

## CHAPTER 1

### INTRODUCTION

1.1 The Standing Commission on Civil Service Salaries and Conditions of Service is appointed by the Governor to advise and make recommendations on the principles and practices governing pay, conditions of service and salary structure of the non-Directorate Civil Service, other than the Judiciary and Disciplined Services. The Commission advises the Governor independently after taking full account of the relevant factors and the views expressed by the parties concerned. The decision as to whether our recommendations should be accepted rests with Government. Our terms of reference are set out in Appendix A.

1.2 Since the establishment of the Commission in 1979, we have published regular progress reports on our activities. This report, the contents of which are outlined below, gives an account of our work in 1993.

1.3 During the year, the Administration sought our advice on two proposals to modifying the structure of individual grades. They concerned the merger of the Registrar of Trade Unions grade with the Labour Officer grade and the creation of two new ranks in the Taxation Officer grade. Our deliberations and recommendations on these proposals are reported in Chapter 2.

1.4 Chapter 3 deals with the pay trend survey system in the civil service. It includes a brief report on the 1992/93 Pay Trend Survey, our recommendation on the methodology to be adopted for the pay trend survey in 1993/94, and a description of the functions and composition of the Pay Trend Survey Committee.

1.5 Other activities undertaken by the Commission during the year are summarised in Chapter 4. We tendered advice on modification of leave passage arrangements, revision of rates payable under the Home Purchase Allowance Scheme and payment of a special allowance to the Senior Personal Assistant and Senior Personal Secretary in Government House. In addition, we arranged for the Pay Survey and Research Unit to carry out a survey on pay and conditions of service of comparable Model Scale One jobs in the private sector. We also had informal discussions with major staff associations in the service.

1.6 Mrs. Nellie Fong and Miss Lily Chiang retired from the Commission at the end of August and September 1993 respectively. Mrs. Fong has been a member for over four years and Miss Chiang for two years. We are most grateful to them for their valuable contributions to the work of the Commission. Two new members,

Mr. David Gairns, JP and Mrs. Janie Kaung, were appointed to the Commission for a period of two years with effect from 1 October 1993. The membership of the Commission as at 31 December 1993 is at Appendix B.

1.7 We wish to record our thanks to the staff of Civil Service Branch for their assistance and co-operation in providing all the information which we needed for our work. We would also like to thank the staff of the Commission Secretariat for their efficient service and unfailing support during the year.