

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 (Joint Secretariat) will account for expenditure under this Head.

Estimate 2003–04 **\$18.4m**

Establishment ceiling 2003–04 (notional annual mid-point salary value) representing an estimated 23 non-directorate posts as at 31 March 2003 and as at 31 March 2004 **\$9.9m**

In addition there will be an estimated four directorate posts as at 31 March 2003 and as at 31 March 2004.

Controlling Officer's Report

Programme

Secretariat services for the following advisory bodies on civil service and judicial salaries and conditions of service—

- **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**

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

Detail

	2001–02 (Actual)#	2002–03 (Approved)	2002–03 (Revised)	2003–04 (Estimate)
Financial provision (\$m)	22.0	18.7 (–15.0%)	18.4 (–1.6%)	18.4 (0.0%)

With the approval of the Finance Committee, on 1 December 2001, the former secretariats of the Standing Commission on Civil Service Salaries and Conditions of Service and the Standing Committee on Disciplined Services Salaries and Conditions of Service were amalgamated to form the Joint Secretariat with a view to enhancing the secretariat service. With effect from the same date, the Joint Secretariat also provides secretariat support for the Standing Committees on Directorate and Judicial Salaries and Conditions of Service. As a result, Head 174 has been retitled from “Standing Commission on Civil Service Salaries and Conditions of Service” to the current title, and Head 175—Standing Committee on Disciplined Services Salaries and Conditions of Service has been deleted with effect from 1 December 2001. The figure for 2001–02 represents the sum of the actual expenditure of the former Head 174 and Head 175.

Aim

2 The aim is to assist in maintaining an efficient and stable civil service through the advice of the advisory bodies to the Chief Executive.

Brief Description

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

- Standing Commission: Civil Service - matters relating to the pay and conditions of service of the non-directorate civil service;
- Standing Committee: Disciplined Services - matters relating to the pay and conditions of service of the disciplined services;
- Standing Committee: Directorate - the structure of directorate posts and matters relating to pay and conditions of service; and
- Standing Committee: Judicial Services - the structure of judicial posts and matters relating to pay and conditions of service.

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4 To achieve their aims, the advisory bodies take into consideration recommendations from the Administration and views of the staff before tendering their advice to the Chief Executive.

5 The key performance measures are:

Targets

The effectiveness of the work of the advisory bodies is reflected in the part they play in the formulation of reasonable principles and viable practices governing the grades, ranks, salary structures and conditions of service of the civil and judicial services.

Matters Requiring Special Attention in 2003–04

6 During 2003–04, the advisory bodies will:

- continue to tender advice to the Administration on the review of civil service pay policy and system;
- continue to examine and tender advice to the Administration on proposals put to them by the Administration on matters within their ambits; and
- undertake other reviews as requested by the Administration.

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ANALYSIS OF FINANCIAL PROVISION

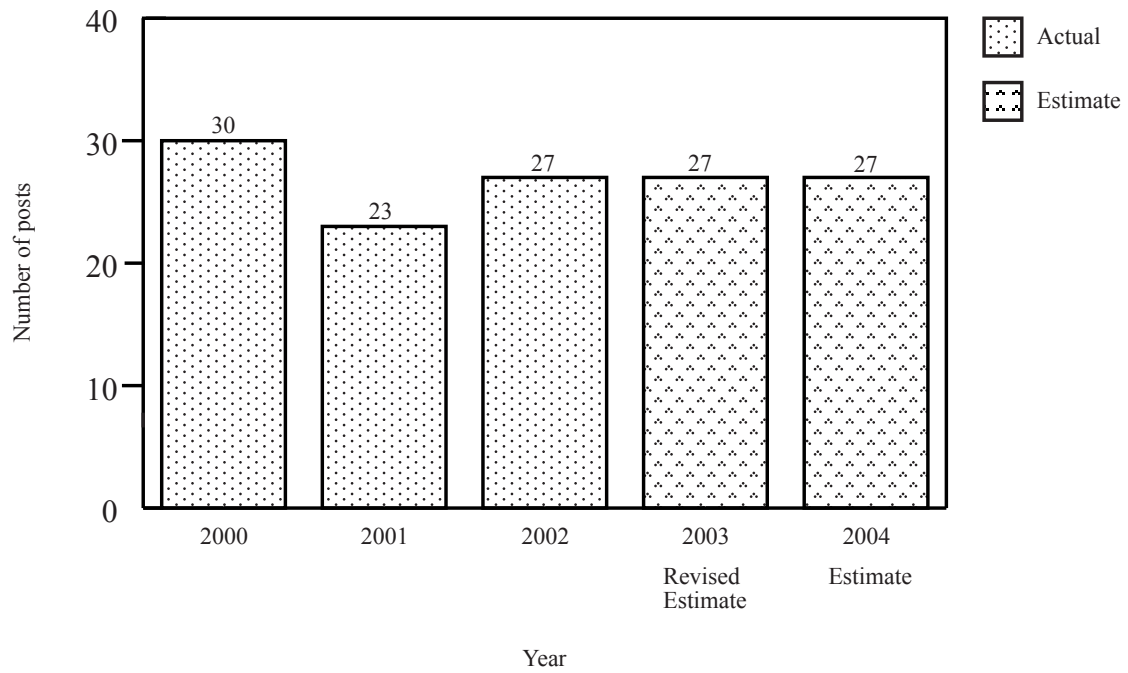
Programme	2001-02 (Actual) (\$m)	2002-03 (Approved) (\$m)	2002-03 (Revised) (\$m)	2003-04 (Estimate) (\$m)
Secretariat services for the following advisory bodies on civil service and judicial salaries and conditions of service—				
• Standing Commission on Civil Service Salaries and Conditions of Service				
• 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	22.0	18.7 (-15.0%)	18.4 (-1.6%)	18.4 (0.0%)

Analysis of Financial and Staffing Provision

Provision for 2003-04 is the same as the revised estimate for 2002-03.

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



Note : The establishment as at 31 March 2000 and 31 March 2001 represent those in respect of the former Secretariat of the Standing Commission on Civil Service Salaries and Conditions of Service.

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Sub-head (Code)	Actual expenditure 2001-02#	Approved estimate 2002-03	Revised estimate 2002-03	Estimate 2003-04
	\$'000	\$'000	\$'000	\$'000
Recurrent Account				
000	Operational expenses.....	—	—	18,378
	Salaries	13,535	16,993	—
	Allowances	545	245	—
	General departmental expenses	985	1,492	—
	Total, Recurrent Account	15,065	18,730	18,378
Capital Account				
I — Plant, Equipment and Works				
	Minor plant, vehicles and equipment (block vote)	993	—	—
	Total, Plant, Equipment and Works	993	—	—
	Total, Capital Account	993	—	—
	Total Expenditure.....	16,058	18,730	18,378

Head 174 has been retitled from “Standing Commission on Civil Service Salaries and Conditions of Service” to the current title to cover the four advisory bodies on civil service and judicial salaries and conditions of service with effect from 1 December 2001. In these Details of Expenditure by Subhead, the figures on actual expenditure for 2001-02 before 1 December 2001 represent only those in respect of the former Secretariat of the Standing Commission on Civil Service Salaries and Conditions of Service.

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Details of Expenditure by Subhead

The estimate of the amount required in 2003–04 for the salaries and expenses of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service is \$18,378,000. This represents a decrease of \$9,000 against the revised estimate for 2002–03 and an increase of \$2,320,000 over actual expenditure in 2001–02.

Recurrent Account

2 Provision of \$18,378,000 under *Subhead 000 Operational expenses* is for the salaries and allowances of staff of the Joint Secretariat and its other operating expenses.

3 The establishment as at 31 March 2003 will be 27 permanent posts. No change in establishment is expected in 2003–04. Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2003–04, but the notional annual mid-point salary value of all such posts must not exceed \$9,860,000.

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

	2001–02 (Actual) (\$'000)	2002–03 (Original Estimate) (\$'000)	2002–03 (Revised Estimate) (\$'000)	2003–04 (Estimate) (\$'000)
Personal Emoluments				
- Salaries.....	13,535	16,993	16,531	16,343
- Allowances.....	545	245	458	428
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	—	—	—	12
Departmental Expenses				
- General departmental expenses.....	985	1,492	1,398	1,595
	15,065	18,730	18,387	18,378