

**Panel on Public Service**

**List of Follow-up Actions**

(position as at 14 February 2017)

<b>Subject</b>	<b>Date of meeting</b>	<b>Follow-up actions required</b>	<b>Administration's response</b>
1. Overview of the responsibilities and objectives of the Civil Service Bureau	21.11.2016	<p>The Administration was requested to provide the following information –</p> <ul style="list-style-type: none"> <li>(a) statistics of the complaints lodged by whistleblowers to Bureaux/Departments ("B/Ds") and the Civil Service Bureau respectively for the past two years;</li> <li>(b) a breakdown by the punishments imposed on civil servants after completion of disciplinary proceedings for the past five years; and</li> <li>(c) guidelines relating to maintaining the political neutrality of civil servants as available on the Civil Service Bureau's website.</li> </ul>	The Administration's response is awaited.
2. Non-civil service contract staff	21.11.2016	<p>The Administration was requested to provide the following information as at 30 June 2016 –</p> <ul style="list-style-type: none"> <li>(a) a breakdown of full-time non-civil service contract ("NCSC") staff employed by B/Ds by length of continuous service (Annex D of the Administration's paper refers);</li> <li>(b) a breakdown of full-time NCSC staff employed by</li> </ul>	The Administration's response is awaited.

Subject	Date of meeting	Follow-up actions required	Administration's response
		<p>B/Ds by salary range (Annex E of the Administration's paper refers);</p> <p>(c) percentage of full-time NCSC staff over the civil service establishment by B/Ds; and</p> <p>(d) a breakdown of full-time NCSC staff employed by the Education Bureau in government schools by reasons of employment (Annex C of the Administration's paper refers).</p>	
<p>3. Briefing by the Secretary for the Civil Service on the Chief Executive's 2017 Policy Address</p>	<p>25.1.2017</p>	<p>The Administration was requested to provide the following information for the clinical psychology service provided to civil service eligible persons by (i) Families Clinics, (ii) the Hotline Counselling Service on Stress Management commissioned by the Civil Service Bureau and (iii) individual departments in 2016 –</p> <p>(a) the number of counselling cases ;</p> <p>(b) the number of cases on the waiting list as at 31 December 2016;</p> <p>(c) average waiting time for new cases;</p> <p>(d) average duration of each counselling session;</p> <p>(e) average number of counselling sessions for each</p>	<p>The Administration's response is awaited.</p>

Subject	Date of meeting	Follow-up actions required	Administration's response
		<p>case;</p> <p>(f) average duration for completed cases (i.e. time between the first and last consultations); and</p> <p>(g) the number of educational activities, such as seminars/talks, held.</p> <p>The Administration was also requested to provide a breakdown by B/Ds of the new recruits to the Civil Service who were between the age of 60 to 64 in 2016.</p>	
<p>4. Re-grading of the Post of Director of Protocol to a Post of Senior Principal Executive Officer in the Protocol Division of the Administration Wing of the Chief Secretary for Administration's Office</p>	<p>25.1.2017</p>	<p>The Administration was requested to advise on the difference in "署" and "處" and give examples in using "署" and "處" as the Chinese rendition of government departments and offices under these departments.</p>	<p>The Administration's response is awaited.</p>