

30 June 1986

His Excellency Sir Edward Youde, G.C.M.G., M.B.E.,
Governor of Hong Kong.

Your Excellency,

The Legal Aid Assistant Grade

We last considered the Legal Aid Assistant grade in our First Report on Civil Service Pay (Report No. 2) which was submitted in 1979. In that review, we recommended that the pay of the Legal Aid Assistant grade should continue to be linked to that of Police Sergeant, that is, at one increment above the mid-point of the pay scale of Police Sergeant.

2. We were recently informed that the Administration had completed a review of the Legal Aid Assistant grade and had recommended the creation of a new rank of Senior Legal Aid Assistant for the purpose of improving the overall supervisory control of the grade. We were asked to advise on the proposal.

3. The Legal Aid Assistant grade belongs to the Specialist Civilian Grades Group. It comprises only one rank with a small establishment. Its present structure, establishment and pay scale are as follows :

<u>Rank</u>	<u>No. of Posts</u>	<u>Pay Scale</u> (fixed point)
Legal Aid Assistant	12	MPS 19

4. Legal Aid Assistants are employed exclusively in the Legal Aid Department. Their main duties include conducting enquiries to obtain evidence for legal aid cases,

serving writs and court orders and locating witnesses. Because of the investigative experience required, recruitment is exclusively drawn from retired Police Sergeants.

5. At present, eight out of the twelve Legal Aid Assistants work in the Headquarters of the Legal Aid Department on Hong Kong Island; the remaining four work in the Kowloon Branch Office. The two groups are each supervised by a Senior Law Clerk II (MPS 31 - 37). However, as the Senior Law Clerks are already fully committed to their own legal duties and do not possess investigative experience, two Legal Aid Assistants, one each from the Hong Kong Island Office and the Kowloon Branch Office are, de facto, serving as co-ordinators supervising the work of their counterparts to ensure proper performance.

6. The Civil Service Branch review has established that the present chain of command of the grade is unsatisfactory because de facto supervisory control is vested in an officer of the same rank as those he seeks to control. This has resulted in a general lack of overall supervision with consequential variation of standards of work between the different Legal Aid Assistants. To improve general supervisory control and, in particular, to recognise the additional responsibilities now being shouldered by some Legal Aid Assistants, the Civil Service Branch proposes that a new rank of Senior Legal Aid Assistant should be created. As a result, the new structure of the grade will be as follows :

	<u>Existing</u> (fixed point)	<u>Proposed</u> (fixed point)
Legal Aid Assistant	MPS 19	MPS 19
Senior Legal Aid Assistant	-	MPS 24

7. We endorse the Administration's proposal. The creation of the new rank will do away with the existing unsatisfactory situation in which an officer is required to supervise his counterparts of the same rank. This proposal will improve the overall supervisory control in the grade. We also consider the pay scale proposed for the new rank set at one increment above the mid-point of the pay scale of Police Station Sergeant, to be in line with the pay scale of the Legal Aid Assistant rank, which is set having regard to the mid-point of the pay scale of Police Sergeant. We therefore recommend the creation of a new rank of Senior Legal Aid Assistant with a fixed point pay scale at MPS 24.

8. If our proposal is accepted, we recommend that it should be implemented from a current date.

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

(S.Y. Chung)
Chairman

Kim Y.S. Cham

Therese H.C. Chan

Sunny Choi Shun-shing

Stanley G. Elliott

Victor K.K. Fung

Vincent H.C. Ko

Alice Lam

Gordon M. Macwhinnie

Andrew K.W. So

4 November 1986

His Excellency Sir Edward Youde, GCMG, GCVO, MBE,
Governor of Hong Kong.

Your Excellency,

The Environmental Protection Assistant Grade

We last considered the Environmental Protection Assistant grade in the context of an overall review of Educational Qualification Benchmarks, Grades with Student Ranks and Long Service Increments, and our recommendations were published in Report No. 8.

2. We were recently informed that the Administration had completed a review of the Environmental Protection Assistant grade and had recommended the creation of a new rank of Senior Environmental Protection Assistant in order to improve the overall management of the grade. We were requested to advise on the proposal.

3. The Environmental Protection Assistant grade belongs to Group II of the Polytechnic Diploma Related Grades. It comprises two ranks which form a combined establishment : Environmental Protection Assistant II which is a training rank and Environmental Protection Assistant I which is a functional rank. The present structure, establishment and pay scale of the grade are as follows :

<u>Rank</u>	<u>No. of Posts</u>	<u>Pay Scale</u>
Environmental Protection Assistant II)	45	TPS 5 - 7
Assistant II)		
)		
Environmental Protection Assistant I)		MPS 14 - 25
Assistant I)		

4. Environmental Protection Assistants are employed in the Environmental Protection Department to provide technical support to Environmental Protection Officers in investigating and monitoring various types of pollution and in analysing the results reported. Set up in April 1986, the Environmental Protection Department has evolved from the former Environmental Protection Agency and has taken on pollution control functions from three other departments and the Municipal Services Branch, in addition to carrying out the normal functions of the former Environmental Protection Agency. The setting up of the new department has also entailed the transfer of a number of posts from the other departments and the Municipal Services Branch. They comprise the grades of Inspector of Works, Laboratory Assistant and Field Officer. Consequently, while most Environmental Protection Assistants are at present supervised by Environmental Protection Officers, a minority of them have to be directly supervised by officers at a senior technical level who have been transferred from the other departments.

5. The review undertaken by the Administration has identified a need for the creation of a new rank of Senior Environmental Protection Assistant with a pay scale of MPS 26 - 32 in the Environmental Protection Department. It will, first of all, enable the department to reorganize the management of its technical staff so that Environmental Protection Officers can be relieved of their routine supervisory duties now undertaken at the expense of their more important professional responsibilities. Secondly, there is a functional need for the work of Environmental Protection Assistants to be supervised and coordinated by a senior officer in the same grade. This will give official recognition to the more senior Environmental Protection Assistants who are at present acting as informal leaders of

their peers in day-to-day operations. Thirdly, the arrangement will enable a number of small technical grades in the department (namely, the Inspector of Works, Field Officer and Laboratory Assistant grades) which have little or limited scope for expansion but which are undertaking similar technical functions to be regraded into the Environmental Protection Assistant grade. Last but not least, the arrangement will provide a better career structure for the grade, and bring it into line with that of other technical grades within Group II of the Polytechnic Diploma Related Grades. The Administration also considers that the proposed pay scale of MPS 26 - 32 for the new rank to be appropriate, as it is in line with the pay scale for senior technician ranks within the same group of grades.

6. We have examined the Administration's proposals and we are satisfied that there are functional grounds for the creation of the new rank of Senior Environmental Protection Assistant. We also endorse the view that the proposed pay scale of MPS 26 - 32 for the rank is appropriate as it is in accordance with the norm for senior technician ranks within Group II of the Polytechnic Diploma Related Grades. Our recommendations for the structure and pay scales for the Environmental Protection Assistant grade are therefore as follows :

<u>Rank</u>	<u>Pay Scale</u>
Environmental Protection Assistant II	TPS 5 - 7
Environmental Protection Assistant I	MPS 14 - 25
Senior Environmental Protection Assistant	MPS 26 - 32

7. If our recommendations are accepted, we recommend that they should be implemented from a current date.

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

(Gordon M. Macwhinnie)
Acting Chairman

Kim Y.S. Cham

Therese H.C. Chan

Sunny Choi Shun-shing

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Andrew K.W. so

(Note : Sir S.Y. Chung, Chairman
of the Standing Commission,
is on sick leave)

4 November 1986

His Excellency Sir Edward Youde, GCMG, GCVO, MBE,
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Your Excellency,

The Police Communications Officer Grade

We last considered the Police Communications Officer grade in our First Report on Civil Service Pay (Report No. 2), which was submitted in 1979. At that time, we recommended that the pay scales for Police Communications Officers be adjusted from MPS 9 - 16 to MPS 7 - 18 and that those for Senior Police Communications Officers be adjusted from MPS 17 - 18 to MPS 19 - 23.

2. In support of a request from the Commissioner of Police, the Administration has now recommended the creation of a new rank of Chief Police Communications Officer, within the Police Communications Officer grade, to assist the Chief Inspector of Police in managing and supervising officers in the Senior Police Communications Officer, Police Communications Officer and Police Communications Assistant ranks. We have been requested to advise the Administration on this proposal.

3. Both the Police Communications Assistant grade and the Police Communications Officer grade are departmental grades of the Royal Hong Kong Police Force. The Police Communications Assistant grade consists of only one rank and,

although Police Communications Assistants cannot be directly promoted to the Police Communications Officer grade, they may be appointed to this grade upon meeting the stipulated requirements for in-service appointment. The Police Communications Officer grade consists of two functional ranks : Police Communications Officer and Senior Police Communications Officer. The present establishment, strength and pay scales of the Police Communications Officer and Police Communications Assistant grades are as follows :

	<u>Establishment</u>	<u>Strength</u>	<u>Pay Scale</u>
			MPS
<u>Police Communications Officer Grade</u>			
Senior Police Communications Officer	35	35	19 - 23
Police Communications Officer	193	183	7 - 18
	—	—	
	228	218	
<u>Police Communications Assistant Grade</u>			
Police Communications Assistant	179	156	5 - 15
	—	—	
	407	374	
	—	—	

4. Police Communications Officers are responsible for operating the District/Traffic Control Consoles or system-designed Communications Consoles in the Regional Command and Control Centres, as part of the Beat Radio network. They are also deployed on duties in connection with the transmission and distribution of teleprinter and facsimile messages in the various units of Police Headquarters.

5. Senior Police Communications Officers operate the more complex Regional Control Communications Consoles and supervise Police Communications Officers in the Regional Command and Control Centres. They also assist in monitoring the "999" Consoles and in supervising Police Communications Assistants on duty as "999" operators in the four Regional Command and Control Centres.

6. Police Communications Assistants are engaged in switchboard duties in the various police units and stations and in "999" operator duties in the various Regional Command and Control Centres.

7. The overall management of the two grades is currently the responsibility of a Chief Inspector of Police (Signals) in the Police Communications Branch Headquarters. He is answerable to a Superintendent of Police (Force Signals Officer) for the operation and monitoring of radio, teleprinter and telephone systems in the Police Force. A Senior Inspector of Police assists the Chief Inspector in operational and staff management duties.

8. The Civil Service Branch has established that, as communications facilities within the Force have expanded, the involvement of the Chief and Senior Inspectors of Police in the day-to-day management of the Police Communications Officer and Police Communications Assistant grades has

correspondingly increased. The territory-wide deployment of the two grades, coupled with the fact that the majority of the members work shifts, makes their administration even more onerous. These factors have resulted in less than adequate attention being given to the management, personnel and training needs of the grades, as the supervisors concerned are also obliged to devote much of their time to operational duties.

9. Since the combined establishment of the Police Communications Officer and Police Communications Assistant grades is now over 400, the Administration believes that these grades should have a properly established, full-time manager at a new rank to be called the Chief Police Communications Officer rank. Their proposal, which has the support of the Commissioner of Police, is that the new Chief Police Communications Officer rank, if accepted, should attract a salary of MPS 24 - 30 (\$8,205 - \$10,820).

10. We endorse the Administration's proposal. Creation of the proposed Chief Police Communications Officer rank, the holder of which would possess the practical and in-house experience to assist the Chief Inspector of Police in the management of the two grades, would enable the Senior Inspector of Police currently deployed on such matters to concentrate on operational duties and ensure an improvement in the quality of management of these grades. The proposed pay scale for the new rank allows for the normal one-point gap between the minimum point of the proposed rank and the maximum point of the rank below. The maximum is in accordance with the principle of broadbanding for ranks in Group I of the School Certificate grades. We therefore recommend the creation of a new rank of Chief Police Communications Officer with a pay scale of MPS 24 - 30.

11. If our proposal is accepted, we recommend that it should be implemented from a current date.

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Your Excellency's obedient servants,

(Gordon M. Macwhinnie)
Acting Chairman

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