

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Civil Aid Service

Total value of EPP Savings: **\$0.769m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.259	<ul style="list-style-type: none"> • Hire private security service for the Civil Aid Service (CAS) premises instead of employing Property Attendants. <p><i>Savings :</i> Deletion of 2 Property Attendant posts on 1.4.2000.</p>	<p>For hire of service, we have stipulated the service standard in the service contracts and will closely monitor the contractors' performance accordingly.</p> <p>We have also allowed sufficient time for proper training of contractors.</p>
	0.364	<ul style="list-style-type: none"> • Hire general duties service for CAS premises instead of employing Workmen and Office Assistant. <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p style="padding-left: 40px;">2 Workmen II 1 Office Assistant</p> <p><i>Additional requirements :</i> DE of \$0.504m (see the bullet under DE below)</p>	<p>We shall be able to accommodate all deletion of posts through natural wastage or internal redeployment.</p> <p>No staff redundancy will arise. Where deletion of General or Common Grades posts, we have also obtained the agreement of relevant Heads of Grade.</p>
	<i>0.623</i>		
DE/OC	(0.504)	<ul style="list-style-type: none"> • Outsourcing. Please refer to the first two bullets under PE/PRE above 	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.537	<ul style="list-style-type: none"> Reduce pay & allowances for CAS members. The CAS is able to achieve savings through economy of scale while the total establishment of the Service remains the same, e.g. the replacement of three Regional Headquarters by a centralised Command Core to take command of all operations & community services, centralised provision of transport to avoid idling time of vehicles and drivers, and centralisation of training. 	<p>We require that all changes to the organisation structure will not affect adversely the established performances pledges and operational effectiveness. In drafting the re-organisation proposal, we have conducted series of seminars and consultations with CAS members to obtain their feedback and to ensure that all members understand the objectives and contents of the re-organisation.</p>
	0.100	<ul style="list-style-type: none"> Reduce hire of school accommodation for training. As a result of centralisation of training, more training takes place in CAS premises instead of hired school accommodation; and training is provided to larger groups. 	<p>In centralising, simplifying and standardising the Service's organisation structure and its chain of command, training becomes more centralised and effective; cross-unit staff mobility is improved so as to broaden members' exposure, strengthen their proficiency, sustain their interest in the Service, and promote the spirit of the Service as a whole.</p>
	0.013	<ul style="list-style-type: none"> Reduce some telephone lines through simplification of the chain of command. 	
	0.146		
Total	0.769		

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