

His Excellency Sir Edward Youde, K.C.M.G., M.B.E.,
Governor of Hong Kong.

10 December 1982

Your Excellency,

Social Work Officer Grade

We have been asked to advise on the pay and structure of the Social Work Officer grade.

2. There have been continuing problems in recruitment and retention of staff in the grade of Social Work Officer. The vacancy rate for this grade has averaged 16% over the last few years; this appears to be largely due to an inadequate supply of qualified recruits, partly because there are too few training places but also because a significant number of social work graduates seek employment outside the social work field. In February of this year, a Working Party on Social Welfare Manpower appointed by the Secretary for Social Services pointed to the likelihood of a serious future shortfall of trained manpower in the social work field. The Working Party made a number of recommendations to alleviate the situation, including a change in recruitment criteria and a review of pay and conditions.

Qualifications and Entry Arrangements

3. The present entry requirements for the Social Work Officer grade are a degree in social work from a Hong Kong or British university or equivalent; or alternatively a degree in a subject other than social work plus approved post-graduate training in social work. In the Working Party's view, these entry requirements, while ensuring that only highly qualified candidates are recruited, have proved too restrictive.

4. Following one of the recommendations of the Working Party, the Administration proposes to modify the criteria for recruitment to the Social Work Officer grade to permit holders of degrees in subjects other than

social work to enter the grade as Assistant Social Work Officers. They would then be required to undergo in-service training leading to an approved qualification in social work, such as the Master of Social Work. The following arrangements for entry points and incremental progression would apply :

- (a) holders of degrees in subjects other than social work would enter the scale at MPS 20, and would remain on that salary point for two years before commencing normal incremental progression;
- (b) upon obtaining an acceptable qualification in social work, they would be awarded an extra increment, thus putting their pay on a par again with that of their contemporaries who joined the rank at the same time with a first degree in social work (but subject to (c) and (d) below);
- (c) whilst there would be no time limit for obtaining the social work qualification, officers without it would not be allowed to proceed beyond point 31 on the Master Pay Scale or be promoted to the rank of Social Work Officer;
- (d) non-social work graduates who have also obtained an approved post-graduate qualification in social work before entry may enter the scale two points above the minimum.

5. We note the Administration's intention to revise the entry qualifications and recommend the adoption of the proposed entry point arrangements and incremental progression.

6. The proposal in paragraph 4(d) above is unusual and not consistent with the Commission's basic principles in that it provides for incremental credit for entrants whose qualifications in social work are regarded as comparable to a social work first degree, for which the entry point is MPS 20. It is however recognised that such candidates would have studied an additional two years full time at their own expense and in their own time. Furthermore, some may have had previous working experience in other professions before choosing a career in social work. This type of candidate is likely to be more mature and to have a sense of vocation which will be of value to the profession. We have therefore concluded that this measure is worthy of a trial, in view of the serious shortage of social workers and the need to attract into the profession all those with suitable training. Nonetheless, in view of the fact that the proposal to allow these candidates to enter the scale at MPS 22 is not in accordance with our basic principles, we recommend that it should be reviewed after two years.

Pay Scales

7. The present pay scales of the Social Work Officer grade are as follows :

<u>Rank</u>	<u>Pay Scale</u>	<u>Number of Posts (as at 16.9.82)</u>
Assistant Social Work Officer	MPS 20 - 34	427
Social Work Officer	MPS 35 - 40	136
Senior Social Work Officer	MPS 41 - 47	41
Chief Social Work Officer	MPS 48 - 51	11

8. We accept that some improvement of these scales is required to reduce wastage, which is significant both in the Social Welfare Department and in the subvented sector. These difficulties appear to be at least partly related to the relatively poor advancement prospects of the grade; these are due to the basic nature of social work which involves a large element of case work contact with little need for an extensive supervisory hierarchy. In this respect, and also to some extent in the nature of the work, the Social Work Officer grade resembles the Education Officer grade. Taking all these factors into account, we recommend that the pay scales of the Social Work Officer grade should be revised to bring them into line with those of the Education Officer grade. The resulting structure would be as follows :

<u>Rank</u>	<u>Pay Scale</u>
Assistant Social Work Officer	MPS 20 - 37
Social Work Officer	MPS 38 - 43
Senior Social Work Officer	MPS 44 - 47
Chief Social Work Officer	MPS 48 - 51

9. If these recommendations are accepted, we propose

that they should be implemented from a current date.

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

(S.Y. Chung)
Chairman

7 February 1983.

His Excellency Sir Edward Youde, G.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

New Grade of Technical Officer (Cultural Services)
and Additional Rank in the Curator Grade

In our letter of 7 October 1981 on the reclassification of certain grades we recommended that the existing Curator grade, which was included in the matriculation group, should be divided into two, with the posts required for the more professional type of work being included in a new Curator grade in the degree group. We also recommended that the posts in the technical stream of the existing grade should if possible be merged with other grades, failing which the establishment of a new grade should be considered.

2. The Curator grade is deployed in the four museums run by the Urban Services Department, namely, the Museum of Art, the Museum of History, the Museum of Science and Technology and the Space Museum. We have recently been advised that the Administration has completed its examination of the posts in this grade to determine which of them should be included in the new degree-based Curator grade with pay scales as previously recommended, i.e. :-

<u>Rank</u>	<u>Pay Scale</u>
Assistant Curator II	MPS 20 - 31
Assistant Curator I	MPS 32 - 37
Curator	MPS 38 - 47

In addition the Administration now proposes that to complete the structure of the new Curator grade, a Chief Curator rank (MPS 48 - 51) should be created to absorb the two posts of head of the Space Museum (the Planetarium Adviser) and the Museum of Science and Technology (at present a Senior Scientific Officer). The pay scale of these two posts is already MPS 48 - 51. We see no objection to this logical completion of the Curator grade structure and therefore

recommend that a new rank of Chief Curator with a pay scale of MPS 48 - 51 should be created, thus enabling the one-post grade of Planetarium Adviser to be deleted.

3. With regard to the technical stream of the existing Curator grade, we are advised that it has not proved practicable to find a suitable grade to accommodate these posts. It has been proposed to us that the most appropriate solution to this problem would be the creation of a new grade of Technical Officer (Cultural Services) in the Polytechnic Diploma group. We are satisfied that a Polytechnic Diploma in either design or engineering is a suitable qualification for this work. Three distinct levels of responsibility have been identified in the posts which will be included in the new grade and we therefore recommend the following structure and pay scales, which are in line with those of other grades in the same group :-

<u>Rank</u>	<u>Pay Scale</u>
Technical Officer II (Cultural Services)	MPS 14 - 25
Technical Officer I (Cultural Services)	MPS 26 - 32
Senior Technical Officer (Cultural Services)	MPS 33 - 37

Given the nature of the duties involved we do not consider that any adjustment is required on account of job factors.

4. With the creation of the new technical grade the opportunity has been taken to deal with the problem posed by a number of Assistant Information Officer II posts in the Urban Services Department. In our First Report on Civil Service Pay (Report No. 2) we considered these posts, the title of which is something of a misnomer, and which have no prospects of promotion to the higher ranks in the Information Officer grade. We suggested that their position should be examined to see if a means could be found of absorbing them fully in the Information Officer grade. This has not proved practicable, but of the 52 posts in the rank in the Urban Services Department, 33 have been regraded as Clerical Officers II and 4 as Foremen. Three others have been deleted, leaving 12 posts, the main duties of which are design and photographic work rather than dealing with the media or public relations. The occupants of these posts therefore perform work of a type similar to that of the proposed Technical Officer (Cultural Services) grade and we accordingly recommend that they should be absorbed into the basic rank of the proposed new grade.

5. If our proposals are accepted, we recommend that they should be effected from a current date.

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

(S. Y. Chung)
Chairman

11 April 1983

His Excellency Sir Edward Youde, G.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

Force Welfare Officer Grade (RHKPF)

During our review of the Specialist Civilian Grades in the Royal Hong Kong Police Force in 1980, we were advised that a service-wide review of staff welfare arrangements was being undertaken by the Administration. In our Second Report on Civil Service Pay (Report No. 5) we therefore deferred making recommendations on the pay and structure of the Force Welfare Officer grade pending the results of the review. We have recently been advised that this review has now been completed. The main conclusion affecting the Force is that the use of departmental staff should continue in preference to the creation of a general service-wide welfare grade. In the light of this we now tender our advice on the entry qualifications and pay scales of the Force Welfare Officer grade.

2. The Force Welfare Officer grade is a Police departmental civilian grade employed in the Welfare Branch of the Police Force to perform the following three main areas of work :

- (a) planning and co-ordinating welfare services and facilities including sports and recreational facilities;
- (b) providing counselling and welfare assistance to individual officers and their families;
and
- (c) administering the Police Welfare Fund, the Police Children's Education Trust and the Police Education and Welfare Trust.

A number of disciplined staff are also involved with the work and the overall Force Welfare Branch is headed by a Chief Superintendent of Police. The present structure, pay scales

and establishment of the civilian Force Welfare Officer grade are as follows :

<u>Rank</u>	<u>Pay Scale</u>	<u>Establishment</u>
Assistant Force Welfare Officer	MPS 31 - 39	4
Force Welfare Officer	MPS 40 - 47	4
Senior Force Welfare Officer	MPS 48 - 51	2

3. Prior to the Commission's First Report on Civil Service Pay (Report No. 2), the pay scales of the Force Welfare Officer grade, other than the starting point of the most junior rank, were the same as those of the Chief Inspector, Superintendent and Senior Superintendent of the Police ranks. Following the revision of the Police rank scales in Report No. 2, this linkage was broken. Whilst it may be considered appropriate for police welfare duties to be undertaken by a mixture of disciplined and non-disciplined staff, disciplined status is not a requirement for the proper performance of duties. As such, we do not believe there is a case for restoring the earlier parity with police pay.

4. The present entry qualification for the grade is a Diploma in Social Work (or equivalent) plus at least 5 years' experience in social work. Having regard to the nature of work of the grade, we accept the Administration's view that it is now appropriate to revise the entry qualification to a general degree. Furthermore, we consider that, even at the basic rank, it requires staff of maturity and considerable practical experience in general welfare duties. It is therefore proposed that the experience requirement on appointment should be revised from 5 to 10 years. The recommended entry point for Assistant Force Welfare Officer is MPS 31 and the maximum should be MPS 37, equating to the usual second rank maximum for degree grades. Existing and proposed scales for all ranks in the grade are summarised as follows :

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Assistant Force Welfare Officer	MPS 31 - 39	MPS 31 - 37
Force Welfare Officer	MPS 40 - 47	MPS 38 - 47
Senior Force Welfare Officer	MPS 48 - 51	MPS 48 - 51