

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

S.C. 6/2011 (Revised)

**Revised Minutes of the 38th Meeting of the
Staffing Committee held at 2:30p.m.
on Tuesday, 8 March 2011 in Conference Room 1,
2nd floor, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon**

Present : Chairman - Dr. Elizabeth Shing Shiu-ching, BBS, JP

Members - Mr. Choi Kam-wah, MH
Mr. Davey Chung
Dr. Fan Cheuk-hung
Mr. Leung Yam-shing
Mrs. Agnes Mak Tang Pik-yee, MH, JP
Mr. Andrew Mak Yip-shing
Mr. Poon Siu-ping, MH
Ms. Marilyn Tang Yin-lee

Absent with Apologies: Prof. Helen Meng Mei-ling

In Attendance: HKPC Chairman - Mr. Clement Chen, BBS, JP

**In Attendance from the
Innovation and Technology Commission:** Miss Emily Leung

In Attendance from HKPC:

Mr. Edmund Sung	Director, Business Consulting
Mr. Tony Lam	Director, Corporate Services
Mr. Joseph Poon	Director, Technology Development
Mr. Jonathan Ho	General Manager, Corporate Communications
Dr. Samuel Leung	General Manager, Finance and Administration
Mr. Alfonso Tam	Principal Consultant, Council Secretariat
Ms. Miranda Yeap	Senior Consultant, Council Secretariat

Welcome

The Chairman welcomed Mr. Leung Yam-shing and Mrs. Agnes Mak, Executive Director, HKPC who attended the meeting for the first time.

Vote of Appreciation

The Chairman suggested and Members agreed, to record a vote of appreciation to Prof. Lee Wing-bun and Dr. Carrie Willis for their contributions during their tenure as Chairman and Member.

Confirmation of Minutes (S.C. 19/2010)

The Minutes of the 37th Staffing Committee Meeting held on 26 October 2010 had been circulated to Members and there were no requests for amendments. The Minutes were taken as read, confirmed and signed by the Chairman.

II. Staffing Position of HKPC (S.C. 2/2011)

11. Invited by the Chairman to report, said that as at 31 January 2011, 642 staff members were employed on the approved establishment of 701. Separately, another 57 temporary staff were retained to meet changing market needs. The turnover rate from April 2010 to January 2011 was 9.9%, compared to 8.1% in 2009/10. Most leavers quoted either “remuneration / career advancement” or “job nature / work issues” as their reason for resignation.

12. Members noted the staffing position of HKPC as at 31 January 2011, outlined at Annex I of the paper.

III. Report on the Performance of Service Providers of HKPC’s OROS and MPF Schemes (S.C. 3/2011)

13. Invited by the Chairman to report, said that at its 27th meeting held on 15 December 2010, the Advisory Committee on HKPC Retirement Benefit Schemes considered that and demonstrated satisfactory fund performance in respective measurements previously laid down in the Mechanisms for Reviewing the Performance of Service Providers of HKPC’s ORSO Scheme and MPF Scheme. On the basis of

the Advisory Committee's recommendation, the Management agreed that _____ and _____ should continue to be the service providers of the HKPC's ORSO and MPF Schemes in 2011, and they had been informed of the HKPC's decision.

14. _____ reported that, in response to the Advisory Committee's comments, the Management considered that it was appropriate to include an additional benchmark with the yardstick, Fund Expense Ratio (FER), published by MPFA to better monitor the performance of the fund managers in MPF Scheme. _____ had been informed of the additional benchmark in addition to the existing six measurements.

15. Members noted the performance of service providers of HKPC's ORSO and MPF Schemes.

IV. Long Service Award (S.C. 4/2011)

16. Members noted that the Management had accepted the suggestion of the Joint Consultative Committee (JCC) to extend the Long Service Award (previously for staff with 15 and 25 years of continuous service in HKPC) to also cover staff with length of continuous service at 10, 20, 30 and 35 years, in recognition of their loyal service to HKPC. All the awardees would receive a certificate and two free tickets to the Annual Dinner in order that they could share their honour with family members at the time of award presentation at the Annual Dinner.

17. Members supported the extended Long Service Award and noted that the financial implication would be minimal with the additional costs (HK\$600 per awardee) absorbed within the annual budget of the Staff Recreation Club of HKPC.

V. 9th One-Minute Staff Morale Index (S.C. 5/2011)

18. Invited by the Chairman to report, _____ said that the 9th survey of the One-minute Staff Morale Index was held in January 2011 and the response rate was 81%. Among the four surveyed areas, the satisfaction level of "Work Aspects" was the highest (3.76 out of a total score of 5) which was also a record high score since the launch of the survey in 2007. Staff members generally expressed a sense of belonging to HKPC and

were confident in developing their careers in HKPC. They also had a strong passion to get the job done and make a difference in the course of work. The satisfaction level for “Supervisor” and “Management” recorded slight increases with score at 3.64 and 3.58 respectively. Staff considered that their supervisors provided them with sufficient coaching and valuable feedback on their performance, while the Management had made its best endeavours in new business and technology development, and was committed to knowledge sharing and grooming talents. The score for “Teamwork & Cooperation” remained stable at 3.53.

19. said that the ranking of Directors and General Managers (GMs) was removed in this survey. The JCC was consulted on this and agreed that this part should continue to be scrapped in future surveys as this section of the survey had little relevance to leadership qualities. Separately, taking the suggestion of the JCC, the Management had agreed that the survey should be conducted twice, instead of three times, a year as a 4-month interval was too frequent.

20. Members noted the result of the 9th One-Minute Staff Morale Index.

VI. Any Other Business

(C) Attendance Record of SC Members

25. Members noted their attendance record in 2010 tabled at the meeting.

VII. Date of Next Meeting

26. It was agreed that the next meeting would be held on 12 July 2011 at 2:30pm.

27. There being no other business, the Chairman thanked Members for their attendance and the meeting was adjourned at 3:15p.m.