

APPENDIX I

TERMS OF REFERENCE

- I. (a) To keep under review the principles and practices governing the grade, rank and salary structure of the Civil Service, and to recommend to the Governor any changes the Commission considers to be necessary.
- (b) To keep under review the salary and structure of individual grades, and to recommend to the Governor any changes the Commission considers to be necessary.
- (c) To advise the Governor on whether overall reviews of the Master Pay Scale and other non-Directorate Pay Scales (as opposed to reviews of the salary of individual grades) should continue to be based on surveys of pay trends in the private sector conducted by the Pay Survey and Research Unit and subject to the advice of the Senior Civil Service Council, the Police Force Council and the Model Scale 1 Staff Consultative Council; or whether some other mechanism should be substituted.
- (d) To advise the Governor on matters relating to those benefits, other than salary, which the Commission advises as being relevant to the determination of the civil service remuneration package, including the introduction of new benefits or proposed changes to existing benefits.
- (e) To advise the Governor on suitable procedures to enable staff associations (including individual grades associations) to discuss with management their views on matters within the terms of reference of the Commission.
- (f) To advise the Governor on the circumstances in which it would be appropriate for the Commission itself to consider any issue, and on how staff associations and management might present their views to the Commission in such circumstances.
- (g) To advise the Governor on such matters as he may refer to the Commission.

II. The Commission shall keep the matters within its terms of reference under continuing review, and recommend to the Governor any necessary changes.

III. The Commission shall give due weight to any wider community interest, including financial and economic considerations, which in its view are relevant.

IV. The Commission shall give due weight to the need for good staff relations within the Civil Service, and in tendering its advice shall be free to make any recommendations which would contribute to this end.

V. In considering its recommendations and advice, the Commission shall not prejudice the 1968 Agreement between the Hong Kong Government and the Main Staff Associations (1982 Revised Version).

VI. The Official Side and Staff Side of each of the three Main Staff Consultative Councils, namely, the Senior Civil Service Council, the Police Force Council and the Model Scale 1 Staff Consultative Council, jointly shall have the right to refer to the Commission matters arising under Sub-Clause I(d). In addition the Main Staff Associations of these councils may jointly or individually refer such matters to the Commission without the prior agreement of the Official Side of the Senior Civil Service Council, the Police Force Council and the Model Scale 1 Staff Consultative Council.

VII. Directorate pay and conditions of service will continue to be the subject of advice by the Standing Committee on Directorate Salaries and Conditions of Service. Pending advice from the Commission under I(c), overall reviews of the Master Pay Scale (as opposed to reviews of the salary of individual grades) will continue for the time being to be based on surveys of pay trends in the private sector subject to the advice of the Senior Civil Service Council, the Police Force Council and the Model Scale 1 Staff Consultative Council.

VIII. The Commission shall not consider cases of individual officers.

IX. The Commission may wish to consider in the light of experience whether changes in its composition or role are desirable.

X. In carrying out its terms of reference, the Commission should ensure that adequate opportunities are provided for staff associations and management to express their views. The Commission may also receive views from other bodies which in its view have a direct interest.