

‘Enhanced Productivity Programme: 2001-02’ Booklet

Report on EPP Savings – Department of Justice

Total value of EPP savings in 2001-02: **\$15.311 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 **3.1%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	4.158	<ul style="list-style-type: none"> ● Re-allocate and streamline the work of existing staff and make better use of information technology so as to achieve better utilisation of resources and enhance effectiveness. <p><i>Savings :</i> Deletion/non-creation of the following posts in 2000-01 –</p> <ul style="list-style-type: none"> 1 Senior Law Clerk I 5 Chinese Language Officer II 1 Court Prosecutor 1 Confidential Assistant 5 Clerical Assistant 1 Workman II <ul style="list-style-type: none"> ● Net savings upon deletion and creation of a number of posts in 2000-01. 	<p>We will maintain service quality through more flexible use of human resources and better use of information technology.</p> <p>The posts deleted were vacant at the time of deletion. No staff redundancy will arise.</p> <p>Staff have been consulted through the Departmental Consultative Committee.</p> <p>Suitable training and guidance will be provided where necessary.</p>
	1.459	<ul style="list-style-type: none"> ● Downsize the training reserve pool of the Court Prosecutor Grade. <p><i>Savings :</i> Deletion of 5 Court Prosecutor posts in 2000-01.</p>	<p>We will exercise tighter control over manpower planning to ensure efficiency and effectiveness.</p> <p>The deletion will not affect the Court Prosecutor Grade as no functional posts are involved.</p> <p>Members of the Court Prosecutor Grade have been consulted.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.197	<ul style="list-style-type: none"> Continue to exercise stringent control over the payment of overtime allowances. 	<p>Section Heads are advised to better plan and organise the work/ projects to avoid regular or excessive overtime work required.</p> <p>Where it is unavoidable for staff to undertake overtime work, they would be recompensed by time-off in lieu as far as practicable.</p>
	6.700	<ul style="list-style-type: none"> Continue to tighten up the existing policy on acting appointments. 	<p>Payment of acting allowances would only be arranged when the approving authorities are satisfied that the officers concerned have to work extra hours and that the sharing of the additional work by other officers is not a feasible option. In any case, we would ensure that the operation of the office would not be affected.</p>
<i>Subtotal</i>	<i>12.514</i>		
DE/OC	0.337	<ul style="list-style-type: none"> Downsize the training reserve pool of the Court Prosecutor Grade. <p><i>Savings :</i> Deletion of one Court Prosecutor post, the NAMS value of which had been vired to DE in 2000-01 for the employment of non-civil service contract staff.</p>	<p>We will exercise tighter control over manpower planning to ensure efficiency and effectiveness.</p> <p>The deletion will not affect the Court Prosecutor Grade as no functional posts are involved.</p> <p>Members of the Court Prosecutor Grade have been consulted.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	2.460	<ul style="list-style-type: none"> • Downward adjustment of the rates of honoraria payable to legal trainees in accordance with the lowering of the benchmark and the starting pay point for the Government Counsel grade so as to maintain the internal pay relativity within the Department of Justice. • Downsize the annual intake of legal trainees. 	
<i>Subtotal</i>	2.797		
Total	15.311		

- 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