

## “Enhanced Productivity Programme : 2000-01” Booklet

### Report on EPP Savings -- The Land Registry Trading Fund

Total value of EPP Savings: **\$29.997m**, equivalent to **7%** of the Extrapolated Recurrent Expenditure\* in 2000-01, made up of \$24.993m savings already achieved in 1998-99 and 1999-2000 through advance implementation of EPP and \$5.004m additional savings in 2000-01.

| Category      | \$m   | EPP Measures   | Safeguards for Quality Services  |
|---------------|-------|--|--|
| <b>PE/PRE</b> | 1.308 | <ul style="list-style-type: none"> <li>• Cease updating manual owner name index cards after completion of the project.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts-</p> <p style="padding-left: 40px;"><u>1999-2000</u><br/>2 Clerical Assistant<br/>(Reports-on-Title and Owners Incorporation Section)</p> <p style="padding-left: 40px;"><u>2000-01</u><br/>4 Clerical Assistant<br/>(2 from Reports-on-Title and Owners Incorporation Section and 2 from New Territories Land Registries).</p> | No redundancy will arise. The posts will not be deleted unless they are vacant or the staff concerned can be redeployed. |
|               | 0.816 | <ul style="list-style-type: none"> <li>• Dissolve the typing pool in the Current Registration Section with the development of multi-skilled general support service in 1998-99.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts in 1998-99 -</p> <p style="padding-left: 40px;">1 Senior Typist</p>  |  |

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\* Extrapolated Recurrent Expenditure means projected recurrent expenditure for 2000-01 to meet the expected increases/decreases in business volume since 1998-99.

| Category | \$m   | EPP Measures   | Safeguards for Quality Services |
|----------|-------|--|---------------------------------|
|          | 0.615 | <p>3 Typist</p> <p><i>Additional requirement:</i><br/>Creation of 1 Clerical Assistant post.</p> <ul style="list-style-type: none"> <li>● Re-engineer data processing operation in Data Processing Section.</li> </ul> <p><i>Savings:</i><br/>Deletion of 2 Assistant Clerical Officer posts in 1998-99.</p>   |                                 |
|          | 0.743 | <ul style="list-style-type: none"> <li>● Implement Cross District Search at the Central Search Office.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts in the New Territories Land Registries -</p> <p style="padding-left: 40px;"><u>1999-2000</u><br/>1 Clerical Assistant</p> <p style="padding-left: 40px;"><u>2000-01</u><br/>1 Assistant Clerical Officer<br/>1 Clerical Assistant</p> |                                 |
|          | 0.436 | <ul style="list-style-type: none"> <li>● Centralise 'New Territories Owners' Property Information Check - By Memo Services'.</li> </ul> <p><i>Savings:</i><br/>Deletion of 2 Clerical Assistant posts in 2000-01 from the New Territories Land Registries.</p>   |                                 |

| Category | \$m   | EPP Measures  | Safeguards for Quality Services |
|----------|-------|---|---------------------------------|
|          | 2.114 | <ul style="list-style-type: none"> <li>● Re-distribute existing duties.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts in 1999-2000 -</p> <p style="padding-left: 40px;">1 Senior Solicitor<br/>1 Clerical Officer (Direct Access Services Remote Ordering Team)<br/>1 Assistant Clerical Officer (General Support Services Division /Administration)</p>  |                                 |
|          | 2.622 | <ul style="list-style-type: none"> <li>● Complete Urban Microfiche Conversion.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts in the Central Search Office -</p> <p style="padding-left: 40px;"><u>1998-99</u><br/>1 Assistant Clerical Officer<br/>8 Clerical Assistant</p> <p><i>Additional requirement:</i><br/>Creation of 1 Computer Operator II post in the Central Imaging Centre</p> <p style="padding-left: 40px;"><u>1999-2000</u><br/>2 Assistant Clerical Officer</p> <p style="padding-left: 40px;"><u>2000-01</u><br/>3 Clerical Assistant</p> |                                 |

| Category | \$m   | EPP Measures   | Safeguards for Quality Services |
|----------|-------|--|---------------------------------|
|          | 0.218 | <ul style="list-style-type: none"> <li>● Re-distribute duties in the Central Search Office due to development of multi-skilling.</li> </ul> <p><i>Savings:</i><br/>Deletion of 1 Clerical Assistant post in 2000-01.</p>   |                                 |
|          | 1.508 | <ul style="list-style-type: none"> <li>● Replacement of permanent establishment staff by Non-Civil Service Contract Staff (NCSCS).</li> </ul> <p>Trading Funds need to respond quickly to changes in demand for services by keeping a certain percentage of temporary/contract staff. At one time, the Land Registry Trading Fund had employed a total of 137 temporary/contract staff (or 17.6% of its total establishment). At present, the number of NCSCS employed has dropped to 30 only (or 4.8% of its total establishment) because the Civil Service Bureau cannot absorb the surplus general grades staff. However, we would like to increase the ratio of NCSCS staff to 15% if possible to enhance our flexibility and also to minimise our total staff costs.</p> <p><i>Savings:</i><br/>Deletion of the following posts-</p> <p style="padding-left: 40px;"><u>1998-99</u><br/>3 Assistant Clerical Officer</p> <p><i>Additional requirement:</i><br/>Employment of 3 Contract General Clerk.</p> |                                 |

| Category | \$m                       | EPP Measures  | Safeguards for Quality Services |
|----------|---------------------------|---|---------------------------------|
|          | <p>3.364</p> <p>5.100</p> | <p><u>2000-01</u><br/> 1 Assistant Clerical Officer<br/> 5 Clerical Assistant<br/> 1 Workman II</p> <p><i>Additional requirement:</i><br/> Employment of 1 Contract General Clerk and 6 Contract Assistant Clerk.</p> <ul style="list-style-type: none"> <li>● Delete vacant posts.</li> </ul> <p><i>Savings:</i><br/> Deletion of the following posts in 1999-2000 -</p> <p>1 Land Registration Officer II<br/> 16 Assistant Clerical Officer<br/> 8 Clerical Assistant<br/> 1 Office Assistant.</p> <ul style="list-style-type: none"> <li>● Reduce spending on Temporary Staff Cost. Savings from original budget due to reduction of NCSCS staff from 77 to 39 during 1998-99 (excluding the part due to downturn in business) and projected additional savings in 1999-2000 due to further reduction of NCSCS staff to 30 as at end of November 1999.</li> </ul> |                                 |
|          | 18.844                    |   |                                 |

| Category     | \$m           | EPP Measures  | Safeguards for Quality Services |
|--------------|---------------|---|---------------------------------|
| DE/OC        | 7.653         | <ul style="list-style-type: none"> <li>● Achieve savings in Rental &amp; Management Charges. <ul style="list-style-type: none"> <li>- Terminating the lease for Kerry Godown in December 1998 upon disposal of all New Territories paper land documents which had been successfully converted into electronic images.</li> <li>- Sub-leasing Grand Central Plaza 16/F previously occupied by the Central Imaging Centre to Social Welfare Department with effect from 1.6.1999 until 31.1.2001.</li> <li>- Terminating the lease for Queensway Government Offices 30/F previously occupied by the Urban Registration Division with effect from 1.8.1999.</li> </ul> </li> </ul> |                                 |
|              | 3.500         | <ul style="list-style-type: none"> <li>● Achieve savings in the service charges of the Information Technology Services Department (ITSD) and reduce 4 contract staff in the ITSD Support Team including 1 Contract System Analyst, 2 Contract Analyst/ Programmer I and 1 Contract Analyst/Programmer II in 1998-99.</li> </ul>   |                                 |
|              | <i>11.153</i> |   |                                 |
| <b>Total</b> | <b>29.997</b> |   |                                 |

## 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                             |