

“Enhanced Productivity Programme : 2001-02” Booklet

Report on EPP Savings -- Labour Department

Total value of EPP savings in 2001-02: **\$14.824m** is equivalent to **2.0%** of the total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure that is 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	7.199	<ul style="list-style-type: none"> ● Review the duties of staff to facilitate work simplification and better utilisation of manpower, e.g. adjust the duties of the staff in the Operations Division of the Occupational Safety and Health Branch and the Labour Relations Division to meet operational needs. Besides, two Occupational Medicine Units will be combined to achieve manpower savings. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> 10 Occupational Safety Officer II 6 Assistant Clerical Officer 2 Clerical Assistant 1 Senior Typist 1 Typist 1 Office Assistant <p>Downgrading of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> 1 Labour Officer to Assistant Labour Officer I 7 Assistant Labour Officer I to Assistant Labour Officer II 3 Occupational Safety Officer I to Occupational Safety Officer II 	<p>We have constantly informed staff members and staff unions about the latest development of the EPP implementation. We have also involved staff in making suggestions on improving our workflow and procedures.</p> <p>The performance of offices concerned will be closely monitored and reviewed to ensure the service quality is not affected. Suitable coaching and training will also be given to staff to cope with the change.</p> <p>We shall be able to absorb the deletion/downgrading of departmental grade posts through natural wastage and internal redeployment and no staff redundancy will arise.</p> <p>As regards posts for General Grades and staff seconded from other departments, we have obtained the agreement of the relevant Heads of Grades to the deletion. Incumbent of posts concerned will return to parent department for re-posting where necessary.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	4.032	<ul style="list-style-type: none"> ● Simplify existing workflows and procedures through using Internet and computer networks. Also combine publicity pamphlets to enhance cost-effectiveness and processing time. The assignments will also be contracted out when necessary and appropriate. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> 1 Assistant Labour Officer I 3 Assistant Labour Officer II 3 Labour Inspector II 1 Assistant Librarian II 4 Assistant Clerical Officer 2 Clerical Assistant <p>Downgrading of 3 Assistant Labour Officer I posts to Assistant Labour Officer II posts in 2001-02.</p>	
	3.592	<ul style="list-style-type: none"> ● Review the enforcement strategy and priority of the Labour Inspection Division, revamp the Careers Advisory Service- and strengthen the new semi-self help service in the Selective Placement Division to share out the caseload currently handle by manual procedures. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> 12 Labour Inspector II 1 Assistant Labour Officer II 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		Downgrading of 2 Assistant Labour Officer I posts to Assistant Labour Officer II posts in 2001-02.	
<i>Subtotal</i>	<i>14.824</i>		
Total	14.824		

- 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