

“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 | <ul style="list-style-type: none"> Hire private security service for Murray Building instead of employing Property Attendants. <p><i>Savings :</i> Deletion/Non-creation of the following posts in 1999-2000 -</p> <p>1 Head Property Attendant 3 Property Attendant</p> <p>Corresponding reduction in overtime allowance.</p> | <p>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.</p> <p>The initiatives are implemented with due regard to the operational and staffing requirements of respective Units/Offices.</p> |
| | 0.873 | <ul style="list-style-type: none"> Rationalise the provision of support services in the Efficiency Unit. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p>1 Executive Officer I 1 Personal Secretary II 1 Assistant Clerical Officer</p> | |

| Category | \$m | EPP Measures | Safeguards for Quality Service |
|----------|-------|---|--|
| | 0.887 | <ul style="list-style-type: none"> ● Merge the new Records Centre in Tuen Mun with the existing one. <p><i>Savings :</i> Non-creation of the following posts in 1999-2000 -</p> <ul style="list-style-type: none"> 1 Clerical Officer 1 Assistant Clerical Officer 1 Clerical Assistant 1 Motor Driver 1 Workman II | <p>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.</p> <p>Affected staff are adequately briefed on the changes in work schedules brought about by the initiatives to prepare for a smooth transition.</p> |
| | 0.292 | <ul style="list-style-type: none"> ● Merge the two Registries of the Administration Office and the Records Management Strategy Unit of the Government Records Service Division. <p><i>Savings :</i> Deletion of 1 Clerical Officer post in 1999-2000.</p> | <p>We also provide staff with proper training on use of IT and software applications for improved effectiveness and efficiency.</p> |
| | 0.803 | <ul style="list-style-type: none"> ● Reshuffle duties in the Records Management Office, Government Microfilming Service Centre and Public Records Office of the Government Records Service Division. <p><i>Savings :</i> Non-creation of 3 Workman II posts in 1999-2000.</p> <p>Deletion of the following posts in 1999-2000 -</p> <ul style="list-style-type: none"> 1 Photographer II 1 Workman II <p>Deletion of 1 Assistant Clerical Officer post in 2000-01.</p> | |

| Category | \$m | EPP Measures | Safeguards for Quality Service |
|--------------|---------------|---|--------------------------------|
| | 0.120 | <ul style="list-style-type: none"> Identify suitable local speakers instead of inviting overseas speakers for seminars organised by the Central Policy Unit. | |
| | 0.100 | <ul style="list-style-type: none"> 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.

Note

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|-------|----------------------------|--|
| 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 |