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S.C. 19/2010

**Minutes of the 37<sup>th</sup> Meeting of the  
Staffing Committee held at 4:00p.m.  
on Tuesday, 26 October 2010 in Conference Room 1,  
2<sup>nd</sup> floor, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon**

**Present** : Chairman - Prof. Lee Wing-bun  
Members - Mr. Choi Kam-wah, MH  
Mr. Davey Chung  
Mr. Tony Lam  
Mr. Poon Siu-ping, MH  
Ms. Marilyn Tang Yin-lee

**Absent with Apologies:** Dr. Fan Cheuk-hung  
Mr. Andrew Mak Yip-shing  
Dr. Elizabeth Shing, BBS, JP  
Dr. Carrie Willis, SBS, JP

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

**In Attendance from HKPC** :

Mr. Edmund Sung	Director, Business Consulting
Mr. Joseph Poon	Director, Technology Development
Mr. Alfonso Tam	Principal Consultant, Council Secretariat
Ms. Miranda Yeap	Senior Consultant, Council Secretariat

**Confirmation of Minutes** (S.C. 15/2010)

The Minutes of the 36<sup>th</sup> Staffing Committee Meeting held on 13 July 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.

## **I. Matters Arising**

### **Completion of Transfer of BMM Ltd. Staff to HKPC**

1. Invited by the Chairman to report, \_\_\_\_\_ said that arising from the rationalization of administration and building management services handled by BMM, the eight-member administration unit of BMM Ltd. was smoothly transferred to HKPC on 12 August 2010.

## **II. HKPC's Programme and Estimates for 2011/12 - Staff Establishment (S.C. 16/2010)**

2. Invited by the Chairman to report, \_\_\_\_\_ said that the proposed 2011/12 staff establishment was 692 compared to 701 in 2010/11. This proposed headcount included 603 manning posts and 89 project/temporary posts. The increase in "approved manning" from 592 in 2010/11 to 603 in 2011/12 was mainly for accommodating the staff transferred from BMM Ltd. responsible for administrative services on a permanent employment basis and also for strengthening our key initiatives in areas like low carbon services, renewable energy and brand management. The reduction of project/temporary staff was primarily attributed to the consolidation of the manpower resources.

3. In reply to \_\_\_\_\_, \_\_\_\_\_ said that the proposed slight reduction in HKPC's 2011/12 staff establishment would have no impact on the employment status of existing HKPC staff.

4. After discussion, Members endorsed for Council's approval the proposed HKPC's staff establishment for 2011/12.

## **III. Staffing Position of HKPC (S.C. 17/2010)**

5. Invited by the Chairman to report, \_\_\_\_\_ said that as at 30 September 2010, the staff in post was 632 against the total approved establishment of 701. For the period April to September 2010, HKPC recorded a staff turnover rate of 6.9% (versus 8.1% for 2009/10). This turnover rate was comparable to the market trend as announced by the Hong Kong Institute of Human Resource Management. Most leavers



#### **IV. 8<sup>th</sup> One-Minute Staff Morale Index (S.C. 18/2010)**

10. Invited by the Chairman to report,                    briefed Members on the 8<sup>th</sup> survey of the One-minute Staff Morale Index held in September 2010 which attracted a response rate of 84%. Of the four survey areas, the satisfaction level of “Work Aspects” was the highest as staff members expressed their support to the performance appraisal system and showed appreciation of the training opportunities available. The satisfaction level of “Management” slightly increased while that of “Teamwork & Cooperation” continued to remain stable. The only focus area which recorded a slight drop of score was “Supervisor”. While some staff members considered that supervisors had shown care towards them, some also considered that further guidance on new business directions would be invaluable.

11. In reply to                    ,                    said that staff participated in the survey on an anonymous basis and strict confidentiality was maintained to ensure the credibility of the survey.

12. Members noted the results of the 8<sup>th</sup> survey of the One-Minute Staff Morale Index held in September 2010.

#### **V. Any Other Business**

##### **(B) Attendance Record of SC Members**

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

**(C) 2011 Meeting Schedule**

15. Members noted the proposed 2011 SC meeting schedule tabled at the meeting, as follows:

<b>Meeting</b>	<b>Date and Time</b>
38 <sup>th</sup> SC Meeting	8 March 2011 (Tuesday) 2:30pm
39 <sup>th</sup> SC Meeting	12 July 2011 (Tuesday) 2:30pm
40 <sup>th</sup> SC Meeting	25 October 2011 (Tuesday) 2:30pm

16. Members noted that the meetings would be held on the specified dates and adjustment, if at all necessary, would be within a period of one week before or after the proposed dates to fit in Members' schedules.

**VI. Date of Next Meeting**

17. It was agreed that the next meeting was scheduled for 8 March 2011 at 2:30pm.

18. There being no other business, the Chairman thanked Members for their attendance and the meeting was adjourned at 4:50p.m.