

**For discussion  
on 20 December 2000**

**EC(2000-01)23**

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

**HEAD 149 – GOVERNMENT SECRETARIAT:  
HEALTH AND WELFARE BUREAU  
Subhead 001 Salaries**

Members are invited to recommend to Finance Committee the creation of the following permanent post -

1 Senior Principal Executive Officer  
(D2) (\$116,650 - \$123,850)

to be offset by the deletion of the following permanent post -

1 Administrative Officer Staff Grade C  
(D2) (\$116,650 - \$123,850)

### **PROBLEM**

The present grading of Administrative Officer Staff Grade C (D2) is no longer appropriate for the duties and responsibilities of the Commissioner for Rehabilitation (C for R) post in the Health and Welfare Bureau (HWB). Apart from policy responsibility on rehabilitation services for people with disabilities, C for R is also required to undertake a significant amount of executive, resource management and co-ordination duties which are more appropriate for an officer of the Executive Grade.

**/PROPOSAL .....**

## PROPOSAL

2. We propose to create one permanent Senior Principal Executive Officer (SPEO) (D2) post, to be offset by the deletion of one Administrative Officer Staff Grade C (AOSGC) (D2) post, to undertake the duties of C for R. The grade managements of the Administrative and Executive Grades have given their ranking support to this proposal.

## JUSTIFICATION

### Background

3. An AOSGC (D2) post was created in 1977 to head a new Rehabilitation Division. In response to the suggestion of the then Legislative Council, the post was redesignated as C for R with effect from 24 May 1984, to provide a clearer central co-ordinating identity. The main duties of C for R were –

- (a) formulation of policy on rehabilitation matters;
- (b) co-ordinating the planning and executive action of all Government departments and voluntary agencies engaged in the rehabilitation of the disabled population in Hong Kong;
- (c) servicing the Rehabilitation Development Co-ordinating Committee (since re-named as the Rehabilitation Advisory Committee); to ensure that the Committee is fully consulted on all relevant policy proposals and that its advice is given due consideration in reaching decisions; and
- (d) monitoring the implementation of approved policies and plans to ensure that these are implemented in the most efficient and effective manner.

4. In November 1988, the Rehabilitation Division and the C for R post were transferred to the present HWB, when HWB took over policy responsibility for rehabilitation matters.

**/Present .....**

**Present Position**

Encl. 1 5. C for R is responsible to the Secretary for Health and Welfare (SHW) through the Deputy Secretary for Health and Welfare 3, an Administrative Officer Staff Grade B (D3), on all rehabilitation-related matters and other duties as assigned by the SHW. Over the years, there has been a significant increase in executive, resource management and co-ordination responsibilities (see the existing job description of the post at Enclosure 1), as compared with the original duties described in paragraph 3.

6. The major additional responsibilities undertaken by C for R include –

- (a) review and monitoring of the implementation of the Mental Health Ordinance and the Disability Discrimination Ordinance;
- (b) planning and administering the subvention vote and monitoring the performance of subvented organisations for rehabus, environmental advisory and vocational assessment services, skills training and the Guardianship Board;
- (c) secretarial and fund administration support to the Council of the Queen Elizabeth Foundation for the Mentally Handicapped, which is a statutory body established in 1988 to provide financial assistance to rehabilitation projects for the mentally handicapped;
- (d) since 1992, co-ordinating the delivery and monitoring the performance of the annual public education programme on rehabilitation with a view to promoting the integration of people with disabilities in our society;
- (e) since 1999, responsibility for the future development of the medical social service;
- (f) since 1999, administration of the Registration Card exercise for People with Disabilities; and
- (g) co-ordinating and assisting the delivery of new services/facilities by non-governmental organisations and Government departments funded by private donations.

/7. ....

7. As there has been a significant increase in the executive and resource management functions, the C for R post has been filled by a SPEO since January 1996. This has been arranged through the creation of a supernumerary SPEO post held against the AOSGC post by SHW under delegated authority. Both the Administration and the non-governmental sector are satisfied with the arrangement which provides for a more effective utilisation and deployment of staffing resources. In the light of experience, we consider it appropriate to formalise this arrangement by creating a permanent SPEO post, offset by the deletion of an AOSGC post to undertake the duties and responsibilities of C for R.

8. An organisation chart showing the current and proposed structure of Encl. 2 HWB is at Enclosure 2.

### **FINANCIAL IMPLICATIONS**

9. There is no additional staff cost involved in this proposal.

### **CIVIL SERVICE BUREAU COMMENTS**

10. The Civil Service Bureau supports the regrading proposal having regard to the significant changes in the job content since the post was created. There is now a focus on executive, resource management and co-ordination duties under the C for R. The post should be filled by a SPEO.

### **ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE**

11. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the post would be appropriate if the post was to be created.

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**Job Description of the Commissioner for Rehabilitation (C for R) post**

**Rank :** Senior Principal Executive Officer (D2)  
[a supernumerary post held against a vacant post of  
Administrative Officer Staff Grade C (D2)]

**Main Duties and Responsibilities :**

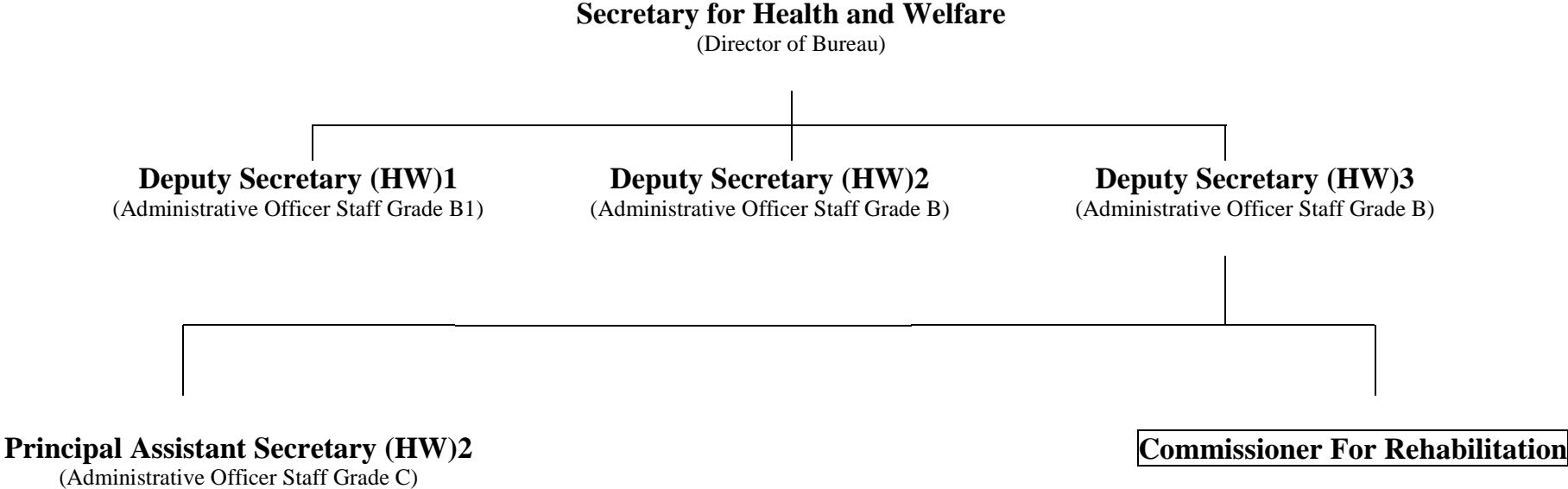
Reporting to the Secretary for Health and Welfare (SHW) and Deputy Secretary for Health and Welfare 3 (DS(HW)3) as head of the Rehabilitation Division for the following -

- (a) co-ordinating and monitoring the formulation, review and implementation of policies and programmes on rehabilitation services;
- (b) co-ordinating and monitoring the development and delivery of rehabilitation services and public education activities by government departments, public bodies and non-governmental organisations (NGOs)
- (c) reviewing and monitoring the spending and cost-effectiveness of rehabilitation services provided by or funded through the Social Welfare Department and Transport Department;
- (d) reviewing and monitoring the spending and cost-effectiveness of public education activities, skills centres for the disabled, vocational assessment and environmental advisory services, and administering the subvention votes for these services;
- (e) reviewing and monitoring the application of the Mental Health and Disability Discrimination Ordinances;
- (f) ensuring that the Rehabilitation Advisory Committee, its subcommittees and the Council of Queen Elizabeth Foundation for the Mentally Handicapped (QEFMH) are provided with the necessary secretarial support and advice to conduct their business, approve grants for rehabilitation related projects etc;
- (g) serving as SHW's spokesman on rehabilitation matters, representing SHW at meetings/functions, liaison with and handling enquiries from the media, NGOs, individuals and the Legislative Council;

/(h) .....

- (h) supervising the staff of the Division, managing the Central Registry for Rehabilitation, recommending applications from NGOs and individuals for financial assistance from charitable funds; and
- (i) serving as Chairman or Member of various Committees including -
  - Rehabilitation Advisory Committee and its subcommittees
  - Rehabilitation Programme Plan Review Committee
  - Committee on Vocational Training for People with a Disability
  - Managing Committee of Community Rehabilitation Network, etc.

**Existing and Proposed Organisation Chart of the Health and Welfare Bureau**



Post to be regraded from Administrative Officer Staff Grade C (D2) to Senior Principal Executive Officer (D2)