

## “Enhanced Productivity Programme: 2000-01” Booklet

### Report on EPP Savings -- Housing Department

Total value of EPP Savings: **\$11.097m**, equivalent to **2.18%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.1m savings already achieved in 1999-2000 through advance implementation of EPP and \$10.997m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>DE/OC</b>	3.397	<ul style="list-style-type: none"> <li>• Conduct manpower review, streamline work process and increase use of IT.</li> </ul> <p><i>Savings :</i> Deletion of 1 Clerical Assistant post from Temporary Housing Clearance Sub-section with effect from 1.10.1999.</p> <p>Deletion of the following posts with effect from 1.4.2000 -</p> <ul style="list-style-type: none"> <li>8 Office Assistant posts from Squatter Control offices</li> <li>8 Clerical Assistant posts from Clearance offices &amp; Headquarters</li> <li>1 Assistant Clerical Officer post from Headquarters</li> </ul>	The deletion of posts will be implemented through natural wastage or staff redeployment. The support of Director of General Grades to the proposed deletion of posts has been obtained.
	1.371	<ul style="list-style-type: none"> <li>• Reduce spending on acting allowance through tighter control over the eligibility period.</li> </ul>	Measures will be taken to ensure no decline in level of service when duties for those officers on leave are absorbed by others.

Category	\$m	EPP Measures	Safeguards for Quality Service
	2.036	<ul style="list-style-type: none"> <li>• Reduce spending on office renovation. The planned improvement works in 3 Clearance offices are replaced by minor maintenance works.</li> </ul>	<p>Minor maintenance works will become the substitute with a view to maintaining a decent working environment.</p>
	1.734	<ul style="list-style-type: none"> <li>• Reduce spending on travelling &amp; mileage allowance by - <ul style="list-style-type: none"> <li>- Encouraging the use of public transport.</li> <li>- Maximising the number of passengers on government vehicles so as to reduce the number of journeys.</li> </ul> </li> </ul>	<p>Reducing expenses on these items is on the basis that there will be no decline in work efficiency.</p>
	0.458	<ul style="list-style-type: none"> <li>• Stricter control and economise on the use of store and equipment.</li> </ul>	<p>Steps will be taken to ensure a basic and acceptable level of supply will be maintained.</p>
	1.845	<ul style="list-style-type: none"> <li>• Economise on the use of resources for procurement of computing facilities and equipment.</li> </ul>	<p>It has been assessed that the existing provision of computer hardware &amp; software can maintain an acceptable level of output. Constant reviews on individual basis will be conducted.</p>
	0.256	<ul style="list-style-type: none"> <li>• Cut costs by using the Direct Access Service (DAS) provided by the Land Registry for ownership search rather than the manual search service.</li> </ul>	<p>The use of DAS will enhance efficiency while at the same time costing less in service charges.</p>
<b>Total</b>	<b>11.097</b>		

Note

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