

Head 136 — PUBLIC SERVICE COMMISSION SECRETARIAT

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

Estimate 2022–23 **\$32.2m**

Establishment ceiling 2022–23 (notional annual mid-point salary value) representing an estimated 32 non-directorate posts as at 31 March 2022 and as at 31 March 2023 **\$21.7m**

In addition, there will be an estimated one directorate post as at 31 March 2022 and as at 31 March 2023.

Controlling Officer's Report

Programmes

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

	2020–21 (Actual)	2021–22 (Original)	2021–22 (Revised)	2022–23 (Estimate)
Financial provision (\$m)	31.8	31.8	31.2 (–1.9%)	32.2 (+3.2%)
				(or +1.3% on 2021–22 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, 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	2020 (Actual)	2021 (Actual)	2022 (Plan)
tendering advice or responding within four weeks upon receipt of recruitment submissions (%).....	100	100	100	100
tendering advice or responding within six weeks upon receipt of promotion, disciplinary and other submissions (%).....	100	100	100	100

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Indicators

	2020 (Actual)	2021 (Actual)	2022 (Estimate)
<i>no. of submissions received and advised by the Commission</i>			
recruitment/in-service appointments.....	140	157	165
promotions/acting appointments	704	742	720
appointment on agreement terms, extension of service and re-employment after retirement	26	32	30
disciplinary cases	29	29	30
other subjects.....	260	419	290

Matters Requiring Special Attention in 2022–23

- 5** In 2022–23, 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.

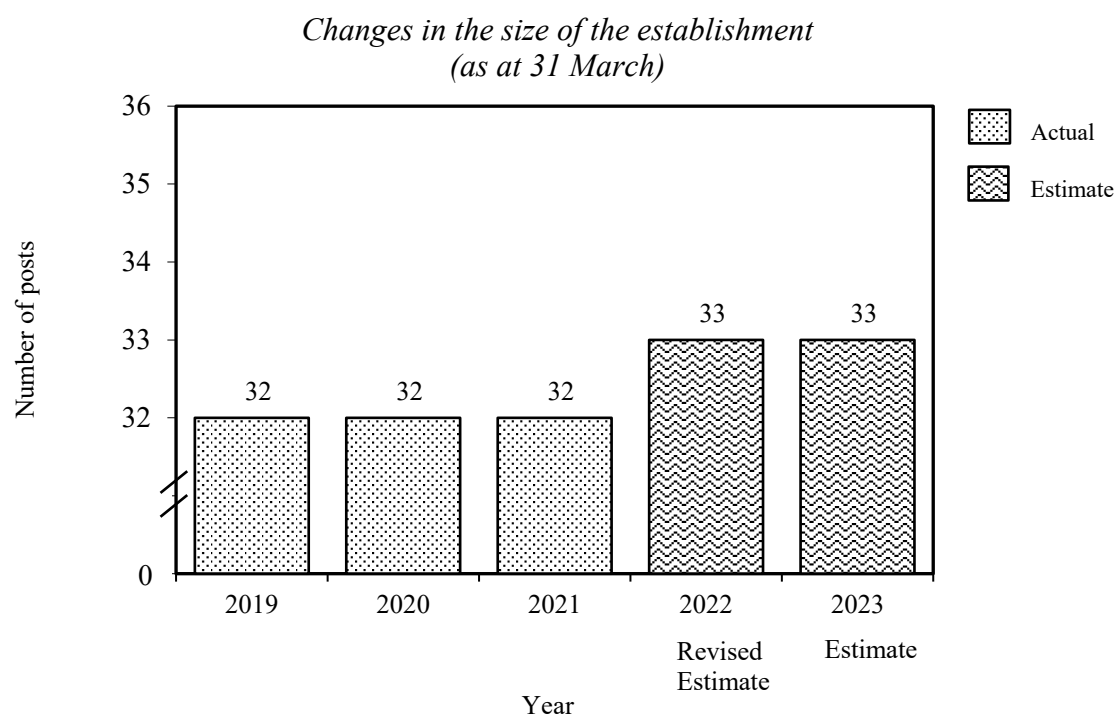
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ANALYSIS OF FINANCIAL PROVISION

	2020–21 (Actual) (\$m)	2021–22 (Original) (\$m)	2021–22 (Revised) (\$m)	2022–23 (Estimate) (\$m)
Programme				
Secretariat services for the Public Service				
Commission	31.8	31.8	31.2 (–1.9%)	32.2 (+3.2%)
				(or +1.3% on 2021–22 Original)

Analysis of Financial and Staffing Provision

Provision for 2022–23 is \$1.0 million (3.2%) higher than the revised estimate for 2021–22. This is mainly due to the full-year effect of a vacancy filled in 2021–22.



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Sub-head (Code)	Actual expenditure 2020–21	Approved estimate 2021–22	Revised estimate 2021–22	Estimate 2022–23
	\$'000	\$'000	\$'000	\$'000
Operating Account				
Recurrent				
000 Operational expenses	31,848	31,775	31,174	32,239
Total, Recurrent.....	31,848	31,775	31,174	32,239
Total, Operating Account	31,848	31,775	31,174	32,239
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Total Expenditure	31,848	31,775	31,174	32,239
	<u>31,848</u>	<u>31,775</u>	<u>31,174</u>	<u>32,239</u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2022–23 for the salaries and expenses of the Public Service Commission Secretariat (the Secretariat) is \$32,239,000. This represents an increase of \$1,065,000 over the revised estimate for 2021–22 and \$391,000 over the actual expenditure in 2020–21.

Operating Account

Recurrent

2 Provision of \$32,239,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Secretariat.

3 The establishment as at 31 March 2022 will be 33 permanent posts. No change in establishment is expected in 2022–23. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2022–23, but the notional annual mid-point salary value of all such posts must not exceed \$21,690,000.

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

	2020–21 (Actual) (\$'000)	2021–22 (Original) (\$'000)	2021–22 (Revised) (\$'000)	2022–23 (Estimate) (\$'000)
Personal Emoluments				
- Salaries	22,060	23,035	22,320	23,785
- Allowances	430	535	361	385
- Job-related allowances.....	—	2	—	2
Personnel Related Expenses				
- Mandatory Provident Fund contribution	23	6	9	11
- Civil Service Provident Fund contribution	728	1,253	1,036	1,200
Departmental Expenses				
- Remuneration for special appointments	6,332	3,730	3,726	3,726
- General departmental expenses	2,275	3,214	3,722	3,130
	31,848	31,775	31,174	32,239