

## Head 136 — PUBLIC SERVICE COMMISSION SECRETARIAT

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

**Estimate 2018–19** ..... **\$27.1m**

**Establishment ceiling 2018–19** (notional annual mid-point salary value) representing an estimated 31 non-directorate posts as at 31 March 2018 and as at 31 March 2019. .... **\$18.2m**

In addition, there will be an estimated one directorate post as at 31 March 2018 and as at 31 March 2019.

### Controlling Officer's Report

#### Programme

##### Secretariat services for the Public Service Commission

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

#### Detail

	2016–17 (Actual)	2017–18 (Original)	2017–18 (Revised)	<b>2018–19 (Estimate)</b>
Financial provision (\$m)	24.9	30.4	29.6 (–2.6%)	<b>27.1</b> (–8.4%)
				(or –10.9% on 2017–18 Original)

#### Aim

2 The Public Service Commission Secretariat (the Secretariat) supports the Public Service Commission (the Commission) in discharging its responsibility to ensure that matters relating to appointments and promotions in the middle and senior ranks of the civil service, and discipline for virtually all ranks are processed in a proper and equitable manner, and to advise the Chief Executive on the recommendations received from the Government.

#### Brief Description

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

4 The key performance measures are set out below:

#### Targets

The key performance indicator of the Secretariat is its thoroughness in assisting the Commission to examine submissions from the Government and give informed advice on issues within the Commission's terms of reference. The effectiveness of the work of the Secretariat is also reflected in its substantial input to the reviews on policies and procedures undertaken by the Government in the light of the Commission's advice. The Commission's targets in tendering advice or responding upon receipt of recruitment, promotion, disciplinary and other submissions range from four to six weeks. Other submissions relating to large and complicated exercises may take a longer processing time.

	Target	2016 (Actual)	2017 (Actual)	<b>2018 (Plan)</b>
tendering advice or responding within four weeks upon receipt of recruitment submissions (%) .....	100	100	100	<b>100</b>
tendering advice or responding within six weeks upon receipt of promotion, disciplinary and other submissions (%) .....	100	100	100	<b>100</b>

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### *Indicators*

	2016 (Actual)	2017 (Actual)	2018 (Estimate)
<i>no. of submissions received and advised by the Commission</i>			
recruitment/in-service appointments.....	161	169	<b>170</b>
promotions/acting appointments.....	701	672	<b>680</b>
appointment on agreement terms, extension of service and re-employment after retirement.....	27	23	<b>50</b>
disciplinary cases.....	47	36	<b>40</b>
other subjects.....	172	209	<b>210</b>

### *Matters Requiring Special Attention in 2018–19*

- 5** In 2018–19, the Secretariat will continue to assist the Commission to:
- ensure that appointments, promotions and disciplinary cases are efficiently processed in a proper and equitable manner;
  - comment and make observations on various aspects of staff management practices and procedures;
  - offer advice to the Government on policy and procedures relating to appointment and discipline matters; and
  - advise the Government on the formulation of Human Resource Management policies and practices.

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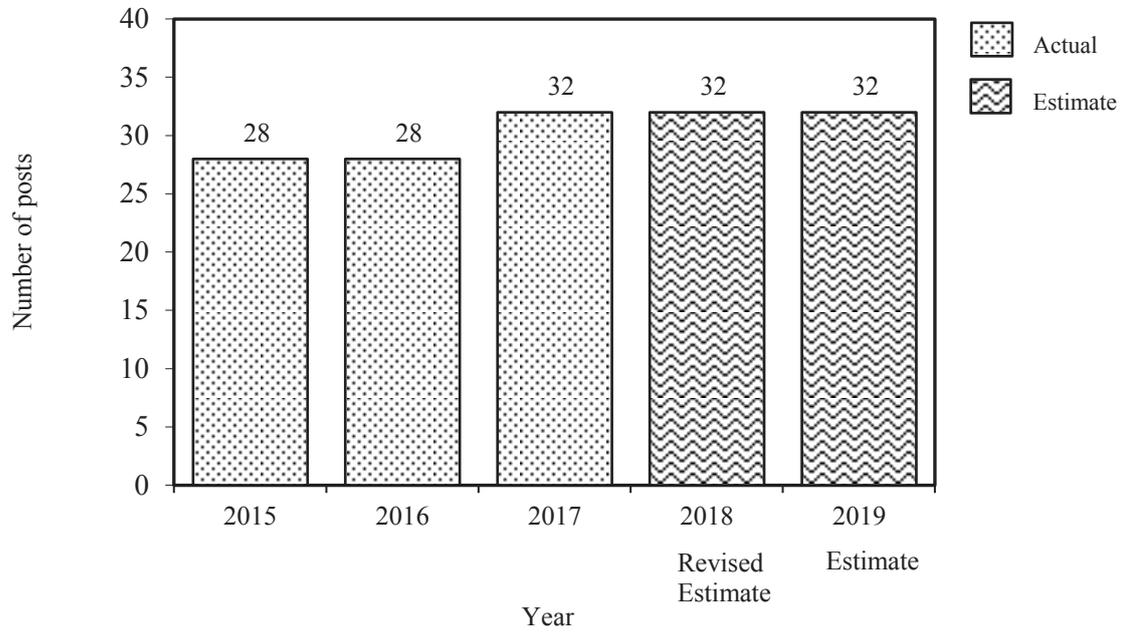
### ANALYSIS OF FINANCIAL PROVISION

<b>Programme</b>	2016-17 (Actual) (\$m)	2017-18 (Original) (\$m)	2017-18 (Revised) (\$m)	2018-19 (Estimate) (\$m)
Secretariat services for the Public Service Commission.....	24.9	30.4	29.6 (-2.6%)	27.1 (-8.4%)
				(or -10.9% on 2017-18 Original)

#### Analysis of Financial and Staffing Provision

Provision for 2018-19 is \$2.5 million (8.4%) lower than the revised estimate for 2017-18. This is mainly due to a projected decrease in departmental expenses.

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



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Sub-head (Code)	Actual expenditure 2016-17	Approved estimate 2017-18	Revised estimate 2017-18	<b>Estimate 2018-19</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	24,871	30,350	29,648	<b>27,074</b>
	Total, Recurrent .....	24,871	30,350	29,648	<b>27,074</b>
	Total, Operating Account .....	24,871	30,350	29,648	<b>27,074</b>
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	Total Expenditure .....	24,871	30,350	29,648	<b>27,074</b>
		<u>24,871</u>	<u>30,350</u>	<u>29,648</u>	<u><b>27,074</b></u>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2018–19 for the salaries and expenses of the Public Service Commission Secretariat (the Secretariat) is \$27,074,000. This represents a decrease of \$2,574,000 against the revised estimate for 2017–18 and an increase of \$2,203,000 over the actual expenditure in 2016–17.

#### *Operating Account*

#### Recurrent

**2** Provision of \$27,074,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Secretariat.

**3** The establishment as at 31 March 2018 will be 32 permanent posts. No change in establishment is expected in 2018–19. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2018–19, but the notional annual mid-point salary value of all such posts must not exceed \$18,248,000.

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

	2016–17 (Actual) (\$'000)	2017–18 (Original) (\$'000)	2017–18 (Revised) (\$'000)	<b>2018–19 (Estimate) (\$'000)</b>
Personal Emoluments				
- Salaries.....	19,446	21,963	21,810	<b>20,676</b>
- Allowances.....	270	337	385	<b>576</b>
- Job-related allowances.....	—	2	2	<b>2</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	8	19	13	<b>9</b>
- Civil Service Provident Fund contribution.....	32	42	43	<b>71</b>
Departmental Expenses				
- Remuneration for special appointments ....	3,366	6,017	5,700	<b>3,482</b>
- General departmental expenses .....	1,749	1,970	1,695	<b>2,258</b>
	24,871	30,350	29,648	<b>27,074</b>