

Panel on Public Service**List of follow-up actions**

(Position as at 14 October 2011)

Subject	Date of meeting	Follow-up actions required	Administration's response
1. <u>Employment of non-civil service contract (NCSC) staff</u>	15.11.2010	<p>The Administration was requested to take the following actions –</p> <p>(a) Seek details from the Leisure and Cultural Services Department (LCSD) on the reasons for having a relatively high proportion of NCSC staff in its Information Technology Office, so as to address Mr WONG Kwok-hing's concerns in this regard;</p> <p>(b) Provide a breakdown by job titles and departments of the 4 000 NCSC positions identified in the 2006 review for gradual replacement by civil service posts; and</p> <p>(c) Provide a breakdown (as at 30 June 2010) by post of the 859 full-time NCSC staff employed by LCSD to meet service needs where the mode of delivery of the service was under review or likely to be changed, in particular those 422 NCSC staff with a length of continuous service of five years or more. The Administration should also advise how many of these 422 NCSC staff were staff of public libraries.</p>	The Administration's response was issued vide LC Paper No. CB (1)3004/10-11 on 14 September 2011.

Subject	Date of meeting	Follow-up actions required	Administration's response
<p>2. <u>Policy on overtime work compensation</u></p>	<p>15.11.2010</p>	<p>The Administration was requested to take the following actions –</p> <p>(a) Provide a response to the submission from the Hong Kong Fire Services Department (FSD) Staff's General Association tabled at the meeting (LC Paper No. CB(1)438/10-11(01)), and to provide an estimate on the additional manpower and resources incurred if the conditioned hours of work for staff of FSD's Fire Stream were to be reduced from 54 to 48 hours per week, so as to improve fire-fighting work and training, and facilitate the deployment of six firemen for each fire appliance; and</p> <p>(b) Make reference to papers/reports of the three relevant advisory bodies on civil service salaries and conditions of service, including their predecessor, the Salaries Commission, and provide details on the changes since the sixties in the conditioned hours of work of civil servants, in particular FSD's Fire Stream.</p>	<p>The Administration's response was issued vide LC Paper No. CB (1)2978/10-11 on 5 September 2011.</p>
<p>3. <u>Progress update on proposed amendments to subsidiary regulations on discipline to the disciplined services legislation</u></p>	<p>20.12.2010</p>	<p>The Administration was requested to take the following actions –</p> <p>(a) Provide information on how long the relevant audio-record and/or video-record of the disciplinary proceedings instituted against a civil</p>	<p>The Administration's response was issued vide LC Paper No. CB (1)2866/10-11 on 5 August 2011.</p>

Subject	Date of meeting	Follow-up actions required	Administration's response
		<p>servant who had subsequently been cleared of the misconduct concerned would be kept, and on the circumstances under which the record would be provided to other parties for reference, particularly on whether consent of the civil servant concerned would be obtained beforehand;</p> <p>(b) Conduct a research into overseas practices and find out whether any overseas jurisdictions reimbursed the defaulter concerned with the legal fees incurred as a result of having legal representation in disciplinary proceedings if he/she was subsequently acquitted of the misconduct; and</p> <p>(c) In relation to the disciplinary cases involving disciplined services departments, other than the Hong Kong Police Force, since 1991 or 1997, provide the respective numbers of cases where the punishments imposed were dismissal or compulsory retirement, together with details on the misconducts that had led to the punishments, and whether legal representation had been applied for and denied.</p>	
4. <u>Use of agency workers</u>	20.12.2010	The Administration was requested to provide the breakdown (as of 30 September 2010) on the distribution of the 2 260 agency workers by bureau/department (B/D) (Annex to LC Paper No. CB(1)783/10-11(05)), such as	The Administration's response was issued vide LC Paper No. CB (1)3004/10-11 on

Subject	Date of meeting	Follow-up actions required	Administration's response
		information on the types of work and services involved in B/Ds using over 100 agency workers, particularly on the number of clerical jobs.	14 September 2011.
5. <u>Updated overview of the civil service: establishment, strength, retirement, resignation and age profile</u>	17.01.2011	<p>The Administration was requested to take the following actions –</p> <ul style="list-style-type: none"> (a) Provide information on the major recruitment exercises to be conducted by individual bureaux/ departments (B/Ds) in the near future, with a breakdown of the number of vacancies concerned by grade; (b) Provide details on the respective ratios between the vacancies filled by internal promotion and those filled by external recruitment in individual B/Ds since 2008; and (c) Provide details on the retirement and resignation position, specifically the yearly retirement position of directorate civil servants since 1985-1986, their age profile and a breakdown of their age at the time of retirement over the past 25 years, and the number of directorate civil servants projected to retire in the following 25 years. 	The Administration's response was issued vide LC Paper No. CB (1)2262/10-11 on 24 May 2011.

Subject	Date of meeting	Follow-up actions required	Administration's response
6. <u>Acceptance of qualifications under the new 3-3-4 academic structure for civil service appointments</u>	21.02.2011	<p>The Administration was requested to take the following actions –</p> <p>(a) Ascertain the availability of information on a breakdown by grades of the respective numbers of applicants who only met the relevant minimum entry requirements and had in the past year been selected for appointment to the 35 grades which set the minimum academic entry requirements at five passes in the Hong Kong Certificate of Education Examination not including Mathematics, in particular Project Yi Jin graduates, who only met the minimum entry requirements. If such information was available, the Administration should make it available to members; and</p> <p>(b) Conduct a review of the intended arrangement for accepting attainments and qualifications under the new senior secondary academic structure for the purpose of civil service appointments after its implementation for a certain period of time and report the review outcomes to the Panel.</p>	<p>The Administration's response was issued vide LC Paper No. CB(1)3081/10-11 on 6 October 2011.</p>

Subject	Date of meeting	Follow-up actions required	Administration's response
7. <u>Government outsourcing</u>	21.02.2011	<p>The Administration was requested to take the following actions –</p> <p>(a) According to the 2010 outsourcing survey, 84% responding departments reported that their staff accepted the changes brought about from the outsourcing of in-house service, and only 2% of staff strongly objected to outsourcing of services. The Administration was requested to provide further details on the above findings, including the specific numbers of staff members and respondents concerned; and</p> <p>(b) Provide to the Panel and upload to the Internet the full report of the 2010 outsourcing survey in March 2011.</p>	The Administration's response was issued vide LC Paper No. CB (1)3005/10-11 on 14 September 2011.
8. <u>Legal assistance for frontline enforcement staff of the Food and Environmental Hygiene Department and the related policy of Civil Service Bureau</u>	16.03.2011	<p>The Civil Service Bureau (CSB) was requested to take the following actions –</p> <p>(a) Seek advice from the Department of Justice on whether CSB was empowered by the Public Service (Administration) Order, the Public Service (Disciplinary) Regulation and the Civil Service Regulations to unilaterally amend the employment conditions of civil servants, as in the present case of ceasing the Private Solicitor Scheme (PPS) for staff of the Food and Environmental Hygiene Department, which had been in operation for</p>	The Administration's response was issued vide LC Paper No. CB (1)2894/10-11 on 11 August 2011.

Subject	Date of meeting	Follow-up actions required	Administration's response
		<p>over 20 years and should be regarded as part and parcel of the employment terms of the staff concerned under the common law system;</p> <p>(b) Provide in writing the detailed justifications and considerations for discontinuing the provision of such an important legal assistance service as PSS; and</p> <p>(c) Provide a response to the following motion passed at the meeting:</p> <p>"That this Panel urges the Government to immediately resume the Private Solicitors Scheme for frontline enforcement staff of the Food and Environmental Hygiene Department."</p>	
<p>9. <u>Requests for the conduct of grade structure reviews (GSRs) for specific non-directorate civilian grades: assessment criteria</u></p>	<p>18.04.2011</p>	<p>The Administration was requested to provide statistics on the recruitment and retention situation over the past five years of the non-directorate civilian grades, the representatives of which attended this meeting to request for GSRs.</p>	<p>The Administration's response was issued vide LC Paper No. CB (1)2946/10-11 on 26 August 2011.</p>

Subject	Date of meeting	Follow-up actions required	Administration's response
10. <u>Overview of civil service disciplinary matters</u>	18.04.2011	<p>The Administration was requested to take the following actions –</p> <ul style="list-style-type: none"> (a) Explain why, although the number of civil servants subject to the Public Service (Administration) Order doubled that of civil servants subject to the Disciplined Services Legislation, the number of dismissal cases involving the latter nearly doubled that involving the former; (b) Provide the numbers and types of disciplinary punishments imposed on directorate civil servants during the period from 2006-2007 to 2010-2011; and (c) Advise whether any civilian civil servants had been subject to formal disciplinary actions solely because they had become insolvent or bankrupt and if so, provide the relevant details. 	The Administration's response was issued vide LC Paper No. CB (1)2866/10-11 on 5 August 2011.
11. <u>Employment of the disabled in the civil service</u>	16.05.2011	The Administration was requested to provide a paper on the reasons why more civil servants with disabilities served in disciplined services departments than in other departments as presented in Annex A to the Administration's reply to the Legislative Council question raised at the Council meeting on 5 January 2011 on employment of people with disabilities in government. In particular, the Administration should explain whether this was because disciplined services departments had larger	The Administration's response was issued vide LC Paper No. CB(1)3081/10-11 on 6 October 2011.

Subject	Date of meeting	Follow-up actions required	Administration's response
		establishments, or whether the civil servants with disabilities in these departments sustained injury on duty and became disabled after they had joined the departments.	
12. <u>Progress update on the preparation of the Civil Service Outstanding Service Award 2011 and other commendation schemes for civil servants</u>	16.05.2011	The Administration agreed to provide figures on the numbers of awards and commendation letters issued to non-civil service contract staff under different commendation schemes for civil servants in 2010.	The Administration's response was issued vide LC Paper No. CB (1)2539/10-11 on 21 June 2011.
13. <u>Racial profile of the civil service</u>	20.06.2011	The Administration agreed to consider providing figures on complaints received during the past five to ten years alleging that there was unfair denial of appointment to the civil service or promotion to higher ranks because of racial discrimination.	The Administration's response was issued vide LC Paper No. CB(1)3081/10-11 on 6 October 2011.