

**Replies to questions raised by Finance Committee Members in examining the Draft  
Estimates of Expenditure 2001-02#**

**[Controlling Officer : Private Secretary to Chief Executive]  
[Session No. : 18]**

<b>Bureau Serial No.</b>	<b>Question Serial No.</b>	<b>Member</b>	<b>Head</b>	<b>Programme</b>
<a href="#">CEO001</a>	0158	YEUNG Sum	21	2101
<a href="#">CEO002</a>	0380	CHAN Bernard	21	2101
<a href="#">CEO003</a>	0419	LAU Wong-fat	21	2101
<a href="#">CEO004</a>	0817	CHEUNG Yu-yan, Tommy	21	2101
<a href="#">CEO005</a>	1002	LAU Chin-shek	21	2101

Examination of draft Estimates of Expenditure 2001-02  
**CONTROLLING OFFICER'S REPLY TO**  
**WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head: 21 – Chief Executive's Office      Subhead (No. & title) :

Programme : 2101 – Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

- Question :
1. What measures have been implemented by the Chief Executive's Office to realise the Enhanced Productivity Programme in the year 2000-01? What is the amount of savings in the expenditure?
  2. What is the Chief Executive's Office going to do to carry forward the Enhanced Productivity Programme in the year 2001-02? What is the anticipated amount of savings in expenditure?

Asked by : Dr Hon YEUNG Sum

- Reply :
1. We have committed to achieve an EPP saving of 2% for 2000-01, which is about \$1.1m. We have implemented various measures to achieve this target, including economizing on the use of gas and electricity in Government House and the use of other consumables such as paper, printing and photocopying services. We have also entered into a Service Level Agreement with the Electrical and Mechanical Services Department to reduce charges for maintenance and technical services provided.
  2. In 2001-02, we target to achieve an EPP saving of 3.2%, amounting to \$1.764m. This will enable us to fulfil the overall EPP target in two years which should otherwise be achieved in 3 years. We will continue to adopt the existing measures to economize on the use of energies and consumables and to adopt more effective means for engaging electrical and mechanical services. Besides, we have reviewed the manpower provision and deleted 3 vacant posts under the "containing the size of civil service" program.

Signature	
Name in block letters	Richard YUEN
Post Title	Private Secretary to Chief Executive
Date	17 March 2001

Examination of draft Estimates of Expenditure 2001-02  
**CONTROLLING OFFICER'S REPLY TO**  
**WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head : 21 – Chief Executive's Office      Subhead (No. & title) : 002-Allowances

Programme : 2101 – Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question :            Provision of \$3,059,000 under Subhead 002 Allowances is made for standard allowances and non-standard allowances including consolidated overtime allowance for domestic staff and consolidated overtime allowance for Chauffeur grade. Please specify the provision for the consolidated overtime allowance for domestic staff and Chauffeur.

Asked by :            Hon Bernard CHAN

Reply :                The provision of \$3,059,000 under Subhead 002 is meant to cover standard allowances and non-standard allowances including acting allowance and overtime allowance, etc. For overtime allowance, consolidated overtime allowances at specified rates are payable to domestic staff and personal chauffeurs according to their rank. We have included a provision of \$1,548,000 for this purpose.

Signature	_____
Name in block letters	Richard YUEN
Post Title	Private Secretary to Chief Executive
Date	17 March 2001

Examination of draft Estimates of Expenditure 2001-02  
**CONTROLLING OFFICER'S REPLY TO**  
**WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head: 21 – Chief Executive's Office      Subhead (No. & title) :

Programme : 2101 – Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question :            The revised estimate of the Chief Executive's Office for 2000-01 is 4.8% lower than the approved estimate for 2000-01. Please account for the decrease in the estimate of expenditure in detail.

Asked by :            Hon LAU Wong-fat

Reply :                Provision for the revised estimate for 2000-01 is \$2.6m (4. 8%) lower than the approved estimate for 2000-01. This is mainly because some posts have been left vacant or deleted during the period. Besides, some savings were achieved through economy use of consumables; some provisions for contingency purposes were also not used.

Signature	_____
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Post Title	Private Secretary to Chief Executive
Date	17 March 2001

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**CONTROLLING OFFICER'S REPLY TO**  
**WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head: 21 – Chief Executive's Office      Subhead (No. & title) : 002-Allowances

Programme : 2101 – Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question :            A provision of \$3,059,000 has been earmarked for the payment of standard allowances and non-standard allowances including the overtime allowance to domestic staff and personal chauffeurs for the next financial year.

1. What is the number of domestic staff being employed to provide service for the Chief Executive? Please state the amount of salaries payable to the domestic staff, the estimated hours of overtime work they will perform each month and the amount of allowance they will receive.
2. Please state the number of Senior Personal Chauffeurs and Personal Chauffeurs being employed to provide service for the Chief Executive, the estimated hours of overtime work they will perform each month and the amount of allowance they will receive.

Asked by :            Hon Tommy CHEUNG Yu-yan

Reply :                1. There are 27 Domestic Staff posts on the establishment of the Chief Executive's Office. They provide domestic services and support functions to the Chief Executive Office, Chief Executive's residence, Government House and Fanling Lodge. The monthly salaries payable to them is around \$0.4m. The number of overtime hours required of each of them varies from month to month depending on the operational needs. On average, each of them has to work about 80 hours of overtime per month. The estimated monthly consolidated overtime allowance payable to them in 2001-02 is about \$89,000.

2. There are one Senior Personal Chauffeur and three Personal Chauffeurs in the Chief Executive's Office. The number of overtime hours required of each of them varies from month to month depending on the operational needs. On average, each of them has to work about 90 hours of overtime per month. The estimated monthly consolidated overtime allowance payable to them in 2001-02 is about \$40,000.

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**CONTROLLING OFFICER'S REPLY TO**  
**WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head: 21 – Chief Executive's Office      Subhead (No. & title) : 108-Remuneration for special appointment

Programme : 2101 – Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question :            What are the post titles and scope of responsibilities of the four staff members currently appointed on non-civil service contract terms to provide support for the Chief Executive? What was their performance and how effective was their work last year? What is the amount of provision for the payment of remuneration to these officers in the revised estimate for 2000-01 and the estimate for 2001-02?

Asked by :            Hon LAU Chin-shek

Reply :                1. Four staff members have been appointed on non-civil service agreement terms to provide support to the Chief Executive. They are Senior Special Assistant to CE; Special Assistant to CE; Senior Personal Assistant to CE and Personal Chauffeur to CE. Their scope of responsibilities is as follows:

- a. The Senior Special Assistant to CE and Special Assistant to CE act as CE's personal advisers, liaising with different sectors of the community, researching on general community opinions on Government initiatives, and providing support on matters relating to the Mainland.
- b. The Senior Personal Assistant to CE acts as CE's personal secretary; maintains CE's diary; handles letters and calls of the CE; handles files and documents; and receives guests for meetings.
- c. The Personal Chauffeur to CE works with the Senior Personal Chauffeur to provide driving services to the CE.

2. These officers work in conjunction with other staff members of the CE's Office to provide an effective and efficient support to the CE. These officers have performed their duties in an effective and satisfactory manner.
3. A provision of \$4,551,000 has been made in the revised estimate for 2000-01 for the payment of remuneration to the officers concerned. A provision of \$4,641,000 has been made for 2001-02.

Signature	_____
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Date	17 March 2001