

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2000–01	\$375.3m
Capital Account commitment balance	\$36.9m

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

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	120.3	127.0 (+5.6%)	123.6 (–2.7%)	136.8 (+10.7%)

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 and operating expenses reimbursements 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

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	150.9	218.3 (+44.7%)	214.2 (–1.9%)	175.9 (–17.9%)

Aim

4 The aim is to provide secretariat support to the Legislative Council, The Legislative Council Commission and their committees, and to enhance public understanding of the work of the Legislative Council and promote its corporate image.

Brief Description

5 The three Council Business Divisions in the Legislative Council Secretariat service meetings of 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 parliamentarians and visitors from other jurisdictions.

6 The work of the Council Business Divisions involves:

- providing clerkship support for the Council and its committees;
- assisting in developing the procedures of the Council and its committees;
- facilitating Members' contacts with organisations and visitors from other jurisdictions; and
- providing support services for Members in their duty visits.

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7 The Administration Division services The Legislative Council Commission and executes its administrative, financial and personnel policies. It administers Members' remuneration and operating expenses reimbursements, and assists in organising Members' corporate social functions. The division also provides for the building management and security of Council premises, and oversees the development and application of information technology in the Secretariat to enhance efficiency of work and storage and retrieval of information.

8 The Public Information Division offers public relations advice to Members, facilitates the media in reporting on Council matters, and co-ordinates a newspaper clipping service to assist Members in gauging community feedback. The division handles public and press enquiries in connection with Council business. It is also responsible for the development and implementation of a public education programme 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 questions, motions, minutes and other Council papers.

10 In the legislative year 1998/99, the divisions were able to provide the intended general and secretariat support to Members. The key performance measures in respect of general and secretariat services are:

Indicators

	<i>Legislative Year†</i>		
	1997/98 (Actual)	1998/99 (Actual)	1999/2000 (Estimate)
Council meetings serviced	45	45	35
Committee meetings serviced	563	978	930
Commission meetings serviced.....	11	10	8
Bills scrutinised.....	63	66	100
Council questions processed	529	791	800
Motions debated in Council (other than debates on bills).....	160	119	120
Financial proposals scrutinised	264	273	262
Papers issued to Council/Committees	4 542	7 675	7 300
Papers issued to Commission.....	67	47	60
Reports and studies conducted.....	133	188	200
Pages of records of proceedings of Council meetings processed	25 758	35 920	28 000

† The Legislative Years for 1997/98, 1998/99 and 1999/2000 refer to the periods from July 1997 to June 1998, from July 1998 to September 1999 and from October 1999 to June 2000 respectively.

Matters Requiring Special Attention in 2000–01

11 In 2000–01, the Secretariat will:

- ensure continuation of effective and efficient secretariat and support services to the Council and its committees;
- continue to effect simultaneous issue of Chinese and English versions of papers to Members;
- promote better understanding by members of the public of the work of the Council and its committees; and
- provide the public with easy and quick access to information relating to activities of the Council and its committees.

Programme (3): Legal Service

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	19.8	28.8 (+45.5%)	28.7 (–0.3%)	22.8 (–20.6%)

Aim

12 The aim is to provide an efficient and effective legal service to the Legislative Council, The Legislative Council Commission and the Legislative Council Secretariat.

Brief Description

13 The Legal Service Division provides legal advice and support to the committees and panels of the Legislative Council and to individual Members on matters relating to Council business. The division also advises The Legislative Council Commission and the Legislative Council Secretariat on legal matters.

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14 The work involves:

- scrutinising bills and subsidiary legislation;
- providing legal support to committees and panels of the Council;
- providing legal advice to 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
- advising The Legislative Council Commission and the Legislative Council Secretariat on legal matters.

15 In the legislative year 1998/99, the division was able to produce the planned output of work. The key performance measures in respect of legal service are:

Indicators

	<i>Legislative Year†</i>		
	1997/98 (Actual)	1998/99 (Actual)	1999/2000 (Estimate)
Pages of bills scrutinised	1 688	4 290	2 900
Pages of subsidiary legislation scrutinised	4 180	3 139	2 100
Committee meetings attended	364	1 155	770
Council questions advised upon	529	791	800

† The Legislative Years for 1997/98, 1998/99 and 1999/2000 refer to the periods from July 1997 to June 1998, from July 1998 to September 1999 and from October 1999 to June 2000 respectively.

Matters Requiring Special Attention in 2000–01

16 In 2000–01, the division will ensure that the quality of service to the Legislative Council, The Legislative Council Commission and the Legislative Council Secretariat is maintained to meet new or increased demand for service.

Programme (4): Redress System

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	18.5	28.9 (+56.2%)	27.4 (–5.2%)	21.5 (–21.5%)

Aim

17 The aim is to ensure that complaints and representations lodged with the system are dealt with thoroughly and efficiently.

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 and case conferences with government officials; and
- preparing briefs, papers and reports.

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20 In the legislative year 1998/99, the division was able to provide an effective service to assist Members in handling the cases lodged with the system. The key performance measures in respect of the redress system are:

Indicators

	<i>Legislative Year†</i>		
	1997/98 (Actual)	1998/99 (Actual)	1999/2000 (Estimate)
New cases processed.....	961	1 579	1 000
Cases completed	996	1 477	900
Telephone cases received and completed	1 793	2 036	1 300
Referrals and enquiries handled (including The Ombudsman, CAPO, and ICAC cases).....	348	642	400

† The Legislative Years for 1997/98, 1998/99 and 1999/2000 refer to the periods from July 1997 to June 1998, from July 1998 to September 1999 and from October 1999 to June 2000 respectively.

Matters Requiring Special Attention in 2000–01

21 In 2000–01, the division will ensure that effective and efficient support is provided to Members to operate the redress system.

Programme (5): Research and Library Services

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	19.6	25.2	28.3	18.3
		(+28.6%)	(+12.3%)	(–35.3%)

Aim

22 The aim is to provide independent research support for the Council and its committees, and a library service.

Brief Description

23 The Research and Library Services Division provides research and support for the Council and its committees. It manages the Council Library which holds, apart from books and reference materials, the papers and minutes of Council and committee meetings. It keeps contact with local and overseas public, parliamentary and academic libraries.

Indicators

	<i>Legislative Year†</i>		
	1997/98 (Actual)	1998/99 (Actual)	1999/2000 (Estimate)
Number of research papers published.....	16	17	20
Library users serviced.....	2 821	5 589	5 800
Books borrowed.....	1 457	3 681	3 800
Enquiries handled	5 111	8 898	9 000

† The Legislative Years for 1997/98, 1998/99 and 1999/2000 refer to the periods from July 1997 to June 1998, from July 1998 to September 1999 and from October 1999 to June 2000 respectively.

Matters Requiring Special Attention in 2000–01

24 In 2000–01, the division will:

- strengthen research support to the Council and its committees;
- develop the Legislative Council Library into an automated information resource centre with computer and communication facilities linking up with other legislatures and information centres; and
- enlarge the library collection.

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ANALYSIS OF FINANCIAL PROVISION

Programme	1998–99 (Actual) (\$m)	1999–2000 (Approved) (\$m)	1999–2000 (Revised) (\$m)	2000–01 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members.....	120.3	127.0	123.6	136.8
(2) General and Secretariat Services.....	150.9	218.3	214.2	175.9
(3) Legal Service.....	19.8	28.8	28.7	22.8
(4) Redress System.....	18.5	28.9	27.4	21.5
(5) Research and Library Services.....	19.6	25.2	28.3	18.3
	329.1	428.2 (+30.1%)	422.2 (-1.4%)	375.3 (-11.1%)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2000–01 is \$13.2 million (10.7%) higher than the revised estimate for 1999–2000. This is mainly due to the expected increase in the number of claims by Members for reimbursement of winding up and setting up expenses, consequent to the dissolution and re-constitution of the Legislative Council in 2000.

Programme (2)

Provision for 2000–01 is \$38.3 million (17.9%) lower than the revised estimate for 1999–2000. This is mainly due to the decrease in the provision for payment of end-of-contract gratuity to staff.

Programme (3)

Provision for 2000–01 is \$5.9 million (20.6%) lower than the revised estimate for 1999–2000. This is mainly due to the decrease in the provision for payment of end-of-contract gratuity to staff.

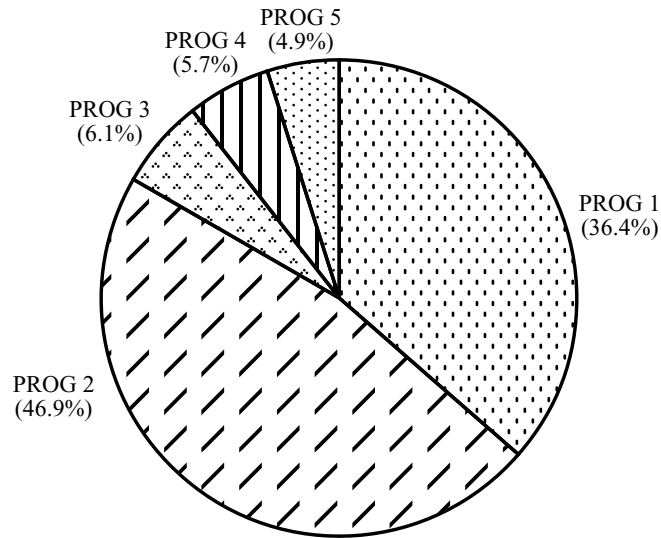
Programme (4)

Provision for 2000–01 is \$5.9 million (21.5%) lower than the revised estimate for 1999–2000. This is mainly due to the decrease in the provision for payment of end-of-contract gratuity to staff.

Programme (5)

Provision for 2000–01 is \$10.0 million (35.3%) lower than the revised estimate for 1999–2000. This is mainly due to the decrease in the provision for payment of end-of-contract gratuity to staff, and the near-completion of the Research and Library Information System in 1999–2000.

*Allocation of provision
to programmes
(2000-01)*



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Sub-head (Code)	Actual expenditure 1998–99	Approved estimate 1999–2000	Revised estimate 1999–2000	Estimate 2000–01	
	\$'000	\$'000	\$'000	\$'000	
Recurrent Account					
V — Subventions					
366	Remuneration and reimbursements for Members of the Legislative Council.....	112,638	123,547	120,635	122,624
367	Salaries and allowances for staff and general expenses of The Legislative Council Commission.....	198,492	286,516	286,516	232,844
	Total, Subventions	311,130	410,063	407,151	355,468
	Total, Recurrent Account.....	311,130	410,063	407,151	355,468
Capital Account					
III — Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council†.....	7,670	3,520	2,966	14,162
885	Legislative Council Commission	10,272	14,596	12,041	5,655
	Total, Subventions	17,942	18,116	15,007	19,817
	Total, Capital Account	17,942	18,116	15,007	19,817
	Total Expenditure	329,072	428,179	422,158	375,285

† formerly entitled “Setting up and winding up expenses for Members of the Legislative Council”

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Details of Expenditure by Subhead

The estimate of the amount required in 2000–01 for the remuneration and reimbursements for Members of the Legislative Council and the staff salaries and general expenses of The Legislative Council Commission is \$375,285,000. This represents a decrease of \$46,873,000 against the revised estimate for 1999–2000 and an increase of \$46,213,000 on the actual expenditure in 1998–99.

Recurrent Account

Subventions

2 Provision of \$122,624,000 under *Subhead 366 Remuneration and reimbursements for Members of the Legislative Council* represents an increase of \$1,989,000 (1.6%) over the revised estimate for 1999–2000. This is mainly due to the expected higher claiming rate of Members' operating expenses reimbursements consequent to the merging of the reimbursable amount for staff and office expenses with that for office accommodation.

3 Provision of \$232,844,000 under *Subhead 367 Salaries and allowances for staff and general expenses of The Legislative Council Commission* represents a decrease of \$53,672,000 (18.7%) against the revised estimate for 1999–2000. This is mainly due to less provision for payment of staff gratuity in 2000–01.

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Capital Account

Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.99	Revised estimated expenditure for 1999–2000	Balance
			\$'000	\$'000	\$'000	\$'000
872		<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>				
	524	Setting up expenses for Members of the Legislative Council.....	8,300	4,735	2,216	1,349
	528	Winding up expenses for Members of the Legislative Council (1998–2000).	9,691	45	—	9,646
	531	Setting up expenses for Members of the Legislative Council (2000–2004).	9,000	—	—	9,000
	532	Information technology and communication equipment expenses for Members of the Legislative Council (1998–2000).....	6,000	—	750	5,250
	533	Information technology and communication equipment expenses for Members of the Legislative Council (2000–2004).....	6,000	—	—	6,000
			<u>38,991</u>	<u>4,780</u>	<u>2,966</u>	<u>31,245</u>
885		<i>Legislative Council Commission</i>				
	523	Implementation of the Research and Library Information System	8,670	3,015	5,155	500
	525	Enhancement of the computer network...	3,093	400	1,693	1,000
	526	Enhancement of the Legislative Council Business Information System (LEBIS)	2,020	—	520	1,500
	527	Enhancement of computing facilities.....	6,563	400	4,663	1,500
	529	Legislative Council Corporate Video 2000	550	—	—	550
	530	Teaching kits for schools	605	—	—	605
			<u>21,501</u>	<u>3,815</u>	<u>12,031</u>	<u>5,655</u>
		Total.....	<u>60,492</u>	<u>8,595</u>	<u>14,997</u>	<u>36,900</u>