

## “Enhanced Productivity Programme: 2001-02” Booklet

### Report on EPP Savings – Correctional Services Department

Total value of EPP savings in 2001-02: **\$51.931m**, equivalent to **2.0%** of total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure subject to EPP) achieved by 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
<b>PE/PRE</b>	44.366	<p>• Restructure organisation in the Correctional Services Department (CSD) Headquarters and four Maximum Security Institutions including Stanley Prison, Lai Chi Kok Reception Centre, Shek Pik Prison and Siu Lam Psychiatric Centre.</p> <p>Re-rank posts to allow for redistribution of duties; re-assess job requirements to allow staff at a lower rank to take up the job through downgrading of posts; merge work areas to cut down the manpower required; reduce the number of staff in areas where activities have declined; civilianise disciplined staff posts; and provide additional manpower to strengthen areas with inadequate staff and to top up new services.</p> <p><i>Savings:</i> Downgrading of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> <li>1 Chief Officer to Principal Officer</li> <li>3 Principal Officer to Officer</li> <li>1 Officer to Assistant Officer I</li> <li>1 Officer to Assistant Officer II</li> <li>5 Assistant Officer I to Assistant Officer II</li> </ul>	<p>CSD will continue to maintain its quality of service as the restructuring is mainly a re-distribution of manpower resources process whereby staff are encouraged to take up higher level of responsibilities / additional duties commensurate with their ranks in order to fully develop their potential, or staff are redeployed from areas with spare capacity to places where extra staff is required to maintain existing services / carry out new services. This is to ensure a more cost-effective utilisation of human resources.</p> <p>To prepare staff for the above changes, staff consultation session on EPP proposals has been conducted. An opinion survey has been carried out and a series of seminars has been held to solicit staff commitment in the future development of the Department. Where there are postings of staff to new offices, staff will be consulted and they can also voice their feedback..</p> <p>Suitable training will be provided to staff to facilitate them to adapt to the transition and to meet the new requirements.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	7.565	<p>Re-grading of 2 Assistant Officer I to 3 Assistant Clerical Officer posts in 2001-02.</p> <p>Deletion of the following posts in 2000-01 –</p> <p>22 Officer 48 Assistant Officer II 1 Technical Instructor</p> <p>Deletion of the following posts in 2001-02 –</p> <p>1 Chief Officer 5 Principal Officer 5 Officer 49 Assistant Officer I 66 Assistant Officer II 1 Personal Secretary II 2 Typist 3 Assistant Clerical Officer 2 Workman II</p> <p><i>Additional Requirements:</i> Creation of the following posts in 2001-02 –</p> <p>2 Chief Officer 4 Principal Officer 14 Assistant Officer I 9 Assistant Officer II</p> <p>• Review and streamline work processes, and match core businesses with the appropriate staffing in the Staff Training Institute (STI). This is the second phase of the reengineering, the first of which was carried out in 2000-01.</p> <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p>	<p>We shall be able to accommodate all deletion of posts through internal redeployment or deletion of vacant posts, natural wastage and release of surplus staff through the Voluntary Retirement Scheme. No staff redundancy will arise. Where redeployment outside of Department is involved, we have already obtained the agreement of the relevant Heads of Grades.</p> <p>Suitable training will be provided to STI staff to facilitate them to adapt to the transition and to meet the new requirement.</p> <p>Where there are postings of staff to new offices, staff will be consulted and they can also voice their feedback.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		10 Principal Officer 3 Officer	STI will be focusing on core competence/ specific job training instead of the general /comprehensive courses. The number of basic recruit and development training courses will be reduced, as less intake is anticipated in the coming 3 to 5 years. More outsourcing and patronising of CSTD I courses will be pursued.  No staff redundancy will arise as all deletion of posts will be accommodated through internal redeployment or deletion of vacant posts.
<i>Subtotal</i>	<i>51.931</i>		
<b>Total</b>	<b>51.931</b>		

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

Subventions

i.e. Recurrent payment to non-government bodies in support of their on-going expenses