

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 2013–14..... **\$30.1m**

Establishment ceiling 2013–14 (notional annual mid-point salary value) representing an estimated 30 non-directorate posts as at 31 March 2013 and as at 31 March 2014 **\$17.6m**

In addition, there will be an estimated four directorate posts as at 31 March 2013 and as at 31 March 2014.

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

	2011–12 (Actual)	2012–13 (Original)	2012–13 (Revised)	2013–14 (Estimate)
Financial provision (\$m)	20.4	30.2	27.5 (–8.9%)	30.1 (+9.5%)
				(or –0.3% on 2012–13 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 – 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 four advisory bodies on civil service and judicial salaries and conditions of service take into consideration recommendations from the Administration and views of the staff before tendering their advice to the Chief Executive. The Advisory Committee on Post-service Employment of Civil Servants takes into consideration assessment and views of parties within the Administration before tendering its advice on applications to the decision authority.

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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 2013–14

6 During 2013–14, the advisory bodies will:

- continue to tender advice to the Administration on the civil service and judicial salaries and conditions of service;
- 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 the next Pay Level Survey as requested by the Administration.

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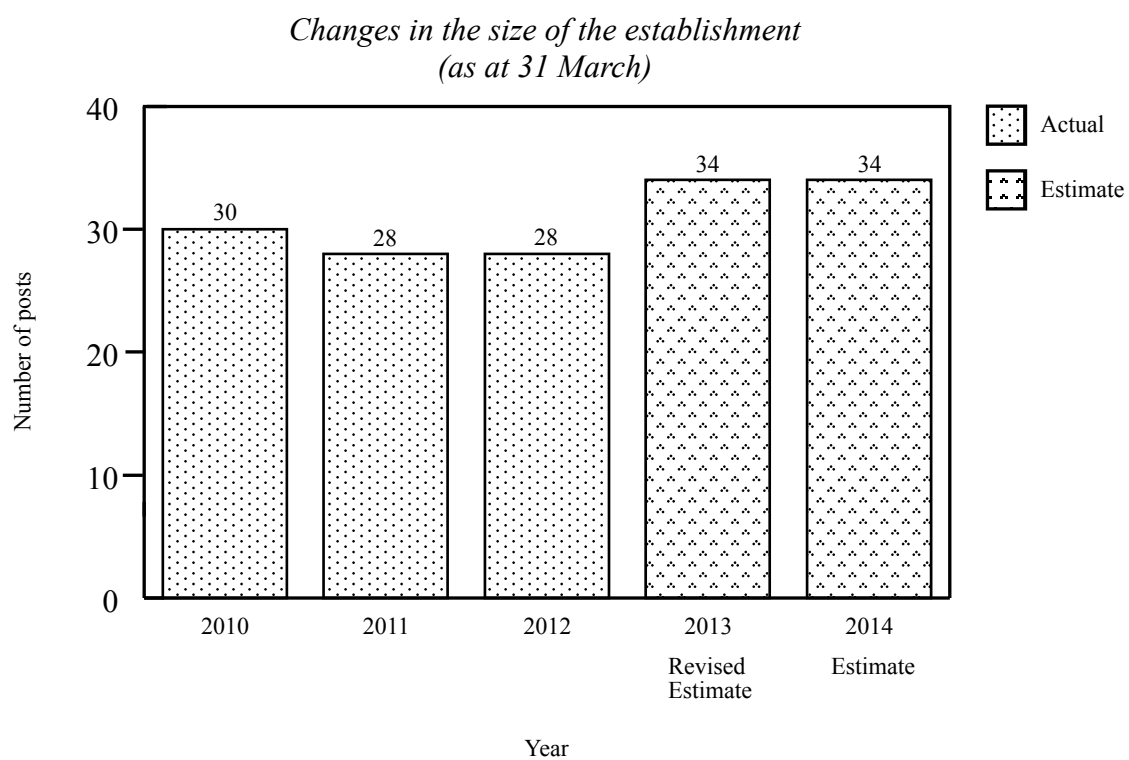
ANALYSIS OF FINANCIAL PROVISION

Programme	2011-12 (Actual) (\$m)	2012-13 (Original) (\$m)	2012-13 (Revised) (\$m)	2013-14 (Estimate) (\$m)
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	20.4	30.2	27.5 (-8.9%)	30.1 (+9.5%)
				(or -0.3% on 2012-13 Original)

Analysis of Financial and Staffing Provision

Provision for 2013-14 is \$2.6 million (9.5%) higher than the revised estimate for 2012-13. This is mainly due to the increase in expenses arising from the conduct of the next Pay Level Survey and the replacement of obsolete conference equipment.

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Sub- head (Code)		Actual expenditure 2011–12	Approved estimate 2012–13	Revised estimate 2012–13	Estimate 2013–14
		_____ \$'000	_____ \$'000	_____ \$'000	_____ \$'000
Operating Account					
	Recurrent				
000	Operational expenses	20,409	30,214	27,537	30,070
	Total, Recurrent	_____ 20,409	_____ 30,214	_____ 27,537	_____ 30,070
	Total, Operating Account.....	_____ 20,409	_____ 30,214	_____ 27,537	_____ 30,070
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	Total Expenditure	_____ 20,409	_____ 30,214	_____ 27,537	_____ 30,070
		=====	=====	=====	=====

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Details of Expenditure by Subhead

The estimate of the amount required in 2013–14 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 \$30,070,000. This represents an increase of \$2,533,000 over the revised estimate for 2012–13 and of \$9,661,000 over actual expenditure in 2011–12.

Operating Account

Recurrent

2 Provision of \$30,070,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Joint Secretariat. The increase of \$2,533,000 (9.2%) over the revised estimate for 2012–13 is mainly due to the increase in expenses arising from the conduct of the next Pay Level Survey and the replacement of obsolete conference equipment.

3 The establishment as at 31 March 2013 will be 34 permanent posts. No change in establishment is expected in 2013–14. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2013–14, but the notional annual mid-point salary value of all such posts must not exceed \$17,632,000.

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

	2011–12 (Actual) (\$'000)	2012–13 (Original) (\$'000)	2012–13 (Revised) (\$'000)	2013–14 (Estimate) (\$'000)
Personal Emoluments				
- Salaries	18,308	23,076	22,903	24,331
- Allowances	239	579	1,305	611
Personnel Related Expenses				
- Mandatory Provident Fund contribution	19	16	16	8
- Civil Service Provident Fund contribution	—	73	215	278
Departmental Expenses				
- General departmental expenses	1,843	6,470	3,098	4,842
	<u>20,409</u>	<u>30,214</u>	<u>27,537</u>	<u>30,070</u>