

LegCo Panel on Public Service

List of follow-up actions
(Position as at 14 June 2006)

Subject	Date of meeting	Follow-up actions required	Administration's response
1. <u>Employment of non-civil service contract (NCSC) staff</u>	18.4.2005	(a) The Administration was requested to provide the Panel with a regular update on the employment of NCSC staff once every six months.	For (a), an update on the employment of NCSC staff as at 31 December 2005 was included in the discussion paper provided by the Administration for the Panel meeting on 20 March 2006 (LC Paper No. CB(1)1067/06-06(03)). For (b), the required information was provided in the discussion paper for the Panel meeting on 20 March 2006 and the supplementary information tabled at that meeting. For (c), please refer to
	13.10.2005	(b) The Administration was requested to provide the number of NCSC staff currently employed by various bureaux/departments and the duration of contracts offered to the staff concerned.	
	28.2.2006	(c) The Administration was requested to provide a breakdown of NCSC posts by bureau/department, showing the duration of the posts and whether the posts were created for any of the following purposes: (i) To meet service need that was short-term or did not require keeping staff on a long-term basis; (ii) To meet service need that required staff on a part-time basis; (iii) To meet service need where the mode of delivery of the service was under review or likely to be changed; and	

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	20.3.2006	<p>(iv) To meet service need on a long-term basis.</p> <p>(d) In connection with item (c)(iv) above, the Administration was requested to consider converting the NCSC posts concerned to civil service posts.</p> <p>(e) On (c) above, members were advised by the Secretary for the Civil Service (SCS) at the Panel meeting on 20 March 2006 that the Civil Service Bureau (CSB) did not have the required information and it needed to concentrate its efforts in the following six months to conduct a special review of the NCSC staff situation on a department-by-department basis. However, SCS was requested to take the following actions to address members' concerns:</p> <p>(i) To review whether there was an abuse of the NCSC Staff Scheme by ascertaining whether the NCSC posts were created for any of the five purposes set out in paragraph 3(a) to (e) of the discussion paper for the Panel meeting on 20 March 2006 (LC Paper No. CB(1)1067/05-06(03)). In this connection:</p> <ul style="list-style-type: none"> ● Priority should be given to the 10 124 NCSC posts in the following eight bureaux/departments which had employed 5% or more of the total number of NCSC staff (as at 31 December 2005): 	<p>(e).</p> <p>The Administration's response to (d) and (e) awaited.</p>

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		<ol style="list-style-type: none"> 1. Buildings Department (800 posts) (5.1%) 2. Department of Health (1 060 posts) (6.8%) 3. Education and Manpower Bureau (1 339 posts) (8.5%) 4. Electrical and Mechanical Services Department (1 036 posts) (6.6%) 5. Food and Environmental Hygiene Department (1 006 posts) (6.4%) 6. Leisure and Cultural Services Department (LCSD) (1 995 posts) (12.7%) 7. Post Office (1 952 posts) (12.4%) 8. Social Welfare Department (936 posts) (6%) <ul style="list-style-type: none"> ● Priority should also be given to the posts filled by the 2 318 NCSC staff who had been continuously employed for five years or more (as at 31 December 2005). <p>(ii) In connection with (i) above, to confirm whether the NCSC posts (such as Library Assistant and Assistant Librarian posts) in public libraries of LCSD were created for any of the five purposes set out in paragraph 3(a) to (e) of the discussion paper for the Panel meeting on 20 March 2006. For details of the posts involved, please refer to the information sheet tabled by Hon LEE Cheuk-yan at</p>	

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		<p>the Panel meeting on 20 March 2006 (LC Paper No. CB(1)1123/05-06(02));</p> <p>(iii) To review whether the terms and conditions of employment offered to the NCSC staff were reasonable, and in this connection, to provide a breakdown of the 1 995 NCSC positions of LCSD, i.e. the department which had employed the greatest number of NCSC staff, showing the pay level, any pay adjustments and fringe benefits offered to each of the staff concerned since the positions were first created;</p> <p>(iv) To review whether the NCSC Staff Scheme had any adverse impact on bureaux/departments, e.g. whether it had given rise to any imbalances in manpower situation, any succession problems, and any adverse impact on quality of service;</p> <p>(v) To consider, after the review, whether some of the NCSC posts, in particular those created to meet service need on a long-term basis or those filled by NCSC staff continuously for five years or more, should be converted to civil service posts. If some of the NCSC posts were subsequently converted to civil service posts and NCSC staff who had been continuously employed for five years or more were selected to fill the posts, consideration should be given to waive the requirement for the staff concerned to complete the</p>	

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		<p>three-year probationary period and three-year agreement period (i.e. the "3 + 3" period) before they were considered for appointment on permanent terms; and</p> <p>(vi) To report to the Panel on the outcome of the review and provide the information requested by members in due course.</p>	
<p>2. <u>Resumption of open recruitment for selected grades included in the Second Voluntary Retirement Scheme (VR II Scheme)</u></p>	<p>20.4.2006</p>	<p>(a) The Administration undertook to provide the Panel with regular updates (the first update to be provided at the end of 2006) on approval granted by the panel co-chaired by the Chief Secretary for Administration and the Financial Secretary for exemption from the recruitment freeze imposed on VR II grades, with relevant information including the number of posts approved for open recruitment and the grades involved.</p> <p>(b) To address a member's concern that some VR-takers were employed by government bureaux/departments on non-civil service contract terms after they had left the civil service, the Administration undertook to provide, as far as practicable, the number of such cases by bureau/department and by grade.</p> <p>(c) The Administration undertook to provide a list of the 30 VR grades the entry ranks of which were not included in the VR II Scheme but were originally subject to the five-year open recruitment freeze for VR grades because one or more of the higher ranks in these grades were</p>	<p>The Administration's response on (a) awaited.</p> <p>The Administration's response on (b) to (d) was circulated to members vide LC Paper No. CB(1)1487/05-06(01) on 12 May 2006.</p>

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		<p>included in the Scheme.</p> <p>(d) In response to members' concern about the gap between the civil service establishment and strength, the Administration undertook to provide figures on the total civil service establishment and strength as at a specified date, with breakdown by bureau/department.</p>	
<p>3. <u>Implementation of five-day week in the Government</u></p>	<p>15.5.2006</p>	<p>(a) To address members' concern about the non-provision of some counter services offered by the Labour Department (LD) on Saturdays upon the implementation of five-day week on 1 July 2006, CSB undertook to take the following actions:</p> <p>(i) To convey to LD the following views of members:</p> <ul style="list-style-type: none"> ● Given that most employees needed to work from Mondays to Fridays, they would only be available to approach LD on Saturdays for submitting applications or seeking assistance in matters relating to labour relations and employees' rights and benefits, such as compensation for work injuries and arrangement of conciliation meetings, etc. Hence, the relevant counter services should be maintained on Saturdays; and ● If it was finally decided that some of the counter services of LD would be closed on Saturdays, the opening hours lost on Saturdays 	<p>The Administration's response was circulated to members vide LC Paper No. CB(1)1753/05-06(02) on 13 June 2006.</p>

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		<p>(which was three hours in most cases) should preferably be compensated by extending the opening hours for three hours on a particular weekday instead of extending the opening hours for around half an hour on Mondays to Fridays.</p> <p>(ii) In connection with (i) above, to provide information on the types of counter services of LD which would cease to be provided on Saturdays, and those which would continue to be provided on Saturdays, upon the implementation of five-day week on 1 July 2006.</p> <p>(b) CSB undertook to consider a member's view that upon the implementation of five-day week on 1 July 2006, the deadline for the payment of government fees and voter registration, etc. should preferably not fall on Fridays.</p> <p>(c) To facilitate the Panel's consideration of a member's proposal for the Panel to discuss the issues relating to the adjustment of working hours of the foreman grade in the Pest Control Teams of the Food and Environmental Hygiene Department from 44 hours per week (including lunch hours) to 45 hours per week (excluding lunch hours), the Administration was requested to take the following actions:</p> <p>(i) To provide background information on the case, including -</p>	

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		<ul style="list-style-type: none"> ● the number of working hours stipulated in the terms and conditions of service of the staff concerned; ● any previous agreement between the Administration and the staff concerned on the actual number of working hours; and ● the reasons for the recent adjustment of working hours; <p>(ii) To seek legal advice from the Department of Justice (DoJ) on whether the proposed adjustment of working hours was lawful. In this connection, DoJ was invited to consider a member's view that as the staff concerned had been required to work only 44 hours per week (including lunch hours) for the past 14 years, they had a reasonable expectation that this requirement formed part of their terms and conditions of service. It was therefore unfair for the Administration to adjust their working hours unilaterally; and</p> <p>(iii) To provide written information on the legal advice on (ii) above.</p>	
4. <u>Mechanism for handling staff complaints</u>	15.5.2006	CSB undertook to update the Panel on the outcome of its examination of the account provided by the Social Welfare Department on how the department had handled the complaint from the Medical Social Worker in relation to the case quoted in the Ombudsman's report (paragraph 12 of LC	The Administration's response awaited.

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		Paper No. CB(1)1440/05-06(05)), including whether any improvement measures would be introduced to enhance the effectiveness of the existing mechanism for handling staff complaints.	

Council Business Division 1
Legislative Council Secretariat
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