

11 December 1980.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G., K.C.V.O.,
Governor of Hong Kong.

Your Excellency,

The Assistant Registrar Grade

In our First Report on Civil Service Pay (Report No. 2) we recommended that the Assistant Registrar grade be merged with the Executive Officer grade. This recommendation was based on information gathered in 1977 and made available to us in 1979 which suggested that the duties of the grade might appropriately be performed by general grades staff. Subsequently, we were provided with substantial new evidence indicating that this might not be the case, and we therefore agreed to conduct a further review of the Assistant Registrar grade.

To assist us in carrying out this review we arranged for a survey of the duties and responsibilities of the Assistant Registrar grade. We received the results of this survey in October and examined them alongside the evidence presented to us earlier. In the light of this examination we now submit our further advice on the grade.

Following the transfer of responsibility for the registration of births, marriages and deaths to the Immigration Department in 1978, the work of the Assistant Registrar grade is now concentrated in three divisions of the Registrar General's Department. These are :

- (a) The Land Office, which is responsible for the registration of instruments affecting land, the settling and registration of conditions of sale and exchange of Crown land, the issue, renewal, variation and termination of Crown leases, the enforcement of lease conditions and a number of other matters relating to land.
- (b) The Commercial Division, which is responsible for the companies registry, the insurance registry and the trade marks and patents registry, and carries

out various statutory functions under the ordinances governing these activities.

- (c) The Official Receiver's Office, which is responsible for statutory and related administrative duties under the Bankruptcy Ordinance and the Companies Ordinance.

It was represented to us that recent developments, in particular the introduction of new and amending legislation, had led to an increase in the complexity of the work of the Assistant Registrar grade, that this called for specialised knowledge, and that staff continuity was essential. Our further review has confirmed the need for specialisation and thus that staff continuity is important. We therefore accept that the Assistant Registrar grade should remain a departmental grade and withdraw our earlier recommendation that it be merged with the Executive Officer grade.

The withdrawal of our recommendation to merge the Assistant Registrar grade with the Executive Officer grade has led us to review the pay and structure of the Assistant Registrar grade. The survey of the duties and responsibilities of the grade has, besides establishing that a merger with the Executive Officer grade is inappropriate, provided information which we consider warrants adjustments to both the pay scales and structure of the Assistant Registrar grade.

The minimum educational qualification for appointment as an Assistant Registrar is matriculation. We have seen no evidence which would justify a change in the position and consider that Assistant Registrar should remain a matriculation grade. In examining the pay scales and structure of the grade we have therefore had regard to comparable grades within the matriculation group.

At present, the Assistant Registrar grade is composed of three ranks : Assistant Registrar II, Assistant Registrar I and Senior Assistant Registrar, but the pay scale for the Assistant Registrar I rank is equivalent to the normal pay scales of the second and third ranks of other matriculation grades. This might be justified if the general range of duties and responsibilities of all Assistant Registrars I could be said to span the level of responsibility of two ranks in other grades. However, the survey of the Assistant Registrar grade has shown that there are two clearly definable levels of responsibility for Assistant Registrars I. As a result, within the existing departmental organisation, the situation arises whereby some Assistant Registrars I are directly subordinate to others of the same rank. We consider this to be unsatisfactory and proposes that the present rank of Assistant Registrar I should be divided into two ranks of Assistant Registrar I and Senior Assistant Registrar II with the number of posts at each level being determined

on the basis of functional requirements. The existing Senior Assistant Registrar rank should then be retitled Senior Assistant Registrar I.

In addition to the structural change referred to in the preceding paragraph we have accepted the suggestion made to us that a rank of Chief Assistant Registrar be created, in order to provide a head of the Assistant Registrar grade. The Chief Assistant Registrar would be responsible to the Registrar General for the management of the grade, including organisation, recruitment, training, career development and other management functions.

We consider that the nature of the duties of the Assistant Registrar grade, their complexity and the level of responsibility exercised in their performance warrant an improvement to the entry rank pay scale to bring it into line with other comparable matriculation grades. Having regard also to the structural changes we have proposed we recommend that the pay scales of the grade be adjusted as follows :

<u>Existing</u>		<u>Proposed</u>	
Assistant Registrar II	MPS 16 - 30	Assistant Registrar II	MPS 18 - 31
Assistant Registrar I	MPS 31 - 43	(Assistant Registrar I ((Senior Assistant Registrar II	MPS 32 - 37 MPS 38 - 43
Senior Assistant Registrar	MPS 44 - 47	Senior Assistant Registrar I	MPS 44 - 47
		Chief Assistant Registrar	MPS 48 - 51

Since our proposed pay scales are consequent upon a re-structuring of the Assistant Registrar grade, we

recommend that, if accepted, they be implemented from a future date, that is to say, the date from which the new structure is introduced.

We have the honour to be,
Your Excellency's obedient servants,

(S.Y. Chung)
Chairman

24 December 1980.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G., K.C.V.O.,
Governor of Hong Kong.

Your Excellency,

The Trade Instructor Grade

Following the publication of our First Report on Civil Service Pay (Report No. 2), representatives of the Trade Instructor grade expressed disappointment that in formulating our proposals for the pay and structure of their grade we had taken no account of the findings of a Departmental Working Party. This Working Party, which was composed of staff and management representatives from the Social Welfare and Education Departments, had been appointed by the Director of Social Welfare to examine and report on a number of issues concerning Trade Instructors, including their career prospects. However, at the time when our Report No. 2 was prepared, the Working Party had not reported and it was therefore not possible to take its findings into account in our first review of individual grades. In the circumstances, we advised the Trade Instructors' representatives that we would conduct a further review of their grade as part of our future work programme.

In accordance with our undertaking, we have now completed a second review of the Trade Instructor grade. In this review we have studied not only the report of the Departmental Working Party but also the various submissions received from staff and management. As a result, we are satisfied that sufficient new evidence has been provided to warrant our making further recommendations in respect of the grade.

Trade Instructor is a one-rank grade whose members are engaged in instructing mentally retarded or physically handicapped persons in training or rehabilitation centres, as well as juveniles in correctional institutions, in various trades. They also organise social and recreational activities for the trainees and, in sheltered workshops, are responsible for ensuring that products made by the

disabled meet the quality standards and deadlines set by customers. Until recently Trade Instructors were employed only in the Social Welfare Department but, with the transfer of responsibility for the World Rehabilitation Fund Day Centre, they are now also employed in the Education Department.

The report of the Working Party and staff and management representations all draw attention to the demanding nature of work involving the training, motivation and maintenance of discipline among the mentally retarded, the maladjusted and young offenders. They also refer to the similarity in the work of Trade Instructors and that of Workshop Instructors in the Education Department. Workshop Instructors are members of a higher grade who, like Trade Instructors are engaged in teaching various trades. We accept the validity of the points made and have paid particular attention to the comparison drawn with Workshop Instructors and to a suggestion made to us that the grades of Trade Instructor and Workshop Instructor might be merged.

While there are similarities in the work of Trade Instructors and Workshop Instructors, there are also differences. In particular, Workshop Instructors are engaged in teaching a wider range of trades, some of which demand a higher degree of technical skill than is required of Trade Instructors. In addition, while the qualifications for appointment as a Trade Instructor are either completion of an approved apprenticeship or considerable experience in the trade concerned, the qualifications for appointment as a Workshop Instructor are completion of an approved apprenticeship plus at least five years' experience in the trade. In view of these differences it would clearly not be practicable to merge the Trade Instructor grade with the Workshop Instructor grade within the latter's existing rank structure, but we do believe that it could be merged with Workshop Instructor as a lower rank in the grade. We therefore recommend accordingly and propose the following revised pay scales and structure :

<u>Existing</u>		<u>Proposed</u>	
Trade Instructor	MPS 9 - 15	Workshop Instructor III	MPS 9 - 17
Workshop Instructor II	MPS 18 - 23	Workshop Instructor II	MPS 18 - 23
Workshop Instructor I	MPS 24 - 31	Workshop Instructor I	MPS 24 - 31

Besides extending the present pay scale for Trade Instructors by two points, our proposal should result in some improvement in their career prospects. However, we would point out that promotion will understandably be confined to those existing Trade Instructors qualified in appropriate trades. As we have already explained only a proportion of existing Workshop Instructors are engaged in teaching the same trades as Trade Instructors.

If our proposals are accepted, we consider that the revised pay scale should be introduced from the date when the Trade Instructor grade is merged with the Workshop Instructor grade. We would therefore hope that the merger can be effected as soon as possible.

We have the honour to be,
Your Excellency's obedient servants,

(S. Y. Chung)
Chairman