

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Electrical and Mechanical Services Trading Fund

Total value of EPP Savings: **\$123.3m** equivalent to **10%** of total Extrapolated Recurrent Expenditure* in 2000-01, made up of \$70.5m savings already achieved in 1999-2000 through advance implementation of EPP and \$52.8m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	35.2	<ul style="list-style-type: none"> Cope with increased workload with no increase in staff. <p><i>Savings:</i></p> <p><u>1999-2000</u> Savings in various ranks of staff from Senior Engineer to Workman.</p> <p><u>2000-01</u> Savings in various ranks of staff from Engineer to Work Supervisor.</p>	<p>We shall be able to accommodate all deletion and downgrading of posts through natural wastage or internal redeployment. Some motor drivers’ posts deleted are handed back to the Government Land Transport Agency.</p> <p>No staff redundancy will arise. Where redeployment outside of department is involved, we have also obtained the agreement of relevant Heads of Grade.</p>
	3.0	<ul style="list-style-type: none"> Re-organisation of staff enabling the use of lower rank/contract staff for low-end services. <p><i>Savings:</i></p> <p><u>1999-2000</u> Savings in various ranks of staff from Inspector to Work Supervisor.</p>	<p>Where there are changes to the mode or process of service delivery, e.g. condition based monitoring and multi-skilling , we promote these changes and provide suitable training within the organisation to ensure that staff can adapt to the transition. Sufficient briefing sessions and consultation with management are provided to staff before re-organisation and change process. Staff can also voice their feedback and proposals on EPP through the department’s staff relations officer.</p>

* Extrapolated Recurrent Expenditure means projected recurrent expenditure for 2000-01 to meet the expected increases/decreases in business volume since 1998-99.

Category	\$m	EPP Measures	Safeguards for Quality Service
	14.7	<ul style="list-style-type: none"> • Streamline and standardise works and contract procedure. <p><i>Savings:</i></p> <p><u>1999-2000</u> Savings in various ranks of staff from Inspector to Supplies Attendant.</p> <p><u>2000-01</u> Savings in various ranks of staff from Engineer to Clerical Assistant.</p>	<p>The Electrical and Mechanical Services Trading Fund has obtained ISO9001 Corporate Certification and the quality of all our services are managed and delivered according to respective quality systems.</p>
	8.2	<ul style="list-style-type: none"> • Implement works improvement/ business process improvement/ condition based maintenance projects. <p><i>Savings:</i></p> <p><u>1999-2000</u> Savings in various ranks of staff from Engineer to Work Supervisor.</p> <p><u>2000-01</u> Savings in various ranks of staff from Engineer to Workman.</p>	
	5.7	<ul style="list-style-type: none"> • Regionalisation of operation by setting up new district depots to enable direct reporting of operation to save travelling time. <p><i>Savings:</i></p> <p><u>1999-2000</u> Savings in various ranks of staff from Inspector to Work Supervisor.</p>	

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	<p>4.0</p> <hr/> <p>70.8</p>	<p><u>2000-01</u> Savings in various ranks of staff from Inspector to Work Supervisor.</p> <ul style="list-style-type: none"> ● Implement self-drive and multi-skill operation. <p><i>Savings:</i></p> <p><u>1999-2000</u> Savings in various ranks of staff from Artisan, Work Supervisor to Driver.</p> <p><u>2000-01</u> Assistant Electronics Inspector</p>	
DE/OC	<p>26.7</p> <p>9.8</p> <p>16.0</p> <hr/> <p>52.5</p>	<ul style="list-style-type: none"> ● Use of bulk contracts and contract staff. ● Streamline contract conditions and works requirement. ● Take back contract maintenance work by in-house staff. 	<p>For maintenance and supply contracts, we have stipulated the maintenance standard and quality in the contracts and will closely monitor the contractors' performance accordingly.</p> <p>The Electrical and Mechanical Services Trading Fund has obtained ISO9001 Corporate Certification and the quality of all our services are managed and delivered according to respective quality systems.</p>
Total	123.3		

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