

**Panel on Public Service**

**List of follow-up actions**

(Position as at 12 December 2006)

<b>Subject</b>	<b>Date of meeting</b>	<b>Follow-up actions required</b>	<b>Administration's response</b>
1. <u>Employment of non-civil service contract (NCSC) staff</u>	<p>18.4.2005</p> <p>13.10.2005</p> <p>28.2.2006</p>	<p>(a) The Administration was requested to provide the Panel with a regular update on the employment of NCSC staff once every six months.</p> <p>(b) The Administration was requested to provide the number of NCSC staff currently employed by various bureaux/departments and the duration of contracts offered to the staff concerned.</p> <p>(c) The Administration was requested to provide a breakdown of NCSC posts by bureau/department, showing the duration of the posts and whether the posts were created for any of the following purposes:</p> <p>(i) To meet service need that was short-term or did not require keeping staff on a long-term basis;</p> <p>(ii) To meet service need that required staff on a part-time basis;</p> <p>(iii) To meet service need where the mode of delivery of the service was under review or likely to be changed; and</p>	<p>For (a), an update on the employment of NCSC staff as at 31 December 2005 was included in the discussion paper provided by the Administration for the Panel meeting on 20 March 2006 (LC Paper No. CB(1)1067/05-06(03)).</p> <p>For (b), the required information was provided in the discussion paper for the Panel meeting on 20 March 2006 and the supplementary information tabled at that meeting.</p> <p>For (c), please refer</p>

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	20.3.2006	<p>(iv) To meet service need on a long-term basis.</p> <p>(d) In connection with item (c)(iv) above, the Administration was requested to consider converting the NCSC posts concerned to civil service posts.</p> <p>(e) On (c) above, members were advised by the Secretary for the Civil Service (SCS) at the Panel meeting on 20 March 2006 that the Civil Service Bureau (CSB) did not have the required information and it needed to concentrate its efforts in the following six months to conduct a special review of the NCSC staff situation on a department-by-department basis. However, SCS was requested to take the following actions to address members' concerns:</p> <p>(i) To review whether there was an abuse of the NCSC Staff Scheme by ascertaining whether the NCSC posts were created for any of the five purposes set out in paragraph 3(a) to (e) of the discussion paper for the Panel meeting on 20 March 2006 (LC Paper No. CB(1)1067/05-06(03)). In this connection:</p> <ul style="list-style-type: none"> <li>● Priority should be given to the 10 124 NCSC posts in the following eight bureaux/departments which had employed 5% or more of the total number of NCSC staff (as at 31 December 2005):</li> </ul>	<p>to (e).</p> <p>The Administration's response to (d) and (e) is awaited.</p>

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		<ol style="list-style-type: none"> <li>1. Buildings Department (800 posts) (5.1%)</li> <li>2. Department of Health (1 060 posts) (6.8%)</li> <li>3. Education and Manpower Bureau (1 339 posts) (8.5%)</li> <li>4. Electrical and Mechanical Services Department (1 036 posts) (6.6%)</li> <li>5. Food and Environmental Hygiene Department (1 006 posts) (6.4%)</li> <li>6. Leisure and Cultural Services Department (LCSD) (1 995 posts) (12.7%)</li> <li>7. Post Office (1 952 posts) (12.4%)</li> <li>8. Social Welfare Department (936 posts) (6%)</li> </ol> <ul style="list-style-type: none"> <li>● Priority should also be given to the posts filled by the 2 318 NCSC staff who had been continuously employed for five years or more (as at 31 December 2005).</li> </ul> <p>(ii) In connection with (i) above, to confirm whether the NCSC posts (such as Library Assistant and Assistant Librarian posts) in public libraries of LCSD were created for any of the five purposes set out in paragraph 3(a) to (e) of the discussion paper for the Panel meeting on 20 March 2006. For details of the posts involved, please refer to the information sheet tabled by Hon LEE Cheuk-yan at</p>	<p>The Administration's response to items (ii) and (iii) was circulated to members vide LC Paper CB(1)25/06-07 on 11 October 2006.</p>

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		<p>the Panel meeting on 20 March 2006 (LC Paper No. CB(1)1123/05-06(02));</p> <p>(iii) To review whether the terms and conditions of employment offered to the NCSC staff were reasonable, and in this connection, to provide a breakdown of the 1 995 NCSC positions of LCSD, i.e. the department which had employed the greatest number of NCSC staff, showing the pay level, any pay adjustments and fringe benefits offered to each of the staff concerned since the positions were first created;</p> <p>(iv) To review whether the NCSC Staff Scheme had any adverse impact on bureaux/departments, e.g. whether it had given rise to any imbalances in manpower situation, any succession problems, and any adverse impact on quality of service;</p> <p>(v) To consider, after the review, whether some of the NCSC posts, in particular those created to meet service need on a long-term basis or those filled by NCSC staff continuously for five years or more, should be converted to civil service posts. If some of the NCSC posts were subsequently converted to civil service posts and NCSC staff who had been continuously employed for five years or more were selected to fill the posts, consideration should be given to waive the requirement for the staff concerned to complete the</p>	

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		<p>three-year probationary period and three-year agreement period (i.e. the "3 + 3" period) before they were considered for appointment on permanent terms; and</p> <p>(vi) To report to the Panel on the outcome of the review and provide the information requested by members in due course.</p>	
<p>2. <u>Resumption of open recruitment for selected grades included in the Second Voluntary Retirement Scheme (VR II Scheme)</u></p>	<p>20.4.2006</p>	<p>(a) The Administration undertook to provide the Panel with regular updates (the first update to be provided at the end of 2006) on approval granted by the panel co-chaired by the Chief Secretary for Administration and the Financial Secretary for exemption from the recruitment freeze imposed on VR II grades, with relevant information including the number of posts approved for open recruitment and the grades involved.</p> <p>(b) To address a member's concern that some VR-takers were employed by government bureaux/departments on non-civil service contract terms after they had left the civil service, the Administration undertook to provide, as far as practicable, the number of such cases by bureau/department and by grade.</p> <p>(c) The Administration undertook to provide a list of the 30 VR grades the entry ranks of which were not included in the VR II Scheme but were originally subject to the five-year open recruitment freeze for VR grades because one or more of the higher ranks in these grades were</p>	<p>The first update provided by the Administration as required in (a) was circulated to members vide LC Paper No. CB(1)2016/05-06 on 19 July 2006.</p> <p>The Administration's response on (b) to (d) was circulated to members vide LC Paper No. CB(1)1487/05-06(01) on 12 May 2006.</p>

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		<p>included in the Scheme.</p> <p>(d) In response to members' concern about the gap between the civil service establishment and strength, the Administration undertook to provide figures on the total civil service establishment and strength as at a specified date, with breakdown by bureau/department.</p>	
<p>3. <u>Consultancy study on private certification of building submissions</u></p>	<p>17.7.2006 (Joint meeting with the Panel on Planning, Lands and Works (PLW Panel))</p>	<p>The Provisional Construction Industry Co-ordination Board's Task Force to Review the Construction Stage of the Development Process and the consultant conducting a study on private certification of building submissions were requested to take the following actions:</p> <p>(a) To take into consideration the views expressed by LegCo Members and deputations at the joint meeting on 17 July 2006, as well as those set out in the deputations' written submissions, in preparing the final report on the consultancy study and formulating recommendations on private certification; and</p> <p>(b) To provide the PS Panel and PLW Panel with the final report, and brief the two Panels on the final report in due course.</p>	<p>The Administration's response is awaited.</p>
<p>4. <u>General recruitment freeze on civil service posts</u></p>	<p>16.10.2006</p>	<p>The Panel noted that the Administration was reviewing whether the general recruitment freeze (including the current mechanism for application for exemption from the panel co-chaired by the Chief Secretary for Administration and the Financial Secretary) should continue to apply. The</p>	<p>The Administration proposed to brief the Panel in March 2007 on the progress in containing the civil</p>

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		Administration undertook to report to the Panel, after the completion of the review by the end of the 2006-2007 financial year, on the outcome of the review and proposed policy changes, if any.	service establishment and implementation of the civil service recruitment freeze.
5. <u>Training and development for civil servants</u>	16.10.2006	<p>The Administration was requested to provide the following information:</p> <p>(a) Details of the Civil Service Exchange Programme with the Mainland, including the following information:</p> <ul style="list-style-type: none"> <li>● Details of the arrangements for the attachment of 43 Hong Kong civil servants to Mainland government offices/departments, including the criteria for selection of civil servants for attachment, the grades and ranks of the civil servants involved, the Mainland government offices/departments to which the civil servants were attached, and the duration of attachment; and</li> <li>● Details of the arrangements for the secondment of 73 Mainland civil servants to the Hong Kong Special Administrative Region Government, including the ranks of Mainland civil servants involved, the bureaux/departments to which the Mainland civil servants were seconded (for disciplined services departments, please specify the divisions or units involved) and the positions held by them, and the duration of the attachment;</li> </ul> <p>(b) Details of the thematic seminars, customized</p>	<p>The Administration proposed :</p> <p>(a) to provide the Panel in January 2007 with an updated overview of the national studies training programmes and civil service exchange programmes organized by the Civil Service Bureau.</p> <p>(b) to brief the Panel in April 2007 on the provision of training and development in the civil service.</p>

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		<p>programmes meeting specific needs of departments, and induction seminars for new appointees to enhance civil servants' understanding of the Basic Law, including the types of seminars/programmes, and the grades and ranks of the participants; and</p> <p>(c) Details of the various management-related training programmes.</p>	
<p>6. <u>Civil service disciplinary mechanism and procedures</u></p>	<p>16.10.2006</p>	<p>The Administration undertook to provide the following information:</p> <p>(a) Details of the dismissal cases since 2000-2001, including reasons for dismissal, and number and ranks of the officers involved; and</p> <p>(b) Measures and procedures in place to ensure the transparency and fairness of the civil service disciplinary mechanism and to ensure that the disciplinary mechanism will not be exploited to dismiss civil servants on political considerations.</p>	<p>The Administration proposed to brief the Panel in May 2007 on the measures to manage the civil servants' conduct and integrity, and handle misconduct and under-performance.</p>



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7. <u>Commendation schemes for civil servants</u>	16.10.2006	<p>The Administration undertook to consider, in consultation with the staff side, a member's suggestion as follows:</p> <ul style="list-style-type: none"><li>(a) To allow members of the public to participate in the selection of civil servants with outstanding performance for the award of commendations; and</li><li>(b) To enhance the publicity of the outstanding work of individual civil servants who have been awarded commendations.</li></ul>	<p>The Administration proposed to brief the Panel in January 2007 on the commendation schemes in the civil service.</p>
8. <u>Implementation of five-day week in the Government</u>	20.11.2006	<p>To address Members' concerns regarding the cessation of services on Saturdays (starting 1 January 2007) in some offices of the Legal Aid Department, and the school dental clinics of the Health Department, the Administration undertook to provide the following information:</p> <ul style="list-style-type: none"><li>(a) the arrangements for providing legal aid services on Saturdays to applicants of urgent criminal cases, e.g. deportation cases; and</li><li>(b) the arrangements for provision of follow-up dental services, other than the routine dental check up services, by the school dental clinics of the Health Department.</li></ul>	<p>The Administration's response was circulated to members on 12 December 2006 vide LC Paper No. CB(1)493/06-07(02).</p>

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9. <u>Progress update on the Pay Level Survey and the development of an improved pay adjustment mechanism for the civil service</u>	20.11.2006	To ensure that the private sector companies and jobs selected for the Pay Level Survey are suitable for comparison with the civil service jobs, the Administration was requested to provide the following information:  (a) details of the economic sectors of the 100 odd private companies participating in the PLS;  (b) details of the size of the companies, i.e. the number of staff in the companies; and  (c) details of the posts in the companies selected for comparison with the civil service posts.	The Administration's response was circulated to members on 12 December 2006 vide LC Paper No. CB(1)493/06-07(01).

Note: The Administration was reminded on 21 November 2006 to provide the information requested by members.