"Enhanced Productivity Programme: 2000-01" Booklet

Report on EPP savings -- Legal Aid Department

Total value of EPP Savings: **\$2.611m**, equivalent to **1.11%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$1.522m savings already achieved in 1999-2000 through advance implementation of EPP and \$1.089m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
Category PE/PRE	\$m 1.633	 EPP Measures Redistribute and share duties among staff in sections including the Kowloon Branch Office, the Criminal Litigation Section, the Family Litigation Section and the Insolvency, Costing & Enforcement Section. Savings : Deletion of the following posts in 1999-2000 - Kowloon Branch Office and Criminal Litigation Section 2 Law Clerks Deletion of the following posts on 1.4.2000 - Family Litigation Section and Insolvency, Costing & Enforcement Section 	vacant.
		service thus reducing the clerical	We require all staff to fully utilise the existing Direct Exchange Service

Category	\$m	EPP Measures	Safeguards for Quality Service
		Savings : Deletion of 1 Clerical Assistant post in 1999-2000.	Upon deletion of the post, a Clerical Assistant will be returned to the Director of General Grades (DGG). We have obtained the agreement from DGG.
			Other duties of the Clerical Assistant post to be deleted will be absorbed by the Assistant Clerical Officer and the remaining Clerical Assistant.
		unnecessary records and shorten	Upon deletion of the post, a Clerical Assistant will be returned to DGG. We have obtained the agreement-in- principle from DGG.
		Savings : Deletion of 1 Clerical Assistant post on 1.4.2000.	
		 Rationalise the provision of library service in the Department Savings : Deletion of 1 Assistant Clerical Officer on 1.4.2000. 	The essential service required for the smooth operation of the Department will be maintained. We shall make use of other service available in other related departments or the public libraries, as appropriate.
			Upon deletion of the post, an Assistant Clerical Officer will be returned to DGG. We have obtained the agreement-in-principle from DGG.
	0.978	workflow and division of labour to maximise the utilisation of resources in the Legal Aid	The workload of the Law Clerk post in the Training Unit has been shared out by the Senior Training Officer as well as the Assistant Clerical Officer deployed from the Personal Registry.

Category	\$m	EPP Measures	Safeguards for Quality Service
	φ	Savings : Deletion of the following posts in 1999-2000 - 2 Legal Aid Assistants 1 Law Clerk Deletion of 1 Assistant Clerical Officer post in 2000-01.	Upon deletion of the post, an Assistant Clerical Officer will be returned to DGG. We have obtained the agreement-in-principle from DGG. Where there is a change in the process of service delivery, suitable on-the-job training has been/ will be provided to the staff so as to ensure that they can adapt to the changes.
		 Redeploy posts from other sections to the Insolvency, Costing & Enforcement Section to maintain acceptable standard of service and to meet the performance pledge on processing time in light of the upsurge of applications. Savings : Redeployment of the following posts in 1999-2000 - 2 Law Clerks 1 Assistant Clerical Officer 	
Total	2.611		

<u>Note</u>

- PE :Personal Emolumentsi.e.StaPRE :Personnel Related Expensesi.e.Cothat
- DE: Departmental Expenses
- OC: Other Charges

- i.e. Staff salaries and allowances
- i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing
- i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture
- i.e. Significant expenditure peculiar to a particular department's operation