

**For information**

## **Legislative Council Panels on Food Safety and Environmental Hygiene, Health Services and Welfare Services**

### **Proposed Creation of Permanent Directorate Posts of Permanent Secretary for Health, Welfare and Food and Administrative Assistant to the Secretary for Health, Welfare and Food**

#### **PURPOSE**

This paper briefs Members on the Administration's proposal to create two permanent directorate posts of a Permanent Secretary for Health, Welfare and Food (PSHWF) to underpin the Secretary for Health, Welfare and Food (SHWF) in the discharge of his full range of duties, and an Administrative Assistant (AA) to the SHWF to provide him with administrative support under the accountability system. We plan to submit the proposal to the Establishment Subcommittee of the Finance Committee for consideration at its meeting on 28 May 2003.

#### **PROPOSAL**

2. We propose to rationalize the existing directorate structure of the Health, Welfare and Food Bureau (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 PSHWF, to be offset by the deletion of an existing post of AOSGA1;
- (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 the 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**

### **The Permanent Secretary for Health, Welfare and Food**

3. Under the accountability system implemented on 1 July 2002, the then 16 policy bureaux have been re-organised into 11 bureaux. The 16 Bureau Secretary (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 (SHW), which involve substantive changes in functions and responsibilities. The Financial Secretary has therefore, under delegated authority, created five supernumerary PS posts (D8) by holding 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.

4. The HWFB has, under the accountability system, 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. Currently, PSHWF, being the only PS in HWFB, has to oversee five policy divisions in the Bureau, and six executive departments/agency. For 2003-04, the recurrent expenditure on Health, Social Welfare, Women's Interests, Agriculture, Fisheries and Food Safety and Environmental Hygiene amounts to about \$69.4 billion. This represents 33.5% of the total recurrent government expenditure in 2003-04, the largest share of the budget among all bureaux. The number of staff under HWFB's purview is also great, amounting to about 24 500 civil servants in 2003-04 including staff in HWFB, Social Welfare Department, Department of Health, Food and Environmental Hygiene Department, Agriculture, Fisheries and Conservation Department; and the Government Laboratory.

5. Apart from the sheer amount of financial and manpower resources, the policy areas under SHWF's purview are also complex and sensitive which warrants considerable top level support. SHWF definitely needs at least one Permanent Secretary, 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 directly in 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 and Head 177 Subhead 514 – Hospital Authority. The proposed job description of PSHWF is at Enclosure 1.

Encl. 1

6. We shall nevertheless continue to review the workload of the Bureau and closely monitor the number and ranking of Permanent Secretary post required so as to provide SHWF with the necessary and appropriate level of senior directorate support in formulating, co-ordinating and implementing health, social welfare, women's interests, agriculture, fisheries and food safety and environmental hygiene policies efficiently and effectively.

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

7. 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, holding 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 (AA/SHWF) with effect from 4 July 2002 for 12 months under delegated authority from the Finance Committee. The job description of AA/SHWF is at Enclosure 2.

Encl. 2

8. 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 duties and responsibilities assumed**

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

9. 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/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 official's 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/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 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 organization charts of HWFB are at Enclosures 5 and 6 respectively.

Encls. 3,  
4, 5 & 6

### **FINANCIAL IMPLICATIONS**

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

-----

Health, Welfare and Food Bureau  
April 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 coordinate 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 and Head 177 Subhead 514 – Hospital Authority 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 coordinate submissions to SHWF;
3. to coordinate 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 coordinate 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;
  - 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)

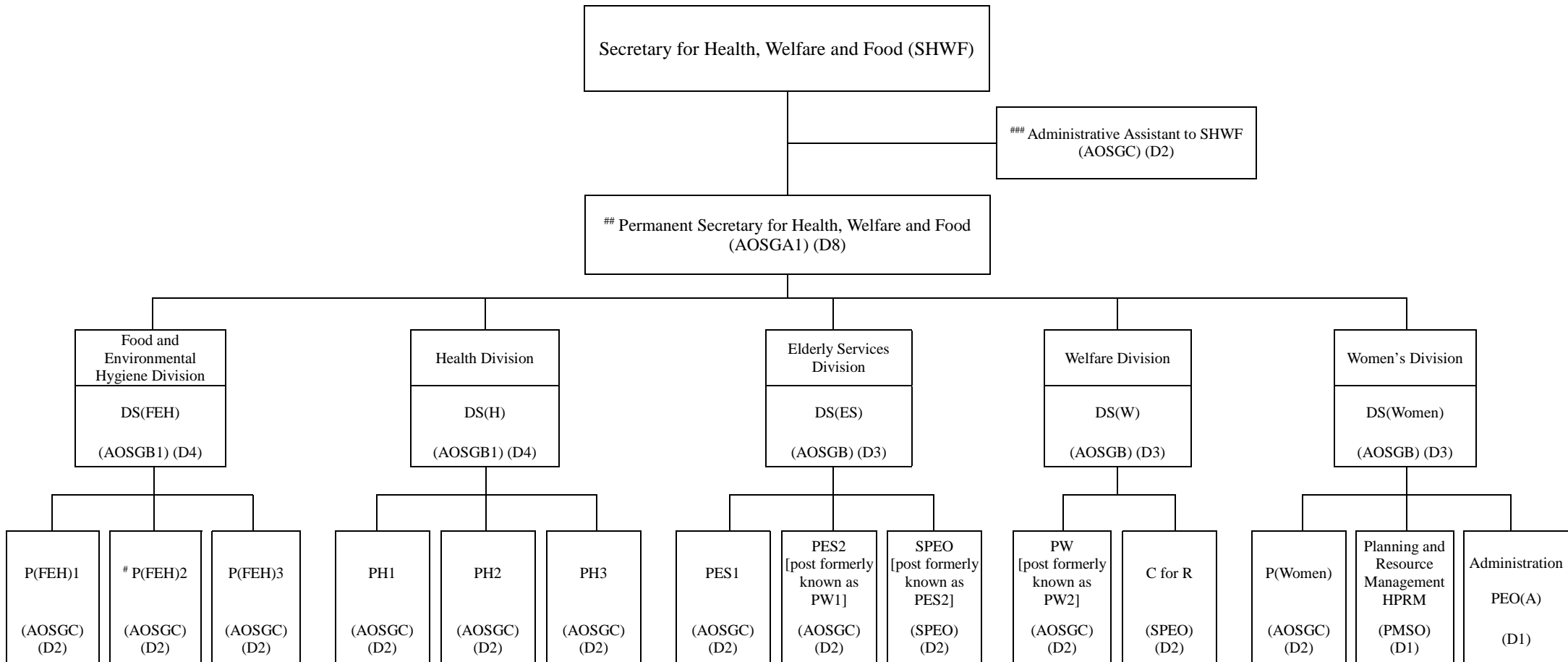
**Responsible to** : Deputy Secretary for Health, Welfare and Food (Food and Environmental Hygiene)

**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;
  - 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 Organization Chart of Health, Welfare and Food Bureau



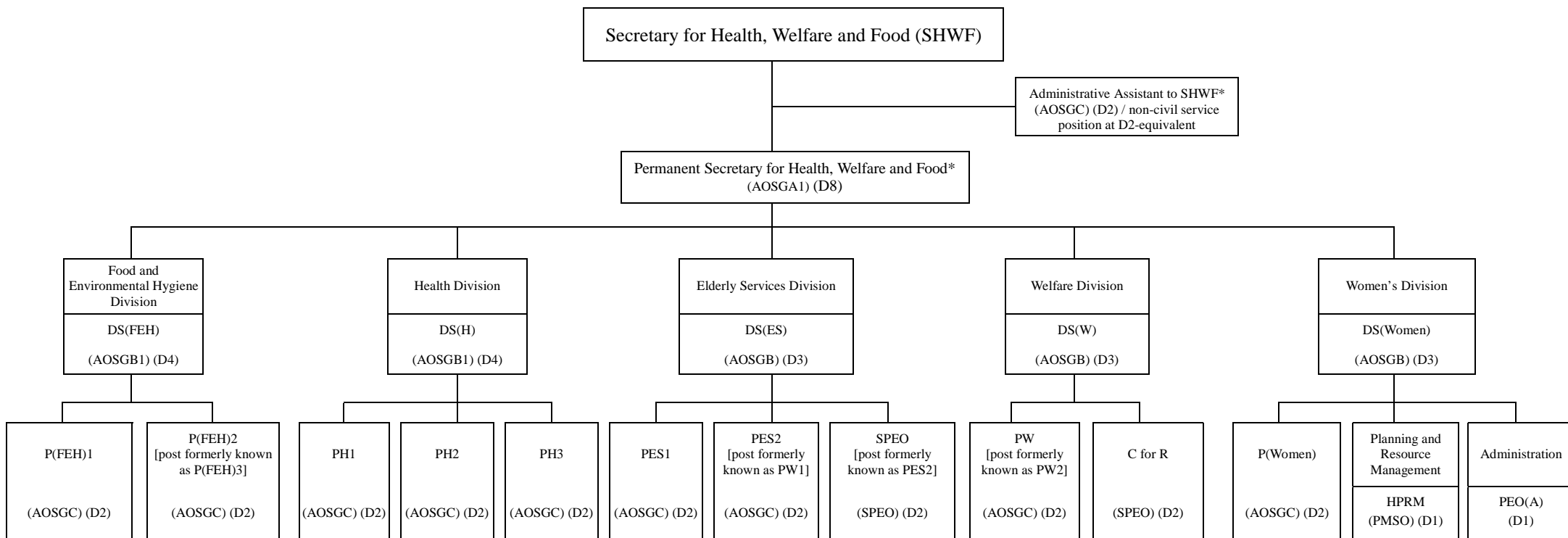
**Legend**

- 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 Organization 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