"Enhanced Productivity Programme: 2000-01" Booklet

Report on EPP Savings -- Offices of the Chief Secretary for Administration and the Financial Secretary

Total value of EPP Savings: **\$3.073m** equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.915m savings already achieved in 1999-2000 through advance implementation of EPP and \$2.158m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.699	 Hire private security service for Murray Building instead of employing Property Attendants. Savings: Deletion/Non-creation of the following posts in 1999-2000 - 1 Head Property Attendant 3 Property Attendant Corresponding reduction in overtime allowance. 	For hire of service, we have stipulated the service standard in the service contracts and are closely monitoring the contractors' performance accordingly through surprise inspections and regular meetings with the contractor.
	0.873	 Rationalise the provision of support services in the Efficiency Unit. Savings: Deletion of the following posts in 1999-2000 - 1 Executive Officer I 1 Personal Secretary II 1 Assistant Clerical Officer 	The initiatives are implemented with due regard to the operational and staffing requirements of respective Units/Offices.

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.887	Merge the new Records Centre in Tuen Mun with the existing one. Savings: Non-creation of the following posts in 1999-2000 -	We shall be able to accommodate all deletions through natural wastage or internal redeployment. Where redeployment outside department is involved, we have also obtained the agreement of relevant Heads of Grade. No staff redundancy will arise.
		1 Clerical Officer 1 Assistant Clerical Officer 1 Clerical Assistant 1 Motor Driver 1 Workman II	Affected staff are adequately briefed on the changes in work schedules brought about by the initiatives to prepare for a smooth transition.
	0.292	Merge the two Registries of the Administration Office and the Records Management Strategy Unit of the Government Records Service Division. Savings: Delation of the Global Office and the Records Service Division.	We also provide staff with proper training on use of IT and software applications for improved effectiveness and efficiency.
	0.803	Deletion of 1 Clerical Officer post in 1999-2000. Pashuffla duties in the Records	
	0.803	 Reshuffle duties in the Records Management Office, Government Microfilming Service Centre and Public Records Office of the Government Records Service Division. 	
		Savings: Non-creation of 3 Workman II posts in 1999-2000.	
		Deletion of the following posts in 1999-2000 - 1 Photographer II 1 Workman II	
		Deletion of 1 Assistant Clerical Officer post in 2000-01.	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.110	• Review and streamline the existing arrangement of overtime work and increase in the flexibility in redeployment of manpower resources to achieve optimum usage.	
	(2.669)	Savings offset by creation/ upgrading of the following posts for service enhancement: In 1999-2000 2 Assistant Archivist 2 Executive Officer I 1 Executive Officer II 1 Assistant Clerical Officer 1 Senior Executive Officer	
		(upgraded from 1 Executive Officer I) In 2000-01	
		1 Senior Executive Officer (upgraded from 1 Senior Assistant Archivist)	
	0.995		
DE/OC	1.265	 Plan and control the utilisation of consumables and acquisition of services in a better way. 	The initiatives will be implemented with due regard to the operational and resource requirements of respective Units/Offices to ensure that there
	0.594	• Rationalise the use of pool transport. Staff will be encouraged to make use of departmental or public transport in attending meetings/functions and in delivering official visits and other protocol services.	is no deterioration in the quality of service.

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.120	• Identify suitable local speakers instead of inviting overseas speakers for seminars organised by the Central Policy Unit.	
	0.100	 Redistribute duties to allow for reduction in the number of night-shift security guards required for the Public Records Building. 	
	2.079		
Total	3.073*		

^{*} The total and sub-total figures in this proforma may not exactly correspond with the sum of the individual items due to rounding.

<u>Note</u>

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