

“Enhanced Productivity Programme : 2001-02” Booklet

Report on EPP Savings – Legal Aid Department

Total value of EPP savings in 2001-02: **\$4.263 m**, equivalent to **1.9%** 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 **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	1.505	<ul style="list-style-type: none"> • Dissolution of Typing Pools in the Family Litigation Section, the Application & Processing Section, the Kowloon Branch Office and the Personal Injury Litigation Section. <p><i>Savings:</i> Deletion of the following posts in 2001-02 -</p> <ul style="list-style-type: none"> 2 Supervisor of Typing Services 2 Senior Typist 1 Senior Typist (10 months) 1 Senior Typist (6 months) 1 Personal Secretary II (11 months) 	<p>The supervisory posts are no longer required upon dissolution of Typing Pools. The workload of the Typing Pools would be shared out by clerical staff in the teams. 26 Typist and 6 Personal Secretary II posts would be regraded to Clerical Assistant posts and incorporated into the existing team structure for providing the necessary support.</p> <p>Computer training and equipment are provided to the clerical staff in the teams to ensure smooth implementation of multi-skilling.</p> <p>Upon implementation of the Information Systems Strategy Study, there would be wider use of technology to achieve office automation.</p> <p>Some of the posts are vacant. For other filled posts, arrangement is made with the Director of General Grades for suitable postings.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.660	<ul style="list-style-type: none"> Non-creation of funded post for the implementation of the Legal Aid Policy Review recommendations. <p><i>Savings:</i> Deletion of 1 Legal Aid Counsel post in 2000-01.</p>	Additional workload arising from the implementation of the review recommendations is to be absorbed by existing staff through streamlining of work procedures.
	1.980	<ul style="list-style-type: none"> Re-engineering the existing workflow and division of labour in the Application & Processing Section and the Criminal Section. <p><i>Savings:</i> Deletion of 3 Legal Aid Counsel post in 2000-01.</p>	The posts are vacant. Maximisation of resources is achieved through process re-engineering and division of labour.
	0.118	<ul style="list-style-type: none"> Tightening of by-hand delivery services. <p><i>Savings:</i> Deletion of 1 Office Assistant post in 2000-01.</p>	The post is vacant. We continue to require all sections to fully utilise the existing Direct Exchange Service.
<i>Subtotal</i>	<i>4.263</i>		
Total	4.263		

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