

Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2011–12.....	\$567.0m
Commitment balance	\$87.9m

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

	2009–10 (Actual)	2010–11 (Original)	2010–11 (Revised)	2011–12 (Estimate)
Financial provision (\$m)	150.5	140.0	139.8 (–0.1%)	152.1 (+8.8%)
				(or +8.6% on 2010–11 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, an annual medical allowance and a gratuity at the end of the four-year term. Operating expenses reimbursements are available to reimburse Members for expenses spent on office operation, including staff remuneration, office accommodation expenses, research work, publicity and promotion activities, communication, etc. arising from their Legislative Council duties.

Programme (2): General and Secretariat Services

	2009–10 (Actual)	2010–11 (Original)	2010–11 (Revised)	2011–12 (Estimate)
Financial provision (\$m)	193.0	199.9	218.0 (+9.1%)	315.5 (+44.7%)
				(or +57.8% on 2010–11 Original)

Aim

- 4 The aim is to provide support services for the Legislative Council and its committees, to assist The Legislative Council Commission in its work, and to enhance public understanding of the work of the Legislative Council.

Brief Description

5 The four Council Business Divisions in the Legislative Council Secretariat provide support services for the Council and its committees in scrutinising and approving legislative and financial proposals, and in monitoring government policies. The Divisions also provide support for corporate liaison activities and support Members in their contacts with overseas legislators and visitors as well as members of district organisations.

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6 The work of the Council Business Divisions involves:

- providing general support services and procedural advice for meetings of the Council;
- providing general, procedural and background research support for committees, including co-ordination of support services for meetings, conduct of enquiries and studies on specific subjects or policy issues, and servicing of duty visits within and outside Hong Kong;
- assisting in the study and development of the procedures of the Council and its committees;
- providing support services for corporate liaison activities and providing research and secretariat support for Members' meetings with District Councils and Heung Yee Kuk;
- facilitating Members' contact with legislators, visitors and organisations from outside Hong Kong;
- assisting The Legislative Council Commission in overseeing and co-ordinating the planning and implementation of the new Legislative Council Complex Project at Tamar; and
- planning and supervising the removal of Members' offices and the Legislative Council Secretariat to the new Legislative Council Complex in 2011.

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 management and security of Council premises, and oversees the development and application of information technology (IT) in the Secretariat to enhance work efficiency and to facilitate management of information.

8 The Public Information Division offers public relations advice and opinion for the Council, facilitates reporting by the media on Council matters, and provides a daily newspaper clipping service for Members. The Division also handles public and press enquiries about Council business, and manages the broadcast of the Council's open meetings. Moreover, it is responsible for the development and implementation of education programmes in relation to the Council's functions and the overall co-ordination of visits to the Legislative Council Building.

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 2009/10 legislative year, the Divisions were able to provide the intended general and secretariat support for Members.

11 The key performance measures are:

Indicators

	2008/09 (Actual)	<i>Legislative Year</i> 2009/10 (Actual)	2010/11 (Estimate)
Council meetings serviced	36	37	37
committee meetings serviced	773	781	875
meetings of Commission and its committees serviced	20	21	20
meetings with visitors to Legislative Council serviced	71	104	104
bills scrutinised	25	36	33
financial proposals scrutinised	188	107	123
Council questions processed	597	620	640
motions debated in Council (other than debates on bills)	109	115	115
papers issued to Commission and its committees	147	171	170
papers on studies conducted and background briefs issued	647	599	613
committee reports issued.....	64	78	116
pages of Official Record of Proceedings of the Legislative Council processed	25 500	29 676	32 643
tours of Legislative Council Building conducted.....	469	627	700
general telephone/walk-in/e-mail enquiries handled	17 962	18 561	19 000
duty visits (outside Hong Kong) serviced	4	4	7
meetings with the Administration, contractors and users of the new Legislative Council Complex.....	185	361	520

Matters Requiring Special Attention in 2011–12

12 In 2011–12, the Divisions will:

- continue to assist Members to review and refine the procedural arrangements for meetings of the Council and its committees, with a view to enhancing the effectiveness of the operation of the Council;
- continue to produce and maintain records of proceedings in both Chinese and English versions in an accurate and speedy manner;

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- continue to strengthen research support services to committees by providing comprehensive background briefs to facilitate Members' discussion;
- continue to maintain a highly effective research database for Members, staff of the Secretariat and members of the public through the Council Website;
- continue to enhance the databases on policy and topical issues in the Council Website to facilitate Members' and the public's tracking and retrieval of documents on particular policy issues;
- strengthen the Council's visit programme to provide more guided tours of the new Legislative Council Complex upon its commissioning;
- develop learning and teaching resources to support the school-based curriculum and further enhance public awareness of the work of the Legislative Council through the Council Website and the provision of education activities and education facilities in the new Legislative Council Complex;
- develop new strategies to enable persons with disability to present views to the Legislative Council and to provide a conducive environment with the right equipment for them to work in the Secretariat;
- provide a barrier free environment in the Legislative Council to facilitate the access of people with visual, hearing and physical disabilities to the new Legislative Council Complex and their participation in the proceedings of the Council and its committees;
- finalise the detailed layout and interior design of facilities in the new Legislative Council Complex and monitor the project implementation of various IT, telecommunication and electronic systems;
- relocate the Legislative Council to the new Legislative Council Complex; and
- prepare for and supervise the full implementation of the in-house television production service in 2011 to provide audio/video signals and footages of all Council meetings, open meetings of committees and official press briefings held in the new Legislative Council Complex for webcasting on the Council Website and broadcasting through television media.

Programme (3): Legal Service

	2009–10 (Actual)	2010–11 (Original)	2010–11 (Revised)	2011–12 (Estimate)
Financial provision (\$m)	31.2	32.1	35.2 (+9.7%)	39.2 (+11.4%)
				(or +22.1% on 2010–11 Original)

Aim

13 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

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

15 The work involves:

- scrutinising bills and subsidiary legislation, and making reports thereon;
- attending meetings of and providing legal support for the Council and its committees;
- 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 Commission and the Secretariat on legal matters.

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16 In the 2009/10 legislative year, the aim of the programme was generally achieved and the overall performance of the programme was satisfactory.

17 The key performance measures are:

Indicators

	<i>Legislative Year</i>		
	2008/09 (Actual)	2009/10 (Actual)	2010/11 (Estimate)
pages of bills scrutinised	996	1 517	1 800
pages of subsidiary legislation scrutinised	3 064	1 704	2 200
Council, Commission and committee meetings serviced	827	839	950
Council questions advised upon.....	597	620	640
reports issued	124	99	120

Matters Requiring Special Attention in 2011–12

18 In 2011–12, the Division will:

- ensure that adequate legal support continues to be provided to the various inquiries and investigations still in progress or to be completed in the year; and
- ensure prompt legal advice is provided in respect of the preparations for the provision of services and facilities arising from the new Legislative Council Complex.

Programme (4): Redress System

	2009–10 (Actual)	2010–11 (Original)	2010–11 (Revised)	2011–12 (Estimate)
Financial provision (\$m)	16.3	15.8	18.0 (+13.9%)	21.6 (+20.0%)
				(or +36.7% on 2010–11 Original)

Aim

19 The aim is to ensure that complaints and representations received are dealt with thoroughly and efficiently.

Brief Description

20 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.

21 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.

22 In the 2009/10 legislative year, the Division was able to provide an effective service to assist Members in handling cases received.

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23 The key performance measures are:

Indicators

		<i>Legislative Year</i>	
	2008/09 (Actual)	2009/10 (Actual)	2010/11 (Estimate)
new cases processed (excluding telephone cases).....	2 201	2 805	2 510
cases completed (excluding telephone cases)	1 884	2 646	2 270
telephone cases received and completed.....	1 885	1 705	1 800
meetings and site visits serviced	203	174	190
papers issued to Members	1 496	1 450	1 480

Matters Requiring Special Attention in 2011–12

24 In 2011–12, the Division will:

- continue to provide effective and efficient support services for Members in dealing with complaints and representations; and
- enhance the mechanism for resolving as far as possible cases received by Members under the Redress System.

Programme (5): Research and Library Services

	2009–10 (Actual)	2010–11 (Original)	2010–11 (Revised)	2011–12 (Estimate)
Financial provision (\$m)	25.8	26.6	30.2 (+13.5%)	38.6 (+27.8%)
				(or +45.1% on 2010–11 Original)

Aim

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

Brief Description

26 The Research and Library Services Division carries out research work for the Council and its committees, including research support for duty visits, and provides reference services for Members and staff of the Secretariat. In addition, the Division manages the Legislative Council Website for dissemination of information, and the Legislative Council Library which holds, apart from books and reference materials, papers and records of Council and committee meetings.

27 In the 2009/10 legislative year, the Division continued to provide independent research and library support for Members and staff of the Secretariat.

28 The key performance measures are:

Indicators

		<i>Legislative Year</i>	
	2008/09 (Actual)	2009/10 (Actual)	2010/11 (Estimate)
research publications issued.....	99	133	150
search tasks conducted.....	128	93	94
library users serviced	8 171	8 021	8 000
books borrowed	10 368	8 901	8 900
enquiries handled	19 391	17 062	17 000
new files uploaded onto the Website	47 983	48 918	48 000

Matters Requiring Special Attention in 2011–12

29 In 2011–12, the Division will:

- continue to provide timely and effective research support for the Council and its committees;
- enhance the provision of research services at the committee level;
- strengthen collections in the Legislative Council Library, particularly collections relating to constitutional and parliamentary affairs;

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- enhance electronic resources to facilitate research relating to Council business;
- create a database on the profile of Legislative Council Members since 1843; and
- continue to enhance public understanding of the work of the Council by efficient and effective dissemination of information through the Legislative Council Website and the Library.

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ANALYSIS OF FINANCIAL PROVISION

Programme	2009–10 (Actual) (\$m)	2010–11 (Original) (\$m)	2010–11 (Revised) (\$m)	2011–12 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members.....	150.5	140.0	139.8	152.1
(2) General and Secretariat Services	193.0	199.9	218.0	315.5
(3) Legal Service.....	31.2	32.1	35.2	39.2
(4) Redress System.....	16.3	15.8	18.0	21.6
(5) Research and Library Services	25.8	26.6	30.2	38.6
	416.8	414.4	441.2 (+6.5%)	567.0 (+28.5%)
				(or +36.8% on 2010–11 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2011–12 is \$12.3 million (8.8%) higher than the revised estimate for 2010–11. This is mainly due to the price adjustments for Members' remuneration and operating expenses reimbursements.

Programme (2)

Provision for 2011–12 is \$97.5 million (44.7%) higher than the revised estimate for 2010–11. This is mainly due to the creation of 71 posts to manage the new Legislative Council Complex to be commissioned in 2011, including three posts to strengthen the full range of IT services in the new IT environment, ten posts to handle building services and office supplies, as well as pager, waiter and enquiry services, and 58 posts to provide security services; the creation of three posts to strengthen secretarial support for the Council; and the creation of 17 posts to service Members' corporate liaison activities and provide education services for the public. In addition, provision has been made for the installation of education facilities and a wireless tour guide communication system in the new Legislative Council Complex; the increased cash flow requirement for the integration and launching of IT projects; and increased operational expenses relating to the new Legislative Council Complex.

Programme (3)

Provision for 2011–12 is \$4.0 million (11.4%) higher than the revised estimate for 2010–11. This is mainly due to the creation of two posts to meet the increasing complexity of and demands for legal service and the increased cash flow requirement for the integration and launching of IT projects.

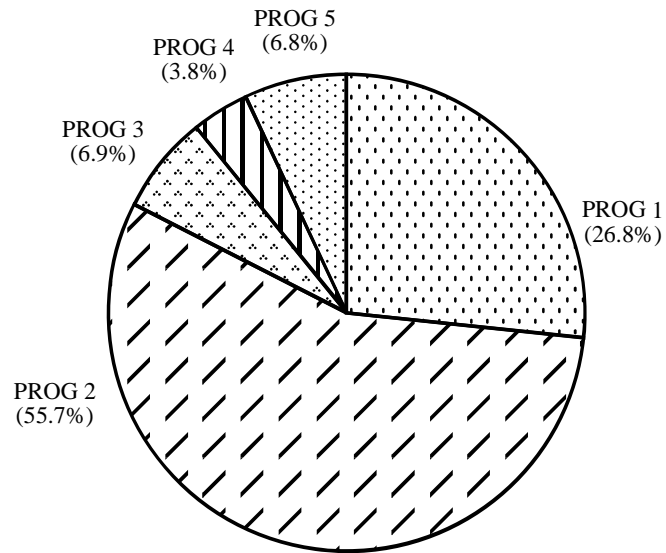
Programme (4)

Provision for 2011–12 is \$3.6 million (20.0%) higher than the revised estimate for 2010–11. This is mainly due to the creation of two posts to strengthen support services for Legislative Council's redress system and the increased cash flow requirement for the integration and launching of IT projects.

Programme (5)

Provision for 2011–12 is \$8.4 million (27.8%) higher than the revised estimate for 2010–11. This is mainly due to the creation of four posts to implement the transformation of the Legislative Council Library into a constitutional library and the creation of three posts to speed up the setting up and operation of the Legislative Council Archives. In addition, provision has been made for the installation of an electronic archives management system and the increased cash flow requirement for the integration and launching of IT projects.

*Allocation of provision
to programmes
(2011-12)*



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Sub-head (Code)	Actual expenditure 2009–10	Approved estimate 2010–11	Revised estimate 2010–11	Estimate 2011–12	
	\$'000	\$'000	\$'000	\$'000	
Operating Account					
Recurrent					
000	Operational expenses.....	263,986	273,311	275,225	337,711
366	Remuneration and reimbursements for Members of the Legislative Council.....	148,598	137,755	137,755	150,015
	Total, Recurrent	<u>412,584</u>	<u>411,066</u>	<u>412,980</u>	<u>487,726</u>
Non-Recurrent					
700	General non-recurrent	—	100	1,302	700
	Total, Non-Recurrent	<u>—</u>	<u>100</u>	<u>1,302</u>	<u>700</u>
	Total, Operating Account.....	<u>412,584</u>	<u>411,166</u>	<u>414,282</u>	<u>488,426</u>
Capital Account					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council.....	1,912	2,200	2,087	2,100
885	Legislative Council Commission.....	2,256	1,001	24,856	76,435
	Total, Subventions	<u>4,168</u>	<u>3,201</u>	<u>26,943</u>	<u>78,535</u>
	Total, Capital Account	<u>4,168</u>	<u>3,201</u>	<u>26,943</u>	<u>78,535</u>
	Total Expenditure	<u><u>416,752</u></u>	<u><u>414,367</u></u>	<u><u>441,225</u></u>	<u><u>566,961</u></u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2011–12 for remuneration and reimbursements for Members of the Legislative Council and for those parts of the staff salaries and expenses of The Legislative Council Commission funded from General Revenue is \$566,961,000. This represents an increase of \$125,736,000 over the revised estimate for 2010–11 and of \$150,209,000 over actual expenditure in 2009–10.

Operating Account

Recurrent

2 Provision of \$337,711,000 under *Subhead 000 Operational expenses* is for The Legislative Council Commission to cover its staff salaries, allowances and other operating expenses. The increase of \$62,486,000 (22.7%) over the revised estimate for 2010–11 is mainly due to increased requirement in operating expenses arising from the relocation to Tamar.

3 Provision of \$150,015,000 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. The increase of \$12,260,000 (8.9%) over the revised estimate for 2010–11 is mainly due to increased requirement to meet the price-adjusted remuneration and annual expenses reimbursements.

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Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2010	Revised estimated expenditure for 2010–11	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Operating Account</i>						
700	<i>General non-recurrent</i>					
	540	Microfilming of archival records	540	263	102	175
	808	Reimbursement for Members' relocation expenses	600	—	—	600
			1,140	263	102	775
<i>Capital Account</i>						
872	<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>					
	850	Setting up expenses for Members of the LegCo (2008–2012)	6,750	2,621	1,087	3,042
	851	Information technology and communication equipment expenses for Members of the LegCo (2008–2012)	6,000	2,100	1,000	2,900
			12,750	4,721	2,087	5,942
885	<i>Legislative Council Commission</i>					
	809	Purchase of archival boxes and supplies for preserving archival records of the LegCo Archives.....	360	—	—	360
	810	Purchase and installation of an electronic archives management system for the LegCo Archives	1,340	—	—	1,340
	811	Procurement of a wireless tour guide communication system for conducting guided tours in the new LegCo Complex	640	—	—	640
	812	Design and installation of education facilities in the new LegCo Complex	6,000	—	—	6,000
	861	Integration and application of information technology in the new LegCo Complex	99,018	1,650	24,507	72,861
			107,358	1,650	24,507	81,201
		Total	121,248	6,634	26,696	87,918