

## “Enhanced Productivity Programme : 2002-03” Booklet

### Report on EPP Savings – Food and Environmental Hygiene Department

Total value of EPP savings in 2002-03 : **\$52.000 m**, equivalent to **1.2%** 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   | 18.381        | Streamline the work of Workman I in hawker control to achieve higher productivity.<br><br><i>Savings :</i><br>Deletion of 147 Workman I posts                                    | The productivity gain is achieved through better utilisation of resources and better work methods. Quality will not be sacrificed. The surplus staff will be released through the Voluntary Retirement Scheme. No redundancy will arise as a result of deleting these posts.                         |
|          | 0.604         | • Review and reorganise typing work in the Administration Division.<br><br><i>Savings :</i><br>Deletion of the following posts :<br>1 Supervisor of Typing Services<br>2 Typists | The working arrangements have been modified to enable existing staff to fully absorb the work of the deleted posts without jeopardising the quality of work. The surplus staff will be released through the Voluntary Retirement Scheme. No redundancy will arise as a result of deleting the posts. |
|          | 0.375         | • Review work procedure and better utilise staff resources in the Transport Section.<br><br><i>Savings :</i><br>Deletion of 3 Workman I posts                                    | The working arrangements have been modified to enable existing staff to fully absorb the work of the deleted posts without jeopardising the quality of work. The surplus staff will be released through the Voluntary Retirement Scheme. No redundancy will arise as a result of deleting the posts. |
|          | 13.600        | • Review overtime requirements. Tighten control over payment of allowances.  | Work plans and work procedures have been reviewed to raise overall productivity and to reduce the need for overtime work.  |

| Category          | Savings (\$m) | EPP Measures in 2002-03   | Safeguards for Quality Service   |
|-------------------|---------------|---|--|
|                   | 19.040        | <p><i>Savings :</i><br/>Reduction of Overtime Allowances</p> <ul style="list-style-type: none"> <li>• Outsource street cleansing and waste collection services.</li> </ul> <p><i>Savings :</i><br/>Reduction in Job-related allowances and Typhoon allowances</p> | <p>In outsourcing the services, clear performance standards and requirements are specified in the contracts. There is a tight monitoring system to ensure the quality of service provided. Apart from regular meetings with the contractors, there are routine supervisory checks and random checks of contractors' performance.</p> |
| <i>Subtotal :</i> | 52.000        |   |  |
| <b>Total</b>      | <b>52.000</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