

## “Enhanced Productivity Programme: 2001-02” Booklet

### Report on EPP Savings -- Home Affairs Department

Total value of EPP savings in 2001-02: **\$17.895 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
<b>PE/PRE</b>	3.702	<ul style="list-style-type: none"> <li>● Review of manpower need for language services.</li> </ul> <p><i>Savings:</i> Deletion of 2 Chinese Language Officer II posts in 2000-01.</p> <p>Deletion of the following posts in 2001-02—</p> <p style="padding-left: 40px;">11 Chinese Language Officer II (7 of which are under the Voluntary Retirement Scheme) 3 Calligraphists (all 3 under the Voluntary Retirement Scheme)</p>	<p>Duties have been re-distributed and absorbed among existing staff. Agreement of the Head of Grade has been sought for deletion of the posts.</p>
	1.189	<ul style="list-style-type: none"> <li>● Re-distribute duties.</li> </ul> <p><i>Savings:</i> Deletion/non-creation of the following posts in 2000-01—</p> <p style="padding-left: 40px;">1 Workman II 1 Clerical Assistant 2 Office Assistant</p> <p>Cancellation of upgrading 4 Office Assistant posts to Clerical Assistant posts.</p> <p>Deletion of 1 Administrative Officer post in 2001-02.</p>	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.742	<ul style="list-style-type: none"> <li>Rationalisation of maintenance services at the Airport Core Programme Exhibition Centre.</li> </ul> <p><i>Savings:</i> Deletion of the following posts in 2000-01 – 1 Building Supervisor 1 Assistant Building Supervisor</p>	Sufficient manpower has been maintained to provide maintenance services at the Airport Core Programme Exhibition Centre. Agreement from Head of Grade has been sought for deletion of the posts..
	1.018	<ul style="list-style-type: none"> <li>Rationalisation of manpower requirement in the Kowloon Walled City Clearance Appeal Section and Rates Exemption Section.</li> </ul> <p><i>Savings:</i> Deletion of 2 Executive Officer I posts in 2000-01.</p>	Sufficient manpower has been maintained to handle the remaining and new cases. Agreement from Head of Grade has been sought for deletion of the posts.
	7.992	<ul style="list-style-type: none"> <li>Reduce expenditure on the provision of overtime allowances, acting allowances and on-call duty allowance by exercising stringent control over applications. This is also achieved through streamlining working procedures, re-deployment of staff resources to meet immediate needs, granting time-off in lieu, and employing more temporary staff for handling ad hoc duties.</li> </ul>	<p>Employment of more temporary staff to handle ad hoc projects. Service contracts and the performance of the temporary staff are monitored closely. Supervisors have been advised to assess the manpower required and carefully vet applications for overtime allowance and re-deploy staff to meet pressing needs.</p> <p>Wider use of computers enhances better communication and reduces costs.</p>
<i>Subtotal</i>	14.643		
<b>DE/OC</b>	3.252	<ul style="list-style-type: none"> <li>Reduce expenditure on equipment maintenance, hire of service through the wider use of information technology and sourcing of additional suppliers for more competitive quotations.</li> </ul>	<p>The performance of the service contractors is closely monitored under the terms of agreement.</p> <p>Service contracts with shorter duration are awarded for performance monitoring.</p>
<i>Subtotal</i>	3.252		
<b>Total</b>	<b>17.895</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