

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2010–11	\$414.4m
Commitment balance	\$9.0m

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

	2008–09 (Actual)	2009–10 (Original)	2009–10 (Revised)	2010–11 (Estimate)
Financial provision (\$m)	144.0	141.6	140.0 (–1.1%)	140.0 (—)
				(or –1.1% on 2009–10 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

	2008–09 (Actual)	2009–10 (Original)	2009–10 (Revised)	2010–11 (Estimate)
Financial provision (\$m)	187.4	193.2	191.5 (–0.9%)	199.9 (+4.4%)
				(or +3.5% on 2009–10 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.

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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 2008/09 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

	2007/08 (Actual)	<i>Legislative Year</i> 2008/09 (Actual)	2009/10 (Estimate)
Council meetings serviced.....	37	36	36
committee meetings serviced.....	747	773	873
meetings of Commission and its committees serviced.....	9	20	15
meetings with visitors to Legislative Council serviced.....	93	71	90
bills scrutinised.....	35	25	38
financial proposals scrutinised	169	188	117
Council questions processed.....	638	597	620
motions debated in Council (other than debates on bills).....	113	109	109
papers issued to Commission and its committees	107	147	150
papers on studies conducted and background briefs issued.....	269	647	672
committee reports issued	122	64	105
pages of Official Record of Proceedings of the Legislative Council processed.....	31 416	25 500	28 050
tours of Legislative Council Building conducted	437	469	570
general telephone/walk-in/e-mail enquiries handled	17 743	17 962	18 000
duty visits (outside Hong Kong) serviced.....	2	4	6
meetings with the Administration, contractors and users of the New Legislative Council Complex	82	185	340

Matters Requiring Special Attention in 2010–11

12 In 2010–11, 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;
- continue to maintain a highly effective research database for Members, staff of the Secretariat and members of the public through the Council Website;

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- develop learning and teaching resources to support the school-based curriculum and further enhance public awareness of the work of the Legislative Council through the Council Website and public education activities;
- 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;
- finalise the detailed layout and interior design of facilities in the new Legislative Council Complex, monitor the project implementation of various information technology, telecommunication and electronic systems, and commence the preparatory work for the relocation of LegCo to the new Complex; and
- prepare for the full implementation of the in-house TV production service in 2011 to cover video webcasting of all Council meetings and committee meetings held in the new LegCo Complex.

Programme (3): Legal Service

	2008–09 (Actual)	2009–10 (Original)	2009–10 (Revised)	2010–11 (Estimate)
Financial provision (\$m)	27.7	29.7	32.8 (+10.4%)	32.1 (–2.1%)
				(or +8.1% on 2009–10 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 2008/09 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

	2007/08 (Actual)	<i>Legislative Year</i> 2008/09 (Actual)	2009/10 (Estimate)
pages of bills scrutinised	892	996	950
pages of subsidiary legislation scrutinised.....	4 213	3 064	3 500
Council, Commission and committee meetings serviced.....	793	827	924
Council questions advised upon	638	597	620
reports issued.....	125	124	130

Matters Requiring Special Attention in 2010–11

17 In 2010–11, 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 progresses is met; and
- enhance the support for Panels and other non-legislative committees.

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Programme (4): Redress System

	2008–09 (Actual)	2009–10 (Original)	2009–10 (Revised)	2010–11 (Estimate)
Financial provision (\$m)	15.1	16.4	15.5 (–5.5%)	15.8 (+1.9%)
				(or –3.7% on 2009–10 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 2008/09 legislative year, the division was able to provide an effective service to assist Members in handling cases received. The key performance measures are:

Indicators

	2007/08 (Actual)	<i>Legislative Year</i> 2008/09 (Actual)	2009/10 (Estimate)
new cases processed (excluding telephone cases)	926	2 201	1 360
cases completed (excluding telephone cases)	918	1 884	1 260
telephone cases received and completed	1 446	1 885	1 520
meetings and site visits serviced	149	203	170
papers issued to Members	988	1 496	1 160

Matters Requiring Special Attention in 2010–11

22 In 2010–11, the division will:

- continue to provide effective and efficient support services for Members in dealing with complaints and representations; and
- improve the mechanism for resolving as far as possible cases received by Members under the Redress System.

Programme (5): Research and Library Services

	2008–09 (Actual)	2009–10 (Original)	2009–10 (Revised)	2010–11 (Estimate)
Financial provision (\$m)	25.1	26.6	24.3 (–8.6%)	26.6 (+9.5%)
				(or same as 2009–10 Original)

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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 Legislative Council Website for dissemination of information, and the Legislative Council Library which holds, apart from books and reference materials, papers and records of Council and committee meetings.

25 In the 2008/09 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>		
	2007/08 (Actual)	2008/09 (Actual)	2009/10 (Estimate)
research publications	67	99	82
search tasks.....	90	128	95
library users serviced.....	7 165	8 171	8 200
books borrowed.....	10 314	10 368	10 500
enquiries handled.....	17 943	19 391	20 000
new files uploaded onto the Website.....	45 373	47 983	47 000

Matters Requiring Special Attention in 2010–11

26 In 2010–11, 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 Legislative Council Library;
- enhance public understanding of the work of the Council by efficient and effective dissemination of information through the Council Website and Library; and
- prepare for the setting up of the LegCo Archives which aims at managing, preserving and making available for general inspection of those historical and valuable records of the Legislature of Hong Kong.

ANALYSIS OF FINANCIAL PROVISION

Programme	2008–09 (Actual) (\$m)	2009–10 (Original) (\$m)	2009–10 (Revised) (\$m)	2010–11 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members	144.0	141.6	140.0	140.0
(2) General and Secretariat Services	187.4	193.2	191.5	199.9
(3) Legal Service	27.7	29.7	32.8	32.1
(4) Redress System	15.1	16.4	15.5	15.8
(5) Research and Library Services.....	25.1	26.6	24.3	26.6
	399.3	407.5	404.1 (–0.8%)	414.4 (+2.5%)
				(or +1.7% on 2009–10 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2010–11 is the same as the revised estimate for 2009–10.

Programme (2)

Provision for 2010–11 is \$8.4 million (4.4%) higher than the revised estimate for 2009–10. This is mainly due to the creation of eight posts to strengthen general and secretariat support for the Council and its committees; the creation of six posts to expedite the preparation and release of the Official Record of Proceedings of Council Meetings; the creation of two posts to promote public understanding of the work of the Council; the creation of five posts, as well as time-limited posts, to implement enhanced security arrangements in the Legislative Council Building; the creation of two posts to cope with the increasing demand for pager and waiter services at Council and committee meetings; and the creation of two posts to cope with the demand for information technology services.

Programme (3)

Provision for 2010–11 is \$0.7 million (2.1%) lower than the revised estimate for 2009–10. This is mainly due to retirement of staff on maximum pay points.

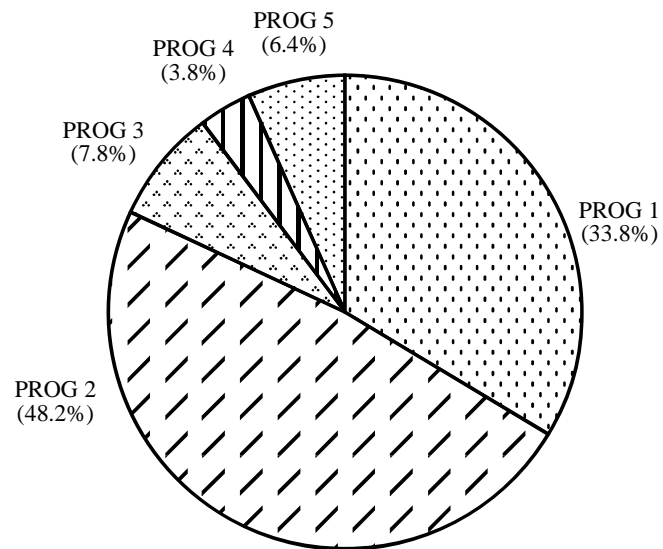
Programme (4)

Provision for 2010–11 is \$0.3 million (1.9%) higher than the revised estimate for 2009–10. This is mainly due to the setting up of a telephone recording system for the complaints hotline.

Programme (5)

Provision for 2010–11 is \$2.3 million (9.5%) higher than the revised estimate for 2009–10. This is mainly due to the creation of two posts to set up the LegCo Archives, increased cash flow requirement for microfilming of archival records, and the allocation of resources to build up a constitutional collection for the Legislative Council Library.

*Allocation of provision
to programmes
(2010-11)*



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Sub-head (Code)		Actual expenditure 2008–09	Approved estimate 2009–10	Revised estimate 2009–10	Estimate 2010–11
		\$'000	\$'000	\$'000	\$'000
Operating Account					
Recurrent					
000	Operational expenses	250,083	264,829	263,986	273,311
366	Remuneration and reimbursements for Members of the Legislative Council	137,626	137,755	137,755	137,755
	Total, Recurrent.....	<u>387,709</u>	<u>402,584</u>	<u>401,741</u>	<u>411,066</u>
Non-Recurrent					
700	General non-recurrent	63	50	20	100
	Total, Non-Recurrent.....	<u>63</u>	<u>50</u>	<u>20</u>	<u>100</u>
	Total, Operating Account	<u>387,772</u>	<u>402,634</u>	<u>401,761</u>	<u>411,166</u>
Capital Account					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council	6,346	3,825	2,200	2,200
885	Legislative Council Commission	5,151	995	173	1,001
	Total, Subventions.....	<u>11,497</u>	<u>4,820</u>	<u>2,373</u>	<u>3,201</u>
	Total, Capital Account	<u>11,497</u>	<u>4,820</u>	<u>2,373</u>	<u>3,201</u>
	Total Expenditure	<u><u>399,269</u></u>	<u><u>407,454</u></u>	<u><u>404,134</u></u>	<u><u>414,367</u></u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2010–11 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 \$414,367,000. This represents an increase of \$10,233,000 over the revised estimate for 2009–10 and of \$15,098,000 over actual expenditure in 2008–09.

Operating Account

Recurrent

2 Provision of \$273,311,000 under *Subhead 000 Operational expenses* is for The Legislative Council Commission to cover its staff salaries, allowances and other operating expenses.

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.

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Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2009	Revised estimated expenditure for 2009–10	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Operating Account</i>						
700		<i>General non-recurrent</i>				
	540	Microfilming of archival records.....	540	263	20	257
			<u>540</u>	<u>263</u>	<u>20</u>	<u>257</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	1,609	1,200	3,941
	851	Information technology and communication equipment expenses for Members of the Legislative Council (2008–2012).....	6,000	1,200	1,000	3,800
			<u>12,750</u>	<u>2,809</u>	<u>2,200</u>	<u>7,741</u>
885		<i>Legislative Council Commission</i>				
	830	Replacement of Legislative Council vehicles LC2 and LC3	780	329	—	451
	852	Replacement of a saloon car (LC1) with an environmentally friendly vehicle...	550	—	—	550
			<u>1,330</u>	<u>329</u>	<u>—</u>	<u>1,001</u>
		Total.....	<u><u>14,620</u></u>	<u><u>3,401</u></u>	<u><u>2,220</u></u>	<u><u>8,999</u></u>