

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings -- Labour Department

Total value of EPP savings in 2002-03 : **\$15.657 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE	8.347	<ul style="list-style-type: none"> ● Reorganise and redistribute duties of staff to achieve better utilization of manpower resources. For instance, duties of staff in the Operations Division of the Occupational Safety and Health Branch and the Employees' Compensations Division will be adjusted and reshuffled so as to align the effort of staff concerned to meet operational needs. <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03</p> <ul style="list-style-type: none"> 1 Assistant Labour Officer II 1 Factory Inspector 3 Assistant Clerical Officers 8 Clerical Assistants 2 Typists 1 Calligraphist 4 Occupational Safety Officer I 10 Occupational Safety Officer II <p>Adjustment of the following post in 2002-03</p> <ul style="list-style-type: none"> 1 Occupational Safety Officer I to Occupational Safety Officer II 	<p>We have constantly communicated with staff and members of staff unions about the implementation of the EPP measures. Staff of the concerned offices will be consulted on suggestions for improving the workflow and procedure of day-to-day operation.</p> <p>The performance of the staff concerned will be closely monitored and reviewed to ensure that our service quality is maintained to the required standard and that the performance indicators could be met.</p> <p>On-going training/ coaching will be provided to the staff concerned to assist them in discharging their duties effectively.</p> <p>We shall be able to absorb the deletion/adjustment of departmental grade posts through normal wastage/internal redeployment and no staff redundancy will arise.</p> <p>As regards posts for General Grades and staff seconded</p>
<i>Subtotal</i>	8.347		
PE	1.930	<ul style="list-style-type: none"> ● Simplify existing procedures through streamlining of workflow and application of information technology. For instances, Digital Job Centres will be set up by the Employment Services Division to enhance the service to the public; 	

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
		<p>the procedures of the Labour Inspection Division will be reviewed and enhanced on an on-going basis for achieving the manpower savings.</p> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03</p> <p>4 Assistant Clerical Officers 7 Clerical Assistants 1 Confidential Assistant</p>	<p>from other departments, we have obtained the agreement of the relevant Heads of Grades to the deletion/adjustment. Incumbents of the posts concerned will return to the parent departments for re-posting where necessary.</p>
<i>Subtotal</i>	<i>1.930</i>		
PE	1.408	<ul style="list-style-type: none"> Revamp the mode of service delivery. For example, offices of the Occupational Safety and Health Centre and the Occupational Health Clinics are combined and integrated to facilitate better utilisation of manpower. <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03</p> <p>5 Clerical Assistants 1 Nursing Officer</p> <p>Adjustment of the following post in 2002-03</p> <p>1 Nursing Officer to Registered Nurse</p>	
<i>Subtotal</i>	<i>1.408</i>		
DE/OC	3.972	<ul style="list-style-type: none"> Reduce the expenditure on printing and postage of publicity materials by enhancing the department's websites, through which more publicity information could be disseminated to the members of the public through the Internet 	<p>By the wider use of information technology, the spending on publicity could be reduced without affecting the quality of service.</p>
<i>Subtotal</i>	<i>3.972</i>		
Total	15.657		

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