

Executive Summary

1. In November 2007, the Standing Committee on Disciplined Services Salaries and Conditions of Service (the Standing Committee) accepted the Administration's invitation to conduct a grade structure review (GSR) of the Disciplined Services, covering the Correctional Services Department, the Customs and Excise Department, the Fire Services Department, the Government Flying Service, the Hong Kong Police Force, the Immigration Department and the Independent Commission Against Corruption. The Disciplined Services altogether involve some 53 000 disciplined services staff comprising 29 grades and over 100 ranks.

2. Having considered the Administration's invitation, the Standing Committee has focused its attention on examining the pay scale of each of the grades and ranks in the Disciplined Services (including the Rank and File, the Officer cadre and the directorate ranks below the Heads of Disciplined Services) and the structure of individual grades. The Committee has also examined some issues not directly related to the ambit of the GSR but are of relevance to the efficient and effective management of the Disciplined Services, and referred to the Administration for attention or follow-up.

3. As stated in our terms of reference, we have endeavoured to provide adequate opportunities for the management and staff to express their views, whether in writing or during informal sessions. During the GSR, we have invited the management and staff of the Disciplined Services to make submissions and exchange views. We have received 441 written submissions (including some containing signatures from groups of staff and a submission enclosing 19 220 letters from staff members of the Police Force). We have also conducted 16 visits to the seven Departments and held 37 informal meetings with the management as well as staff bodies. All submissions received and views expressed were considered in their entirety by the Standing Committee.

4. In conducting the GSR, we are guided by our terms of reference. We are also mindful that the Disciplined Services are an integral part of the civil service of the Hong Kong Special Administrative Region, and the Government's pay policy for the civil service is to offer

sufficient remuneration to attract, retain and motivate staff of a suitable calibre to provide the public with efficient and effective public services for the community; and to ensure that civil service remuneration is regarded as fair by both civil servants and the public they serve. We have adopted a common set of guiding principles and parameters in examining the issues, deliberating views and formulating recommendations, having due regard to all relevant considerations and factors.

5. During the GSR, we have looked into the uniqueness and characteristics of each of the Disciplined Services, with particular regard to the changes and challenges in their operating environment, as well as the recruitment, retention, career progression and morale situation of disciplined services grades and ranks. We have taken into account all relevant information and considerations, and make our best judgement after balancing all factors. We have now set out our key findings, considerations and recommendations in this Report. If these recommendations are endorsed, about 80% of the disciplined services staff would have pay improvement in the short term, to varying degrees, and all would benefit in the longer term.

6. We would like to express our profound respect and heartfelt appreciation to the Disciplined Services for their commitment and dedication. Their professionalism and exemplary services have made tremendous contribution to the stability and prosperity of Hong Kong.

Summary of Recommendations

7. A summary list of the GSR's recommendations is set out below –

	<u>Paragraph</u>
Common Issues	Chapter 3
<u>Entry Pay and Qualifications</u>	
R3.1: We recommend maintaining entry pay in the Disciplined Services grades at the current level.	3.4
R3.2: In response to requests for upgrading of benchmark entry qualifications, we recommend maintaining the current	3.14

Paragraph

entry qualification arrangements of the Disciplined Services at this juncture, pending an overall review by the Administration on the Qualification Group system.

- R3.3: We are open to requests for removing sub-entry level(s) below five passes in HKCEE in Rank and File grades. 3.17
- R3.4: We do not support requests for adding multiple entry points for higher qualifications in Rank and File grades. 3.20

Special Increments

- R3.5: We recommend enhancing the existing Long Service Increments in the Rank and File basic ranks from two increments to a total of four increments, one each to be awarded upon completion of 12, 18, 24 and 30 years of satisfactory service in the rank. 3.24
- R3.6: In line with similar recommendation of the Rennie Review, we recommend granting one incremental jump to the recruitment ranks of Customs Officer and Senior Fireman (Control) on completion of not less than five years of service in the rank and having passed the qualifying examination for promotion. 3.27

Through Scale

- R3.7: We do not support extending the through scale arrangement beyond the existing scope. 3.35
- R3.8: On the existing through scale arrangements, we recommend re-structuring the pay scales of the concerned first tier ranks by capping their maximum pay point below the rank scale of their second tier ranks, such that only officers who have passed the qualifying examination and fulfilled the requisite in-rank service requirement can advance to the pay scale of the second tier ranks. We also recommend grandfathering arrangement for serving officers in implementation. 3.37
- R3.9: We recommend granting two additional incremental jumps to those Officer grades without through scale arrangement such that staff in these first tier ranks who 3.38

have passed the qualifying examination for promotion will be eligible for one incremental jump upon completion of five years and eight years of service in the rank respectively.

Job-Related Allowances

- R3.10: We recommend enhancing the rates of Level 1 Diving Allowance from 5% (\$674) to 6% (\$809) of General Disciplined Services (Rank and File) (GDS(R)) Point 1 and the Level 2 Diving Allowance from 10% (\$1,348) to 15% (\$2,022) of GDS(R)1. 3.41
- R3.11: We recommend introducing a new Job-related Allowance at the rate of 18% of Police Pay Scale (PPS) Point 1 (\$2,824) for undercover duties performed by staff up to the rank of Chief Inspector of Police or equivalent ranks for a period of not less than 30 days. 3.42
- R3.12: We recommend improving the frequency of rate adjustment of the Detective Allowance from once every two years to annual basis and that the name of the Allowance be suitably revised to better reflect its nature. 3.43

General Disciplined Services Pay Scales

- R3.13: We recommend maintaining the current arrangement of having three separate pay scales in the General Disciplined Services to cover the Commander, Officer and Rank and File cadres respectively. 3.49

Medical Benefits

- R3.14: We strongly urge the Administration to consider making special provisions to enhance medical services for officers injured on duty, and introducing practicable measures in the interim for prompt enhancement. 3.51 & 3.52

Regular Grade Structure Reviews

- R3.15: We consider it reasonable to put in place a system for reviewing the grade structure and pay levels of the Disciplined Services on a regular basis to ensure that their remuneration continues to be sufficient to attract, recruit, retain and motivate people of suitable calibre. 3.60

Correctional Services Department

Chapter 4

Assistant Officer Grade

- R4.1: We recommend enhancing the Long Service Increments in the Assistant Officer II rank to a total of four increments in accordance with R3.5. 4.19
- R4.2: We recommend raising the scale maximum of the Assistant Officer II rank by one pay point, and raising the scale minimum and maximum of the Assistant Officer I rank by one pay point and two pay points respectively. 4.20

Officer/Superintendent of Correctional Services Grade

- R4.3: We recommend introducing two additional incremental jumps to the Officer rank in accordance with R3.9. 4.22
- R4.4: We recommend raising the scale maximum of the Officer rank by one pay point; and raising the scale minima and maxima of the Principal Officer, Chief Officer, Superintendent and Senior Superintendent ranks by one pay point each. 4.23

Instructor (Correctional Services) Grade

- R4.5: We recommend raising the scale maximum of the Instructor (Correctional Services) rank by one pay point. 4.26

Technical Instructor (Correctional Services) Grade

- R4.6: We recommend raising the scale maximum of the Technical Instructor (Correctional Services) rank by one pay point. 4.27

Industrial Officer Grade

- R4.7: We recommend raising the scale maximum of the Industrial Officer rank by one pay point; and raising the scale minima and maxima of the Principal Industrial Officer, Chief Industrial Officer and Superintendent of Correctional Services Industries ranks by one pay point each. 4.29
- R4.8: We recommend introducing two additional incremental jumps to the Industrial Officer (Correctional Services) rank in accordance with R3.9. 4.30

The Directorate

- R4.9: We recommend retaining the existing grade structure of the Senior Superintendent and Chief Superintendent of Correctional Services ranks. 4.32

Customs and Excise Department

Chapter 5

Customs Officer Grade

- R5.1: In accordance with R3.1 to R3.4, we recommend maintaining the current entry qualification arrangements and pay for the Customs Officer rank. We have no objection to the request for removing the sub-entry levels below five passes in HKCEE. 5.15
- R5.2: In accordance with R3.6, we recommend that one incremental jump be granted to the Customs Officer rank on completion of five years of service and having passed the promotion examination. 5.16

	<u>Paragraph</u>
R5.3: We recommend enhancing the Long Service Increments in the Customs Officer rank to a total of four increments in accordance with R3.5.	5.17
R5.4: We recommend raising the scale maximum of the Customs Officer rank by one pay point; raising the scale minimum and maximum of the Senior Customs Officer rank by one pay point each; and raising the scale minimum and maximum of the Chief Customs Officer rank by one and two pay points.	5.18

Inspector/Superintendent of Customs and Excise Grade

R5.5: In accordance with R3.1 and R3.2, we recommend maintaining the current entry qualifications and entry pay for the Inspector of Customs and Excise rank.	5.21
R5.6: We recommend introducing two additional incremental jumps to the Inspector of Customs and Excise rank in accordance with R3.9.	5.22
R5.7: We recommend raising the scale maximum of the Inspector rank by one pay point; and raising the scale minima and maxima of the Senior Inspector, Assistant Superintendent, Superintendent and Senior Superintendent of Customs and Excise ranks by one pay point each.	5.23

Conditioned Hours of Work

R5.8: We support the request of the Customs and Excise Department to revise its conditioned hours of work from 51 to 48 per week, on the clear understanding that the three pre-requisites of being cost neutral, not involving additional manpower and maintaining the same level of service to the public could be achieved.	5.32
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Fire Services Department

Entry Qualifications

- R6.1: In accordance with R3.1 to R3.4, we recommend maintaining the current entry qualification arrangements of the Fireman, Senior Fireman (Control), Station Officer, Ambulanceman and Ambulance Officer ranks. We have no objection to the requests for removing the sub-entry levels below five passes in the HKCEE for the Fireman and Ambulanceman ranks. 6.18

Fire Stream

- R6.2: We recommend enhancing the Long Service Increments in the Fireman rank to a total of four increments in accordance with R3.5. 6.20
- R6.3: We recommend raising the scale maximum of the Fireman rank by one pay point; raising the scale minimum and maximum of the Senior Fireman rank by one pay point each; and raising the scale minimum and maximum of the Principal Fireman rank by one and two pay points respectively. 6.21
- R6.4: For the through scale of Station Officer/Senior Station Officer (Fire), we recommend re-structuring the pay scale of the Station Officer rank in accordance with R3.8. 6.22
- R6.5: We recommend raising the scale maximum of the Station Officer rank by one pay point; and raising the scale minima and maxima of the Senior Station Officer, Assistant Divisional Officer, Divisional Officer and Senior Divisional Officer ranks by one pay point each. 6.24

Ambulance Stream

- R6.6: We recommend enhancing the Long Service Increments in the Ambulanceman rank to a total of four increments in accordance with R3.5. 6.27

Paragraph

- R6.7: We recommend raising the scale maximum of the Ambulanceman rank by one pay point; raising the scale minimum and maximum of the Senior Ambulanceman rank by one pay point each; and raising the scale minimum and maximum of the Principal Ambulanceman rank by one and two pay points respectively. 6.28
- R6.8: We recommend introducing two additional incremental jumps to the Ambulance Officer rank in accordance with R3.9. 6.31
- R6.9: We recommend raising the scale maximum of the Ambulance Officer rank by one pay point; and raising the scale minima and maxima of the Senior Ambulance Officer, Superintendent (Ambulance), Assistant Chief Ambulance Officer and Senior Assistant Chief Ambulance Officer ranks by one pay point each. 6.32

Mobilising and Communication (MC) Stream

- R6.10: In accordance with R3.6, we recommend that one incremental jump be granted to Senior Fireman (Control) rank on completion of five years of service and obtaining the necessary qualifications for promotion to Principal Fireman (Control). 6.35
- R6.11: We recommend raising the scale minimum and maximum of the Senior Fireman (Control) rank by one pay point each; and raising the scale minimum and maximum of the Principal Fireman (Control) rank by one and two pay points respectively. 6.36
- R6.12: For the through scale of Station Officer/Senior Station Officer (Control), we recommend re-structuring the pay scale of the Station Officer (Control) rank in accordance with R3.8. 6.37
- R6.13: We recommend raising the scale maximum of the Station Officer (Control) rank by one pay point and raising the scale minimum and maximum of the Senior Station Officer (Control) rank by one pay point each. 6.38

The Directorate

- R6.14: We recommend maintaining the current directorate structure in the Fire Services Department. 6.41

Conditioned Hours of Work

- R6.15: We urge the Department to explore further with the staff and the Administration on the feasibility of reducing the conditioned hours of staff working in the Fire Stream under the three pre-requisites of being cost neutral, not involving additional manpower and maintaining the same level of service to the public, using an incremental approach and starting with a pilot scheme where appropriate. 6.46

Job-Related Allowances

- R6.16: We recommend continuing the Paramedic Allowance for the time being, pending further review on an appropriate continuous professional development framework with a robust accreditation system, having regard to the interface of various providers of pre-hospital care and other paramedic services in Hong Kong. 6.50
- R6.17: We consider there is a prima facie case for introducing a new two-tier allowance to recognise the special competence, specialist training, extra duties, coupled with the exceptional danger, risk and hardship associated with certain higher level responsibilities of the Fireman grade evolved over the years. We encourage the Fire Services Department to explore further with the Administration and the staff on details of the proposal. 6.54

Government Flying Service

Pilot Grade

- R7.1: We recommend maintaining the existing pay scale of the Cadet Pilot rank. 7.17
- R7.2: We recommend raising the scale maximum of the Pilot II rank by one pay point; and raising the scale minima and maxima of the Pilot I and Senior Pilot ranks by one pay point each. 7.21
- R7.3: We recommend introducing to the Pilot II rank two additional incremental jumps for obtaining dual licences for both helicopter and fixed-wing aircraft, and another two incremental jumps for obtaining an Instrument Rating and becoming qualified to operate as Captain in coastal and day offshore search and rescue in accordance with the GFS Operations Manual approved by the Civil Aviation Department; all being subject to the condition that the staff is required to perform Pilot I flying duties frequently. 7.22

Air Crewman Officer Grade

- R7.4: We recommend maintaining the current entry pay of the Air Crewman Officer III rank. 7.28
- R7.5: We recommend that one incremental jump each be awarded to the Air Crewman Officer III rank upon passing the qualifying examination at Levels 1, 2 and 4 of the crewman training. 7.31
- R7.6: We recommend raising the scale maximum of the Air Crewman Officer III rank by one pay point; and raising the scale minima and maxima of the Air Crewman Officer II, Air Crewman Officer I, and Senior Air Crewman Officer ranks by one pay point each. 7.32

Aircraft Engineer Grade

- R7.7: We recommend maintaining the current level of entry pay of the Aircraft Engineer rank. 7.34
- R7.8: We recommend raising the scale maximum of the Aircraft Engineer rank by one pay point; and raising the scale minimum and maximum of the Senior Aircraft Engineer rank by one pay point each. 7.35

Aircraft Technician Grade

- R7.9: We recommend raising the scale maximum of the Aircraft Technician rank by one pay point; and raising the scale minima and maxima of the Senior Aircraft Technician and Chief Aircraft Technician ranks by one pay point each. 7.36

The Directorate

- R7.10: We recommend maintaining the current directorate structure in the Government Flying Service. 7.43

Hong Kong Police Force

Chapter 8

Police Pay Scale

- R8.1: We recommend maintaining the pay point of PPS 1 and have no objection to abolishing the pay point of PPS 1a, which is no longer in use. 8.30

Entry Qualifications

- R8.2: In accordance with R3.1 to R3.4, we recommend maintaining the current entry qualification arrangements and pay for the Inspector of Police and Police Constable ranks. We have no objection to the request for removing the sub-entry level below five passes in the HKCEE for the Police Constable rank. 8.31

Junior Police Officer Grade

- R8.3: We recommend enhancing the Long Service Increments in the Police Constable rank to a total of four increments in accordance with R3.5. 8.33
- R8.4: We recommend raising the scale maximum of the Police Constable rank by one pay point; raising the scale minimum and maximum of the Police Sergeant rank by one pay point each, and raising the scale minimum and maximum of the Station Sergeant rank by one and two pay points respectively. 8.35

Police Inspector/Superintendent Grade

- R8.5: On the through scale of the Inspector/Senior Inspector of Police ranks, we recommend re-structuring the pay scale of the Inspector rank in accordance with R3.8. 8.37
- R8.6: We recommend raising the scale maximum of the Inspector of Police rank by one pay point, and raising the scale minima and maxima of the Senior Inspector, Chief Inspector, Superintendent and Senior Superintendent of Police ranks by one pay point each. 8.38
- R8.7: We recommend the two incremental jumps introduced to the Inspector of Police rank in 1999 be retained, pending further review in the context of the application of the results of the coming Starting Salaries Survey. 8.40

Immigration Department

Chapter 9

Immigration Assistant Grade

- R9.1: In accordance with R3.4, we recommend maintaining the current entry pay for the Immigration Assistant rank. 9.17
- R9.2: We recommend enhancing the Long Service Increments in the Immigration Assistant rank to a total of four increments in accordance with R3.5. 9.18

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- R9.3: We recommend raising the scale maximum of the Immigration Assistant rank by one pay point; raising the scale minimum and maximum of the Senior Immigration Assistant rank by one pay point each; and raising the scale minimum and maximum of the Chief Immigration Assistant rank by one and two pay points respectively. 9.19
- R9.4: We strongly encourage the Immigration Department to review whether there are opportunities for further devolution of duties to the Immigration Assistant rank, with a view to optimising effective deployment of manpower resources and maximising efficiency whilst not compromising service standards and quality. 9.22

Immigration Officer Grade

- R9.5: In accordance with R3.2, we recommend maintaining the current entry qualification requirements in the Immigration Officer rank. 9.24
- R9.6: We recommend maintaining the current entry pay in the Immigration Officer rank. 9.32
- R9.7: We recommend raising the scale maximum of the Immigration Officer rank by one pay point; and raising the scale minima and maxima of the Senior Immigration Officer, Chief Immigration Officer, Assistant Principal Immigration Officer and Principal Immigration Officer ranks by one pay point each. 9.33
- R9.8: We recommend introducing two additional incremental jumps to the Immigration Officer rank in accordance with R3.9. 9.34
- R9.9: We encourage the Department to review its manpower resources and deployment, and if justified, seek additional provision from the Administration, to enhance its capacity to meet increasing workload. 9.38

Independent Commission Against CorruptionCommission Against Corruption Officer Grade

- R10.1: In accordance with R3.1 to R3.3, we recommend maintaining the current entry qualification arrangements and pay for the Commission Against Corruption Officer (Lower) and the Assistant Commission Against Corruption Officer ranks. We have no objection to the request for removing the sub-entry level below five passes in HKCEE for the Assistant Commission Against Corruption Officer rank. 10.22
- R10.2: We support the proposal to tighten advancement from the Assistant Commission Against Corruption Officer rank to the Commission Against Corruption Officer (Lower) rank by using an internal channel for appointment in place of direct promotion. 10.23
- R10.3: On the Commission Against Corruption Officer (Middle/Lower) through scale, we recommend re-structuring the pay scale of the Commission Against Corruption Officer (Lower) rank in accordance with R3.8. 10.24
- R10.4: We recommend introducing one incremental jump in the second agreement in the Assistant Commission Against Corruption Officer rank and the Commission Against Corruption Officer (Lower) rank respectively. 10.28
- R10.5: We recommend raising the scale maximum of the Assistant Commission Against Corruption Officer rank by two pay points; raising the scale maximum of the Commission Against Corruption Officer (Lower) rank by one pay point; and raising the scale minima and maxima of the Commission Against Corruption Officer (Middle), Commission Against Corruption Officer (Upper) and Senior Commission Against Corruption Officer ranks by one pay point each. 10.29

Commission Against Corruption Investigator Grade

- R10.6: In accordance with R3.2, we have no objection to the request for removing the sub-entry level below five passes in HKCEE for the rank of Commission Against Corruption Investigator (Main Stream). 10.30
- R10.7: We recommend introducing one incremental jump in the second agreement in the Commission Against Corruption Investigator (Main Stream) rank. 10.32
- R10.8: We recommend raising the scale maximum of the Commission Against Corruption Investigator (Attendant Stream) by one pay point; raising the scale maximum of the Commission Against Corruption Investigator (Main Stream) by two pay points; raising the scale maximum of the Commission Against Corruption Controller rank by one pay point; and raising the scale minima and maxima of the Senior Commission Against Corruption Controller and Chief Commission Against Corruption Controller ranks by one pay point each. 10.33

New Grade/Rank

- R10.9: We support in principle the creation of a new Chief Commission Against Corruption Officer rank at the directorate level of ICAC Pay Scale (IPS) Point 45. 10.34
- R10.10: We support in principle the creation of a new Forensic Accountant grade on a three-rank structure headed by a directorate rank on IPS 45. 10.41

Medical and Dental Benefits

- R10.11: We do not support the proposal of extending civil service medical and dental benefits to agreement officers on retirement from the ICAC. 10.44

Directorate Grades and Pay Scales of Disciplined Services Chapter 11

- R11.1: We recommend that the existing relativity between the pay of the disciplined services directorate with that of the civilian directorate be maintained. 11.6
- R11.2: We recommend maintaining the current pay level of the disciplined services directorate grades and ranks, and adding one increment of about 3% at the end of each pay level. 11.7
- R11.3: We recommend standardising the grant of all increments in the disciplined services directorate ranks to biennial basis. 11.7
- R11.4: Having regard to the recommendations of the GSR, we recommend revising the disciplined services pay scales accordingly. 11.10