

## Head 112 — LEGISLATIVE COUNCIL COMMISSION

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

Estimate 2002–03.....	<b>\$383.0m</b>
Capital Account commitment balance.....	<b>\$10.3m</b>

### Controlling Officer's Report

#### Programmes

<p><b>Programme (1) Remuneration and Reimbursements for Members</b></p> <p><b>Programme (2) General and Secretariat Services</b></p> <p><b>Programme (3) Legal Service</b></p> <p><b>Programme (4) Redress System</b></p> <p><b>Programme (5) Research and Library 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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#### Detail

##### Programme (1): Remuneration and Reimbursements for Members

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	<b>2002–03 (Estimate)</b>
Financial provision (\$m)	117.4	120.0 (+2.2%)	125.0 (+4.2%)	<b>134.6 (+7.7%)</b>

#### *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 and operating expenses reimbursements to cover expenses arising out of their Legislative Council duties, including setting up and winding up expenses for their ward offices.

##### Programme (2): General and Secretariat Services

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	<b>2002–03 (Estimate)</b>
Financial provision (\$m)	172.0	174.9 (+1.7%)	182.1 (+4.1%)	<b>178.1 (–2.2%)</b>

#### *Aim*

4 The aim is to provide secretariat support for the Legislative Council, The Legislative Council Commission and their committees; and to enhance public understanding of the work of the Legislative Council.

#### *Brief Description*

5 The three Council Business Divisions in the Legislative Council Secretariat provide support services for the Council and its committees in scrutinising legislative and public expenditure proposals and in monitoring government policies and measures. The divisions also support Members in their contacts with legislators and visitors from other jurisdictions as well as members of district organisations.

6 The work of the Council Business Divisions involves:

- providing clerkship and background research support for the Council and its committees;
- assisting in developing the procedures of the Council and its committees;
- facilitating Members' contacts with organisations in and visitors from other jurisdictions;
- providing support services for Members in their duty visits; and

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- facilitating Members' contact with District Councils, Heung Yee Kuk and other local organisations.

7 The Administration Division services The Legislative Council Commission and executes its administrative, financial and personnel policies. It administers Members' remuneration and operating expenses reimbursements, and assists in organising Members' corporate social functions. The division is also responsible for the building management and security of Council premises, and oversees the development and application of information technology in the Secretariat to enhance efficiency of work and storage and retrieval of information.

8 The Public Information Division offers public relations advice to Members, facilitates the media in reporting on Council matters, and co-ordinates a newspaper clipping service to assist Members in gauging community feedback. The division handles public and press enquiries in connection with Council business. It is also responsible for the development and implementation of a public education programme in relation to the Council's functions.

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 questions, motions, minutes and other Council papers.

10 In the legislative year 2000/01, the divisions were able to provide the intended general and secretariat support for Members. The key performance measures in respect of general and secretariat services are:

### Indicators

	<i>Legislative Year</i>		
	1999/2000 (Actual)	2000/01 (Actual)	2001/02 (Estimate)
Council meetings serviced .....	35	37	34
Committee meetings serviced .....	807	817	1 022
Commission meetings serviced.....	7	17	20
Meetings with visitors to LegCo serviced.....	114	119	120
Bills scrutinised.....	93	57	80
Financial proposals scrutinised .....	209	222	250
Council questions processed .....	603	610	600
Motions debated in Council (other than debates on bills).....	106	128	120
Papers issued to Commission.....	45	45	50
Papers on studies conducted and background briefs issued ....	72	183	325
Reports of Committees .....	126	72	105
Pages of records of proceedings of Council meetings processed .....	31 874	25 016	27 500
Tours of LegCo Building conducted.....	100	196	250

### Matters Requiring Special Attention in 2002–03

11 In 2002–03, the Secretariat will:

- strengthen support services to committees by providing comprehensive background papers or information briefs to facilitate Members' discussion;
- assist Members in developing a more effective committee system with a view to improving the working relationship between the Administration and the Legislature;
- continue to effect simultaneous issue of Chinese and English versions of papers to Members;
- promote better understanding by members of the public of the work of the Council and its committees through a series of public education programme including production of LegCo publications, provision of teaching kits for schools and invitations to schools and community organisations to visit the LegCo Building; and
- provide the public with easy and quick access to information relating to activities of the Council and its committees.

### Programme (3): Legal Service

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	<b>2002–03 (Estimate)</b>
Financial provision (\$m)	23.3	22.7 (–2.6%)	23.4 (+3.1%)	<b>27.0 (+15.4%)</b>

### Aim

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

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### *Brief Description*

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

14 The work involves:

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

15 In the legislative year 2000/01, the aim of the programme was generally achieved and the overall performance of the programme was satisfactory. The key performance measures are:

### *Indicators*

	<i>Legislative Year</i>		
	1999/2000 (Actual)	2000/01 (Actual)	2001/02 (Estimate)
Pages of bills scrutinised .....	1 723	3 125	3 000
Pages of subsidiary legislation scrutinised .....	3 345	2 089	3 200
Committee meetings attended .....	849	627	850
Council questions advised upon .....	603	610	650
Reports issued† .....	180	185	180

† New indicator as from 2002

### *Matters Requiring Special Attention in 2002–03*

16 In 2002–03, the division will ensure that the quality of service to the Legislative Council, The Legislative Council Commission and the Legislative Council Secretariat is maintained to meet new or increased demand for service.

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

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	<b>2002–03 (Estimate)</b>
Financial provision (\$m)	19.9	19.7 (–1.0%)	19.1 (–3.0%)	<b>19.1 (0.0%)</b>

### *Aim*

17 The aim is to ensure that complaints and representations lodged under the redress system are dealt with thoroughly and efficiently.

### *Brief Description*

18 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.

19 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 and case conferences with government officials; and
- preparing briefs, papers and reports.

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20 In the legislative year 2000/01, the division was able to provide an effective service to assist Members in handling the cases lodged under the system. The key performance measures in respect of the redress system are:

### *Indicators*

	<i>Legislative Year</i>		
	1999/2000 (Actual)	2000/01 (Actual)	2001/02 (Estimate)
New cases processed.....	1 133	1 136	1 200
Cases completed.....	1 248	1 049	1 200
Telephone cases received and completed .....	1 350	1 367	1 500

### *Matters Requiring Special Attention in 2002–03*

21 In 2002–03, the division will:

- ensure continuation of effective and efficient support services to Members in the operation of the redress system; and
- promote better understanding of the system by members of the public.

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

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	<b>2002–03 (Estimate)</b>
Financial provision (\$m)	20.9	19.9 (–4.8%)	19.2 (–3.5%)	<b>24.2 (+26.0%)</b>

### *Aim*

22 The aim is to provide independent research support for the Council and its committees, and a library service.

### *Brief Description*

23 The Research and Library Services Division carries out research work and provides reference services for Members and staff of the Council. It manages the Legislative Council Library which holds, apart from books and reference materials, the papers and minutes of Council and committee meetings. The key performance measures are:

### *Indicators*

	<i>Legislative Year</i>		
	1999/2000 (Actual)	2000/01 (Actual)	2001/02 (Estimate)
Research papers published.....	28	34	35
Library users serviced.....	5 494	6 831	6 900
Books borrowed.....	3 427	5 312	5 400
Enquiries handled.....	9 715	11 972	12 000

### *Matters Requiring Special Attention in 2002–03*

24 In 2002–03, the division will:

- strengthen research support to the Council and its committees by providing the following additional services—
  - a) follow-up research on policies outlined in the Policy Address;
  - b) analysis of the annual budget and fiscal policy proposals;
  - c) research on consultation papers published by the Government;
  - d) information notes on issues frequently raised; and
  - e) information notes on subjects selected for motion debate at Council meetings; and
- improve the cataloguing of the Legislative Council Library collection.

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### ANALYSIS OF FINANCIAL PROVISION

Programme	2000-01 (Actual) (\$m)	2001-02 (Approved) (\$m)	2001-02 (Revised) (\$m)	2002-03 (Estimate) (\$m)
(1) Remuneration and Reimbursements for Members.....	117.4	120.0	125.0	<b>134.6</b>
(2) General and Secretariat Services .....	172.0	174.9	182.1	<b>178.1</b>
(3) Legal Service.....	23.3	22.7	23.4	<b>27.0</b>
(4) Redress System.....	19.9	19.7	19.1	<b>19.1</b>
(5) Research and Library Services .....	20.9	19.9	19.2	<b>24.2</b>
	353.5	357.2 (+1.0%)	368.8 (+3.2%)	<b>383.0</b> (+3.9%)

#### Analysis of Financial and Staffing Provision

##### Programme (1)

Provision for 2002-03 is \$9.6 million (7.7%) higher than the revised estimate for 2001-02. This is mainly due to the expected increase in the reimbursement of Members' accountable office operation expenses consequent on the raising of the reimbursement ceiling from October 2001.

##### Programme (2)

Provision for 2002-03 is \$4.0 million (2.2%) lower than the revised estimate for 2001-02. This is mainly due to the deletion of seven posts under the Enhanced Productivity Programme in 2002-03 partly offset by the creation of four posts, and the decrease in capital account expenditure.

##### Programme (3)

Provision for 2002-03 is \$3.6 million (15.4%) higher than the revised estimate for 2001-02. This is mainly due to the creation of three posts.

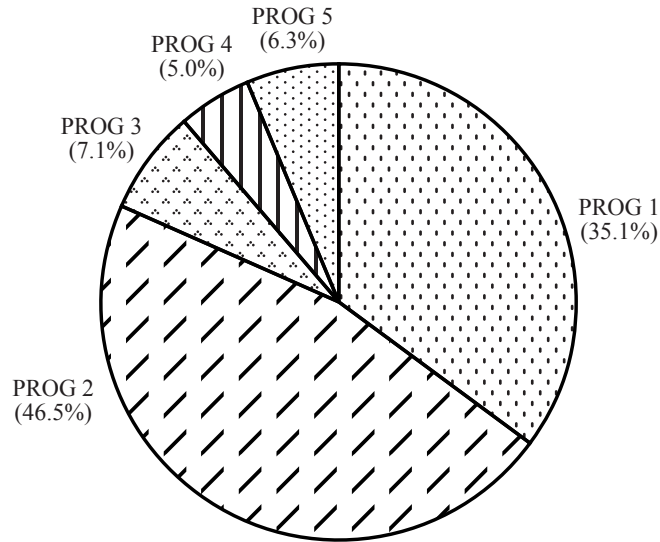
##### Programme (4)

Provision for 2002-03 is the same as the revised estimate for 2001-02.

##### Programme (5)

Provision for 2002-03 is \$5.0 million (26.0%) higher than the revised estimate for 2001-02. This is mainly due to the creation of seven posts.

*Allocation of provision  
to programmes  
(2002-03)*



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Sub-head (Code)	Actual expenditure 2000-01	Approved estimate 2001-02	Revised estimate 2001-02	<b>Estimate 2002-03</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Recurrent Account</b>					
V — Subventions					
366	Remuneration and reimbursements for Members of the Legislative Council.....	112,440	115,757	120,999	<b>131,617</b>
367	Salaries and allowances for staff and general expenses of The Legislative Council Commission.....	232,844	232,559	239,091	<b>246,550</b>
	Total, Subventions .....	<u>345,284</u>	<u>348,316</u>	<u>360,090</u>	<b><u>378,167</u></b>
	Total, Recurrent Account.....	345,284	348,316	360,090	<b>378,167</b>
<b>Capital Account</b>					
III — Subventions					
872	Non-recurrent expenses reimbursements for Members of the Legislative Council.....	4,963	4,270	3,990	<b>3,000</b>
885	Legislative Council Commission .....	3,205	4,644	4,746	<b>1,846</b>
	Total, Subventions .....	<u>8,168</u>	<u>8,914</u>	<u>8,736</u>	<b><u>4,846</u></b>
	Total, Capital Account .....	8,168	8,914	8,736	<b>4,846</b>
	Total Expenditure.....	<u><u>353,452</u></u>	<u><u>357,230</u></u>	<u><u>368,826</u></u>	<b><u><u>383,013</u></u></b>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2002–03 for the remuneration and reimbursements for Members of the Legislative Council and the staff salaries and general expenses of The Legislative Council Commission is \$383,013,000. This represents an increase of \$14,187,000 over the revised estimate for 2001–02 and of \$29,561,000 over actual expenditure in 2000–01.

#### *Recurrent Account*

##### Subventions

**2** Provision of \$131,617,000 under *Subhead 366 Remuneration and reimbursements for Members of the Legislative Council* represents an increase of \$10,618,000 (8.8%) over the revised estimate for 2001–02. This is mainly due to the increase in the reimbursement for Members' accountable office operation expenses.

**3** Provision of \$246,550,000 under *Subhead 367 Salaries and allowances for staff and general expenses of The Legislative Council Commission* represents an increase of \$7,459,000 (3.1%) over the revised estimate for 2001–02. This is mainly due to the creation of 14 additional posts for strengthening the legal, research and library services and the support for Council business, partly offset by savings from deletion of seven posts and from operating expenditure under the Enhanced Productivity Programme.



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### Capital Account

#### Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2001	Revised estimated expenditure for 2001-02	Balance
			\$'000	\$'000	\$'000	\$'000
872		<i>Non-recurrent expenses reimbursements for Members of the Legislative Council</i>				
	531	Setting up expenses for Members of the Legislative Council (2000-2004)	9,000	2,494	2,990	3,516
	533	Information technology and communication equipment expenses for Members of the Legislative Council (2000-2004).....	6,000	1,183	1,000	3,817
			<u>15,000</u>	<u>3,677</u>	<u>3,990</u>	<u>7,333</u>
885		<i>Legislative Council Commission</i>				
	525	Enhancement of the computer network..	3,093	2,300	265	528
	526	Enhancement of the Legislative Council Business Information System (LEBIS) .....	2,020	646	949	425
	527	Enhancement of computing facilities.....	6,563	6,263	250	50
	529	Legislative Council Corporate Video 2000.....	550	306	164	80
	530	Teaching kits for schools .....	605	450	52	103
	536	Replacement of internal electronic mailing system.....	2,150	—	1,350	800
	537	Digital Recording System .....	2,490	—	1,500	990
			<u>17,471</u>	<u>9,965</u>	<u>4,530</u>	<u>2,976</u>
		Total.....	<u><u>32,471</u></u>	<u><u>13,642</u></u>	<u><u>8,520</u></u>	<u><u>10,309</u></u>