

## Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2004–05 .....	<b>\$367.7m</b>
Commitment balance .....	<b>\$30.3m</b>

### Controlling Officer's Report

#### Programmes

<p><b>Programme (1) Remuneration and Reimbursements for Members</b></p> <p><b>Programme (2) General and Secretariat Services</b></p> <p><b>Programme (3) Legal Service</b></p> <p><b>Programme (4) Redress System</b></p> <p><b>Programme (5) Research and Library Services</b></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

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	<b>2004–05 (Estimate)</b>
Financial provision (\$m)	129.3	131.0	128.3 (–2.1%)	<b>138.0</b> (+7.6%)  (or +5.3% on 2003–04 Original)

#### *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

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	<b>2004–05 (Estimate)</b>
Financial provision (\$m)	180.2	173.1	171.0 (–1.2%)	<b>162.1</b> (–5.2%)  (or –6.4% on 2003–04 Original)

#### *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 provide support services for 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.

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6 The work of the Council Business Divisions involves:

- providing clerkship and background research 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
- 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 human resources policies. It administers Members' remuneration and operating expenses reimbursements, and assists in organising Members' corporate social functions. The division is also responsible for the building management and security of Council premises, and oversees the development and application of information technology in the Secretariat to enhance work efficiency and to facilitate management of information.

8 The Public Information Division offers public relations advice to Members, facilitates reporting by the media on Council matters, and provides a newspaper clipping service for Members. The division handles public and press enquiries in connection with Council business. It is also responsible for the development and implementation of public education programmes 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 Council and committee papers, including Members' questions and motions.

10 In the legislative year 2002/03, 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>		<b>2003/04 (Estimate)</b>
	2001/02 (Actual)	2002/03 (Actual)	
Council meetings serviced.....	34	36	<b>37</b>
Committee meetings serviced.....	870	840	<b>960</b>
Meetings of Commission and its committees serviced.....	39	16	<b>25</b>
Meetings with visitors to LegCo serviced.....	133	87	<b>120</b>
Bills scrutinised.....	59	62	<b>40</b>
Financial proposals scrutinised.....	189	167	<b>175</b>
Council questions processed.....	589	615	<b>630</b>
Motions debated in Council (other than debates on bills).....	113	118	<b>110</b>
Papers issued to Commission and its committees.....	97	62	<b>75</b>
Papers on studies conducted and background briefs issued.....	317	189	<b>249</b>
Reports of Committees.....	127	135	<b>142</b>
Pages of records of proceedings of Council meetings processed.....	21 590	22 780	<b>25 060</b>
Tours of LegCo Building conducted.....	312	261	<b>450</b>
General telephone/walk-in/e-mail enquiries†.....	18 000	20 502	<b>20 900</b>

† New indicator as from 2004

### *Matters Requiring Special Attention in 2004–05*

11 In 2004–05, the Secretariat will:

- strengthen support services to committees by providing comprehensive background papers or information briefs to facilitate Members' discussion;
- 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;
- strengthen the public education programme by enhancing students' role play during their visits to the Legislative Council Building and studying the feasibility of using volunteers to help out with group tours;
- provide the public with easy and quick access to information relating to activities of the Council and its committees; and
- enhance the productivity of supporting staff through job re-engineering and staff motivation.

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### Programme (3): Legal Service

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	<b>2004–05 (Estimate)</b>
Financial provision (\$m)	27.4	26.3	25.6 (–2.7%)	<b>25.1</b> (–2.0%)
				(or –4.6% on 2003–04 Original)

#### *Aim*

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

#### *Brief Description*

**13** The Legal Service Division provides legal advice and support for committees and panels of the Legislative Council and for individual Members on matters relating to business of the Legislative Council. 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, and making reports thereon;
- attending meetings of and providing legal support for committees and panels of the Council;
- providing legal advice for 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
- providing in-house legal support for The Legislative Council Commission and the Legislative Council Secretariat on legal matters.

**15** In the legislative year 2002/03, the aim of the programme was generally achieved and the overall performance of the programme was satisfactory. The key performance measures are:

#### *Indicators*

	<i>Legislative Year</i>		
	2001/02 (Actual)	2002/03 (Actual)	<b>2003/04 (Estimate)</b>
Pages of bills scrutinised .....	840	2 498	<b>2 000</b>
Pages of subsidiary legislation scrutinised .....	1 961	4 209	<b>2 500</b>
Committee meetings attended.....	849	888	<b>850</b>
Council questions advised upon .....	589	615	<b>600</b>
Reports issued .....	193	171	<b>180</b>

#### *Matters Requiring Special Attention in 2004–05*

**16** In 2004–05, 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

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	<b>2004–05 (Estimate)</b>
Financial provision (\$m)	20.3	19.8	18.9 (–4.5%)	<b>18.2</b> (–3.7%)
				(or –8.1% on 2003–04 Original)

#### *Aim*

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

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### *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, case conferences and site visits with government officials; and
- preparing briefs, papers and reports.

20 In the legislative year 2002/03, 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:

### *Indicators*

	<i>Legislative Year</i>		<b>2003/04 (Estimate)</b>
	2001/02 (Actual)	2002/03 (Actual)	
New cases processed .....	795	1 169	<b>1 050</b>
Cases completed .....	854	1 150	<b>1 050</b>
Telephone cases received and completed .....	1 828	2 514	<b>2 000</b>
Meetings/site visits serviced .....	210	161	<b>200</b>
Papers issued to Members .....	1 469	1 289	<b>1 400</b>

### *Matters Requiring Special Attention in 2004–05*

21 In 2004–05, the division will:

- ensure continuation of effective and efficient support services to Members in the operation of the redress system; and
- enrich the collection of reference materials on government policies and procedures to facilitate the processing of complaint cases by Members.

### **Programme (5): Research and Library Services**

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	<b>2004–05 (Estimate)</b>
Financial provision (\$m)	27.0	26.2	25.7 (–1.9%)	<b>24.3</b> (–5.4%)
				(or –7.3% on 2003–04 Original)

### *Aim*

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

### *Brief Description*

23 The Research and Library Services Division carries out research work for the Council and its committees and provides reference services for Members and staff of the Council. It manages the Legislative Council Library which holds, apart from books and reference materials, papers and records of Council and committee meetings.

24 In the legislative year 2002/03, the division was able to provide the intended research and reference support for Members and staff of the Council. The key performance measures are:

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### *Indicators*

	<i>Legislative Year</i>		<b>2003/04 (Estimate)</b>
	2001/02 (Actual)	2002/03 (Actual)	
Research publications.....	56	53	<b>56</b>
Search tasks.....	61	67	<b>68</b>
Library users serviced.....	8 583	9 007	<b>9 010</b>
Books borrowed.....	10 411	13 734	<b>13 740</b>
Enquiries handled.....	12 718	14 030	<b>14 050</b>

### *Matters Requiring Special Attention in 2004–05*

**25** In 2004–05, the division will:

- continue to provide timely and effective research support for the Council and its committees; and
- strengthen the parliamentary and constitutional affairs collection in the Legislative Council Library.

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### ANALYSIS OF FINANCIAL PROVISION

Programme	2002–03 (Actual) (\$m)	2003–04 (Original) (\$m)	2003–04 (Revised) (\$m)	2004–05 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members .....	129.3	131.0	128.3	<b>138.0</b>
(2) General and Secretariat Services .....	180.2	173.1	171.0	<b>162.1</b>
(3) Legal Service .....	27.4	26.3	25.6	<b>25.1</b>
(4) Redress System .....	20.3	19.8	18.9	<b>18.2</b>
(5) Research and Library Services.....	27.0	26.2	25.7	<b>24.3</b>
	384.2	376.4	369.5 (–1.8%)	<b>367.7</b> (–0.5%)
				<b>(or –2.3% on 2003–04 Original)</b>

#### Analysis of Financial and Staffing Provision

##### Programme (1)

Provision for 2004–05 is \$9.7 million (7.6%) higher than the revised estimate for 2003–04. This is mainly due to the expected increase in reimbursement claims related to the winding up and setting up of Members' offices, including the acquisition of information technology and communication equipment, consequent on the re-constitution of the Legislative Council in 2004.

##### Programme (2)

Provision for 2004–05 is \$8.9 million (5.2%) lower than the revised estimate for 2003–04. This is mainly due to the envisaged completion of the work of the Select Committee on Building Problems of Public Housing Units in 2003–04, the freezing of the post of Deputy Secretary General, and savings in staff emoluments as a result of pay reduction.

##### Programme (3)

Provision for 2004–05 is \$0.5 million (2.0%) lower than the revised estimate for 2003–04. This is mainly due to savings in staff emoluments as a result of pay reduction.

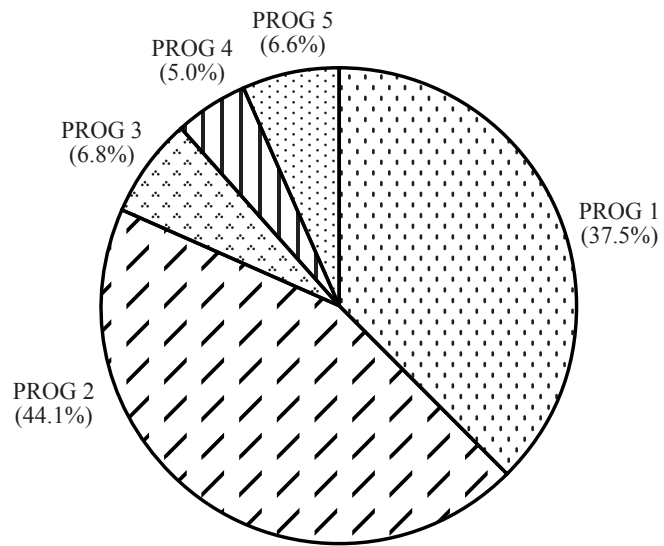
##### Programme (4)

Provision for 2004–05 is \$0.7 million (3.7%) lower than the revised estimate for 2003–04. This is mainly due to savings in staff emoluments as a result of pay reduction.

##### Programme (5)

Provision for 2004–05 is \$1.4 million (5.4%) lower than the revised estimate for 2003–04. This is mainly due to savings in staff emoluments as a result of pay reduction and the completion of microfilming of archival records in early 2004–05.

*Allocation of provision  
to programmes  
(2004-05)*



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Sub-head (Code)	Actual expenditure 2002-03	Approved estimate 2003-04	Revised estimate 2003-04	<b>Estimate 2004-05</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses.....	—	239,466	238,070	<b>223,006</b>
366	Remuneration and reimbursements for Members of the Legislative Council .....	128,300	129,248	127,290	<b>124,032</b>
	Salaries and allowances for staff and general expenses of The Legislative Council Commission .....	251,899	—	—	—
	Total, Recurrent.....	<u>380,199</u>	<u>368,714</u>	<u>365,360</u>	<b><u>347,038</u></b>
Non-Recurrent					
700	General non-recurrent.....	—	—	—	<b>40</b>
	Total, Non-Recurrent .....	<u>—</u>	<u>—</u>	<u>—</u>	<b><u>40</u></b>
	Total, Operating Account.....	<u>380,199</u>	<u>368,714</u>	<u>365,360</u>	<b><u>347,078</u></b>
<b>Capital Account</b>					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council .....	970	1,750	1,050	<b>14,023</b>
885	Legislative Council Commission .....	3,079	5,925	3,061	<b>6,623</b>
	Total, Subventions.....	<u>4,049</u>	<u>7,675</u>	<u>4,111</u>	<b><u>20,646</u></b>
	Total, Capital Account .....	<u>4,049</u>	<u>7,675</u>	<u>4,111</u>	<b><u>20,646</u></b>
	Total Expenditure.....	<u><u>384,248</u></u>	<u><u>376,389</u></u>	<u><u>369,471</u></u>	<b><u><u>367,724</u></u></b>



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### Details of Expenditure by Subhead

The estimate of the amount required in 2004–05 for staff salaries and general expenses of The Legislative Council Commission and remuneration and reimbursements for Members of the Legislative Council is \$367,724,000. This represents a decrease of \$1,747,000 against the revised estimate for 2003–04 and of \$16,524,000 against actual expenditure in 2002–03.

#### *Operating Account*

##### Recurrent

**2** Provision of \$223,006,000 under *Subhead 000 Operational expenses* is for staff salaries, allowances and other operating expenses of The Legislative Council Commission. The decrease of \$15,064,000 (6.3%) against the revised estimate for 2003–04 is mainly due to the envisaged completion of the work of the Select Committee on Building Problems of Public Housing Units in 2003–04, the freezing of the post of Deputy Secretary General and savings in staff emoluments as a result of pay reduction.

**3** Provision of \$124,032,000 under *Subhead 366 Remuneration and reimbursements for Members of the Legislative Council* is for the payment of remuneration and operating expenses reimbursements for Members of the Legislative Council.

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### Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2003	Revised estimated expenditure for 2003–04	Balance
			\$'000	\$'000	\$'000	\$'000
<b>Operating Account</b>						
700	† 540	General non-recurrent Microfilming of archival records.....	540	—	500	40
<b>Capital Account</b>						
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	5,094	600	3,306
	533	Information technology and communication equipment expenses for Members of the Legislative Council (2000–2004).....	6,000	1,753	450	3,797
	542	Winding up expenses for Members of the Legislative Council (2000–2004)	4,523	—	—	4,523
	543	Setting up expenses for Members of the Legislative Council (2004–2008) .....	6,000	—	—	6,000
	544	Information technology and communication equipment expenses for Members of the Legislative Council (2004–2008).....	6,000	—	—	6,000
			31,523	6,847	1,050	23,626
885		<i>Legislative Council Commission</i>				
	525	Enhancement of the computer network ..	3,093	2,748	169	176
	526	Enhancement of the Legislative Council Business Information System (LEBIS) .....	2,020	1,700	160	160
	536	Replacement of internal electronic mailing system .....	2,150	1,365	189	596
	537	Digital Recording System.....	2,490	1,722	166	602
	539	Internet access to information systems on the Legislative Council network ...	433	—	253	180
	541	Replacement of computing facilities .....	4,909	—	—	4,909
			15,095	7,535	937	6,623
		Total.....	47,158	14,382	2,487	30,289

† Denotes item moved from Subhead 885. Expenditure for 2003–04 is accounted for under the 2003–04 Revised Estimate of Subhead 885.