

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Correctional Services Department

Total value of EPP savings in 2002-03: **\$54.444 m**, 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	27.262	<ul style="list-style-type: none"> • Restructure the organization of the Correctional Services Department Headquarters, three Maximum Security Institutions, eight Medium Security Institutions, four Minimum Security Institutions, three Training Centres, two Drug Addiction Treatment Centres, one Detention Centre and one Reception Centre by re-ranking posts to allow for redistribution of duties; re-assessing job requirements to allow staff at a lower rank to take up the job through downgrading of posts; merging work areas to cut down the manpower required; reducing the number of staff in areas where activities have declined; and providing additional manpower to strengthen areas with inadequate staff and to top up new services. <p><i>Savings:</i> Downgrading of the following posts in 2002-03 –</p> <ul style="list-style-type: none"> 1 Chief Officer to Principal Officer 22 Principal Officer to Officer 6 Officer to Assistant Officer I 8 Assistant Officer I to Assistant Officer II 	<p>Performance of the institutions concerned will be closely monitored to ensure no deterioration in security and service standard. The restructuring is mainly a re-distribution of manpower resources to achieve cost-effective utilisation. Staff are encouraged to take up higher level of responsibilities/ additional duties commensurate with their ranks in order to fully develop their potential. They are redeployed from areas with spare capacity to places where extra staff are required to maintain existing services / carry out new services.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		<p>Deletion of the following posts in 2002-03 –</p> <ul style="list-style-type: none"> 2 Senior Superintendent 2 Chief Officer 5 Principal Officer 11 Officer 81 Assistant Officer I 181 Assistant Officer II 1 Chinese Language Officer I 1 Assistant Clerk of Works 1 Assistant Clerical Officer 1 Supplies Assistant 1 Telephone Operator 2 Workman II <p><i>Additional Requirements:</i> Upgrading of the following posts in 2002-03 –</p> <ul style="list-style-type: none"> 2 Superintendent to Senior Superintendent 2 Officer to Principal Officer 6 Assistant Officer II to Assistant Officer I <p>Creation of the following posts in 2002-03 –</p> <ul style="list-style-type: none"> 2 Chief Officer 23 Principal Officer 6 Officer 72 Assistant Officer I 51 Assistant Officer II 	<p>We shall be able to accommodate all deletion of posts through internal redeployment, deletion of vacant posts or natural wastage. No staff redundancy will arise. We have also obtained the agreement of the concerned Heads of Grades for the deletion of the posts.</p> <p>Where there are postings of staff to new offices, staff will be consulted. Suitable training will be provided to facilitate them to adapt to the transition and to meet the new requirements. Staff views are gauged.</p>
<i>Subtotal</i>	27.262		
DE/OC	9.458	<ul style="list-style-type: none"> • Reduce the maintenance costs for equipment and vehicles by critically evaluating the requirement and cost effectiveness of the maintenance services and charges. 	<p>There will be continuous monitoring and regular reviews to ensure that standards are maintained.</p>
	8.429	<ul style="list-style-type: none"> • Reduce expenses on hire of services e.g. management consultancy service and hire of transport services, by critically evaluating the requirement of the services. 	

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	6.295	<ul style="list-style-type: none"> Impose more stringent control on purchase of stores and equipment items and on other general office expenses by critically evaluating the requirement of the expenditure, and by practising green management. 	
	3.000	<ul style="list-style-type: none"> Impose more stringent control on expenditure for clothes and uniforms by critically reviewing the requirement and replacement of clothes and uniforms. 	
<i>Subtotal</i>	27.182		
Total	54.444		

- 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