

Head 136 — PUBLIC SERVICE COMMISSION

Controlling officer: the Chairman, Public Service Commission will account for expenditure under this Head.

Estimate 2000–01 **\$19.5m**

Establishment ceiling 2000–01 (notional annual mid-point salary value) representing an estimated 35 non-directorate posts at 31 March 2000 reducing by one post to 34 posts at 31 March 2001 **\$12.9m**

In addition there will be one directorate post at 31 March 2000 and at 31 March 2001.

Controlling Officer's Report

Programme

Public Service Commission

This programme contributes to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service).

Detail

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	18.3	21.3 (+16.4%)	20.3 (–4.7%)	19.5 (–3.9%)

Aim

2 The aim is to ensure that matters relating to appointments, promotions and disciplinary cases in the middle and senior ranks of the civil service are processed in a proper and equitable manner and to advise the Chief Executive on the recommendations submitted.

Brief Description

3 The Commission examines submissions from the Government and gives informed advice on issues relating to appointments, promotions, further employment on agreement, disciplinary cases and other associated subjects.

4 The key performance measures are:

Targets

The key performance indicator of the Commission is its thoroughness in examining submissions from the Government and giving informed advice on issues within its terms of reference. The effectiveness of the work of the Commission is also reflected in the policy and procedural changes adopted by the Administration in the light of the Commission's advice. With the streamlining of processing procedures, the Commission has been able to advise on submissions much more quickly. For the majority of cases except large and complicated exercises, the Commission has achieved its target of tendering its advice or responding within four to six weeks upon receipt of submissions from the Government.

Indicators

	1998 (Actual)	1999 (Actual)	2000 (Estimate)
number of submissions advised by the Commission			
appointments	557	179†	370
promotions	760	577#	630
renewal of agreement, extension of service and re-employment after retirement.....	224	121	140
disciplinary cases.....	103	115	130
other subjects.....	704	449§	490

† The sharp reduction in the number of submissions advised on appointments is due to the temporary freeze of recruitment to the civil service.

The decrease in the number of submissions advised on promotions is mainly due to reduced wastage, re-organisation, and review of establishment in some departments as part of the Enhanced Productivity Programme.

§ The drop in the number of submissions advised is mainly attributable to the drop in the number of officers seeking transfer from local agreement/locally modelled agreement terms to pensionable terms after a record high of 423 such applications in 1998.

Head 136 — PUBLIC SERVICE COMMISSION

Matters Requiring Special Attention in 2000-01

5 In 2000-01, the Commission will continue to play its part in ensuring that appointments, promotions and disciplinary cases are efficiently processed in a proper and equitable manner, and to comment and make observations on various aspects of staff management practices and procedures relevant to the Commission's terms of reference. The Commission will also continue to advise the Civil Service Bureau in the formulation of the Administration's Human Resource Management policies and practices, notably in the context of the Civil Service Reform proposals.

6 With the establishment of the Review Board under section 20(2) of the Public Service (Administration) Order 1997, the Commission may be invited to provide its input on individual representations concerning subject matters within the Commission's purview. The Commission may also see an increase in workload for processing representations if potential appellants wish to have their cases reviewed by the Commission first before submitting a representation to the Chief Executive under the Order.

7 The Commission also anticipates an increase in the number of disciplinary cases following the setting up of an independent Standing Secretariat and as a result of the streamlining of disciplinary procedures.

Head 136 — PUBLIC SERVICE COMMISSION

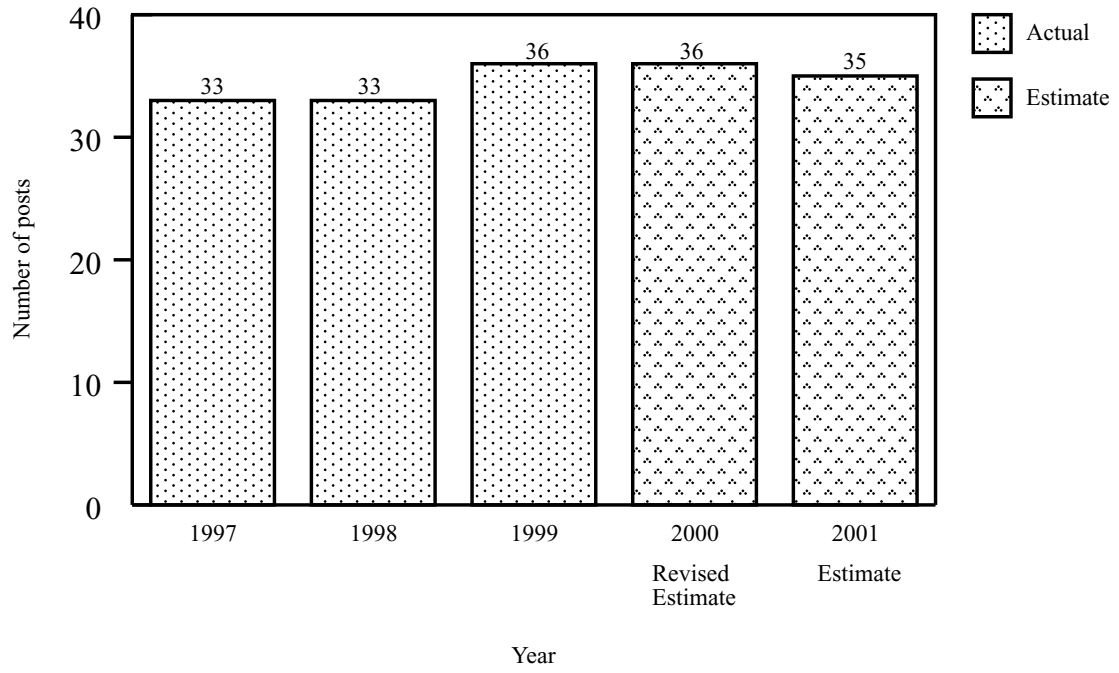
ANALYSIS OF FINANCIAL PROVISION

Programme	1998–99 (Actual) (\$m)	1999–2000 (Approved) (\$m)	1999–2000 (Revised) (\$m)	2000–01 (Estimate) (\$m)
Public Service Commission.....	18.3	21.3 (+16.4%)	20.3 (–4.7%)	19.5 (–3.9%)

Analysis of Financial and Staffing Provision

Provision for 2000–01 is \$0.8 million (3.9%) lower than the revised estimate for 1999–2000. This is mainly due to the payment of contract gratuity to the Chairman in 1999–2000 that is not required in 2000–01 and the deletion of one post in 2000–01 under the Enhanced Productivity Programme through rationalisation of work procedures, partly offset by salary increments for existing staff, additional provision required for vacancies filled in 1999–2000 and increased requirement for departmental expenses to implement an office automation project.

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



Head 136 — PUBLIC SERVICE COMMISSION

Sub-head (Code)		Actual expenditure 1998-99	Approved estimate 1999-2000	Revised estimate 1999-2000	Estimate 2000-01
		\$'000	\$'000	\$'000	\$'000
Recurrent Account					
I — Personal Emoluments					
001	Salaries	13,656	14,587	13,617	14,351
002	Allowances	419	387	442	226
	Total, Personal Emoluments	<u>14,075</u>	<u>14,974</u>	<u>14,059</u>	<u>14,577</u>
III — Departmental Expenses					
108	Remuneration for special appointments	2,195	3,834	3,833	2,228
110	Honoraria for members of committees	1,188	1,296	1,256	1,229
149	General departmental expenses	838	1,169	1,124	1,423
	Total, Departmental Expenses	<u>4,221</u>	<u>6,299</u>	<u>6,213</u>	<u>4,880</u>
	Total, Recurrent Account	<u>18,296</u>	<u>21,273</u>	<u>20,272</u>	<u>19,457</u>
	Total Expenditure	<u><u>18,296</u></u>	<u><u>21,273</u></u>	<u><u>20,272</u></u>	<u><u>19,457</u></u>

Head 136 — PUBLIC SERVICE COMMISSION

Details of Expenditure by Subhead

The estimate of the amount required in 2000–01 for the salaries and expenses of the Public Service Commission is \$19,457,000. This represents a decrease of \$815,000 against the revised estimate for 1999–2000 and an increase of \$1,161,000 on actual expenditure in 1998–99.

Recurrent Account

Personal Emoluments

2 Provision of \$14,577,000 for personal emoluments represents an increase of \$518,000 over the revised estimate for 1999–2000 and takes into account salary increments for existing staff and the full-year provision for vacancies filled in 1999–2000.

3 The establishment at 31 March 2000 will be 36 permanent posts. It is expected that one permanent post will be deleted in 2000–01.

4 Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2000–01, but the notional annual mid-point salary value of all such posts must not exceed \$12,866,000.

5 Provision of \$226,000 under *Subhead 002 Allowances* is for standard allowances and the following non-standard allowance—

	Rank	Master Pay Scale point	Rate per month† \$
consolidated overtime allowance for Chauffeur grade	Personal	11	7,590
	Chauffeur	12	8,060

† These rates are payable for the first 1–100 hours overtime per month. Overtime performed in excess of 100 hours will be compensated at 1% of the monthly rate per hour.

The decrease of \$216,000 (48.9%) against the revised estimate for 1999–2000 is mainly due to a reduced requirement for acting allowances.

Departmental Expenses

6 Provision of \$2,228,000 under *Subhead 108 Remuneration for special appointments* is for the remuneration of the Chairman. The decrease of \$1,605,000 (41.9%) against the revised estimate for 1999–2000 is mainly due to the payment of contract gratuity to the Chairman in 1999–2000 that is not required in 2000–01.

7 Provision of \$1,229,000 under *Subhead 110 Honoraria for members of committees* is for payment of honoraria to members of the Commission.

8 Provision of \$1,423,000 under *Subhead 149 General departmental expenses* represents an increase of \$299,000 (26.6%) over the revised estimate for 1999–2000. This is mainly due to increased requirement for departmental expenses arising from the implementation of an enhanced office automation project.