

## Head 136 — PUBLIC SERVICE COMMISSION

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

**Estimate 2002–03** ..... **\$21.2m**

**Establishment ceiling 2002–03** (notional annual mid-point salary value) representing an estimated 31 non-directorate posts at 31 March 2002 reducing by one post to 30 posts at 31 March 2003 ..... **\$12.6m**

In addition there will be one directorate post at 31 March 2002 and at 31 March 2003.

### Controlling Officer's Report

#### Programme

##### Public Service Commission

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

#### Detail

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	2002–03 (Estimate)
Financial provision (\$m)	18.2	18.5 (+1.6%)	19.2 (+3.8%)	<b>21.2</b> <b>(+10.4%)</b>

#### Aim

2 The aim is 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 Commission examines submissions from the Government and gives informed advice on issues relating to appointments, promotions, further employment on agreement, disciplinary cases and other associated subjects.

4 The key performance measures are:

##### Targets

The key performance indicator of the Commission is its thoroughness in examining submissions from the Government and giving informed advice on issues within its terms of reference. The effectiveness of the work of the Commission is also reflected in the policy and procedural changes adopted by the Administration in the light of the Commission's advice. In dealing with the submissions, the Commission's target is to tender its advice or respond within four to six weeks upon receipt of the submissions. Other submissions relating to large and complicated exercises may take a longer processing time.

	Target	2000 (Actual)	2001 (Actual)	2002 (Plan)
tendering advice or responding within four to six weeks upon receipt of the submissions .....	93.0%	94.6%	93.9%	<b>93.0%</b>

##### Indicators

	2000 (Actual)	2001 (Actual)	2002 (Estimate)
number of submissions received and advised by the Commission			
appointments .....	94	287†	<b>300</b>
promotions .....	458	455	<b>500</b>
renewal of agreement, extension of service and re-employment after retirement .....	177	175	<b>180</b>
disciplinary cases .....	94	136	<b>150</b>
other subjects .....	246	156	<b>180</b>

† The increase in the number of submissions advised on appointments is due to the lifting of the civil service recruitment freeze on 1 April 2001.

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

5 In 2002–03, the Commission will continue to:

- discharge its responsibility in ensuring 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 relevant to the Commission's terms of reference;
- brainstorm with the Civil Service Bureau on policy and procedures relating to discipline; and
- advise the Civil Service Bureau in the formulation of the Administration's Human Resource Management policies and practices.

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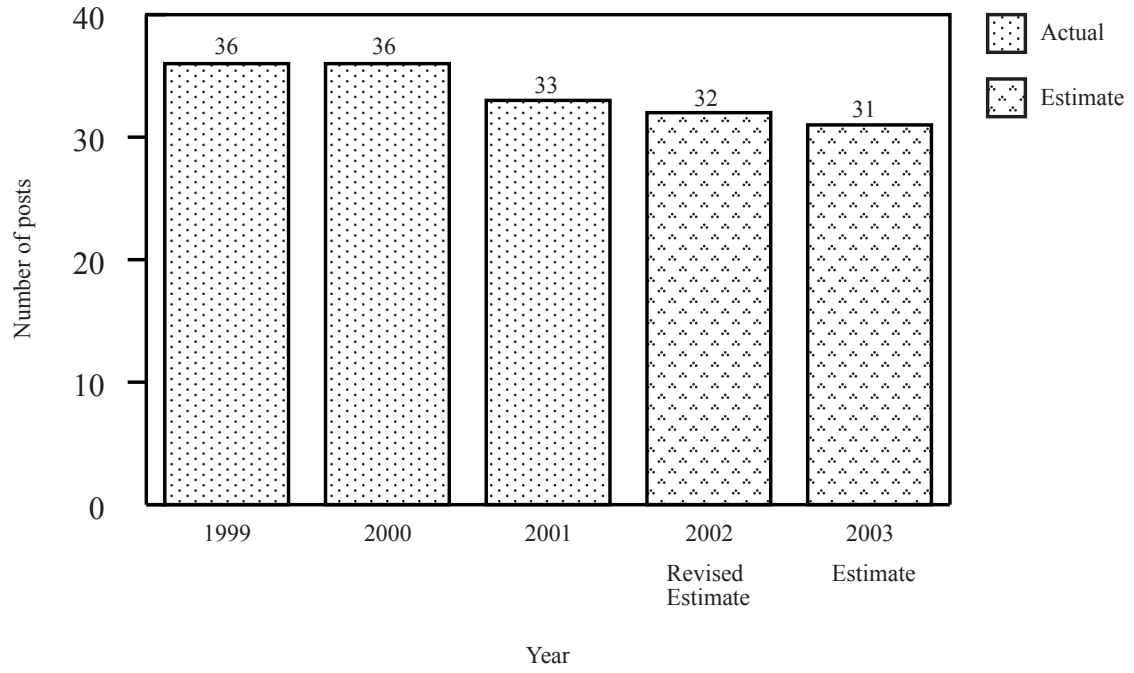
### ANALYSIS OF FINANCIAL PROVISION

<b>Programme</b>	2000-01 (Actual) (\$m)	2001-02 (Approved) (\$m)	2001-02 (Revised) (\$m)	<b>2002-03 (Estimate) (\$m)</b>
Public Service Commission.....	18.2	18.5 (+1.6%)	19.2 (+3.8%)	<b>21.2 (+10.4%)</b>

#### Analysis of Financial and Staffing Provision

Provision for 2002-03 is \$2.0 million (10.4%) higher than the revised estimate for 2001-02. This is mainly due to the payment of the Chairman's gratuity upon completion of his current agreement in 2002-03, the increased requirement for contract services arising from the devolution of responsibility from the Government Property Agency for management of cleansing contracts and the additional provision for information technology support services upon implementation of an enhanced office automation system, partly offset by the deletion of one post in 2002-03 under the Enhanced Productivity Programme.

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



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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>					
I — Personal Emoluments					
001	Salaries .....	13,604	13,291	14,440	<b>14,302</b>
002	Allowances .....	420	384	382	<b>377</b>
	Total, Personal Emoluments .....	<u>14,024</u>	<u>13,675</u>	<u>14,822</u>	<b><u>14,679</u></b>
III — Departmental Expenses					
108	Remuneration for special appointments .....	2,179	2,228	2,318	<b>3,971</b>
110	Honoraria for members of committees .....	1,229	1,200	1,200	<b>1,191</b>
149	General departmental expenses .....	748	1,418	827	<b>1,393</b>
	Total, Departmental Expenses .....	<u>4,156</u>	<u>4,846</u>	<u>4,345</u>	<b><u>6,555</u></b>
	Total, Recurrent Account .....	<u>18,180</u>	<u>18,521</u>	<u>19,167</u>	<b><u>21,234</u></b>
	Total Expenditure .....	<u><u>18,180</u></u>	<u><u>18,521</u></u>	<u><u>19,167</u></u>	<b><u><u>21,234</u></u></b>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2002–03 for the salaries and expenses of the Public Service Commission is \$21,234,000. This represents an increase of \$2,067,000 over the revised estimate for 2001–02 and of \$3,054,000 over actual expenditure in 2000–01.

#### *Recurrent Account*

##### Personal Emoluments

**2** Provision of \$14,679,000 for personal emoluments represents a decrease of \$143,000 against the revised estimate for 2001–02.

**3** The establishment at 31 March 2002 will be 32 permanent posts. It is expected that one permanent post will be deleted in 2002–03 under the Enhanced Productivity Programme.

**4** Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2002–03, but the notional annual mid-point salary value of all such posts must not exceed \$12,606,000.

**5** Provision of \$377,000 under *Subhead 002 Allowances* is for standard allowances and the consolidated overtime allowance for Chauffeur grade.

##### Departmental Expenses

**6** Provision of \$3,971,000 under *Subhead 108 Remuneration for special appointments* is for the remuneration of the Chairman of the Commission. The increase of \$1,653,000 (71.3%) over the revised estimate for 2001–02 is mainly due to increased provision to cater for the payment of the Chairman's gratuity upon completion of his current contract in 2002–03.

**7** Provision of \$1,191,000 under *Subhead 110 Honoraria for members of committees* is for payment of honoraria to members of the Commission.

**8** Provision of \$1,393,000 under *Subhead 149 General departmental expenses* represents an increase of \$566,000 (68.4%) over the revised estimate for 2001–02. This is mainly due to the increased requirement for contract services arising from the devolution of responsibility from the Government Property Agency for management of cleansing contracts and the additional provision for information technology support services upon implementation of an enhanced office automation system.