

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

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

(S. Y. Chung)
Chairman

27 May 1983.

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

Your Excellency,

The Manager, Cultural Services Grade

In our First Report on Civil Service Pay (Report No. 2) we recommended changes in the pay scales of the first two ranks of the Manager, Cultural Services grade, but deferred consideration of a proposal to create a new rank of Chief Manager, Cultural Services to replace two existing posts of Chief Executive Officer. In the light of the rapid expansion which has taken place in the cultural and entertainment services provided by the Urban Services Department and to take account of fresh proposals from the Administration we have re-examined the requirement for a new rank of Chief Manager, Cultural Services.

2. The Manager grade is in the matriculation group and its members are employed in the Cultural Services Sub-department of the Urban Services Department. Their duties include the management and day-to-day running of cultural, sports and entertainment activities and facilities and all of them were, until recently, deployed within the Culture and Entertainment Division of the Cultural Services Department as illustrated by Attachment A to this letter. The structure of the Division meant that no less than 12 Managers worked to the Assistant Director, Culture and Entertainment, 9 of them directly and 3 through a Chief Executive Officer.

3. The Director of Urban Services has recently re-organised the former Culture and Entertainment and Museums and Libraries Divisions in order to achieve a better balance between the workloads of the two divisions and to improve efficiency. However, the Assistant Directors in charge of the new divisions are still required to exercise control over a wide span and, taking into account the officers responsible for libraries and museums who are members of other grades a total of 20 officers are currently reporting to the two Assistant Directors.

4. Even after the re-organisation it is apparent that the Assistant Directors heading the two divisions require support and we therefore recommend the creation of a new rank of Chief Manager, Cultural Services with a pay scale of MPS 48 - 51. The overall structure and pay scales of the Manager grade would then be as follows :-

<u>Rank</u>	<u>Existing</u>	<u>Proposed</u>
Assistant Manager, Cultural Services	MPS 15 - 31	MPS 15 - 31
Senior Assistant Manager, Cultural Services	MPS 32 - 37	MPS 32 - 37
Manager, Cultural Services	MPS 38 - 47	MPS 38 - 47
Chief Manager, Cultural Services	-	MPS 48 - 51

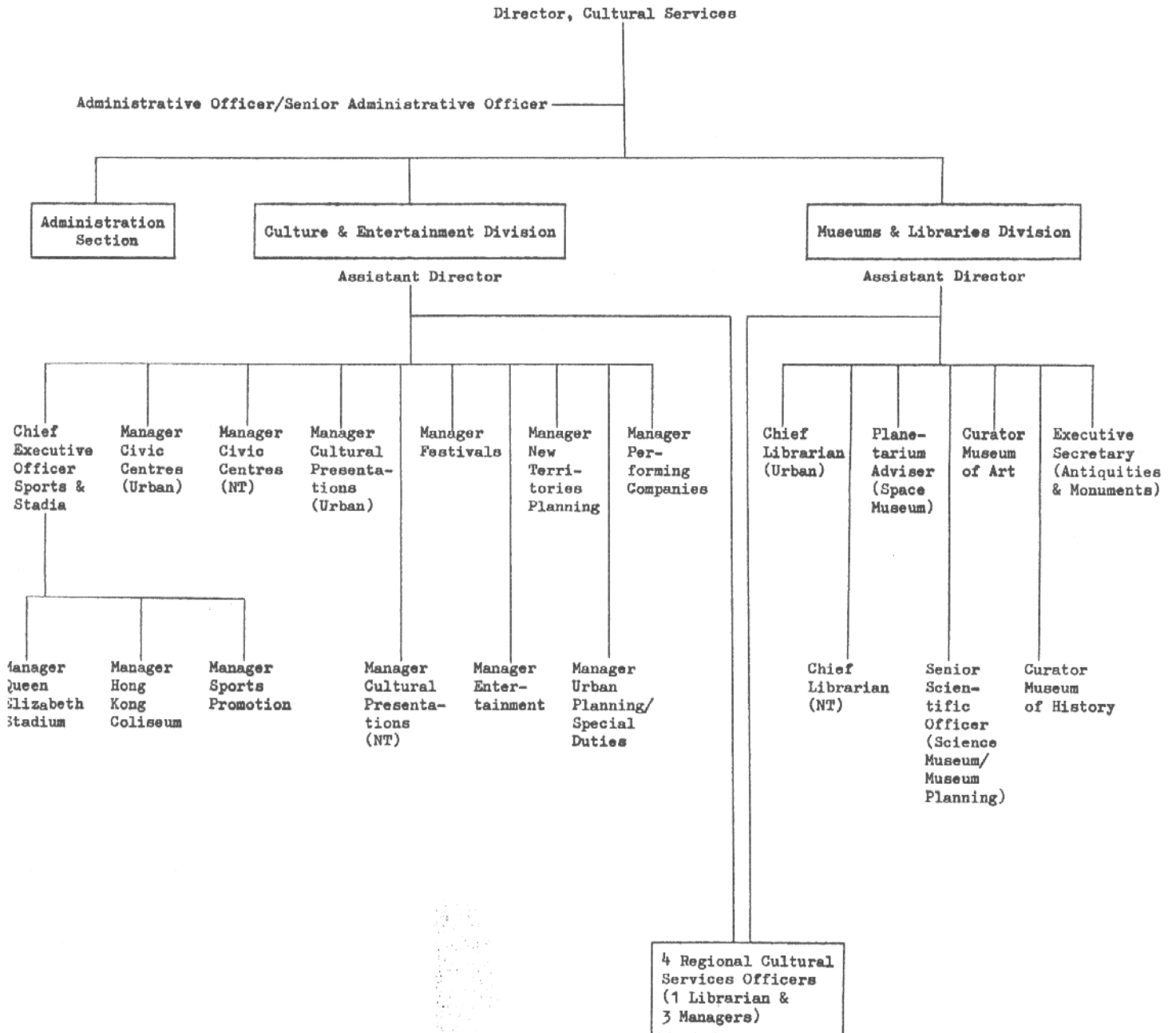
5. We have been informed that if the creation of the new rank is approved it is the intention that the Assistant Directors should be underpinned by three Chief Managers, Cultural Services, one of whom will replace a Chief Executive Officer on an equivalent pay scale. They will assist in the formulation and implementation of policy and will coordinate and supervise the work of Managers. The creation of the new rank would make it possible to re-structure the new divisions as indicated in the chart at Attachment B and would reduce the span of control exercised by Assistant Directors to an acceptable level.

6. If our proposals are accepted we recommend that they be implemented from a current date.

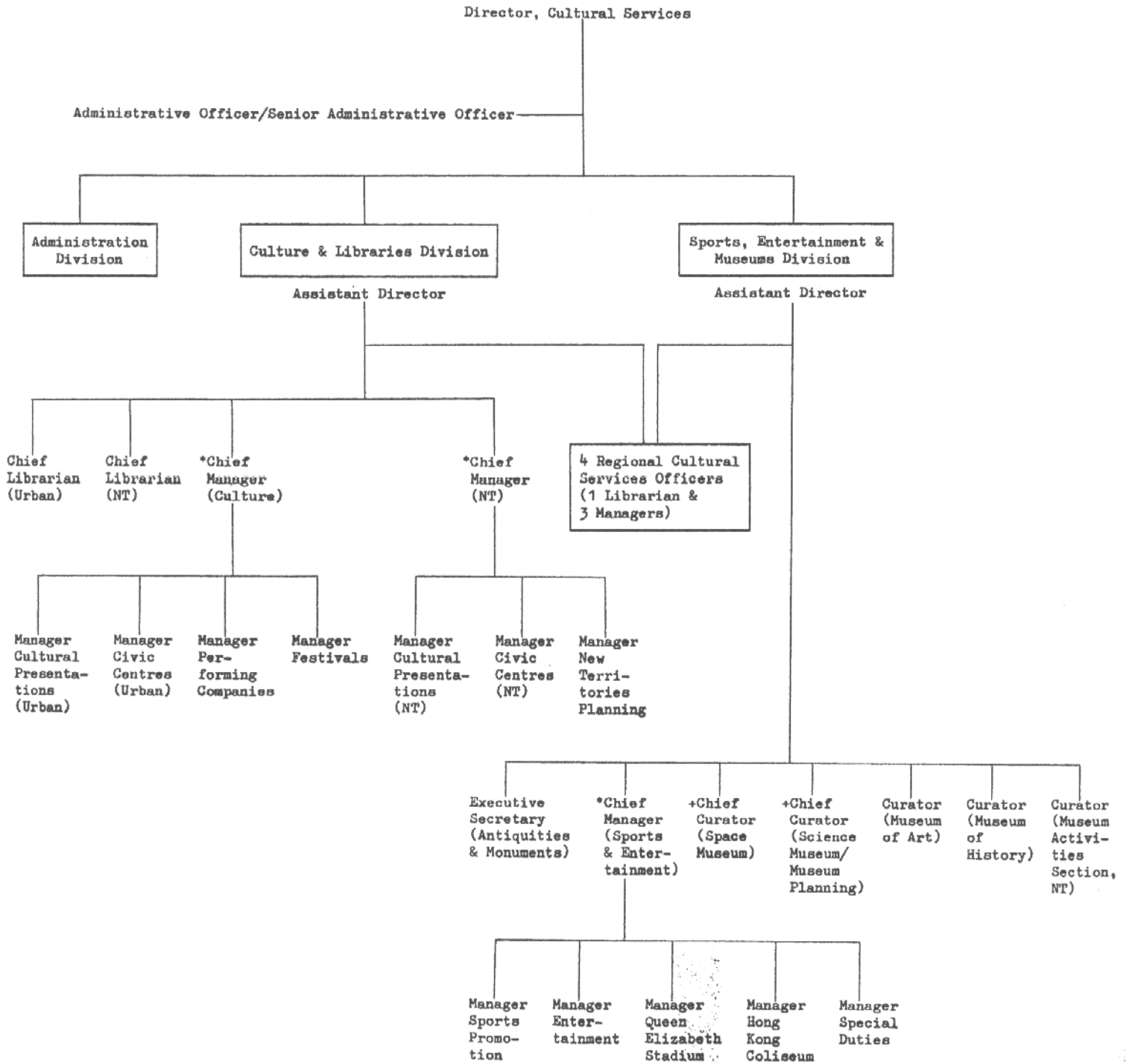
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Organisation chart of Cultural Services Sub-Department before re-organisation



Organisation chart of Cultural Services Sub-Department after re-organisation and showing the deployment of the proposed new rank of Chief Manager, Cultural Services



* Creation of this new rank subject to Government's acceptance of the Standing Commission's advice.

+ Creation of this new rank already advised by Standing Commission but awaiting ESC approval.

16 June 1983.

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

Your Excellency,

The Structural Engineer Grade

We have been asked to advise on a proposal to revise the pay scale of the Assistant Structural Engineer rank following a change in appointment requirements.

2. The Structural Engineer grade is classified under Group I of the Professional, Degree and Related Grades, entry to which normally requires corporate membership of either the Institution of Structural Engineers or the Hong Kong Institution of Engineers (Structural Division). To acquire corporate membership academically qualified candidates have to undergo two years of prescribed training, pass the professional competence examinations of the institutions and, thereafter, complete one further year of relevant experience.

3. Academically qualified candidates who have completed two years' training are eligible for appointment as Assistant Structural Engineers on Points 22 - 31 of the Master Pay Scale. The entry point is set at two points above the degree benchmark of Point 20 having regard to the entry requirements which stipulate two years' practical experience.

4. We have recently been advised by the Administration that with effect from 1 January 1983 the practical experience requirement for candidates sitting the professional examinations stipulated by the two professional bodies has been extended from two to three years. The Administration has consequently revised the appointment requirements of the Assistant Structural Engineer rank to require three years' practical training. In the light of this change, the Administration now proposes that the pay scale of the Assistant Structural Engineer rank should be revised from MPS 22 - 31 to MPS 23 - 31.

5. We feel that the Administration's proposal is fair and consistent with the Commission's principles as set out in previous reports and we therefore recommend that the pay scale of the Assistant Structural Engineer rank be revised as proposed.

6. If our proposal is accepted, we recommend that it should be implemented from a current date.

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

(S. Y. Chung)
Chairman

27 June 1983.

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

Your Excellency,

The Judicial Clerk, Law Clerk and
Tribunal Officer Grades

The Administration has recently undertaken a review of the Law Clerk and Judicial Clerk grades and we have been asked to consider proposals for new ranks and pay scales. Because it is closely related to the other grades the Tribunal Officer grade was also included in the review.

2. These three grades are all in the matriculation group. Members of the Judicial Clerk and Law Clerk grades support professional staff in the Judiciary, the Legal Department and the Legal Aid Department. The Tribunal Officer grade has only one rank and its staff are mainly engaged in servicing Labour Tribunals. The pay scales, structures and establishments of the three grades are currently as follows :

<u>Judicial Clerk Grade</u>	<u>107 Posts</u>
Judicial Clerk	MPS 14 - 30
Senior Judicial Clerk	MPS 31 - 43
Chief Judicial Clerk	MPS 44 - 47
<u>Law Clerk Grade</u>	<u>109 Posts</u>
Law Clerk	MPS 14 - 30
Senior Law Clerk	MPS 31 - 37
<u>Tribunal Officer Grade</u>	<u>19 Posts</u>
Tribunal Officer	MPS 31 - 43

Our advice in respect of each of these grades is set out in the following paragraphs.

Judicial Clerk Grade

3. The review has identified two levels of responsibility within the rank of Senior Judicial Clerk and on the basis of the information provided we support this conclusion. We recommend that the existing rank be divided into two, and the existing scale of MPS 31 - 43 be split to accord with the pay scales of the normal second and third ranks of matriculation grades. At Chief Judicial Clerk level certain posts have also been identified which carry responsibility warranting a higher rank. We therefore further recommend the creation of a new rank of Principal Judicial Clerk with the pay scale of MPS 48 - 51. The revised rank structure and pay scales proposed for the Judicial Clerk grade are as follows :

<u>Existing</u>		<u>Proposed</u>	
Judicial Clerk	MPS 14 - 30	Judicial Clerk	MPS 14 - 30
Senior Judicial Clerk	MPS 31 - 43	(Senior Judicial Clerk II	MPS 31 - 37
		(
		(Senior Judicial Clerk I	MPS 38 - 43
		(
Chief Judicial Clerk	MPS 44 - 47	Chief Judicial Clerk	MPS 44 - 47
		Principal Judicial Clerk	MPS 48 - 51

Law Clerk Grade

4. As in the case of the Senior Judicial Clerk rank the review has identified two levels of responsibility within the rank of Senior Law Clerk and we recommend that an additional rank be created, those posts carrying greater responsibility to be remunerated at the enhanced pay scale of MPS 38 - 43. The new structure and pay scales proposed for the Law Clerk grade are as follows :

<u>Existing</u>		<u>Proposed</u>	
Law Clerk	MPS 14 - 30	Law Clerk	MPS 14 - 30
Senior Law Clerk	MPS 31 - 37	Senior Law Clerk II	MPS 31 - 37
		Senior Law Clerk I	MPS 38 - 43