

紀律人員薪俸及服務條件
常務委員會

**STANDING COMMITTEE ON
DISCIPLINED SERVICES
SALARIES AND CONDITIONS OF
SERVICE**

職權範圍

TERMS OF REFERENCE

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| I. 就紀律人員的下列事宜向行政長官提供意見和建議： | I. To advise and make recommendations to the Chief Executive in respect of the disciplined services on - |
| (a) 有關決定職系、職級和薪俸結構事宜，包括開設和取消各職系和職級的原則和措施； | (a) the principles and practices governing grade, rank and salary structures including the creation and abolition of grades and ranks at all levels; |
| (b) 個別職系的薪俸水平和結構； | (b) salary levels and structure of individual grades; |
| (c) 對各項工作進行評值，以釐定薪俸及服務條件； | (c) the evaluation of jobs for the purpose of determining salaries and conditions of service; |
| (d) 除薪金以外，其他與訂定薪酬有關的服務條件和福利； | (d) conditions of service and benefits other than salary that are relevant to the determination of remuneration; |
| (e) 評估特為紀律人員而設的津貼水平和領取津貼的資格； | (e) assessment of levels of, and eligibility for, allowances payable specifically to disciplined service staff; |
| (f) 影響紀律人員而又須因應首長級公務員薪級起點以下的公務員薪俸定期全面檢討制度而加以特別考慮的事宜； | (f) any matters affecting the disciplined services that require to be specially considered in relation to the machinery for the regular overall review of public service pay below the bottom point of the directorate in the general civil service; |
| (g) 薪酬相當於首長級公務員薪級起點或以上的各職系和職級人員的每年增薪； | (g) annual pay awards for ranks and grades remunerated at levels equivalent to or above the bottom point of the directorate in the general civil service; |

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| (h) 開設薪酬相當於首長級公務員薪級起點或以上的各職系和職級的常額職位； | (h) creation of permanent posts in ranks and grades remunerated at levels equivalent to or above the bottom point of the directorate in the general civil service; |
| (i) 使管職雙方能討論紀常會職權範圍以內事項的諮詢制度和程序； | (i) consultative machinery and procedures to enable management and staff to discuss matters within the Standing Committee's terms of reference; |
| (j) 紀常會是否有需要委託他人或自行對本身權限以內事項進行特別或定期的檢討；及 | (j) the need for special or regular reviews to be commissioned or undertaken by the Standing Committee itself, on matters within its purview; and |
| (k) 行政長官交付紀常會考慮的事項，或紀常會認為屬本身職權範圍以內的事項。 | (k) matters referred to the Standing Committee by the Chief Executive or matters which the Standing Committee considers appropriate to its terms of reference. |
| II. 如非應行政長官的特別要求，紀常會不會就各紀律部隊首長的薪俸及服務條件作出建議。 | II. The Standing Committee shall not advise on the salaries and conditions of service of the heads of the disciplined services unless specifically invited to do so by the Chief Executive. |
| III. 紀常會應透過各小組委員會運作：即警務人員小組委員會、一般紀律人員小組委員會、廉政公署人員小組委員會及紀常會所設立的其他小組委員會。遞交紀常會的所有建議書，均會先交由小組委員會研究，並由小組委員會負責各自制訂有關建議。紀常會將監察小組委員會的工作，通過其建議（紀常會如認為有需要，亦可作出修訂），及向行政長官呈交建議。 | III. The Standing Committee shall operate through sub-committees: the Police Sub-Committee, the General Disciplined Services Sub-Committee, the Independent Commission Against Corruption Sub-Committee and such other sub-committees as the Standing Committee may establish. All submissions to the Standing Committee shall be considered in the first instance by the sub-committees, which shall be responsible for formulating their own recommendations separately. The Standing Committee shall oversee the work of the sub-committees, approve their recommendations (amended if the Standing Committee sees fit) and submit them to the Chief Executive. |

- IV. 紀常會將選派一至兩名成員，加入薪酬趨勢調查委員會，參與每年的薪酬趨勢調查工作。
- V. 各紀律部隊首長可共同或各自將有關紀律部隊薪俸及服務條件的一切事項提交紀常會處理。此外，警察評議會及紀律人員評議會的管方及職方，均可共同或各自把有關事項，提交紀常會。
- VI. 紀常會將充分考慮各項其認為須予注意的公眾利益，包括財政及經濟因素。
- VII. 紀常會不會考慮個別人員的事項，或牽涉委任、晉升或紀律處分事項。
- VIII. 紀常會可根據日後的經驗，考慮應否修訂其職權範圍。如有需要，應建議適當的更改。
- IX. 紀常會透過屬下的小組委員會執行職權時，會確保可給予足夠機會，讓職方協會和政府當局發表意見。紀常會如認為有關事宜涉及其他團體的直接利益，亦可透過小組委員會接受其意見。
- IV. The Standing Committee shall participate in the annual pay trend survey exercise through nominating one or two members to the Pay Trend Survey Committee.
- V. The heads of the disciplined services may jointly or individually refer any matters relating to the pay and conditions of service of the disciplined services to the Standing Committee. In addition, the Official Side and Staff Side of the Police Force Council and of the Disciplined Services Consultative Council may jointly or individually refer such matters to the Standing Committee.
- VI. The Standing Committee shall give due weight to any wider community interest, including financial and economic considerations, which in its view are relevant.
- VII. The Standing Committee shall not consider cases of individual officers nor be involved in appointments, promotions and discipline matters.
- VIII. The Standing Committee shall consider in the light of experience whether any amendments to its terms of reference are desirable, and if so, recommend appropriate changes.
- IX. In carrying out its terms of reference, the Standing Committee, through its sub-committees, shall ensure that adequate opportunities are provided for staff associations or management to express their views. The Standing Committee, through its sub-committees, may also receive views from other bodies which in its view have a direct interest.