

For Information

**Legislative Council Panel on Public Service
Follow-up to the Meetings on 19 November 2018 and 21 January 2019**

This paper provides the information requested at the meetings of the Legislative Council Panel on Public Service (“the Panel”) on 19 November 2018 and 21 January 2019.

Non-Civil Service Contract (NCSC) Staff

2. At the meeting on 19 November 2018, Members requested the Government to provide the following information –

(a) the average annual salary adjustment rates for NCSC staff by bureau/department/office for the 2018-19 financial year; and

(b) a breakdown of full-time NCSC staff employed by the Education Bureau and government schools by type of jobs undertaken by these staff and reasons of their employment.

3. In the 2018-19 financial year, the average annual salary adjustment rates for NCSC staff engaged by bureaux/departments are set out at **Annex I**. Under the NCSC Staff Scheme, Heads of Departments (HoDs) may flexibly handle the salary adjustment of their NCSC staff to best meet their operational needs. In determining the salary adjustment for their NCSC staff, HoDs will take into account a host of considerations, such as the labour market situation and salary adjustment in the market, staff retention needs, etc. As such, the salary adjustment rates for NCSC staff in different departments may vary. As for the breakdown of full-time NCSC staff employed by the Education Bureau (EDB) and government schools by types of jobs and reasons of employment, it is set out at **Annex II**.

Agency workers

4. At the meeting on 21 January 2019, Members requested the Government to provide the following information in respect of EDB –

the reasons of using 134 agency workers for meeting urgent/unforeseen service needs or unexpected surge in service demands for the short-term in 2018, the number of which is the largest among the four scopes of usage, and the reasons of using agency workers for service needs related to the new kindergarten education policy given that a number of civil service posts had already been approved for the purpose.

5. According to information provided by EDB, as at end September 2018, the Bureau used 134 agency workers to meet urgent or unforeseen operational and service needs or unexpected surge in operational and service demands, which was higher than the number of workers used during the same period in 2017. It was mainly due to the increase in demand for short-term clerical and office support. For example, EDB had to use more agency workers from June to October to provide short-term clerical and office general support for the Pre-Secondary One Hong Kong Attainment Test which was conducted on a larger scale in even years, such as 2016 and 2018. Besides, additional manpower was also required from September every year to January in the following year to process applications for the School-based Support Scheme Grant.

6. Separately, since the 2018/19 school year, EDB has enhanced the related support to kindergartens joining the Free Quality Kindergarten Education Scheme. Against such, 39 agency workers were used to provide the relevant short-term administrative and clerical support.

7. The Free Quality Kindergarten Education Scheme was implemented in 2017/18. Approval was given to EDB for creating civil service posts for the related work. Even though there is an increase in civil service posts, applications for the Registration Certificate for Kindergarten Admission and the Free Quality Kindergarten Education Scheme involve upsurge in short-term service needs, of which the peak season runs from September every year to January in the following year in general.

8. The workload of the above seasonal and short-term projects varies in different phases, and the manpower requirement changes from time to time. Hence, it is not appropriate for civil servants to take up these duties. We will continue to monitor the situation on the use of agency workers by EDB to ensure their proper use.

Civil Service Bureau
February 2019

**The Average Annual Salary Adjustment Rates for NCSC Staff by Bureau/Department/Office
for the 2018-19 Financial Year ^(Note 1)**

Bureau/Department/Office	Average annual salary adjustment rates (Note 2)		
	Upper salary band	Middle salary band	Lower salary band
Agriculture, Fisheries and Conservation Department	N/A	4.51%	4.51%
Architectural Services Department	N/A	4.50%	N/A
Buildings Department	N/A	4.50%	4.50%
Census and Statistics Department	N/A	4.51%	4.51%
Chief Executive's Office	N/A	4.51%	4.51%
Chief Secretary and Financial Secretary's Offices	4.06%	4.51%	6.16%
Civil Aviation Department	4.06%	4.51%	N/A
Civil Engineering and Development Department	4.50%	4.50%	4.50%
Civil Service Bureau	N/A	7.32%	N/A
Commerce and Economic Development Bureau	4.06%	4.51%	4.51%
Companies Registry	4.06%	4.51%	4.51%
Constitutional and Mainland Affairs Bureau	N/A	4.51%	N/A
Correctional Services Department	N/A	4.51%	4.51%
Customs and Excise Department	N/A	4.51%	N/A
Department of Health	4.08%	4.51%	4.53%
Department of Justice	4.06%	4.51%	4.51%
Development Bureau	4.46%	4.50%	4.50%
Drainage Services Department	4.50%	5.53%	10.05%
Education Bureau	4.06%	4.41%	4.67%
Efficiency Office	4.59%	5.24%	5.30%
Electrical and Mechanical Services Department	4.50%	4.50%	4.50%
Environment Bureau	N/A	4.51%	N/A
Environmental Protection Department	4.06%	4.51%	4.51%
Financial Services and the Treasury Bureau	4.06%	3.41%	4.51%
Fire Services Department	4.06%	4.51%	N/A
Food and Environmental Hygiene Department	N/A	4.51%	4.51%
Food and Health Bureau	4.06%	4.51%	4.51%
Government Flying Service	4.06%	4.51%	N/A
Government Laboratory	N/A	4.51%	4.51%

Bureau/Department/Office	Average annual salary adjustment rates (Note 2)		
	Upper salary band	Middle salary band	Lower salary band
Government Logistics Department	N/A	4.51%	4.53%
Government Property Agency	N/A	4.50%	N/A
Highways Department	4.50%	4.50%	4.50%
Home Affairs Bureau	6.09%	5.86%	N/A
Home Affairs Department	4.06%	4.51%	4.51%
Hong Kong Observatory	N/A	4.51%	N/A
Hong Kong Police Force	4.06%	4.51%	4.51%
Hongkong Post	4.00%	4.00%	4.00%
Immigration Department	N/A	4.51%	4.51%
Information Services Department	5.90%	5.43%	N/A
Inland Revenue Department	N/A	4.51%	4.51%
Innovation and Technology Bureau	N/A	4.51%	N/A
Innovation and Technology Commission	5.66%	5.02%	N/A
Intellectual Property Department	4.06%	4.51%	N/A
Invest Hong Kong	4.06%	4.51%	4.51%
Judiciary	4.06%	4.51%	4.51%
Labour and Welfare Bureau	4.99%	6.52%	11.29%
Labour Department	4.06%	4.51%	4.51%
Land Registry	4.06%	4.51%	4.51%
Lands Department	4.06%	4.51%	4.51%
Legal Aid Department	N/A	4.51%	N/A
Leisure and Cultural Services Department	3.80%	3.80%	6.78%
Marine Department	4.06%	4.51%	N/A
Office of the Communications Authority	5.63%	6.11%	5.93%
Office of the Government Chief Information Officer	4.06%	4.51%	N/A
Official Receiver's Office	N/A	4.51%	4.51%
Planning Department	N/A	4.51%	4.51%
Radio Television Hong Kong	5.69%	7.52%	8.58%
Rating and Valuation Department	N/A	4.52%	4.54%
Registration and Electoral Office	4.06%	4.51%	4.51%
Security Bureau	N/A	4.51%	4.51%
Social Welfare Department	N/A	3.03%	2.94%
Trade and Industry Department	4.00%	5.92%	8.72%

Bureau/Department/Office	Average annual salary adjustment rates (Note 2)		
	Upper salary band	Middle salary band	Lower salary band
Transport and Housing Bureau	4.06%	4.51%	N/A
Transport Department	N/A	4.51%	4.51%
Treasury	N/A	4.11%	4.51%
University Grants Committee Secretariat	4.06%	4.51%	3.01%
Water Supplies Department	4.06%	5.46%	4.50%
Working Family and Student Financial Assistance Agency	N/A	4.52%	4.54%

Note 1 : The calculation covers the full-time NCSC staff employed as at 30 June 2018, except those who have left the service upon the effective date of salary adjustment.

Note 2 : All salary adjustments made within the 2018-19 financial year are included in the above analysis, including salary adjustment made according to the change in cost of living and salary adjustment upon contract renewal.

**Breakdown of Full-time NCSC Staff employed by the Education Bureau and Government Schools
by Types of Jobs and by Reasons of Employment
(Position as at 30 June 2018)**

Reasons of employment	Types of jobs	Number of NCSC Staff
To meet service needs that are time-limited, short-term or seasonal in nature	Teaching Assistant	349
	Project Manager / Project Coordinator / Project Officer / Project Administrative Manager / Project Administrative Officer / Project Development Officer / Deputy Project Director / Project Assistant / Project Management Officer	96
	General Clerk / Project Assistant / General Assistant	91
	IT / Technical Support Staff	86
	Executive Manager / Administrative Assistant / Administrative Management Officer	41
	Educational Psychologist / Audiologist	35
	Others, e.g. Student Affairs Assistant and Research Officer	50
To meet service needs where the mode of delivery of the service is under review or likely to be changed	General Worker	222
	Semi-skilled/Skilled Worker	89
	General Clerk	73
	Teaching Assistant	9
	Others, e.g. Accounting Clerk	24
To tap the latest expertise in a particular area of the labour market	Project Officer	12
	Advisory Teacher	2
		Total
		1 179