

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Architectural Services Department

Total value of EPP Savings: **\$21.153m**, equivalent to **1.4%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$3.659m savings already achieved in 1999-2000 through advance implementation of EPP and \$17.494m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Services
PE	0.114	<ul style="list-style-type: none"> • Better utilise site staff resources. Where appropriate, delegate more overtime work from Assistant Clerks of Works level to Works Supervisors level. 	Works Supervisors will be assigned to carry out supervision work whilst those work that requires decision making will still be handled by Assistant Clerks of Works.
	0.683	<ul style="list-style-type: none"> • Reduce overtime allowance by contracting out drafting and preparation of bar bending schedules of structural engineering works. 	The quality of contractors' output is closely monitored.
	1.176	<ul style="list-style-type: none"> • Tighten control over payment for overtime work of Technical Officers by issuing new guidelines. <ul style="list-style-type: none"> - No overtime allowance could be claimed for Sundays and Public Holidays; - Maximum overtime allowance could be claimed for weekdays has been reduced from 3 hours to 2½ hours; 	With better internal staffing redeployment, reduction of overtime allowance has not led to deterioration in the quality of the drafting services of architectural work.

Category	\$m	EPP Measures	Safeguards for Quality Services
	1.180	<p>- Monthly ceiling hours for overtime allowance have been reduced from 70 hours to 65 hours.</p> <ul style="list-style-type: none"> • Delegate non-technical duties from supervisory staff to clerical staff. <p><i>Savings :</i> Deletion/non-creation of the following posts in 1999-2000 -</p> <ul style="list-style-type: none"> 1 Assistant Clerk of Works 1 Works Supervisor I 2 Works Supervisor II 1 Supplies Supervisor II (non-creation) <p>Corresponding reduction in overtime allowance.</p>	<p>Redeployment of duties only confines to handling telephone enquires, updating office records, searching drawings and other general duties which will not adversely affect the quality of technical duties.</p> <p>No staff redundancy will arise.</p> <p>The Automated Communication and Technical Information Operation Network System will be modified to allow for input of simple information and data by clerical staff.</p>
	1.415	<ul style="list-style-type: none"> • Review and streamline existing work process in procurement and work repairs to achieve higher efficiency and reduce overtime payment. 	<p>The Repair Call Centre was set up in September 1999 to receive, record and monitor the progress of handling requests for repairs in government buildings in order to improve the efficiency and effectiveness of delivery of maintenance service.</p>

Category	\$m	EPP Measures	Safeguards for Quality Services
	2.479	<ul style="list-style-type: none"> • Devolve design responsibilities to contractors for refurbishment and minor works projects requiring substantial design input, thus releasing professional and supervisory staff for other duties. <p><i>Savings :</i> Deletion/non-creation of the following posts in 1999-2000 -</p> <ul style="list-style-type: none"> 1 Maintenance Surveyor 1 Senior Clerk of Works 1 Clerk of Works 1 Assistant Clerk of Works 1 Assistant Clerical Officer (non-creation) 1 Clerical Assistant (non-creation) <p>Corresponding reduction in overtime allowance.</p>	<p>The Technical Assurance Audit Teams have been set up to ensure and maintain uniformity of standards in the supervision and control of the work of contractors.</p> <p>No staff redundancy will arise.</p> <p>Cross-functional meetings on quality of works are held regularly to oversee the operational procedures and initiate action to correct deficiencies.</p> <p>Meetings on work quality are held regularly to ensure work quality of contractors.</p>
	7.047		
DE/OC	1.002	<ul style="list-style-type: none"> • Maximise service life of computer equipment by upgrading it instead of acquiring new items. 	<p>Upgrading computer equipment to maintain the quality of service.</p>
	0.100	<ul style="list-style-type: none"> • Share peripheral equipment, e.g. use network printers. 	<p>Officers have to collect print-outs from network printers which may not be located very next to but not far away from their seats.</p>

Category	\$m	EPP Measures	Safeguards for Quality Services
	0.228	<ul style="list-style-type: none"> Achieve savings by selecting a suitable training provider to offer an integrated course to cover the auditing skills for both ISO 9001 and 14001 instead of sending senior professionals and site staff to standard courses offered by outside training providers. 	<p>Lowering the training cost and at the same time, pushing up the quality of service among competitors in the market.</p> <p>The quality of training provided by the training provider will be closely monitored.</p>
	0.234	<ul style="list-style-type: none"> Agree with the Civil Service Training and Development Institute (CSTDI) to conduct in-house Putonghua courses during lunch and after office hours instead of employing part-time trainers to conduct such courses. Media and management training will also rely on the training service of CSTDI. 	<p>Better coordination of training with CSTDI.</p>
	0.050	<ul style="list-style-type: none"> Use training resources such as videos on information technology and management available from CSTDI and other works departments instead of purchasing them. 	
	1.087	<ul style="list-style-type: none"> Reduce maintenance expenditure of office equipment through better planning and reviewing of maintenance schedules. 	<p>The quality of service will not deteriorate, as there will be close monitoring of the maintenance schedules and proper operation of the equipment.</p>

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	4.540	<ul style="list-style-type: none"> • Reduce provision for the engagement of consultants/professional services for non-Public Works Programme (PWP) projects through an increased use of in-house staff. 	<p>Through internal redeployment, part of the consultant/professional services will be taken up by in-house staff and the quality of works will not deteriorate.</p>
	2.439	<ul style="list-style-type: none"> • Re-schedule the use of existing contract/government vehicles as well as the time for site visits so as to minimise the use of private vehicles for duty purpose which will in turn reduce duty mileage allowance. 	<p>The redeployment of contract/government vehicles and the re-scheduling of the time for site visits can reduce the need to use of private vehicle for duty purpose without affecting the quality of service.</p>
		<ul style="list-style-type: none"> • Strengthen green housekeeping measures and, develop and expand the electronic communication means to achieve continued reduction in electricity and paper. 	<p>The implementation of government office automation and the development of local area network will enhance the efficiency and effectiveness of work.</p>
	4.426	<ul style="list-style-type: none"> • Improve the coordination between day-to-day maintenance works and planned maintenance works so that non-essential and non-urgent minor repairs will be included in planned maintenance programme to reduce maintenance cost. 	<p>The clients will be duly consulted to ensure that the arrangement will not affect clients' operational need, the condition of the building and public safety.</p>

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		<ul style="list-style-type: none"> • Reduce use of Star Rate items. Improve the tender document to include the commonly used Star Rate items (i.e. items not specifically mentioned in the Schedule of Rates) in the Schedule of Rates. This has been done in the recently awarded contract and will be extended to future contracts. • Reduce requirement to pay contractors for overtime work, through improved coordination between client departments and the contractor, better planning and programming of work as well as wider use of prefabricated materials where practicable. 	<p>The reduced payment of overtime work to contractors will be effected through improved coordination between client departments and the contractor. Client departments would be invited to proactively take part in the planning and programming of work. Prefabricated materials and components will be employed as far as possible to reduce site working hours.</p>
	14.106		
Total	21.153		

Note

PE : Personal Emoluments

i.e. Staff salaries and allowances

PRE : Personnel Related Expenses

i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing

DE: Departmental Expenses

i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture

OC: Other Charges

i.e. Significant expenditure peculiar to a particular department's operation