

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Labour Department

Total value of EPP savings : **\$7.519m**, equivalent to **1%** of the total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.658m* savings already achieved in 1999-2000 through advance implementation of EPP and \$6.861m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE	1.738	<ul style="list-style-type: none"> • Reorganise and redistribute duties. The duties of staff are redistributed to facilitate simplification of work. For example, the three Operations Divisions under Occupational Hygiene Service have been restructured to form two Operations Divisions and one Integrated Services Division. The duties of officers in various Local Employment Service offices will also be adjusted to meet operational needs. <p><i>Savings :</i> Deletion of the following posts-</p> <p style="padding-left: 40px;">1 Medical and Health Officer 1 Occupational Hygienist / Assistant Occupational Hygienist* 1 Assistant Labour Officer II</p>	<p>The performance of offices concerned will be closely monitored and reviewed to ensure service quality is not affected and manpower resources are fully utilised.</p> <p>We have informed Departmental Consultative Committee staff-side members and representatives of staff associations of the EPP policy and the departmental plan, and asked them to inform their colleagues of the same. The Commissioner has personally issued a letter to inform all staff members of the cardinal principles in drawing up our EPP plan. We shall also keep all the staff informed of the latest development of EPP and involve them in making suggestions on improving workflow and procedures. Appropriate training will also be given to staff to enable effective discharge of their revised duties.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.586	<p data-bbox="496 203 927 315">Downgrading of 1 Assistant Labour Officer I post to Assistant Labour Officer II.</p> <ul data-bbox="432 853 927 1043" style="list-style-type: none"> • Re-group offices through pooling of existing staff resources or more flexible redeployment in response to service demand. <p data-bbox="480 1099 927 1211"><i>Savings :</i> Deletion of the following posts-</p> <p data-bbox="512 1256 727 1335">2 Typist 2 Motor Driver</p>	<p data-bbox="975 203 1469 763">We shall be able to absorb the downgrading/ deletion of departmental grade posts through natural wastage and internal redeployment and no staff redundancy will arise. As for general grades posts or posts for staff seconded from other departments, we have obtained the agreement of the relevant Heads of Grades to the deletion. Incumbent of post concerned will return to parent department for re-posting where necessary.</p>
	2.829	<ul data-bbox="432 1424 927 1939" style="list-style-type: none"> • Enhance the existing prioritising criteria of the inspection teams of the Boiler & Pressured Vessels Division to streamline the work process. Re-design the work process of Occupational Safety Operations Division, Registry of Trade Unions and Employment Information and Promotion Programme Office to ensure optimal utilisation of manpower resources. 	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.648	<p><i>Savings :</i> Deletion of the following posts -</p> <p style="padding-left: 40px;">2 Ship Inspector 3 Occupational Safety Officer II 3 Assistant Clerical Officer*</p> <p>Downgrading of 2 Assistant Labour Officer I posts to Assistant Labour Officer II.</p> <ul style="list-style-type: none"> ● Reduce manual procedures such as records retrieval and despatch services through the greater use of information technology and other office automation equipment. 	
	1.718	<p><i>Savings :</i> Deletion of the following posts -</p> <p style="padding-left: 40px;">1 Labour Inspector I 1 Clerical Assistant 1 Workman II</p> <ul style="list-style-type: none"> ● Set up a semi-self-help service in the Selective Placement Division for job-seekers of minor disabilities so as to share out the caseload now handled by manual procedures. Review and adjust in-house training activities and services delivered by the Labour Inspection Division to tie in with operational needs. <p><i>Savings :</i> Deletion of the following posts-</p> <p style="padding-left: 40px;">2 Assistant Labour Officer II 1 Labour Inspector I 1 Clerical Assistant</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
		Downgrading of 3 Assistant Labour Officer I posts to Assistant Labour Officer II.	
Total	7.519		

* Savings of \$657,840 arising from the deletion of one Occupational Hygienist/ Assistant Occupational Hygienist post and one Assistant Clerical Officer post in 1999-2000 are regarded as savings under advance implementation of EPP.

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