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Clerk to Panel on Public Service
Legislative Council
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn.: Miss Shirley HAU)

2 August 2019

Dear Miss HAU,

Panel on Public Service
Follow-up to meeting on 20 May 2019

The Legislative Council Panel on Public Service discussed the paper “An Overview of the Civil Service: Establishment, Strength, Retirement, Resignation, Age Profile and Gender Profile” (LC Paper No. CB(4) 858/18-19(03)) at its meeting on 20 May 2019. The Administration was requested to provide supplementary information relating to resignation, vacancy and female participation in the civil service in 2017-18.

(a) Resignation

In the above-mentioned financial year, 1 333 officers had resigned from the civil service, representing a resignation rate of 0.8%. A breakdown of the resignees by age group is at **Table 1** of Annex. Given that they were in a large number of bureaux / departments (B/Ds) and grades and ranks, we consider it more useful to focus attention on those B/Ds and grades which had a relatively higher number of resignees. In this light, we have provided the five B/Ds and the five grades that recorded the highest number of resignees in 2017-18 at **Tables 2 and 3** respectively for the Panel’s information.

(b) Vacancy

As at 31 March 2018, there were 6 570 vacant civil service posts, equivalent to 3.7% of the establishment. On similar consideration mentioned above, instead of listing out all B/Ds and grades concerned, we have shown the five B/Ds and the five grades that had the highest number of vacant posts at **Tables 4 and 5** respectively. Vacancies exist in the civil service mainly because of the lead time required for conducting recruitment exercises. In addition, for some public services the mode of delivery of which is under review, the relevant Heads of Department / Grade may decide whether to fill the vacant civil service posts concerned after completion of the review to ensure prudent use of public resources.

(c) Female participation

We were requested to provide the five grades with the lowest female participation rate by excluding those serving in the disciplined services and remunerated by the Police Pay Scale and General Disciplined Services Pay Scale. Considering that the female participation rates of individual grades contribute in varying degree to the overall female participation rate based on their relative size, we have listed out, among those grades which had an establishment accounting for 1% or above of the total civil service establishment, the five grades with the lowest female participation rate in 2017-18 at **Table 6**.

Yours sincerely,



(Ms Vivien Li)
for Secretary for the Civil Service

Panel on Public Service
Follow-up to meeting on 20 May 2019

**Supplementary Information on Resignation, Vacancy and Female Participation
in the Civil Service**

Table 1 Civil servants resigned in 2017-18 by age

Age	Number of resignees
19 or below	2
20 - 29	571
30 - 39	402
40 - 49	185
50 or above	173
Total	1 333

**Table 2 Five bureaux / departments with the highest number of resignees in
2017-18**

Bureau / Department	Number of resignees	Resignation rate *
Hong Kong Police Force	300	0.90%
Leisure and Cultural Services Department	99	1.11%
Department of Health	87	1.45%
Food and Environmental Hygiene Department	74	0.74%
Government Secretariat : Education Bureau	60	1.19%

* Denotes number of resignees as a percentage of the strength of the department as at the end of the previous financial year (i.e. 31.3.2017).

Table 3 Five grades (and ranks involved) with the highest number of resignees in 2017-18

Grade	Number of resignees (number of probationers)	Resignation rate *
Junior Police Officer (involving ranks at Police Constable and Police Sergeant)	238 (169)	0.91%
Clerical Assistant (one-rank grade)	101 (85)	1.20%
Clerical Officer (involving ranks at Assistant Clerical Officer and Clerical Officer)	101 (69)	0.72%
Assistant Officer (involving rank at Assistant Officer II only)	45 (31)	0.96%
Executive Officer (involving ranks at Executive Officer II, Executive Officer I, Senior Executive Officer and Chief Executive Officer)	44 (18)	1.38%

* Denotes number of resignees as a percentage of the strength of the grade as at the end of the previous financial year (i.e. 31.3.2017).

Table 4 Five bureaux / departments with the highest number of vacant posts in 2017-18

Bureau / Department	Number of vacant posts (as at 31.3.2018)
Food and Environmental Hygiene Department	947
Hong Kong Police Force	692
Government Secretariat : Education Bureau	678
Leisure and Cultural Services Department	434
Water Supplies Department	419

Table 5 Five grades with the highest number of vacant posts in 2017-18

Grade	Number of vacant posts (as at 31.3.2018)
Workman I ^	939
Workman II ^	671
Artisan ^	495
Junior Police Officer	357
Primary School Master / Mistress	217

^ Common grade employed in several departments, but which is under the control of individual Heads of Department. The figures show the overall vacancy position in all relevant departments.

Table 6 Five grades * with the lowest female participation rate in 2017-18

Grade	As at 31.3.2018	
	Number of female staff	Percentage of female staff #
Motor Driver	14	0.72%
Works Supervisor ^	81	2.20%
Postman	86	2.67%
Clerk of Works ^	39	3.42%
Artisan ^	406	13.28%

* Refer to grades with an establishment accounting for 1% or more of the total civil service establishment.

Denotes number of female staff as a percentage of the strength of the grade as at 31.3.2018.

^ Common grade employed in several departments, but which is under the control of individual Heads of Department. The figures show the overall female participation rate in all relevant departments.