

## Head 174 — JOINT SECRETARIAT FOR THE ADVISORY BODIES ON CIVIL SERVICE AND JUDICIAL SALARIES AND CONDITIONS OF SERVICE

**Controlling officer:** the Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service will account for expenditure under this Head.

**Estimate 2012–13**..... **\$30.2m**

**Establishment ceiling 2012–13** (notional annual mid-point salary value) representing an estimated 24 non-directorate posts as at 31 March 2012 rising by six posts to 30 posts as at 31 March 2013..... **\$16.7m**

In addition, there will be an estimated four directorate posts as at 31 March 2012 and as at 31 March 2013.

### Controlling Officer's Report

#### Programme

**Secretariat services for the following advisory bodies—**

- **Standing Commission on Civil Service Salaries and Conditions of Service**
- **Standing Committee on Disciplined Services Salaries and Conditions of Service**
- **Standing Committee on Directorate Salaries and Conditions of Service**
- **Standing Committee on Judicial Salaries and Conditions of Service**
- **Advisory Committee on Post-service Employment of Civil Servants**

This programme contributes to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service) and Policy Area 27: Intra-Governmental Services (Director of Administration).

#### Detail

	2010–11 (Actual)	2011–12 (Original)	2011–12 (Revised)	<b>2012–13 (Estimate)</b>
Financial provision (\$m)	19.3	19.2	20.4 (+6.3%)	<b>30.2</b> (+48.0%)
				(or +57.3% on 2011–12 Original)

#### Aim

2 The aim is to assist in maintaining efficient and stable civil and judicial services through the advice of the advisory bodies.

#### Brief Description

3 The five advisory bodies advise the Chief Executive on the following:

- Standing Commission on Civil Service Salaries and Conditions of Service – matters relating to the pay and conditions of service of the non-directorate civil service;
- Standing Committee on Disciplined Services Salaries and Conditions of Service – matters relating to the pay and conditions of service of the disciplined services;
- Standing Committee on Directorate Salaries and Conditions of Service – the structure of directorate posts and matters relating to pay and conditions of service;
- Standing Committee on Judicial Salaries and Conditions of Service – the structure of judicial posts and matters relating to pay and conditions of service; and
- Advisory Committee on Post-service Employment of Civil Servants (since 1 September 2011) – the principles and the criteria to be adopted in formulating policy and arrangements to control post-service employment, and the applications for post-service outside work from directorate officers.

4 The advisory bodies take into consideration recommendations from the Administration and, for the four advisory bodies on civil service and judicial salaries and conditions of service, views of the staff before tendering their advice to the Chief Executive.

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5 The effectiveness of the work of the four advisory bodies on civil service and judicial salaries and conditions of service is reflected in the part they play in the formulation of principles and practices governing the grades, ranks, salary structures and conditions of service of the civil and judicial services. The effectiveness of the work of the Advisory Committee on Post-service Employment of Civil Servants is reflected in the extent to which the advice tendered assists the decision authority to ensure that the post-service outside work of directorate civil servants within the periods of restriction would not constitute conflict of interest with their former government duties, cause negative public perception or give rise to reasonable apprehension of deferred reward.

### ***Matters Requiring Special Attention in 2012–13***

6 During 2012–13, the advisory bodies will:

- continue to tender advice to the Administration on the further development of the civil service pay system;
- continue to examine and tender advice to the Administration on proposals and applications put to them by the Administration on matters within their ambits; and
- conduct regular pay surveys as requested by the Administration.

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**ANALYSIS OF FINANCIAL PROVISION**

<b>Programme</b>	2010-11 (Actual) (\$m)	2011-12 (Original) (\$m)	2011-12 (Revised) (\$m)	<b>2012-13 (Estimate) (\$m)</b>
Secretariat services for the following advisory bodies—				
• Standing Commission on Civil Service Salaries and Conditions of Service				
• Standing Committee on Disciplined Services Salaries and Conditions of Service				
• Standing Committee on Directorate Salaries and Conditions of Service				
• Standing Committee on Judicial Salaries and Conditions of Service				
• Advisory Committee on Post-service Employment of Civil Servants.....	19.3	19.2	20.4 (+6.3%)	<b>30.2 (+48.0%)</b>
				<b>(or +57.3% on 2011-12 Original)</b>

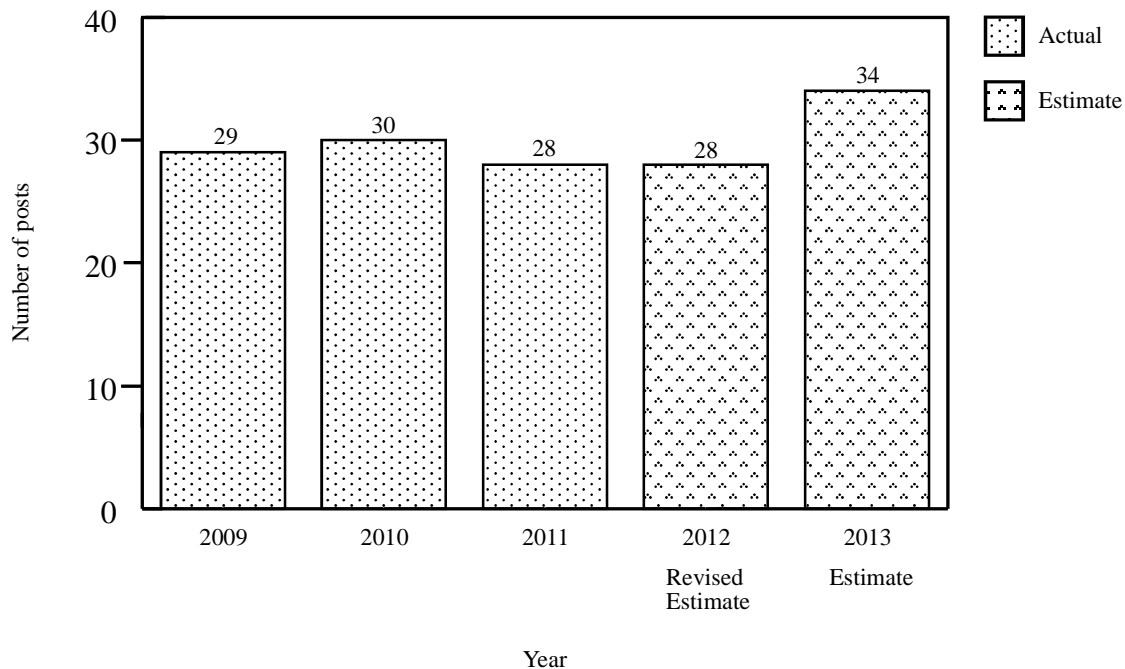
**Analysis of Financial and Staffing Provision**

Provision for 2012-13 is \$9.8 million (48.0%) higher than the revised estimate for 2011-12. This is mainly due to the increase in expenses arising from the provision of secretariat support to the Advisory Committee on Post-service Employment of Civil Servants and the conduct of regular pay surveys.

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*Changes in the size of the establishment  
(as at 31 March)*



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Sub-head (Code)	Actual expenditure 2010-11	Approved estimate 2011-12	Revised estimate 2011-12	<b>Estimate 2012-13</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	19,254	19,244	20,413	<b>30,214</b>
	Total, Recurrent .....	19,254	19,244	20,413	<b>30,214</b>
	Total, Operating Account .....	19,254	19,244	20,413	<b>30,214</b>
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	Total Expenditure .....	19,254	19,244	20,413	<b>30,214</b>

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**Details of Expenditure by Subhead**

The estimate of the amount required in 2012–13 for the salaries and expenses of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Joint Secretariat) is \$30,214,000. This represents an increase of \$9,801,000 over the revised estimate for 2011–12 and of \$10,960,000 over actual expenditure in 2010–11.

*Operating Account*

Recurrent

**2** Provision of \$30,214,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Joint Secretariat. The increase of \$9,801,000 (48.0%) over the revised estimate for 2011–12 is mainly due to the increase in expenses arising from the provision of secretariat support to the Advisory Committee on Post-service Employment of Civil Servants and the conduct of regular pay surveys.

**3** The establishment as at 31 March 2012 will be 28 permanent posts. It is expected that there will be an increase of six posts in 2012–13. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2012–13, but the notional annual mid-point salary value of all such posts must not exceed \$16,717,000.

**4** An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2010–11 (Actual) (\$'000)	2011–12 (Original) (\$'000)	2011–12 (Revised) (\$'000)	<b>2012–13 (Estimate) (\$'000)</b>
Personal Emoluments				
- Salaries .....	16,841	16,894	18,045	<b>23,076</b>
- Allowances .....	119	254	271	<b>579</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution .....	13	13	14	<b>16</b>
- Civil Service Provident Fund contribution .....	—	—	—	<b>73</b>
Departmental Expenses				
- General departmental expenses .....	2,281	2,083	2,083	<b>6,470</b>
	<hr/> 19,254	<hr/> 19,244	<hr/> 20,413	<hr/> <b>30,214</b> <hr/>