

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 proposals to rationalize the existing directorate structure of the Health, Welfare and Food Bureau –

(a) the deletion of the following permanent post –

1 Senior Principal Executive Officer
(D2) (\$117,040 - \$124,305); and

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

PROBLEM

The Secretary for Health, Welfare and Food (SHWF) has reviewed the existing organisation structure of the Health, Welfare and Food Bureau (HWFB) and considers that there is scope to streamline the existing directorate structure of the Elderly Services (ES) Division of HWFB for better efficiency and economy.

PROPOSAL

2. We propose to rationalize the existing directorate structure of the ES

/Division

Division of HWFB. The proposal will entail the following changes to the number and deployment of directorate posts on the civil service establishment –

- (a) the deletion of one permanent post of Senior Principal Executive Officer (SPEO) (D2); and
- (b) re-distribution of duties among the directorate posts in the ES Division of HWFB.

JUSTIFICATION

3. SHWF has reviewed the existing staffing establishment of HWFB. He considers it appropriate to streamline the existing directorate structure of the ES Division to achieve better efficiency and economy by deleting an existing SPEO post.

Deletion of the Senior Principal Executive Officer Post in Elderly Services Division

4. In February 1998, one SPEO (D2) post designated as PES2 was created in the ES Division for provision of secretariat support services to the Elderly Commission, formulation and implementation of a strategy to develop a quality private sector on the provision of residential care services, and liaising with relevant Bureaux, Departments and other organisations on the provision of adequate housing for the elderly. Details are contained in EC(97-98)43.

5. Following an internal re-organisation of the ES Division in early 2001 to streamline its directorate structure, the SPEO post was left vacant and frozen on a trial basis and the duties and responsibilities have been re-distributed among the remaining two Principal Assistant Secretaries (PASs) at the rank of Administrative Officer Staff Grade C (D2) in the Division as follows –

Additional duties and responsibilities assumed

PES1

- Devising strategies to facilitate development of a quality private sector on residential care for the elderly, including Enhanced Bought Place Scheme
- Liaising with bureaux, departments, and other organisations on the provision of suitable premises and manpower for operating residential care homes, and on the provision of housing for the elderly

/Exercising

- Exercising policy responsibility over the Residential Care Homes (Elderly Persons) Ordinance (Cap. 459)
- PW1
(retitled as PES2 in November 2001)
- Secretary to the Elderly Commission
 - Promotion of active and healthy ageing, including promoting the Healthy Ageing Campaign

Encls.
1 & 2
3 & 4

6. We have reviewed this arrangement in the light of operational experience. Our findings suggest that under the streamlined directorate structure of the ES Division, the two PASs are able to discharge their duties efficiently and effectively though they have had to assume an expanded schedule of responsibilities. Since the original duties and responsibilities of the former PES2 have been re-distributed to the other two PASs in the ES Division and the arrangement has worked well, we now propose to formalize the redeployment and delete the SPEO post. The revised and expanded schedules of duties of the two PASs in the ES Division are at Enclosures 1 and 2. The existing and proposed organisation charts of HWFB are at Enclosures 3 and 4 respectively.

FINANCIAL IMPLICATIONS

7. The proposed deletion of the directorate post will bring about the following savings in terms of notional annual salary cost at mid point (NAMS) –

	NAMS	No. of post
	\$	
SPEO (D2) post	1,448,040	1

The savings in terms of full annual average staff cost, including salaries and staff on-cost, would amount to \$2,352,000.

BACKGROUND INFORMATION

8. With the implementation of the accountability system, the Administration has pledged that the principal officials will review the working 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, enhancing the efficient and effective implementation of policies and delivery of services to the public, and effecting sufficient savings to make the introduction of the accountability system a cost-neutral exercise.

/ESTABLISHMENT

ESTABLISHMENT CHANGES

9. 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 from the then Environment and Food Bureau. There is a consequential transfer of 35 posts from the former Environment and Food Bureau and two posts from the Food and Environmental Hygiene Department to HWFB. The establishment changes in HWFB for the last two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 November 2003)	As at 1 April 2003	As at 1 April 2002	As at 1 April 2001
A	20	20	15	15
B	41	41	32	29
C	92	92	68	70
Total	153	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 PANEL

10. We issued an information paper on 9 June 2003 to consult the Legislative Council Panel on Welfare Services. At the subsequent meeting on 7 July 2003, Members of the Panel noted the proposal and have no comments.

CIVIL SERVICE BUREAU COMMENTS

11. Having regard to the justification set out in paragraphs 3 to 6 above, the Civil Service Bureau supports the deletion of the SPEO (D2) post.

/ADVICE

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

12. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts upon re-distribution of duties would be appropriate if the proposal is to be implemented.

Health, Welfare and Food Bureau
November 2003

Job Description

Principal Assistant Secretary for Health, Welfare and Food (Elderly Services)1

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Health, Welfare and Food (Elderly Services)

Main Duties and Responsibilities –

1. to assist the Deputy Secretary for Health, Welfare and Food (Elderly Services) in formulating and reviewing policies relating to –
 - (a) standardised care need assessment mechanism for provision of subsidized elderly services;
 - (b) integrated and financially sustainable long term care system for frail elders;
 - (c) home and community care services to enable elders to age at home;
 - (d) residential care programme for elders whose care needs cannot be adequately taken care of at home;
 - * (e) encouraging development of a quality private sector on residential care for the elderly, including Enhanced Bought Place Scheme;
 - (f) carer support services;
 - (g) interface between medical and long term care services; and
 - (h) manpower supply and training for services for elders;
- * 2. to exercise policy responsibility over the Residential Care Homes (Elderly Persons) Ordinance (Cap. 459);
- * 3. to liaise with relevant Bureaux, departments and other organisations on the provision of suitable premises and manpower for operating residential care homes and on the provision of housing for the elderly; and
4. to attend Legislative Council panel meetings as required.

* Duties taken over from the SPEO post proposed for deletion.

Job Description

Principal Assistant Secretary for Health, Welfare and Food (Elderly Services)2

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Health, Welfare and Food (Elderly Services)

Main Duties and Responsibilities –

1. to assist the Deputy Secretary for Health, Welfare and Food (Elderly Services) in formulating and reviewing policies relating to –

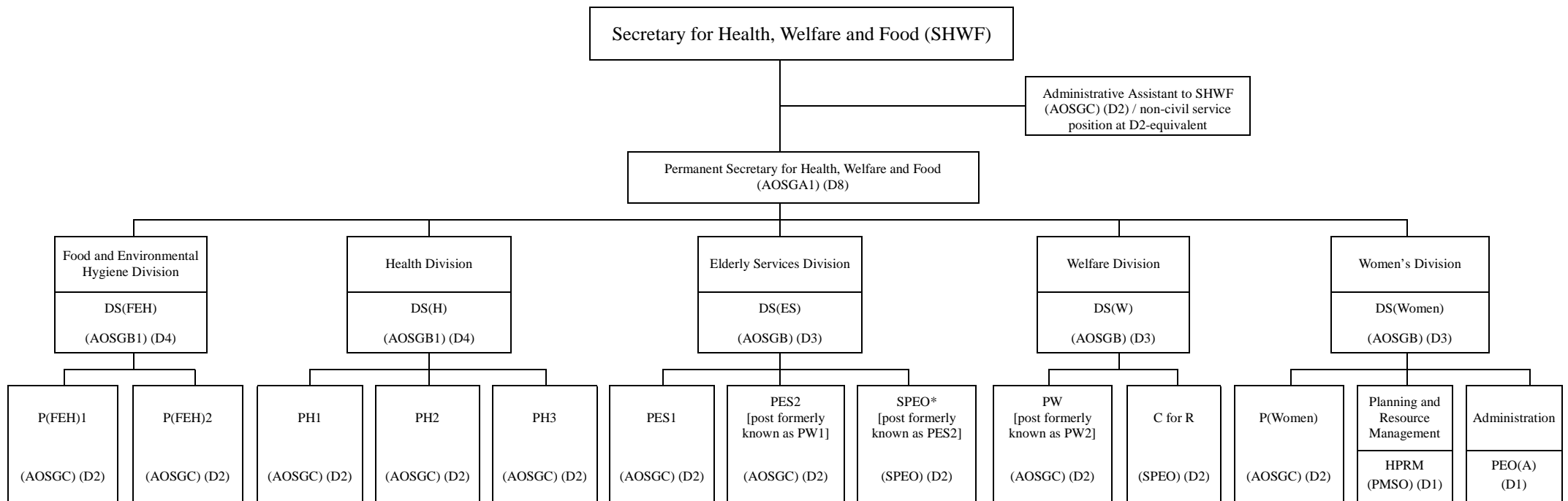
- (a) Comprehensive Social Security Assistance;
- (b) Social Security Allowances – Old Age Allowance and Disability Allowance;
- (c) financial support for older persons;
- * (d) promotion of healthy ageing;
- * (e) promotion of active ageing, including lifelong learning and senior volunteerism; and
- (f) support for vulnerable elders, including matters related to elder abuse and elderly suicide;

* 2. to serve as Secretary to the Elderly Commission; and

3. to attend Legislative Council panel meetings as required.

* Duties taken over from the SPEO post proposed for deletion.

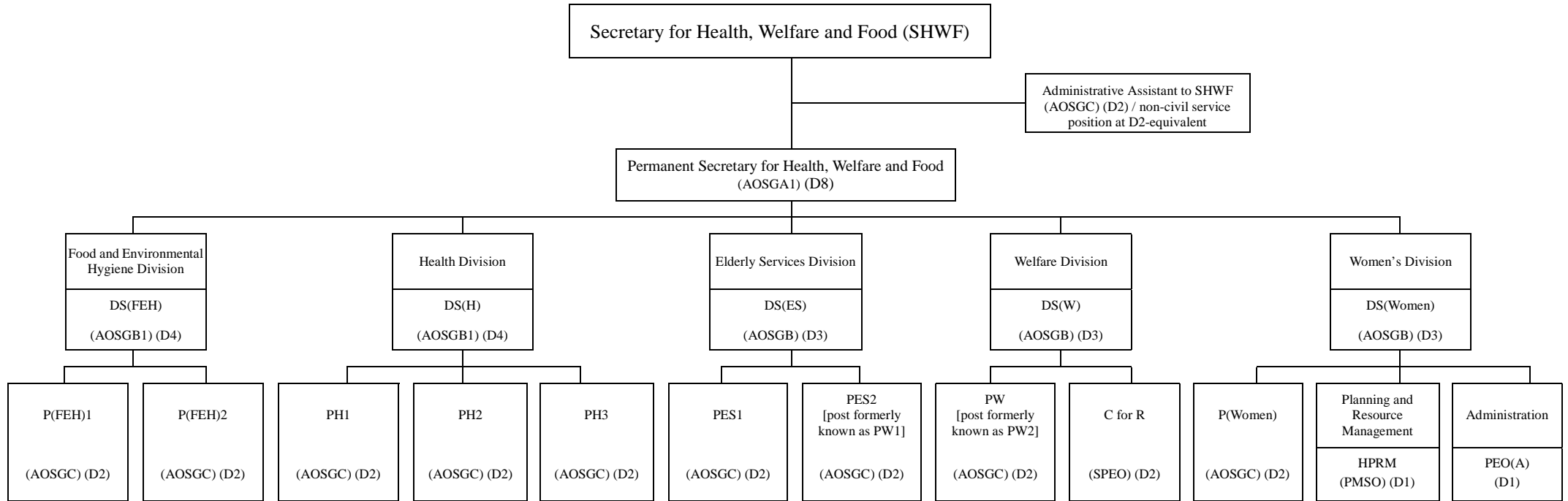
Existing Organisation Chart of Health, Welfare and Food Bureau



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
- 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 proposed to be deleted

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
- 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)

