

Legislative Council Panel on Welfare Services

Proposed Deletion of One Permanent Directorate Post of Senior Principal Executive Officer

PURPOSE

This paper briefs Members on the Administration's proposal to delete one permanent directorate post of Senior Principal Executive Officer (SPEO) (D2) in the Elderly Services (ES) Division of the Health, Welfare and Food Bureau (HWFB) so as to rationalize the existing directorate structure of the ES Division. We plan to submit the proposal to the Establishment Subcommittee of the Finance Committee for consideration in accordance with established procedures.

PROPOSAL

2. We propose to rationalize the existing directorate structure of the ES Division of HWFB. The proposal will entail the following changes to the number and deployment of directorate posts on the civil service establishment –

- (a) the deletion of one permanent post of SPEO (D2); and
- (b) re-distribution of duties among the directorate posts in the ES Division of HWFB.

JUSTIFICIATION

3. In February 1998, one SPEO (D2) post designated as PES2 was created in the ES Division for provision of secretariat support services to the Elderly Commission, formulation and implementation of a strategy to develop a quality private sector on the provision of residential care services, and liaising with relevant Bureaux, Departments and other organisations on the provision of adequate housing for the elderly. Details are contained in EC(97-98)43.

4. Following an internal re-organisation of the ES Division in early 2001, the SPEO post was left vacant and frozen on a trial basis, and the duties and responsibilities have been re-distributed among the remaining two Principal Assistant Secretaries (PASs) at the rank of Administrative Officer Staff Grade C (D2) in the Division as follows –

Additional duties and responsibilities assumed

PES1

- Devising strategies to facilitate development of a quality private sector on residential care for the elderly, including Enhanced Bought Place Scheme
- Liaising with bureaux, departments, and other organisations on the provision of suitable premises and manpower for operating residential care homes, and on the provision of housing for the elderly
- Exercising policy responsibility over the Residential Care Homes (Elderly Persons) Ordinance

PES2

[post formerly
known as PW1]

- Secretary to the Elderly Commission
- Promotion of active and healthy ageing, including promoting the Healthy Ageing Campaign

5. Since the introduction of the accountability system on 1 July 2002, we have been critically reviewing the staffing and organisation structure of the ES Division in the light of operational experience with a view to making better use of available resources. Our findings suggest that under the streamlined directorate structure of the ES Division, the two PASs are able to discharge their duties efficiently and effectively though they have had to assume an expanded schedule of responsibilities. Since the original duties and responsibilities of former PES2 have been re-distributed to the other two PASs in the ES Division, we now

Encls. 1 &
2, 3 & 4

propose to formalize the redeployment and delete the SPEO post. This revised and expanded schedules of duties of the two PASs in the ES Division are at Enclosures 1 and 2. The existing and proposed organization charts of HWFB are at Enclosures 3 and 4 respectively.

FINANCIAL IMPLICATIONS

7. The proposed deletion of the SPEO (D2) post in the ES Division of HWFB will result in a net savings of \$2.35 million, including salaries and staff on-cost.

Health, Welfare and Food Bureau
June 2003

Job Description

Principal Assistant Secretary for Health, Welfare and Food (Elderly Services)1

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Health, Welfare and Food (Elderly Services)

Main Duties and Responsibilities –

1. to assist the Deputy Secretary for Health, Welfare and Food (Elderly Services) in formulating and reviewing policies relating to –
 - Standardised care need assessment mechanism for provision of subsidized elderly services;
 - Integrated and financially sustainable long term care system for frail elders;
 - Home and community care services to enable elders to age at home;
 - Residential care programme for elders whose care needs cannot be adequately taken care of at home;
 - Encouraging development of a quality private sector on residential care for the elderly, including Enhanced Bought Place Scheme;
 - Carer support services;
 - Interface between medical and long term care services;
 - Manpower supply and training for services for elders;
2. to exercise policy responsibility over the Residential Care Homes (Elderly Persons) Ordinance (Cap. 459);
3. to liaise with relevant Bureaux, departments and other organisations on the provision of residential care services and on the provision of housing for the elderly; and
4. to attend Legislative Council panel meetings as required.

Job Description

Principal Assistant Secretary for Health, Welfare and Food (Elderly Services)2

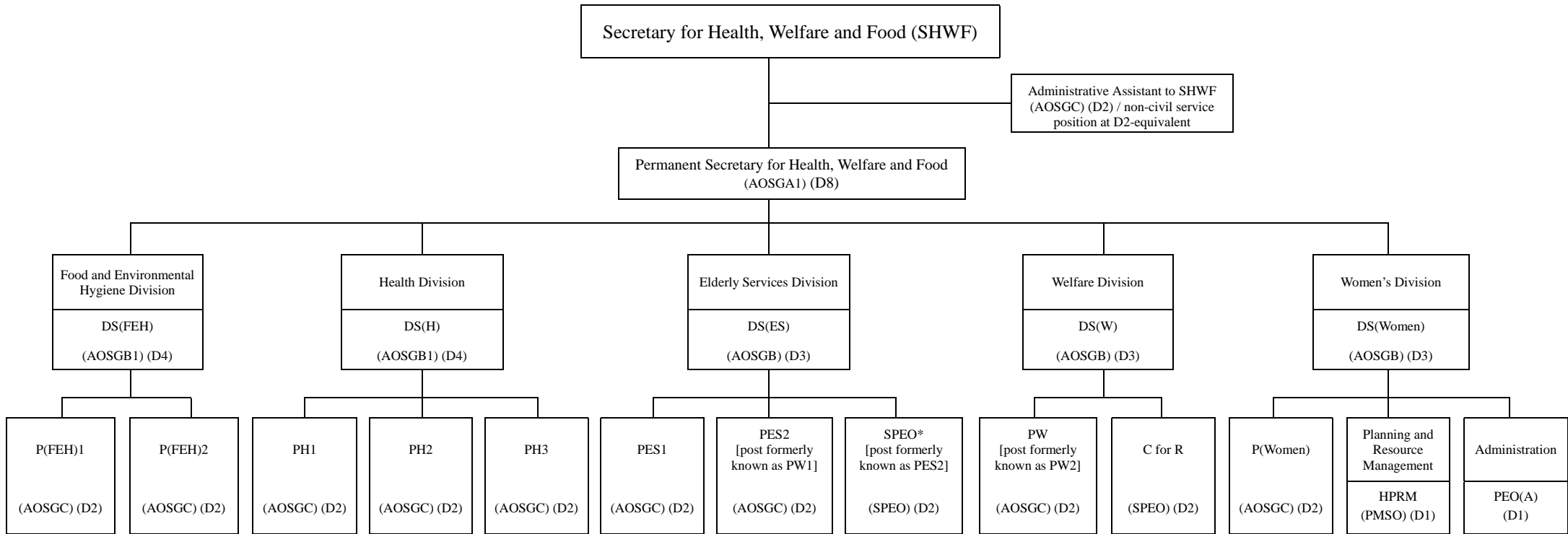
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Health, Welfare and Food (Elderly Services)

Main Duties and Responsibilities –

1. to assist the Deputy Secretary for Health, Welfare and Food (Elderly Services) in formulating and reviewing policies relating to –
 - Comprehensive Social Security Assistance;
 - Social Security Allowances – Old Age Allowance and Disability Allowance;
 - Financial support for older persons;
 - Promotion of healthy ageing;
 - Promotion of active ageing, including lifelong learning and senior volunteerism;
 - Support for vulnerable elders, including matters related to elder abuse and elderly suicide;
2. to serve as Secretary to the Elderly Commission; and
3. to attend Legislative Council panel meetings as required.

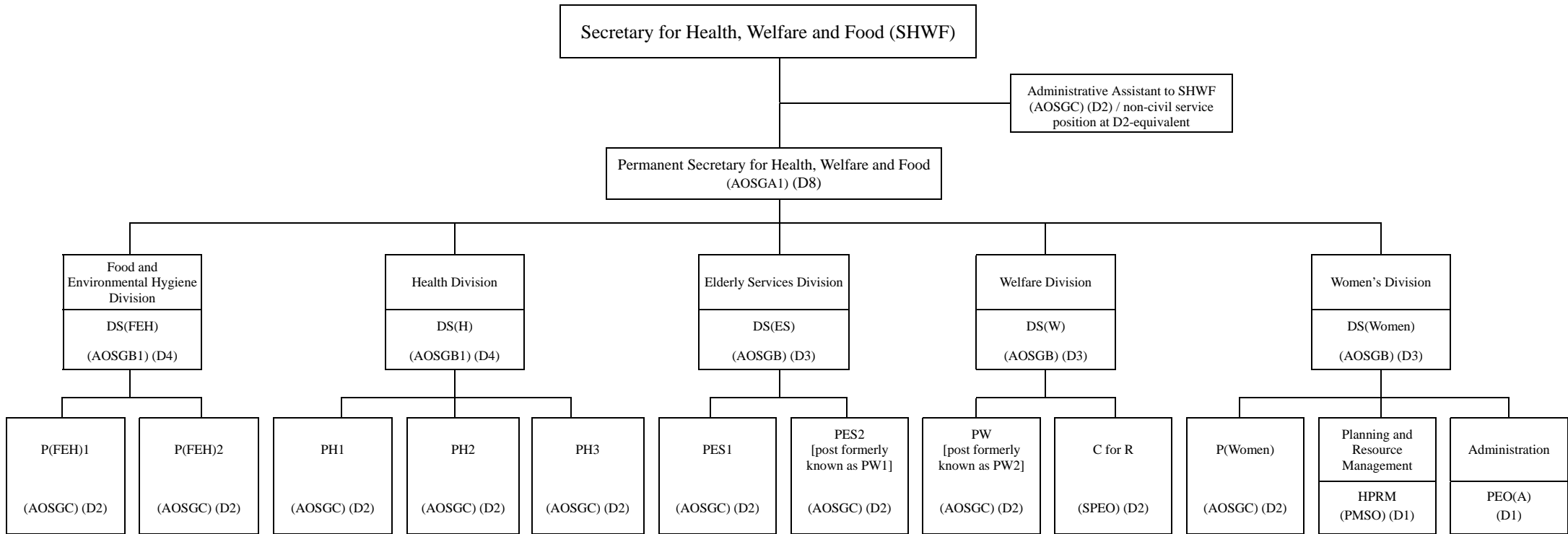
Existing Organization Chart of Health, Welfare and Food Bureau



Legend

- DS(FEH) = Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene)
- DS(H) = Deputy Secretary for Health, Welfare and Food (Health)
- DS(ES) = Deputy Secretary for Health, Welfare and Food (Elderly Services)
- DS(W) = Deputy Secretary for Health, Welfare and Food (Welfare)
- DS(Women) = Deputy Secretary for Health, Welfare and Food (Women)
- P(FEH)1 = Principal Assistant Secretary (Food and Environmental Hygiene)1
- P(FEH)2 = Principal Assistant Secretary (Food and Environmental Hygiene)2
- PH1 = Principal Assistant Secretary (Health)1
- PH2 = Principal Assistant Secretary (Health)2
- PH3 = Principal Assistant Secretary (Health)3
- PES1 = Principal Assistant Secretary (Elderly Services)1
- PES2 = Principal Assistant Secretary (Elderly Services)2
- SPEO = Senior Principal Executive Officer
- PW = Principal Assistant Secretary (Welfare)
- C for R = Commissioner for Rehabilitation
- P(Women) = Principal Assistant Secretary (Women)
- HPRM = Head, Planning and Resource Management
- PMSO = Principal Management Services Officer
- PEO(A) = Principal Executive Officer (Administration)
- * = Post proposed to be deleted

Proposed Organization Chart of Health, Welfare and Food Bureau



Legend

- DS(FEH) = Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene)
- DS(H) = Deputy Secretary for Health, Welfare and Food (Health)
- DS(ES) = Deputy Secretary for Health, Welfare and Food (Elderly Services)
- DS(W) = Deputy Secretary for Health, Welfare and Food (Welfare)
- DS(Women) = Deputy Secretary for Health, Welfare and Food (Women)
- P(FEH)1 = Principal Assistant Secretary (Food and Environmental Hygiene)1
- P(FEH)2 = Principal Assistant Secretary (Food and Environmental Hygiene)2
- PH1 = Principal Assistant Secretary (Health)1
- PH2 = Principal Assistant Secretary (Health)2
- PH3 = Principal Assistant Secretary (Health)3
- PES1 = Principal Assistant Secretary (Elderly Services)1
- PES2 = Principal Assistant Secretary (Elderly Services)2
- PW = Principal Assistant Secretary (Welfare)
- C for R = Commissioner for Rehabilitation
- P(Women) = Principal Assistant Secretary (Women)
- HPRM = Head, Planning and Resource Management
- PMSO = Principal Management Services Officer
- PEO(A) = Principal Executive Officer (Administration)