

## Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2024–25 .....	<b>\$1,147.3m</b>
Commitment balance.....	<b>\$58.8m</b>

### Controlling Officer's Report

#### Programmes

<p><b>Programme (1) Members' Offices and Remuneration</b></p> <p><b>Programme (2) Council Business Services</b></p> <p><b>Programme (3) Legal Service</b></p> <p><b>Programme (4) Redress System</b></p> <p><b>Programme (5) Library and Archives Services</b></p> <p><b>Programme (6) Corporate Liaison and Education and Visitor 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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#### Details

##### Programme (1): Members' Offices and Remuneration

	2022–23 (Actual)	2023–24 (Original)	2023–24 (Revised)	2024–25 (Estimate)
Financial provision (\$m)	349.8	403.1	401.1 (–0.5%)	<b>408.5</b> (+1.8%)
				(or +1.3% on 2023–24 Original)

#### *Aim*

- 2 The aim is to meet Legislative Council (LegCo) Members' remuneration and operating expenses.

#### *Brief Description*

3 LegCo Members are provided with a monthly remuneration, an annual medical allowance and a gratuity at the end of their term of office. Operating expenses arising out of duties performed in the capacity of a LegCo Member are reimbursable for expenses incurred for office operation, information technology (IT) and communication equipment, entertainment and travelling, setting up and winding up of offices, etc., subject to various reimbursement guidelines and ceilings on the type of expenses.

##### Programme (2): Council Business Services

	2022–23 (Actual)	2023–24 (Original)	2023–24 (Revised)	2024–25 (Estimate)
Financial provision (\$m)	495.3	504.5	517.3 (+2.5%)	<b>532.9</b> (+3.0%)
				(or +5.6% on 2023–24 Original)

#### *Aim*

- 4 The aim is to provide support services for the Council and its committees, assist The Legislative Council Commission (the Commission) in its work, manage conference and office facilities that support the work of the Council, and facilitate media coverage of the proceedings of the Council and its committees.

***Brief Description***

5 The support services under this programme are provided by four Council Business Divisions, the Research and Information Division, the Administration Division, the Human Resources and Accounts Division, the Media and Public Relations Division, and the Translation and Interpretation Division of the LegCo Secretariat (the Secretariat).

6 The four Council Business Divisions provide support services for the Council and its committees in scrutinising and approving legislative and financial proposals, monitoring government policies, considering the accounts and results of value-for-money audits on the Government and organisations within the purview of public audit, assisting in the implementation of the Policy on Access to the Legislature’s Documents and Records, and managing the redress system. The work of the Council Business Divisions involves:

- providing general support services and procedural advice for meetings of the Council;
- providing general, procedural and research support for committees, including co-ordination of support services for meetings, conduct of inquiries and studies on specific subjects or policy issues, and servicing of duty visits within and outside Hong Kong; and
- assisting in the study of the procedures of the Council and its committees, including conduct of research on the procedures and practices of overseas legislatures.

7 The Research Office of the Research and Information Division provides research services for the Council and its committees, individual Members and Secretariat staff. It conducts in-depth and non-partisan analyses on major policy areas as well as topical issues, and publishes its findings in research papers. It assists committees and the Secretariat in conducting background researches for duty visits and receiving visitors from outside Hong Kong, as well as producing various types of research publications for reference of Members and Secretariat staff.

8 The Administration Division services the Commission and executes its administrative policies. It oversees the development and application of IT systems to support the business objectives of the Council and the Secretariat. The Division is responsible for the management of the LegCo Complex, a purpose-built building that houses conference facilities, offices for Members and the Secretariat, as well as educational and other facilities for public visit under one roof. The Division executes the Commission’s building management and security policies, and also oversees the implementation of the expansion project of the LegCo Complex to address the long-term accommodation needs of LegCo.

9 The Human Resources and Accounts Division executes the Commission’s human resources and financial policies. It administers the payment of Members’ remuneration and processes Members’ claims for operating expenses reimbursements via an online platform.

10 The Media and Public Relations Division provides media and public relations advice and press marshalling services for the Council and its committees, issues press releases on all Council business related matters, as well as facilitates media reporting of Council and committee meetings and activities. It is responsible for handling public and press enquiries about LegCo business, broadcasting live on the LegCo Website all open meetings of the Council and its committees, as well as arranging official media briefings by the President and committee chairmen. It produces and disseminates multi-media contents on the LegCo Website and social media platforms, including photos and video records of the aforementioned meetings and media briefings, as well as events and activities of the Council and its committees.

11 The Translation and Interpretation Division is responsible for the production of the Official Record of Proceedings of LegCo. It is responsible for the translation of all documents and records from English to Chinese and vice versa. It oversees the provision of interpretation services, including sign language and Putonghua interpretation services, for meetings.

12 In the 2023 legislative year, all the Divisions consistently delivered a high level of services and support to the Council and its committees, and successfully met various work targets. To accommodate Members and the Secretariat, the expansion of the LegCo Complex has been expedited. The Secretariat has proactively collaborated with relevant government departments and the appointed contractor to develop project specifics and an implementation schedule for timely execution of the expansion project. Additionally, IT initiatives and green measures, such as the Closed Meeting System, were implemented to enhance paperless operation and efficiency.

13 The key performance measures are:

***Indicators***

	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
Council meetings serviced .....	33	34	34
committee meetings serviced .....	390	446	518
meetings of Commission and its committees serviced .....	9	6	9
bills scrutinised and processed (pages) .....	1 879	4 077	4 234
subsidiary legislation and other instruments scrutinised and processed (pages).....	4 569	4 262	4 262

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	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
LegCo questions processed.....	528	638	<b>638</b>
motions and amendments to motions processed.....	170	171	<b>160</b>
financial proposals scrutinised.....	120	120	<b>140</b>
papers on studies conducted and background briefs issued.....	252	313	<b>373</b>
committee reports issued.....	87	115	<b>130</b>
papers to Commission and its committees issued.....	50	46	<b>45</b>
Official Record of Proceedings of LegCo processed (pages).....	25 375	29 496	<b>30 000</b>
duty visits (within and outside Hong Kong) serviced.....	19	33	<b>28</b>
topics under databases on policy issues created/revised/updated <sup>Δ</sup> .....	0	—	—
research publications published.....	84	107	<b>95</b>
search tasks conducted.....	30	34	<b>30</b>
public and media enquiries handled.....	18 015	19 085	<b>19 700</b>
press releases issued.....	104	145	<b>140</b>
press marshalling services provided (hours).....	90	215	<b>210</b>
press interviews/briefings serviced (hours).....	31	37	<b>35</b>
system implementation projects (IT and electronics) launched.....	22	18	<b>16</b>
Council/committee meetings broadcast (hours).....	1 006	1 122	<b>1 133</b>
video records of meetings and official events uploaded to YouTube.....	2 257	2 553	<b>2 578</b>
photos of official events posted on Flickr.....	1 525	2 139	<b>2 100</b>
sign language interpretation provided (hours).....	343	390	<b>460</b>
Putonghua interpretation provided (hours).....	1 053	1 202	<b>1 430</b>

Δ Upon the launch of the revamped LegCo Website in early January 2022, an enhanced search engine has been put in place to identify information and documents relating to particular policy issues, thereby superseding the previous practice of creating/revising/updating topics under databases on policy issues. Indicator removed as from the 2023 legislative year.

### *Matters Requiring Special Attention in 2024–25*

**14** In 2024–25, the Divisions will:

- continue to assist Members in reviewing the procedural arrangements for the meetings of the Council and its committees, with a view to enhancing the effectiveness of the operation of the Council;
- continue to provide and enhance research support for committees and Members to facilitate timely consideration of policy issues, legislative proposals and other matters of wide public concern;
- continue to produce and maintain records of proceedings in both Chinese and English versions in an accurate and speedy manner;
- continue to manage and preserve valuable information and records relating to the Council and implement the Policy on Access to the Legislature's Documents and Records to facilitate public access to information and records of the Legislature that are kept by the Secretariat;
- continue to provide media support services for the Council and its committees as well as duty visits of Members;
- continue to disseminate information about the work of the Council through the use of social media platforms;
- continue to develop and enhance various business applications and IT systems to support the operation of the Council and its committees as well as the Secretariat;
- maintain close collaboration with relevant government departments and building contractors to expedite the expansion project of the LegCo Complex to ensure that sufficient office space, conference venues and other facilities are provided to meet the operational needs of LegCo;
- continue to enhance the effectiveness of the facilities and building management strategies in the management of the LegCo Complex to ensure the smooth operation of the Council and its committees;
- continue to implement appropriate security measures, including those for IT security, to ensure a safe working environment for Members, Secretariat staff and other users of the LegCo Complex;
- maintain a barrier-free environment in the LegCo Complex to facilitate the access of people with disabilities to the Complex and their participation in the proceedings of the Council and its committees;

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- continue to implement career development strategies and enhance staff training for maintaining an effective and professional team to support the work and meet the changing needs of the Council on a sustainable basis; and
- continue to provide and enhance simultaneous interpretation services in Cantonese-English-Putonghua and sign language to help the general public, including people with hearing impairment, Putonghua-speaking community and ethnic minorities, understand the proceedings of the Council and its committees.

### Programme (3): Legal Service

	2022–23 (Actual)	2023–24 (Original)	2023–24 (Revised)	2024–25 (Estimate)
Financial provision (\$m)	60.4	62.7	67.7 (+8.0%)	67.4 (–0.4%)
				(or +7.5% on 2023–24 Original)

### Aim

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

### Brief Description

16 The Legal Service Division provides legal advice and support for the Council and its committees. It also provides in-house legal service for the Commission and the Secretariat.

17 The work involves:

- scrutinising bills and subsidiary legislation, and making reports thereon;
- attending meetings of and providing legal support to the Council and its committees;
- providing legal advice to the President of and the Clerk to the Council on legal questions relating to the business or administration of the Council;
- providing in-house legal support to the Commission and the Secretariat on legal matters, including the handling of civil litigation involving the Commission or relating to business of the Council;
- advising Members on the interpretation of the Rules of Procedure and other procedural rules that apply to the Council and its committees; and
- advising Members on legal issues in relation to cases handled under the Council’s redress system as necessary.

18 In the 2023 legislative year, the aim of the programme was generally achieved and the overall performance of the programme was satisfactory despite the complexity in legislative, procedural and committee work, and the increased membership of the Seventh LegCo.

19 The key performance measures are:

### Indicators

	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
legislation and other instruments scrutinised (pages) .....	8 328	10 779	9 340
amendments to legislation and other instruments scrutinised (pages) .....	85	387	413
reports on legislation and other instruments issued .....	82	89	92
meetings of bills committees and subcommittees on subsidiary legislation and other instruments serviced .....	84	118	130
advice on legislation and other instruments provided .....	538	725	725
meetings of Council, Commission, panels and other committees serviced .....	255	377	362
LegCo questions advised upon .....	528	408	162
advice to Council, Commission, panels and other committees and to President and other Members provided .....	639	396	426
meetings of Secretariat committees and on Secretariat businesses and case conferences serviced .....	198	191	196
advice for Secretariat committees and businesses provided ....	517	982	982

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### *Matters Requiring Special Attention in 2024–25*

20 In 2024–25, the Division will:

- ensure the continued provision of adequate legal support to the Council, the Commission and the Secretariat; and
- monitor the volume of in-house legal work arising from expanded services required of the Secretariat and the increased workload on general corporate legal matters.

### **Programme (4): Redress System**

	2022–23 (Actual)	2023–24 (Original)	2023–24 (Revised)	2024–25 (Estimate)
Financial provision (\$m)	28.6	26.6	27.0 (+1.5%)	<b>28.1</b> (+4.1%)
				(or +5.6% on 2023–24 Original)

### *Aim*

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

### *Brief Description*

22 The redress system, operated through the Public Complaints Office under the Council Business Division 1, is open to individual members of the public and deputations to make representations on, or seek solutions to, problems arising from government policies, decisions, practices and procedures, as well as other matters of public concern. The Public Complaints Office assists Members in processing cases to redress legitimate grievances and bring to light the need for changes in government policies and procedures where appropriate.

23 The work involves:

- receiving complaints and representations from individual members of the public and deputations for handling by Members;
- meeting and corresponding with individual members of the public and deputations;
- examining cases and assisting Members in determining suitable courses of action;
- ascertaining facts of the cases and communicating with policy bureaux, government departments and relevant public organisations;
- compiling Members’ duty roster, as well as scheduling and servicing Members’ interviews with individual members of the public and deputations, case conferences and site visits with government officials and representatives of relevant public organisations; and
- preparing information briefs and case reports for Members, minutes of meetings and referrals to committees.

24 In the 2023 legislative year, the Public Complaints Office was able to provide effective services to assist Members in handling cases received, and reduce the time spent on handling cases arising from persistent complainants through streamlining of the procedures.

25 The key performance measures are:

### *Indicators*

	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
new cases processed (excluding telephone cases) .....	43 185 <sup>Ω</sup>	1 267	<b>1 462</b>
cases completed (excluding telephone cases) .....	43 132 <sup>Ω</sup>	1 220	<b>1 456</b>
reports/referrals to committees .....	4	9	<b>8</b>
telephone cases handled <sup>Λ</sup> .....	925	1 586	<b>978</b>
meetings and site visits serviced .....	27	47	<b>41</b>
papers issued to Members .....	218	2 381	<b>951</b>

Ω In 2022 legislative year, 42 152 cases involving form letters on the measures for tackling the COVID-19 epidemic were processed and completed.

Λ Revised description of the previous indicator “telephone calls handled” as from the 2023 legislative year.

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### *Matters Requiring Special Attention in 2024–25*

26 In 2024–25, the Public Complaints Office will continue to:

- provide effective and efficient support services for Members in dealing with complaints and representations received under the redress system; and
- streamline the procedures and enhance staff training to improve work efficiency in case handling.

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

	2022–23 (Actual)	2023–24 (Original)	2023–24 (Revised)	2024–25 (Estimate)
Financial provision (\$m)	45.6	49.8	49.7 (–0.2%)	<b>53.2</b> (+7.0%)

(or +6.8% on  
2023–24 Original)

### *Aim*

27 The aim is to provide Members and their staff, Secretariat staff and members of the public with direct access to information relating to Members and Council business and a wide range of other resources, with a view to supporting the work of the Council and its committees; facilitating the understanding of the role, functions, work, people and history of the Hong Kong Legislature, and the development of the constitutional systems in selected jurisdictions; and organising an archives and records management programme for the Council which preserves valuable records of and for the Council as well as making them available for access by internal users and members of the public.

### *Brief Description*

28 The LegCo Library of the Research and Information Division (the Library) positions itself as a constitutional library, with some 50 per cent of its collection on constitutional subjects and reference materials. It holds all papers and records relating to the proceedings of the Council and its committees. It also acquires and maintains a collection of wide variety of subjects, in the form of books, journals and articles, as well as electronic resources, to facilitate timely and easy reference for the study of policy and legislative matters. A full range of library services including reference, lending and inter-library loan services are provided for Members and Secretariat staff. Furthermore, the Library produces regular publications to keep Members and Secretariat staff informed of the latest policies, important legislative and financial proposals, major inquiry and audit reports of selected jurisdictions as well as the latest development in the rules and practices of overseas parliaments. In addition, it provides content management for the LegCo Website to facilitate public access to over 345 000 digitised LegCo records. Since January 2022, staff in the Council Business Divisions have taken up the responsibility for uploading and updating the agendas and papers for Council meetings and most committee meetings onto the LegCo Website, thereby streamlining the internal work process and enhancing the efficiency in and effectiveness of information dissemination.

29 The LegCo Archives of the Research and Information Division (the Archives) is responsible for the development and implementation of an integrated archives and records management programme to facilitate proper management of records throughout their entire life cycle for operational efficiency, transparency, information needs and preservation of historical records. It develops records guidelines and procedures, and offers training and advisory services for internal users. It handles records disposal requests, selects, processes and preserves archival records and materials relating to the Legislature according to international standards and best practices, answers reference enquiries, examines access to information requests, conducts reviews of closed archival records for timely and systematic disclosure, and provides convenient records access service. It continues to enhance the online catalogue and expand the scope of digitisation to facilitate searching, reserving and consultation of archival holdings in different formats.

30 The key performance measures are:

### *Indicators*

	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
library users serviced.....	3 627	6 268	<b>7 400</b>
books borrowed.....	2 891	1 919	<b>2 000</b>
library enquiries handled.....	657	460	<b>500</b>
size of the library collection			
– LegCo records .....	40 399	42 675	<b>40 000</b>
– others .....	49 412	50 307	<b>49 200</b>
library workshops organised .....	21	13	<b>16</b>
visits to the LegCo Website .....	21 337 724	18 701 195	<b>19 500 000</b>
search tasks handled.....	62	32	<b>30</b>

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	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
no. of files uploaded and pages created/updated on the LegCo Website .....	26 946	27 094	28 500
new files uploaded onto the LegCo records database .....	3 940	16 989	11 600
archival records transferred to the Archives .....	725	537	500
archival records processed by the Archives .....	1 071	1 025	1 000
no. of pages of documents from closed archival records reviewed for open access <sup>θ</sup> .....	—	26 822	28 000
no. of records authorised for destruction after vetting <sup>§</sup> .....	—	9 745	2 200
usage of Electronic Archives Management System <sup>§</sup> .....	—	362 996	300 000
no. of pages digitised <sup>§</sup> .....	—	70 659	70 000
visitors to the Archives served .....	228	401	350
enquiries concerning the Archives handled .....	126	226	200
guides, manuals and publications on archives and records management prepared <sup>⊙</sup> .....	4	—	—
staff trained in archives and records management .....	105	144	125
staff trained through Library’s workshops and online resources <sup>φ</sup> .....	556	133	156

<sup>θ</sup> New indicator as from the 2023 legislative year. Revised description of the previous indicator “no. of pages of documents from closed archival records for open access” as from the 2023 legislative year.

<sup>§</sup> New indicator as from the 2023 legislative year.

<sup>⊙</sup> Essential guides, manuals and publications on archives and records management have already been prepared over the past few years. There is currently no further need to regularly develop such guides/manuals/publications in 2023 and beyond. Indicator removed as from the 2023 legislative year.

<sup>φ</sup> Revised description of the previous indicator “staff trained in using Library’s online resources” as from the 2023 legislative year.

### ***Matters Requiring Special Attention in 2024–25***

**31** In 2024–25, the Library will continue to:

- enhance collections and electronic resources in the Library, particularly information relating to current policy issues and national development, as well as constitutional and parliamentary affairs, with a view to better supporting information gathering and analysis by patrons;
- assist in streamlining the internal work process to enhance the efficiency in information dissemination, with a view to better facilitating the public’s understanding of the work of the Council and its committees; and
- explore the development of new information products that are concise, easy to digest and offered in user-friendly formats.

**32** In 2024–25, the Archives will continue to:

- strengthen the archival holdings through acquisition from different sources, draw up records retention and disposal schedules to facilitate systematic review of inactive records and authorise destruction of those of no retention value, expand the scope of digitising archival records, and monitor records storage and preservation;
- streamline the records review procedures in processing access to information requests and the regular assessments of time-expired archival records for efficient resource utilisation and timely records disclosure; and
- update professional guidelines and consolidate the functional, system and resource requirements for implementing a secure and reliable electronic recordkeeping system which caters for the needs of the Council and the Secretariat, and integrates with sustainable digital preservation of and access to archival records.

### **Programme (6): Corporate Liaison and Education and Visitor Services**

	2022–23 (Actual)	2023–24 (Original)	2023–24 (Revised)	2024–25 (Estimate)
Financial provision (\$m)	47.4	54.4	55.1 (+1.3%)	57.2 (+3.8%)
				(or +5.1% on 2023–24 Original)

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### *Aim*

33 The aim is to enhance public understanding of the work of the Council and promote the Council's image to the public through the provision of education and visitor services, and to establish good relationship between the Council and overseas parliamentary bodies and local organisations.

### *Brief Description*

34 The Council Business Divisions provide support services for Members in promoting liaison and developing good relationship with parliamentary bodies in various territories, and in dealing with matters pertaining to the activities of parliamentary friendship groups, including sending delegations on visits outside Hong Kong and hosting activities for delegations visiting Hong Kong.

35 The Media and Public Relations Division is responsible for the provision of visitor services in the LegCo Complex, development and implementation of education programmes in relation to the Council's functions, production of educational resources and videos on special themes, development of education facilities in the LegCo Complex and co-ordination of guided tours of the LegCo Complex.

36 The Media and Public Relations Division, the Council Business Divisions and the Administration Division also provide logistical support to Members and senior Secretariat staff in receiving parliamentarians and dignitaries.

37 The work involves:

- facilitating Members' contact with parliamentarians, dignitaries and organisations from outside Hong Kong;
- facilitating Members' attendance at conferences, seminars and workshops held outside Hong Kong;
- facilitating Members' exchange of views with members of the District Councils and Heung Yee Kuk on matters of mutual interest and concern;
- organising education programmes such as teacher programme, mock Council debates, story-telling and exhibitions on the Council for teachers, students and the public;
- developing educational resources for teachers, students and the public;
- developing education facilities to enhance visitors' experience in the LegCo Complex;
- maintaining and updating the information on education and visitor services provided through the LegCo Website;
- implementing the visit programme and providing guided tours of the LegCo Complex for visitors;
- developing LegCo branded souvenir items and operating a souvenir shop in the LegCo Complex to enhance visitors' experience; and
- providing reception and enquiry services.

38 The key performance measures are:

### *Indicators*

	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
meetings with legislators, government officials and other visitors from places outside Hong Kong serviced .....	0	37	<b>38</b>
educational activities organised for students			
educational visits for students serviced (including online and on-site tours and role-play/interactive activities)/students participated <sup>β</sup> .....	390/10 054	708/18 367	<b>828/22 170</b>
“Meeting with the LegCo President/Members” Programme/students participated .....	0/0#	8/170	<b>22/600</b>
other activities/students participated .....	0/0#	0/0Δ	<b>6/240</b>
guided tours of the LegCo Complex conducted for organisations and the public/no. of participants <sup>α</sup> .....	76/1 374	388/9 791	<b>399/10 544</b>
story-telling sessions organised in the LegCo Complex/ no. of participants .....	0/0#	0/0ψ	<b>0/0ψ</b>
workshops on legislative awareness (including mock Council debates) conducted/no. of participants .....	0/0#	1/33	<b>2/60</b>
consultative meetings with internal and external advisers serviced .....	19	4	<b>4</b>
digital/printed educational items published (pages) .....	276	69	<b>245</b>
audio-visual educational items produced .....	42	33	<b>39</b>
webpages on education and visitor services created/revised/updated .....	198	193	<b>155</b>



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	<i>Legislative Year</i>		
	2022 (Actual)	2023 (Actual)	2024 (Estimate)
requests by schools/teachers on educational resources and services received and processed .....	13	44	<b>30</b>
thematic exhibitions organised in the LegCo Complex .....	2	1	<b>1</b>
souvenir items produced/sold.....	3 865/4 245	8 905/9 226	<b>8 100/9 300</b>
visitors received at reception counters .....	21 958	61 314	<b>70 000</b>

- β Online educational activities comprising a virtual tour of the LegCo Complex and an education activity were conducted in the 2020/21 legislative year. In view of the prevailing situation of the COVID-19 epidemic, tour service gradually resumed in the 2022 legislative year and on-site tours and educational activities have been organised in the LegCo Complex since November 2022.
- # On-site activities including story-telling sessions for the public and workshops on legislative awareness were not organised in the 2020/21 and 2022 legislative years due to the COVID-19 epidemic.
- Δ Other activities, including inviting school groups to observe specific Council meetings (Chief Executive's Question and Answer Sessions/Policy Address/Budget Speech), were not resumed in 2023. It is expected that they will resume in 2024.
- Guided tours of the LegCo Complex were conducted only for official visitors in the 2020/21 legislative year due to the COVID-19 epidemic. In view of the prevailing situation of the epidemic, tour service has gradually resumed since November 2022 for different types of visitors.
- ψ The story-telling sessions organised for the public have not yet been resumed due to the expansion project of the LegCo Complex.

### ***Matters Requiring Special Attention in 2024–25***

**39** In 2024–25, the teams will continue to:

- assist Members in receiving parliamentarians, dignitaries and organisations from outside Hong Kong and enhance logistical arrangements;
- make appropriate arrangements for Members to attend conferences, seminars and workshops held outside Hong Kong;
- develop and update online educational resources including animations of specific themes and interactive resources incorporating footage of Council meetings;
- enhance online and on-site education programmes considering relevant factors including the constraints posed by the ongoing expansion works of the LegCo Complex;
- assist Members in receiving their visitors in touring the LegCo Complex;
- enhance the visit programmes and guided tours of the LegCo Complex for the public and revamp the Online Booking System to facilitate booking of tours; and
- further expand the selection of LegCo branded souvenir items to enrich visitors' experience and provide memorable keepsakes.

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### ANALYSIS OF FINANCIAL PROVISION

	2022–23 (Actual) (\$m)	2023–24 (Original) (\$m)	2023–24 (Revised) (\$m)	2024–25 (Estimate) (\$m)
<b>Programme</b>				
(1) Members’ Offices and Remuneration....	349.8	403.1	401.1	408.5
(2) Council Business Services.....	495.3	504.5	517.3	532.9
(3) Legal Service .....	60.4	62.7	67.7	67.4
(4) Redress System.....	28.6	26.6	27.0	28.1
(5) Library and Archives Services.....	45.6	49.8	49.7	53.2
(6) Corporate Liaison and Education and Visitor Services.....	47.4	54.4	55.1	57.2
	1,027.1	1,101.1	1,117.9 (+1.5%)	1,147.3 (+2.6%)
				(or +4.2% on 2023–24 Original)

#### Analysis of Financial Provision

##### Programme (1)

Provision for 2024–25 is \$7.4 million (1.8%) higher than the revised estimate for 2023–24. This is mainly due to the price-adjusted increase in Members’ remuneration and operating expenses reimbursements.

##### Programme (2)

Provision for 2024–25 is \$15.6 million (3.0%) higher than the revised estimate for 2023–24. This is due to the increased cash flow requirement for capital and non-recurrent items and increased provision for operating expenses.

##### Programme (3)

Provision for 2024–25 is \$0.3 million (0.4%) lower than the revised estimate for 2023–24. This is due to the reduced provision for operating expenses, partly offset by the increased cash flow requirement for capital items.

##### Programme (4)

Provision for 2024–25 is \$1.1 million (4.1%) higher than the revised estimate for 2023–24. This is due to the increased cash flow requirement for capital items and increased provision for operating expenses.

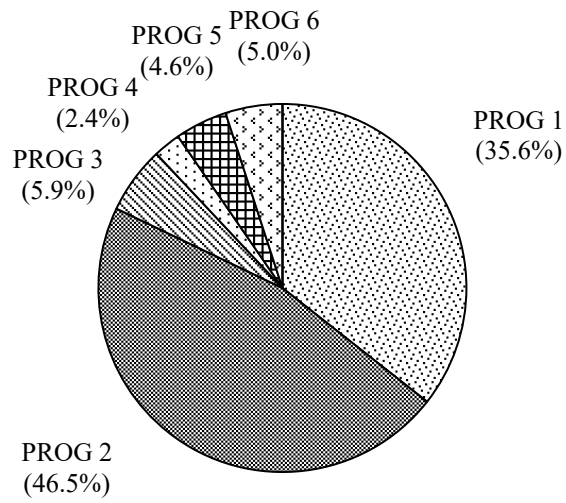
##### Programme (5)

Provision for 2024–25 is \$3.5 million (7.0%) higher than the revised estimate for 2023–24. This is due to the increased cash flow requirement for capital items and increased provision for operating expenses, partly offset by the decreased cash flow requirement for a non-recurrent item.

##### Programme (6)

Provision for 2024–25 is \$2.1 million (3.8%) higher than the revised estimate for 2023–24. This is mainly due to the increased cash flow requirement for capital items.

*Allocation of provision  
to programmes  
(2024-25)*



**Head 112 — LEGISLATIVE COUNCIL COMMISSION**

Sub-head (Code)	Actual expenditure 2022–23	Approved estimate 2023–24	Revised estimate 2023–24	Estimate 2024–25	
	\$'000	\$'000	\$'000	\$'000	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	661,118	671,811	694,503	<b>697,412</b>
366	Remuneration and reimbursements for Members of the Legislative Council .....	335,000	397,491	397,491	<b>405,043</b>
	Total, Recurrent.....	<u>996,118</u>	<u>1,069,302</u>	<u>1,091,994</u>	<b><u>1,102,455</u></b>
Non-Recurrent					
700	General non-recurrent .....	700	522	803	<b>1,800</b>
	Total, Non-Recurrent.....	<u>700</u>	<u>522</u>	<u>803</u>	<b><u>1,800</u></b>
	Total, Operating Account .....	<u>996,818</u>	<u>1,069,824</u>	<u>1,092,797</u>	<b><u>1,104,255</u></b>
<b>Capital Account</b>					
Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council .....	14,796	5,667	3,600	<b>3,467</b>
885	Legislative Council Commission .....	15,454	25,573	21,548	<b>39,533</b>
	Total, Subventions .....	<u>30,250</u>	<u>31,240</u>	<u>25,148</u>	<b><u>43,000</u></b>
	Total, Capital Account.....	<u>30,250</u>	<u>31,240</u>	<u>25,148</u>	<b><u>43,000</u></b>
	Total Expenditure .....	<u><u>1,027,068</u></u>	<u><u>1,101,064</u></u>	<u><u>1,117,945</u></u>	<b><u><u>1,147,255</u></u></b>

## Head 112 — LEGISLATIVE COUNCIL COMMISSION

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### Details of Expenditure by Subhead

The estimate of the amount required in 2024–25 for remuneration and reimbursements for Members of the Legislative Council (LegCo) and for those parts of the staff salaries and expenses of The Legislative Council Commission (the Commission) funded from General Revenue is \$1,147,255,000. This represents an increase of \$29,310,000 over the revised estimate for 2023–24 and \$120,187,000 over the actual expenditure in 2022–23.

#### *Operating Account*

##### Recurrent

**2** Provision of \$697,412,000 under *Subhead 000 Operational expenses* is for the Commission to cover its staff salaries, allowances and other operating expenses.

**3** Provision of \$405,043,000 under *Subhead 366 Remuneration and reimbursements for Members of the Legislative Council* is for the payment of remuneration and operating expenses reimbursements to Members of LegCo.

## Head 112 — LEGISLATIVE COUNCIL COMMISSION

### Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2023	Revised estimated expenditure for 2023–24	Balance
			\$'000	\$'000	\$'000	\$'000
<b><i>Operating Account</i></b>						
700		<i>General non-recurrent</i>				
	860	Relocation of Members' offices after the completion of the expansion project of the Legislative Council (LegCo) Complex .....	1,800	—	—	1,800
			<u>1,800</u>	<u>—</u>	<u>—</u>	<u>1,800</u>
<b><i>Capital Account</i></b>						
872		<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>				
	837	Setting up and information technology (IT) expenses reimbursements for Members of the Seventh LegCo .....	30,375	15,796	3,600	10,979
			<u>30,375</u>	<u>15,796</u>	<u>3,600</u>	<u>10,979</u>
885		<i>Legislative Council Commission</i>				
	815	Replacement of the wireless communication devices .....	610	370	21	219
	838	Procurement of hardware, software, communication equipment and related cabling infrastructure installation service for replacing the Digital Screen Display System.....	4,800	300	1,000	3,500
	842	Procurement of hardware, software, network equipment and related cabling infrastructure for upgrading the Backbone Network System .....	9,650	200	1,955	7,495
	855	Revamp of the Online Booking System for booking of the guided tours of the LegCo Complex .....	1,818	264	618	936
	856	Procurement of automatic speech recognition solution in the production of verbatim transcripts for Council meetings and committee hearings/meetings.....	4,700	—	3,900	800
	859	Revamp of the Televising System of the LegCo Complex .....	8,120	—	5,000	3,120
	864	Procurement of the hardware and software required for extending the applications of the automatic speech recognition system.....	9,616	—	—	9,616
	865	Replacement of some parts/devices for the building systems in the LegCo Complex (2024–25).....	7,676	—	—	7,676

## Head 112 — LEGISLATIVE COUNCIL COMMISSION

### Commitments—Cont'd.

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2023	Revised estimated expenditure for 2023–24	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Capital Account—Cont'd.</i>						
885		<i>Legislative Council Commission— Cont'd.</i>				
	866	Provision of IT infrastructure relating to the expansion of the LegCo Complex .....	8,200	—	—	8,200
	867	Provision of mobile phone network infrastructure and telephone systems relating to the expansion of the LegCo Complex .....	4,500	—	—	4,500
			<u>59,690</u>	<u>1,134</u>	<u>12,494</u>	<u>46,062</u>
	Total .....		<u><u>91,865</u></u>	<u><u>16,930</u></u>	<u><u>16,094</u></u>	<u><u>58,841</u></u>