

## “Enhanced Productivity Programme: 2000-01” Booklet

### Report on EPP Savings -- Correctional Services Department

Total value of EPP Savings: **\$25.82m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>PE/ PRE</b>	12.503	<ul style="list-style-type: none"> <li>• Review and streamline work processes, and match the core businesses with the appropriate staffing level in the Staff Training Institute.</li> </ul> <p><i>Savings :</i> Downgrading of 5 Officer posts to Assistant Officer I in 2000-01.</p> <p>Deletion of the following posts in 2000-2001 :</p> <ul style="list-style-type: none"> <li>1 Senior Superintendent</li> <li>2 Chief Officer</li> <li>5 Principal Officer</li> <li>11 Officer</li> <li>11 Assistant Officer I</li> <li>6 Assistant Officer II</li> <li>1 Workman II</li> </ul> <p><i>Additional requirement :</i> Creation of the following posts in 2000-2001:</p> <ul style="list-style-type: none"> <li>9 Assistant Officer I</li> <li>3 Assistant Officer II</li> </ul>	<p>Where there are changes in the process of service delivery, suitable training (both inside and outside the Department) will be provided to facilitate the concerned staff to adapt to the transition and to meet the new role requirement.</p> <p>Staff consultation session on EPP proposals has been conducted and similar sessions will be held later once the overall plans for 2001-03 are formulated. Moreover, all staff are invited to voice their opinions through existing channels, such as Correctional Services Officers’ Association, Senior Departmental Consultative Committee (DCC), Junior DCC, etc.</p> <p>In response to multiple environmental changes and new policy requirements, various exercises/projects are being/will be launched to solicit staff commitment in the future development of the Department. These include seminars on vision/mission/ values conducted by Commissioner, consultancy study on new corporate culture, etc.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	10.718	<ul style="list-style-type: none"> <li>• Re-rank posts to allow for redistribution of duties, right-size divisions/ units and optimise human resources in the Administration &amp; Industries Division and Rehabilitation Division.</li> </ul> <p><i>Savings :</i> Downgrading of the following posts in 2000-2001 :</p> <p><u>Administration &amp; Industries Division</u> 1 Statistical Officer II to Assistant Clerical Officer</p> <p><u>Correctional Services Industries (CSI) (Industries Section)</u> 1 Principal Industrial Officer to Industrial Officer 2 Technical Instructor (Garment) to Instructor (Garment) 1 Technical Instructor (Laundry) to Instructor (Laundry) 1 Supplies Supervisor II to Supplies Assistant</p> <p>Deletion of the following posts in 2000-2001 :</p> <p><u>Administration &amp; Industries Division</u> 1 Officer 7 Assistant Officer II 1 Clerk of Works 1 Assistant Clerical Officer 1 Workman II</p>	<p>No staff redundancy will arise. We should be able to accommodate all deletion and downgrading of posts through natural wastage or internal/external redeployment.</p> <p>For external redeployment, i.e. general/common grades staff to be posted away from the Department, we have already obtained the agreement of the concerned Heads of Grade.</p> <p><i>Examples on Services affected and measures to maintain the service quality</i></p> <ul style="list-style-type: none"> <li>✧ Staff Training Institute - <ul style="list-style-type: none"> <li>• Reassess the training needs and focus only on core-competence / specific job training, instead of comprehensive ones, i.e. only courses for bridging the knowledge gap between the staff and the job requirement will be conducted;</li> <li>• Reduce the number of basic recruit and development training classes, as less intakes are anticipated in the coming 3 to 5 years;</li> <li>• More outsourcing and patronizing of services of the Civil Service Training and Development Institute.</li> </ul> </li> <li>✧ Industries Section (CSI) - <ul style="list-style-type: none"> <li>• Rearrange certain production workflow;</li> <li>• Redistribute work among staff;</li> <li>• Provide suitable training;</li> <li>• Apply new technology in the production process, etc..</li> </ul> </li> </ul>

Category	\$m	EPP Measures	Safeguards for Quality Service
	23.221	<u>Rehabilitation Division</u> 1 Clinical Psychologist 1 Officer 5 Assistant Officer I 1 Master 1 Instructor (Carpentry)  <u>Correctional Services Industries (CSI) (Industries Section)</u> 4 Industrial Officer 2 Technical Instructor (Laundry) 1 Instructor (Carpentry) 1 Instructor (Garment) 6 Instructor (Laundry) 2 Workman II	
<b>DE/OC</b>	1.542	<ul style="list-style-type: none"> <li>• Critically review the requirement of uniforms based on the existing and projected staffing position.</li> </ul>	In respect of the EPP initiatives relating to DE/OC expenditure, we would ensure that there is no deterioration in the quality of service.
	0.897	<ul style="list-style-type: none"> <li>• Critically control the replacement and addition of furniture &amp; equipment so as to avoid wastage.</li> </ul>	
	0.160	<ul style="list-style-type: none"> <li>• Encourage staff to act “green” so as to reduce paper consumption.</li> </ul>	
	2.599		
<b>Total</b>	<b>25.820</b>		

## 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