

**Notes of Executive Committee (EC) Meeting of the
Leisure Services Managers Association (LSMA) held at
2:30 pm on 25 January 2006 at Room 302, Lai Chi Kok Government Offices**

Present:	Mr. WONG Shu-yan, Francis	President
	Ms. TANG Man-wah, Sylvia	Vice President
	Mr. CHENG Kwok-kuen, Chris	Secretary
	Ms. LEE Kar-mei, Camay	Treasurer
	Ms. LEE Lai-fan, Jenny	Vice Treasurer
	Mr. CHEUNG Wing-keung, Wicky	Liaison Officer 1
	Ms. KONG Po-yee, Alice	Liaison Officer 2
	Mr. NGAN Siu-ming, George	Welfare Officer 1
	Mr. WONG Man-kin, Leo	Academic Officer
	Mr. MAK On-ki, Andrew	Publication Officer 1
	Mr. CHAN Man-hon, Raymond	Recreation Officer 2
	Miss CHAN Wing-yee, Pion	Vice-Secretary (Note-taker)
Absent with apology:	Mr. CHU Siu-kwong, Raymond	Welfare Officer 2
	Mr. HSU Ka-man	Publication Officer 2
	Mr. WONG Wai-chung, Alex	Recreation Officer 1

**Action
Officer**

Confirmation of the Notes of Last Meeting

The notes of the last meeting held on 6 December 2005 were confirmed without any amendments.

Matters Arising

Recruitment Defreeze of Civil Service Appointment

George Ngan 2. Leisure and Cultural Professional Alliance had issued a letter to WONG Wing-ping, ex-Secretary for the Civil Service, on 16 January 2006 showing the concerns on the recruitment defreeze of civil services and was waiting for the reply. EC members agreed to express our concerns through newsletter of LSMA to all members and would closely monitor any new development of the issue.

Meeting with Working Group on SPR and NMO

3. The Focus Group meeting on SPR and NMO review with representatives from LSMA would be held on 9 February 2006 (Thursday) at 10:30am and 13 February 2006 (Monday) at 3:30pm respectively. The following representatives from LSMA would attend above meetings:

Francis Wong,
Alice Kong,
Raymond Chan

SPR review: Francis WONG
Alice KONG
Raymond CHAN

Francis Wong,
Sylvia Tang,
Pion Chan,
Andrew Mak

NMO review: Francis WONG
Sylvia TANG
Pion CHAN
Andrew MAK

(Post meeting note-Due to the convenor of the Focus Group on NMO review was on sick leave on 13/2/06 and the above meeting was postponed.)

Wicky Cheung,
Alice Kong

4. The EC members were highly concerned if there has any staff arrangement arising from the 2009 East-Asia Game (EAG). It was agreed to issue a letter to the Department requesting the schedule and details on the involvement of LCSD for the EAG.

Andrew Mak,
Hsu Ka-man

5. Members of LSMA were also informed through newsletter expressing the concerns from LSMA on SPR and NMO review.

Criteria on adjustment of rating in the performance appraisal

Sylvia

6. DD(LS) had issued a memo dated 12 September 2005 regarding the LSM grade performance appraisal. The Public Service Commission has advised our department to address the problems of over-generous reporting and “C” was the norm for rating performance and competencies. However, members worried about the standard of “C” set by our department and felt anxious. EC members agreed to issue a letter to Grade Management showing our concerns on the fairness of such appraisal system.

Customer Service Enhancement Project (ABC)

7. “A-B-C Performance Improvement System” has been designed for Sports Centres under the Customer Service Enhancement Project with a view to evaluating and maintaining the performance standard of staff in centers and Focus Groups have been formed by the Department to sustain and implement the system. Some members have expressed their concerns on the distribution of work between Venue Managers and AAs for conducting the “A-B-C” System. EC members agreed to keep in view of the situation.

Purchasing Card

8. The Purchasing Card Program (P-card) would be launched in February 2006 and Finance Section was inviting the P-cardholder nomination and P-card merchant nomination. EC members agreed the cardholder should be down to AAs level who need to do purchasing.

Empowerment of District Council

Francis Wong,
George Ngan,
Wicky Cheung

9. Alliance's meeting with DD(A) discussing the DC Empowerment issue had been held on 23.1.2006. After discussion, EC agreed to form a working group for studying the implication to LSM grade with different alternative of DC Empowerment. Members of working group are:

Francis WONG
George NGAN
Wicky CHEUNG

Any Other Business

Salary survey and nomination of posts for Interview

All

10. There was a briefing session conducted by CEO(PS) and had been informed that LSM grade was included in this salary survey exercise. In order to protect the interest of LSM grade, LSMA, AOA, GRSSSU & AIIA had a joint discussion with CLM(GM) and agreed to offer comments for the survey questionnaire and nomination posts for survey interview. GM had already prepared the draft reply on the questionnaires and collecting feedback from the above Unions. Francis would collate the LSM grade return to CLM(GM) and members were requested to offer comments, if any, to him before 9/2/06.

Horticultural Service Manager in Tsuen Wan District

11. EC members showed concerns on recruitment of a manager in contract terms for monitoring the horticultural services in Tsuen Wan District. LSMA was all along objected any creation post of NCSC at promotion rank and would urge the department adopting permanent establishment for the post.

Newsletter

Andrew Mak,
Hsu Ka-man

12. EC members agreed that greetings on Chinese New Year from LSMA through special newsletter would be issued and the comprehensive newsletter would be issued at three months intervals to members periodically. (Post meeting note-The greetings on Chinese New Year from LSMA through special newsletter was issued to LSM grade on 7/2/06.)

Welfare Items

George 13. George had contacted “Medifast” and collected the proposed medical check-up package. EC members agreed to attach in the newsletter for members’ information.

Membership

Camay 14. LSMA would continue to recruit new members. For the members who have not paid up the membership fee of 2006, Camay would take follow-up action through district coordinators.

Website

Raymond Chu 15. LSMA would update the information in the website for members’ information.

Appointment of Auditor and Honorary Legal Advisor

Chris,
Camay 16. EC members agreed that the existing Auditor and Legal Advisor would be invited again to act as the Hon. Auditor and Legal Advisor of LSMA. Letters would be issued to both of them.

Close of Meeting

17. There being no other business, the meeting ended at 5:45 pm. The next meeting was confirmed to be held on Thursday 23 February 2006 at 2:30pm in Room 915A of Wch DLSO.

Leisure Services Managers Association
21 February 2006