

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Government Supplies Department

Total value of EPP savings in 2001-02: **\$6.513 m**, equivalent to **4.0%** 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 2001-02 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	1.127	<ul style="list-style-type: none"> ● Reduce the size of the delivery teams by deleting one post from the existing structure and re-distributing workload among the other team members. <p><i>Savings:</i> Deletion of 10 Workman II posts in April 2000.</p>	By increasing the productivity of the existing delivery teams, the Government Supplies Department (GSD) has been able to accommodate the deletion of these vacant posts.
	0.558	<ul style="list-style-type: none"> ● Abolish one delivery team and contract out the service to commercial operator. <p><i>Savings:</i> Deletion of the following posts on 27 March 2000 –</p> <p style="margin-left: 20px;">1 Foreman 1 Motor Driver 1 Ganger 1 Workman II</p> <p><i>Additional requirements :</i> DE of \$0.25m for employment of transportation contractors. (see entry under DE/OC below)</p>	<p>Deletion of the posts has been agreed by the Heads of Grade and will not result in redundancy. The delivery service has been taken up by the current GSD contractors.</p> <p>The number of delivery teams will be further reduced in 2001-02 to coincide with the timing of the staff wastage.</p>
	3.465	<ul style="list-style-type: none"> ● Re-organise the staffing resources of individual units taking into account findings on workload reviews. <p><i>Savings:</i> Deletion of the following posts in 2000-01–</p>	These vacant posts can be deleted as a result of the drop in service demand. If short-term needs arise, services will be contracted out and suitable training will be provided to new staff to ensure that quality is maintained.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.779	<p>1 Chief Supplies Officer 1 Assistant Supplies Officer 1 Supplies Supervisor II 1 Supplies Assistant 4 Property Attendant 14 Workman II</p> <p><i>Additional requirements :</i> DE of \$1.0m for employment of non-civil service contract staff (see entry under DE/OC below).</p> <ul style="list-style-type: none"> ● Close down the Furniture Workshop and contract out the furniture maintenance service to commercial operators. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p>1 Supplies Assistant 1 Work Supervisor II 8 Artisan 1 Workman I 1 Workman II</p> <p><i>Additional requirements :</i> DE of \$2.3m for employment of furniture maintenance contractors. (see entry under DE/OC below)</p>	<p>The deletion of posts is made possible by staff redeployment and wastage. No redundancy will result.. The furniture maintenance services will be taken up by the current GSD contractors.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	6.464	<ul style="list-style-type: none"> ● Enhance staff productivity and absorb additional workload arising from reorganisation of the municipal services . <p><i>Savings:</i> Non-creation of the following posts in 2000-01 –</p> <p>1 Supplies Officer 1 Assistant Supplies Officer 10 Supplies Supervisor I</p>	We will continue to monitor staff's performance to ensure the service quality.
	0.500	<p>6 Supplies Supervisor II 9 Supplies Assistant 4 Supplies Attendant</p> <ul style="list-style-type: none"> ● Minimise overtime and acting allowances through stricter control. 	The quality of service will not be affected as the overtime requirements will be minimised through rationalisation of work schedule. The acting period for the Supplies grade will be shortened as far as possible through better staff career development plan.
<i>Subtotal</i>	13.893		
DE/OC	(3.000)	<ul style="list-style-type: none"> ● Improve the services provided to Hospital Authority including shortening the lead time for delivery of medical stores to hospitals and clinics from within seven working days to within three working days upon the receipt of the Stores Requisition Note. 	
	(0.830)	<ul style="list-style-type: none"> ● Implement new administrative computer systems. 	
	(0.250)	<ul style="list-style-type: none"> ● Employ Transportation Contractors. Please refer to the 2nd bullet under PE/PRE above 	

Category	Savings (\$m) (1.000)	EPP Measures in 2001-02	Safeguards for Quality Service
	(2.300)	<ul style="list-style-type: none"> ● Employ Non-Civil Service Contract Staff. Please refer to the 3rd bullet under PE/PRE above ● Employ Furniture Maintenance Contractors. Please refer to the 4th bullet under PE/PRE above 	
<i>Subtotal</i>	<i>(7.380)</i>		
Total	6.513		

- 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