

NOTE FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

Update on Overall Directorate Establishment Position

Introduction

This paper updates Members on the overall directorate establishment position and informs Members of possible proposals for the creation and deletion of directorate posts in the 2012-13 legislative session.

Continuous efforts to control the size of the civil service establishment

2. The Administration has continued its efforts to control the size of the civil service by making more effective use of manpower resources, deleting existing posts where the functional need has ceased, and creating new posts only when fully justified. As at 31 August 2012, the civil service establishment (including judges and judicial officer (J&JO) posts in the Judiciary and all posts in the Independent Commission Against Corruption (ICAC)) stood at 168 210, made up of 1 599 directorate and 166 611 non-directorate posts. Compared with the position in January 2002, this represents a net deletion of five permanent and 14 supernumerary directorate posts. During the period, the number of directorate posts has been maintained at less than 1% of the total establishment of the civil service.

3. In October 2011, we submitted (vide ECI(2011-12)6) a forecast on the likely creation and deletion of directorate posts for the 2011-12 legislative session. By the end of the session, the Establishment Subcommittee (ESC)/Finance Committee (FC) endorsed/approved the creation of 15 permanent directorate posts (including two J&JO posts) and 16 new supernumerary directorate posts and the extension of two supernumerary directorate posts. Meanwhile, four supernumerary directorate posts lapsed without extension during the period. As a result, there was a net creation of 15 permanent directorate posts (including two J&JO posts) and 12 supernumerary directorate posts for the 2011-12 legislative session.

/Forecast

Forecast of directorate post proposals likely to be submitted in the 2012-13 legislative session

4. To take forward new and ongoing initiatives, we will need additional manpower resources at the directorate level.¹ Based on the current assessment provided by bureaux, and subject to further planning, we forecast that in the 2012-13 legislative session the Administration may put forward the following proposals –

- Encl. 1 (a) to create 12 permanent directorate posts² (excluding upgrading/downgrading among directorate ranks, transfer of posts, etc.) as set out in Enclosure 1;
- Encl. 2 (b) to create seven supernumerary directorate posts and extend six supernumerary directorate posts as set out in Enclosure 2. Members may wish to note that eight existing supernumerary directorate posts³ are expected to lapse during the period; and
- Encl. 3 (c) to create two permanent J&JO directorate posts and one supernumerary directorate post in ICAC (excluding upgrading/downgrading among directorate ranks, transfer of posts, etc.) as set out in Enclosure 3.

5. We wish to point out that the above forecast is based on our current assessment only. Bureaux/departments may need to adjust their current plans on staffing requirements in the course of the 2012-13 legislative session as proposals are further refined or as unforeseeable circumstances arise.

- Encl. 4 6. Separately, we wish to draw attention to some possible additional requirements at the directorate level which are under review by the bureaux/departments concerned as set out in Enclosure 4, which may result in submissions to ESC/FC in the 2012-13 legislative session.

/7.

¹ Additional manpower resources at the non-directorate level will also be required. These will be dealt with by the Departmental Establishment Committee concerned under authority delegated by FC.

² Including the creation of 11 civil service directorate posts and one non-civil service position at directorate level.

³ Including the lapse of six civil service directorate posts and two non-civil service positions at directorate level.

7. The Administration will continue to exercise prudence in monitoring and controlling the size of the directorate establishment. A rigorous system is in place to scrutinise proposals initiated by bureaux/departments and ensure that these proposals are fully justified before submission to ESC/FC.

Civil Service Bureau
Financial Services and the Treasury Bureau
November 2012

Current Forecast of Possible Submissions on Creation/Deletion of Permanent Directorate Posts in the 2012-13 Legislative Session

Bureau/ Department/ Office	Purpose	Rank	Proposed Creation
Commerce and Economic Development Bureau (CEDB)	To support Create Hong Kong's work to promote the film industry of Hong Kong and oversee the work of the Secretariat of the Hong Kong Film Development Council (also see the lapse of one supernumerary non-civil service position (D2-equivalent) in CEDB in Enclosure 2)	Secretary General of Film Development Council (D2)	+1
Constitutional and Mainland Affairs Bureau (CMAB)	To implement the policy platform of the fourth-term Government to step up homeland relationship with the Mainland; and to fortify and expand regional cooperation with the Mainland (also see the lapse of one supernumerary D3 post and extension of one supernumerary D2 post in CMAB in Enclosure 2)	Administrative Officer Staff Grade B (D3)	+1
Education Bureau (EDB)	To strengthen manpower support of the School Premises Maintenance Section in EDB at the directorate level to undertake additional workload arising from school maintenance projects and to strengthen the supervision of works consultants in response to the Independent Commission Against Corruption's study on 'Administration of Maintenance Projects of \$2 Million or Below for Non-Estate Aided Schools'	Chief Maintenance Surveyor (D1)	+1
Hong Kong Police Force	To serve as the District Commander of Tseung Kwan O (TKO) District upon the upgrading of TKO Division to TKO District	Chief Superintendent of Police (PPS 55 or D1-equivalent)	+1
Housing Department (HD)	To lead the enforcement authority to be set up to implement the Residential Properties (First-hand Sales) Ordinance (also see the lapse of one supernumerary D3 post in HD in Enclosure 2)	Administrative Officer Staff Grade B (D3)	+1
		Principal Executive Officer (D1)	+1

Bureau/ Department/ Office	Purpose	Rank	Proposed Creation
HD	To implement the new Home Ownership Scheme	Chief Engineer (Civil) (D1)	+1
		Chief Geotechnical Engineer (D1)	+1
		Chief Maintenance Surveyor (D1)	+1
		Chief Structural Engineer (D1)	+1
Office of the Communications Authority	To enhance directorate support for the implementation of the Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012	Chief Regulatory Affairs Manager (D1)	+1
Offices of the Chief Secretary for Administration and the Financial Secretary - Central Policy Unit (CPU)	To add one Full-time Member to strengthen the research capability of the CPU in providing expert advice to the Chief Executive, Chief Secretary and Financial Secretary	Non-civil service position at D3-equivalent	+1
Total			+12

Current Forecast of Possible Submissions on Creation/Extension of Supernumerary Directorate Posts in the 2012-13 Legislative Session

Bureau/ Department/ Office	Purpose	Rank	Proposed Creation	Proposed Extension	Expected to Lapse
Department of Justice (DoJ)	To provide support to the Secretary for Justice to promote and facilitate the use of mediation in Hong Kong (also see the lapse of one supernumerary non-civil service position (DL2-equivalent) in DoJ in Enclosure 2)	Deputy Principal Government Counsel (DL2)	+1		
DoJ	To cope with the expected increase in workload of the Prosecutions Division	Deputy Principal Government Counsel (DL2)	+1		
Labour Department	To oversee the Standard Working Hours (SWH) policy formulation, studies, consultations and support the high-level SWH Committee	Chief Labour Officer (D1)	+1		
Offices of the Chief Secretary for Administration and the Financial Secretary (CSO)	To serve as Head and Deputy Head of a proposed Policy and Project Co-ordination Unit to provide support to the Chief Secretary for Administration on co-ordination of cross-bureaux policy formulation, including serving as a common secretariat to the Commission on Poverty and the Steering Committee on Population Policy; monitoring progress on implementation of cross-bureaux policy initiatives; and facilitating land development and other projects that will contribute to achievement of policy targets	Administrative Officer Staff Grade B (D3)	+1		
		Administrative Officer Staff Grade C (D2)	+1		

Bureau/ Department/ Office	Purpose	Rank	Proposed Creation	Proposed Extension	Expected to Lapse
CSO - Central Policy Unit	To provide directorate support for the Secretariat of the Commission on Strategic Development (CSD) in overseeing the planning and preparation of discussion papers for CSD meetings and its focused discussions, as well as undertaking and coordinating complex policy researches	Administrative Officer Staff Grade C (D2)	+1		
CSO - Economic Analysis and Business Facilitation Unit	To lead a new section in the Economic Analysis Division to conduct in-depth and rigorous analyses and research studies on key policy issues, including population ageing, housing, poverty and economic development	Principal Economist (D2)	+1		
Constitutional and Mainland Affairs Bureau (CMAB)	To implement the policy platform of the fourth-term Government to step up homeland relationship with the Mainland; and to fortify and expand regional cooperation with the Mainland (also see the creation of one permanent D3 post in CMAB in Enclosure 1)	Administrative Officer Staff Grade C (D2)		1	
Financial Services and the Treasury Bureau (FSTB)	To undertake duties relating to the establishment of a Policyholders' Protection Fund and an independent Insurance Authority	Administrative Officer Staff Grade C (D2)		1	
FSTB	To render continued support for the implementation of the new Companies Ordinance, trust law reform and other policy initiatives	Administrative Officer Staff Grade C (D2)		1	
Food and Health Bureau (FHB)	To develop and implement the electronic health record sharing system	Administrative Officer Staff Grade B (D3)		1	
		Administrative Officer Staff Grade C (D2)		1	

Bureau/ Department/ Office	Purpose	Rank	Proposed Creation	Proposed Extension	Expected to Lapse
Security Bureau	To sustain the enhanced anti-drug work built upon the recommendations of the Task Force on Youth Drug Abuse	Administrative Officer Staff Grade C (D2)		1	
Civil Aviation Department (CAD)	To allow a supernumerary D2 post to lapse upon the replacement of air traffic control system and development of a new CAD headquarters on the Airport Island	Assistant Director-General of Civil Aviation (D2)			-1
Commerce and Economic Development Bureau (CEDB)	To allow a supernumerary non-civil service position (D2-equivalent) to lapse upon the creation of the permanent Secretary General of Film Development Council (D2) post (also see the creation of one permanent D2 post in CEDB in Enclosure 1)	Non-civil service position of Secretary General of Film Development Council (D2-equivalent)			-1
CMAB	To allow a supernumerary D3 post to lapse upon the creation of one permanent D3 post in CMAB in Enclosure 1	Administrative Officer Staff Grade B (D3)			-1
DoJ	To allow a supernumerary non-civil service position (DL2-equivalent) to lapse upon the creation of the supernumerary Deputy Principal Government Counsel (DL2) post for mediation and related work (also see the creation of one supernumerary DL2 post in DoJ in Enclosure 2)	Non-civil service position of Deputy Principal Government Counsel (DL2-equivalent)			-1
FHB	To allow a supernumerary D3 post to lapse upon completion of the legislative work in relation to the Food Safety Bill and relevant legislation, as well as other initiatives to further enhance food safety	Administrative Officer Staff Grade B (D3)			-1

Bureau/ Department/ Office	Purpose	Rank	Proposed Creation	Proposed Extension	Expected to Lapse
Housing Department (HD)	To allow two supernumerary posts at D2 and D3 level to lapse upon completion of the legislative work in relation to the regulation of the sale of first-hand residential properties by legislation (also see the creation of one permanent D3 post in HD in Enclosure 1)	Administrative Officer Staff Grade B (D3)			-1
		Administrative Officer Staff Grade C (D2)			-1
Registration and Electoral Office	To allow a supernumerary D1 post to lapse upon completion of the four general elections in 2011 and 2012	Principal Executive Officer (D1)			-1
Total			+7	6	-8

Current Forecast of Possible Submissions on Creation/Deletion of Permanent Directorate Posts for Judges and Judicial Officers and Supernumerary Directorate Post in the Independent Commission Against Corruption in the 2012-13 Legislative Session

Bureau/ Department/ Office	Purpose	Rank	Proposed Creation
Independent Commission Against Corruption (ICAC)	To handle highly sensitive, complex and would-be protracted investigations	Assistant Director, Commission Against Corruption (ICAC Pay Scale Point 46 or D2-equivalent)	+1
Judiciary	To run the Competition Tribunal to be established under the Competition Ordinance	Judge of the Court of First Instance of the High Court (JSPS 16)	+1
		Deputy Registrar, High Court (JSPS 13)	+1
Total			+3

Possible additional post requirements at the directorate level which are under review

Bureau/Department/Office	Purpose
Civil Engineering and Development Department	To regrade a directorate post to meet operational requirements
Companies Registry	To render continued support for the implementation of the new Companies Ordinance
Development Bureau (DEVB)	To provide continued directorate support to take forward the Energising Kowloon East initiative
DEVB	To regrade directorate posts to meet operational requirements
Electrical and Mechanical Services Department	To regrade directorate posts to meet operational requirements
Planning Department	To regrade directorate posts to meet operational requirements
