

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

S.C. 17/2017 (Revised)

**Revised Minutes of the 58th Meeting of the
Staffing Committee held at 2:30p.m.
on Tuesday, 7 November 2017 in the Board Room,
2nd floor, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon**

Present : Chairman - Mr. Sunny Tan

 Members - Mr. Bryan Ha Kwok-fung
 Miss Lam Kam-yi
 Ms. Amy Lee Sau-king
 Mr. Leung Kwong-chuen
 Mr. Li Hoi
 Mr. Gordon Lo
 Ms. Melody Luk, JP (representing Miss Mabel Li, JP)
 Mr. Patrick Wong Chi-kwong

Absent with Apologies: Ms. Mandy Kwok Man-yee
 Mrs. Carrie Yau Tsang Ka-lai, GBS, JP

In Attendance from HKPC:

Dr. Lawrence Cheung	Director, Technology Development
Ms. Flora Li	General Manager, Human Resources and Facility Management
Ms. Agnes Tang	Senior Manager, Human Resources Management
Ms. Wendy Ip	Senior Manager, Compensation & Benefits
Ms. Gillian Luk	Senior Manager, Council Secretariat

I. Confirmation of Minutes (S.C. 11/2017 Revised and S.C. 12/2017 Revised)

1. The Revised Minutes of the 57th Meeting of the Staffing Committee and Revised Minutes of the closed door session of the 57th Staffing Committee Meeting held on 4 July 2017 had been circulated to Members and there were no further requests for amendments. The two Revised Minutes of the meeting were taken as read, confirmed and signed by the Chairman.

II. Matters Arising

(A) 2017/18 Annual Salary Adjustment

2. Invited by the Chairman, informed Members that further to approval by the Finance Committee of the Legislative Council on 27 October 2017 of the civil service pay adjustment, HKPC had written to the Government for its approval of HKPC's proposed adjustment for 2017/18. Upon receiving the Government's approval, HKPC would arrange to deliver the revised pay together with back pay to eligible staff in the payroll of November 2017.

III. HKPC's Programme and Estimates for 2018/19 – Staff Establishment (S.C. 14/2017)

8. After discussion, Members endorsed the staff establishment for 2018/19 for submission to the Council for approval.

IV. Introduction of New Leave Types (S.C. 16/2017)

9. Invited by the Chairman, briefed Members on a proposal to introduce Compassionate Leave and Marriage Leave of 3 paid days each to HKPC staff. The proposed additional leave benefits were aimed to align HKPC's benefit provisions with market practice and maintain HKPC's competitiveness as an employer for staff retention and talent acquisition.

10. Members discussed and commented on the proposal which was drawn up after benchmarking with market by referring to the findings of two surveys. Members also noted that the financial implications of the proposed leave benefits would be minimal in terms of HKPC's annual expenditure. concluded that the Staffing Committee agreed in principle to introduce Compassionate Leave and Marriage Leave to enhance HKPC's leave benefits.

V. Staffing Position of HKPC (S.C. 15/2017)

11. Members noted the staffing position of HKPC as at 1 October 2017 as presented by .

VI. Any Other Business

(B) Attendance Record of SC Members

19. Members noted their attendance record in 2017 tabled at the meeting.

(C) 2018 Meeting Schedule

20. Members noted the proposed 2018 SC meeting schedule tabled at the meeting, as follows:

Meeting	Date and Time
59 th SC meeting	6 March 2018 (Tuesday) 2:30pm
60 th SC meeting	3 July 2018 (Tuesday) 2:30pm
61 st SC meeting	6 November 2018 (Tuesday) 2:30pm

VII. Date of Next Meeting

21. Members noted that the next meeting would be held on 6 March 2018 at 2:30pm.

22. There being no other business, the Chairman thanked Members for their attendance and the meeting was closed at 3:50 pm.