

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Planning and Lands Bureau and Works Bureau

Total value of EPP savings in 2001-02: **\$5.229 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 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	1.242	<ul style="list-style-type: none"> ● Review and streamline existing work process and re-distribute duties in the Planning and Lands Bureau and Works Bureau after the transfer of environmental protection responsibilities to the Environment and Food Bureau (EFB). <p><i>Savings :</i> Deletion of 1 Management Services Officer I post in 2001-02.</p> <p>Cancellation of the upgrading of the following posts in 2000-01 -</p> <p style="padding-left: 40px;">1 Senior Principal Executive Officer from 1 Principal Executive Officer 1 Personal Secretary I from Personal Secretary II 1 Clerical Assistant from Office Assistant</p> <p>Non-creation of the following posts in 2000-01-</p> <p style="padding-left: 40px;">1 Administrative Officer 1 Assistant Clerical Officer</p> <p><i>Additional requirements :</i> Creation of 1 Senior Technical Officer post.</p>	No staff redundancy will arise as the post deleted is vacant. We will provide adequate guidance and suitable training for the staff to ensure provision of quality services.
<i>Subtotal</i>	1.242		

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
DE/OC	3.632	<ul style="list-style-type: none"> Reduce expenditure following the adoption of the recommendation of a review to adjust the level of honoraria payable to graduate trainees to that of the Civil Service benchmark and entry pay for civil servants with similar qualifications. 	The graduate trainees are adequately supervised to ensure no deterioration in service quality.
	0.355	<ul style="list-style-type: none"> Economise on the use of resources in various areas including elimination of less essential software modification to save recurrent cost. 	We will provide adequate training to ensure that staff understand the operational requirements of the computer system.
<i>Subtotal</i>	3.987		
Total	5.229		

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