PROVISION

Programme	2007–08 (Actual) (\$m)	2008–09 (Original) (\$m)	2008–09 (Revised) (\$m)	2009–10 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members	130.1	142.4	142.4	141.6
(2) General and Secretariat Services.....	164.2	177.3	185.1	193.2
(3) Legal Service	26.3	27.7	29.4	29.7
(4) Redress System	14.4	14.4	15.3	16.4
(5) Research and Library Services.....	23.4	24.1	25.7	26.6
	358.4	385.9	397.9 (+3.1%)	407.5 (+2.4%)
				(or +5.6% on 2008–09 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2009–10 is \$0.8 million (0.6%) lower than the revised estimate for 2008–09. This is mainly due to the expected decrease in reimbursement claims related to the winding up of Members' offices upon the re-constitution of the Legislative Council. The decrease is partly offset by the full-year effect of the enhancements to the remuneration package for Members, which took effect from 1 October 2008.

Programme (2)

Provision for 2009–10 is \$8.1 million (4.4%) higher than the revised estimate for 2008–09. This is mainly due to the creation of nine posts and the upgrading of two posts to strengthen general and secretariat support for the Council and its committees; the creation of four posts to promote public understanding of the work of the Council and to strengthen public education programmes of the Council; the creation of time-limited posts for overseeing and co-ordinating the planning and implementation of the new Legislative Council Complex Project at Tamar; and the provision of funding for conducting an Information System Strategic Plan Study.

Programme (3)

Provision for 2009–10 is \$0.3 million (1.0%) higher than the revised estimate for 2008–09. This is mainly due to the creation of three posts to strengthen the legal service.

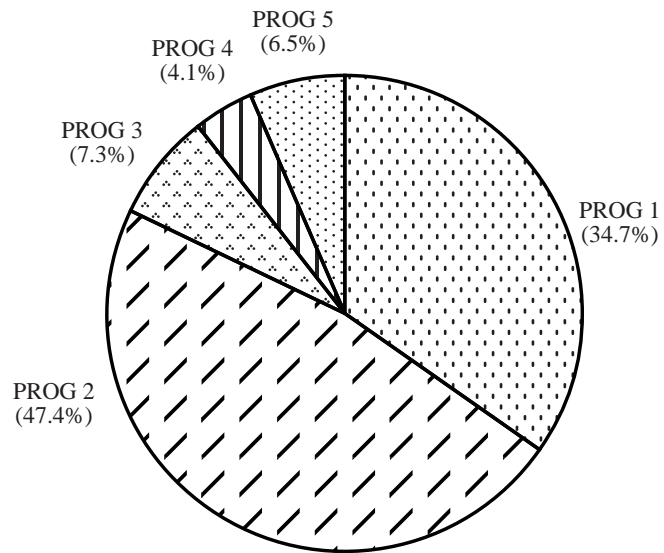
Programme (4)

Provision for 2009–10 is \$1.1 million (7.2%) higher than the revised estimate for 2008–09. This is mainly due to the filling of vacant posts.

Programme (5)

Provision for 2009–10 is \$0.9 million (3.5%) higher than the revised estimate for 2008–09. This is mainly due to the filling of vacant posts and increased allocation for research database and information dissemination services.

*Allocation of provision
to programmes
(2009-10)*



Head 112 — LEGISLATIVE COUNCIL COMMISSION

Sub-head (Code)	Actual expenditure 2007–08	Approved estimate 2008–09	Revised estimate 2008–09	Estimate 2009–10	
	\$'000	\$'000	\$'000	\$'000	
Operating Account					
Recurrent					
000	Operational expenses	224,820	238,831	250,083	264,829
366	Remuneration and reimbursements for Members of the Legislative Council	129,173	133,865	133,865	137,755
	Total, Recurrent	<u>353,993</u>	<u>372,696</u>	<u>383,948</u>	<u>402,584</u>
Non-Recurrent					
700	General non-recurrent	—	160	120	50
	Total, Non-Recurrent	<u>—</u>	<u>160</u>	<u>120</u>	<u>50</u>
	Total, Operating Account	<u>353,993</u>	<u>372,856</u>	<u>384,068</u>	<u>402,634</u>
Capital Account					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council	869	8,568	8,568	3,825
885	Legislative Council Commission	3,527	4,503	5,230	995
	Total, Subventions	<u>4,396</u>	<u>13,071</u>	<u>13,798</u>	<u>4,820</u>
	Total, Capital Account	<u>4,396</u>	<u>13,071</u>	<u>13,798</u>	<u>4,820</u>
	Total Expenditure	<u><u>358,389</u></u>	<u><u>385,927</u></u>	<u><u>397,866</u></u>	<u><u>407,454</u></u>

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Details of Expenditure by Subhead

The estimate of the amount required in 2009–10 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 \$407,454,000. This represents an increase of \$9,588,000 over the revised estimate for 2008–09 and of \$49,065,000 over actual expenditure in 2007–08.

Operating Account

Recurrent

2 Provision of \$264,829,000 under *Subhead 000 Operational expenses* is for staff salaries, allowances and other operating expenses of The Legislative Council Commission.

3 Provision of \$137,755,000 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.

Head 112 — LEGISLATIVE COUNCIL COMMISSION

Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2008	Revised estimated expenditure for 2008–09	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Operating Account</i>						
700		<i>General non-recurrent</i>				
	540	Microfilming of archival records.....	540	200	120	220
			<u>540</u>	<u>200</u>	<u>120</u>	<u>220</u>
<i>Capital Account</i>						
872		<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>				
	850	Setting up expenses for Members of the Legislative Council (2008-2012)	6,750	—	2,700	4,050
	851	Information technology and communication equipment expenses for Members of the Legislative Council (2008–2012)	6,000	—	1,200	4,800
			<u>12,750</u>	<u>—</u>	<u>3,900</u>	<u>8,850</u>
885		<i>Legislative Council Commission</i>				
	536	Replacement of internal electronic mailing system	2,150	1,751	110	289
	537	Digital Recording System.....	2,490	2,188	120	182
	830	Replacement of Legislative Council vehicles LC2 and LC3.....	780	—	156	624
			<u>5,420</u>	<u>3,939</u>	<u>386</u>	<u>1,095</u>
		Total	<u>18,710</u>	<u>4,139</u>	<u>4,406</u>	<u>10,165</u>