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**Replies to supplementary questions raised by Finance Committee Members in examining the  
Estimates of Expenditure 2015-16**

**Director of Bureau : Secretary for the Civil Service**

**Session No. : 1**

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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. S0003)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Follow-up question to Reply Serial No. CSB013:

The above reply shows that some government departments employ more full-time non-civil service contract (NCSC) staff than the others. Will the Government explain the reasons for the Education Bureau, Department of Health, Electrical and Mechanical Services Department, Home Affairs Department, Hongkong Post, Leisure and Cultural Services Department and Student Financial Assistance Agency to employ more full-time NCSC staff and the nature of such NCSC positions?

Asked by: Hon KWOK Wai-keung (Member Question No. )

Reply:

Regarding those full-time non-civil service contract (NCSC) staff engaged by the Education Bureau (EDB), Department of Health (DH), Electrical and Mechanical Services Department (EMSD), Home Affairs Department (HAD), Hongkong Post (PO), Leisure and Cultural Services Department (LCSD) and Student Financial Assistance Agency (SFAA) as at 30 June 2014, the reasons of their employment and nature of positions are set out below –

EDB employed 1 178 full-time NCSC staff. Around half of them were employed to meet service needs which were time-limited or seasonal in nature, such as the NCSC staff employed in government schools under various funds/grants to meet different short-term service needs having regard to changing educational needs of the students or foci of attention of the schools. The remaining were mainly employed to meet service needs where the mode of delivery of the service was under review or likely to be changed. Most of them were employed under the Funding Flexibility Scheme whereby government schools are given the flexibility to hire the right mix of supporting staff to meet their changing operational needs.

DH employed 581 full-time NCSC staff. Over 80% were employed mainly to deliver services which were under review, including health surveillance measures at immigration control points, and registration and enforcement work related to proprietary Chinese medicines and Chinese medicines traders. The remaining were employed mainly to meet ad hoc and time-limited service requirements (e.g. development of the Communicable Disease Information System and various healthcare projects).

EMSD employed 1 009 full-time NCSC staff. Over 90% were employed to deliver services in the Department's trading fund arm (e.g. ad hoc or time-limited consultancy work, project management, maintenance, etc.) which fluctuated according to changes in market demand. The remaining were employed mainly to meet time-limited service needs (e.g. the Universal Accessibility Programme and a subsidy scheme for retrofitting refuse collection vehicles).

HAD employed 499 full-time NCSC staff. About 40% of them were employed on behalf of District Councils to support the Councils in undertaking community involvement activities as well as promoting recreational and cultural activities within the districts concerned. Such duties are time-limited. The other staff were engaged for meeting the Department's operational needs. Most of them were employed to provide services under review and meet ad hoc or time-limited service requirements, such as organising rural elections, implementing the Signature Project Scheme in the 18 districts, coordinating the planning and organisation of anniversary ceremonies and related celebrations and implementing support services for ethnic minorities.

PO employed 1 971 full-time NCSC staff. Half of them, who carried out sorting and loading/unloading of mails, worked less than the conditioned hours required of civil servants. The remaining half were mainly engaged to undertake mail processing and despatch, enquiry and over-the-counter service, which fluctuated according to changes in market demand from time to time or the required expertise is not readily available in the civil service, such as staff engaged in sales, marketing and IT staff engaged for the management of specialised computer systems. The NCSC workforce is to augment the core complement of civil service staff in order to cope with seasonal, monthly and daily fluctuations in mail traffic.

LCSD employed 1 776 full-time NCSC staff. About 70% were employed mainly to meet service needs which were time-limited or seasonal in nature, such as seasonal lifeguards and filtration plant room operators for aquatic venues. The remaining were employed mainly to provide various services where the mode of service delivery was under review or likely to be changed.

SFAA employed 403 full-time NCSC staff. Around 60% were employed to undertake work which would undergo fundamental process re-engineering upon the implementation of a new integrated IT system. The remaining were employed to cope with time-limited or seasonal peaks of work (e.g. the seasonal influx of applications under various student financial assistance schemes).

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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. S0016)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding non-civil service contract (NCSC) staff in the Government, please provide breakdown figures on the followings for the past 3 years:

- (1) the number of civil service posts in various departments for which recruitment exercises have been conducted, and the number of successful applicants who are serving or former NCSC staff;
- (2) further to the above question, the number of successful applicants who are former NCSC staff at a rank higher than the civil service post subsequently applied for;
- (3) among the above civil service posts, the number of those which belong to the grades of government information technology (IT) staff.

Asked by: Hon MOK Charles Peter (Member Question No. )

Reply:

(1) and (2) : The number of officers appointed by departments/grades in the past three years is set out below :

<b>Year</b>	<b>Number of officers appointed<sup>Note</sup></b>
2012-13	9 595
2013-14	10 837
2014-15 (as at 28.2.2015)	9 502

The Civil Service Bureau does not have information regarding the number and ranks of successful applicants who are serving or former NCSC staff recruited by various departments/grades.

Note: Excluding Judges and Judicial Officers, ICAC officers and locally engaged staff working in Hong Kong Economic and Trade Offices.

- (3) According to the information provided by the Office of the Government Chief Information Officer, the number of IT staff in the civil service recruited by the Government in the past three years is shown below:

<b>Year</b>	<b>Analyst / Programmer Grade</b>	<b>Computer Operator Grade</b>
2012-13	71	-
2013-14	52	20
2014-15	68	14

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**CONTROLLING OFFICER'S REPLY**

**S-CSB03**

**(Question Serial No. S0001)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (2) Human Resource Management  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

Follow-up question to Reply Serial No. CSB036:

According to the 2015-16 Draft Estimates of Expenditure, the growth in civil service establishment includes some 600 posts for replacing non-civil service contract positions for which the long term need has been established. Please provide a breakdown of these posts by bureaux/departments.

Asked by: Hon WONG Kwok-hing (Member Question No. )

Reply:

According to the 2015-16 Draft Estimates of Expenditure, the growth in civil service establishment includes some 600 posts for replacing non-civil service contract (NCSC) positions for which the long term need has been established. A breakdown of these posts by bureaux/departments is set out at Annex.

**A Breakdown by Bureaux / Departments of the civil service posts  
to be created for replacing NCSC positions**

<b>Bureau / Department / Office</b>	<b>Number of posts</b>
Agriculture, Fisheries and Conservation Department	16
Buildings Department	145
Census and Statistics Department	1
Chief Secretary and Financial Secretary's Offices	1
Customs and Excise Department	1
Department of Health	20
Development Bureau (Works Branch)	5
Drainage Services Department	2
Education Bureau	28
Electrical and Mechanical Services Department	3
Environmental Protection Department	5
Food and Environmental Hygiene Department	2
Food and Health Bureau (Food Branch)	1
Food and Health Bureau (Health Branch)	2
Government Laboratory	12
Home Affairs Department	12
Hong Kong Police Force	4
Judiciary	5
Labour and Welfare Bureau	1
Labour Department	37
Land Registry	12
Lands Department	13
Legal Aid Department	1
Leisure and Cultural Services Department	136
Office of the Communications Authority	2
Office of the Government Chief Information Officer	4
Planning Department	1
Radio Television Hong Kong	3
Rating and Valuation Department	5
Registration and Electoral Office	1
Security Bureau	2
Social Welfare Department	28

<b>Bureau / Department / Office</b>	<b>Number of posts</b>
Trade and Industry Department	1
Transport Department	1
Treasury	4
University Grants Committee Secretariat	3
Water Supplies Department	17
Working Family and Student Financial Assistance Agency	70
<b>Total</b>	<b>607</b>

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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. S0002)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Follow-up question to Reply Serial No. CSB037:

According to the above reply, there are as many as 5 809 non-civil service contract (NCSC) staff with a length of continuous service of 3 years to 10 years or more in various departments. Has the Government assessed the length of further continuous service of NCSC positions that have been in place continuously for 3, 5, 7 and 10 years?

Asked by: Hon WONG Kwok-hing (Member Question No. )

Reply:

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (HoDs) are given full discretion to employ NCSC staff to meet changing operational and service needs, which (a) may be time-limited, seasonal, or subject to market fluctuations; or (b) which require staff to work less than the conditioned hours; or (c) which require tapping the latest expertise in a particular area; or (d) where the mode of service delivery is under review or likely to be changed.

Although project-based or time-limited NCSC positions will lapse from time to time, some time-limited projects may last for a longer period of time; and for services under or pending review, such review may take time. Even if a review is completed and the department concerned has decided to change the mode of service delivery or to replace the NCSC staff by civil servants, the phasing out of the NCSC positions is subject to the availability of resources and would need to take into account the expiry of the employment contracts of the concerned NCSC staff and the progress of recruiting civil servants for replacement. Also, individual departments may need to engage NCSC staff to meet new service needs. In fact, some NCSC staff, upon expiry of contract, served in other NCSC positions without a break in service.

In view of the nature of service needs and operational considerations detailed above, bureaux and departments could hardly estimate the length of further service of relevant NCSC positions. The Civil Service Bureau has appealed to HoDs to avoid, as far as possible, engaging NCSC staff on a prolonged basis, to ensure that the use of NCSC staff fits the ambit of the NCSC Staff Scheme and to review from time to time whether the service needs should better be met by other means.

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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. SV001)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Pursuant to reply no. CSB006, the Administration is requested to provide information on the progress of recruitment exercises undertaken by bureaux/departments to fill the 2 556 civil service posts created in 2014-2015, and when all these posts are expected to be filled.

Asked by: Hon TSE Wai-chuen, Tony (Member Question No. )

Reply:

As at 28 February 2015, a total of 9 502 officers<sup>Note</sup> have been appointed by departments/grades in 2014-15 to fill civil service vacancies arising from creation of new posts and wastage of staff (e.g. retirement and resignation etc.).

Heads of Departments/Grades would, having regard to the number of vacancies in different grades and ranks, conduct recruitment exercises each year with a view to filling the vacancies arising from creation of new civil service posts etc. as soon as possible. As the recruitment exercises are conducted by relevant departments/grades, the Civil Service Bureau does not have information on the progress of recruitment for filling vacancies of the new posts in 2014-15.

Note: Excluding Judges and Judicial Officers, ICAC officers and locally engaged staff working in Hong Kong Economic and Trade Offices.

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