(Unclassified version with commercially sensitive or confidential information and Members' names removed)

S.C. 18/2016 (Revised)

Revised Minutes of the 55th Meeting of the Staffing Committee held at 2:30p.m. on Tuesday, 8 November 2016 in the Board Room, 2nd floor, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon

Present: Chairman - Dr. Jack Yeung Chung-kit

Members - Mr. Bryan Ha Kwok-fung

Ms. Amy Lee Sau-king Mr. Leung Yam-shing

Ms. Melody Luk (representing Mr. Byron Ng, JP)

Mrs. Agnes Mak Tang Pik-yee, MH, JP

Prof. Helen Meng Mei-ling Mr. Patrick Wong Chi-kwong

Absent with Apologies: Miss Lam Kam-yi

Mr. Li Hoi

Mrs. Katherine Ngan Ng Yu-ying, MH, JP

In Attendance from HKPC:

Dr. Lawrence Cheung Director, Technology Development

Mr. Tony Lam Director, Corporate Services

Mr. Wilson Wong Director, Business Management (Acting)

Mr. Jonathan Ho
Ms. Lilian Ho
General Manager, Corporate Communication & Marketing
General Manager, Human Resources & Administration

Ms. Gillian Luk Senior Manager, Council Secretariat

Ms. Agnes Tang Senior Manager, Human Resources Management (Item 3 only)

Ms. Judy Chan Senior Manager, Compensation & Benefits (Item 3 only)

Ms. Ling Pang Manager, Compensation & Benefits (Item 3 only)

I. <u>Confirmation of Minutes</u> (S.C. 13/2016 Revised)

1. The Revised Minutes of the 54th Staffing Committee Meeting held on 5 July 2016 had been circulated to Members and there were no further requests for amendments. The Revised Minutes of the meeting were taken as read, confirmed and signed by the Chairman. As for the Revised Minutes of the closed door session held during the meeting, no further comment had been received from Members after circulation and the document had been confirmed and signed by the Chairman.

IV. <u>HKPC's Programme and Estimates for 2017/18 – Staff</u> Establishment (S.C. 16/2016)

16. <u>Members</u> endorsed for the Council's approval HKPC's staff establishment for 2017/18 as presented by GM/HA.

V. Staffing Position of HKPC (S.C. 17/2016)

- 17. Invited by the Chairman, briefed Members on the staffing position of HKPC as at 30 September 2016.
- 18. expressed the hope that HKPC's move towards a more market-oriented mode of operation would be accompanied by a streamlined force of support staff. In response, said that as part of the job family restructure exercise, the job responsibilities of Senior Project Officer (SPO) and below grade staff were reviewed. It was found that except for those in corporate support functions, most of the SPO and below grade staff in business divisions were involved in project execution in the main, with only a small number providing clerical support. Under the new job family structure, appropriate job titles would be given to reflect those staff's genuine roles in revenue-generating project work.

VI. Any Other Business

(B) Attendance Record of SC Members

20. Members noted their attendance record in 2016 tabled at the meeting.

(C) 2017 Meeting Schedule

21. <u>Members</u> noted the proposed 2017 SC meeting schedule tabled at the meeting, as follows:

Meeting	Date and Time
56 th SC meeting	7 March 2017 (Tuesday) 2:30pm
57 th SC meeting	4 July 2017 (Tuesday) 2:30pm
58 th SC meeting	7 November 2017 (Tuesday) 2:30pm

VII. Date of Next Meeting

- 22. <u>Members</u> noted that the next meeting would be held on 7 March 2017 at 2:30pm.
- 23. There being no other business, the Chairman thanked Members for their attendance and the meeting was closed at 4:00pm.