

25 September 1981.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G., K.C.V.O.,  
Governor of Hong Kong.

Your Excellency,

The Instructor (Prisons) Grade

Our attention has been drawn to difficulties being experienced in recruiting and retaining Instructors (Prisons) and to problems being encountered by the Prisons Department as a result. At the request of management, we therefore agreed to conduct a further examination of the grade's pay scale.

2. Instructor (Prisons) is a one-rank grade, whose members are employed in various Prisons Department Institutions where they are engaged in instructing prisoners and inmates in trades such as tailoring, catering, carpentry, laundry work, shoe making, book-binding and radio and television repairs. They are also responsible for the tools, materials and other resources used in workshops and for ensuring that products made by prisoners and inmates meet the specified quality standard. Staff of the grade are subject to strict discipline under the Prisons Ordinance and their working environment is unpleasant. The present pay scale of the grade is as follows :

Instructor (Prisons) Grade

Instructor (Prisons)

DPS(R) 9 - 21

3. We have been informed that the problems in staffing the Instructor (Prisons) grade may be aggravated as a result of a recommendation which we made late last year in respect of the Trade Instructor grade. The duties of Instructors (Prisons) and Trade Instructors in other departments are similar and both grades compete for the same type of recruit. However, in recognition of their subjection to strict disciplinary regulations and the environment in which they are required to work, Instructors (Prisons) have hitherto been afforded a pay scale with a higher minimum and maximum than that applicable to Trade Instructors. Our recommendation that Trade Instructors be regraded as Workshop Instructors III with an improved pay scale, and its subsequent acceptance and implementation by Government, has meant that the Instructor (Prisons) no longer enjoys a pay advantage at the maximum of the scale.

4. As a general principle we have stated that a former pay relationship between grades is not in itself sufficient reason for a pay adjustment. In this case however, we have seen the results of a recent study of the duties, responsibilities and working conditions of the Instructor (Prisons) grade, and are satisfied that these continue to justify a higher pay scale than that afforded to Trade Instructors (now Workshop Instructors III). We therefore consider that the former differential should be restored and recommend that the pay scale of the Instructor (Prisons) grade should be improved as follows :

<u>Instructor (Prisons) Grade</u>	<u>Existing</u>	<u>Proposed</u>
Instructor (Prisons)	DPS(R) 9 - 21	DPS(R) 9 - 25

5. Since the proposed improvement to the pay scale of the Instructor (Prisons) grade is intended to restore the former pay relationship with the Trade Instructor grade, we consider that, if accepted, it should be implemented from the same date as that of our recommendation for the regrading of Trade Instructors as Workshop Instructors III.

We have the honour to be,  
Your Excellency's obedient servants,

(S. Y. Chung)  
Chairman

5 October 1981.

His Excellency Sir Murray MacLehose, G.B.E., K.C.M.G, K.C.V.O.,  
Governor of Hong Kong.

Your Excellency,

Government House Staff

We were recently advised that difficulties are being experienced in recruiting domestic staff for Government House and that the existing arrangements for the grading of such staff are not entirely satisfactory. We therefore agreed to conduct a review to determine whether any changes should be made in the pay and grading of the staff concerned. We have now completed this review and our findings are contained in this letter.

2. The total establishment of Government House domestic staff is 33 with the posts distributed among six different civil service grades. Three of these grades, Chef, Head Steward and Tailor, are paid from the Master Pay Scale and the other three, Steward, Domestic Servant and Laundry Worker, from Model Scale 1. The present grades, ranks and pay scales of Government House domestic staff are as follows :

<u>Grade</u>	<u>Rank</u>	<u>Pay Scale</u>
Chef	Head Chef	MPS 16 - 19
	No. 2 Chef	MPS 11 - 15
Head Steward	Chief Steward	MPS 16 - 19
Tailor	Tailor	MPS 9 - 13
Steward	Steward	MOD 18 - 20
Domestic Servant	Senior Domestic Servant	MOD 18 - 20
	Domestic Servant I	MOD 11 - 17
	Domestic Servant II	MOD 5 - 10
Laundry Worker	Laundry Worker	MOD 11 - 17

3. We consider that the difficulties being experienced in recruiting Government House domestic staff derive primarily

from the fact that, with one exception, the grades in which such staff serve are not exclusive to Government House. As a result, the pay scales take account of the duties and responsibilities of staff in other establishments. In our opinion to relate the pay of Government House domestic staff to that of staff in common grades is inappropriate. The very nature of Government House, the type of visitor received, the scale and range of functions held and the standard of service required mean that the duties and responsibilities of the domestic staff are considerably more demanding than elsewhere. We believe that this difference should be recognised and have therefore accepted the suggestion that the existing grades of domestic staff at Government House should be replaced by a new integrated "Government House Domestic Staff" grade.

4. To arrive at appropriate pay scales for the new grade, we have had regard to information on rates of pay for comparable jobs in the private sector. In this connection, while there are differences in scale, we believe that the duties and responsibilities of the domestic staff at Government House can appropriately be compared with those of staff in a top class hotel. On this basis, we set out below our recommended pay scales and rank structure for the new Government House Domestic Staff grade, together with the levels at which we envisage suitable serving staff would be incorporated within the new grade :

<u>Existing</u>		<u>Proposed</u>	
Head Chef	MPS 16 - 19	Government House	MPS 20 - 22
Chief Steward		Domestic Staff I	
No. 2 Chef	MPS 11 - 15	Government House	MPS 16 - 19
		Domestic Staff II	
Tailor	MPS 9 - 13)	Government House	MPS 14 - 15
Steward	MOD 18 - 20)	Domestic Staff III	
Senior Domestic Servant	MOD 18 - 20)		
Domestic Servant I	MOD 11 - 17)	Government House	MPS 11 - 13
Laundry Worker	MOD 11 - 17)	Domestic Staff IV	
Domestic Servant II	MOD 5 - 10	Government House	MPS 7 - 10
		Domestic Staff V	

We would add that the rank scales which we propose for serving staff should not necessarily be afforded to new recruits. In some cases, our proposals have regard to the considerable experience of serving staff and thus may not be appropriate for new recruits with more limited experience. For example, while Government House Domestic Staff II is an appropriate rank for an experienced No. 2 Chef, a recruit with limited experience should be appointed to the Government House Domestic Staff III rank in the first instance.

5. In addition to the Government House Domestic Staff, we have also reviewed two other grades in Government House. These are the grades of Housekeeper and Social Secretary. The present pay scales of these grades are as follows :

<u>Grade</u>	<u>Rank</u>	<u>Pay Scale</u>
Housekeeper	Housekeeper	MPS 26
Social Secretary	Assistant Social Secretary	MPS 27
	Social Secretary	MPS 33

6. Having regard to the revised pay scales which we have proposed for the domestic staff at Government House, we consider that there should also be some improvement in the pay scale of the Housekeeper. Again, we have had reference to prevailing rates of pay for similar posts in Hong Kong hotels and as a result, recommend the pay scale of the Housekeeper be adjusted as follows :

	<u>Existing</u>	<u>Proposed</u>
Housekeeper	MPS 26	MPS 29 - 34

7. In the case of the Social Secretary grade, we believe the existing salary points continue to provide starting pay appropriate to the duties and responsibilities of the two ranks in the grade. However, to encourage retention and thus to provide for continuity in the jobs concerned, we propose that both ranks in the Social Secretary grade should be provided with incremental scales in keeping with civil service practice generally. Our recommended scales are as follows :

	<u>Existing</u>	<u>Proposed</u>
Social Secretary	MPS 33	MPS 33 - 35
Assistant Social Secretary	MPS 27	MPS 27 - 29

8. Our proposals for the Government House Domestic Staff involve the creation of a new grade. If accepted, the date of implementation should therefore be the date from which the new grade is introduced. We also suggest that this date should be the date of implementation of

the revised pay scales we have proposed for the House-keeper and Social Secretary grades since our recommendations in this respect derive from the same overall review of Government House staff.

We have the honour to be,  
Your Excellency's obedient servants,

(S. Y. Chung)  
Chairman