

For Information

**Legislative Council Panel on Public Service**

**Follow-up to the Meetings on 17 December 2012 and 21 January 2013**

At the meeting of the Legislative Council Panel on Public Service (the Panel) on 17 December 2012, the Administration was requested to provide the following information relating to the employment of non-civil service contract (NCSC) staff –

- (a) a breakdown by job nature of the 886 NCSC staff employed by the Education Bureau (EDB) to meet the operational needs in government schools under the school-based management initiative;
- (b) progress and timetable of the replacement of NCSC positions by civil service posts in EDB;
- (c) progress and timetable of the replacement of NCSC positions by civil service posts in the Radio Television Hong Kong (RTHK); and the number of civil service posts proposed for creation by RTHK to replace the NCSC positions in the department; and
- (d) employment situation of NCSC staff in those departments operated under trading funds, and the special considerations of the Civil Service Bureau (CSB) in monitoring the implementation of the NCSC staff scheme in these departments.

2. Separately, at the meeting of the Panel on 21 January 2013, the Administration was requested to provide a breakdown by bureaux/departments (B/Ds) and justifications for NCSC positions which cannot be converted to civil service posts.

## **NCSC Staff in EDB**

3. Regarding paragraph 1(a) above, as at 30 June 2012, a total of 886 full-time NCSC staff were employed by EDB to meet the operational needs in government schools under the school-based management initiative. About 30% (270 in number) were General Workers performing manual work, cleaning, dispatch or counter-reception duties. Another 30% (268 in number) were Teaching Assistants engaged to assist teachers in preparing teaching materials and organising school activities. Another 21% (187 in number) provided administrative, executive or clerical support services for the schools. Another 11% (94 in number) were School Attendants/Semi-skilled Workers providing general support services in laboratories. The remaining 8% (67 in number) mainly provided information technology or technical support.

4. With the introduction of school-based management, government schools are provided with greater autonomy and flexibility in managing their resources and planning for school development. To develop quality education with their own characteristics, government schools need the flexibility to hire the right mix of supporting staff to meet their operational needs at different times and this explains the continual engagement of NCSC staff to meet short-term service needs. That said, government schools have reviewed their NCSC positions and will seek to create civil service posts in the 2014/15 school year to replace some of the long-standing NCSC positions. Similar reviews will be conducted in future, and government schools will make staffing proposals for civil service posts to replace long-standing NCSC positions when considered appropriate.

5. As at 30 June 2012, EDB employed 348 full-time NCSC staff in its headquarters. To ensure that quality education is provided for Hong Kong students, EDB considers that there is a continued need to employ NCSC staff in its headquarters on a short-term basis to cope with the increasing workload arising from the implementation of education initiatives/programmes. EDB has constantly reviewed NCSC positions in various divisions and replaced NCSC positions which involve work with long-term needs by civil service posts. For instance, 26 civil service posts were created in various divisions for phasing out NCSC positions in

2011-12 and 2012-13. Some 10 replacement civil service posts will be created in 2013-14. EDB will continue to conduct reviews and, where appropriate, seek to replace NCSC positions in its divisions by civil service posts.

### **NCSC Staff in RTHK**

6. As a public service broadcaster, RTHK considers that there is an operational need for the department to engage a certain number of NCSC staff for job-specific duties to meet changing community needs and audience tastes, maintain certain degree of turnover of talents engaging in creative work, and tap the latest expertise in the market. That said, for long-term service needs or core services which have to be delivered by the department direct, RTHK will replace the relevant NCSC positions by civil service posts in a progressive manner having regard to its operational requirements and availability of resources. In this regard, 22 civil service posts, which cover a wide range of work types, including editors, producers, reporters and corporate business officers, were created in 2011-12 and 2012-13 for replacing NCSC positions. In 2013-14, another 20 civil service posts will be created. RTHK will keep the manpower arrangements under review and seek to replace NCSC positions by civil service posts where appropriate and necessary to meet its organisational needs.

7. Civil service vacancies in RTHK are filled by open recruitment in a fair and impartial manner. Job applicants are required to attend relevant trade tests, such as written test and voice test, if required by the work types, as well as selection interviews. NCSC staff currently working in RTHK, with their experience in the department and proven track records, will have a competitive edge in the recruitment exercises because relevant working experience and job knowledge as well as good performance records are important aspects for assessment in the recruitment exercises. Past recruitment statistics attest to this. For instance, 27 recruitment exercises have been conducted for the Programme Officer Grade to fill 115 civil service vacancies since 2011. Among the 115 appointees, 80 (70%) were former NCSC staff in RTHK.

## **NCSC Staff in Trading Fund Departments**

8. As regards paragraph 1(d) above, as at 30 June 2012, a total of 3 967 full-time NCSC staff were employed by the five trading fund departments, i.e. 2 073 staff in Hongkong Post, 1 579 in Electrical and Mechanical Services Department, 129 in Office of the Communications Authority, 118 in Land Registry and 68 in Companies Registry. Almost two-third of them (about 65% or 2 591 in number) were engaged to provide services which fluctuated according to changes in market demand. Around 26% (1 035 in number) worked less than the conditioned hours required of civil servants. The remaining 9% (341 in number) were mainly engaged to meet service needs that were time-limited.

9. Trading fund departments are subject to the same monitoring and control as other B/Ds, save the absence of a cap on the number of NCSC staff to be employed having regard to the fact that trading fund departments require more flexibility in staff engagement to cater for business fluctuations. Nonetheless, same as other B/Ds, they are required to review their engagement of NCSC staff to ensure that the engagement fits the ambit of the scheme.

## **Replacement of NCSC Positions by Civil Service Posts**

10. On paragraph 2 above, as at 30 June 2012, there were 14 535 full-time NCSC staff employed by B/Ds. Among them, 52% (7 542 in number) of the relevant NCSC positions were considered not appropriate to be replaced by civil service posts because the NCSC staff were employed by B/Ds to meet service needs which were time-limited or seasonal; or which required staff to work less than the conditioned hours; or which required tapping the latest expertise in a particular area. A detailed breakdown of these 7 542 NCSC positions by B/Ds is at **Annex**. The remaining 48% of the staff (6 993 in number) were employed mainly to provide various services where the mode of service delivery was under review or likely to be changed; or to meet service needs which was subject to unpredictable market changes from time to time. B/Ds are required to keep the employment of these NCSC staff under regular review and,

where appropriate, seek to replace them with civil service posts according to the established procedures if the work involved is of a permanent nature.

11. We will give an update on the replacement of NCSC positions by civil service posts in later reports to the Panel.

**Civil Service Bureau**  
**July 2013**

**Breakdown by bureaux / departments (B/Ds) and  
justifications for NCSC positions which cannot be converted to civil service posts  
( position as at 30.6.2012 )**

B/Ds	Justifications for non-conversion			
	To meet service needs that are short-term or time-limited or seasonal in nature	To meet service needs that require staff to work less than the conditioned hours required of civil servants	To tap the latest expertise in the market to meet B/D's special and changing operational needs	Total number of NCSC positions which cannot be converted to civil service posts
	A	B	C	D = A + B + C
Agriculture, Fisheries and Conservation Department	188	1	-	189
Architectural Services Department	36	-	-	36
Buildings Department	390	-	-	390
Census and Statistics Department	207	-	-	207
Chief Executive's Office	7	-	-	7
Chief Secretary and Financial Secretary's Offices (including the Efficiency Unit)	31	-	14	45
Civil Aviation Department	23	-	-	23
Civil Engineering and Development Department	30	-	-	30
Civil Service Bureau	-	1	-	1
Commerce and Economic Development Bureau	32	-	2	34
Companies Registry	23	-	-	23
Constitutional and Mainland Affairs Bureau	8	-	1	9
Correctional Services Department	7	-	-	7
Customs and Excise Department	17	-	-	17
Department of Health	121	9	-	130
Department of Justice	43	-	-	43
Development Bureau	11	-	8	19
Drainage Services Department	74	-	-	74
Education Bureau	292	6	19	317
Electrical and Mechanical Services Department	249	-	4	253
Environment Bureau	6	-	-	6
Environmental Protection Department	108	-	1	109
Financial Services and the Treasury Bureau	-	-	1	1
Fire Services Department	7	1	-	8
Food and Environmental Hygiene Department	87	8	3	98
Food and Health Bureau	16	-	-	16
Government Flying Service	11	-	1	12
Government Laboratory	30	-	-	30
Government Logistics Department	1	18	5	24
Government Property Agency	8	-	-	8
Highways Department	28	-	-	28
Home Affairs Bureau	51	-	2	53
Home Affairs Department	68	-	43	111
Hong Kong Observatory	24	-	-	24
Hong Kong Police Force	4	-	1	5
Hongkong Post	-	1 035	-	1 035
Immigration Department	77	-	-	77
Information Services Department	6	-	10	16
Inland Revenue Department	168	-	-	168

B/Ds	Justifications for non-conversion			
	To meet service needs that are short-term or time-limited or seasonal in nature	To meet service needs that require staff to work less than the conditioned hours required of civil servants	To tap the latest expertise in the market to meet B/D's special and changing operational needs	Total number of NCSC positions which cannot be converted to civil service posts
	A	B	C	D = A + B + C
Innovation and Technology Commission	4	-	33	37
Intellectual Property Department	4	-	8	12
Invest Hong Kong	-	-	58	58
Judiciary	101	2	1	104
Labour and Welfare Bureau	24	-	1	25
Labour Department	217	-	7	224
Land Registry	28	-	-	28
Lands Department	190	-	19	209
Legal Aid Department	-	-	-	-
Leisure and Cultural Services Department	1 264	-	30	1 294
Marine Department	18	-	-	18
Office of the Communications Authority	-	-	3	3
Office of the Government Chief Information Officer	6	-	2	8
Official Receiver's Office	49	-	-	49
Planning Department	11	-	8	19
Radio Television Hong Kong	78	-	249	327
Rating and Valuation Department	43	-	25	68
Registration and Electoral Office	791	-	-	791
Security Bureau	4	-	8	12
Social Welfare Department	31	-	12	43
Student Financial Assistance Agency	210	-	-	210
Trade and Industry Department	78	2	6	86
Transport and Housing Bureau	5	-	-	5
Transport Department	136	-	-	136
Treasury	47	-	-	47
University Grants Committee Secretariat	9	-	2	11
Water Supplies Department	29	-	6	35
<b>Total</b>	<b>5 866</b>	<b>1 083</b>	<b>593</b>	<b>7 542</b>