

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 is our fourteenth report and it gives an account of our work during 1994.

1.3 During the year, we tendered advice on four improvement proposals dealing with individual grades. These included the creation of a new Primary School Master grade in the Education Department and a new rank of Assistant Cartographer in the Cartographer grade; the implementation of alternative appointment requirements for Personal Secretary II and the introduction of a special allowance for the Social Secretary and Housekeeper in Government House. 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 description of the functions and composition of the Pay Trend Survey Committee, a brief report on the 1993/94 Pay Trend Survey and minor modification to the methodology to be adopted for the pay trend survey in 1994/95.

1.5 Other activities undertaken by the Commission during the year are summarised in Chapter 4. We tendered advice on a number of proposals made by the Administration. These included improvement of the Home Financing Scheme; introduction of flexible contract terms for non-Public Service Commission posts; implementation of a new set of common terms of appointment and conditions of service for future civil service recruits; introduction of an allowance for officers required for 'on call' duty; and implementation of Human Resource Management Review proposals on recruitment. We also held informal discussions with major staff associations in the service.

MEMORANDUM

1.6 Mr Andrew K W So and Mr Stanley G Elliott retired from the Commission at the end of January and February 1994 respectively. Mr So had been a member for over thirteen years and Mr Elliott for ten years. We are most grateful to them for their invaluable contributions to the work of the Commission. Two new members, Mr Alexander Au Siu-kee, JP and Mr Lo King-man, MBE, JP were appointed to the Commission for a period of two years from 1 February 1994. The membership of the Commission as at 31 December 1994 is at Appendix B.

1.7 On the staffing side, Mr Paul S W Leung took over from Mrs Lily Yam as Secretary General of the Commission. We wish to record our appreciation of the invaluable support given by Mrs Yam to the Commission during her tenure with the Commission Secretariat.

1.8 In addition, we wish to record our thanks to the Secretary for the Civil Service and his staff for their general assistance and co-operation in providing all the information we needed for our work. We also wish to thank the Secretary General and staff of the Commission Secretariat for their efficient service and unflinching support during the year.