第八章 CHAPTER 8

機構事務
CORPORATE SERVICES

機構事務涵蓋廉政公署(廉署)的一般行政,包括:

- 修訂及執行《廉政公署常規》;
- 財政管理及開支預算;
- 人力資源管理;
- 職員關係與福利;以及
- 編製《廉政公署年報》。

亦包括物料與服務供應及採購、辦公室策劃及管理、總務、翻譯服務、檔案管理及環境管理工作。

策略

- 為廉署提供全方位的資源管理及行政支援服務,提升工作效率,確保廉署運作暢順;
- 制定政策並統籌政策的推行,以加強機構管治,確保廉署運作符合政府的政策、規則及規例;以及
- 審視廉署使用政府資源的情況和訂立優先次序,確保資源運用合乎成本效益和負擔能力,並具可持續性。

財務事宜

廉署的經費以一個獨立開支總目支付。廉署每年的開支預算,須由貪污問題諮詢委員會審核,然後根據《廉政公署條例》第 14(1)條的規定呈交行政長官審批。廉署的帳目須按照一般政府的規例和程序辦理,並如其他政府部門的帳目一樣,受審計署署長審核。

Corporate Services encompass the general administration of the Independent Commission Against Corruption (ICAC), including matters relating to:

- revision and execution of the *Commission Standing Orders*;
- control of finance and estimates of expenditure;
- human resource management;
- staff relations and welfare; and
- publication of *ICAC Annual Report*.

Corporate Services also include the procurement and supplies of goods and services, office accommodation management, general office support, translation, records management and green management.

STRATEGIES

In respect of international cooperation, it is to:

- Provide multi-faceted resource management and administrative support services to facilitate the smooth and efficient operation of the ICAC.
- Formulate and co-ordinate policies to strengthen corporate governance and safeguard compliance with government policies, rules and regulations.
- Scrutinise and prioritise the use of government resources to ensure cost-effectiveness, affordability and sustainability.

FINANCE MATTERS

The ICAC is financed from a single head of expenditure. Its annual estimates are considered by the Advisory Committee on Corruption, before submission to the Chief Executive for approval in accordance with section 14(1) of the *Independent Commission Against Corruption Ordinance*. The ICAC's accounts are administered according to government regulations and procedures and are subject to examination by the Director of Audit in the same way as the accounts of other government departments.

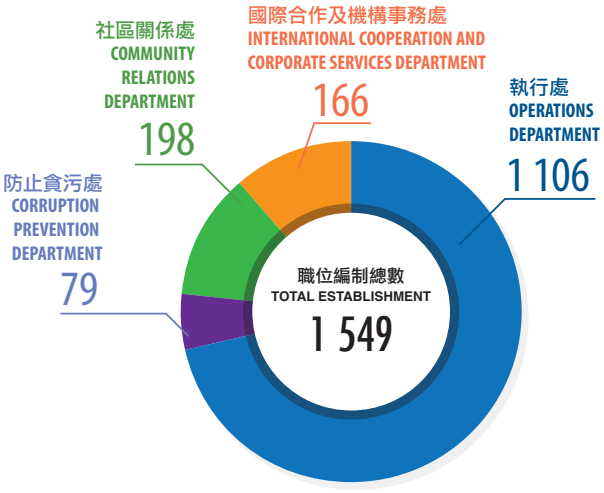
人力資源管理

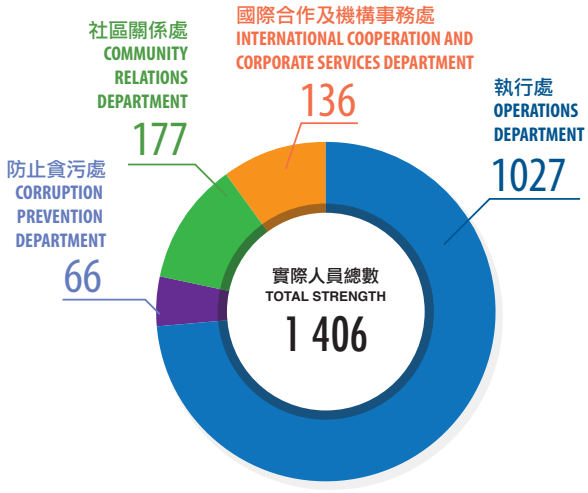
廉署人員通常以合約條款受聘，圓滿完成合約任期後可獲發約滿酬金。當中約 78% 屬廉署部門職系，按廉署人員薪級表支薪，他們的薪酬及服務條件都是根據紀律人員薪俸及服務條件常務委員會所提供的意見而訂定；其餘人員屬一般及支援職系，薪酬與同等職級的公務員相同。

HUMAN RESOURCE MANAGEMENT

ICAC staff are normally employed on agreement terms, with gratuity payable on satisfactory completion of the agreement period. Some 78% of the staff are of departmental grades and remunerated on ICAC Pay Scale. Their pay and conditions of service are subject to the advice of the Standing Committee on Disciplined Services Salaries and Conditions of Service. The remaining officers belong to general and support grades and are paid the same salaries as civil servants of equivalent ranks.

圖表 8–1：職位編制及實際人員數目
Charts 8-1: Establishment and Strength





年內，共 61 名部門職系及 25 名一般及支援職系人員離職，總流失率為 6.4%。廉署於二零二四年底的職位編制及實際人員數目詳見附錄一。

During the year, 61 officers of departmental grades and 25 of general and support grades ceased service with the ICAC, resulting in an overall wastage rate of 6.4%. The establishment and strength of the ICAC as at the end of 2024 are shown in Appendix 1.

職員關係與福利

廉署十分重視建立員工的福祉。為幫助同事在工作與生活之間取得平衡，廉署職員康樂會不時舉辦各類型的康體及福利活動，並鼓勵同事積極參與義工服務及慈善活動，回饋社會。

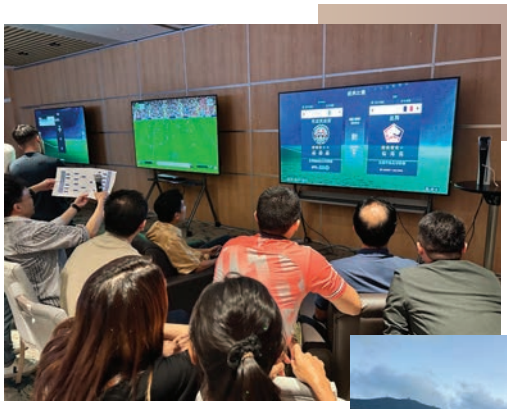
廉署亦會透過行之有效的職員協商委員會制度，加強管職雙方就有關服務條件、福利及共同關注事宜的溝通；又經常鼓勵同事就善用資源、改善工作效率及保護環境等範疇提出建議，凝聚員工的歸屬感。

STAFF RELATIONS AND WELFARE

The ICAC attaches great importance to the well-being of the staff members. To help staff members achieve a work-life balance, the ICAC Staff Club organises various wellness and welfare activities from time to time. Besides, staff are encouraged to contribute to the society through participation in volunteer services and charitable activities.

康體聯誼活動
Sporting, recreational, wellness and social activities

The time-tested staff consultative committee system has enhanced communications between management and staff on matters relating to conditions of service, welfare and issues of common concern. Moreover, the ICAC encourages staff to make suggestions to improve resource management, work efficiency and environmental protection measures, amongst others, to foster a sense of belonging.



首次舉辦的“廉政公署 FIFA 電競比賽”

The inaugural "ICAC FIFA eSports Competition"

和家人一起參加夜釣墨魚活動

The night cruise squid fishing with family members

龍舟比賽及紀律部門舉辦的各類運動比賽
Dragon Boat Race and various sports competitions organised by the Disciplined Services

2024 年廉政公署周年晚宴，氣氛熱鬧

Lively atmosphere at 2024 ICAC Annual Dinner

在兒童聖誕聯歡會中的魔術表演

Magic performance at the 2024 ICAC Children Christmas Party

義工及慈善活動
Volunteer services and charitable activities

參與“基督教懷智服務處 — 放風箏活動”，支持推廣社會共融

"Wai Ji Christian Service - Kite Flying Activity" in support of social inclusion

聯同“廉政之友”參與“香港仔坊會 — 南區寒冬送暖大行動 2024”，向有需要的長者送上溫暖和關懷

Together with "ICAC Club" members joining the "Aberdeen Kai-fong Welfare Association - Southern District Winter Warmth Campaign 2024" to extend warmth and care to elderlies in need

透過“惜食堂 - 愛心飯盒製作活動”，一起推動珍惜食物文化，為社會加添正能量

Participating in "Food Angel - Meal Box Preparation" to advocate the virtue of cherishing food and to promote positive energy in the community together

參加香港特奧執法人員火炬跑，為慈善出一分力

Participating in the Law Enforcement Torch Run for Special Olympics Hong Kong to make contribution for charity

同心支持健康快車慈善跑步行活動

Supporting the Lifeline Express Charity Run/Walk

超過 70 位廉政公署人員、“廉政大使”及“廉政之友”為樂施會毅行者活動提供義工服務動

More than 70 staff members, "ICAC Ambassadors" and "ICAC Club" members joining Oxfam Trailwalker to provide volunteer services

獎章和嘉許狀

二零二四年，廉署有一名人員獲頒授香港廉政公署卓越獎章和兩名人員獲頒授香港廉政公署榮譽獎章。此外，有 155 名人員獲頒授長期服務獎項、兩個組獲頒授廉政專員嘉許狀、以及 22 名人員及 4 個組／小組獲頒授部門首長嘉許狀。

AWARDS AND COMMENDATIONS

In 2024, one officer was awarded the Hong Kong ICAC Medal for Distinguished Service and two officers were awarded the Hong Kong ICAC Medal for Meritorious Service. In addition, 155 officers received long service awards; two groups received the Commissioner's Commendation while 22 officers and four groups/sections received the ICAC Heads of Department's Commendations.

廉政專員和處長級人員與獲頒授香港廉政公署卓越獎章及香港廉政公署榮譽獎章的廉政公署人員合照

Commissioner and directorate officers taking photo with the awardees of the Hong Kong ICAC Medal for Distinguished Service and the Hong Kong ICAC Medal for Meritorious Service