

## “Enhanced Productivity Programme: 2001-02” Booklet

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

Total value of EPP Savings in 2001-02: **\$7.339 m** equivalent to **2.1%** of total extrapolated operating expenditure\* in that year that is subject to EPP. Total EPP savings (as a percentage of total extrapolated operating expenditure in 2001-02 that is subject to EPP) achieved by 2001-02 on a **cumulative** basis is **8.7%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	3.417	<ul style="list-style-type: none"> <li>● Reorganise the Central Search Office.</li> </ul> <p><i>Savings :</i> Deletion of the following posts in 2000-01 –</p> <ul style="list-style-type: none"> <li>1 Senior Clerical Officer</li> <li>2 Clerical Officer</li> <li>2 Assistant Clerical Officer</li> <li>3 Clerical Assistant</li> <li>2 Office Assistant</li> </ul>	The Central Search Office was reorganised in November 2000 to enable smoother workflow and more cost-effective and efficient staff deployment, resulting in a deletion of 10 posts.
	0.239	<ul style="list-style-type: none"> <li>● Redistribute duties in the Central Imaging Centre.</li> </ul> <p><i>Savings :</i> Deletion of 1 Clerical Assistant post in 2000-01.</p>	The remaining duties can be shared out by other members of the Central Imaging Centre.
	2.060	<ul style="list-style-type: none"> <li>● Redistribute duties in the New Territories Land Registries.</li> </ul> <p><i>Savings :</i> Deletion of the following posts in 2000-01 –</p> <ul style="list-style-type: none"> <li>2 Assistant Clerical Officer</li> <li>2 Clerical Assistant</li> <li>1 Office Assistant</li> </ul>	With the implementation of various new initiatives over the past years, such as the introduction of the Cross District Search Service, the computerisation of Owners Index Cards and the introduction of the Centralised Owner's Properties Information Check, we have ceased updating the manual owners index cards and allowed clients to conduct

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\* Extrapolated operating expenditure means projected recurrent expenditure for 2001-02 to meet the expected increases/decreases in business volume since 1998-99.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.676	<p>Deletion of the following posts in 2001-02–</p> <ul style="list-style-type: none"> <li>1 Senior Clerical Officer (5 months)</li> <li>3 Clerical Officer (3 months)</li> <li>1 Clerical Assistant (3 months)</li> </ul> <p>• Replace civil servants retired under the Voluntary Retirement Scheme with non-civil service contract (NCSC) staff.</p> <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> <li>1 Senior Clerical Officer (3 months)</li> <li>4 Assistant Clerical Officer (3 months)</li> <li>2 Clerical Assistant (10 months)</li> <li>1 Clerical Assistant (3 months)</li> <li>1 Photographer II (3 months)</li> <li>1 Workman II (3 months)</li> </ul> <p><i>Additional Requirements :</i> Employment of the following NCSC staff in 2001-02–</p> <ul style="list-style-type: none"> <li>1 Contract Accounting Assistant (3 months)</li> <li>4 Contract General Clerk (3 months)</li> <li>2 Contract Assistant Clerk (10 months)</li> <li>1 Contract Assistant Clerk (3 months)</li> <li>1 Contract Photographer (3 months)</li> <li>1 Contract Office Attendant (3 months)</li> </ul>	<p>ownership searches via on-line access in their own offices and we are able to allocate our staff resources more efficiently.</p> <p>As a Trading Fund, the Land Registry requires flexible engagement and deployment of staff to enable it to respond quickly to changes in demand for services. It is the Land Registry's long term objective to maintain 15% of its staff on temporary/ contract terms since 1993. The percentage has dropped to 6% because of the sluggish property market in the past years. As a number of staff will leave the Civil Service under the Voluntary Retirement Scheme, the Land Registry therefore takes this opportunity to increase the percentage of its NCSC staff.</p> <p>We shall be able to accommodate all the above deletions of posts through internal redeployment and release of surplus staff under the Voluntary Retirement Scheme. No staff redundancy will arise. Where redeployment outside of department is involved, we will obtain the agreement of the relevant Heads of Grades.</p> <p>Where there are postings of staff to new offices, staff will be consulted and they can also voice their feedback. Suitable training will be provided where necessary.</p>
<i>Subtotal</i>	6.392		

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
<b>DE/OC</b>	0.255	<ul style="list-style-type: none"> <li>Reduce expenditure on rental charges through termination of the lease for Grand Central Plaza 16/F previously occupied by the Central Imaging Centre and sub-leased to Social Welfare Department from 1 June 1999 to 31 January 2001.</li> </ul>	With the termination of the lease on 31 January 2001, further savings of \$0.255 million per annum can be achieved.
	0.692	<ul style="list-style-type: none"> <li>Reduce expenditure on overhead charges payable to Information Technology Services Department (ITSD) due to the Land Registry's taking-over of the administration of the Document Imaging System (DIS) Project Team from ITSD with effect from 1 February 2000.</li> </ul>	The DIS Project Team was previously supervised by ITSD and administrative overheads were charged to the Land Registry on top of the relevant staff costs. Such overhead charges can be saved with the Land Registry's taking-over of the administration of the project team.
<i>Subtotal</i>	<i>0.947</i>		
<b>Total</b>	<b>7.339</b>		

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