

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 will account for expenditure under this Head.

Estimate 2018–19 **\$33.8m**

Establishment ceiling 2018–19 (notional annual mid-point salary value) representing an estimated 27 non-directorate posts as at 31 March 2018 rising by three posts to 30 posts as at 31 March 2019..... **\$20.3m**

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

Controlling Officer's Report

Programme

Secretariat services for the following advisory bodies—

- **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**
- **Advisory Committee on Post-service Employment of Civil Servants**

This programme contributes to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service) and Policy Area 27: Intra-Governmental Services (Director of Administration).

Detail

	2016–17 (Actual)	2017–18 (Original)	2017–18 (Revised)	2018–19 (Estimate)
Financial provision (\$m)	30.4	33.1	32.8 (–0.9%)	33.8 (+3.0%)
				(or +2.1% on 2017–18 Original)

Aim

2 The aim is to assist in maintaining efficient and stable civil and judicial services through the advice of the advisory bodies.

Brief Description

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

- Standing Commission on Civil Service Salaries and Conditions of Service – matters relating to the pay and conditions of service of the non-directorate civil service;
- Standing Committee on Disciplined Services Salaries and Conditions of Service – matters relating to the pay and conditions of service of the disciplined services;
- Standing Committee on Directorate Salaries and Conditions of Service – the structure of directorate posts and matters relating to pay and conditions of service;
- Standing Committee on Judicial Salaries and Conditions of Service – the structure of judicial posts and matters relating to pay and conditions of service; and
- Advisory Committee on Post-service Employment of Civil Servants – the principles and the criteria to be adopted in formulating policy and arrangements to control post-service employment, and the applications for post-service outside work from directorate officers.

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4 The four advisory bodies on civil service and judicial salaries and conditions of service take into consideration recommendations from the Government and views of the staff before tendering their advice to the Chief Executive. The Advisory Committee on Post-service Employment of Civil Servants takes into consideration assessment and views of parties within the Government before tendering its advice on applications to the decision making authority.

5 The effectiveness of the work of the four advisory bodies on civil service and judicial salaries and conditions of service is reflected in the part they play in the formulation of principles and practices governing the grades, ranks, salary structures and conditions of service of the civil and judicial services. The effectiveness of the work of the Advisory Committee on Post-service Employment of Civil Servants is reflected in the extent to which the advice tendered assists the decision making authority to ensure that the post-service outside work of directorate civil servants within the periods of restriction would not constitute conflict of interest with their former government duties, cause negative public perception or give rise to reasonable apprehension of deferred reward.

Matters Requiring Special Attention in 2018–19

- 6 During 2018–19, the advisory bodies will continue to:
- tender advice to the Chief Executive on the civil service and judicial salaries and conditions of service,
 - examine and tender advice to the Government on proposals and applications put to them by the Government on matters within their ambits, and
 - conduct a review on Pay Level Survey and Starting Salaries Survey as requested by the Government.

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ANALYSIS OF FINANCIAL PROVISION

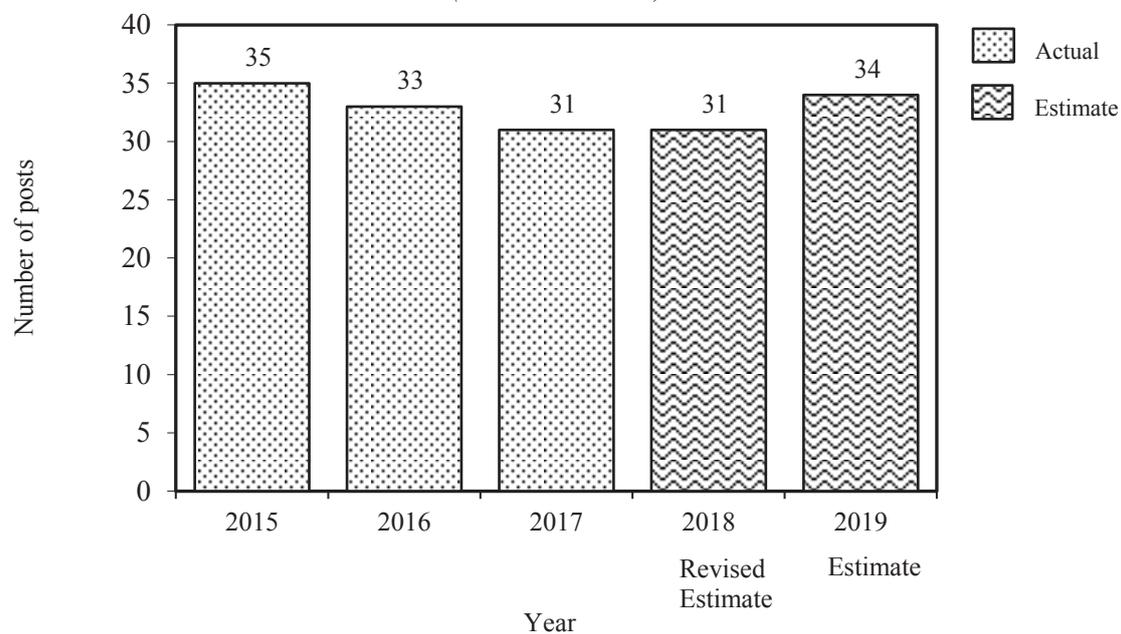
	2016-17 (Actual) (\$m)	2017-18 (Original) (\$m)	2017-18 (Revised) (\$m)	2018-19 (Estimate) (\$m)
Programme				
Secretariat services for the following advisory bodies—				
• Standing Commission on Civil Service Salaries and Conditions of Service				
• Standing Committee on Disciplined Services Salaries and Conditions of Service				
• Standing Committee on Directorate Salaries and Conditions of Service				
• Standing Committee on Judicial Salaries and Conditions of Service				
• Advisory Committee on Post-service Employment of Civil Servants	30.4	33.1	32.8 (-0.9%)	33.8 (+3.0%)
				(or +2.1% on 2017-18 Original)

Analysis of Financial and Staffing Provision

Provision for 2018-19 is \$1.0 million (3.0%) higher than the revised estimate for 2017-18. This is mainly due to the increase in general departmental expenses and the proposed creation of three posts in 2018-19 to prepare for the next round of pay surveys, partly offset by reduced requirement for salary payments due to staff changes.

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*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	Estimate 2018-19	
	\$'000	\$'000	\$'000	\$'000	
Operating Account					
Recurrent					
000	Operational expenses	30,410	33,107	32,823	33,757
	Total, Recurrent.....	<u>30,410</u>	<u>33,107</u>	<u>32,823</u>	<u>33,757</u>
	Total, Operating Account	<u>30,410</u>	<u>33,107</u>	<u>32,823</u>	<u>33,757</u>
<hr/>					
	Total Expenditure	<u><u>30,410</u></u>	<u><u>33,107</u></u>	<u><u>32,823</u></u>	<u><u>33,757</u></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 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Joint Secretariat) is \$33,757,000. This represents an increase of \$934,000 over the revised estimate for 2017–18 and \$3,347,000 over the actual expenditure in 2016–17.

Operating Account

Recurrent

2 Provision of \$33,757,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Joint Secretariat.

3 The establishment as at 31 March 2018 will be 31 permanent posts. It is expected that there will be an increase of three posts 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 \$20,268,000.

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)	2018–19 (Estimate) (\$'000)
Personal Emoluments				
- Salaries.....	27,320	26,510	27,276	26,193
- Allowances.....	351	545	346	766
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	8	8	14	11
- Civil Service Provident Fund contribution.....	1,040	1,134	1,227	1,348
Departmental Expenses				
- General departmental expenses	1,691	4,910	3,960	5,439
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	30,410	33,107	32,823	33,757
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