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S.C. 13/2016 (Revised)

**Revised Minutes of the 54th Meeting of the
Staffing Committee held at 2:30p.m.
on Tuesday, 5 July 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
Miss Lam Kam-yi
Mr. Leung Yam-shing
Mr. Li Hoi
Ms. Melody Luk (representing Mr. Byron Ng, JP)
Mrs. Agnes Mak Tang Pik-yee, MH, JP
Mrs. Katherine Ngan Ng Yu-ying, MH, JP
Mr. Patrick Wong Chi-kwong

Absent with Apologies: Ms. Amy Lee Sau-king
Prof. Helen Meng Mei-ling

In Attendance from HKPC:

Dr. Lawrence Cheung	Director, Technology Development
Mr. Tony Lam	Director, Corporate Services
Mr. Gordon Lo	Director, Business Management
Ms. Lilian Ho	General Manager, Human Resources & Administration
Ms. Gillian Luk	Senior Manager, Council Secretariat
Ms. Agnes Tang	Senior Manager, Human Resources Management
Ms. Ling Pang	Manager, Compensation & Benefits

I. Confirmation of Minutes (S.C. 6/2016 Revised)

The Revised Minutes of the 53rd Staffing Committee Meeting held on 5 April 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.

III. 2016/17 Pay Review for Principal Consultants and Below (S.C. 8/2016)

17. Invited by the Chairman to introduce the paper, said that as at 31 May 2016, 541 staff (86.7%) were under the Performance Pay System (PPS). These staff were entitled to pay adjustment that reflected the market trend by reference to 5 pay trend surveys in the market and the pay trend adjustment of the Civil Service. On the other hand, 83 staff (13.3%) were non-PPS staff whose pay review would continue to follow the pay trend adjustment of the Civil Service.

18. said that the proposed 2016/17 upward pay adjustments for PPS staff were 4.13%, 4.24%, 4.41% and 4.45% for the top, senior, middle and general level staff respectively. As for the non-PPS staff, the rates of adjustment would be 4.19% for top and senior level staff and 4.68% for the middle and general level staff. Based on the current salary outlay for all staff, the cost arising from the proposed pay adjustments for PPS and non-PPS staff was estimated to be \$10.8M and \$2M per annum respectively, while another \$5.3M was estimated for merit increment. The total financial implication of pay adjustment amounted to \$18M which was within the budget of \$22M.

20. After discussion, Members endorsed for the Council's approval the proposed pay adjustment for staff under the non-PPS and PPS mentioned in para. 18 above. Members also agreed that, in line with the established practice, the proposed pay adjustments would take retrospective effect from 1 April 2016, subject to the Government's subsequent approval of HKPC's proposed pay adjustments under section 6 of the HKPC Ordinance.

IV. Staffing Position of HKPC (S.C. 10/2016)

21. Invited by the Chairman, reported the staffing position of HKPC in 2015/16 and as at 31 May 2016 (para. 3 – 4 of paper). The staff turnover rates for 2015/16 and April to May 2016 were 17.4% and 1.9% respectively, with “remuneration/career advancement” being quoted by about half of the leavers in 2015/16 as the reason for departure whereas half of the leavers in April-May 2016 quoted “job nature/work issues” as the reason.

22. observed that outside consultancy firms tended to have a lower support staff ratio. suggested the Management to encourage managerial staff to take up more value added roles. In response, said that some supporting staff like Project Officers performed business and project duties at the same time. The job family alignment exercise to be implemented

for consultants and below would provide an opportunity to clarify the actual roles and responsibilities of those staff and provide them with properly structured professional career development path so that they could progress beyond supporting roles. The meeting noted.

V. Any Other Business

(A) Attendance Record of SC Members

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

VI. Date of Next Meeting

24. Members noted that the next meeting would be held on 8 November 2016 at 2:30pm.

25. There being no other business, the Chairman thanked Members for their attendance and the meeting was closed at 4:20pm.