

For information

**Legislative Council Panel on Public Service
Follow-up to meeting on 17 January 2005**

Deletion of Vacant Directorate Posts

Introduction

At the meeting of the Legislative Council Panel on Public Service held on 17 January 2005, Members expressed concern about the need for deletion of vacant directorate posts. The Administration undertook to provide the following information with a breakdown by bureaux/departments –

- (a) number of directorate posts on the civil service establishment;
- (b) number of directorate posts filled;
- (c) number of directorate posts left vacant; and
- (d) number of directorate posts frozen.

This paper provides the required information.

Establishment and Strength of the directorate

2. The establishment and strength position of the directorate, excluding ICAC Officers and Judicial Officers, as at 31 December 2004 as well as 31 December 2003 was as follows -

	As at 31.12.2004		(As at 31.12.2003)	
Establishment		1338		(1374)
Permanent	1315		(1347)	
Supernumerary	23		(27)	
Strength		1202		(1236)
Vacancies		136		(138)

A breakdown of the figures at end 2004 by bureaux and departments is given in the Appendix.

3. Of the 136 directorate vacancies which existed on 31 December 2004, the majority were filled by acting appointment including non-directorate officers acting in directorate posts. Acting appointment is a non-substantive appointment by which an officer is appointed to undertake the duties of a vacant post. It is Government's normal practice to make acting appointments when it is necessary to: (a) try out the performance of an officer in a higher rank such that his performance may be observed for the purpose of assessing his suitability for substantive appointment; or (b) appoint an officer to perform in the capacity of an officer and undertake its duties and responsibilities in the temporary absence of a substantive holder to meet management or operational needs. As acting appointments are not substantive appointments, non-directorate officers who act in directorate posts are not reflected in the strength of the directorate, hence the directorate posts concerned appear to be vacant.

4. Only 35 of the directorate vacancies existed on 31 December 2004 were unfilled. Of these unfilled posts, some are considered to be no longer needed and can be deleted. Submissions have been/will be made to the Establishment Sub-Committee/Finance Committee for their deletion. Others cannot be deleted because they need to be filled later/have been filled since then to meet management and operational needs and some are still under review.

Civil Service Bureau
April 2005

Appendix

Breakdown of directorate establishment, strength and vacancies as at 31.12.2004 (excluding ICAC Officers and Judicial Officers)

	(a) Directorate <u>Establishment</u> ^(Note 1)	(b) Directorate <u>Strength</u>	(a) - (b) <u>Vacancies</u> ^(Note 2)
Agriculture, Fisheries and Conservation Department	7	7	0
Architectural Services Department	39	38	1
Audit Commission	12	11	1
Auxiliary Medical Service	1	1	0
Beijing Office	3	2	1
Buildings Department	30	22	8
Census and Statistics Department	7	7	0
Chief Executive's Office	3	2	1
Civil Aid Service	1	1	0
Civil Aviation Department	20	19	1
Civil Engineering and Development Department	53	48	5
Civil Service Bureau	21	21	0
Companies Registry	7	5	2
Commerce, Industry and Technology Bureau	34	33	1
Constitutional Affairs Bureau	7	7	0
Correctional Services Department	10	10	0
Customs and Excise Department	9	8	1
Department of Health	57	50	7
Department of Justice	71	64	7
Drainage Services Department	18	15	3
Economic Development and Labour Bureau (Economic Development)	19	16	3
Education and Manpower Bureau	32	25	7
Electrical and Mechanical Services Department	24	23	1
Environmental Protection Department	30	27	3
Environment, Transport and Works Bureau	42	34	8
Fire Services Department	18	20	-2
Financial Services and the Treasury Bureau	30	28	2
Food and Environmental Hygiene Department	13	12	1
Government Flying Service	4	3	1
Government Laboratory	7	5	2
Government Logistics Department	7	5	2
Government Property Agency	7	6	1
Health, Welfare and Food Bureau	19	17	2
Highways Department	37	29	8
Home Affairs Bureau	12	12	0
Home Affairs Department	28	28	0
Hong Kong Monetary Authority	8	0	8
Hong Kong Observatory	5	5	0
Hong Kong Police Force	71	74	-3
Hospital Authority	11	11	0
Housing Department	57	50	7
Housing, Planning and Lands Bureau (Planning and Lands)	9	9	0
Immigration Department	12	11	1
Independent Police Complaints Council	1	1	0
Information Services Department	12	9	3
Inland Revenue Department	24	22	2
Innovation and Technology Commission	7	5	2
Intellectual Property Department	7	6	1
Invest Hong Kong	2	2	0

	(a) Directorate <u>Establishment</u> ^(Note 1)	(b) Directorate <u>Strength</u>	(a) - (b) <u>Vacancies</u> ^(Note 2)
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	4	2	2
Judiciary	5	4	1
Labour Department	14	12	2
Lands Department	46	40	6
Land Registry	3	4	-1
Legal Aid Department	15	15	0
Leisure and Cultural Services Department	10	12	-2
Marine Department	22	20	2
Offices of the Chief Secretary for Administration and the Financial Secretary	34	30	4
Office of the Government Chief Information Officer	18	15	3
Office of The Ombudsman	1	0	1
Office of the Telecommunications Authority	10	8	2
Official Receiver's Office	8	6	2
Planning Department	27	24	3
Post Office	11	11	0
Public Service Commission	1	1	0
Radio Television Hong Kong	7	7	0
Rating and Valuation Department	14	12	2
Registration and Electoral Office	1	1	0
Security Bureau	13	10	3
Student Financial Assistance Agency	1	1	0
Social Welfare Department	25	21	4
Television and Entertainment Licensing Authority	3	3	0
Trade and Industry Department	14	12	2
Transport Department	28	23	5
Treasury	10	8	2
University Grants Committee	3	2	1
Vocational Training Council	2	2	0
Water Supplies Department	23	20	3
Administrative/Executive Grade officers on no pay leave to ICAC/leave between postings/final leave/training		10	-10
Total	1338	1202	136

Notes:

1. The directorate establishment included permanent and supernumerary directorate posts created with the approval of Establishment Sub-committee/Finance Committee.
2. Supernumerary directorate posts were created under delegated authority to accommodate the overstrength in the Fire Services Department, the Hong Kong Police Force, the Land Registry and the Leisure and Cultural Services Department, due mainly to the need to provide replacements for officers on pre-retirement leave. These supernumerary posts did not count towards the directorate establishment.