

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2001–02.....	\$357.2m
Capital Account commitment balance.....	\$15.2m

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

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	123.6	136.8 (+10.7%)	123.8 (–9.5%)	120.0 (–3.1%)

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

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	211.9	175.9 (–17.0%)	173.9 (–1.1%)	174.9 (+0.6%)

Aim

4 The aim is to provide secretariat support for the Legislative Council, The Legislative Council Commission and their committees; 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 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 legislators and visitors from other jurisdictions as well as members of district organisations.

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 in and visitors from other jurisdictions;
- providing support services for Members in their duty visits; and

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- facilitating Members' contact with District Councils, Heung Yee Kuk and other local organisations.

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 1999/2000, the divisions were able to provide the intended general and secretariat support for Members. The key performance measures in respect of general and secretariat services are:

Indicators

	<i>Legislative Year</i>		
	1998/99 (Actual)	1999/2000 (Actual)	2000/01 (Estimate)
Council meetings serviced.....	45	35	37
Committee meetings serviced	978	807	920
Commission meetings serviced.....	10	7	8
Meetings with visitors to LegCo serviced†	128	114	110
Bills scrutinised	66	93	80
Council questions processed	791	603	800
Motions debated in Council (other than debates on bills).....	119	106	120
Financial proposals scrutinised.....	273	209	264
Papers issued to Council/Committees.....	7 675	6 128	6 800
Papers issued to Commission.....	47	45	60
Reports and studies conducted.....	188	198	250
Pages of records of proceedings of Council meetings processed.....	35 920	31 874	33 600
Tours of LegCo Building conducted†	156	100	180

† New indicators as from 2001

Matters Requiring Special Attention in 2001–02

11 In 2001–02, the Secretariat will:

- ensure continuation of effective and efficient secretariat and support services to the Council and its committees;
- assist Members in developing a more effective committee system with a view to improving the working relationship between the Administration and the Legislature;
- 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;
- provide the public with easy and quick access to information relating to activities of the Council and its committees; and
- promote better understanding of the work process in the Legislature among the younger generation through enhancement of the LegCo website, provision of teaching kits to schools and inviting schools and youth organisations to visit the LegCo Building.

Programme (3): Legal Service

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	29.8	22.8 (–23.5%)	22.6 (–0.9%)	22.7 (+0.4%)

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.

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Brief Description

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

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 1999/2000, 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>		
	1998/99 (Actual)	1999/2000 (Actual)	2000/01 (Estimate)
Pages of bills scrutinised.....	4 290	1 723	1 800
Pages of subsidiary legislation scrutinised.....	3 139	3 345	3 400
Committee meetings attended	1 155	849	860
Council questions advised upon	791	603	800

Matters Requiring Special Attention in 2001–02

16 In 2001–02, 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

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	27.9	21.5 (–22.9%)	20.4 (–5.1%)	19.7 (–3.4%)

Aim

17 The aim is to ensure that complaints and representations lodged under the redress 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.

20 In the legislative year 1999/2000, the division was able to provide an effective service to assist Members in handling the cases lodged under the system. The key performance measures in respect of the redress system are:

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Indicators

	<i>Legislative Year</i>		
	1998/99 (Actual)	1999/2000 (Actual)	2000/01 (Estimate)
New cases processed	1 579	1 133	1 200
Cases completed	1 477	1 248	1 300
Telephone cases received and completed.....	2 036	1 350	1 400
Referrals and enquiries handled (including The Ombudsman, CAPO, and ICAC cases).....	642	434	500

Matters Requiring Special Attention in 2001–02

21 In 2001–02, the division will:

- ensure continuation of effective and efficient support services to Members in the operation of the redress system; and
- promote better understanding of the system by members of the public.

Programme (5): Research and Library Services

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	28.8	18.3 (–36.5%)	19.9 (+8.7%)	19.9 (0.0%)

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>		
	1998/99 (Actual)	1999/2000 (Actual)	2000/01 (Estimate)
Number of research papers published.....	20†	28	25
Library users serviced.....	5 589	5 494	5 500
Books borrowed.....	3 681	3 427	3 500
Enquiries handled.....	8 898	9 715	9 800

† Three projects completed in 1998/99 were not included in previous Estimates.

Matters Requiring Special Attention in 2001–02

24 In 2001–02, 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	1999–2000 (Actual) (\$m)	2000–01 (Approved) (\$m)	2000–01 (Revised) (\$m)	2001–02 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members	123.6	136.8	123.8	120.0
(2) General and Secretariat Services	211.9	175.9	173.9	174.9
(3) Legal Service	29.8	22.8	22.6	22.7
(4) Redress System	27.9	21.5	20.4	19.7
(5) Research and Library Services	28.8	18.3	19.9	19.9
	422.0	375.3 (-11.1%)	360.6 (-3.9%)	357.2 (-0.9%)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2001–02 is \$3.8 million (3.1%) lower than the revised estimate for 2000–01. This is mainly due to the adjustment of Members' remuneration and expenses reimbursement rates, and the expected decrease in the number of claims by Members for reimbursement of winding up and setting up expenses after the expiry of the first term of the Legislative Council and re-constitution of the Legislative Council in 2000.

Programme (2)

Provision for 2001–02 is \$1.0 million (0.6%) higher than the revised estimate for 2000–01. This is mainly due to salary increments for existing staff, partly offset by the deletion of posts under the Enhanced Productivity Programme in 2001–02.

Programme (3)

Provision for 2001–02 is \$0.1 million (0.4%) higher than the revised estimate for 2000–01. This is mainly due to salary increments for existing staff.

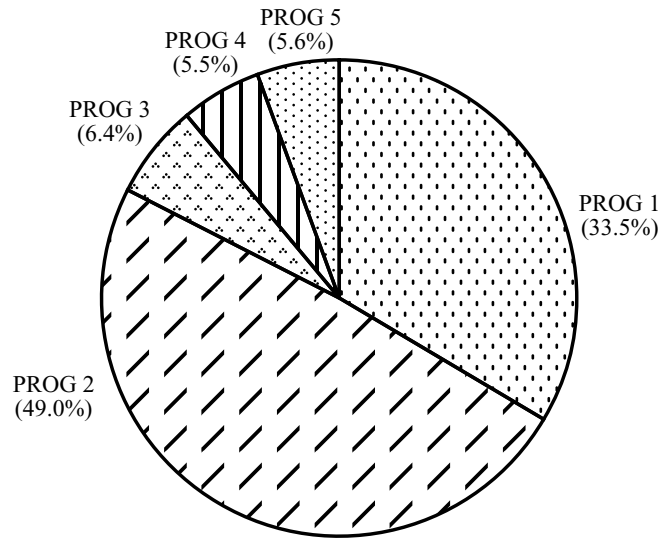
Programme (4)

Provision for 2001–02 is \$0.7 million (3.4%) lower than the revised estimate for 2000–01. This is mainly due to the deletion of posts under the Enhanced Productivity Programme in 2001–02, partly offset by salary increments for existing staff.

Programme (5)

Provision for 2001–02 is the same as the revised estimate for 2000–01. The provision takes into account salary increments for existing staff, offset by the decrease in provision for the Research and Library Information System which is nearing completion in 2000–01.

*Allocation of provision
to programmes
(2001-02)*



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Sub-head (Code)	Actual expenditure 1999–2000	Approved estimate 2000–01	Revised estimate 2000–01	Estimate 2001–02	
	\$ '000	\$ '000	\$ '000	\$'000	
Recurrent Account					
V — Subventions					
366	Remuneration and reimbursements for Members of the Legislative Council.....	122,178	122,624	117,520	115,757
367	Salaries and allowances for staff and general expenses of The Legislative Council Commission.....	286,516	232,844	232,844	232,559
	Total, Subventions	408,694	355,468	350,364	348,316
	Total, Recurrent Account	408,694	355,468	350,364	348,316
Capital Account					
III — Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council.....	1,390	14,162	6,280	4,270
885	Legislative Council Commission.....	11,960	5,655	3,998	4,644
	Total, Subventions	13,350	19,817	10,278	8,914
	Total, Capital Account	13,350	19,817	10,278	8,914
	Total Expenditure	<u>422,044</u>	<u>375,285</u>	<u>360,642</u>	<u>357,230</u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2001–02 for the remuneration and reimbursements for Members of the Legislative Council and the staff salaries and general expenses of The Legislative Council Commission is \$357,230,000. This represents a decrease of \$3,412,000 against the revised estimate for 2000–01 and of \$64,814,000 against actual expenditure in 1999–2000.

Recurrent Account

Subventions

2 Provision of \$115,757,000 under *Subhead 366 Remuneration and reimbursements for Members of the Legislative Council* represents a decrease of \$1,763,000 (1.5%) against the revised estimate for 2000–01. This is mainly due to the adjustment of Members' remuneration and expenses reimbursement rates.

3 Provision of \$232,559,000 under *Subhead 367 Salaries and allowances for staff and general expenses of The Legislative Council Commission* represents a decrease of \$285,000 (0.1%) against the revised estimate for 2000–01. This is mainly due to savings from operating expenditure under the Enhanced Productivity Programme, partly offset by salary increments for existing staff.

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Capital Account

Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2000	Revised estimated expenditure for 2000-01	Balance
			\$ 000	\$ 000	\$ 000	\$ 000
872		<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>				
531		Setting up expenses for Members of the Legislative Council (2000-2004).	9,000	—	3,128	5,872
533		Information technology and communication equipment expenses for Members of the Legislative Council (2000-2004).....	6,000	—	1,290	4,710
			<u>15,000</u>	<u>—</u>	<u>4,418</u>	<u>10,582</u>
885		<i>Legislative Council Commission</i>				
523		Implementation of the Research and Library Information System.....	8,670	8,170	400	100
525		Enhancement of the computer network...	3,093	2,030	563	500
526		Enhancement of the Legislative Council Business Information System (LEBIS).....	2,020	520	385	1,115
527		Enhancement of computing facilities.....	6,563	5,063	1,200	300
529		Legislative Council Corporate Video 2000	550	—	300	250
530		Teaching kits for schools	605	—	450	155
535		Software asset management tools	574	—	500	74
536		Replacement of internal electronic mailing system	2,150	—	—	2,150
			<u>24,225</u>	<u>15,783</u>	<u>3,798</u>	<u>4,644</u>
		Total.....	<u>39,225</u>	<u>15,783</u>	<u>8,216</u>	<u>15,226</u>