

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 149 – GOVERNMENT SECRETARIAT: HEALTH, WELFARE AND FOOD BUREAU Subhead 000 Operational Expenses

Members are invited to recommend to the Finance Committee the following proposal to rationalize the existing directorate structure of the Health, Welfare and Food Bureau with effect from 1 July 2003 –

(a) the creation of the following permanent posts –

1 Administrative Officer Staff Grade A1
(D8) (\$181,700)

1 Administrative Officer Staff Grade C/
non-civil service position at D2-equivalent
(D2) (\$117,040 - \$124,305)

to be offset by the deletion of the following permanent posts –

1 Administrative Officer Staff Grade A1
(D8) (\$181,700)

1 Administrative Officer Staff Grade C
(D2) (\$117,040 - \$124,305); and

(b) re-distribution of duties among the directorate posts in the Food and Environmental Hygiene Division of the Health, Welfare and Food Bureau.

/PROBLEM

PROBLEM

The Secretary for Health, Welfare and Food (SHWF) needs a Permanent Secretary (PS) on a permanent basis to underpin him in the discharge of his full range of duties, and an Administrative Assistant (AA) to provide him with administrative support under the accountability system.

PROPOSAL

2. We propose to rationalize the existing directorate structure of the HWFB on 1 July 2003. The proposal will entail the following changes to the number and deployment of directorate posts on the civil service establishment –

- (a) the creation of one permanent post of Administrative Officer Staff Grade A1 (AOSGA1) (D8) as the Permanent Secretary for Health, Welfare and Food (PSHWF), to be offset by the deletion of an existing post of AOSGA1 in the Health, Welfare and Food Bureau (HWFB);
- (b) the creation of one permanent post of Administrative Officer Staff Grade C (AOSGC) (D2)/non-civil service position at D2-equivalent as AA to SHWF, to be offset by the deletion of an existing AOSGC (D2) post in the Food and Environmental Hygiene (FEH) Division of HWFB; and
- (c) re-distribution of duties among the directorate posts in the FEH Division of HWFB.

JUSTIFICATION

3. SHWF has reviewed the existing staffing establishment of HWFB. He considers it necessary to retain the existing directorate structure of the Bureau in order to provide him with the necessary support at the senior directorate level in formulating policies and in ensuring the smooth, timely and effective implementation of approved policies and programmes.

The Permanent Secretary for Health, Welfare and Food

4. The existing post of PSHWF (D8) is a supernumerary post created for one year up to 30 June 2003 by the Financial Secretary under delegated authority by holding against the permanent civil service post of the then Secretary for Health and Welfare (SHW) (D8). As the supernumerary PSHWF post will lapse

/on

on 1 July 2003, it is necessary to create one permanent post of AOSGA1 (D8) as the PSHWF, offset by the deletion of the former SHW (D8) post.

5. Under the accountability system implemented on 1 July 2002, the HWFB has assumed the additional responsibility for the policy areas of Agriculture, Fisheries and Food Safety and Environmental Hygiene, apart from the original policy areas of Health, Social Welfare and Women's Interests. The policy responsibilities of the HWFB are among one of the heaviest in all policy bureaux, and the policy areas under SHWF's purview are also complex and sensitive which warrant considerable top level support. SHWF therefore needs the proposed Permanent Secretary post, at the rank of AOSGA1 (D8), on a permanent basis to assist him in overseeing the operations of HWFB. PSHWF will be responsible for HWFB's day-to-day management and she will assist SHWF in directly overseeing both policies and operational matters relating to the delivery of services in the various areas of work under the purview of SHWF. PSHWF will, among her other duties, serve as the Controlling Officer for a number of heads of expenditure which include Head 149 – Government Secretariat: HWFB, Head 176 Subhead 521 – Skills Centre, Head 177 Subhead 514 – Hospital Authority, and Head 177 Subhead 539 – Prince Philip Dental Hospital. The proposed job description of PSHWF is at Enclosure 1.

Encl. 1

The Administrative Assistant to the Secretary for Health, Welfare and Food

6. Under the accountability system implemented on 1 July 2002, each Director of Bureau is to have his/her own private office, comprising an AA (equivalent to AOSGC (D2) rank) and other non-directorate support staff. The financial provisions for those posts in the Director of Bureau's private office are to be made available through redeployment of existing resources by the bureau concerned. We accordingly created a supernumerary AOSGC (D2) post in HWFB, held against the post of Principal Assistant Secretary (Food and Environmental Hygiene)2 (P(FEH)2) in the FEH Division at the rank of AOSGC (D2), to serve as AA to SHWF with effect from 4 July 2002 for 12 months under delegated authority from the Finance Committee. The job description of AA to SHWF is at Enclosure 2.

Encl. 2

7. As regards the duties and responsibilities of the post of former P(FEH)2, they have been taken up by the remaining two PASs in the FEH Division as follows –

/Additional

Additional duties and responsibilities assumed

- | | |
|---|---|
| P(FEH)1 | <ul style="list-style-type: none"> • Agriculture policy • Veterinary health • Wholesale marketing policy • Policy on provision of slaughtering facilities • Animal welfare • House-keeping for Agriculture, Fisheries and Conservation Department |
| P(FEH)2
[post formerly
known as
P(FEH)3] | <ul style="list-style-type: none"> • Fisheries policy • Policy on licensing of food premises • Review of policy and legislation on pesticides • Licensing Appeals Board |

8. Since the original duties and responsibilities of former P(FEH)2 have been redistributed to the other two PASs in the FEH Division, we propose to formalise the redeployment upon the expiry of the supernumerary AA to SHWF post. When Members considered the creation of non-civil service positions of principal officials under the accountability system in June 2002 (EC(2002-03)2), Members noted that the principal officials' AA would be pitched at a level equivalent to AOSGC (D2). These positions could be filled by civil servants on postings or by way of direct appointment to non-civil service positions at the rank of D2-equivalent. Hence, we propose to rank the AA to SHWF post at AOSGC (D2)/non-civil service position at D2-equivalent to provide SHWF with the flexibility in the filling of this position. The proposed creation is to be offset by the deletion of an AOSGC post formerly designated as P(FEH)2 in the FEH Division with effect from 1 July 2003. The revised and expanded schedules of duties of the two PASs in the FEH Division are at Enclosures 3 and 4. The existing and proposed organisation charts of HWFB are at Enclosures 5 and 6 respectively.

Encls.
3 & 4
5 & 6

FINANCIAL IMPLICATIONS

9. The additional staff cost required for the creation of the proposed AOSGA1 (D8) post and AOSGC (D2) post/non-civil service position at D2-equivalent will be fully offset by the savings from the deletion of one AOSGA1 (D8) post and one AOSGC (D2) post in HWFB.

/10.

10. The changes in notional annual salary cost at mid-point (NAMS) involved are as follows –

	NAMS \$	No. of posts
AOSGA1 (D8) post	2,180,400	1
AOSGC (D2) post/ non-civil service position at D2-equivalent	1,448,040	1
	3,628,440	2
LESS: AOSGA1 (D8) post	2,180,400	1
AOSGC (D2) post	1,448,040	1
	3,628,440	2
	0	0

11. There will be no additional expenditure in terms of full annual average staff cost.

BACKGROUND INFORMATION

12. Under the accountability system introduced on 1 July 2002, the then 16 policy bureaux have been re-organised into 11 bureaux. The 16 Bureau Secretaries (at D8 rank) civil service posts heading the then 16 policy bureaux have also been retained and retitled as Permanent Secretaries (PSs). Of these 16 D8 posts, 11 continue to take on substantially the same functions and duties and no redeployment of posts is involved. However, there are five D8 posts, including the then Secretary for Health and Welfare, which involve substantive changes in functions and responsibilities. The Financial Secretary has therefore, under delegated authority, created five supernumerary PS posts (D8) held against the five permanent D8 posts to facilitate the change in portfolio and/or the redeployment of these D8 posts to enable the PSs concerned, including PSHWF, to take up the re-organised duties on 1 July 2002. As the existing supernumerary post of PSHWF will lapse on 1 July 2003, it is necessary to rationalize the position by creating a permanent post of AOSGA1 as PSHWF.

13. With the implementation of the accountability system, the Administration has also pledged that the principal officials will review the working

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relationship between the bureaux and executive departments within their respective purview. The overall direction is to streamline the structure and working relationship between the two, merging and integrating similar functions being performed by both, making better use of resources, and enhancing the efficient and effective implementation of policies and delivery of services to the public.

ESTABLISHMENT CHANGES

14. Under the accountability system implemented on 1 July 2002, the Health, Welfare and Food Bureau has assumed the additional responsibility for the policy areas of Agriculture, Fisheries and Food Safety and Environmental Hygiene from the then Environment and Food Bureau. There is a consequential transfer of 37 posts to HWFB. The establishment changes in HWFB for the last two years are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1.4.2003)	As at 1.4.2002	As at 1.4.2001
A	20	15	15
B	41	32	29
C	92	68	70
Total	153	115	114

Note:

A - ranks in the directorate pay scale or equivalent

B - non-directorate ranks the maximum pay point of which is above MPS point 33 or equivalent

C - non-directorate ranks the maximum pay point of which is at or below MPS point 33 or equivalent

CONSULTATION WITH LEGISLATIVE COUNCIL PANELS

15. Members of the Legislative Council Panels on Health Services, Food Safety and Environmental Hygiene, and Welfare Services were briefed at the Health Services Panel meeting on 12 May 2003. They have raised no objection to the proposal.

CIVIL SERVICE BUREAU COMMENTS

16. Having regard to the operational need for PSHWF and an AA to SHWF, the Civil Service Bureau supports the proposed creation and ranking of the posts of one AOSGA1 (D8) and one AOSGC (D2)/non-civil service position at D2-equivalent, offset by the deletion of the posts of one AOSGA1 (D8) and one AOSGC (D2) within HWFB.

/ADVISE

ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

17. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts would be appropriate if the posts were to be created/redeployed.

Health, Welfare and Food Bureau
May 2003

Job Description
Permanent Secretary for Health, Welfare and Food

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Health, Welfare and Food (SHWF)

Main Duties and Responsibilities –

1. to assist SHWF in formulating, co-ordinating and implementing policies on health, social welfare, women's interests, agriculture, fisheries and food safety and environmental hygiene;
2. to support SHWF in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo business;
3. to co-ordinate with the executive departments/agency including Department of Health, Hospital Authority, Social Welfare Department, Government Laboratory, Food and Environmental Hygiene Department and Agriculture, Fisheries and Conservation Department, and liaise with other concerned bureaux to achieve smooth, timely and effective implementation of the agreed policies and programmes;
4. to assist SHWF in acquiring and deploying resources to support the implementation of policies and delivery of services;
5. to monitor the needs and aspirations of the community and having regard to the fundings, to undertake timely review and to generate proposals for necessary changes to the established policies and services;
6. to uphold the reliability and professional standards in the delivery of services by the executive departments;
7. to be the controlling officer for a number of heads of expenditure which include Head 149 – Government Secretariat: HWFB, Head 176 Subhead 521 – Skills Centre, Head 177 Subhead 514 – Hospital Authority and Head 177 Subhead 539 – Prince Philip Dental Hospital, and to ensure proper use of the financial resources; and
8. to manage civil servants and other staff in HWFB.

Job Description
Administrative Assistant to the
Secretary for Health, Welfare and Food

Rank : Administrative Officer Staff Grade C (D2) /
non-civil service position at D2-equivalent

Responsible to : Secretary for Health, Welfare and Food (SHWF)

Main Duties and Responsibilities –

1. to provide general administrative support to SHWF;
2. to co-ordinate submissions to SHWF;
3. to co-ordinate and handle replies to correspondence, including complaints, addressed to SHWF;
4. in co-ordination with the Press Secretary to SHWF, to prepare speeches and statements to be delivered by SHWF;
5. to plan SHWF's programme of official visits and duty trips, both locally and overseas, to co-ordinate the preparation of briefs for such visits and follow-up action as required;
6. to plan meetings on various subjects, to prepare briefs, and to service meetings chaired by SHWF; and
7. to perform such other administrative duties as SHWF may from time to time direct.

Job Description
Principal Assistant Secretary for Health, Welfare
and Food (Food and Environmental Hygiene)1

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Health, Welfare and Food
(Food and Environmental Hygiene)

Main Duties and Responsibilities –

1. to assist the Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene) in –
 - formulating and reviewing policies relating to food safety and food labelling;
 - formulating and reviewing policies on the development of the agriculture industry;
 - formulating and reviewing proposals on the provision of wholesale marketing facilities for fresh food produce and slaughtering facilities for livestock and poultry;
 - formulating and reviewing policies on veterinary public health, including control of livestock feed and regulation of the veterinary profession; and
 - formulating and reviewing policies on animal and plant controls and animal welfare;
2. to attend Legislative Council panel meetings as required;
3. to liaise with other bureaux and departments on policy proposals relating to food safety;
4. to serve as Secretary to the Advisory Council on Food and Environmental Hygiene;
5. to co-ordinate a review of the Public Health (Animals and Birds) Ordinance (Cap 139); and
6. to be responsible for house-keeping matters for the Agriculture, Fisheries and Conservation Department.

Job Description
Principal Assistant Secretary for Health, Welfare
and Food (Food and Environmental Hygiene)2

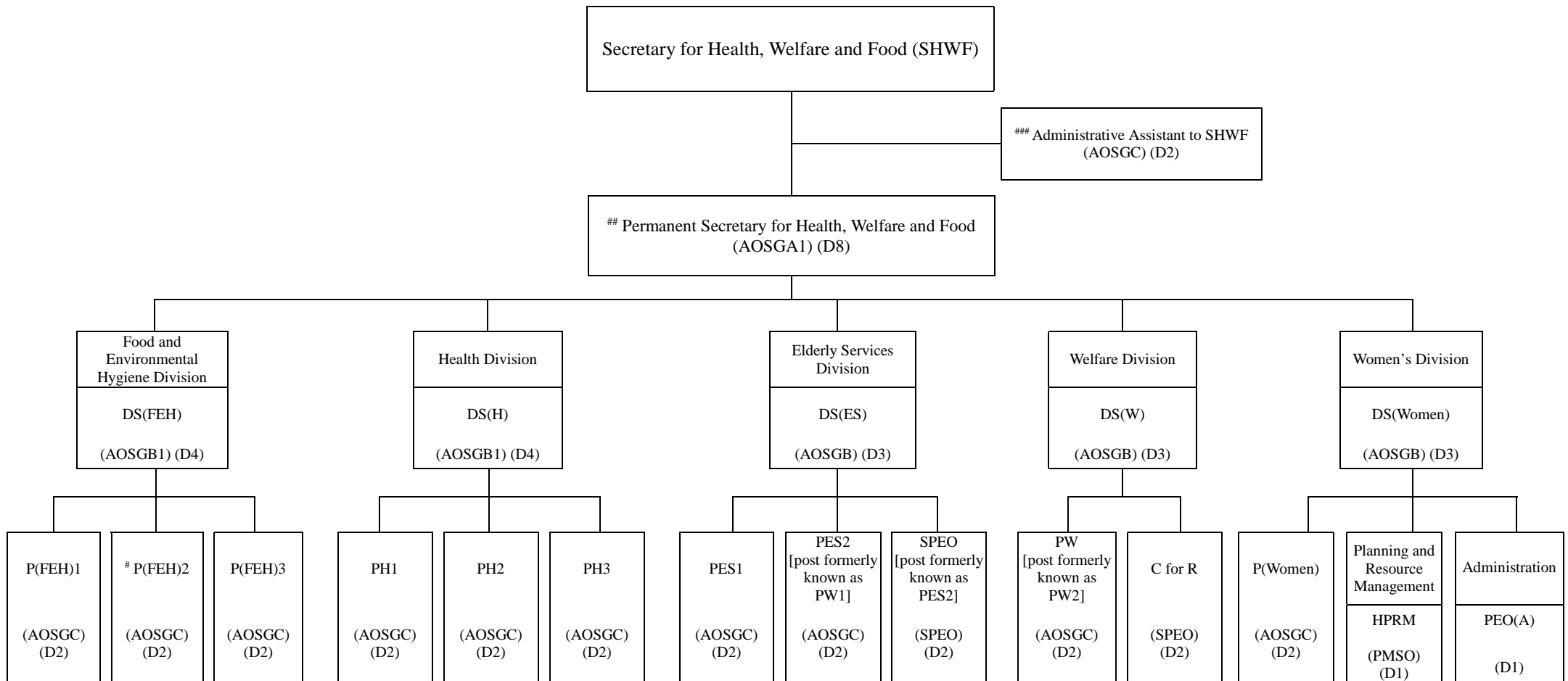
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene)

Main Duties and Responsibilities –

1. to assist the Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene) in –
 - formulating and reviewing policies on the development of domestic fisheries industry, fisheries protection and resource management;
 - formulating and reviewing policies on regulatory control of food premises and liquor licensing;
 - reviewing policies and legislation on the control of pesticides;
 - formulating and reviewing policies on the provision of environmental hygiene services and facilities; and
 - formulating and reviewing policies on hawkers and the provision of retail markets/cooked food centres run by the Food and Environmental Hygiene Department (FEHD);
2. to oversee policy and implementation issues relating to prevention of vector-borne diseases, notably dengue fever;
3. to serve as Secretary to the Licensing Appeals Board;
4. to serve as Secretary to the Appeal Board on Closure Orders (Immediate Health Hazard);
5. to formulate strategies and proposals to progressively align FEHD fees and charges to full costs and update the rental determination mechanism for FEHD markets;
6. to attend meetings of Legislative Council panels/sub-committees and the Advisory Council on Food and Environmental Hygiene as required; and
7. to be responsible for house-keeping matters for FEHD.

Existing Organisation Chart of Health, Welfare and Food Bureau



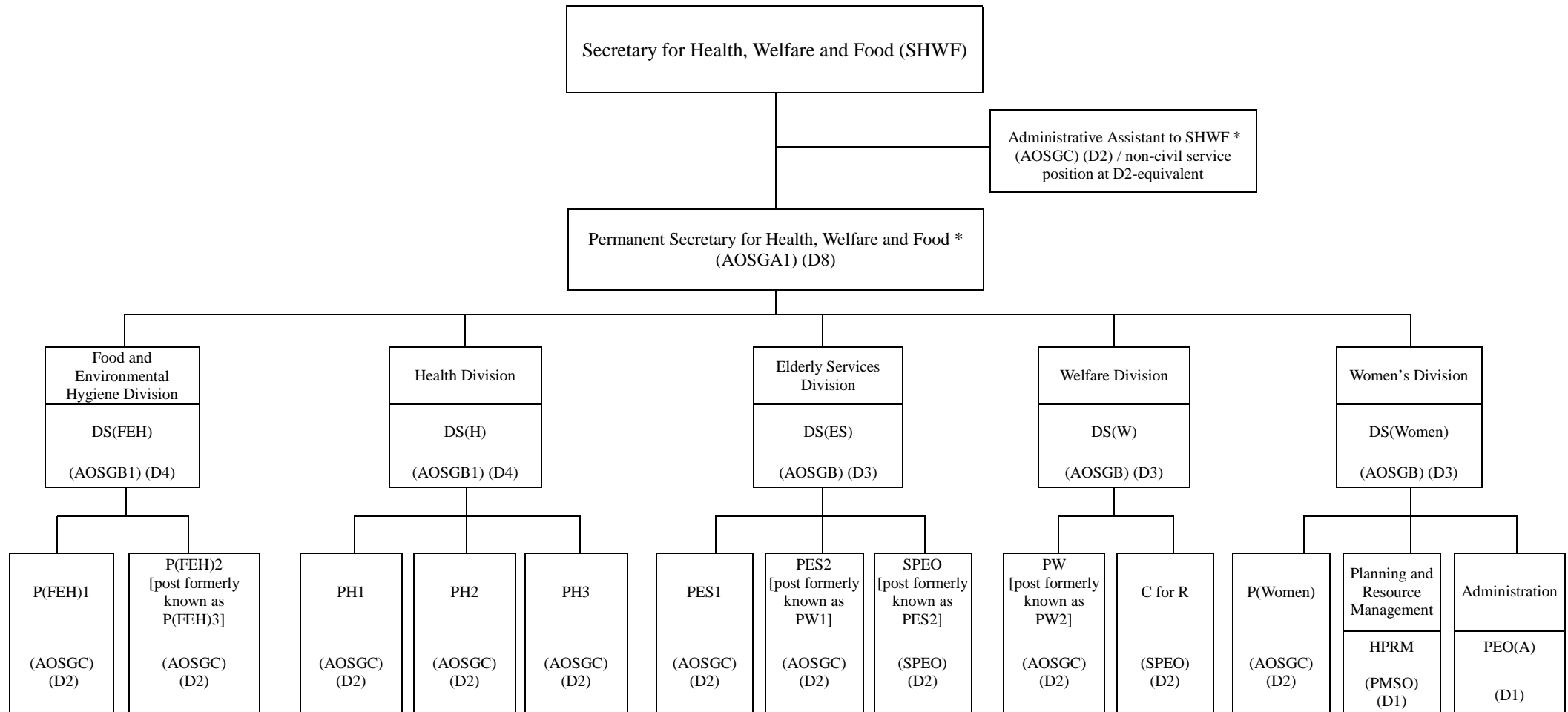
Legend

DS(FEH) = Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene)
 DS(H) = Deputy Secretary for Health, Welfare and Food (Health)
 DS(ES) = Deputy Secretary for Health, Welfare and Food (Elderly Services)
 DS(W) = Deputy Secretary for Health, Welfare and Food (Welfare)
 DS(Women) = Deputy Secretary for Health, Welfare and Food (Women)
 P(FEH)1 = Principal Assistant Secretary (Food and Environmental Hygiene)1
 P(FEH)2 = Principal Assistant Secretary (Food and Environmental Hygiene)2
 P(FEH)3 = Principal Assistant Secretary (Food and Environmental Hygiene)3
 PH1 = Principal Assistant Secretary (Health)1
 PH2 = Principal Assistant Secretary (Health)2
 PH3 = Principal Assistant Secretary (Health)3

PES1 = Principal Assistant Secretary (Elderly Services)1
 PES2 = Principal Assistant Secretary (Elderly Services)2
 SPEO = Senior Principal Executive Officer
 PW = Principal Assistant Secretary (Welfare)
 C for R = Commissioner for Rehabilitation
 P(Women) = Principal Assistant Secretary (Women)
 HPRM = Head, Planning and Resource Management
 PMSO = Principal Management Services Officer
 PEO(A) = Principal Executive Officer (Administration)

: Post used to create the supernumerary post of AA to SHWF
 ## : Supernumerary post created up to 30.6.2003
 ### : Supernumerary post created up to 3.7.2003

Proposed Organisation Chart of Health, Welfare and Food Bureau



Legend

DS(FEH) = Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene)
 DS(H) = Deputy Secretary for Health, Welfare and Food (Health)
 DS(ES) = Deputy Secretary for Health, Welfare and Food (Elderly Services)
 DS(W) = Deputy Secretary for Health, Welfare and Food (Welfare)
 DS(Women) = Deputy Secretary for Health, Welfare and Food (Women)
 P(FEH)1 = Principal Assistant Secretary (Food and Environmental Hygiene)1
 P(FEH)2 = Principal Assistant Secretary (Food and Environmental Hygiene)2
 PH1 = Principal Assistant Secretary (Health)1
 PH2 = Principal Assistant Secretary (Health)2
 PH3 = Principal Assistant Secretary (Health)3

PES1 = Principal Assistant Secretary (Elderly Services)1
 PES2 = Principal Assistant Secretary (Elderly Services)2
 SPEO = Senior Principal Executive Officer
 PW = Principal Assistant Secretary (Welfare)
 C for R = Commissioner for Rehabilitation
 P(Women) = Principal Assistant Secretary (Women)
 HPRM = Head, Planning and Resource Management
 PMSO = Principal Management Services Officer
 PEO(A) = Principal Executive Officer (Administration)
 * = New posts to be created