

Index Page

Replies to initial written questions raised by Finance Committee Members in examining the Estimates of Expenditure 2020-21

Director of Bureau : Secretary for the Civil Service

Session No. : 1

Consolidated e-file name : CSB-2-e2.docx

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
CSB001	2689	CHAN Chi-chuen	143	(2) Human Resource Management
CSB002	0977	CHAN Chun-ying	143	(4) Civil Service Training and Development
CSB003	1465	CHAN Chun-ying	143	(2) Human Resource Management
CSB004	3163	CHEUNG Chiu-hung, Fernando	143	(1) Director of Bureau's Office
CSB005	1423	CHEUNG Kwok-kwan	143	(2) Human Resource Management
CSB006	1460	CHEUNG Kwok-kwan	143	(2) Human Resource Management
CSB007	1275	CHEUNG Wah-fung, Christopher	143	(2) Human Resource Management
CSB008	1276	CHEUNG Wah-fung, Christopher	143	(4) Civil Service Training and Development
CSB009	0428	CHIANG Lai-wan	143	(2) Human Resource Management
CSB010	0429	CHIANG Lai-wan	143	(3) Translation and Interpretation Services and Use of Official Languages
CSB011	0430	CHIANG Lai-wan	143	(4) Civil Service Training and Development
CSB012	0437	CHIANG Lai-wan	143	(2) Human Resource Management
CSB013	0461	CHIANG Lai-wan	143	(2) Human Resource Management
CSB014	0473	CHIANG Lai-wan	143	(2) Human Resource Management
CSB015	0618	CHOW Ho-ding, Holden	143	(4) Civil Service Training and Development
CSB016	0574	HO Kai-ming	143	(2) Human Resource Management
CSB017	0577	HO Kai-ming	143	(2) Human Resource Management
CSB018	2854	HO Kai-ming	143	(2) Human Resource Management
CSB019	1591	HO Kwan-yiu, Junius	143	(2) Human Resource Management
CSB020	1592	HO Kwan-yiu, Junius	143	(4) Civil Service Training and Development

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
CSB021	1593	HO Kwan-yiu, Junius	143	–
CSB022	1620	HO Kwan-yiu, Junius	143	(2) Human Resource Management
CSB023	2078	HO Kwan-yiu, Junius	143	(2) Human Resource Management
CSB024	0369	IP LAU Suk-ye, Regina	143	(2) Human Resource Management
CSB025	0370	IP LAU Suk-ye, Regina	143	(2) Human Resource Management
CSB026	0820	KWOK Wai-keung	143	(2) Human Resource Management
CSB027	0821	KWOK Wai-keung	143	(2) Human Resource Management
CSB028	0822	KWOK Wai-keung	143	(2) Human Resource Management
CSB029	0937	KWOK Wai-keung	143	(2) Human Resource Management
CSB030	1553	LAM Cheuk-ting	143	(1) Director of Bureau's Office
CSB031	1554	LAM Cheuk-ting	143	(4) Civil Service Training and Development
CSB032	1142	LAM Kin-fung, Jeffrey	143	(2) Human Resource Management
CSB033	1143	LAM Kin-fung, Jeffrey	143	–
CSB034	1186	LEE Wai-king, Starry	143	–
CSB035	1208	LEE Wai-king, Starry	143	–
CSB036	2619	LEUNG Kenneth	143	(4) Civil Service Training and Development
CSB037	2913	LIAO Cheung-kong, Martin	143	(2) Human Resource Management
CSB038	0293	LO Wai-kwok	143	(2) Human Resource Management
CSB039	0958	LUK Chung-hung	143	(2) Human Resource Management
CSB040	1925	LUK Chung-hung	143	(2) Human Resource Management
CSB041	0929	POON Siu-ping	143	(2) Human Resource Management
CSB042	0931	POON Siu-ping	143	(2) Human Resource Management
CSB043	0961	POON Siu-ping	143	(2) Human Resource Management
CSB044	3007	POON Siu-ping	143	(2) Human Resource Management
CSB045	2979	QUAT Elizabeth	143	(2) Human Resource Management
CSB046	1742	TAM Man-ho, Jeremy	143	(1) Director of Bureau's Office
CSB047	1775	TAM Man-ho, Jeremy	143	(4) Civil Service Training and Development
CSB048	0374	TIEN Puk-sun, Michael	143	–
CSB049	1236	TIEN Puk-sun, Michael	143	(2) Human Resource Management

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
CSB050	1345	TSE Wai-chuen, Tony	143	(2) Human Resource Management
CSB051	1346	TSE Wai-chuen, Tony	143	–
CSB052	0550	WU Chi-wai	143	(2) Human Resource Management
CSB053	0552	WU Chi-wai	143	(2) Human Resource Management
CSB054	0559	WU Chi-wai	143	(4) Civil Service Training and Development
CSB055	0954	YEUNG Alvin	143	(4) Civil Service Training and Development
CSB056	0957	YEUNG Alvin	143	(2) Human Resource Management
CSB057	1552	LAM Cheuk-ting	46	General Expenses of the Civil Service
CSB058	1158	LAM Kin-fung, Jeffrey	46	General Expenses of the Civil Service
CSB059	2137	LEUNG Mei-fun, Priscilla	46	General Expenses of the Civil Service
CSB060	1141	LAM Kin-fung, Jeffrey	120	(1) Public and Judicial Service Pension Benefits
CSB061	0979	CHAN Chun-ying	136	Secretariat services for the Public Service Commission
CSB062	0435	CHIANG Lai-wan	136	Secretariat services for the Public Service Commission
CSB063	0436	CHIANG Lai-wan	136	Secretariat services for the Public Service Commission
CSB064	1555	LAM Cheuk-ting	136	Secretariat services for the Public Service Commission
CSB065	1594	HO Kwan-yiu, Junius	174	–
CSB066	3009	POON Siu-ping	37	(7) Medical and Dental Treatment for Civil Servants
CSB067	3805	CHAN Chi-chuen	143	(2) Human Resource Management
CSB068	3808	CHAN Chi-chuen	143	(4) Civil Service Training and Development
CSB069	3809	CHAN Chi-chuen	143	(4) Civil Service Training and Development
CSB070	3842	CHAN Chi-chuen	143	(1) Director of Bureau's Office
CSB071	3845	CHAN Chi-chuen	143	(4) Civil Service Training and Development

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
CSB072	4101	CHAN Tanya	143	(4) Civil Service Training and Development
CSB073	4102	CHAN Tanya	143	–
CSB074	4103	CHAN Tanya	143	–
CSB075	4374	CHAN Tanya	143	–
CSB076	4454	CHAN Tanya	143	–
CSB077	4840	CHAN Tanya	143	–
CSB078	4841	CHAN Tanya	143	–
CSB079	4842	CHAN Tanya	143	–
CSB080	4874	CHAN Tanya	143	–
CSB081	4917	CHAN Tanya	143	–
CSB082	5581	CHEUNG Chiu-hung, Fernando	143	–
CSB083	5590	CHEUNG Chiu-hung, Fernando	143	(2) Human Resource Management
CSB084	5622	CHEUNG Chiu-hung, Fernando	143	(1) Director of Bureau's Office
CSB085	5623	CHEUNG Chiu-hung, Fernando	143	(4) Civil Service Training and Development
CSB086	5624	CHEUNG Chiu-hung, Fernando	143	–
CSB087	6828	CHEUNG Chiu-hung, Fernando	143	(1) Director of Bureau's Office
CSB088	3422	IP Kin-yuen	143	(2) Human Resource Management
CSB089	6752	IP LAU Suk-yea, Regina	143	(2) Human Resource Management
CSB090	4713	KWOK Ka-ki	143	(4) Civil Service Training and Development
CSB091	4736	KWOK Ka-ki	143	(2) Human Resource Management
CSB092	5003	KWOK Ka-ki	143	–
CSB093	5105	KWOK Ka-ki	143	(1) Director of Bureau's Office
CSB094	4403	MO Claudia	143	–
CSB095	6047	MO Claudia	143	–
CSB096	4028	QUAT Elizabeth	143	(2) Human Resource Management
CSB097	6320	SHIU Ka-chun	143	(2) Human Resource Management

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
CSB098	3806	CHAN Chi-chuen	46	General Expenses of the Civil Service
CSB099	3737	MA Fung-kwok	46	General Expenses of the Civil Service
CSB100	4108	CHAN Tanya	120	(1) Public and Judicial Service Pension Benefits
CSB101	5416	CHEUNG Chiu-hung, Fernando	120	(1) Public and Judicial Service Pension Benefits
CSB102	5435	CHEUNG Chiu-hung, Fernando	120	(1) Public and Judicial Service Pension Benefits
CSB103	4234	CHAN Tanya	136	Secretariat services for the Public Service Commission
CSB104	4888	CHAN Tanya	136	–
CSB105	6086	MO Claudia	136	Secretariat services for the Public Service Commission
CSB106	4462	CHAN Tanya	174	–
CSB107	6074	MO Claudia	174	Secretariat services for the following advisory bodies : Standing Commission on Civil Service Salaries and Conditions of Service, Standing Committee on Disciplined Services Salaries and Conditions of Service, Standing Committee on Directorate Salaries and Conditions of Service, Standing Committee on Judicial Salaries and Conditions of Service, Advisory Committee on Post-service Employment of Civil Servants
CSB108	4630	KWOK Ka-ki	37	(7) Medical and Dental Treatment for Civil Servants
CSB109	4657	KWOK Ka-ki	37	(7) Medical and Dental Treatment for Civil Servants
CSB110	6782	KWOK Ka-ki	37	(7) Medical and Dental Treatment for Civil Servants

CONTROLLING OFFICER'S REPLY

CSB001

(Question Serial No. 2689)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Earlier on, a male Senior Immigration Officer requested the Civil Service Bureau (CSB) to grant him the benefits for married civil servants upon registration of his marriage with a same-sex partner. The case was finally determined in his favour in the Court of Final Appeal. In this connection, what changes have been made by the CSB to the policies on benefits for spouses of civil servants, including what policy changes have been made to allow same-sex partners of civil servants to enjoy the same benefits? Is there any timetable for the changes? How many civil servants have applied for such benefits?

Before the policy changes, were there any monthly statistics on applications for and enquires about civil service benefits made by civil servants who also entered into a same-sex marriage overseas?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 24)

Reply:

With the judgment and the court order handed down by the Court of Final Appeal (CFA), the Government has granted the relevant benefits to the spouse of the officer of the case in question according to the court order and the employment terms of the officer. The Government will also review details of the administrative arrangements relating to spousal benefits to ensure compliance with the court order of CFA.

Up to end of February 2020, the Civil Service Bureau has received via the departments enquiries from about 10 civil servants on the matters concerned.

- End -

CONTROLLING OFFICER'S REPLY

CSB002

(Question Serial No. 0977)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The estimate for the Civil Service Bureau under Programme (4): Civil Service Training and Development is \$170.4 million.

1. It is mentioned in Matters Requiring Special Attention in 2020-21 that the Civil Service Bureau will continue to “work on the establishment of a new civil service college”. Will the Government inform this Committee of the work progress in this area in the past year and its work plan in the coming year?
2. The Civil Service Bureau will continue to “provide national studies training programmes to civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants” In the past year, how many civil servants have received such training? What are the contents of the training programmes?
3. What are the operational expenses and manpower involved respectively in items 1 and 2 above?

Asked by: Hon CHAN Chun-ying (LegCo internal reference no.: 2)

Reply:

1. The Government has identified a “Government, Institution or Community” site near the Kwun Tong MTR Station for composite development using the “single site, multiple uses” model. We plan to construct two buildings in the site, namely a high block and a low block. The high block will mainly house the civil service college and other civil service supporting facilities, while the low block will mainly provide social welfare facilities, including a centre for enhanced integrated vocational and skills training for persons with disabilities, a gerontechnology exhibition centre, a care professions training institute, an art gallery for artists with disabilities, a district health centre, a public transport interchange, etc. We also plan to include elevated walkways, public open space and a landscaped deck in the composite development to further enhance the connectivity of the surrounding areas.

The Government consulted the Kwun Tong District Council on the initial planning of the project in May 2019. District Council members attending the meeting generally supported or did not object to the construction of the civil service college at the site concerned, but expressed different views on the composite development project as well as the planning and facilities in the vicinity. Their suggestions are being considered by the relevant policy bureaux and departments. We are conducting relevant studies on the establishment of the civil service college in accordance with established procedures for public works, and will submit a funding proposal to the Legislative Council after the completion of the relevant studies.

In 2020-21, the Civil Service Bureau (CSB) will carry out the planning work for the civil service college through the creation of one time-limited post of Senior Administrative Officer and internal redeployment of existing manpower and resources. As the relevant officers are not only responsible for one single area of work, it would be difficult to breakdown the manpower and expenses related to the planning of the civil service college only.

2. CSB arranges national studies training programmes for civil servants at different levels. These programmes cover the Basic Law, the latest national policies (such as the “Belt and Road Initiative”, the Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues etc. In 2019-20, about 22 000 civil servants attended various national studies programmes and the revised estimate is \$21.4 million. 25 Training Officers are involved in organising these programmes. As these officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses related to national studies training only.

- End -

CONTROLLING OFFICER'S REPLY

CSB003

(Question Serial No. 1465)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Civil Service Bureau's continued monitoring of the implementation of the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades) and other flexible measures for extending the service of civil servants, including the Post-retirement Service Contract Scheme, the adjusted further employment mechanism, and the revised arrangements for final extension of service, will the Bureau inform this Committee of the following:

- 1) the number of staff who have opted in 2020-21 to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades) and the relevant administrative expenditure involved; and
- 2) the number of staff involved in other flexible measures for extension of service for civil servants, and the relevant administrative expenditure involved?

Asked by: Hon CHAN Chun-ying (LegCo internal reference no.: 13)

Reply:

- 1) In July 2018, the Government launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as "Eligible Civil Servants") to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as "the Option"). Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018. As at 16 February 2020, about 27 400 (or 49%) out of some 56 000 Eligible Civil Servants had taken the Option. The Government deploys existing manpower resources to implement the initiative, and no additional administrative expenditure is involved.

- 2) Regarding other flexible measures for extending the service of civil servants, as at 30 June 2019, bureaux/departments (B/Ds) employed a total of 2 939 full-time^(Note) post-retirement service contract staff.

Note: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

In respect of final extension of service, the revised arrangements for processing applications, including raising the maximum period from 90 days to 120 days and suitably relaxing the approval criteria, have taken effect since 25 February 2016. In considering an application, approval criteria include satisfactory performance, conduct and physical fitness of the officer concerned, and no undue promotion blockage. There should also be genuine and operational needs, need to retain valuable experience/expertise or to facilitate succession planning. As at 24 February 2020, i.e. four years after implementation of the revised arrangements, 10 873 applications were received by B/Ds, of which 10 456 applications (96%) had been processed. Among the processed applications, 8 246 applications were approved (approval rate of 79%).

As regards further employment for a longer duration (FE) than final extension of service, the adjusted mechanism was implemented on 1 June 2017. Under the adjusted FE mechanism, the relevant Head of Department/Head of Grade should determine whether there is a need for FE in a rank under his purview and the number of FE vacancies by taking into account relevant factors (including overall manpower situation, genuine and operational needs, need to retain valuable experience/expertise and to facilitate succession planning) and other objective data. If there is a need for FE, applications would be invited from officers in the rank concerned who will reach retirement age within the specified period. In considering whether to approve the applications, the department/grade concerned should assess the applications received having regard to the number of FE vacancies, the applicants’ relevant qualification and experience, and factors like their performance, conduct and physical fitness. As at 29 February 2020, 102 FE selection exercises were completed, involving 4 025 applications, of which 3 495 applications were approved.

In the light of actual circumstances, B/Ds will make use of the above flexible measures to meet operational needs. The expenditure involved will be met by the existing resources of B/Ds. Civil Service Bureau does not collect the information on the related administrative expenditure from B/Ds.

- End -

CONTROLLING OFFICER'S REPLY

CSB004

(Question Serial No. 3163)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (1) Director of Bureau's Office
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please provide the estimates of salary, benefits and allowances for the Secretary for the Civil Service in the coming financial year.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 9003)

Reply:

For budgetary purposes, the provisions for the salary and Mandatory Provident Fund contribution for the post of the Secretary for the Civil Service (SCS) in 2020-21 are \$4.18 million and \$18,000 respectively. The SCS and his family are entitled to the same medical and dental benefits available for civil servants and their families. The SCS is also provided with the free use at his discretion of a car together with a driver in Hong Kong. Except for the above, no other allowances have been granted to the SCS and thus no estimated provisions have been reserved for these purposes.

- End -

CONTROLLING OFFICER'S REPLY

CSB005

(Question Serial No. 1423)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Government stated in the Budget that it will substantially increase the short-term internship places in 2020-21 to almost 5 000 to enable more students to have internship opportunities in the Government and the public sector. What is the average salary of these short-term internship jobs; and how many among these internships will offer the opportunity for internship in the Mainland or overseas countries?

Asked by: Hon CHEUNG Kwok-kwan (LegCo internal reference no.: 8)

Reply:

Currently, government bureaux/departments may set up different programmes that provide internship opportunities to young people according to their respective operational and professional needs. A total of about 2 000 internship places were offered by bureaux and departments under different programmes in 2019-20. In 2020-21, we will invite public organisations to offer short-term internship places. Together with the additional places offered by bureaux/departments, there will be a total of around 5 000 places. According to our available information, among them includes around 90 estimated internship places to be offered by the Hong Kong SAR Government's Economic and Trade Offices in the Mainland and overseas. Subject to the development of the novel coronavirus epidemic and the actual situations, related offices will adjust the number of internship places accordingly. Regarding the estimated average salary of the internship places and other details, the respective departments will be responsible for the planning and implementation work. The Civil Service Bureau has not collated detailed information from individual departments on the implementation of the programmes.

- End -

CONTROLLING OFFICER'S REPLY

CSB006

(Question Serial No. 1460)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the Budget that the Government will offer more internship opportunities in the Government and the public sector to students by substantially increasing the short-term internship places in 2020-21 to almost 5 000. Please advise:

1. the number of government short-term internship places in the past 3 years;
2. whether any statistics have been compiled on the number of students who have been successfully employed by and have returned to work for the Government after completing their short-term internship at government departments in the past 3 years;
3. the government departments or public organisations to which the 5 000 short-term internship places this year are expected to be allocated, and the main duties to be assigned during the internship; and
4. the academic level and qualifications required of the students participating in the short-term internship programme, and whether academic performance is a major consideration.

Asked by: Hon CHEUNG Kwok-kwan (LegCo internal reference no.: 45)

Reply:

1. Currently, government bureaux/departments may set up different programmes that provide internship opportunities to young people according to their respective operational and professional needs. The Civil Service Bureau (CSB) has not kept the statistics on the total number of internship places offered by various bureaux/departments under different programmes nor the total amount of allowances involved in the past 3 years. To quote the Post-Secondary Student Summer Internship Programme coordinated by the CSB as an example, there was an average of 1 100 students taking up internship placements in more than 40 bureaux/departments/offices in each of the past 3 years.
2. The CSB has not collected employment-related information of the students who have joined the various internship programmes.

3&4. According to our available information, a total of about 2 000 internship places were offered by bureaux/departments under different programmes in 2019-20. In 2020-21, we will invite public organisations to offer short-term internship places. Together with the additional places offered by bureaux/departments, there will be a total of around 5 000 places, and the general distribution of the places is at the **Annex**. Concerning the scope of work and other relevant details of the estimated internship places, the respective departments will be responsible for the planning and implementation work. The CSB has not collated detailed information from individual departments on the implementation of the programmes.

Bureau/Office (including departments under their purview and related public organisations)	Estimate of internship places (approx.)
Chief Secretary for Administration's Office, Financial Secretary's Office and Department of Justice	200
Civil Service Bureau	160
Commerce and Economic Development Bureau	450
Constitutional and Mainland Affairs Bureau	30
Development Bureau	640
Education Bureau	50
Environment Bureau	60
Financial Services and the Treasury Bureau	890
Food and Health Bureau	1 020
Home Affairs Bureau	110
Innovation and Technology Bureau	460
Labour and Welfare Bureau	70
Security Bureau	430
Transport and Housing Bureau	370
Total	4 940

- End -

CONTROLLING OFFICER'S REPLY**CSB007****(Question Serial No. 1275)**

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

On human resource management, the Civil Service Bureau's provision for 2020-21 is \$95.3 million (26.6%) higher than the revised estimate for 2019-20. According to the Estimates, this is mainly due to the increase of 9 posts in 2020-21 and a projected increase in departmental expenses. In this connection, will the Government inform this Committee of the following:

- (a) details of the 9 posts to be increased and the remuneration for each of these posts;
- (b) reasons for the 9 posts to be increased and the expected results arising from the increase of such posts?

Asked by: Hon CHEUNG Wah-fung, Christopher (LegCo internal reference no.: 24)

Reply:

Details of the anticipated increase of 9 posts under Programme (2) in 2020-21 are as follows:

Grade	Rank	Increase in number of posts	Salary (\$m)
Executive Officer	Principal Executive Officer	1	1.92
	Chief Executive Officer	1	1.51
	Senior Executive Officer	1	1.12
	Executive Officer I	2	1.62
Clerical and Secretarial	Senior Clerical Officer	1	0.61
	Clerical Officer	1	0.46
	Personal Secretary II	1	0.29
Analyst/Programmer	Analyst/Programmer I	1	0.81
	Total :	9	8.34

The additional posts are mainly for providing sufficient manpower for different sections/units in the Civil Service Bureau to enhance the support for existing work such as to cope with the increasing workload associated with the grade management of Executive Officer and Clerical and Secretarial grades as well as issues related to training and development. Among the aforementioned posts, a T-contract post will be converted to a civil service post to meet long-term information technology service need.

- End -

CONTROLLING OFFICER'S REPLY**CSB008****(Question Serial No. 1276)**

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Estimates that the Government will provide national studies training programmes to civil servants at different levels in 2020-21. In this connection, will the Government inform this Committee of the following:

1. what are the estimated and actual expenditures for providing national studies training programmes to civil servants at different levels in 2020-21 and each of the past 3 years?
2. what are the numbers of civil servants participating in national studies training programmes and the course duration in hours involved in 2020-21 and each of the past 3 years?
3. what are the contents of national studies training programmes and the feedback of participants on the programmes?

Asked by: Hon CHEUNG Wah-fung, Christopher (LegCo internal reference no.: 25)

Reply:

1. The expenditure on national studies training programmes (including "Basic Law" training) for civil servants at different levels in the past 3 financial years and the estimated expenditure in 2020-21 are as follows:

2017-18 Actual Expenditure	2018-19 Actual Expenditure	2019-20 Revised Estimate	2020-21 Estimated Expenditure
\$18.4 million	\$21.1 million	\$21.4 million	\$22.2 million

2. The number of civil servants participating in national studies training programmes (including “Basic Law” training) and the corresponding number of trainee-days involved in the past 3 years, as well as the estimated number in 2020 are as follows:

	2017 Actual	2018 Actual	2019 Actual	2020 Estimate*
Number of Trainees	16 700	18 590	22 000	22 000
Number of Trainee-days	15 000	16 930	18 300	18 300

* In view of the development of the novel coronavirus situation, the estimated number of trainees and trainee-days in 2020 may be affected.

3. National studies training programmes cover the Basic Law, the latest national policies (such as the “Belt and Road” Initiative, the Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues, etc. Civil servants’ feedback on national studies programmes has been positive. They generally consider that the programmes have enhanced their understanding on the development of our country. Over 90% of the participants have rated “Outstanding” or “Very effective” for most of the programmes.

- End -

CONTROLLING OFFICER'S REPLY

CSB009

(Question Serial No. 0428)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the employment of non-civil service contract (NCSC) staff, will the Government inform this Committee of the following:

1. the respective numbers of full-time NCSC staff currently employed by various government departments with a length of continuous service of 3 years to less than 5 years, 5 years to less than 10 years, 10 years to less than 15 years and 15 years or more, and the total to which they add up in table form;
2. among the full-time NCSC staff mentioned in (1) above, the number of those who have all along been serving in the same position, broken down by the length of continuous service;
3. the respective numbers of additional NCSC positions to be created by various departments in the coming year in table form; and whether additional NCSC positions will be created to tackle the situation of novel coronavirus infection? If yes, what are the details?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 1)

Reply:

1. The breakdown of the number of full-time^(Note 1) non-civil service contract (NCSC) staff by bureaux/departments (B/Ds) and by length of continuous service^(Note 2) as at 30 June 2019 is set out at **Annex A**. The Civil Service Bureau (CSB) does not have further breakdown on the number of NCSC staff with continuous service of 10 years to less than 15 years and 15 years or more.
2. For NCSC staff with continuous service of less than five years, the CSB does not collect information on whether they have served in the same or different positions. A breakdown of the number of full-time NCSC staff with continuous service of five years or more in the same position, by B/Ds and by length of continuous service, as at 30 June 2019 is set out at **Annex B**.

3. Under the NCSC Staff Scheme, Heads of B/Ds may employ NCSC staff to meet changing operational and service needs. They include those: (a) which 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 from the labour market; or (d) where the mode of service delivery is under review or likely to be changed. In view of the nature of the service needs, the number of additional NCSC staff to be employed by B/Ds in the coming year would depend on the then service needs. Therefore, CSB cannot provide the relevant information. If B/Ds have to employ additional NCSC staff for work in relation to fighting against novel coronavirus, they will follow the established procedures in handling the matter.

Note 1 : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Continuous service” refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2019)**

Bureau /Department /Office	No. of NCSC staff			Total
	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	5	12	4	21
Architectural Services Department	13	-	-	13
Buildings Department	14	34	13	61
Census and Statistics Department	4	-	-	4
Chief Secretary and Financial Secretary's Offices	1	4	-	5
Civil Aviation Department	3	1	-	4
Civil Engineering and Development Department	7	3	2	12
Civil Service Bureau	1	-	-	1
Commerce and Economic Development Bureau	5	13	3	21
Companies Registry	17	9	-	26
Correctional Services Department	2	-	-	2
Customs and Excise Department	-	2	-	2
Department of Health	23	74	206	303
Department of Justice	9	11	-	20
Development Bureau	6	9	1	16
Drainage Services Department	25	13	8	46
Education Bureau	145	113	70	328
Efficiency Office	62	82	84	228
Electrical and Mechanical Services Department	143	204	291	638
Environmental Protection Department	19	14	1	34
Fire Services Department	7	1	1	9

Bureau /Department /Office	No. of NCSC staff			Total
	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Food and Environmental Hygiene Department	22	20	19	61
Food and Health Bureau	1	5	-	6
Government Flying Service	-	-	2	2
Government Laboratory	1	4	2	7
Government Logistics Department	4	10	8	22
Government Property Agency	1	-	-	1
Highways Department	11	9	1	21
Home Affairs Bureau	4	6	1	11
Home Affairs Department	47	57	20	124
Hong Kong Observatory	1	-	-	1
Hong Kong Police Force	8	4	-	12
Hongkong Post	170	260	769	1 199
Immigration Department	5	5	18	28
Information Services Department	6	8	2	16
Inland Revenue Department	7	5	9	21
Innovation and Technology Commission	2	3	10	15
Intellectual Property Department	1	2	2	5
Invest Hong Kong	3	11	35	49
Judiciary	14	9	16	39
Labour and Welfare Bureau	5	7	1	13
Labour Department	-	6	29	35
Land Registry	7	9	23	39
Lands Department	19	4	-	23
Leisure and Cultural Services Department	28	74	190	292
Marine Department	2	1	-	3
Office of the Communications Authority	21	30	31	82

Bureau /Department /Office	No. of NCSC staff			Total
	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Office of the Government Chief Information Officer	1	1	-	2
Official Receiver's Office	4	4	4	12
Planning Department	6	6	2	14
Radio Television Hong Kong	31	31	27	89
Rating and Valuation Department	2	1	2	5
Registration and Electoral Office	157	15	9	181
Security Bureau	4	2	3	9
Social Welfare Department	18	8	1	27
Trade and Industry Department	4	23	8	35
Transport and Housing Bureau	2	-	-	2
Transport Department	2	7	4	13
Treasury	-	1	-	1
University Grants Committee Secretariat	-	3	4	7
Water Supplies Department	3	19	26	48
Working Family and Student Financial Assistance Agency	110	27	56	193
Total	1 245	1 296	2 018	4 559

**Breakdown of full-time non-civil service contract (NCSC) staff
with continuous service of five years or more in the same position
(position as at 30 June 2019)**

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Agriculture, Fisheries and Conservation Department	12	3
Buildings Department	33	12
Civil Engineering and Development Department	3	2
Commerce and Economic Development Bureau	11	3
Companies Registry	9	-
Customs and Excise Department	2	-
Department of Health	69	196
Department of Justice	11	-
Development Bureau	9	1
Drainage Services Department	12	6
Education Bureau	84	37
Efficiency Office	58	24
Electrical and Mechanical Services Department	66	65
Environmental Protection Department	13	-
Fire Services Department	1	1
Food and Environmental Hygiene Department	19	16
Food and Health Bureau	2	-
Government Flying Service	-	2
Government Laboratory	4	2
Government Logistics Department	10	8
Highways Department	9	1
Home Affairs Bureau	5	1
Home Affairs Department	42	18
Hong Kong Police Force	4	-

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Hongkong Post	212	698
Immigration Department	5	-
Information Services Department	8	2
Inland Revenue Department	3	1
Innovation and Technology Commission	3	7
Intellectual Property Department	2	-
Invest Hong Kong	11	27
Judiciary	1	1
Labour and Welfare Bureau	6	1
Labour Department	4	17
Land Registry	9	23
Lands Department	4	-
Leisure and Cultural Services Department	51	85
Marine Department	1	-
Office of the Communications Authority	25	16
Office of the Government Chief Information Officer	1	-
Official Receiver's Office	2	1
Planning Department	6	2
Radio Television Hong Kong	27	20
Rating and Valuation Department	-	2
Registration and Electoral Office	13	8
Security Bureau	1	1
Social Welfare Department	7	1
Trade and Industry Department	15	7
Transport Department	2	1
University Grants Committee Secretariat	2	2
Water Supplies Department	17	23
Working Family and Student Financial Assistance Agency	16	25
Total	942	1 369

- End -

CONTROLLING OFFICER'S REPLY

CSB010

(Question Serial No. 0429)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding translation and interpretation services, will the Government inform this Committee:

1. of the top 10 languages or dialects, other than Chinese and English, in which interpretation services were most frequently offered in 2018 and 2019 and the frequency of such services, set out in table form;
2. whether the Bureau provides interpretation support for overseas offices, officers on overseas visits or postings and the "Travel Assistance" services offered by the Immigration Department; if yes, of the major languages or dialects covered; and
3. whether the simultaneous interpretation services provided by the Bureau are delivered by civil servants on the establishment, by non-civil service contract staff or through outsourcing; as there was a notable decrease in the simultaneous interpretation services provided by the Bureau in 2019 as compared with 2018, of the corresponding change in the expenditure involved?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 2)

Reply:

1. The Civil Service Bureau (CSB) does not provide interpretation services in languages or dialects other than Chinese and English.
2. CSB does not provide interpretation support for overseas offices, officers on overseas visits or postings, or the "Travel Assistance" services offered by the Immigration Department. Interpretation services in Putonghua/Cantonese/English will be provided for officers on duty visits to the Mainland when necessary.
3. The simultaneous interpretation services offered by CSB are mainly provided by Simultaneous Interpreters (SI) on the establishment. If additional manpower is

needed to meet service demands, contract part-time simultaneous interpreters will be deployed to provide the services required. The establishment of the SI grade remained unchanged from 2018 to 2019. The salary expenditure for part-time simultaneous interpreters was about \$3.97 million in 2019, representing a decrease of 17% from about \$4.79 million in 2018.

- End -

CONTROLLING OFFICER'S REPLY

CSB011

(Question Serial No. 0430)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Matters Requiring Special Attention in 2020-21, will the Government advise on:

1. the latest progress of the establishment of the new civil service college;
2. the details of “enrich the contents of training resources on Cyber Learning Centre Plus (CLC Plus)”;
3. the number of visits to, related expenditures and estimates of CLC Plus in the past 3 years and the coming year?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 3)

Reply:

1. The Government has identified a “Government, Institution or Community” site near the Kwun Tong MTR Station for composite development using the “single site, multiple uses” model. We plan to construct two buildings in the site, namely a high block and a low block. The high block will mainly house the civil service college and other civil service supporting facilities, while the low block will mainly provide social welfare facilities, including a centre for enhanced integrated vocational and skills training for persons with disabilities, a gerontechnology exhibition centre, a care professions training institute, an art gallery for artists with disabilities, a district health centre, a public transport interchange, etc. We also plan to include elevated walkways, public open space and a landscaped deck in the composite development to further enhance the connectivity of the surrounding areas.

The Government consulted the Kwun Tong District Council on the initial planning of the project in May 2019. District Council members attending the meeting generally supported or did not object to the construction of the civil service college at the site concerned, but expressed various views on the composite development project as well as the planning and facilities in the vicinity. Their suggestions are being considered by the relevant policy bureaux and departments. We are conducting relevant studies on the establishment of the civil service college in accordance with established

procedures for public works, and will submit a funding proposal to the Legislative Council after the completion of the relevant studies.

2. At present, the Cyber Learning Centre Plus (“CLC Plus”) provides about 2 450 learning items which cover leadership and management skills, language and communication skills, national studies, the Basic Law and information technology, etc. We will continue to enrich the contents in the CLC Plus to promote continuous learning for civil servants. In addition, there is a “Resources Hub for Departments” in the CLC Plus to facilitate bureaux/departments (B/Ds) to implement training initiatives in support of their policies and business. Currently, 27 B/Ds have uploaded about 350 learning items to the CLC Plus.
3. The respective breakdown of the number of page views, number of visits and expenditure for the administration and updating training contents of the CLC Plus in the past three years and in the coming year are as follow:

2017 Number of page views	2018 Number of page views	2019 Number of page views	2020 Number of page views (Estimated)
4 120 000	4 386 000	4 733 600	4 733 600

2017 Number of visits	2018 Number of visits	2019 Number of visits	2020 Number of visits (Estimated)
605 000	623 000	627 500	627 500

2017-18 Actual Expenditure	2018-19 Actual Expenditure	2019-20 Revised Estimate	2020-21 Estimated Expenditure
1.8 million	3.1 million	3.7 million	4.2 million

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0437)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In "Matters Requiring Special Attention in 2020-21", it is mentioned that the Civil Service Bureau (CSB) will "continue to promote occupational safety and health in the civil service". In this connection, would the Government advise this Committee on the following:

Did the CSB issue any guidelines on infection control and wearing masks to departments in the past 3 years? In terms of ensuring occupational safety and health, is it the responsibility of employers to provide masks for staff in the fight against infectious diseases?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 13)

Reply:

The Government attaches great importance to the occupational safety and health (OSH) of its employees. Having regard to their specific operational need and circumstances as well as OSH risk, bureaux/departments (B/Ds) would put in place effective safety management systems and implement safety measures, including provision of protective equipment and OSH training to their staff, etc.

B/Ds will, with regard to the situation on the ground, implement various infection control measures at government buildings and offices to reduce the risk of infection and the spread of the virus, as well as to protect the health of their staff and members of the public. In addition, we have requested B/Ds to make necessary manpower deployment taking into account their operational needs and implement targeted measures to reduce social contact. B/Ds have also appointed Infection Control Officers for dissemination of health advice on disease prevention, coordination of the requirement of protective equipment, and addressing staff enquiries.

Regarding the arrangements to provide staff with necessary protective equipment including masks, priority has to be accorded to essential uses such as healthcare personnel and other frontline staff responsible for providing emergency and essential services and

involved in anti-epidemic work. The Steering Committee cum Command Centre in relation to the COVID-19 virus has recognised the need of B/Ds that in addition to the above-mentioned officers, masks should also be provided to other staff if he/she will have frequent contact with members of the public as part of his/her duties (e.g. counter staff) or work in crowded places; or those with operational or other needs. B/Ds will continue to provide masks to staff as necessary, with due regard to the actual operational situation. The Financial Services and the Treasury Bureau has already promulgated guidelines to relax the procedures of mask procurements to give B/Ds more flexibility to procure masks from the market to meet their respective operational and staff needs. All Heads of Departments will express understanding of staff's situation and respond to staff concerns as far as possible in a considerate and caring manner.

- End -

CONTROLLING OFFICER'S REPLY

CSB013

(Question Serial No. 0461)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

A pilot scheme for provision of Chinese Medicine (CM) services for civil service eligible persons was launched by the Government on 2 March 2020. As regards CM services for civil servants, will the Government please inform this Committee of the following:

Is the expenditure on the pilot scheme regarding Civil Service Chinese Medicine Clinics (CSCMCs) included in the provisions under Programme (7) Medical and Dental Treatment for Civil Servants? What are the estimated expenditure and the number of service quotas in respect of CSCMCs in the coming year? When will the pilot scheme be reviewed for its effectiveness? In each of the past 3 years, how many applications for reimbursement of medical expenses in relation to CM services have been received and what is the total reimbursement amount?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 6)

Reply:

We have set up two Civil Service Chinese Medicine Clinics (CSCMCs) at the Chinese Medicine Clinics cum Training and Research Centre in the Eastern District of Hong Kong Island and Tsuen Wan of the New Territories respectively under a Pilot Scheme to provide free Chinese Medicine general consultation and acupuncture services for treatment purpose to Civil Service Eligible Persons (CSEPs). The Pilot Scheme was just launched on 2 March 2020. The total number of discs provided by the two CSCMCs is around 63 000 annually. We shall conduct a review about one year after the implementation of the Pilot Scheme with a view to mapping out the mid-term and long-term arrangements for providing Chinese Medicine services for CSEPs.

From 2020-21 onwards, the Civil Service Bureau will provide an annual recurrent provision of about \$17.20 million to the Hospital Authority (HA) as funding for operating the two CSCMCs under the Pilot Scheme. The provision concerned will be allocated to

HA via the Food and Health Bureau under Head : (140) Government Secretariat: Food and Health Bureau (Health Branch) Programme : (2) Subvention : Hospital Authority.

The prevailing medical reimbursement policy does not cover medical expenses of Chinese Medicine.

- End -

CONTROLLING OFFICER'S REPLY**CSB014****(Question Serial No. 0473)**

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding matters of the Executive Officer (EO) grade, would the Government inform this Committee of –

1. the recruitment figures of the EO grade, including the numbers of applications and candidates sitting and passing the Joint Recruitment Examination (JRE), the number of candidates invited for an interview, and that of intakes in each of the past 3 years, as well as the number of non-Chinese applicants recruited in the EO grade;
2. the promotion figures in the EO grade and the ranks involved in each of the past 3 years in table form; and
3. the wastage figures and wastage rates of staff in different ranks of the EO grade in each of the past 3 years in table form?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 27)

Reply:

1. The recruitment figures of the EO grade in the past 3 years (from 2017-18 to 2019-20) are as follows –

	2017-18	2018-19	2019-20
No. of applicants	Around 25 000	Around 23 000	Around 19 000
No. of candidates sitting the JRE (Note 1)	Around 15 000	Around 14 000	Around 11 000
No. of candidates passing the JRE	Around 3 300	Around 4 500	Around 3 100
No. of candidates invited for interview	Around 1 600	Around 1 700	Recruitment exercise is in progress
No. of intakes	Around 330	Around 320	

Note 1 : The main reasons for the smaller number of candidates sitting the JRE than the number of applicants were that the relevant applicants did not possess the requisite results of the Common Recruitment Examination for sitting the JRE or the relevant applicants did not attend the JRE.

Given that job applicants are not required to declare their ethnic origins, we do not possess any statistical information on non-Chinese job applicants recruited as EOII.

2. The number of promotees in each rank of the EO grade from 2017-18 to 2019-20 are as follows –

	Senior Principal Executive Officer (SPEO)	Principal Executive Officer (PEO)	Chief Executive Officer (CEO)	Senior Executive Officer (SEO)	Executive Officer I (EO I)
2017-18	10	14	32	67	106
2018-19	8	12	27	80	140
2019-20	Promotion exercise is in progress				

3. The number of wastage and the wastage rate in each rank of the EO grade from 2017-18 to 2019-20 (as at 29 February 2020) are as follows –

	2017-18	2018-19	2019-20 (as at 29 February 2020)
SPEO	9	7	8
PEO	3	8	8
CEO	9	18	13
SEO	22	22	18
EOI	14	12	13
EOII	54	49	64
Total	111	116	124
(Note 2)	(3.4%)	(3.4%)	(3.4%)

Note 2 : Figures in bracket denote the wastage rate, i.e. the number of staff leaving the service to the strength of the grade.

- End -

CONTROLLING OFFICER'S REPLY

CSB015

(Question Serial No. 0618)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned under Programme (4) that the Civil Service Bureau (CSB) will provide and co-ordinate training programmes to civil servants in areas such as national studies and senior management development. In this connection, would the Government please inform this Committee of:

1. the main contents of the national studies programmes;
2. the expenditure on providing national studies programmes for civil servants by the CSB in 2019-20; and
3. the estimated expenditure on providing national studies programmes by the CSB in the coming financial year?

Asked by: Hon CHOW Ho-ding, Holden (LegCo internal reference no.: 16)

Reply:

The Civil Service Bureau arranges national studies training programmes for civil servants at different levels. These programmes cover the Basic Law, the latest national policies (such as the "Belt and Road Initiative", the Guangdong-Hong Kong-Macao Greater Bay Area Development), China's economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues etc. The revised estimate for organising national studies training programmes in 2019-20 is \$21.4 million while the estimated expenditure in 2020-21 is about \$22.2 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB016

(Question Serial No. 0574)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In respect of the pilot scheme relating to the Civil Service Chinese Medicine Clinics (the pilot scheme), please inform this Committee of:

- a. the expenditure and manpower involved in monitoring and implementing the pilot scheme;
- b. the Government's timetable for publishing the review findings of the pilot scheme in relation to the two pilot Chinese Medicine Clinics; and
- c. in view of the concern about the remote location of the two clinics as raised by some civil servants, whether the Government will consider providing medical mobile van service in the vicinity of major government buildings for civil servants to receive Chinese Medicine services; if yes, the details; if not, the reasons.

Asked by: Hon HO Kai-ming (LegCo internal reference no.: 13)

Reply:

- a. To coordinate the Pilot Scheme on Civil Service Chinese Medicine Clinics (the Pilot Scheme), 3 new posts, including 1 Senior Executive Officer (time-limited post for 3 years), 1 Executive Officer I and 1 Assistant Clerical Officer (time-limited post for 3 years) have been created in the Civil Service Bureau. From 2020-21 onwards, the annual recurrent provision for the two Civil Service Chinese Medicine Clinics (CSCMCs) under the Pilot Scheme is about \$17.20 million.
- b. and c. In order to provide the service as soon as possible, we have set up two CSCMCs at the Chinese Medicine Clinics cum Training and Research Centre in the Eastern District of Hong Kong Island and Tsuen Wan of the New Territories respectively under the Pilot Scheme. The two CSCMCs provide free Chinese Medicine general consultation and acupuncture services for treatment purpose to Civil Service Eligible Persons (CSEPs). The Pilot Scheme was just launched on 2 March 2020. We shall conduct a review about one year after the implementation of the Pilot Scheme, taking into account operational experience of

the Pilot Scheme, service demand of CSEPs for Chinese Medicine services, views of CSEPs on the Pilot Scheme, feasibility of providing Chinese Medicine services in different forms, etc., with a view to mapping out the mid-term and long-term arrangements for providing Chinese Medicine services for CSEPs.

- End -

CONTROLLING OFFICER'S REPLY

CSB017

(Question Serial No. 0577)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the option for extending the service of civil servants, will the Government inform this Committee of the following:

- a. how many eligible civil servants have opted to extend their service during the two-year option period up to now? Please give a breakdown by department.
- b. has the Government conducted evaluation on extending the option to extend service to civil servants under “old” terms (i.e. serving civil servants who joined the Government before 1 June 2000), and what will be the estimated amount of additional expenditure involved?

Asked by: Hon HO Kai-ming (LegCo internal reference no.: 17)

Reply:

- a. In July 2018, the Government launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as “Eligible Civil Servants”) to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as “the Option”). Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018. As at mid-February 2020, about 27 400 (or 49%) out of some 56 000 Eligible Civil Servants had taken the Option. A breakdown of the statistics by bureaux/departments/offices is set out at **Annex**. Since the two-year option period will only expire on 16 September 2020, we believe that some colleagues will make the decision nearer the time. Besides, for bureaux/departments (“B/Ds”) which mainly comprise officers belonging to general grades, posting of the officers would cause changes to the statistics (and its components) of the B/Ds concerned.
- b. The Pensions Ordinance (Cap. 89) and Pension Benefits Ordinance (Cap. 99) have stipulated the retirement age applicable to civil servants who were appointed before 1 June 2000 and are serving on pensionable terms (hereafter referred to as “Pre-2000 Officers”). The majority of the Pre-2000 Officers will reach their currently

applicable retirement age in the next decade or so, but the overall labour force in Hong Kong is expected to start declining in 2022 and the labour market will only become relatively critical after 2030. Therefore, from the population policy perspective, it is unjustifiable to also allow these officers to choose to retire later. In particular, quite a number of the Pre-2000 Officers will retire soon. If they are allowed to choose to extend their retirement age, departments may not have sufficient time to adjust their manpower planning accordingly, and to address management problems that might arise immediately, such as promotion blockage and hindrance to healthy turnover, and mismatch of human resources. All these will affect the planning and deployment of manpower resources in departments, and such situations should be avoided.

In the light of the above, from the civil service management's perspective, the Government has to handle the issue of extending the service of the Pre-2000 Officers in a flexible manner. Although the Pre-2000 Officers cannot choose to retire later at present, departments may, taking into account factors such as their overall manpower situation, genuine and operational needs, and succession arrangement, flexibly employ various initiatives for extending the service of civil servants, including the Post-retirement Service Contract Scheme, final extension of service and the adjusted further employment mechanism, to retain experienced civil servants reaching their retirement age and meet the manpower demand and operational needs. Such measures also provide different avenues for civil servants to serve beyond their retirement age.

For the above reasons, the Government did not assess the financial implications of the option for the Pre-2000 Officers to retire later.

**Number of Eligible Civil Servants who had taken the Option
(as at 16 February 2020)**

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Agriculture, Fisheries and Conservation Department	692	428
Architectural Services Department	509	214
Audit Commission	55	13
Auxiliary Medical Service	39	25
Buildings Department	886	420
Census and Statistics Department	342	130
Chief Executive's Office	30	5
Chief Secretary for Administration's Office and Financial Secretary's Office	124	36
Civil Aid Service	25	14
Civil Aviation Department	267	64
Civil Engineering and Development Department	553	318
Civil Service Bureau	260	53
Commerce and Economic Development Bureau	158	22
Companies Registry	89	34
Constitutional and Mainland Affairs Bureau	63	13
Correctional Services Department	2 267	1 356
Customs and Excise Department	2 108	1 508
Department of Health	1 987	694
Department of Justice	410	107
Development Bureau	248	62
Drainage Services Department	456	300
Education Bureau	1 250	279
Electrical and Mechanical Services Department	1 262	946
Environment Bureau	16	3

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Environmental Protection Department	588	220
Financial Services and the Treasury Bureau	129	22
Fire Services Department	4 171	2 320
Food and Environmental Hygiene Department	3 913	2 881
Food and Health Bureau	74	22
Government Flying Service	68	37
Government Laboratory	194	116
Government Logistics Department	212	133
Government Property Agency	68	30
Highways Department	595	367
Home Affairs Bureau	99	24
Home Affairs Department	607	221
Hong Kong Observatory	77	23
Hong Kong Police Force	11 569	4 301
Hongkong Post	1 310	560
Housing Department	2 582	1 420
Immigration Department	2 741	1 614
Information Services Department	233	55
Inland Revenue Department	669	163
Innovation and Technology Bureau	45	9
Innovation and Technology Commission	100	35
Intellectual Property Department	65	8
Invest Hong Kong	11	7
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	17	4
Judiciary	536	226
Labour and Welfare Bureau	38	6
Labour Department	730	258
Land Registry	102	30
Lands Department	1 288	760

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Legal Aid Department	150	45
Leisure and Cultural Services Department	3 138	1 834
Marine Department	411	281
Office of the Communications Authority	116	51
Office of the Government Chief Information Officer	114	47
Office of the Government Economist	28	8
Official Receiver's Office	75	18
Planning Department	207	65
Public Service Commission	5	0
Radio Television Hong Kong	257	94
Rating and Valuation Department	169	32
Registration and Electoral Office	87	16
Secretariat, Commissioner on Interception of Communications and Surveillance	11	2
Security Bureau	78	11
Social Welfare Department	2 131	783
Trade and Industry Department	113	32
Transport and Housing Bureau	79	12
Transport Department	640	317
Treasury	112	23
University Grants Committee Secretariat	20	5
Water Supplies Department	1 037	698
Working Family and Student Financial Assistance Agency	304	131
Total	56 209	27 421

- End -

CONTROLLING OFFICER'S REPLY

CSB018

(Question Serial No. 2854)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the employment of non-civil service contract (NCSC) staff, will the Government inform this Committee of the following:

- a. the numbers of full-time and part-time NCSC staff employed by various government departments in the past year in table form;
- b. the respective numbers of full-time NCSC staff currently employed by various government departments with a length of continuous service of less than 3 years, 3 years to less than 5 years, 5 years to less than 10 years and 10 years or more, and the total to which they add up in table form;
- c. among the full-time NCSC staff mentioned in (b) above, the number of those who have all along been serving in the same position, broken down by the length of continuous service; and
- d. will the Government consider continuously improving the conditions of service of contract staff, and assist in converting their posts to the civil service establishment? If yes, what are the details? If no, what are the reasons?

Asked by: Hon HO Kai-ming (LegCo internal reference no.: 12)

Reply:

- a. The number of full-time^(Note 1) and part-time^(Note 2) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2019 is set out at **Annex A**.
- b. The breakdown of the number of full-time NCSC staff by B/Ds and length of continuous service^(Note 3) as at 30 June 2019 is set out at **Annex B**.
- c. For NCSC staff with continuous service of less than five years, the Civil Service Bureau (CSB) does not collect information on whether they have served in the same or different positions. A breakdown of the number of full-time NCSC staff with continuous service of five years or more in the same position, by B/Ds and by length of continuous service, as at 30 June 2019 is set out at **Annex C**.

- d. As regards the terms and conditions of NCSC staff, CSB has reminded B/Ds from time to time to enhance the terms and conditions of NCSC staff on a discretionary basis if considered practicable. B/Ds also conduct periodic reviews on the terms and conditions of service of NCSC staff. Many B/Ds are offering their NCSC staff with employment packages with terms and conditions of service better than the provisions in the Employment Ordinance (EO), such as providing more annual leave than that prescribed under the EO, and offering end-of-contract gratuity, etc.. As for assisting NCSC staff to convert to civil servants, it is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. Serving NCSC staff may apply for civil service posts through an open recruitment process if they are interested. Since relevant working experience is in general one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants in the recruitment process because of their working experience in the Government.

Note 1: "Full-time" employment means employment under a "continuous contract" as defined by the EO. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : "Part-time" employment means employment whereby the number of working hours of the NCSC staff is less than those under a "continuous contract" as defined by the EO. The number of part-time NCSC staff set out at the annex refers to those with employment contractual relations with the user B/Ds as at 30 June 2019 and only some of them were called upon to perform duty on that date.

Note 3: "Continuous service" refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

**Employment of full-time and part-time non-civil service contract (NCSC) staff
in Bureaux/Departments/Offices
(as at 30 June 2019)**

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Agriculture, Fisheries and Conservation Department	140	112
Architectural Services Department	23	16
Auxiliary Medical Service	1	-
Buildings Department	114	-
Census and Statistics Department	185	-
Chief Executive's Office	5	-
Chief Secretary and Financial Secretary's Offices	43	3
Civil Aviation Department	4	89
Civil Engineering and Development Department	27	-
Civil Service Bureau	1	4
Commerce and Economic Development Bureau	32	8
Companies Registry	119	-
Constitutional and Mainland Affairs Bureau	5	-
Correctional Services Department	6	8
Customs and Excise Department	9	-
Department of Health	386	270
Department of Justice	55	-
Development Bureau	65	-
Drainage Services Department	82	-
Education Bureau	1 210	85
Efficiency Office	446	123
Electrical and Mechanical Services Department	707	-
Environment Bureau	4	-
Environmental Protection Department	74	120
Financial Services and the Treasury Bureau	4	-
Fire Services Department	27	212
Food and Environmental Hygiene Department	168	-

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Food and Health Bureau	20	-
Government Flying Service	7	2
Government Laboratory	13	-
Government Logistics Department	29	-
Government Property Agency	4	-
Highways Department	58	-
Home Affairs Bureau	51	1
Home Affairs Department	473	835
Hong Kong Observatory	18	-
Hong Kong Police Force	21	5
Hongkong Post	1 697	-
Immigration Department	474	-
Information Services Department	24	1
Inland Revenue Department	149	-
Innovation and Technology Bureau	1	-
Innovation and Technology Commission	38	2
Intellectual Property Department	15	4
Invest Hong Kong	83	-
Judiciary	122	5
Labour and Welfare Bureau	21	-
Labour Department	38	3
Land Registry	82	-
Lands Department	105	-
Legal Aid Department	3	-
Leisure and Cultural Services Department	915	5 145
Marine Department	5	13
Office of the Communications Authority	127	-
Office of the Government Chief Information Officer	3	-
Official Receiver's Office	30	-
Planning Department	26	-
Radio Television Hong Kong	171	356
Rating and Valuation Department	25	-

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Registration and Electoral Office	558	-
Security Bureau	39	-
Social Welfare Department	57	169
Trade and Industry Department	44	-
Transport and Housing Bureau	10	-
Transport Department	69	44
Treasury	14	-
University Grants Committee Secretariat	24	-
Water Supplies Department	66	-
Working Family and Student Financial Assistance Agency	773	-
Total	10 444	7 635

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2019)**

Bureau /Department /Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	119	5	12	4	140
Architectural Services Department	10	13	-	-	23
Auxiliary Medical Service	1	-	-	-	1
Buildings Department	53	14	34	13	114
Census and Statistics Department	181	4	-	-	185
Chief Executive's Office	5	-	-	-	5
Chief Secretary and Financial Secretary's Offices	38	1	4	-	43
Civil Aviation Department	-	3	1	-	4
Civil Engineering and Development Department	15	7	3	2	27
Civil Service Bureau	-	1	-	-	1
Commerce and Economic Development Bureau	11	5	13	3	32
Companies Registry	93	17	9	-	119
Constitutional and Mainland Affairs Bureau	5	-	-	-	5
Correctional Services Department	4	2	-	-	6
Customs and Excise Department	7	-	2	-	9
Department of Health	83	23	74	206	386
Department of Justice	35	9	11	-	55
Development Bureau	49	6	9	1	65
Drainage Services Department	36	25	13	8	82
Education Bureau	882	145	113	70	1 210
Efficiency Office	218	62	82	84	446

Bureau /Department /Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Electrical and Mechanical Services Department	69	143	204	291	707
Environment Bureau	4	-	-	-	4
Environmental Protection Department	40	19	14	1	74
Financial Services and the Treasury Bureau	4	-	-	-	4
Fire Services Department	18	7	1	1	27
Food and Environmental Hygiene Department	107	22	20	19	168
Food and Health Bureau	14	1	5	-	20
Government Flying Service	5	-	-	2	7
Government Laboratory	6	1	4	2	13
Government Logistics Department	7	4	10	8	29
Government Property Agency	3	1	-	-	4
Highways Department	37	11	9	1	58
Home Affairs Bureau	40	4	6	1	51
Home Affairs Department	349	47	57	20	473
Hong Kong Observatory	17	1	-	-	18
Hong Kong Police Force	9	8	4	-	21
Hongkong Post	498	170	260	769	1 697
Immigration Department	446	5	5	18	474
Information Services Department	8	6	8	2	24
Inland Revenue Department	128	7	5	9	149
Innovation and Technology Bureau	1	-	-	-	1
Innovation and Technology Commission	23	2	3	10	38
Intellectual Property Department	10	1	2	2	15
Invest Hong Kong	34	3	11	35	83
Judiciary	83	14	9	16	122
Labour and Welfare Bureau	8	5	7	1	21

Bureau /Department /Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Labour Department	3	-	6	29	38
Land Registry	43	7	9	23	82
Lands Department	82	19	4	-	105
Legal Aid Department	3	-	-	-	3
Leisure and Cultural Services Department	623	28	74	190	915
Marine Department	2	2	1	-	5
Office of the Communications Authority	45	21	30	31	127
Office of the Government Chief Information Officer	1	1	1	-	3
Official Receiver's Office	18	4	4	4	30
Planning Department	12	6	6	2	26
Radio Television Hong Kong	82	31	31	27	171
Rating and Valuation Department	20	2	1	2	25
Registration and Electoral Office	377	157	15	9	558
Security Bureau	30	4	2	3	39
Social Welfare Department	30	18	8	1	57
Trade and Industry Department	9	4	23	8	44
Transport and Housing Bureau	8	2	-	-	10
Transport Department	56	2	7	4	69
Treasury	13	-	1	-	14
University Grants Committee Secretariat	17	-	3	4	24
Water Supplies Department	18	3	19	26	66
Working Family and Student Financial Assistance Agency	580	110	27	56	773
Total	5 885	1 245	1 296	2 018	10 444

**Breakdown of full-time non-civil service contract (NCSC) staff
with continuous service of five years or more in the same position
(position as at 30 June 2019)**

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with five years to less than ten years of continuous service
Agriculture, Fisheries and Conservation Department	12	3
Buildings Department	33	12
Civil Engineering and Development Department	3	2
Commerce and Economic Development Bureau	11	3
Companies Registry	9	-
Customs and Excise Department	2	-
Department of Health	69	196
Department of Justice	11	-
Development Bureau	9	1
Drainage Services Department	12	6
Education Bureau	84	37
Efficiency Office	58	24
Electrical and Mechanical Services Department	66	65
Environmental Protection Department	13	-
Fire Services Department	1	1
Food and Environmental Hygiene Department	19	16
Food and Health Bureau	2	-
Government Flying Service	-	2
Government Laboratory	4	2
Government Logistics Department	10	8
Highways Department	9	1
Home Affairs Bureau	5	1

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with five years to less than ten years of continuous service
Home Affairs Department	42	18
Hong Kong Police Force	4	-
Hongkong Post	212	698
Immigration Department	5	-
Information Services Department	8	2
Inland Revenue Department	3	1
Innovation and Technology Commission	3	7
Intellectual Property Department	2	-
Invest Hong Kong	11	27
Judiciary	1	1
Labour and Welfare Bureau	6	1
Labour Department	4	17
Land Registry	9	23
Lands Department	4	-
Leisure and Cultural Services Department	51	85
Marine Department	1	-
Office of the Communications Authority	25	16
Office of the Government Chief Information Officer	1	-
Official Receiver's Office	2	1
Planning Department	6	2
Radio Television Hong Kong	27	20
Rating and Valuation Department	-	2
Registration and Electoral Office	13	8
Security Bureau	1	1
Social Welfare Department	7	1
Trade and Industry Department	15	7
Transport Department	2	1
University Grants Committee Secretariat	2	2
Water Supplies Department	17	23

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with five years to less than ten years of continuous service
Working Family and Student Financial Assistance Agency	16	25
Total	942	1 369

- End -

CONTROLLING OFFICER'S REPLY

CSB019

(Question Serial No. 1591)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Currently, the proportion of ethnic minorities within the civil service is gradually growing, particularly in the establishments of the disciplined services. Nevertheless, the representatives of ethnic minorities associations have pointed out that many ethnic minorities are unable to learn Chinese well in schools, and some ethnic minorities students in Form Six have only the Chinese language ability of Primary Three. This has become a barrier for many non-Chinese ethnic minorities to join the Government. Furthermore, after the return of sovereignty to China, the social situation in Hong Kong has been unfavourable to the ethnic minorities, with the result of many of them choosing to emigrate to other countries or returning to their countries of origin. In this connection, will the Government inform this Committee of the following:

1. What are the additional numbers of ethnic minorities recruited annually and the overall proportions of ethnic minorities within the civil service in the past 3 financial years?
2. Has the Government taken any targeted measures for assisting them to apply for jobs in the civil service?
3. What measures have been taken to encourage government departments to employ more ethnic minorities?
4. What are the manpower and expenditures involved in taking such measures?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 1)

Reply:

The Government has committed to promote that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

Since Chinese language proficiency (especially in writing), as an entry requirement of civil service posts, is a major difficulty for ethnic minorities in applying for government jobs, the Civil Service Bureau has completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered/will lower their Chinese

language proficiency requirements (LPRs) from 31 to 53. We will continue to monitor the recruitment situation of these grades and remind heads of departments/grades to keep on reviewing and ensuring that the Chinese LPRs of related government jobs are no more than necessary for performance of the job on the basis of maintaining satisfactory public services. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities, departments may engage people proficient in ethnic minority languages for the relevant jobs.

Since late 2018, we have regularly disseminated information on civil service vacancies with relatively lower Chinese LPRs or lowered Chinese LPRs to the ethnic minorities through the Home Affairs Department's support service centres for ethnic minorities, which are operated by non-profit-making organisations. Since early 2019, we have also started disseminating such information to ethnic minority job seekers through the Labour Department's job centres located across the territory.

In the civil service recruitment process, bureaux/departments will continue to assess all candidates on the basis of their ability, performance, character, and the stipulated entry requirements set according to the job requirements (including LPRs). Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

The Civil Service Bureau and the departments concerned will deploy their existing resources to review Chinese LPRs and implement the aforesaid measures.

- End -

CONTROLLING OFFICER'S REPLY

CSB020

(Question Serial No. 1592)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

As stated in the Details of Expenditure 2020-21, the Civil Service Bureau is tasked to “promote a culture of continuous learning in the civil service” and “provide consultancy and advisory services to departments on human resource development”. In this regard, will the Government inform this Committee of the following:

1. the number of applicants in the civil service applying for subsidies for in-service education in the past 3 financial years;
2. the operating expenses and manpower involved in “promoting a culture of continuous learning in the civil service”;
3. the operating expenses and manpower involved in “providing consultancy and advisory services to departments on human resource development”? Regarding these services, please set out in a table the government departments which were provided with consultancy and advisory services by the Bureau in the past financial year.

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 2)

Reply:

1. The Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau implements the Training Sponsorship Scheme (TSS) to sponsor civil servants at Master Pay Scale Point 49 or below to pursue continuous learning. In 2017-18 and 2018-19, there were about 650 and 930 approved applications respectively under the Scheme. In 2019-20, there were about 810 approved applications by the end of February 2020. In addition, individual bureaux/departments (B/Ds) will also consider sponsoring their civil servants to attend work-related training courses in their own spare time according to the operational circumstances of the B/Ds concerned.
2. Apart from the TSS, CSTDI also runs the Cyber Learning Centre Plus (CLC Plus) to promote the culture of continuous learning. In 2020-21, the estimated expenditure for the TSS is about \$5 million, whereas the estimated expenditure for administration and

updating training contents of CLC Plus is about \$3.2 million. The above items are managed by 2 teams with 12 Training Officers and 5 Analysts/Programmers. As these officers are not only responsible for one single area of work, it would be difficult to break down the manpower related to the above items only.

3. In 2019, CSTDI provided about 270 consultancies and 1 500 advice to B/Ds on human resource development, which mainly included assisting B/Ds in conducting training needs analysis, formulating training and development plans, organising customised courses, workshops and brainstorming sessions; assisting departments in formulating their vision and mission statements, drawing up business strategy, strengthening internal communication and forging team spirit; rendering advice to B/Ds on policy issues of training and performance management, etc. Teams mainly responsible for the above services comprise 24 Training Officers and 1 Executive Officer. As these officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses incurred in related services only.

- End -

CONTROLLING OFFICER'S REPLY

CSB021

(Question Serial No. 1593)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget that the civil service establishment is expected to expand by 3 481 posts in 2020-21. In this connection, would the Government please advise this Committee on the following:

1. Which grades and departments will need to recruit staff?
2. What are the respective target numbers of recruits in various departments?
3. Have estimates been prepared for the related expenditures?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 3)

Reply:

In 2020-21, there will be an estimated increase of 6 082 posts in various bureaux and departments (B/Ds). The additional civil service posts are for enhancing existing services, taking forward new initiatives and easing the work pressure on civil servants. The estimated changes in civil service establishment of B/Ds in 2020-21 are set out at **Annex**. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required. Hence, CSB does not have information on the grades in respect of the civil servants to be recruited by individual B/Ds in 2020-21 and the related expenditure.

**Change in Civil Service Establishment
of Bureaux/Departments in 2020-21**

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	+ 76
Architectural Services Department	+ 58
Audit Commission	+ 1
Auxiliary Medical Service	-
Buildings Department	+ 106
Census and Statistics Department	+ 50
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	+ 19
Civil Aid Service	+ 7
Civil Aviation Department	+ 85
Civil Engineering and Development Department	+ 52
Civil Service Bureau	+ 10
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 7
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 2
Companies Registry	+ 6
Constitutional and Mainland Affairs Bureau	+ 3
Correctional Services Department	+ 130
Customs and Excise Department	+ 293
Department of Health	+ 76
Department of Justice	+ 57
Development Bureau (Planning and Lands Branch)	+ 17
Development Bureau (Works Branch)	+ 30
Drainage Services Department	+ 58
Education Bureau	+ 115
Electrical and Mechanical Services Department	+ 97
Environment Bureau	-
Environmental Protection Department	+ 61

Bureau / Department / Organisation	Change in Establishment
Financial Services and the Treasury Bureau (Financial Services Branch)	-
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 22
Fire Services Department	+ 177
Food and Environmental Hygiene Department	+ 138
Food and Health Bureau (Food Branch)	+ 3
Food and Health Bureau (Health Branch)	+ 29
Government Flying Service	+ 22
Government Laboratory	+ 3
Government Logistics Department	+ 16
Government Property Agency	+ 70
Highways Department	+ 66
Home Affairs Bureau	+ 7
Home Affairs Department	+ 66
Hong Kong Monetary Authority	- 3
Hong Kong Observatory	+ 7
Hong Kong Police Force	+ 2 543
Hospital Authority	- 105
Housing Authority	+ 173
Immigration Department	+ 215
Independent Commission Against Corruption	+ 20
Information Services Department	+ 20
Inland Revenue Department	+ 14
Innovation and Technology Bureau	+ 10
Innovation and Technology Commission	+ 4
Intellectual Property Department	+ 10
Invest Hong Kong	+ 2
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 2
Judiciary	+ 35
Labour and Welfare Bureau	+ 1
Labour Department	+ 70

Bureau / Department / Organisation	Change in Establishment
Land Registry	+ 5
Lands Department	+ 98
Legal Aid Department	+ 5
Legal Aid Services Council	-
Leisure and Cultural Services Department	+ 298
Marine Department	+ 16
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	+ 22
Office of the Government Chief Information Officer	+ 29
Official Receiver's Office	+ 3
Overseas Economic and Trade Offices	+ 1
Planning Department	+ 29
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	+ 6
Rating and Valuation Department	+ 29
Registration and Electoral Office	+ 9
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	+ 6
Social Welfare Department	+ 170
Trade and Industry Department	+ 4
Transport and Housing Bureau (Transport Branch)	+ 6
Transport Department	+ 65
Treasury	+ 52
University Grants Committee	+ 6
Vocational Training Council	-
Water Supplies Department	+ 168
Working Family and Student Financial Assistance Agency	+ 2
TOTAL	+ 6 082

- End -

CONTROLLING OFFICER'S REPLY

CSB022

(Question Serial No. 1620)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

With regards to the disturbances arising from the “opposition to the proposed legislative amendments” last year, the Government said that a total of 43 civil servants had been subjected to complaints or prosecuted for openly making remarks that discredit the “one country, two systems” and participating in the incidents related to the “opposition to the proposed legislative amendments”, and 31 of them had been interdicted for further investigation. In this connection, will the Government inform this Committee of the following:

1. Please list the departments to which the 31 interdicted civil servants belong in table form;
2. If the civil servants are subsequently convicted by the court, will the Government recover from them the salaries for the period of interdiction as they are not required to perform their duties during that period;
3. Although civil servants arrested for violating the law account only for an extremely small proportion of the civil service, the civil service must be committed to the rule of law and dedicated to serving the community. Will the Government consider requiring newly appointed civil servants to swear allegiance to the Basic Law and the Government of the Hong Kong Special Administrative Region when joining the Government in the future?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 37)

Reply:

1. As at 29 February 2020, a total of 43 civil servants have been arrested and under police investigation or charged for suspected involvement in unlawful public activities relating to the Anti-Fugitive Offenders Ordinance amendment exercise since June 2019. Among them, 42 have been interdicted thus far. To avoid the relevant judicial or disciplinary proceedings being prejudiced, we are unable to provide further information about the arrested civil servants.

2. Under the established mechanism for handling the disciplinary and interdiction matters of the civil service, for civil servants convicted of criminal offence, disciplinary action will be taken against the civil servants concerned upon conclusion of the relevant criminal proceedings. The disciplinary punishment to be imposed could include verbal warning, written warning, reprimand, severe reprimand, reduction in rank, compulsory retirement or dismissal, etc.

On the interdiction arrangement of civil servants, generally speaking, a civil servant who is interdicted will normally have not more than 50% of his salary withheld upon being charged with a criminal offence. The civil servant concerned will have his salary withheld in full when he is convicted of a serious criminal offence. Where the officer being interdicted is eventually imposed with removal punishment upon conclusion of disciplinary proceedings, the withheld salary will be forfeited. Where a punishment other than removal punishment is imposed, the withheld salary will be repaid in such proportion deemed appropriate by the disciplinary authority.

3. Under the framework of the Basic Law and the Civil Service Code (the Code), it has consistently been the duty of civil servants to uphold the Basic Law and be loyal to the Hong Kong Special Administrative Region (HKSAR). Article 99 of the Basic Law states that public servants must be dedicated to their duties and be responsible to the Government of the HKSAR. The Code also clearly requires that civil servants must serve the HKSAR Government with total loyalty, be committed to the rule of law, and exercise executive powers in compliance with the Basic Law and the Laws of Hong Kong, etc.

Regarding whether to require all civil servants to swear to uphold the Basic Law and swear allegiance to the HKSAR, we are actively studying the matter, including considering the purpose and expected result of making this requirement, as well as whether the same has already been achieved under the existing framework. We will also explore the feasibility of different options, and consult the Department of Justice and the staff side.

- End -

CONTROLLING OFFICER'S REPLY

CSB023

(Question Serial No. 2078)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Financial Secretary mentioned in this year's Budget Speech that in the financial year 2020-21, the civil service establishment will expand by 6 082 posts, which represents an increase of about 3.2 per cent. In this connection, will the Government advise this Committee on the following:

1. What is the distribution of the additional posts among government departments, and the number of those which are to be converted from non-civil service contract staff positions? Please provide the information with a breakdown by department.
2. I suggest that the civil service should not expand anymore. Will the Government consider downsizing now and not increasing arbitrarily the civil service establishment except for the disciplined services?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 28)

Reply:

1. The 2020-21 Draft Estimates of Expenditure provide for an increase of 6 082 civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for enhancing existing services, taking forward new initiatives and easing the work pressure on civil servants.

The estimated changes in civil service establishment of B/Ds in 2020-21 are set out at Annex A. Among the additional civil service posts, 176 posts are approved for replacing non-civil service contract positions of which the long term service need has been established. Detailed breakdown of these posts by B/Ds is at Annex B.

2. When examining B/Ds' proposals for increasing manpower, we would consider principles including actual operational needs, justifications and priorities of various initiatives, etc.. Additional civil service posts would be created where justified. Apart from increasing the manpower for the civil service, the Government has all along enhanced efficiency through other means, such as providing suitable training to civil servants, considering the streamlining of existing work procedures, and redeploying manpower for various tasks.

**Change in Civil Service Establishment
of Bureaux/Departments in 2020-21**

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	+ 76
Architectural Services Department	+ 58
Audit Commission	+ 1
Auxiliary Medical Service	-
Buildings Department	+ 106
Census and Statistics Department	+ 50
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	+ 19
Civil Aid Service	+ 7
Civil Aviation Department	+ 85
Civil Engineering and Development Department	+ 52
Civil Service Bureau	+ 10
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 7
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 2
Companies Registry	+ 6
Constitutional and Mainland Affairs Bureau	+ 3
Correctional Services Department	+ 130
Customs and Excise Department	+ 293
Department of Health	+ 76
Department of Justice	+ 57
Development Bureau (Planning and Lands Branch)	+ 17
Development Bureau (Works Branch)	+ 30
Drainage Services Department	+ 58
Education Bureau	+ 115
Electrical and Mechanical Services Department	+ 97
Environment Bureau	-
Environmental Protection Department	+ 61

Bureau / Department / Organisation	Change in Establishment
Financial Services and the Treasury Bureau (Financial Services Branch)	-
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 22
Fire Services Department	+ 177
Food and Environmental Hygiene Department	+ 138
Food and Health Bureau (Food Branch)	+ 3
Food and Health Bureau (Health Branch)	+ 29
Government Flying Service	+ 22
Government Laboratory	+ 3
Government Logistics Department	+ 16
Government Property Agency	+ 70
Highways Department	+ 66
Home Affairs Bureau	+ 7
Home Affairs Department	+ 66
Hong Kong Monetary Authority	- 3
Hong Kong Observatory	+ 7
Hong Kong Police Force	+ 2 543
Hospital Authority	- 105
Housing Authority	+ 173
Immigration Department	+ 215
Independent Commission Against Corruption	+ 20
Information Services Department	+ 20
Inland Revenue Department	+ 14
Innovation and Technology Bureau	+ 10
Innovation and Technology Commission	+ 4
Intellectual Property Department	+ 10
Invest Hong Kong	+ 2
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 2
Judiciary	+ 35
Labour and Welfare Bureau	+ 1
Labour Department	+ 70

Bureau / Department / Organisation	Change in Establishment
Land Registry	+ 5
Lands Department	+ 98
Legal Aid Department	+ 5
Legal Aid Services Council	-
Leisure and Cultural Services Department	+ 298
Marine Department	+ 16
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	+ 22
Office of the Government Chief Information Officer	+ 29
Official Receiver's Office	+ 3
Overseas Economic and Trade Offices	+ 1
Planning Department	+ 29
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	+ 6
Rating and Valuation Department	+ 29
Registration and Electoral Office	+ 9
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	+ 6
Social Welfare Department	+ 170
Trade and Industry Department	+ 4
Transport and Housing Bureau (Transport Branch)	+ 6
Transport Department	+ 65
Treasury	+ 52
University Grants Committee	+ 6
Vocational Training Council	-
Water Supplies Department	+ 168
Working Family and Student Financial Assistance Agency	+ 2
TOTAL	+ 6 082

**Breakdown by Bureaux / Departments of the civil service posts
to be created for replacing non-civil service contract positions**

Bureau / Department / Organisation	Number of posts
Agriculture, Fisheries and Conservation Department	12
Architectural Services Department	2
Census and Statistics Department	1
Chief Secretary and Financial Secretary's Offices	1
Civil Engineering and Development Department	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	2
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	1
Department of Health	6
Development Bureau (Works Branch)	1
Drainage Services Department	5
Education Bureau	27
Environmental Protection Department	7
Food and Environmental Hygiene Department	10
Government Laboratory	1
Government Logistics Department	3
Home Affairs Bureau	1
Home Affairs Department	8
Hong Kong Police Force	1
Information Services Department	1
Inland Revenue Department	3
Innovation and Technology Commission	2
Judiciary	3
Labour and Welfare Bureau	1
Labour Department	1
Land Registry	2
Lands Department	3

Bureau / Department / Organisation	Number of posts
Leisure and Cultural Services Department	29
Office of the Communications Authority	7
Radio Television Hong Kong	12
Social Welfare Department	4
University Grants Committee	3
Water Supplies Department	13
Working Family and Student Financial Assistance Agency	2
TOTAL	176

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0369)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

During 2020-21, the Civil Service Bureau will continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs to support the Government in taking forward new initiatives and ease the work pressure on civil servants. Would the Government inform this Committee of:

- 1) the numbers of applicants for positions in and recruits to each disciplined service in the past 5 years;
- 2) the numbers of NCSC staff and outsourced workers employed by each department, and the numbers of staff members who have served the same post for over 5 years in the past 5 years; and
- 3) referring to the above question, the numbers of such staff members who have been converted to civil servants?

Asked by: Hon IP LAU Suk-ye, Regina (LegCo internal reference no.: 11)

Reply:

- 1) Insofar as the disciplined services grades are concerned, the number of applications received in recruitment exercises and the number of new recruits from 2014-15 to 2018-19 are set out in **Annexes A and B** respectively.

Note 1: As a recruitment exercise may straddle two financial years, the number of applications received and the number of new recruits recruited in the same recruitment exercise may not be counted under the same financial year. Therefore, the figures of the two tables cannot be used to directly calculate and compare the success rates of applying for the relevant jobs.

- 2) The number of full-time^(Note 2) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2015, 30 June 2016, 30 June 2017, 30 June 2018 and 30 June 2019, and the number of such staff who have served in the same position for five years or more, are set out at **Annex C** and **Annex D** respectively.

It should be noted that the relevant figures refer to the number of NCSC staff employed by B/Ds as at 30 June of the respective years; and the number of staff required by B/Ds at different times would depend on the prevailing operational needs, including some time-limited service needs (such as the Caring and Sharing Scheme). The number of NCSC staff employed will decrease immediately upon the conclusion of these time-limited tasks. It is worth to note the situation when making a year-to-year comparison.

As regards outsourced workers, they are not under the purview of the Civil Service Bureau and hence this Bureau does not have the relevant figures.

- 3) It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. In this regard, B/Ds will not accord priority to employing NCSC staff as civil servants. That said, we welcome serving NCSC staff to apply for civil service posts through an open recruitment process if they are interested. Since relevant working experience is one of the factors to be taken into consideration in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of the relevant civil service ranks should generally enjoy a competitive edge over other applicants because of their working experience in the Government. During the period from January 2007 to August 2019^(Note 3), the average success rates for NCSC staff and other applicants for civil service posts were around 15% and 3% respectively.

Note 2: "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 3: 1 524 civil service open recruitment exercises involving qualified applications from serving NCSC staff performing comparable duties to the rank under recruitment had been launched and completed during the period.

**Number of Applications Received
in Recruitment Exercises of Disciplined Services Grades**

Department	Number of applications				
	2014/15	2015/16	2016/17	2017/18	2018/19
Correctional Services Department	13 000	19 100	5 100	6 800	7 000
Customs and Excise Department	8 400	11 200	30 900	27 300	10 800
Fire Services Department	16 900	16 000	11 700	28 800	9 900
Government Flying Service	2 400	4 100	3 400	500	4 600
Hong Kong Police Force	13 800	16 300	19 300	19 600	17 900
Immigration Department	15 600	27 400	63 300	36 500	36 700
Total	70 300	94 100	133 800	119 400	86 900

Note 4: There may be a slight discrepancy between the sum of individual items and the total as shown in the table owing to rounding.

Number of New Recruits of Disciplined Services Grades

Department	Number of New Recruits				
	2014/15	2015/16	2016/17	2017/18	2018/19
Correctional Services Department	426	300	343	530	338
Customs and Excise Department	375	312	294	607	951
Fire Services Department	484	547	634	617	635
Government Flying Service	15	12	26	29	11
Hong Kong Police Force	1 340	1 503	1 520	1 594	1 341
Immigration Department	198	378	478	906	994
Total	2 838	3 052	3 295	4 283	4 270

**Employment of full-time non-civil service contract staff
in Bureaux/Departments/Offices**

Bureau / Department / Office	Position as at 30 June 2015	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018	Position as at 30 June 2019
Agriculture, Fisheries and Conservation Department	269	211	202	144	140
Architectural Services Department	45	42	39	33	23
Auxiliary Medical Service	-	-	-	-	1
Buildings Department	236	222	147	95	114
Census and Statistics Department	306	312	160	132	185
Chief Executive's Office	6	6	7	6	5
Chief Secretary and Financial Secretary's Offices	38	36	35	31	43
Civil Aviation Department	18	16	14	6	4
Civil Engineering and Development Department	62	55	62	41	27
Civil Service Bureau	-	1	1	1	1
Commerce and Economic Development Bureau	32	33	34	34	32
Companies Registry	75	65	87	108	119
Constitutional and Mainland Affairs Bureau	6	3	1	5	5
Correctional Services Department	21	6	6	5	6
Customs and Excise Department	114	7	7	9	9
Department of Health	508	513	435	363	386
Department of Justice	69	57	61	59	55

Bureau / Department / Office	Position as at 30 June 2015	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018	Position as at 30 June 2019
Development Bureau	48	47	50	46	65
Drainage Services Department	87	94	90	82	82
Education Bureau	1 137	1 157	1 201	1 179	1 210
Efficiency Office	431	428	461	447	446
Electrical and Mechanical Services Department	889	784	710	712	707
Environment Bureau	5	3	3	4	4
Environmental Protection Department	73	80	77	68	74
Financial Services and the Treasury Bureau	83	83	4	6	4
Fire Services Department	41	21	16	34	27
Food and Environmental Hygiene Department	229	241	200	160	168
Food and Health Bureau	14	13	11	14	20
Government Flying Service	8	9	9	7	7
Government Laboratory	22	14	12	12	13
Government Logistics Department	39	40	33	33	29
Government Property Agency	2	4	3	1	4
Highways Department	55	71	61	66	58
Home Affairs Bureau	50	59	53	24	51
Home Affairs Department	439	442	443	580	473
Hong Kong Observatory	17	19	19	19	18
Hong Kong Police Force	46	50	47	27	21
Hongkong Post	1 906	1 876	1 818	1 780	1 697
Immigration Department	52	32	37	38	474
Information Services Department	22	22	26	25	24

Bureau / Department / Office	Position as at 30 June 2015	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018	Position as at 30 June 2019
Inland Revenue Department	259	258	194	168	149
Innovation and Technology Bureau	-	-	-	1	1
Innovation and Technology Commission	33	32	40	42	38
Intellectual Property Department	13	12	11	18	15
Invest Hong Kong	57	58	60	66	83
Judiciary	86	89	83	108	122
Labour and Welfare Bureau	24	26	24	24	21
Labour Department	170	119	88	68	38
Land Registry	111	98	94	87	82
Lands Department	188	190	178	144	105
Legal Aid Department	7	7	3	2	3
Leisure and Cultural Services Department	1 688	1 447	1 293	1 165	915
Marine Department	23	27	12	7	5
Office of the Communications Authority	131	123	127	128	127
Office of the Government Chief Information Officer	19	15	10	4	3
Official Receiver's Office	34	35	38	34	30
Planning Department	36	38	40	28	26
Radio Television Hong Kong	250	238	210	180	171
Rating and Valuation Department	52	39	30	25	25
Registration and Electoral Office	536	949	360	309	558
Security Bureau	18	21	34	45	39
Social Welfare Department	137	128	82	62	57

Bureau / Department / Office	Position as at 30 June 2015	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018	Position as at 30 June 2019
Trade and Industry Department	69	58	57	48	44
Transport and Housing Bureau	8	7	7	10	10
Transport Department	64	55	62	51	69
Treasury	15	21	10	8	14
University Grants Committee Secretariat	23	16	18	23	24
Water Supplies Department	96	89	71	61	66
Working Family and Student Financial Assistance Agency	389	554	462	421	773
Total	12 036	11 923	10 380	9 773	10 444

**Breakdown of full-time non-civil service contract (NCSC) staff
with continuous service of five years or more in the same position**

Bureau / Department / Office	No. of full-time NCSC staff in the same position with continuous service of five years or more				
	position as at 30 June 2015	position as at 30 June 2016	position as at 30 June 2017	position as at 30 June 2018	position as at 30 June 2019
Agriculture, Fisheries and Conservation Department	45	39	32	18	15
Buildings Department	52	44	57	44	45
Census and Statistics Department	6	-	-	-	-
Chief Executive's Office	2	2	2	1	-
Chief Secretary and Financial Secretary's Offices	3	7	7	1	-
Civil Aviation Department	2	6	6	1	-
Civil Engineering and Development Department	17	16	15	13	5
Commerce and Economic Development Bureau	7	12	15	15	14
Companies Registry	10	8	4	6	9
Customs and Excise Department	-	-	-	2	2
Constitutional and Mainland Affairs Bureau	1	1	-	-	-
Department of Health	345	342	333	279	265
Department of Justice	3	5	6	7	11
Development Bureau	5	5	11	9	10
Drainage Services Department	8	9	13	16	18
Education Bureau	136	116	124	124	121

Bureau / Department / Office	No. of full-time NCSC staff in the same position with continuous service of five years or more				
	position as at 30 June 2015	position as at 30 June 2016	position as at 30 June 2017	position as at 30 June 2018	position as at 30 June 2019
Efficiency Office	50	55	51	52	82
Electrical and Mechanical Services Department	135	158	158	143	131
Environment Bureau	1	1	1	1	-
Environmental Protection Department	6	5	4	3	13
Financial Services and the Treasury Bureau	10	20	-	-	-
Fire Services Department	8	8	6	7	2
Food and Environmental Hygiene Department	62	73	43	34	35
Food and Health Bureau	5	3	2	2	2
Government Flying Service	3	3	3	3	2
Government Laboratory	6	5	8	6	6
Government Logistics Department	10	11	11	15	18
Highways Department	2	2	4	6	10
Home Affairs Bureau	5	8	7	11	6
Home Affairs Department	56	51	67	72	60
Hong Kong Police Force	6	1	4	2	4
Hongkong Post	1 052	1 012	1 005	935	910
Immigration Department	2	3	5	5	5
Information Services Department	7	6	7	8	10
Inland Revenue Department	1	2	2	4	4

Bureau / Department / Office	No. of full-time NCSC staff in the same position with continuous service of five years or more				
	position as at 30 June 2015	position as at 30 June 2016	position as at 30 June 2017	position as at 30 June 2018	position as at 30 June 2019
Innovation and Technology Commission	10	14	10	10	10
Intellectual Property Department	1	1	1	2	2
Invest Hong Kong	33	34	36	36	38
Judiciary	5	3	2	2	2
Labour and Welfare Bureau	2	3	5	7	7
Labour Department	27	14	26	27	21
Land Registry	66	59	53	44	32
Lands Department	4	5	4	6	4
Legal Aid Department	-	1	-	-	-
Leisure and Cultural Services Department	229	196	174	150	136
Marine Department	-	-	-	-	1
Office of the Communications Authority	36	36	35	35	41
Office of the Government Chief Information Officer	3	4	2	-	1
Official Receiver's Office	8	7	7	7	3
Planning Department	5	6	6	9	8
Radio Television Hong Kong	55	62	49	48	47
Rating and Valuation Department	8	8	6	3	2
Registration and Electoral Office	14	15	16	13	21
Security Bureau	6	3	3	3	2
Social Welfare Department	28	19	22	8	8

Bureau / Department / Office	No. of full-time NCSC staff in the same position with continuous service of five years or more				
	position as at 30 June 2015	position as at 30 June 2016	position as at 30 June 2017	position as at 30 June 2018	position as at 30 June 2019
Trade and Industry Department	21	20	23	23	22
Transport Department	16	13	10	6	3
Treasury	3	3	2	1	-
University Grants Committee Secretariat	8	7	7	6	4
Water Supplies Department	30	41	42	40	40
Working Family and Student Financial Assistance Agency	133	104	89	63	41
Total	2 820	2 717	2 643	2 394	2 311

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0370)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

During 2020-21, the Civil Service Bureau will continue to monitor the progress of the on-going grade structure review (GSR) for the disciplined services grades by the Standing Committee on Disciplined Services Salaries and Conditions of Service. Will the Government advise on:

- 1) the progress achieved so far with regard to the GSR for the disciplined services grades;
- 2) the criteria for choosing to conduct a GSR for the Medical and Health Officer grade, and whether there is any plan to invite the Standing Commission on Civil Service Salaries and Conditions of Service to conduct a GSR for other grades?

Asked by: Hon IP LAU Suk-ye, Regina (LegCo internal reference no.: 12)

Reply:

- 1) At present, the Standing Committee on Disciplined Services Salaries and Conditions of Service and the Standing Committee on Directorate Salaries and Conditions of Service are carrying out the GSR for the disciplined services independently in accordance with their terms of reference and the review framework. The two committees have already invited submissions from the management and staff side of each of the disciplined services. Through departmental visits and meetings with the management and staff side of each of the disciplined services, they seek to better understand the work of the disciplined services and listen to their views.

It is expected that the entire review will take around 18 months to complete. However, as the review covers all the disciplined services grades and ranks in the seven disciplined services, and the two committees have received quite a number of views in relation to the pay and conditions of service of individual disciplined services, they have to carefully consider all the relevant factors in detail before presenting their recommendations to the Government. The review itself is very challenging. Furthermore, the actual work arrangement and progress have been affected by the novel coronavirus epidemic. We will maintain communication with the secretariat for the two committees to ensure that sufficient time is allowed and necessary resources

are provided for the committees to conduct the review in a thorough manner. We will endeavour to cater for and provide suitable support to the two committees if needed.

- 2) According to the prevailing policy guidelines, the Government will consider conducting a GSR for a civil service grade as and when necessary in case of significant changes to the job nature or responsibilities of the grade, or if there are proven recruitment or retention problems. Since the Medical and Health Officer grade is facing persistent and proven recruitment and retention difficulties, the Standing Commission on Civil Service Salaries and Conditions of Service has accepted the Government's invitation to conduct a GSR for the grade. The review is underway. As regards other civilian grades, we will continue to assess their need for a GSR in accordance with the abovementioned prevailing policy guidelines.

- End -

CONTROLLING OFFICER'S REPLY

CSB026

(Question Serial No. 0820)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In view of the dangerous and special nature of their work, will the Government consider improving the salaries and fringe benefits of the disciplined services on an on-going basis in order to boost their morale; if yes, what are the details and timetable; if no, what are the reasons?

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 5)

Reply:

In determining the remuneration for civil servants (including the disciplined services), our policy objective is to offer sufficient remuneration to attract, retain and motivate staff of a suitable calibre to provide the public with an effective and efficient service; and to maintain broad comparability in remuneration between the civil service and the private sector. To this end, apart from conducting regular reviews on civil service pay in accordance with the established mechanism, the Government is also committed to enhancing the fringe benefits of civil servants, taking into account views from the staff side and making reference to the practice in private sector. Recent examples include introducing Chinese Medicine services to enhance civil service medical and dental benefits, extending maternity leave to 14 weeks and refining the vacation leave accumulation limits for civil servants appointed on New and Common Terms with 10 years of service or more.

Insofar as the disciplined services are concerned, it is difficult to identify comparable positions and job types in the private sector and there are also recruitment or retention difficulties for individual disciplined services grades. Therefore, in October 2018, the Chief Executive-in-Council decided to conduct a grade structure review (GSR) for the disciplined services and that a GSR be conducted for the disciplined services once every 10 years thereafter to ensure that their grade structures and remuneration are effective in attracting and retaining talents. At present, the Standing Committee on Disciplined Services Salaries and Conditions of Service and the Standing Committee on Directorate Salaries and Conditions of Service are carrying out the GSR for the disciplined services independently in accordance with their terms of reference and the review framework. The two committees will consider all the relevant factors before making recommendations to the Government.

- End -

CONTROLLING OFFICER'S REPLY

CSB027

(Question Serial No. 0821)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

On matters relating to the wastage in the civil service, will the Government inform this Committee of the following:

- a. the numbers of staff leaving the civil service in each of the past 3 years and the percentage such staff accounted for in the strength of the civil service in the respective year, broken down by reasons for leaving the service, age distribution, department and year of service;
- b. of the above staff leaving the service in each of the past 3 years, how many had left the service before the end of the probation period and the percentage such staff accounted for in the number of civil servants leaving the service in the respective year, broken down by reasons for leaving the service, age distribution and department;
- c. confronted with the issue of wastage in the civil service, has the Government made any internal assessment of the reasons involved? If yes, what are the details of the assessment;
- d. further to the above question, what measures does the Government have in place to tackle the continual wastage in the civil service, especially when the civil service retirement wave is forthcoming; and
- e. what are the expenditure and manpower involved for conducting the research study on the wastage in the civil service each year?

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 6)

Reply:

- a. In the past three years from 2016-17 to 2018-19, the numbers of wastage of civil servants were 7 793, 8 616 and 8 557 respectively. When compared with the civil service strength at the beginning of the year concerned, the wastage rates were 4.7%, 5.1% and 5.0% respectively. A breakdown of the statistics by reasons of wastage, age groups, bureaux/departments (B/Ds) and length of service is set out at **Annex A**.

- b. As regards the numbers of staff who left the service before the end of the probationary period in the past three years from 2016-17 to 2018-19, they were 699, 899 and 1 013 respectively, accounting for 9.0%, 10.4% and 11.8% of staff wastage of the year concerned. A breakdown of the statistics by reasons of wastage, age groups and B/Ds is set out at **Annex B**.
- c-e. Retirement has always been the primary reason for departure of civil servants from the civil service. The portion of other reasons (including resignation, completion of agreement, etc.) is relatively small. As far as resignation is concerned, most of the resignees were probationers. We consider it understandable that probationers who found a long-term career in the Government unsuitable for them would leave the service early.

To ensure timely availability of the required manpower, the Civil Service Bureau has reminded B/Ds and Heads of Grade (HoGs) from time to time to take early actions to formulate manpower plans. We also keep track of the recruitment and succession status of civil service grades through different channels, and assist B/Ds in putting in place suitable measures to expedite the recruitment process. Moreover, B/Ds will continue to provide suitable training and support to staff to enhance efficiency.

In parallel, to facilitate succession planning and retention of civil servants who have reached retirement age and possess valuable expertise/experience, B/Ds and HoGs may, in the light of actual circumstances, make use of various flexible measures, including the Post-retirement Service Contract Scheme, final extension of service and further employment for a longer duration than final extension of service, for employing serving civil servants who have reached retirement age or retired civil servants to meet operational needs.

As the officers responsible for the study of the wastage of civil service were not just responsible for this single duty, it would be difficult to break down the staff establishment and expenditure involved.

**Statistics on Civil Servants Leaving the Service
2016-17 to 2018-19**

A. Reason of Wastage

Reason of Wastage	2016-17	2017-18	2018-19
Retirement	6 152	6 660	6 507
Resignation	1 052	1 333	1 443
Completion of Agreement	404	449	424
Death	126	124	130
Dismissal	18	14	14
Termination of Service	12	10	14
Other Reasons	29	26	25
Total	7 793	8 616	8 557

B. Age Group

Age Group	2016-17	2017-18	2018-19
Below 20	7	2	2
20 to below 30	443	580	676
30 to below 40	352	428	423
40 to below 50	253	278	281
50 to below 60	3 689	3 777	3 616
60 and above	3 049	3 551	3 559
Total	7 793	8 616	8 557

C. Bureau / Department / Office

Bureau / Department / Office	2016-17	2017-18	2018-19
Agriculture, Fisheries and Conservation Department	113	102	115
Architectural Services Department	76	89	113
Audit Commission	12	6	13
Auxiliary Medical Service	7	5	5
Buildings Department	49	49	62
Census and Statistics Department	52	54	48
Chief Executive's Office	6	1	2
Chief Secretary for Administration's Office	29	20	23
Civil Aid Service	5	10	7
Civil Aviation Department	29	41	33
Civil Engineering and Development Department	77	88	78
Civil Service Bureau	34	37	45
Commerce and Economic Development Bureau	10	14	16
Companies Registry	12	17	13
Constitutional and Mainland Affairs Bureau	2	2	7
Correctional Services Department	353	335	400
Customs and Excise Department	279	279	234
Department of Health	250	276	329
Department of Justice	52	63	54
Development Bureau	8	12	17
Drainage Services Department	99	100	100
Education Bureau	234	215	236
Electrical and Mechanical Services Department	177	192	165
Environmental Protection Department	60	69	57
Environment Bureau	2	2	2
Financial Services and the Treasury Bureau	11	56	9
Fire Services Department	403	407	436
Food and Environmental Hygiene Department	687	790	643
Food and Health Bureau	7	5	6
Government Flying Service	12	13	12
Government Laboratory	12	11	10
Government Logistics Department	35	42	44

Bureau / Department / Office	2016-17	2017-18	2018-19
Government Property Agency	9	13	10
Highways Department	96	98	121
Home Affairs Bureau	12	17	8
Home Affairs Department	66	101	90
Hong Kong Monetary Authority	4	2	3
Hong Kong Observatory	14	15	13
Hong Kong Police Force	1 663	1 786	1 714
Hongkong Post	262	293	286
Hospital Authority	172	192	185
Housing Department	354	432	429
Immigration Department	249	302	356
Information Services Department	12	26	9
Inland Revenue Department	132	138	153
Innovation and Technology Bureau	2	0	8
Innovation and Technology Commission	10	10	8
Intellectual Property Department	2	3	1
Invest Hong Kong	1	0	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	0	1
Judiciary	53	92	66
Labour and Welfare Bureau	2	6	4
Labour Department	79	88	99
Land Registry	13	24	26
Lands Department	179	197	208
Legal Aid Department	25	28	36
Leisure and Cultural Services Department	380	459	439
Marine Department	84	83	74
Office of the Communications Authority	15	17	22
Office of the Government Chief Information Officer	18	15	24
Official Receiver's Office	13	17	13
Planning Department	19	30	42
Public Service Commission	3	1	4
Radio Television Hong Kong	31	32	38

Bureau / Department / Office	2016-17	2017-18	2018-19
Rating and Valuation Department	51	49	54
Registration and Electoral Office	7	11	6
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	2
Security Bureau	5	7	10
Social Welfare Department	181	214	205
Trade and Industry Department	22	21	20
Transport and Housing Bureau	3	6	8
Transport Department	60	68	81
Treasury	25	26	28
University Grants Committee Secretariat	5	3	4
Water Supplies Department	237	252	266
Working Family and Student Financial Assistance Agency	28	40	48
Total	7 793	8 616	8 557

D. Length of Service

Length of Service	2016-17	2017-18	2018-19
Below 3 years	675	863	986
3 to below 5 years	145	213	151
5 to below 10 years	173	273	167
10 to below 20 years	332	226	146
20 to below 30 years	1 549	1 771	1 815
30 to below 40 years	4 625	4 915	4 797
40 years and above	294	355	495
Total	7 793	8 616	8 557

**Statistics on Officers Leaving the Service Before End of Probationary Period
2016-17 to 2018-19****A. Reason of Wastage**

Reason of Wastage	2016-17	2017-18	2018-19
Retirement	1	2	2
Resignation	652	864	975
Death	5	4	6
Dismissal	1	2	1
Termination of Service	12	10	14
Other Reasons	28	17	15
Total	699	899	1 013

B. Age Group

Age Group	2016-17	2017-18	2018-19
Below 20	7	2	2
20 to below 30	382	506	609
30 to below 40	178	215	231
40 to below 50	54	96	81
50 to below 60	49	46	46
60 and above	29	34	44
Total	699	899	1 013

C. Bureau / Department / Office

Bureau / Department / Office	2016-17	2017-18	2018-19
Agriculture, Fisheries and Conservation Department	9	7	18
Architectural Services Department	3	4	13
Auxiliary Medical Service	3	2	0
Buildings Department	8	3	3
Census and Statistics Department	4	4	1
Chief Secretary for Administration's Office	5	1	4
Civil Aid Service	0	1	2
Civil Aviation Department	4	7	8
Civil Engineering and Development Department	3	5	4
Civil Service Bureau	3	5	4
Commerce and Economic Development Bureau	0	3	2
Companies Registry	1	0	2
Constitutional and Mainland Affairs Bureau	0	0	1
Correctional Services Department	36	40	60
Customs and Excise Department	11	10	22
Department of Health	44	50	64
Department of Justice	9	12	10
Development Bureau	0	1	1
Drainage Services Department	6	5	4
Education Bureau	23	29	20
Electrical and Mechanical Services Department	4	7	3
Environmental Protection Department	2	3	3
Financial Services and the Treasury Bureau	1	1	0
Fire Services Department	41	43	82
Food and Environmental Hygiene Department	75	66	69
Government Flying Service	2	2	3
Government Laboratory	1	1	3
Government Logistics Department	8	3	4
Government Property Agency	1	5	2
Highways Department	5	2	9
Home Affairs Bureau	2	3	0
Home Affairs Department	10	12	24

Bureau / Department / Office	2016-17	2017-18	2018-19
Hong Kong Observatory	1	1	0
Hong Kong Police Force	165	209	217
Hongkong Post	14	26	20
Housing Department	23	31	22
Immigration Department	19	38	71
Information Services Department	0	1	0
Inland Revenue Department	17	22	18
Innovation and Technology Bureau	1	0	3
Innovation and Technology Commission	1	2	1
Intellectual Property Department	1	0	0
Judiciary	2	8	5
Labour Department	9	12	12
Land Registry	1	3	1
Lands Department	10	15	18
Legal Aid Department	5	4	4
Leisure and Cultural Services Department	60	88	77
Marine Department	4	6	9
Office of the Communications Authority	1	3	6
Office of the Government Chief Information Officer	2	2	0
Official Receiver's Office	2	6	4
Planning Department	1	3	7
Radio Television Hong Kong	1	2	1
Rating and Valuation Department	5	5	6
Registration and Electoral Office	0	3	1
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	1
Security Bureau	0	0	1
Social Welfare Department	13	30	23
Trade and Industry Department	1	1	1
Transport and Housing Bureau	1	1	0
Transport Department	2	7	13
Treasury	2	4	4
University Grants Committee Secretariat	1	1	0
Water Supplies Department	7	16	18

Bureau / Department / Office	2016-17	2017-18	2018-19
Working Family and Student Financial Assistance Agency	3	12	4
Total	699	899	1 013

- End -

CONTROLLING OFFICER'S REPLY

CSB028

(Question Serial No. 0822)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

On matters related to leave taking, will the Government inform this Committee of the following:

- a. As a role model of good employer, the Government has taken the initiative to launch a number of family-friendly policies to boost staff morale, including 5-day week, paternity leave, maternity leave, etc. Has the Government assessed the estimated and actual extra expenditures arising from such measures? Please provide a breakdown by types of leave;
- b. Will the Government explore the provision of additional leave to civil servants to boost staff morale, for instance, birthday leave and increase in the days of paid leave as well as family-related leave, etc.? If yes, what are the details? If no, what are the reasons?
- c. Given that the leave systems of non-civil service contract (NCSC) staff and outsourced workers are different from that of civil servants, will the Government gradually align the leave systems of the NSCS staff and outsourced workers with that of civil servants? If yes, what are the details? If no, what are the reasons?

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 7)

Reply:

- a. The Government has implemented the five-day week (FDW) initiative in phases since 2006, with the policy objective of improving the quality of civil servants' family life without affecting the overall level and efficiency of public services or incurring additional costs to taxpayers. In implementing the FDW initiative, bureaux/departments (B/Ds) have to abide by four basic principles, i.e. no additional staffing resources; no reduction in the conditioned hours of work of individual staff; no reduction in emergency services; and continued provision of some essential counter services on Saturdays/Sundays. Therefore, the implementation of the FDW policy does not require additional manpower and expenses. Separately, the Government has been providing five days of paternity leave to eligible employees since 1 April 2012 and has extended the maternity leave for government employees to 14 weeks with effect from

10 October 2018. The staffing implications arising from the above measures have been absorbed by individual B/Ds without the need for additional resources.

- b. Generally speaking, the leave terms enjoyed by civil servants are no less favourable than those offered in the private sector. The leave arrangements of the Government (including paternity leave and maternity leave as mentioned in (a) above) already provide sufficient flexibility for civil servants to cope with different personal and family needs. If their vacation leave balance is not sufficient, civil servants may apply for advance or unpaid vacation leave. The Civil Service Bureau (CSB) has already appealed to the management of B/Ds to accord priority to leave applications made by officers on family care grounds. The provision of additional paid leave to civil servants will have additional financial and manpower implications for the Government, therefore we need to strike an appropriate balance between the benefits of the relevant measure and the prudent use of public funds.
- c. Civil service and non-civil service contract (NCSC) appointments are two distinct types of employment. Their purposes and circumstances of employment are entirely different, so are their terms of employment. Direct comparison between them would not be appropriate. Under the NCSC Staff Scheme, B/Ds may determine the holiday entitlements of NCSC staff having regard to their management needs and operational requirements, provided that they are no less favourable than those provided in the Employment Ordinance. At the same time, CSB has reminded B/Ds from time to time to enhance the terms and conditions of NCSC staff on a discretionary basis if considered practicable. As regards outsourced workers, they are not under the purview of CSB.

- End -

CONTROLLING OFFICER'S REPLY

CSB029

(Question Serial No. 0937)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the civil service pay adjustment mechanism, will the Government inform this Committee of the following:

- a. please list the respective numbers of civil servants, who have reached the maximum pay points of their ranks, in the upper, middle and lower salary bands in various departments in the past 3 years;
- b. further to the above question, regarding civil servants who have reached their maximum pay points in the past 3 years, please provide figures of those who have stayed at the same maximum pay points for less than 3 years, 3 years to less than 5 years, 5 years to less than 10 years, and 10 years or more, broken down by upper, middle and lower salary bands; and
- c. whether the Government will consider reviewing the payroll cost of increments deduction arrangement under the civil service pay adjustment mechanism? If yes, what are the details and the timetable? If no, what are the reasons?

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 4)

Reply:

- a&b. The numbers of civil servants who have reached the maximum pay points of their respective ranks as at 1 April 2019, 1 April 2018 and 1 April 2017 and, among them, those who have stayed at the same pay point for less than 3 years, 3 years to less than 5 years, 5 years to less than 10 years, and 10 years or more respectively are set out in the tables below –

Salary band Note 1	(a)	(b)			
	No. of civil servants who have reached the maximum pay points of their ranks as at 1 April 2019	No. of civil servants who have stayed at the maximum pay points of their ranks for less than 3 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 3 years but less than 5 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 5 years but less than 10 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 10 years or more
Upper salary band	8 475	3 556	1 146	1 468	2 305
Middle salary band	57 055	19 929	8 380	8 244	20 502
Lower salary band	6 918	1 420	977	1 043	3 478

Note 1:

The pay ranges of the three salary bands in accordance with the pay scales effective from 1 April 2019 are –

- (i) Upper : Above Master Pay Scale (MPS) 33 to General Disciplined Services (Officer) Pay Scale (GDS(O)) 39 or equivalent, viz. \$73,776 to \$147,235;
- (ii) Middle : From MPS 10 to 33 or equivalent, viz. \$24,070 to \$73,775; and
- (iii) Lower : Below MPS 10 or equivalent, viz. below \$24,070.

Salary band Note 2	(a)	(b)			
	No. of civil servants who have reached the maximum pay points of their ranks as at 1 April 2018	No. of civil servants who have stayed at the maximum pay points of their ranks for less than 3 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 3 years but less than 5 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 5 years but less than 10 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 10 years or more
Upper salary band	8 587	3 111	1 171	2 210	2 095
Middle salary band	60 687	19 757	8 885	10 421	21 624
Lower salary band	7 372	1 445	781	867	4 279

Note 2:

The pay ranges of the three salary bands in accordance with the pay scales effective from 1 April 2018 are –

- (i) Upper : Above MPS 33 to GDS(O) 39 or equivalent, viz. \$70,091 to \$140,560;
- (ii) Middle : From MPS 10 to 33 or equivalent, viz. \$22,865 to \$70,090; and
- (iii) Lower : Below MPS 10 or equivalent, viz. below \$22,865.

Salary band Note 3	(a)	(b)			
	No. of civil servants who have reached the maximum pay points of their ranks as at 1 April 2017	No. of civil servants who have stayed at the maximum pay points of their ranks for less than 3 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 3 years but less than 5 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 5 years but less than 10 years	No. of civil servants who have stayed at the maximum pay points of their ranks for 10 years or more
Upper salary band	9 057	2 931	1 166	2 632	2 328
Middle salary band	64 142	20 193	9 176	12 371	22 402
Lower salary band	8 232	1 693	684	756	5 099

Note 3:

The pay ranges of the three salary bands in accordance with the pay scales effective from 1 April 2017 are –

- (i) Upper : Above MPS 33 to GDS(O) 39 or equivalent, viz. \$67,066 to \$135,075;
- (ii) Middle : From MPS 10 to 33 or equivalent, viz. \$21,880 to \$67,065; and
- (iii) Lower : Below MPS 10 or equivalent, viz. below \$21,880.

- (c) The payroll cost of increments (PCIs) deduction arrangement was implemented since 1989 upon the recommendation of the Committee of Inquiry into the 1988 Civil Service Pay Adjustment and Related Matters (1988 Committee of Inquiry) to offset the exceptional merit pay given in the private sector which should not, in principle, be included in the gross pay trend indicators (PTIs). According to the 2019 Pay Trend Survey, 74% of the private sector companies participating in the survey still took merit pay as one of the considerations when deciding pay adjustment for their employees, which is comparable to the figure in 1989-90 when the PCIs deduction arrangement was first introduced. Therefore, the Government does not consider it justified to cease the PCIs deduction arrangement or make any fundamental change to the arrangement at the moment.

This notwithstanding, when determining the 2019-20 civil service pay adjustment in June 2019, the Chief Executive-in-Council also decided that from the 2019-20 civil service pay adjustment onwards, the average PCIs for each salary band from 1989-90 (i.e. the year when the PCIs deduction arrangement was first introduced) to 2019-20, or the actual PCIs for that particular salary band for the year, whichever is the lower, would be adopted for deriving the net PTI for that salary band. This approach would prevent the net PTIs from being further eroded while preserving the principle of “offsetting” behind the PCIs deduction arrangement recommended by the 1988 Committee of Inquiry as mentioned above. The Legislative Council Finance Committee approved the proposed 2019-20 civil service pay adjustment on 28 February this year.

- End -

CONTROLLING OFFICER'S REPLY

CSB030

(Question Serial No. 1553)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

What is the estimated salary expenditure for the Secretary for the Civil Service in 2020-21?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 8)

Reply:

For budgetary purposes, the provision for the salary for the post of the Secretary for the Civil Service for 2020-21 is \$4.18 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB031

(Question Serial No. 1554)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding the national studies training programmes, what are the actual expenditure, revised estimate and estimated expenditure in 2019-22?
2. What is the process of formulating the contents of the programmes? Have departments in the Mainland participated in or provided comments on the formulating process? If yes, what are the names of such departments?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 9)

Reply:

The Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau organises national studies training programmes for civil servants at different levels. The programmes can be broadly divided into training held locally and in the Mainland. For programmes held in the Mainland, CSTDI currently collaborates with 9 Mainland institutions (including the National Academy of Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University and Sun Yat-sen University). To address the training needs of civil servants, we would discuss with the respective Mainland institutions from time to time on the course contents, and arrange suitable speakers as well as visits for the training programmes. National studies training programmes cover topics such as the Basic Law, the latest national policies (such as the “Belt and Road Initiative”, the Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues, history and culture etc. The revised estimate in 2019-20 is \$21.4 million while the estimated expenditure in 2020-21 is about \$22.2 million.

- End -

CONTROLLING OFFICER'S REPLY**CSB032****(Question Serial No. 1142)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (2) Human Resource ManagementControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

A) Please provide statistics of civil servants on no-pay leave and sick leave:

Department	No. of civil servants on no-pay leave	No. of civil servants on paid sick leave			No. of civil servants on half-pay sick leave	No. of civil servants on unpaid sick leave
		less than 30 days	30-90 days	91-180 days		
					180 days or above	

B) What are the expenditures arising from sick leave taken by staff in various departments?

C) At what ranks are the civil servants on no-pay leave, half-pay sick leave and unpaid sick leave?

Rank	Number of civil servants involved	Total amount of expenditure involved
D3 or above		
D1 and D2		
Senior level civil servant		
Middle level civil servant		
Junior level civil servant		

Asked by: Hon LAM Kin-fung, Jeffrey (LegCo internal reference no.: 11)

Reply:

According to the Civil Service Regulations (CSRs), sick leave may be granted on full pay, half pay or without pay. An officer who has four years of service or more may be granted sick leave up to 182 days on full pay and 182 days on half pay, but any paid sick leave taken in the past four calendar years has to be deducted. An officer who has less than four years of service may be granted a maximum of 91 days of sick leave on full pay and 91 days on half pay. An officer who falls sick and has exhausted his entitlement to sick leave on full pay and half pay may apply for unpaid sick leave. Separately, subject to the exigencies of service, an officer who has fully justified personal reasons may also apply for unpaid vacation leave in accordance with CSRs.

Leave absence of civil servants is handled and recorded by their respective bureaux/departments (B/Ds). This Bureau does not keep details of sick leave information of individual officers, including number, period and whether the sick leave is paid or unpaid. Given the large number of civil servants involved, and that individual officers could be granted full-pay, half-pay or unpaid sick leave, it would require significant manpower resources and time to review each and every sick leave record so as to calculate the related salary costs broken down by pay scale. Therefore, we are unable to provide such information as well as that relating to cases of no-pay leave of individual B/Ds.

- End -

CONTROLLING OFFICER'S REPLY

CSB033

(Question Serial No. 1143)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding short-term internship places, would the Government inform this Committee of:

- A) the numbers of internship places in various government departments and the total amount of allowance received by the interns in each of the past 3 years;
- B) whether the Government has compiled information on the career development of the participating students upon completion of the internship programmes, such as joining the civil service or the industry they joined;
- C) the Budget mentioned a substantial increase in the number of internship places, please list the numbers of interns to be assigned to various departments;
- D) whether the performance of the interns, such as lateness, absence, leakage of government information, participation in activities of political parties etc., will be recorded for reference when they apply for civil service jobs in future?

Asked by: Hon LAM Kin-fung, Jeffrey (LegCo internal reference no.: 12)

Reply:

A&C) Currently, government bureaux/departments may set up different programmes that provide internship opportunities to young people according to their respective operational and professional needs. The Civil Service Bureau (CSB) has not kept the statistics on the total number of internship places offered by various bureaux/departments under different programmes nor the total amount of allowances involved in the past 3 years. To quote the Post-Secondary Student Summer Internship Programme coordinated by the CSB as an example, there was an average of 1 100 students taking up internship placements in more than 40 bureaux/departments/offices in each of the past 3 years, and interns were offered a monthly allowance ranging from around several to ten thousand dollars, depending on the nature of their posts.

According to our available information, a total of about 2 000 internship places were offered by bureaux/departments under different programmes in 2019-20. In 2020-21, we will invite public organisations to offer short-term internship places. Together with the additional places offered by bureaux/departments, there will be a total of around 5 000 places, and the general distribution of the places is at the **Annex**.

- B) The CSB has not collected employment-related information of the students who have joined the various internship programmes.
- D) Generally speaking, the relevant bureaux/departments/offices may issue a certificate to the interns upon their satisfactory completion of the internship period, and the students may state their internship experience in applying for civil service posts or other jobs in future.

Bureau/Office (including departments under their purview and related public organisations)	Estimated internship places (approx.)
Chief Secretary for Administration's Office, Financial Secretary's Office and Department of Justice	200
Civil Service Bureau	160
Commerce and Economic Development Bureau	450
Constitutional and Mainland Affairs Bureau	30
Development Bureau	640
Education Bureau	50
Environment Bureau	60
Financial Services and the Treasury Bureau	890
Food and Health Bureau	1 020
Home Affairs Bureau	110
Innovation and Technology Bureau	460
Labour and Welfare Bureau	70
Security Bureau	430
Transport and Housing Bureau	370
Total	4 940

- End -

CONTROLLING OFFICER'S REPLY

CSB034

(Question Serial No. 1186)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

What are the number of ethnic minority civil servants newly-recruited, the total number of ethnic minority civil servants, and the percentage they accounted for in the strength of the civil service in each of the past 3 years? What measures will be implemented by the Government to increase the number of ethnic minority civil servants and what will be the manpower and expenditure involved in these measures?

Asked by: Hon LEE Wai-king, Starry (LegCo internal reference no.: 11)

Reply:

The Government has committed to promote that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

Since Chinese language proficiency (especially in writing), as an entry requirement of civil service posts, is a major difficulty for ethnic minorities in applying for government jobs, the Civil Service Bureau has completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered/will lower their Chinese language proficiency requirements (LPRs) from 31 to 53. We will continue to monitor the recruitment situation of these grades and remind heads of departments/grades to keep on reviewing and ensuring that the Chinese LPRs of related government jobs are no more than necessary for performance of the job on the basis of maintaining satisfactory public services. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities, departments may engage people proficient in ethnic minority languages for the relevant jobs.

Since late 2018, we have regularly disseminated information on civil service vacancies with relatively lower Chinese LPRs or lowered Chinese LPRs to the ethnic minorities through the Home Affairs Department's support service centres for ethnic minorities, which are operated by non-profit-making organisations. Since early 2019, we have also started disseminating such information to ethnic minority job seekers through the Labour

Department's job centres located across the territory.

In the civil service recruitment process, bureaux/departments will continue to assess all candidates on the basis of their ability, performance, character, and the stipulated entry requirements set according to the job requirements (including LPRs). Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

The Civil Service Bureau and the departments concerned will deploy their existing resources to review Chinese LPRs and implement the aforesaid measures.

- End -

CONTROLLING OFFICER'S REPLY

CSB035

(Question Serial No. 1208)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Civil servants in Hong Kong practise political neutrality. Nevertheless, amid the disturbances arising from the opposition to the amendments to the Fugitive Offenders Ordinance, a number of civil servants were alleged of participating in unlawful assemblies or violent activities, or publicly making remarks discrediting the “one country, two systems”, which necessitated follow-up actions by government departments. Has the Secretary for the Civil Service studied whether to require civil servants to swear to uphold the Basic Law and swear allegiance to the SAR Government? What is the progress of such work? When is it expected to be completed? When will the measures be put in place?

Asked by: Hon LEE Wai-king, Starry (LegCo internal reference no.: 39)

Reply:

Under the framework of the Basic Law and the Civil Service Code (the Code), it has consistently been the duty of civil servants to uphold the Basic Law and be loyal to the Hong Kong Special Administrative Region (HKSAR). Article 99 of the Basic Law states that public servants must be dedicated to their duties and be responsible to the Government of the HKSAR. The Code also clearly requires that civil servants must serve the HKSAR Government with total loyalty, be committed to the rule of law, and exercise executive powers in compliance with the Basic Law and the Laws of Hong Kong, etc.

Regarding whether to require all civil servants to swear to uphold the Basic Law and swear allegiance to the HKSAR, we are actively studying the matter, including considering the purpose and expected result of making this requirement, as well as whether the same has already been achieved under the existing framework. We will also explore the feasibility of different options, and consult the Department of Justice and the staff side. We aim to complete the relevant study before the prorogation of the current term of Legislative Council.

- End -

CONTROLLING OFFICER'S REPLY

CSB036

(Question Serial No. 2619)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please list the respective numbers of participants for the national studies programmes from various bureaux, departments and offices in each of the years from 2015 to 2019.

Asked by: Hon LEUNG Kenneth (LegCo internal reference no.: 111)

Reply:

The Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau organises national studies training programmes for civil servants at different levels. The programmes can be broadly divided into training held locally and in the Mainland. For programmes held in the Mainland, we currently collaborate with 9 Mainland institutions to organise programmes for middle and senior-level civil servants. Directorate officers and Administrative Officers mainly attend courses at the National Academy of Governance, whereas senior civil servants at Master Pay Scale (MPS) Point 45 or above attend courses at Tsinghua University or Peking University. Officers at MPS Point 34 to 44 would be arranged to attend courses at Zhejiang University, Nanjing University or Wuhan University while officers at MPS Point 28 to 33 attend courses at Jinan University or Sun Yat-sen University. We also commission the China Foreign Affairs University to run a course on foreign affairs for officers at MPS Point 45 or above (particularly for those who may be posted to economic and trade/liaison offices outside Hong Kong). In addition, we arrange middle and senior-level civil servants to participate in thematic visits to and staff exchange programme in the Mainland.

Local seminars on national studies are organised for civil servants at different levels, covering topics such as the Basic Law, the latest national policies (such as the “Belt and Road Initiative”, the Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs policies, advanced technology developments, history and culture, etc.

Individual bureaux/departments nominate their officers at different levels to attend national studies programmes and thematic visits arranged by CSTDI according to their development needs and work arrangements. About 13 200, 15 300, 16 700, 18 590 and

22 000 civil servants at various levels participated in the above-mentioned programmes organised by CSTDI in 2015, 2016, 2017, 2018 and 2019 respectively.

Given the large number of participants involved, we are unable to provide the breakdown by bureau, department and office.

- End -

CONTROLLING OFFICER'S REPLY**CSB037****(Question Serial No. 2913)**

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The estimated financial provision for 2020-21 is \$454.4 million, an increase of 26.6% (\$95.30 million) over the original estimate for 2019-20 and an increase of 14.1% over the revised estimate for 2019-20.

Matters requiring special attention in 2020-21 include continuing to work with the management and staff sides of the disciplined services to refine the arrangements concerning defence representatives in the subsidiary regulations on discipline to the Disciplined Services Legislation (DSL) and other improvements to the disciplinary proceedings under DSL.

In this connection, please inform this Committee of:

- (1) the details and scope of duties of the 9 posts to be increased under the Programme;
- (2) the measures and manpower deployment concerning the improvements to the disciplinary proceedings of the disciplined services and the arrangements concerning defence representatives in 2020-21. How effective are the previous measures on improving the disciplinary proceedings?

Asked by: Hon LIAO Cheung-kong, Martin (LegCo internal reference no.: 34)

Reply:

1. Details of the anticipated increase of 9 posts under Programme (2) in 2020-21 are as follows:

Grade	Rank	Increase in number of posts
Executive Officer	Principal Executive Officer	1
	Chief Executive Officer	1
	Senior Executive Officer	1
	Executive Officer I	2

Grade	Rank	Increase in number of posts
Clerical and Secretarial	Senior Clerical Officer	1
	Clerical Officer	1
	Personal Secretary II	1
Analyst/Programmer	Analyst/Programmer I	1
	Total :	9

The additional posts are mainly for providing sufficient manpower for different sections/units in the Civil Service Bureau to enhance the support for existing work such as to cope with the increasing workload associated with the grade management of Executive Officer and Clerical and Secretarial grades as well as issues related to training and development. Among the aforementioned posts, a T-contract post will be converted to a civil service post to meet long-term information technology service need.

2. Regarding defence representatives and disciplinary proceedings under the Disciplined Services Legislation, disciplined services departments (DSDs) have each put in place administrative arrangements to allow accused officers to apply for legal or other forms of representations at disciplinary hearings to ensure that the accused officers are given fair hearings. We have also consulted DSDs' staff sides on our proposal to commence the six amendment regulations passed by the Legislative Council in 2012 without further amendments, to be complemented by the implementation of enhanced administrative arrangements as standing measures. A large majority of the DSDs' staff sides have indicated no objection to the proposal. We are now considering how to proceed with the remaining follow up work, which involves no additional manpower resources in our Bureau. As officers performing the aforementioned duties are responsible for not only one single area of work, it would not be possible to break down the staff establishment involved in the relevant duties.

- End -

CONTROLLING OFFICER'S REPLY

CSB038

(Question Serial No. 0293)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

According to the Financial Secretary, the civil service establishment will expand by 6 082 posts in 2020-21 over the past year to cope with additional workload and support the implementation of new government policies and initiatives. In this regard, please advise on the following:

1. Among the additional civil service posts, what are the respective numbers and increases of construction and related engineering professionals to be employed by the relevant government departments (including the Planning Department, Housing Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Water Supplies Department, Electrical and Mechanical Services Department, Transport Department, Highways Department and Environmental Protection Department)?
2. Please illustrate in a table the total numbers of additional construction and related engineering professionals actually approved for employment in the above-mentioned government departments and their respective percentages in the existing establishment of related professional grades for the period 2016-20.
3. In view of the double blow dealt by social incidents and the epidemic of novel coronavirus in the past few months, the unemployment rate will likely increase in the engineering and construction industries. Will the Government take timely and appropriate actions to deploy additional resources for recruiting additional construction and related engineering professionals to take up temporary posts in the above-mentioned government departments so as to expedite public works projects and retain talents of the sector? If yes, what are the details, and if no, what are the reasons?

Asked by: Hon LO Wai-kwok (LegCo internal reference no.: 27)

Reply:

1. Among the new civil service posts approved to be created in 2020-21 in the departments referred to in the question, there are 319 posts in the construction and relevant engineering professional grades. Details are set out at **Annex A**.

2. There were 980 new civil service posts approved to be created in the construction and relevant engineering professional grades in relevant departments from 2016-17 to 2019-20. Details are set out at **Annex B**.
3. The Government has all along been attaching much importance to the quality of works for major public works projects. Having regard to the different stages, development and situation of the works projects, the Government would provide relevant departments with manpower of suitable professional grades.

To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required. If relevant departments have actual operational needs, they may deploy their resources to create temporary posts in the construction and related engineering professional grades in accordance with established mechanism to expedite the delivery of public works projects.

**Civil service posts approved to be created
in the construction and relevant engineering professional grades^{Note} in 2020-21**

Department	Number of new posts approved in 2020-21	Percentage of the existing establishment of the relevant professional grades
Planning Department	11	3.5%
Housing Department	61	5.3%
Buildings Department	43	6.2%
Civil Engineering and Development Department	42	5.6%
Drainage Services Department	21	5.7%
Water Supplies Department	18	4.7%
Electrical and Mechanical Services Department	37	6.9%
Transport Department	22	9.4%
Highways Department	35	5.4%
Environmental Protection Department	29	4.2%
Total	319	5.5%

Note: The relevant professional grades refer to Architect, Building Services Engineer, Building Surveyor, Electrical and Mechanical Engineer, Electrical Engineer, Electronics Engineer, Engineer, Estate Surveyor, Geotechnical Engineer, Land Surveyor, Landscape Architect, Maintenance Surveyor, Mechanical Engineer, Planning Officer, Quantity Surveyor, Shift Charge Engineer, Structural Engineer, Town Planner, Cartographer, Chemist, Environmental Protection Officer and Waterworks Chemist.

**Civil service posts approved to be created
in the construction and relevant engineering professional grades^{Note}
from 2016-17 to 2019-20**

Department	Number of new posts approved from 2016-17 to 2019-20	Percentage of the existing establishment of the relevant professional grades
Planning Department	49	15.5%
Housing Department	131	11.5%
Buildings Department	118	17.1%
Civil Engineering and Development Department	157	20.9%
Drainage Services Department	42	11.4%
Water Supplies Department	32	8.4%
Electrical and Mechanical Services Department	97	18.2%
Transport Department	49	20.9%
Highways Department	152	23.2%
Environmental Protection Department	153	22.0%
Total	980	17.0%

Note: The relevant professional grades refer to Architect, Building Services Engineer, Building Surveyor, Electrical and Mechanical Engineer, Electrical Engineer, Electronics Engineer, Engineer, Estate Surveyor, Geotechnical Engineer, Land Surveyor, Landscape Architect, Maintenance Surveyor, Mechanical Engineer, Planning Officer, Quantity Surveyor, Shift Charge Engineer, Structural Engineer, Town Planner, Cartographer, Chemist, Environmental Protection Officer and Waterworks Chemist.

- End -

CONTROLLING OFFICER'S REPLY

CSB039

(Question Serial No. 0958)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding civil service disciplinary matters, would the Government please inform this Committee of:

- a. the expenditure and manpower involved in handling civil service disciplinary matters;
- b. the number and type of civil service disciplinary cases handled by the Government over the past 3 years, broken down by department;
- c. the Government's latest progress in handling the cases mentioned above, the number of cases involving punishment, such as interdiction, investigation, removal from office, etc., and the average duration of disciplinary hearings, broken down by department; and
- d. how the Government will handle and follow up on the impacts brought by recent social incidents on civil service's political neutrality?

Asked by: Hon LUK Chung-hung (LegCo internal reference no.: 12)

Reply:

- a. As officers performing the concerned duties are responsible for not only one single area of work, it would not be possible to break down the staff establishment involved in the relevant duties.
- b&c. The numbers of cases of civil servants punished for conviction of criminal offences or misconduct in the past 3 financial years (as at 31 December 2019) broken down by bureaux/departments are as follows:

Department	2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary actions (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment	
Agriculture, Fisheries and Conservation Department	0	8	1	0	2	6	0	1	4
Architectural Services Department	0	0	0	0	1	0	0	0	0
Auxiliary Medical Service	0	1	0	0	2	4	0	0	0
Buildings Department	0	2	3	0	1	0	1	0	1
Census and Statistics Department	0	1	0	0	0	3	0	0	0
Chief Secretary for Administration's Office	0	0	0	0	1	0	0	1	0
Civil Aviation Department	0	1	0	0	0	0	0	0	0
Civil Engineering and Development Department	0	1	1	0	2	1	0	1	0
Civil Service Bureau	0	1	1	0	0	0	0	0	1
Commerce and Economic Development Bureau	0	0	0	0	0	0	0	1	0
Constitutional and Mainland Affairs Bureau	0	0	0	0	1	0	0	0	0
Correctional Services Department	3	8	43	2	3	32	3	2	21
Customs and Excise Department	2	3	10	1	3	10	0	1	13
Department of Health	0	1	10	0	1	7	0	1	6
Department of Justice	0	2	0	0	0	2	0	0	1
Drainage Services Department	0	1	7	0	2	0	0	0	4
Education Bureau	0	1	7	0	1	4	0	0	9
Electrical and Mechanical Services Department	0	3	6	0	1	9	1	3	10
Environmental Protection Department	0	3	1	0	5	0	0	0	0
Financial Services and the Treasury Bureau	0	1	0	0	1	0	0	0	0

Department	2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary actions (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment	
Fire Services Department	1	72	16	1	148	14	0	23	9
Food and Environmental Hygiene Department	0	36	51	2	33	30	0	27	22
Government Logistics Department	0	2	0	0	3	0	0	1	0
Government Property Agency	0	0	0	0	0	1	0	0	0
Highways Department	0	1	3	0	0	2	0	0	1
Home Affairs Department	1	1	1	0	0	0	0	0	1
Hong Kong Monetary Authority	0	1	0	0	0	0	0	0	0
Hong Kong Observatory	0	0	1	0	0	0	0	0	1
Hong Kong Police Force	6	60	75	18	52	136	10	32	53
Housing Department	1	2	2	1	2	5	0	2	3
Immigration Department	1	2	65	1	8	45	1	3	16
Inland Revenue Department	0	2	6	0	0	7	0	1	1
Innovation and Technology Commission	0	0	1	0	0	0	0	0	0
Judiciary	0	0	2	0	1	1	0	0	0
Labour and Welfare Bureau	0	1	0	0	0	0	0	0	0
Labour Department	0	0	1	0	1	3	0	3	0
Land Registry	0	1	0	0	0	0	0	0	0
Lands Department	1	1	1	0	1	3	0	1	3
Legal Aid Department	1	0	0	0	0	1	0	0	0
Leisure and Cultural Services Department	2	9	30	3	2	17	3	6	20
Marine Department	0	0	1	1	1	1	0	1	2
Office of the Communications Authority	0	0	0	0	2	0	0	0	0
Office of the Government Chief Information Officer	0	0	0	0	2	0	0	0	0
Official Receiver's Office	0	0	1	0	0	0	0	0	0

Department	2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary actions (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment	
Planning Department	0	0	1	0	0	0	0	0	0
Post Office	0	6	96	2	17	66	0	11	44
Radio Television Hong Kong	0	0	1	0	1	1	0	0	0
Rating and Valuation Department	0	0	0	0	0	0	0	0	2
Security Bureau	0	0	0	0	1	0	0	0	0
Social Welfare Department	0	0	1	0	0	2	0	2	1
Trade and Industry Department	0	0	0	0	0	1	0	0	0
Transport Department	0	0	2	0	1	2	0	1	0
Water Supplies Department	2	6	6	0	0	5	1	5	4
Working Family and Student Financial Assistance Agency	0	0	0	0	1	0	0	0	0
Sub-total	21	241	454	32	304	421	20	130	253
Total	716			757			403		

Note 1: Including dismissal and compulsory retirement.

Note 2: Including reduction in rank, severe reprimand, reprimand, financial penalty, verbal warning and written warning, etc.

Note 3: Including verbal warning, written warning, and admonishment/admonition.

- d. In order to uphold a high standard of conduct and integrity in the civil service, we have been reminding civil servants through various means about the requirements for them to be law-abiding, dedicated, political neutral and impartial as set out in the Civil Service Code (“the Code”). All newly recruited civil servants, on appointment, are provided with the Code and required to familiarize themselves with the contents and comply with them. Regular induction training programmes are organised to explain the code of conduct to new recruits and promote the core values of the civil service. The Code is circulated regularly by bureaux/departments to all staff reminding them of the relevant requirements.

- End -

CONTROLLING OFFICER'S REPLY

CSB040

(Question Serial No. 1925)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget Speech that in the coming year, the civil service establishment will expand by 3 481 posts. Will the Government inform this Committee of the distribution of the additional posts among government departments, and the number of those which are to be converted from non-civil service contract staff positions? Please provide the information with a breakdown by department.

Asked by: Hon LUK Chung-hung (LegCo internal reference no.: 11)

Reply:

The 2020-21 Draft Estimates of Expenditure provide for an increase of 6 082 civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for enhancing existing services, taking forward new initiatives and easing the work pressure on civil servants.

The estimated changes in civil service establishment of B/Ds in 2020-21 are set out at **Annex A**. Among the additional civil service posts, 176 posts are approved for replacing non-civil service contract positions of which the long term service need has been established. Detailed breakdown of these posts by B/Ds is at **Annex B**.

**Change in Civil Service Establishment
of Bureaux/Departments in 2020-21**

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	+ 76
Architectural Services Department	+ 58
Audit Commission	+ 1
Auxiliary Medical Service	-
Buildings Department	+ 106
Census and Statistics Department	+ 50
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	+ 19
Civil Aid Service	+ 7
Civil Aviation Department	+ 85
Civil Engineering and Development Department	+ 52
Civil Service Bureau	+ 10
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 7
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 2
Companies Registry	+ 6
Constitutional and Mainland Affairs Bureau	+ 3
Correctional Services Department	+ 130
Customs and Excise Department	+ 293
Department of Health	+ 76
Department of Justice	+ 57
Development Bureau (Planning and Lands Branch)	+ 17
Development Bureau (Works Branch)	+ 30
Drainage Services Department	+ 58
Education Bureau	+ 115
Electrical and Mechanical Services Department	+ 97
Environment Bureau	-
Environmental Protection Department	+ 61

Bureau / Department / Organisation	Change in Establishment
Financial Services and the Treasury Bureau (Financial Services Branch)	-
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 22
Fire Services Department	+ 177
Food and Environmental Hygiene Department	+ 138
Food and Health Bureau (Food Branch)	+ 3
Food and Health Bureau (Health Branch)	+ 29
Government Flying Service	+ 22
Government Laboratory	+ 3
Government Logistics Department	+ 16
Government Property Agency	+ 70
Highways Department	+ 66
Home Affairs Bureau	+ 7
Home Affairs Department	+ 66
Hong Kong Monetary Authority	- 3
Hong Kong Observatory	+ 7
Hong Kong Police Force	+ 2 543
Hospital Authority	- 105
Housing Authority	+ 173
Immigration Department	+ 215
Independent Commission Against Corruption	+ 20
Information Services Department	+ 20
Inland Revenue Department	+ 14
Innovation and Technology Bureau	+ 10
Innovation and Technology Commission	+ 4
Intellectual Property Department	+ 10
Invest Hong Kong	+ 2
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 2
Judiciary	+ 35
Labour and Welfare Bureau	+ 1
Labour Department	+ 70

Bureau / Department / Organisation	Change in Establishment
Land Registry	+ 5
Lands Department	+ 98
Legal Aid Department	+ 5
Legal Aid Services Council	-
Leisure and Cultural Services Department	+ 298
Marine Department	+ 16
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	+ 22
Office of the Government Chief Information Officer	+ 29
Official Receiver's Office	+ 3
Overseas Economic and Trade Offices	+ 1
Planning Department	+ 29
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	+ 6
Rating and Valuation Department	+ 29
Registration and Electoral Office	+ 9
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	+ 6
Social Welfare Department	+ 170
Trade and Industry Department	+ 4
Transport and Housing Bureau (Transport Branch)	+ 6
Transport Department	+ 65
Treasury	+ 52
University Grants Committee	+ 6
Vocational Training Council	-
Water Supplies Department	+ 168
Working Family and Student Financial Assistance Agency	+ 2
TOTAL	+ 6 082

**Breakdown by Bureaux / Departments of the civil service posts
to be created for replacing non-civil service contract positions**

Bureau / Department / Organisation	Number of posts
Agriculture, Fisheries and Conservation Department	12
Architectural Services Department	2
Census and Statistics Department	1
Chief Secretary and Financial Secretary's Offices	1
Civil Engineering and Development Department	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	2
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	1
Department of Health	6
Development Bureau (Works Branch)	1
Drainage Services Department	5
Education Bureau	27
Environmental Protection Department	7
Food and Environmental Hygiene Department	10
Government Laboratory	1
Government Logistics Department	3
Home Affairs Bureau	1
Home Affairs Department	8
Hong Kong Police Force	1
Information Services Department	1
Inland Revenue Department	3
Innovation and Technology Commission	2
Judiciary	3
Labour and Welfare Bureau	1
Labour Department	1
Land Registry	2
Lands Department	3

Bureau / Department / Organisation	Number of posts
Leisure and Cultural Services Department	29
Office of the Communications Authority	7
Radio Television Hong Kong	12
Social Welfare Department	4
University Grants Committee	3
Water Supplies Department	13
Working Family and Student Financial Assistance Agency	2
TOTAL	176

- End -

CONTROLLING OFFICER'S REPLY

CSB041

(Question Serial No. 0929)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding non-civil service contract (NCSC) staff, please advise this Committee on the following:

- (a) the latest figure of NCSC staff employed by various departments, broken down by rank (high, middle and low by reference to the Master Pay Scale of civil servants) and by length of continuous service (less than 3 years, 3 to 5 years, 5 to 10 years, and over 10 years);
- (b) the number of those who have all along been serving in the same position, broken down by the length of continuous service as provided in (a); and
- (c) the number and the percentage of NCSC staff successfully converted to civil servants in various departments in the past 2 years (2018-19 and 2019-20) and in the estimate for 2020-21.

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 23)

Reply:

- (a) As at 30 June 2019, there were 10 444 full-time^(Note 1) NCSC staff employed by bureaux/departments (B/Ds). The Civil Service Bureau does not collect information on the breakdown by salary band of the relevant positions as mentioned in the question. Nevertheless, according to the statistical information provided by B/Ds on the salary range, about 42.5% of NCSC staff received monthly pay between \$8,000 and \$15,999, 35.3% received monthly pay between \$16,000 and \$29,999, and 18.9% received monthly pay of \$30,000 or above. Details are set out at Annex A. The breakdown of the number of full-time NCSC staff by B/Ds and length of continuous service^(Note 2) as at 30 June 2019 is set out at Annex B.
- (b) For NCSC staff with continuous service of less than five years, the Civil Service Bureau does not collect information on whether they have served in the same or different positions. As at 30 June 2019, the number of full-time NCSC staff with continuous service of five years to less than 10 years and of 10 years or more in the same position are 942 and 1 369 respectively.

(c) It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. Serving NCSC staff may apply for civil service posts through an open recruitment process if they are interested. Since relevant working experience is in general one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants in the recruitment process because of their working experience in the Government. During the periods from September 2017 to August 2018, and from September 2018 to August 2019, for those qualified serving NCSC applicants performing comparable duties to the rank under recruitment, the number of applicants successfully appointed as civil servants were about 560 for both years, and the success rates of appointment as civil servants were 26% and 11% respectively, which were higher than the corresponding success rates of other applicants during the same periods (3% for both years). In 2020-21, the number of civil servants to be recruited by B/Ds would depend on service needs. Relevant information is not available at this stage.

Note 1: "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2: "Continuous service" refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

**Breakdown of full-time non-civil service contract (NCSC) staff
by salary range
(position as at 30 June 2019)**

Monthly salary	No. of NCSC staff (and percentage to total)	
\$30,000 or above	1 977	(18.9%)
\$16,000 – \$29,999	3 682	(35.3%)
\$8,000 – \$15,999	4 435	(42.5%)
Below \$8,000	350	(3.3%)
Total	10 444	(100%)

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2019)**

Bureau /Department /Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	119	5	12	4	140
Architectural Services Department	10	13	-	-	23
Auxiliary Medical Service	1	-	-	-	1
Buildings Department	53	14	34	13	114
Census and Statistics Department	181	4	-	-	185
Chief Executive's Office	5	-	-	-	5
Chief Secretary and Financial Secretary's Offices	38	1	4	-	43
Civil Aviation Department	-	3	1	-	4
Civil Engineering and Development Department	15	7	3	2	27
Civil Service Bureau	-	1	-	-	1
Commerce and Economic Development Bureau	11	5	13	3	32
Companies Registry	93	17	9	-	119
Constitutional and Mainland Affairs Bureau	5	-	-	-	5
Correctional Services Department	4	2	-	-	6
Customs and Excise Department	7	-	2	-	9
Department of Health	83	23	74	206	386
Department of Justice	35	9	11	-	55
Development Bureau	49	6	9	1	65
Drainage Services Department	36	25	13	8	82
Education Bureau	882	145	113	70	1 210
Efficiency Office	218	62	82	84	446

Bureau /Department /Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Electrical and Mechanical Services Department	69	143	204	291	707
Environment Bureau	4	-	-	-	4
Environmental Protection Department	40	19	14	1	74
Financial Services and the Treasury Bureau	4	-	-	-	4
Fire Services Department	18	7	1	1	27
Food and Environmental Hygiene Department	107	22	20	19	168
Food and Health Bureau	14	1	5	-	20
Government Flying Service	5	-	-	2	7
Government Laboratory	6	1	4	2	13
Government Logistics Department	7	4	10	8	29
Government Property Agency	3	1	-	-	4
Highways Department	37	11	9	1	58
Home Affairs Bureau	40	4	6	1	51
Home Affairs Department	349	47	57	20	473
Hong Kong Observatory	17	1	-	-	18
Hong Kong Police Force	9	8	4	-	21
Hongkong Post	498	170	260	769	1 697
Immigration Department	446	5	5	18	474
Information Services Department	8	6	8	2	24
Inland Revenue Department	128	7	5	9	149
Innovation and Technology Bureau	1	-	-	-	1
Innovation and Technology Commission	23	2	3	10	38
Intellectual Property Department	10	1	2	2	15
Invest Hong Kong	34	3	11	35	83
Judiciary	83	14	9	16	122

Bureau /Department /Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Labour and Welfare Bureau	8	5	7	1	21
Labour Department	3	-	6	29	38
Land Registry	43	7	9	23	82
Lands Department	82	19	4	-	105
Legal Aid Department	3	-	-	-	3
Leisure and Cultural Services Department	623	28	74	190	915
Marine Department	2	2	1	-	5
Office of the Communications Authority	45	21	30	31	127
Office of the Government Chief Information Officer	1	1	1	-	3
Official Receiver's Office	18	4	4	4	30
Planning Department	12	6	6	2	26
Radio Television Hong Kong	82	31	31	27	171
Rating and Valuation Department	20	2	1	2	25
Registration and Electoral Office	377	157	15	9	558
Security Bureau	30	4	2	3	39
Social Welfare Department	30	18	8	1	57
Trade and Industry Department	9	4	23	8	44
Transport and Housing Bureau	8	2	-	-	10
Transport Department	56	2	7	4	69
Treasury	13	-	1	-	14
University Grants Committee Secretariat	17	-	3	4	24
Water Supplies Department	18	3	19	26	66
Working Family and Student Financial Assistance Agency	580	110	27	56	773
Total	5 885	1 245	1 296	2 018	10 444

- End -

CONTROLLING OFFICER'S REPLY

CSB042

(Question Serial No. 0931)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the number of civil service retirees and the various flexible measures for extending the service of civil servants, please advise on the following:

1. the numbers of civil service retirees under the New Pension Scheme and the Old Pension Scheme in the coming 5 years respectively and the expenditures involved;
2. figures relating to the flexible measures for extending the service of civil servants in various government departments in 2019-20 (broken down by department and rank (high, middle and low)), including:
 - (a) the actual numbers of contract staff employed under the Post-retirement Service Contract Scheme, their contract period or time limit;
 - (b) the numbers of applicants for final extension of service for 120 days and the application results;
 - (c) the latest actual numbers of applicants under the mechanism for further employment beyond retirement age and, among which, the numbers of cases where selection process has commenced; and
 - (d) the latest numbers of eligible civil servants who opted to extend their service and the expenditures involved?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 24)

Reply:

1. Based on the information available to the Civil Service Bureau (CSB), it is estimated that the annual average number of civil servants who will reach normal retirement age will be around 6 300 for the five-year period from 2019-20 to 2023-24, and out of them, about 5 400 and 200 are under the New Pension Scheme and the Old Pension Scheme respectively. The remaining civil servants are under other terms of appointment. Taking into account the provision for the pension payments to all public and judicial service pensioners, the 2019-20 (Revised Estimate) and 2020-21 (Estimate) are \$38,164.3 million and \$41,261.9 million respectively. The estimate of

pension payments hinges on a number of factors. Hence we cannot provide the relevant estimates for the period from 2021-22 to 2023-24 at this stage.

2. As at 30 June 2019, bureaux/departments (B/Ds) employed a total of 2 939 full-time^(Note) post-retirement service contract (PRSC) staff with 12 868 applications received. A breakdown of the number of PRSC staff and the corresponding number of applications by B/Ds is set out at **Annex A**.

Positions under the PRSC scheme could only be non-directorate positions and CSB does not collect detailed information on the rank of these positions. Under the scheme, the contract duration would not exceed three years at the maximum and, for about 96% of the PRSC staff, the contract duration is of one year or less. B/Ds are all along based on the well-established principle of merit to offer employment to suitable candidates taking into account the number of PRSC positions as well as candidates' relevant qualification and experience.

Note: "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

The revised arrangements for processing applications for final extension of service, including raising the maximum period from 90 days to 120 days and suitably relaxing the approval criteria, have taken effect since 25 February 2016. In considering an application, approval criteria include satisfactory performance, conduct and physical fitness of the officer concerned, and no undue promotion blockage. There should also be genuine and operational needs, need to retain valuable experience/expertise or to facilitate succession planning. As at 24 February 2020, i.e. four years after implementation of the revised arrangements, 10 873 applications were received by B/Ds, of which 10 456 applications (96%) had been processed. Among the processed applications, 8 246 applications were approved (approval rate of 79%). A breakdown of the number by B/Ds is set out at **Annex B**. A breakdown of the number by salary groups is as follows –

Salary Group	Number of applications received	Number of applications processed and approved
Ranks with maximum pay point above Master Pay Scale Point (MPS Pt.) 33, or equivalent	1 842	1 506
Ranks with maximum pay point at or below MPS Pt. 33, or equivalent	9 031	6 740
Total	10 873	8 246

As regards further employment for a longer duration (FE) than final extension of service, the adjusted mechanism was implemented on 1 June 2017. Under the adjusted FE mechanism, the relevant Head of Department/Head of Grade should determine whether there is a need for FE in a rank under his purview and the number of

FE vacancies by taking into account relevant factors (including overall manpower situation, genuine and operational needs, need to retain valuable experience/expertise and to facilitate succession planning) and other objective data. If there is a need for FE, applications would be invited from officers in the rank concerned who will reach retirement age within the specified period. In considering whether to approve the applications, the department/grade concerned should assess the applications received having regard to the number of FE vacancies, the applicants' relevant qualification and experience, and factors like their performance, conduct and physical fitness. As at 29 February 2020, 102 FE selection exercises were completed, involving 4 025 applications, of which 3 495 applications were approved. A breakdown of the number by B/Ds is set out at **Annex C**. A breakdown of the number by salary groups is as follows –

Salary Group	Number of selection exercises completed	Number of applications	Number of applications approved
Ranks with maximum pay point above MPS Pt. 33, or equivalent	52	271	212
Ranks with maximum pay point at or below MPS Pt. 33, or equivalent	50	3 754	3 283
Total	102	4 025	3 495

In addition, the Government launched in July 2018 the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as “Eligible Civil Servants”) to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as “the Option”). Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018. As at 16 February 2020, about 27 400 (or 49%) out of some 56 000 Eligible Civil Servants had taken the Option. A breakdown of the number by B/Ds is set out at **Annex D**. A breakdown of the number by salary groups is as follows –

Salary Group	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Ranks with maximum pay point above MPS Pt. 33, or equivalent	9 545	4 052
Ranks with maximum pay point at or below MPS Pt. 33, or equivalent	46 664	23 369
Total	56 209	27 421

Since the two-year option period will only expire on 16 September 2020, we believe that some colleagues will make the decision nearer the time. Besides, for B/Ds which mainly comprise officers belonging to general grades, posting of the officers would cause changes to the statistics (and its components) of the B/Ds concerned. As

regards the financial implications of the initiative, that mainly involves the Government's additional contribution to the Civil Service Provident Fund (CSPF) Scheme. The actual impact would depend on the number of Eligible Civil Servants who would take the Option. If all of them take the Option, it is estimated that the Government's additional contribution to the CSPF Scheme over a projection period up to 2057¹ would be about \$6 billion.

¹ In 2017, CSB commissioned a consultant to conduct an actuarial study on the financial implications of the Option on the Government in the next 40 years (i.e. from 2017 to 2057). According to the projection, almost all Eligible Civil Servants would have reached the new retirement age by 2057.

**Breakdown of full-time Post-retirement Service Contract
(PRSC) staff and applications involved by
Bureaux/Departments/Offices
(position as at 30 June 2019)**

Bureau/Department/Office	Number of full-time PRSC staff	Number of applications involved
Agriculture, Fisheries and Conservation Department	136	373
Architectural Services Department	24	62
Auxiliary Medical Service	1	1
Buildings Department	11	110
Chief Secretary for Administration's Office and Financial Secretary's Office	8	19
Civil Aviation Department	43	161
Civil Engineering and Development Department	49	205
Civil Service Bureau	11	113
Commerce and Economic Development Bureau	15	79
Companies Registry	17	34
Constitutional and Mainland Affairs Bureau	3	3
Correctional Services Department	116	232
Customs and Excise Department	187	535
Department of Health	84	272
Department of Justice	22	45
Development Bureau	28	78
Drainage Services Department	48	131
Education Bureau	23	81
Electrical and Mechanical Services Department	223	790
Environmental Protection Department	90	456
Financial Services and the Treasury Bureau	6	23
Fire Services Department	106	679

Bureau/Department/Office	Number of full-time PRSC staff	Number of applications involved
Food and Environmental Hygiene Department	192	482
Food and Health Bureau	3	12
Government Flying Service	20	23
Government Laboratory	1	4
Government Logistics Department	2	5
Government Property Agency	3	3
Highways Department	35	174
Home Affairs Bureau	6	7
Home Affairs Department	5	60
Hong Kong Observatory	4	31
Hong Kong Police Force	121	590
Hongkong Post	15	21
Immigration Department	330	930
Information Services Department	2	6
Innovation and Technology Bureau	7	20
Innovation and Technology Commission	1	1
Intellectual Property Department	1	1
Judiciary	43	121
Labour Department	36	384
Land Registry	7	17
Lands Department	119	472
Legal Aid Department	15	43
Leisure and Cultural Services Department	99	612
Marine Department	33	68
Office of the Communications Authority	2	2
Office of the Government Chief Information Officer	10	20

Bureau/Department/Office	Number of full-time PRSC staff	Number of applications involved
Official Receiver's Office	29	121
Planning Department	10	51
Radio Television Hong Kong	13	163
Rating and Valuation Department	7	10
Registration and Electoral Office	1	1
Security Bureau	9	55
Social Welfare Department	67	336
Trade and Industry Department	1	2
Transport and Housing Bureau	16	77
Transport Department	36	61
Treasury	6	9
University Grants Committee Secretariat	1	1
Water Supplies Department	180	616
Working Family and Student Financial Assistance Agency	200	2 774
Total	2 939	12 868

Applications for Final Extension of Service

Bureau/Department/Office	Number of applications (25 February 2016 - 24 February 2020)	
	Received	Processed and Approved
Agriculture, Fisheries and Conservation Department	183	168
Architectural Services Department	40	6
Audit Commission	6	5
Auxiliary Medical Service	4	3
Buildings Department	90	90
Census and Statistics Department	18	4
Chief Executive's Office	2	2
Chief Secretary for Administration's Office and Financial Secretary's Office	1	0
Civil Aid Service	6	4
Civil Aviation Department	12	8
Civil Engineering and Development Department	196	163
Civil Service Bureau	1 449	1 326
Commerce and Economic Development Bureau	3	3
Companies Registry	2	2
Correctional Services Department	217	127
Customs and Excise Department	343	188
Department of Health	233	201
Department of Justice	14	13
Development Bureau	10	10
Drainage Services Department	68	59
Education Bureau	182	161

Bureau/Department/Office	Number of applications (25 February 2016 - 24 February 2020)	
	Received	Processed and Approved
Efficiency Office	5	5
Electrical and Mechanical Services Department	70	2
Environmental Protection Department	91	69
Financial Services and the Treasury Bureau	1	1
Fire Services Department	669	606
Food and Environmental Hygiene Department	1 140	765
Government Flying Service	23	22
Government Laboratory	10	9
Government Logistics Department	357	254
Highways Department	154	124
Home Affairs Department	18	18
Hong Kong Monetary Authority	2	2
Hong Kong Observatory	8	8
Hong Kong Police Force	1 992	1 454
Hongkong Post	374	250
Housing Department	701	603
Immigration Department	534	439
Information Services Department	7	6
Inland Revenue Department	34	26
Innovation and Technology Commission	5	5
Invest Hong Kong	2	2
Judiciary	42	38
Labour Department	14	7
Land Registry	3	1

Bureau/Department/Office	Number of applications (25 February 2016 - 24 February 2020)	
	Received	Processed and Approved
Lands Department	226	151
Legal Aid Department	13	12
Leisure and Cultural Services Department	521	349
Marine Department	124	92
Office of the Communications Authority	4	1
Office of the Government Chief Information Officer	40	27
Planning Department	16	11
Radio Television Hong Kong	4	3
Rating and Valuation Department	13	4
Security Bureau	1	1
Social Welfare Department	162	83
Transport and Housing Bureau	1	1
Transport Department	12	1
Treasury	25	25
Water Supplies Department	376	226
Total	10 873	8 246

**Completed Further Employment Selection Exercises
(as at 29 February 2020)**

Bureau / Department	Number of selection exercises completed	Number of applications	Number of applications approved
Audit Commission	2	3	2
Census and Statistics Department	1	1	1
Civil Aviation Department	2	2	2
Companies Registry	1	1	1
Correctional Services Department	3	4	4
Department of Health	4	8	8
Department of Justice	2	2	2
Education Bureau	35	88	84
Fire Services Department	7	182	171
Food and Environmental Hygiene Department	5	21	15
General Grades Office	7	1 418	1 354
Government Logistics Department	5	460	318
Hong Kong Police Force	8	1 371	1 081
Hongkong Post	1	1	1
Immigration Department	3	5	4
Leisure and Cultural Services Department	2	159	153
Marine Department	5	14	14
Rating and Valuation Department	1	1	1
Transport Department	2	2	2
Water Supplies Department	6	282	277
Total	102	4 025	3 495

**Number of Eligible Civil Servants who had taken the Option
(as at 16 February 2020)**

Bureau/Department/Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Agriculture, Fisheries and Conservation Department	692	428
Architectural Services Department	509	214
Audit Commission	55	13
Auxiliary Medical Service	39	25
Buildings Department	886	420
Census and Statistics Department	342	130
Chief Executive's Office	30	5
Chief Secretary for Administration's Office and Financial Secretary's Office	124	36
Civil Aid Service	25	14
Civil Aviation Department	267	64
Civil Engineering and Development Department	553	318
Civil Service Bureau	260	53
Commerce and Economic Development Bureau	158	22
Companies Registry	89	34
Constitutional and Mainland Affairs Bureau	63	13
Correctional Services Department	2 267	1 356
Customs and Excise Department	2 108	1 508
Department of Health	1 987	694
Department of Justice	410	107
Development Bureau	248	62
Drainage Services Department	456	300
Education Bureau	1 250	279

Bureau/Department/Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Electrical and Mechanical Services Department	1 262	946
Environment Bureau	16	3
Environmental Protection Department	588	220
Financial Services and the Treasury Bureau	129	22
Fire Services Department	4 171	2 320
Food and Environmental Hygiene Department	3 913	2 881
Food and Health Bureau	74	22
Government Flying Service	68	37
Government Laboratory	194	116
Government Logistics Department	212	133
Government Property Agency	68	30
Highways Department	595	367
Home Affairs Bureau	99	24
Home Affairs Department	607	221
Hong Kong Observatory	77	23
Hong Kong Police Force	11 569	4 301
Hongkong Post	1 310	560
Housing Department	2 582	1 420
Immigration Department	2 741	1 614
Information Services Department	233	55
Inland Revenue Department	669	163
Innovation and Technology Bureau	45	9
Innovation and Technology Commission	100	35
Intellectual Property Department	65	8
Invest Hong Kong	11	7

Bureau/Department/Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	17	4
Judiciary	536	226
Labour and Welfare Bureau	38	6
Labour Department	730	258
Land Registry	102	30
Lands Department	1 288	760
Legal Aid Department	150	45
Leisure and Cultural Services Department	3 138	1 834
Marine Department	411	281
Office of the Communications Authority	116	51
Office of the Government Chief Information Officer	114	47
Office of the Government Economist	28	8
Official Receiver's Office	75	18
Planning Department	207	65
Public Service Commission	5	0
Radio Television Hong Kong	257	94
Rating and Valuation Department	169	32
Registration and Electoral Office	87	16
Secretariat, Commissioner on Interception of Communications and Surveillance	11	2
Security Bureau	78	11
Social Welfare Department	2 131	783
Trade and Industry Department	113	32
Transport and Housing Bureau	79	12
Transport Department	640	317
Treasury	112	23

Bureau/Department/Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
University Grants Committee Secretariat	20	5
Water Supplies Department	1 037	698
Working Family and Student Financial Assistance Agency	304	131
Total	56 209	27 421

- End -

CONTROLLING OFFICER'S REPLY

CSB043

(Question Serial No. 0961)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

1. Under the Civil Service Regulation 902, the treatment provided by the Government will be dictated by the medical necessity of the case, and every endeavour will be made to give officers and their families the best available medical attendance and treatment. However, the latest Pilot Scheme for Provision of Chinese Medicine Services (the Pilot Scheme) indicates that only the most basic free general consultation and acupuncture services will be provided to Civil Service Eligible Persons. What will be arranged if patients require other services? Is it contradictory to the intention of "the best available medical attendance and treatment" if only the most basic Chinese Medicine services are provided?
2. The Civil Service Bureau said that it would review the outcome of the Pilot Scheme one year later to decide whether to include more clinics. If the response is more overwhelming than expected and all quota are utilised, will the Government commence the review earlier? If yes, what are the details? If no, what are the reasons? Moreover, will there be other measures to address public opinion?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 38)

Reply:

1. Being the employer, the Government has a contractual obligation to provide medical benefits to civil servants. The Government, through the Department of Health and the Hospital Authority, has all along been providing free medical and dental benefits to Civil Service Eligible Persons (CSEPs) to address their medical needs. The Chief Executive announced in the 2018 Policy Address that the Government would introduce Chinese Medicine as part of the civil service medical benefits. In this connection, the Government launched a pilot scheme on provision of Chinese Medicine services to CSEPs on 2 March 2020, providing an additional option for CSEPs seeking medical treatment.
2. The provision of designated Chinese Medicine services to CSEPs is a new initiative. Providing the services concerned in the form of a pilot scheme could enable us to confirm the services' sustainability and ensure the proper use of public money. In

order to have a more accurate assessment of CSEPs' future demand for Chinese Medicine services so as to facilitate us to map out the mid-term and long-term arrangements, we need to collect CSEPs' views on the pilot scheme, involving a considerable amount of objective data. We therefore plan to conduct a review about one year after the implementation of the pilot scheme.

- End -

CONTROLLING OFFICER'S REPLY

CSB044

(Question Serial No. 3007)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

1. Up till now, what are the numbers and percentages of civil servants working on the five-day work week (FDWW) pattern in various government departments?
2. According to the Bureau, it is unavoidable that some civil servants involved in leisure and cultural services cannot work on the FDWW pattern having regard to actual operational needs. In this connection, will the Bureau provide the following information?
 - (a) the number of sports centres where the FDWW has been implemented by the Leisure and Cultural Services Department (LCSD) and its percentage in the total number of sports centres;
 - (b) the number of sports grounds where the FDWW has been implemented by the LCSD and its percentage in the total number of sports grounds;
 - (c) the number of swimming pools where the FDWW has been implemented by the LCSD and its percentage in the total number of swimming pools;
 - (d) a breakdown of the types of established posts already covered by the FDWW in the LCSD and the numbers of staff involved in such posts.
3. How effective is the FDWW trial scheme implemented by the LCSD and whether the number of places under the trial scheme will be increased so that more grades in the LCSD can benefit from the FDWW?
4. When does the Bureau expect that the FDWW pattern will be fully implemented?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 25)

Reply:

1. The Civil Service Bureau (CSB) conducts biennial surveys on the implementation of five-day week in bureaux and departments. According to the results of the last survey, as at 30 September 2018, there were 123 500 civil servants working on a five-day week pattern, representing about 75% of the total number of civil servants at the time.

2(a)-(c) Based on the information provided by the Leisure and Cultural Services Department (LCSD), the number of sports centres, sports grounds and swimming pools with five-day week implemented as at 30 September 2018 is set out in the table below:

Type of venues	Total number of venues	Number of venues with five-day week implemented (including those with some staff working on five-day week)	Percentage of total number of venues
Sports Centres	99	0	0%
Sports Grounds	25	19	76%
Swimming Pools	44	0	0%

2(d) According to the information provided by LCSD, as at 30 September 2018, 5 286 civil servants of the department were working on a five-day week pattern. The relevant breakdown is set out in the table below:

Grades	Number of civil servants working on five-day week
Directorate grades	11
Departmental grades <small>Note 1</small>	2 366
General and common grades <small>Note 2</small>	2 402
Model Scale 1 grades <small>Note 3</small>	507
Total	5 286

Notes

1. Departmental grades include Amenities Assistant, Cultural Services Assistant, Curator, Leisure Services Manager, Librarian, Manager (Cultural Services), Music Officer and Technical Officer (Cultural Services).
2. General and common grades include Accounting Officer, Administrative Officer, Analyst/Programmer, Architect, Artisan, Building Services Engineer, Building Services Inspector, Calligraphist, Clerical Assistant, Clerical Officer, Clerk of Works, Computer Operator, Confidential Assistant, Executive Officer, Information Officer, Laboratory Technician, Maintenance Surveyor, Management Services Officer, Motor Driver, Office Assistant, Official Languages Officer, Personal Secretary, Photographer, Quantity Surveyor, Senior Artisan, Special Driver, Statistical Officer, Statistician, Structural Engineer, Supplies Assistant, Supplies Officer, Supplies Supervisor, Survey Officer, Technical Officer, Training Officer, Transport Services Officer, Treasury Accountant, Typist, Veterinary Laboratory Technician, Veterinary Officer and Works Supervisor.
3. Model Scale 1 grades include Supplies Attendant, Workman I and Workman II.

3. LCSD will continue to explore options for wider implementation of five-day week subject to the four basic principles (i.e. no additional staffing resources; no reduction in conditioned hours of service of individual staff; no reduction in emergency services; and continued provision of essential counter services on Saturdays/Sundays). In 2019, LCSD implemented five-day week trial schemes in five public libraries, one performance venue office, one sports ground and six parks/playgrounds, and 117 staff had successfully migrated to working on a five-day week pattern. For venues where five-day week cannot be implemented due to operational reasons, LCSD will arrange staff members to work five days a week when the venues are under renovation or during seasonal suspension of service as far as possible.

4. Whether individual departments can fully implement five-day week depends on whether the department can comply with the aforementioned four basic principles. Hence, CSB is unable to predict when five-day week will be fully implemented in the Government. We also have not drawn up a timetable for the civil service to fully migrate to five-day week.

CSB will continue to encourage departments that have not fully migrated to a five-day week pattern to explore possible ways to enable more staff to work on a five-day week pattern in compliance with the aforementioned principles, and to allow staff to rotate to five-day week posts where appropriate. CSB also welcomes the staff side to maintain dialogue with the departmental management and put forth proposals for migration to five-day week.

- End -

CONTROLLING OFFICER'S REPLY**CSB045****(Question Serial No. 2979)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (2) Human Resource ManagementControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding civil service establishment, would the Government inform this Committee of:

The recruitment figures, including names of posts, numbers of applications and intakes, of the disciplined services grades and the civilian grades in each of the past 5 years, and the numbers of non-Chinese applicants and number of such applicants recruited in the disciplined services grades and the civilian grades; the wastage figures and wastage rates, in table form, of staff in different ranks of the disciplined services grades and the civilian grades in each of the past 5 years; whether the Government has found out the reasons for staff wastage in the disciplined services grades and the civilian grades; if yes, the details; if no, the reasons?

Asked by: Hon QUAT Elizabeth (LegCo internal reference no.: 54)Reply:

In the past five years, Bureaux/Departments (B/Ds) conducted recruitment exercises for some 320 civil service ranks and received more than 2.6 million applications. There were 62 168 new recruits from 2014-15 to 2018-19. A breakdown of the recruitment figures of disciplined services grades and civilian grades is set out below –

Year	2014-15	2015-16	2016-17	2017-18	2018-19
Disciplined Services Grades					
No of applications	About 70 000	About 94 000	About 134 000	About 119 000	About 87 000
No of new recruits	2 838	3 052	3 295	4 283	4 270
Civilian Grades					
No of applications	About 444 000	About 337 000	About 459 000	About 428 000	About 475 000
No of new recruits	7 229	8 862	7 984	9 971	10 384

Note 1: The above figures exclude the recruitment relating to in-service transfer of civil servants working in Hospital Authority.

Note 2: As a recruitment exercise may straddle two financial years, the number of applications received and the number of new recruits recruited in the same recruitment exercise may not be counted under the same financial year. Therefore, the recruitment figures cannot be used to directly calculate and compare the success rates of applying for civil service jobs.

The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government. In the civil service recruitment process, B/Ds will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements. Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

In the past five years from 2014-15 to 2018-19, the numbers of wastage of civil servants were 7 300, 7 766, 7 793, 8 616 and 8 557 respectively, involving more than 600 civil service ranks each year. When compared with the civil service strength at the beginning of the year concerned, the wastage rates were 4.5%, 4.7%, 4.7%, 5.1% and 5.0% respectively. A breakdown of the number of civil servants leaving the service by B/Ds is set out at **Annex A**.

Retirement has always been the primary reason for departure of civil servants from the civil service. The portion of other reasons (including resignation, completion of agreement, etc.) is relatively small. A breakdown of the statistics by reasons of wastage is set out at **Annex B**.

Number of Civil Servants Leaving the Service

Bureau / Department / Office	2014-15	2015-16	2016-17	2017-18	2018-19
Agriculture, Fisheries and Conservation Department	101	105	113	102	115
Architectural Services Department	64	68	76	89	113
Audit Commission	6	8	12	6	13
Auxiliary Medical Service	7	11	7	5	5
Buildings Department	38	58	49	49	62
Census and Statistics Department	36	43	52	54	48
Chief Executive's Office	6	8	6	1	2
Chief Secretary for Administration's Office	22	18	29	20	23
Civil Aid Service	6	7	5	10	7
Civil Aviation Department	39	28	29	41	33
Civil Engineering and Development Department	71	80	77	88	78
Civil Service Bureau	26	26	34	37	45
Commerce and Economic Development Bureau	5	9	10	14	16
Companies Registry	13	12	12	17	13
Constitutional and Mainland Affairs Bureau	7	2	2	2	7
Correctional Services Department	301	341	353	335	400
Customs and Excise Department	200	269	279	279	234
Department of Health	240	255	250	276	329
Department of Justice	40	54	52	63	54
Development Bureau	6	10	8	12	17
Drainage Services Department	62	70	99	100	100

Bureau / Department / Office	2014-15	2015-16	2016-17	2017-18	2018-19
Education Bureau	216	230	234	215	236
Electrical and Mechanical Services Department	175	157	177	192	165
Environmental Protection Department	44	74	60	69	57
Environment Bureau	0	0	2	2	2
Financial Services and the Treasury Bureau	11	8	11	56	9
Fire Services Department	423	399	403	407	436
Food and Environmental Hygiene Department	720	734	687	790	643
Food and Health Bureau	3	5	7	5	6
Government Flying Service	12	13	12	13	12
Government Laboratory	12	10	12	11	10
Government Logistics Department	34	47	35	42	44
Government Property Agency	13	7	9	13	10
Highways Department	81	81	96	98	121
Home Affairs Bureau	5	6	12	17	8
Home Affairs Department	53	77	66	101	90
Hong Kong Monetary Authority	2	5	4	2	3
Hong Kong Observatory	7	11	14	15	13
Hong Kong Police Force	1 675	1 734	1 663	1 786	1 714
Hongkong Post	207	212	262	293	286
Hospital Authority	180	175	172	192	185
Housing Department	367	407	354	432	429
Immigration Department	196	232	249	302	356
Information Services Department	18	14	12	26	9
Inland Revenue Department	119	107	132	138	153

Bureau / Department / Office	2014-15	2015-16	2016-17	2017-18	2018-19
Innovation and Technology Bureau	0	1	2	0	8
Innovation and Technology Commission	10	8	10	10	8
Intellectual Property Department	8	3	2	3	1
Invest Hong Kong	1	3	1	0	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	0	1	1	0	1
Judiciary	64	67	53	92	66
Labour and Welfare Bureau	2	4	2	6	4
Labour Department	59	68	79	88	99
Land Registry	12	20	13	24	26
Lands Department	166	176	179	197	208
Legal Aid Department	28	23	25	28	36
Leisure and Cultural Services Department	361	399	380	459	439
Marine Department	81	79	84	83	74
Office of the Communications Authority	11	13	15	17	22
Office of the Government Chief Information Officer	17	16	18	15	24
Official Receiver's Office	6	10	13	17	13
Planning Department	33	33	19	30	42
Public Service Commission	2	1	3	1	4
Radio Television Hong Kong	23	41	31	32	38
Rating and Valuation Department	27	44	51	49	54
Registration and Electoral Office	4	4	7	11	6
Secretariat, Commissioner on Interception of Communications and Surveillance	0	1	0	0	2

Bureau / Department / Office	2014-15	2015-16	2016-17	2017-18	2018-19
Security Bureau	4	2	5	7	10
Social Welfare Department	167	160	181	214	205
Trade and Industry Department	26	27	22	21	20
Transport and Housing Bureau	7	8	3	6	8
Transport Department	48	64	60	68	81
Treasury	19	22	25	26	28
University Grants Committee Secretariat	0	0	5	3	4
Water Supplies Department	224	212	237	252	266
Working Family and Student Financial Assistance Agency	21	29	28	40	48
Total	7 300	7 766	7 793	8 616	8 557

Statistics on Reasons of Civil Servants Leaving the Service

Reason of Wastage	2014-15	2015-16	2016-17	2017-18	2018-19
Retirement	5 810	6 125	6 152	6 660	6 507
Resignation	893	1 056	1 052	1 333	1 443
Completion of Agreement	384	387	404	449	424
Death	157	149	126	124	130
Dismissal	12	18	18	14	14
Termination of Service	21	10	12	10	14
Other Reasons	23	21	29	26	25
Total	7 300	7 766	7 793	8 616	8 557

- End -

CONTROLLING OFFICER'S REPLY

CSB046

(Question Serial No. 1742)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the salaries, allowances, job-related allowances and related expenses to be incurred by the Office of the Secretary for the Civil Service in 2020-21, please tabulate the following information:

- (1) the estimated expenditures on the (i) salaries, (ii) benefits and allowances, (iii) job-related allowances, (iv) Mandatory Provident Fund (MPF) contribution and (v) other allowances and contribution (please specify) of the Secretary for the Civil Service in this financial year. If the above estimated expenditures of the politically appointed official are not included in his personal emoluments but are part of the estimated operating expenditure of the Bureau, please provide the estimated expenditure of the Bureau on the items above;
- (2) the estimated expenditures on the benefits and allowances for the Secretary for the Civil Service in this financial year, including the following four categories of expenditures: (i) his medical and dental benefits, (ii) the medical and dental benefits of his spouse, (iii) his leave passage allowances and (iv) the leave passage allowances of his spouse. If the above estimated expenditures of the politically appointed official are not included in his personal emoluments but are part of the estimated operating expenditure of the Bureau, please provide the estimated expenditure of the Bureau on the items above;
- (3) the estimated expenditures on the (i) government vehicle services and (ii) security arrangements for the Secretary for the Civil Service in this financial year. If the above estimated expenditures of the politically appointed official are not included in his personal emoluments but are part of the estimated operating expenditure of the Bureau, please provide the estimated expenditure of the Bureau on the items above;
- (4) the estimated expenditures on the job-related allowances for the Secretary for the Civil Service in this financial year, including the following two categories of expenditures: (i) official entertainment and (ii) passage for duty visits. If the above estimated expenditures of the politically appointed official are not included in his personal emoluments but are part of the estimated operating expenditure of the Bureau, please provide the estimated expenditure of the Bureau on the items above; and

- (5) the estimated expenditures on the end-of-contract gratuity for the Secretary for the Civil Service upon the completion of his term of office, including the following two categories of expenditures: (i) end-of-contract gratuity and (ii) related allowances. If the above estimated expenditures of the politically appointed official are not included in his personal emoluments but are part of the estimated operating expenditure of the Bureau, please provide the estimated expenditure of the Bureau on the items above.

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 2)

Reply:

For budgetary purposes, the provisions for the salary and Mandatory Provident Fund (MPF) contribution for the post of the Secretary for the Civil Service (SCS) in 2020-21 are \$4.18 million and \$18,000 respectively.

Apart from cash remuneration, the SCS and his family are entitled to the same medical and dental benefits available for civil servants and their families. The SCS is provided with the free use at his discretion of a car together with a driver in Hong Kong.

The provision for official entertainment for the Office of the SCS (including the SCS and other officers in the Office of the SCS) in 2020-21 is \$60,000, and no provision has been reserved for passage for duty visits.

There is no estimated provision for leave passage allowances, regularly-paid allowances, job-related allowances and security arrangements for the SCS. According to the remuneration package for Politically Appointed Officials (PAOs) of the SAR Government, the SCS and all other PAOs are not entitled to contract gratuity except for the Government's contributions to the MPF.

- End -

CONTROLLING OFFICER'S REPLY

CSB047

(Question Serial No. 1775)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please provide information on the number of civil servants who have attended courses or seminars on national affairs in the Party School of the Central Committee of Communist Party of China in the past five years. Please set out the number of participants and actual expenditure in each year by category of:

- a. directorate officers
- b. Administrative Officers
- c. Executive Officers
- d. police force
- e. other disciplined services

Please provide the contents of the courses or seminars on national affairs in the Party School of the Central Committee of Communist Party of China attended by the civil servants as listed above.

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 35)

Reply:

The Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau organises national studies training programmes for civil servants at different levels. The programmes can be broadly divided into training held locally and in the Mainland. For programmes held in the Mainland, CSTDI currently collaborates with 9 Mainland institutions to organise programmes for middle and senior-level civil servants. Directorate officers and Administrative Officers mainly attend courses at the National Academy of Governance, whereas senior civil servants at Master Pay Scale (MPS) Point 45 or above attend courses at Tsinghua University or Peking University. Officers at MPS Point 34 to 44 would be arranged to attend courses at Zhejiang University, Nanjing University or Wuhan University while officers at MPS Point 28 to 33 attend courses at Jinan University or Sun Yat-sen University. These programmes cover topics such as the Basic Law, the latest national policies (such as the "Belt and Road Initiative" and Guangdong-Hong Kong-Macao Greater Bay Area Development), China's economic development,

foreign affairs and national defence policies, advanced technology developments, social security issues, history and culture etc.

In addition, we commission the China Foreign Affairs University to run a course on foreign affairs for officers at MPS Point 45 or above (particularly for those who may be posted to economic and trade/liaison offices outside Hong Kong). We also arrange middle and senior-level civil servants to participate in thematic visits to and exchange programmes in the Mainland.

Individual bureaux/departments nominate their officers at different levels to attend national studies programmes and thematic visits arranged by CSTDI according to their development needs and work arrangements. In addition, individual departments organise their own Mainland courses and visits for their staff, taking into account their specific operational and business needs. Given the large number of participants involved, we are unable to provide the breakdown by bureau, department and office.

The number of trainees and expenditure on national studies training programmes in the Mainland organised by CSTDI in the past 5 years are as follows:

	2015	2016	2017	2018	2019
Number of Trainees	700	720	690	930	1 180

2015-16 Actual Expenditure	2016-17 Actual Expenditure	2017-18 Actual Expenditure	2018-19 Actual Expenditure	2019-20 Revised Estimate
\$15.9 million	\$16.4 million	\$16.2 million	\$18.9 million	\$19.1 million

- End -

CONTROLLING OFFICER'S REPLY

CSB048

(Question Serial No. 0374)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget that the civil service establishment increased by 3 481 posts in this financial year. In this connection, please inform this Committee of the following:

- (1) the posts created in various government departments, their increases and the percentages of increase;
- (2) the number of posts created in various government departments in the past 3 years;
- (3) the number of civil servants for each year since the handover.

Asked by: Hon TIEN Puk-sun, Michael (LegCo internal reference no.: 6)

Reply:

- (1) The 2019-20 Estimates of Expenditure provide for 3 481 additional civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for enhancing existing services, taking forward new initiatives and easing the work pressure on civil servants. The estimated changes in civil service establishment of B/Ds in 2019-20 and relevant percentages are set out at **Annex A**.
- (2) The estimated changes in civil service establishment of B/Ds in the Estimates of Expenditure from 2016-17 to 2018-19 are set out at **Annex B**.
- (3) The annual civil service establishment in the Estimates of Expenditure since 1997-98 is set out at **Annex C**.

**Change in Civil Service Establishment
by Bureaux/Departments in 2019-20**

Bureau / Department / Organisation	Change in Establishment	Percentage Change
Agriculture, Fisheries and Conservation Department	+ 36	+ 1.6%
Architectural Services Department	+ 81	+ 4.2%
Audit Commission	-	-
Auxiliary Medical Service	-	-
Buildings Department	+ 72	+ 3.7%
Census and Statistics Department	+ 74	+ 5.9%
Chief Executive's Office	-	-
Chief Secretary and Financial Secretary's Offices	+ 8	+ 1.5%
Civil Aid Service	-	-
Civil Aviation Department	+ 26	+ 3.0%
Civil Engineering and Development Department	+ 69	+ 3.5%
Civil Service Bureau	+ 25	+ 3.9%
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 30	+ 11.2%
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 4	+ 3.3%
Companies Registry	+ 9	+ 2.4%
Constitutional and Mainland Affairs Bureau	+ 22	+ 11.2%
Correctional Services Department	+ 33	+ 0.5%
Customs and Excise Department	+ 186	+ 2.5%
Department of Health	+ 336	+ 5.1%
Department of Justice	+ 15	+ 1.0%
Development Bureau (Planning and Lands Branch)	+ 22	+ 12.9%
Development Bureau (Works Branch)	+ 140	+ 48.1%
Drainage Services Department	+ 30	+ 1.5%
Education Bureau	+ 199	+ 3.2%
Electrical and Mechanical Services Department	+ 79	+ 1.9%
Environment Bureau	+ 3	+ 5.7%
Environmental Protection Department	+ 176	+ 8.3%

Bureau / Department / Organisation	Change in Establishment	Percentage Change
Financial Services and the Treasury Bureau (Financial Services Branch)	+ 1	+ 0.9%
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 4	+ 2.1%
Fire Services Department	+ 116	+ 1.0%
Food and Environmental Hygiene Department	+ 83	+ 0.7%
Food and Health Bureau (Food Branch)	+ 1	+ 1.6%
Food and Health Bureau (Health Branch)	+ 28	+ 16.6%
Government Flying Service	+ 30	+ 9.9%
Government Laboratory	+ 15	+ 3.1%
Government Logistics Department	+ 20	+ 2.8%
Government Property Agency	+ 69	+ 33.0%
Highways Department	+ 71	+ 2.9%
Home Affairs Bureau	+ 17	+ 5.7%
Home Affairs Department	+ 69	+ 3.2%
Hong Kong Monetary Authority	- 2	- 28.6%
Hong Kong Observatory	+ 25	+ 7.5%
Hong Kong Police Force	+ 179	+ 0.5%
Hospital Authority	- 135	- 13.9%
Housing Authority	+ 90	+ 0.9%
Immigration Department	+ 60	+ 0.7%
Independent Commission Against Corruption	+ 18	+ 1.2%
Information Services Department	+ 3	+ 0.7%
Inland Revenue Department	+ 36	+ 1.2%
Innovation and Technology Bureau	+ 4	+ 2.2%
Innovation and Technology Commission	+ 40	+ 14.6%
Intellectual Property Department	+ 18	+ 11.2%
Invest Hong Kong	+ 1	+ 2.7%
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 10	+ 29.4%
Judiciary	+ 68	+ 3.4%
Labour and Welfare Bureau	+ 16	+ 13.1%
Labour Department	- 18	- 0.7%

Bureau / Department / Organisation	Change in Establishment	Percentage Change
Land Registry	-	-
Lands Department	+ 175	+ 3.8%
Legal Aid Department	+ 12	+ 2.2%
Legal Aid Services Council	-	-
Leisure and Cultural Services Department	+ 87	+ 0.9%
Marine Department	+ 20	+ 1.4%
Office for Film, Newspaper and Article Administration	-	-
Office of the Communications Authority	+ 20	+ 5.9%
Office of the Government Chief Information Officer	+ 23	+ 3.4%
Official Receiver's Office	+ 20	+ 7.3%
Overseas Economic and Trade Offices	+ 53	+ 30.5%
Planning Department	+ 24	+ 2.6%
Post Office	-	-
Public Service Commission Secretariat	-	-
Radio Television Hong Kong	+ 17	+ 2.3%
Rating and Valuation Department	+ 87	+ 9.7%
Registration and Electoral Office	+ 30	+ 11.6%
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-
Security Bureau	- 14	- 5.4%
Social Welfare Department	+ 71	+ 1.1%
Trade and Industry Department	+ 6	+ 1.2%
Transport and Housing Bureau (Transport Branch)	+ 11	+ 5.3%
Transport Department	+ 38	+ 2.1%
Treasury	+ 13	+ 2.5%
University Grants Committee	+ 10	+ 12.3%
Vocational Training Council	- 2	- 50.0%
Water Supplies Department	+ 78	+ 1.7%
Working Family and Student Financial Assistance Agency	+ 90	+ 7.0%
TOTAL	+ 3 481	+ 1.8%

**Change in Civil Service Establishment
by Bureaux/Departments from 2016-17 to 2018-19**

Bureau / Department / Organisation	Change in Establishment		
	2016-17	2017-18	2018-19
Agriculture, Fisheries and Conservation Department	+ 72	+ 22	+ 102
Architectural Services Department	+ 24	+ 23	+ 47
Audit Commission	+ 1	- 1	+ 5
Auxiliary Medical Service	-	-	-
Buildings Department	+ 86	+ 55	+ 125
Census and Statistics Department	- 38	- 12	+ 7
Chief Executive's Office	- 1	-	-
Chief Secretary and Financial Secretary's Offices	+ 14	- 4	- 45
Civil Aid Service	-	-	+ 2
Civil Aviation Department	+ 9	+ 33	+ 82
Civil Engineering and Development Department	+ 77	+ 6	+ 91
Civil Service Bureau	+ 8	+6	+ 13
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 23	+ 22	+ 26
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 10	+ 1	-
Companies Registry	+ 6	+ 29	+ 28
Constitutional and Mainland Affairs Bureau	+ 14	+ 3	+ 7
Correctional Services Department	+ 44	+ 62	+ 66
Customs and Excise Department	+ 19	+ 455	+ 766
Department of Health	+ 116	+ 130	+ 183
Department of Justice	+ 37	+ 32	+ 79
Development Bureau (Planning and Lands Branch)	+ 3	+ 6	+ 18
Development Bureau (Works Branch)	+ 17	+ 20	+ 10
Drainage Services Department	+ 20	+ 5	+ 58
Education Bureau	+ 133	+ 121	+ 117
Electrical and Mechanical Services Department	+ 9	+ 56	+ 104
Environment Bureau	+ 2	+ 2	-
Environmental Protection Department	+ 36	+ 24	+ 211

Bureau / Department / Organisation	Change in Establishment		
Financial Services and the Treasury Bureau (Financial Services Branch)	- 4	+ 1	+ 10
Financial Services and the Treasury Bureau (The Treasury Branch)	-	+ 10	+ 3
Fire Services Department	+ 61	+ 331	+ 383
Food and Environmental Hygiene Department	+ 3	-	+ 107
Food and Health Bureau (Food Branch)	+ 5	+ 3	+ 4
Food and Health Bureau (Health Branch)	+ 2	+ 4	+ 43
Government Flying Service	+ 32	+ 31	+ 11
Government Laboratory	+ 3	-	-
Government Logistics Department	-	+ 2	+ 3
Government Property Agency	-	- 2	-
Highways Department	+ 59	+ 45	+ 153
Home Affairs Bureau	+ 42	- 23	+ 20
Home Affairs Department	+ 51	+ 5	+ 125
Hong Kong Monetary Authority	- 3	- 5	- 3
Hong Kong Observatory	+ 4	+ 4	+ 17
Hong Kong Police Force	+ 87	+ 608	+ 1 057
Hospital Authority	- 135	- 156	- 146
Housing Authority	+ 188	+ 72	+ 251
Immigration Department	+ 183	+ 711	+ 824
Independent Commission Against Corruption	+ 12	+ 17	+ 6
Information Services Department	+ 2	- 2	+ 5
Inland Revenue Department	+ 9	+ 12	+ 37
Innovation and Technology Bureau	+ 12	+ 15	+ 120
Innovation and Technology Commission	+ 21	+ 14	+ 50
Intellectual Property Department	+ 15	+ 4	+ 3
Invest Hong Kong	+ 1	-	+ 1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	- 2	-	+ 3
Judiciary	+ 53	+ 53	+ 37
Labour and Welfare Bureau	+ 2	- 6	+ 7
Labour Department	+ 6	+ 12	+ 139

Bureau / Department / Organisation	Change in Establishment		
Land Registry	+ 2	-	+ 5
Lands Department	+ 33	+ 55	+ 378
Legal Aid Department	-	-	+ 3
Legal Aid Services Council	-	-	-
Leisure and Cultural Services Department	+ 271	+ 107	+ 242
Marine Department	+ 28	+ 26	+ 9
Office for Film, Newspaper and Article Administration	-	+ 1	+ 1
Office of the Communications Authority	+ 4	+ 3	+ 12
Office of the Government Chief Information Officer	+ 26	+ 7	+ 16
Official Receiver's Office	-	-	+ 31
Overseas Economic and Trade Offices	+ 5	- 1	+ 7
Planning Department	+ 18	- 14	+ 50
Post Office	-	-	-
Public Service Commission Secretariat	+ 4	-	-
Radio Television Hong Kong	+ 19	+ 9	+ 7
Rating and Valuation Department	+ 2	+ 9	+ 18
Registration and Electoral Office	+ 6	- 8	+ 3
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-	-
Security Bureau	+ 18	+ 8	+ 33
Social Welfare Department	+ 108	+ 120	+ 292
Trade and Industry Department	+ 9	+ 4	+ 6
Transport and Housing Bureau (Transport Branch)	+ 8	+ 9	+ 2
Transport Department	+ 78	+ 62	+ 122
Treasury	+ 7	+ 13	+ 2
University Grants Committee	+ 3	+ 2	+ 9
Vocational Training Council	- 2	- 2	- 1
Water Supplies Department	+ 45	+ 22	+ 83
Working Family and Student Financial Assistance Agency	+ 81	+ 90	- 2
TOTAL	+ 2 223	+ 3 378	+ 6 700

Civil Service Establishment from 1997-98 to 2020-21

Financial Year	Civil Service Establishment
1997-98	197 664
1998-99	200 613
1999-2000	201 922
2000-01	197 988
2001-02	182 094
2002-03	180 130
2003-04	176 776
2004-05	166 517
2005-06	163 311
2006-07	161 897
2007-08	162 914
2008-09	164 503
2009-10	165 703
2010-11	166 625
2011-12	168 249
2012-13	169 560
2013-14	171 422
2014-15	173 961
2015-16	176 448
2016-17	178 495
2017-18	181 705
2018-19	188 451
2019-20	191 816
2020-21	197 845

- End -

CONTROLLING OFFICER'S REPLY

CSB049

(Question Serial No. 1236)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget Speech that the Government will increase the manpower of various departments as appropriate in 2020-21. The civil service establishment is expected to expand by 6 082 posts to 197 845, representing a year-on-year increase of about 3.2%. The increase in manpower is to cope with additional workload and support the implementation of new government policies and initiatives. Would the Government please inform this Committee on:

- a) the additional manpower required by different boundary control points (BCPs) every year since 1997, broken down by BCP and government department, in tabulated form.

Asked by: Hon TIEN Puk-sun, Michael (LegCo internal reference no.: 27)

Reply:

Details on the number of new posts approved for supporting the operation of the boundary control points from 2016-17 to 2020-21 are set out at **Annex**.

**Number of new posts approved for supporting the operation of
the boundary control points from 2016-17 to 2020-21**

Hong Kong-Zhuhai-Macao Bridge Hong Kong Port						
Financial Year	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Department						
Agriculture, Fisheries and Conservation Department	-	3	4	-	-	7
Customs and Excise Department	-	301	130	93	-	524
Department of Health	-	6	12	-	-	18
Drainage Services Department	-	3	-	2	3	8
Fire Services Department	-	6	-	-	-	6
Government Property Agency	-	-	-	27	26	53 (Note1)
Highways Department	-	20	35	14	-	69
Hong Kong Police Force	-	85	45	33	-	163
Immigration Department	-	320	127	57	-	504
Leisure and Cultural Services Department	-	1	-	-	-	1
Transport Department	-	8	29	-	5	42
Total	-	753	382	226	34	1 395

Note 1: These posts are mainly for supporting the Hong Kong-Zhuhai-Macao Bridge Hong Kong Port and planning the future takeover of the other boundary control points by the Government Property Agency.

Express Rail Link West Kowloon Station						
Financial Year	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Department						
Agriculture, Fisheries and Conservation Department	-	2	1	-	-	3
Customs and Excise Department	-	93	188	2	-	283
Department of Health	-	3	2	-	-	5
Electrical and Mechanical Services Department	-	-	2	-	-	2
Fire Services Department	-	-	-	21	-	21
Highways Department	-	-	8	-	-	8
Hong Kong Police Force	-	-	77	-	-	77
Immigration Department	-	307	100	-	-	407
Transport Department	-	-	3	-	-	3
Total	-	405	381	23	-	809

Heung Yuen Wai Boundary Control Point						
Financial Year	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Department						
Agriculture, Fisheries and Conservation Department	-	-	6	-	-	6
Architectural Services Department	-	-	-	8 (Note 2)	-	8
Customs and Excise Department	-	-	264	-	-	264
Department of Health	-	-	14	-	-	14
Fire Services Department	-	9	39	-	-	48
Government Property Agency	-	-	-	-	9	9
Highways Department	-	-	-	11	-	11
Hong Kong Police Force	-	-	96	-	-	96
Immigration Department	-	-	204	-	-	204
Transport Department	-	-	9	-	-	9
Total	-	9	632	19	9	669

Note 2: These posts are for supporting Hong Kong-Zhuhai-Macao Bridge Hong Kong Port, Express Rail Link West Kowloon Station and Heung Yuen Wai Boundary Control Point.

Shenzhen Bay Port						
Financial Year	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Department						
Customs and Excise Department	-	-	-	-	82	82
Hong Kong Police Force	-	-	-	-	21	21
Immigration Department	-	-	-	-	94	94
Total	-	-	-	-	197	197

Hong Kong International Airport						
Financial Year	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Department						
Immigration Department	-	-	-	-	10	10
Total	-	-	-	-	10	10

To ensure quality and timely response to the question, we only provide the relevant information for five years.

- End -

CONTROLLING OFFICER'S REPLY

CSB050

(Question Serial No. 1345)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The civil service establishment has expanded by 3 481 posts in financial year 2019-20, and will further expand by 6 082 posts in the financial year 2020-21. In this connection, please advise on the following:

1. Among the additional civil service posts, what are the respective numbers, grades, departments and increase of directorate and non-directorate posts relating to architectural, surveying, planning and landscape professionals to be employed by the relevant government departments? How many of them are for replacing non-civil service contract positions? How many are time-limited posts, and how many are permanent posts?
2. Among the additional civil service posts, what are the respective numbers, grades, departments and increase of internship and assistant posts relating to architectural, surveying, planning and landscape professionals to be employed by the relevant government departments? What are the current numbers of such posts? How many additional posts will there be upon the proposed expansion?
3. Among the additional posts for 2019-20, how many for which recruitment has not been completed? What are the reasons?

Asked by: Hon TSE Wai-chuen, Tony (LegCo internal reference no.: 20)

Reply:

1. Bureaux and departments (B/Ds) would create 147 and 164 additional civil service posts in the grades relating to the Architectural, Surveying, Planning and Landscape professions in 2019-20 and 2020-21 respectively. Details are set out at **Annex**.

Among the additional civil service posts to be created in the grades relating to the Architectural, Surveying, Planning and Landscape professions in 2019-20 and 2020-21, 13 and two posts are for replacing non-civil service contract positions of which the long term service need has been established respectively.

Among the 147 additional civil service posts to be created in 2019-20, 25 are time-limited posts and 122 are permanent posts. Among the 164 additional civil service posts to be created in 2020-21, 71 are time-limited posts and 93 are permanent posts.

2. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the ranks which would require recruitment of civil servants and the number of civil servants required. Hence, the Civil Service Bureau (CSB) does not have information on the number of internship and assistant rank posts relating to the Architectural, Surveying, Planning and Landscape professionals to be recruited by individual B/Ds in 2020-21.
3. Heads of Departments/Grades would, having regard to the number of vacancies in different grades and ranks, conduct recruitment and promotion exercises each year with a view to filling the vacancies arising from creation of new civil service posts and other reasons as soon as possible. As the recruitment and promotion exercises are conducted by relevant departments/grades, CSB does not have information on the progress of recruitment for filling vacancies of the new posts in 2019-20.

**Increase in the number of posts in the grades relating to the
Architectural, Surveying, Planning and Landscape Professions
of Bureaux / Departments in 2019-20**

No. of posts in the Professional Grades <small>[Note 1]</small>	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Valuation Surveyor	Town Planner	Planning Officer		
Department											
Architectural Services Department	10	-	-	-	9	7	-	-	-	2	28
Buildings Department	-	11	-	-	-	-	-	-	-	-	11
Civil Engineering and Development Department	-	-	-	-	-	-	-	1 (1)	-	-	1 (1)
Development Bureau (Planning and Lands Branch)	-	-	-	1	-	2	-	4	-	1	8
Drainage Services Department	-	-	-	-	-	-	-	-	-	1	1
Education Bureau	-	-	-	-	2	-	-	-	-	-	2
Environmental Protection Department	2	-	-	-	-	-	-	-	-	-	2
Food and Health Bureau (Health Branch)	1	-	-	-	-	-	-	-	-	-	1

No. of posts in the Professional Grades [Note 1] Department	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Valuation Surveyor	Town Planner	Planning Officer		
Government Property Agency	1	-	6 (1) ^[Note 2]	-	2	1	8	-	-	1	19 (1)
Home Affairs Bureau	-	-	-	-	-	-	-	-	-	1	1
Home Affairs Department	-	1	-	1	-	-	-	-	-	-	2
Housing Authority	6	-	2	1	3	1	-	-	1	2	16
Lands Department	-	-	20 (1)	10	-	-	-	-	-	-	30 (1)
Labour Department	-	1	-	-	-	-	-	-	-	-	1
Planning Department	-	-	-	-	-	-	-	7	-	3	10
Rating and Valuation Department	-	-	-	-	-	-	13	-	-	-	13
Water Supplies Department	-	-	-	-	-	-	-	-	-	1	1
Total	20	13	28 (2)	13	16	11	21	12 (1)	1	12	147 (3)
Year-on-year growth of the relevant grades	4%	3%	7%	8%	7%	5%	16%	4%	2%	10%	6%

Note 1: Figures in the brackets indicate the number of directorate posts included.

Note 2: This directorate post could be filled by Estate Surveyor or Valuation Surveyor.

Note 3: The management of the Antiquities and Monuments Office will be transferred from the Leisure and Cultural Services Department to the Development Bureau (Works Branch) from 2019-20. The net growth of the relevant professional grades is zero.

**Increase in the number of posts in the grades relating to the
Architectural, Surveying, Planning and Landscape Professions
of Bureaux / Departments in 2020-21**

No. of posts in the Professional Grades <small>[Note 1]</small>	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Maintenance Surveyor	Town Planner	Planning Officer		
Department											
Architectural Services Department	10 (1)	-	-	-	8	6	-	-	-	2	26 (1)
Buildings Department	-	26	-	-	-	-	-	-	-	-	26
Civil Aviation Department	-	-	-	-	1	1	-	-	-	-	2
Civil Engineering and Development Department	3	-	-	-	-	1	-	-	-	1	5
Development Bureau (Planning and Lands Branch)	-	-	-	2 (1)	-	-	-	3	-	-	5 (1)
Development Bureau (Works Branch)	1	1	-	-	-	1	-	-	-	-	3
Education Bureau	-	-	-	-	1	-	-	-	-	-	1
Government Property Agency	4	-	3	-	5	-	7 (1)	-	-	1	20 (1)
Home Affairs Department	1	2	-	-	-	-	-	-	-	-	3

No. of posts in the Professional Grades [Note 1] Department	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Maintenance Surveyor	Town Planner	Planning Officer		
Housing Authority	22 [Note 2]	-	3	-	1	1	-	-	5	2	34
Lands Department	-	-	15	9 (1)	-	-	-	-	-	-	24 (1)
Leisure and Cultural Services Department	1	-	-	-	-	-	-	-	-	1	2
Planning Department	-	-	-	-	-	-	-	11 (1)	-	-	11 (1)
Rating and Valuation Department	-	-	-	-	-	-	2	-	-	-	2
Total	42 (1)	29	21	11 (2)	16	10	9 (1)	14 (1)	5	7	164 (5)
Year-on-year growth of the relevant grades	9%	7%	5%	6%	7%	5%	6%	4%	9%	5%	6%

Note 1: Figures in the brackets indicate the number of directorate posts included.

Note 2: Nine of these posts could be filled by Building Services Engineer, Engineer, Geotechnical Engineer, Structural Engineer or Quantity Surveyor.

- End -

CONTROLLING OFFICER'S REPLY**CSB051****(Question Serial No. 1346)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (-) Not SpecifiedControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

It is proposed by the Government that almost 5 000 short-term internship places be offered in the Government and the public sector in 2020-21. This will enable the students to better understand the operation of the Government and the public sector and gain experience, and thereby facilitating their planning ahead for future development. In this connection, please advise on:

1. the number of the above short-term internship places relating to the architectural, surveying, planning and landscape professions, the employing government departments or public organisations of such internship posts, internship period, job nature of the internship posts, as well as the number of such posts.

Asked by: Hon TSE Wai-chuen, Tony (LegCo internal reference no.: 23)Reply:

According to information provided by the Development Bureau, 5 departments under its purview (including the Architectural Services Department, Buildings Department, Civil Engineering and Development Department, Lands Department and Planning Department) plan to provide a total of around 155 internship places relating to the architectural, surveying, planning and landscape professions in 2020-21. The general distribution of these places is as follows:

Department	Architectural Services Department	Buildings Department	Civil Engineering and Development Department	Lands Department	Planning Department
Estimated number of internship places (approximate)	20	20	15	80	20

The internship period is tentatively set for 8 weeks. The job nature of the internship positions is generally to assist departments in taking forward work in relation to their respective professions, such as preparing or examining drawings; conducting cost estimation for works projects and preparing tender documents; conducting conservation studies; publicity and promotion of public engagement activities; as well as collection, collation and management of database, etc. Actual duties will be suitably arranged having regard to the work and needs of different departments.

- End -

CONTROLLING OFFICER'S REPLY

CSB052

(Question Serial No. 0550)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The aim of Programme (2) is “to foster a dynamic, visionary and knowledge-based civil service ... through a clean, trustworthy and fulfilled work-force”. Regarding the management of the disciplined services, senior civil servants in the disciplined services (i.e. officers at the rank of Police Superintendent or above) suspected of misconduct or committing criminal offences may have their cases handled by the Secretariat on Civil Service Discipline (“the Secretariat”) under the Civil Service Bureau (“CSB”). On the disciplinary issues of police officers:

1. When police officers (not limited to senior civil servants in the grades) are suspected of violating the Police Force Ordinance, the Police General Orders or other procedures or codes, is it necessary for the Hong Kong Police Force (HKPF) to report the relevant cases to the CSB? Does the CSB maintain relevant records?
2. If the CSB maintains relevant records, what were the numbers of cases of police officers violating various ordinances, general orders, procedures or codes in each of the past 3 years? Please provide a breakdown of the relevant figures by ordinance/general order/procedure/code violated.
3. What are the yearly figures for Question 2 above broken down by rank of police officer involved?
4. How many cases involving senior civil servants did the HKPF refer to the Secretariat for follow-up action in each of the past 5 years? What were the numbers of cases with follow-up action initiated by the Secretariat every year?
5. Regarding the cases involving police officers that the Secretariat has followed up over the past 5 years, what kind of punishment was awarded in each case? Please provide a breakdown of the figures by year and punishment.
6. What was the establishment/ranks of the officers and the expenditure of the Secretariat over the past 5 years?

Asked by: Hon WU Chi-wai (LegCo internal reference no.: 25)

Reply:

1-5. For civil servants who have committed misconduct or have been convicted of criminal offences, their respective policy bureaux/departments (B/Ds) may institute disciplinary actions against them. Generally speaking, disciplinary actions in respect of middle and junior ranking civil servants in the disciplined services grades are taken by the disciplined services departments in accordance with the provisions under the respective Disciplined Services Legislation and the related subsidiary regulations on discipline. Moreover, B/Ds (including disciplined services departments) may take summary disciplinary actions for isolated acts of minor misconduct. Formal disciplinary actions in respect of civilian grades and senior ranking civil servants in the disciplined services grades are handled by the Secretariat on Civil Service Discipline (SCSD) in accordance with the Public Service (Administration) Order (PS(A)O). The SCSD collects statistics on disciplinary cases from B/Ds.

The numbers of cases of civil servants in the Hong Kong Police Force punished for their criminal offences or misconduct in the past 5 financial years are as follows:

2015-16			2016-17			2017-18			2018-19			2019-20 (as at 31 December 2019)		
Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment	
16 (1)	56 (1)	48	28	43 (1)	50	6	60	75	18 (3)	52 (1)	136	10 (2)	32	53

Note 1 : Including dismissal and compulsory retirement; the figures in brackets are the numbers of cases handled by the SCSD in accordance with the PS(A)O.

Note 2 : Including reduction in rank, severe reprimand, reprimand, financial penalty, verbal warning and written warning, etc.; the figures in brackets are the numbers of cases handled by the SCSD in accordance with the PS(A)O.

Note 3 : Including verbal warning, written warning and admonishment.

6. The staff establishment of the SCSD in the past 5 financial years was 17, including 1 Senior Principal Executive Officer, 2 Chief Executive Officers, 4 Senior Executive Officers, 4 Executive Officers I, 1 Clerical Officer, 2 Assistant Clerical Officers, 1 Personal Secretary I, 1 Personal Secretary II and 1 Office Assistant. Their salaries, allowances and personnel related expenses are as follows:

Financial year	Salaries, allowances and personnel related expenses
2015-16	\$12.97 million
2016-17	\$13.63 million
2017-18	\$14.94 million
2018-19	\$15.12 million
2019-20 (as at 29 February 2020)	\$13.60 million

- End -

CONTROLLING OFFICER'S REPLY

CSB053

(Question Serial No. 0552)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The aim of Programme (2) is “to foster a dynamic, visionary and knowledge-based civil service ... through a clean, trustworthy and fulfilled work-force”. Regarding the management of the disciplined services, senior civil servants in the disciplined services (i.e. officers at the rank of Police Superintendent, Superintendent, Assistant Commissioner or above) suspected of misconduct or committing criminal offences may have their cases handled by the Secretariat on Civil Service Discipline (“the Secretariat”) under the Civil Service Bureau (“CSB”). On the disciplinary issues of the disciplined services:

1. When public servants in the disciplined services (not limited to senior civil servants) are suspected of violating their respective Disciplined Services Legislation (“DSL”), is it necessary for the departments concerned to report the relevant cases to the CSB? Does the CSB maintain relevant records?
2. If the CSB maintains relevant records, what were the numbers of cases of violation of DSL in various disciplined services departments in each of the past 3 years? Please provide a breakdown of the relevant figures by department.
3. What are the yearly figures for Question 2 above broken down by rank of disciplined services staff involved?
4. How many cases did various disciplined services departments refer to the Secretariat for follow-up action in each of the past 5 years? What were the numbers of cases with follow-up action initiated by the Secretariat every year?
5. Regarding the cases involving staff in the disciplined services that the Secretariat has followed up over the past 5 years, please provide a breakdown of the figures by year and punishment.

Asked by: Hon WU Chi-wai (LegCo internal reference no.: 26)

Reply:

For civil servants who have committed misconduct or have been convicted of criminal offences, their respective policy bureaux/departments (B/Ds) may institute disciplinary actions against them. Generally speaking, disciplinary actions in respect of middle and

junior ranking civil servants in the disciplined services grades are taken by the disciplined services departments in accordance with the provisions under the respective Disciplined Services Legislation and the related subsidiary regulations on discipline. Moreover, B/Ds (including disciplined services departments) may take summary disciplinary actions for isolated acts of minor misconduct. Formal disciplinary actions in respect of civilian grades and senior ranking civil servants in the disciplined services grades are handled by the Secretariat on Civil Service Discipline (SCSD) in accordance with the Public Service (Administration) Order (PS(A)O). The SCSD collects statistics on disciplinary cases from B/Ds.

The numbers of cases of civil servants in the disciplined services departments punished for their criminal offences or misconduct in the past 5 financial years are as follows:

Departments	2015-16		Summary disciplinary action (Note 3)	2016-17		Summary disciplinary action	2017-18		Summary disciplinary action	2018-19		Summary disciplinary action	2019-20 (as at 31 December 2019)		Summary disciplinary action
	Formal disciplinary action			Formal disciplinary action			Formal disciplinary action			Formal disciplinary action			Formal disciplinary action		
	Removal (Note 1)	Other punishment (Note 2)	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	Removal	Other punishment	
Correctional Services Department	5	4	26	1	4	58	3	8	43	2	3	32	3	2 (1)	21
Customs and Excise Department	2 (1)	4	10	0	7 (3)	7	2	3	10	1	3 (1)	10	0	1 (1)	13
Fire Services Department	1	17	14	3	15	14	1	72 (1)	16	1	148	14	0	23	9
Government Flying Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hong Kong Police Force	16 (1)	56 (1)	48	28	43 (1)	50	6	60	75	18 (3)	52 (1)	136	10 (2)	32	53
Immigration Department	3 (3)	2	76	1 (1)	7 (3)	66	1 (1)	2	65	1 (1)	8 (4)	45	1 (1)	3 (1)	16
Total	27 (5)	83 (1)	174	33 (1)	76 (7)	195	13 (1)	145 (1)	209	23 (4)	214 (6)	237	14 (3)	61 (3)	112

Note 1 : Including dismissal and compulsory retirement; the figures in brackets are the numbers of cases handled by the SCSD in accordance with the PS(A)O.

Note 2 : Including reduction in rank, severe reprimand, reprimand, financial penalty, verbal warning and written warning, etc.; the figures in brackets are the numbers of cases handled by the SCSD in accordance with the PS(A)O.

Note 3 : Including verbal warning, written warning and admonishment/admonition.

- End -

CONTROLLING OFFICER'S REPLY

CSB054

(Question Serial No. 0559)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the “work on the establishment of a new civil service college”,

1. What is the latest implementation progress on the college? When is funding approval expected to be sought from the Legislative Council and what is the completion date of the college?
2. What are the details of the latest design of the college, such as its floor area, areas of various facilities, services expected to be provided, etc.?
3. In addition to the Civil Service Bureau, which departments are also involved in the related work? What are the details of such work?
4. Does the Government explore the possibility of leveraging the opportunity of establishing the civil service college to improve the traffic situation in the vicinity? If yes, what are the details?

Asked by: Hon WU Chi-wai (LegCo internal reference no.: 42)

Reply:

The Government has identified a “Government, Institution or Community” site near the Kwun Tong MTR Station for composite development using the “single site, multiple uses” model. We plan to construct two buildings in the site, namely a high block and a low block. The high block will mainly house the civil service college and other civil service supporting facilities, while the low block will mainly provide social welfare facilities, including a centre for enhanced integrated vocational and skills training for persons with disabilities, a gerontechnology exhibition centre, a care professions training institute, an art gallery for artists with disabilities, a district health centre, a public transport interchange, etc. We also plan to include elevated walkways, public open space and a landscaped deck in the composite development to further enhance the connectivity of the surrounding areas. The estimated maximum gross floor area of the development project is about 60 000 square metres. The respective floor areas of the civil service college and other community facilities will need to be confirmed at a later stage.

The new college will be equipped with new and additional facilities for civil service training which are not currently available due to existing physical constraints, including larger auditoria, more flexible classrooms and training activity rooms, modern information and communication technology equipment, training venues for media responses, crisis management and mock council meetings, etc. A learning resource centre will also be set up in the new college. Upon completion, the college will become a lifelong learning hub for serving and retired civil servants, thus encouraging the transfer of experiences. These facilities will help the Government enhance training for civil servants in different areas such as leadership development, stakeholder engagement, communication with the public, cultural sensitivity, innovation and application of technology, understanding of our country's development and the relationship between the Central Authorities and the Hong Kong Special Administrative Region, awareness of international affairs among civil servants, exchanges with civil servants in other places on the development trends in public service and sharing of management experience.

The entire composite development project involves facilities of different aspects, such as social welfare facilities in the low block (including a centre for enhanced integrated vocational and skills training for persons with disabilities, a gerontechnology exhibition centre, a care professions training institute, an art gallery for artists with disabilities, a district health centre, etc.). The composite development project will also include the construction of a public transport interchange, elevated walkways, public open space and a landscaped deck. These facilities will enhance the traffic condition and connectivity of the surrounding areas. The Government is also exploring with the MTR Corporation the feasibility of a concourse and/or platform extension in the Kwun Tong MTR Station with a view to improving connectivity of the Kwun Tong central area.

Government departments involved in the composite development project include the Civil Service Bureau, Food and Health Bureau, Architectural Services Department, Social Welfare Department, Transport Department, etc. The Government consulted the Kwun Tong District Council on the initial planning of the project in May 2019. District Council members attending the meeting generally supported or did not object to the construction of the civil service college at the site concerned, but expressed different views on the composite development project as well as the planning and facilities in the vicinity. Their suggestions are being considered by the relevant policy bureaux and departments. If everything goes smoothly, the civil service college is expected to be completed in 2026.

- End -

CONTROLLING OFFICER'S REPLY**CSB055****(Question Serial No. 0954)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (4) Civil Service Training and DevelopmentControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the Programme "Civil Service Training and Development", will the Government provide the following information:

- (1) (i) the respective target audience (such as specific civil service grades or staff of specific government departments), (ii) contents and (iii) venues (if not held locally) for (a) senior leadership development programmes, (b) national studies programmes (including the ones held locally and in the Mainland), (c) management programmes, (d) language programmes, (e) the Basic Law training, (f) e-learning programmes and (g) other training programmes (please specify) launched in 2019-20;

	(i) target audience	(ii) content	(iii) venue
(a) senior leadership development programmes			
(b) national studies programmes held locally held in the Mainland			
(c) management programmes			
(d) language programmes			
(e) the Basic Law training			
(f) e-learning programmes			
(g) other training programmes (please specify)			

- (2) (i) the respective target audience (such as specific civil service grades or staff of specific government departments), (ii) contents and (iii) venues (if not held locally) for (a) senior leadership development programmes, (b) national studies programmes (including the ones held locally and in the Mainland), (c) management programmes, (d) language programmes, (e) the Basic Law training, (f) e-learning programmes and (g) other training programmes (please specify) to be launched in 2020-21;

	(i) target audience	(ii) content	(iii) venue
(a) senior leadership development programmes			
(b) national studies programmes held locally held in the Mainland			
(c) management programmes			
(d) language programmes			
(e) the Basic Law training			
(f) e-learning programmes			
(g) other training programmes (please specify)			

- (3) the respective expenditures on (a) senior leadership development programmes, (b) national studies programmes, (c) management programmes, (d) language programmes, (e) the Basic Law training, (f) e-learning programmes and (g) other training programmes (please specify) in (i) the Original Estimate for 2019-20, (ii) the Actual Expenditure in 2019-20 and (iii) the Estimate for 2020-21; and

	(i) Original Estimate for 2019-20	(ii) Actual Expenditure in 2019-20	(iii) Estimate for 2020-21
(a) senior leadership development programmes			
(b) national studies programmes			
(c) management programmes			
(d) language programmes			
(e) the Basic Law training			

	(i) Original Estimate for 2019-20	(ii) Actual Expenditure in 2019-20	(iii) Estimate for 2020-21
(f) e-learning programmes			
(g) other training programmes (please specify)			

- (4) the respective Mainland institutions with which the Government co-organised/will co-organise the national studies programmes in 2019-20 and 2020-21 as well as the respective provinces or cities involved.

Asked by: Hon YEUNG Alvin (LegCo internal reference no.: 28)

Reply:

Contents of the various training programmes in question organised by the Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau are as follows:

Senior leadership development programmes

Senior leadership development programmes are mainly organised for senior civil servants. These programmes mainly cover leadership skills, public policy, communication with media and public, people management, innovation and design thinking, use of big data, smart city development, trends and application of new technologies, etc. While these programmes are mostly locally held, we also sponsor a small portion of high potential senior-level civil servants to attend senior executive courses at renowned overseas institutions (such as Harvard University, University of Oxford, University of London and University of California, Berkeley), or arrange them to attach to regional and international organisations (such as Asian Development Bank, Asia-Pacific Economic Cooperation Secretariat and Financial Action Task Force) to broaden their perspectives.

National studies programmes

National studies programmes include national studies programmes held in the Mainland and local programmes. Mainland programmes are arranged for senior and middle-level civil servants, whereas local programmes are attended by civil servants at all levels. National studies programmes mainly cover the Basic Law, the latest national policies (such as the “Belt and Road Initiative”, the Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues, history and culture, etc. CSTDI currently collaborates with 9 Mainland institutions (including National Academy of Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University, and Sun Yat-sen University) to organise national studies programmes in the Mainland. In addition, through collaboration with various provincial and municipal governments, we also arrange civil servants to participate in thematic visits to and civil service exchange programme in different Mainland provinces/municipalities.

Management programmes

Management programmes, mostly local, are organised for civil servants at all levels. These programmes mainly cover performance management, integrity and conduct, cultural sensitivity, equal opportunities, management skills, application of technology, innovation, customer service, and stress management, etc.

Language programmes

Language programmes, mostly local, are organised for civil servants at all levels. These programmes mainly cover language skills required for general office work such as writing replies to complaints, English conversation for customer service and answering telephone calls in Putonghua, etc.

E-learning Programmes

CSTDI offers about 2 450 learning items for civil servants at all levels through its e-learning portal – Cyber Learning Centre Plus. These learning resources cover leadership and management skills, language and communication skills, national affairs, the Basic Law and information technology, etc.

The local programmes organised by CSTDI are generally held at CSTDI's own training venues at North Point Government Offices. Depending on the types of programmes and facilities required, training programmes could also be held at other venues such as auditoria with larger seating capacity, specially-equipped classrooms and training activity rooms, designated venues for team building training etc.

The expenditures on various training programmes for 2019-20 and 2020-21 are as follows:

	2019-20 (Original Estimate)	2019-20 (Revised Estimate)	2020-21 (Estimate)
(a) Senior Leadership Development Programmes	\$32.2 million	\$19.4 million	\$26.9 million
(b) National Studies Programmes	\$24.1 million	\$21.4 million	\$22.2 million
(c) Management Programmes	\$6.9 million	\$5.3 million	\$7.7 million
(d) Language Programmes	\$5.7 million	\$4.7 million	\$5.3 million
(e) E-learning programmes (Cyber Learning Centre Plus)	\$4.1 million	\$3.7 million	\$4.2 million

- End -

CONTROLLING OFFICER'S REPLY

CSB056

(Question Serial No. 0957)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the civil servants who have been arrested or given internal penalty (or both) for participation in public events in recent months, will the Government advise on the following:

- (1) What types of internal penalty may civil servants be given if upon arrest, interception with identity recorded by law-enforcement departments or for other reasons they are found to have participated in public events?
- (2) Regarding the civil servants who have been arrested for participation in public events since June 2019, please provide information of (i) the departments they belong to and (ii) their figures in table form; and

Department	Number of people
	Total

- (3) Regarding the civil servants who have been given internal penalty for participation in public events since June 2019, please provide information of (i) the departments they belong to and (ii) their figures in table form.

Department	Number of people	
	Interdiction	Other internal penalty
Total		

Asked by: Hon YEUNG Alvin (LegCo internal reference no.: 43)

Reply:

- (1) The Government has an established mechanism for handling civil service disciplinary matters. For civil servants convicted of criminal offence, disciplinary action will be taken against the civil servants concerned upon conclusion of the relevant criminal proceedings. The disciplinary punishment to be imposed could include verbal warning, written warning, reprimand, severe reprimand, reduction in rank, compulsory retirement or dismissal, etc. In determining the level of punishment, the relevant authority will examine the judgement and sentence of the criminal offence and take into account factors including the nature and gravity of the criminal offence, the level of punishment for similar criminal offence, any mitigating factors, and the rank, service and disciplinary records of the concerned officer, etc.

- (2)&(3) Generally speaking, in accordance with the relevant established mechanism, the Government may, having regard to public interest, interdict a civil servant who is under inquiry or investigation for serious misconduct or criminal offence or that judicial or disciplinary proceedings have been or are to be taken against him. Interdiction is not a disciplinary punishment and there is no presumption of guilt in interdiction. An officer may be interdicted when the relevant authority, having regard to public interest, considers it inappropriate for him to continue to exercise the powers and functions of his public office temporarily.

As at 29 February 2020, a total of 43 civil servants have been arrested and under police investigation or charged for suspected involvement in unlawful public activities relating to the Anti-Fugitive Offenders Ordinance amendment exercise since June 2019. Among them, 42 have been interdicted thus far. To avoid the relevant judicial or disciplinary proceedings being prejudiced, we are unable to provide further information about the arrested civil servants.

As explained in part (1) of the above reply, for civil servants convicted of criminal offence, disciplinary action will only be taken against the conviction of the civil servants concerned upon conclusion of the relevant criminal proceedings.

- End -

CONTROLLING OFFICER'S REPLY

CSB057

(Question Serial No. 1552)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (040) Non-accountable Cash Allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding housing benefits, the number of recipients of non-accountable cash allowance in 2020 represents a notable increase of 1 698 when compared with the number in 2019. What is the reason for that?
2. Are there any restrictions for the recipients of the aforementioned allowance on their choice of accommodation? If yes, what are the details?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 7)

Reply:

1. Eligible officers under the Non-accountable Cash Allowance Scheme are not required to join the scheme immediately upon attaining the eligibility. They may join the scheme at any time of their choice according to individual's preference. With the increase in the number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment, it is expected that the number of recipients of the allowance in 2020 will be higher than that of 2019.
2. This allowance is non-accountable. Recipients of the allowance are not subject to any restriction on the choice of accommodation.

- End -

CONTROLLING OFFICER'S REPLY

CSB058

(Question Serial No. 1158)

Head: (46) General Expenses of the Civil Service

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

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

I would like the Government to provide the details of each of the allowances under the Home Purchase, Home Financing, Private Tenancy Allowance, Accommodation Allowance, Rent Allowance and Non-accountable Cash Allowance Schemes, including the salary points covered, eligibility criteria, number of eligible officers, number of recipients, the actual expenditure in the past year and the estimate for this year.

Asked by: Hon LAM Kin-fung, Jeffrey (LegCo internal reference no.: 6)

Reply:

Details of the allowances and schemes raised in the question, and the number of recipients and expenditure for 2019-20 and 2020-21 are as follows –

Scheme	Salary points covered and eligibility criteria	2019-20 (Revised Estimate)		2020-21 (Estimate)	
		No. of recipients	Expenditure (\$'000)	No. of recipients	Expenditure (\$'000)
Home Purchase	<p>The allowance is payable to officers who were offered appointment before 1.6.2000, and -</p> <p>(a) with salary between Master Pay Scale (MPS) Point 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary not exceeding MPS Point 33 (or equivalent) with 20 years' continuous service.</p> <p>The allowance is given out upon application according to a quota system to eligible officers in the order of their priority on a priority list.</p>	10 380	666,000	10 260	687,000
Home Financing	The allowance is payable to officers who were offered appointment before 1.6.2000 (excluding officers offered appointment on overseas terms on or after 1.10.1990) and with salary on or above MPS Point 34 (or equivalent).	1 630	469,000	1 660	514,000
Private Tenancy Allowance	The allowance is payable to officers who were offered appointment on local terms before 1.10.1990 and with salary on or above MPS Point 34 (or equivalent), or officers who were offered appointment on overseas terms before 1.10.1990.	255	95,000	250	100,000
Accommodation Allowance	The allowance is payable to officers who were offered appointment on overseas terms between 1.10.1990 and 31.12.1998.	20	11,000	20	12,000

Scheme	Salary points covered and eligibility criteria	2019-20 (Revised Estimate)		2020-21 (Estimate)	
		No. of recipients	Expenditure (\$'000)	No. of recipients	Expenditure (\$'000)
Rent Allowance	The allowance is payable to agreement officers who were offered appointment on common terms between 1.1.1999 and 31.5.2000 and with salary on or above MPS Point 34 (or equivalent).	2	700	4	1,100
Non-accountable Cash Allowance	<p>The allowance is payable to officers who were offered appointment on new terms on or after 1.6.2000. For officers -</p> <p>(a) on or above MPS Point 34 (or equivalent), they are eligible for the allowance as a condition of service; or</p> <p>(b) below MPS Point 34 (or equivalent), they are eligible for the allowance subject to the same quota system under the Home Purchase Scheme upon meeting the specified service requirements i.e. officers with salary between MPS Point 22 and 33 (or equivalent) meeting the three-year continuous service requirement and officers below MPS Point 22 (or equivalent) with 20 years' continuous service.</p> <p>Officers who were offered appointment before 1.6.2000 and eligible for the Accommodation Allowance may opt to switch to receive this allowance subject to the specified conditions.</p>	8 050	1,738,000	9 645	2,095,000

Eligible officers who join the schemes will receive a monthly allowance at specified rates appropriate to their salary points. For Home Purchase, Home Financing, Rent Allowance and Non-accountable Cash Allowance Schemes, the maximum entitlement period is 120 months.

Officers are not required to join these schemes immediately upon attaining the eligibility. They may join the schemes at any time of their choice according to individual's needs. We do not have information on the total number of eligible officers for each scheme as only applications of those eligible officers who will join the schemes are forwarded by bureaux/departments to the Treasury for processing.

- End -

CONTROLLING OFFICER'S REPLY

CSB059

(Question Serial No. 2137)

Head: (46) General Expenses of the Civil Service

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

Programme: (1) General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The Court of Final Appeal ruled on 6 June 2019 that same-sex partners of civil servants would be entitled to spousal benefits like medical and dental benefits. In this regard, will the Government inform this Committee of the following:

The provision of various benefits to spouses of civil servants in 2018-19 and the expenditure involved with a breakdown by type of benefits. Any idea on how many of them are same-sex partners of the civil servants? If yes, what is the exact number? If no, why not compiling such statistics?

Asked by: Hon LEUNG Mei-fun, Priscilla (LegCo internal reference no.: 2)

Reply:

In general, spousal benefits include medical and dental benefits etc., and the arrangements are subject to the employment terms of the civil servants and the eligibility criteria for the relevant benefits. As expenditure on fringe benefits will not differ whether the beneficiary is a civil servant or his/her spouse, the Government does not keep statistics on the expenditure on spousal benefits.

- End -

CONTROLLING OFFICER'S REPLY

CSB060

(Question Serial No. 1141)

Head: (120) Pensions

Subhead (No. & title): (015) Public and judicial service pension benefits and compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide information regarding pension payment to public and judicial officers in 2018-19 and 2019-20:

- (a) the number of retired public and judicial officers and the amount of pension involved

Amount of monthly pension	Number of pensioners	Average amount of pension per pensioner	Total expenditure
Below \$5,000			
\$5,000 - \$10,000			
\$10,001 - \$30,000			
\$30,001 - \$50,000			
\$50,001 - \$100,000			
Above \$100,000			

- (b) the age of retired public and judicial officers

Age of retired public and judicial officers at present	Number of pensioners				
	Monthly pension below \$10,000	Monthly pension from \$10,001 to \$30,000	Monthly pension from \$30,001 to \$50,000	Monthly pension from \$50,001 to \$100,000	Monthly pension above \$100,000
60-64					
65-69					
70-74					
75-79					
80-84					
85-89					
90-94					
95 or above					

Asked by: Hon LAM Kin-fung, Jeffrey (LegCo internal reference no.: 10)

Reply:

- (a) The number of public and judicial service pensioners and the amount of pension payment in 2018-19 are provided below:

Amount of monthly pension	Number of pensioners	Average annual amount of pension per pensioner \$	Total expenditure \$ Million
Below 5,000	38 335	35,594	1,364.5
\$5,000 – \$10,000	28 200	86,340	2,434.8
\$10,001 – \$30,000	57 024	202,034	11,520.8
\$30,001 – \$50,000	10 507	445,836	4,684.4
\$50,001 – \$100,000	3 648	742,543	2,708.8
Above \$100,000	141	1,387,943	195.7

The number of public and judicial service pensioners and the amount of pension payment in 2019-20 (revised estimate) are provided below:

Amount of monthly pension	Number of pensioners	Average annual amount of pension per pensioner \$	Total expenditure \$ Million
Below \$5,000	37 079	34,935	1,295.4
\$5,000 – \$10,000	28 592	85,326	2,439.6
\$10,001 – \$30,000	61 123	204,860	12,521.7
\$30,001 – \$50,000	11 501	450,388	5,179.9
\$50,001 – \$100,000	4 134	751,430	3,106.4
Above \$100,000	171	1,408,131	240.8

- (b) The number of public and judicial service pensioners receiving monthly pension in 2018-19 by age groups is provided below:

Age of retired public and judicial officers at that time	Number of pensioners				
	Monthly pension below \$10,000	Monthly pension from \$10,001 – \$30,000	Monthly pension from \$30,001 – \$50,000	Monthly pension from \$50,001 – 100,000	Monthly pension above \$100,000
60-64	16 821	17 301	3 089	991	45
65-69	16 084	12 362	2 242	872	37
70-74	9 953	6 947	1 884	828	33
75-79	5 750	3 153	880	325	12
80-84	5 060	2 980	552	146	-
85-89	3 112	1 350	272	84	-
90-94	1 295	392	72	16	1
95 or above	313	86	8	2	-

The number of public and judicial service pensioners receiving monthly pension in 2019-20 (revised estimate) by age groups is provided below:

Age of retired public and judicial officers at present	Number of pensioners				
	Monthly pension below \$10,000	Monthly pension from \$10,001 – \$30,000	Monthly pension from \$30,001 – \$50,000	Monthly pension from \$50,001 – 100,000	Monthly pension above \$100,000
60-64	15 892	18 886	3 389	1 133	55
65-69	16 021	13 683	2 443	889	40
70-74	11 123	8 057	2 100	983	43
75-79	5 735	3 103	987	392	15
80-84	5 003	3 226	617	190	1
85-89	3 202	1 552	320	103	1
90-94	1 417	469	92	24	-
95 or above	380	99	12	4	1

- End -

CONTROLLING OFFICER'S REPLY**CSB061****(Question Serial No. 0979)**

Head: (136) Public Service Commission Secretariat

Subhead (No. & title): (000) Operational expenses

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)

Director of Bureau: Secretary for the Civil Service

Question:

The estimate for the Programme "Secretariat services for the Public Service Commission" of the Public Service Commission Secretariat ("the Secretariat") is \$31.9 million.

Under "Matters Requiring Special Attention in 2020-21", it is mentioned that the Secretariat will continue to assist the Commission to "ensure that appointments, promotions and disciplinary cases are efficiently processed in a proper and equitable manner". In this regard, please provide the ratio of work between "appointments and promotions" and "disciplinary cases" of civil servants handled by the Secretariat. Please also provide the number of officers at various ranks in various departments being dismissed, disqualified for pensions and subject to criminal charges respectively last year, and the specific departments involved.

Asked by: Hon CHAN Chun-ying (LegCo internal reference no.: 5)

Reply:

1. In the past 3 years, the number of cases under the two categories "recruitment/appointments/promotions/acting appointments/other appointment matters" and "disciplinary cases" advised by the Public Service Commission (the Commission) is as follows:

Category	Number of cases advised by the Commission		
	2017	2018	2019
Recruitment/appointments/promotions/acting appointments/other appointment matters	1 073	1 094	1 126
Disciplinary cases	36	40	36

The Commission advised on the form of punishment in 36 disciplinary cases in the civil service in 2019. Details are as follows:

No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
23	Architectural Services Department (1) Civil Engineering and Development Department (1) Correctional Services Department (1) Food and Environmental Hygiene Department (1) Fire Services Department (3) Housing Department (2) Hong Kong Police Force (1) Judiciary (1) Leisure and Cultural Services Department (7) Lands Department (1) Transport Department (1) Water Supplies Department (3)	13	Buildings Department (1) Drainage Services Department (1) Education Bureau (1) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (3) Housing Department (1) Leisure and Cultural Services Department (2) Marine Department (1) Hongkong Post (2)

2. Information of cases in 2019 involving civil servants convicted of criminal offences or found guilty of misconduct and thereby punished by dismissal and forfeiture of retirement benefits is set out below. The information is provided by the Civil Service Bureau.

No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)
7	Hong Kong Police Force (6) Correctional Services Department (1)	6	Buildings Department (1) Hong Kong Police Force (1) Leisure and Cultural Services Department (1) Electrical and Mechanical Services Department (1) Correctional Services Department (2)

- End -

CONTROLLING OFFICER'S REPLY

CSB062

(Question Serial No. 0435)

Head: (136) Public Service Commission Secretariat

Subhead (No. & title): (000) Operational expenses

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide in table form the details of disciplinary cases resulting in officers at various ranks being dismissed, disqualified for pensions, subject to criminal charges and other punishments in the past 3 years.

	Department and post of officer	Subject to criminal charges and the charges involved	Dismissed	Disqualified for pension	Other punishments
2017					
2018					
2019					

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 11)

Reply:

1. In the past 3 years, the Public Service Commission (PSC) advised the Government on the form of punishment in a total of 112 disciplinary cases in the civil service. Details are as follows:

	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
2017	25	Buildings Department (1) Census and Statistics Department (1) Civil Aviation Department (1) Correctional Services Department (2) Department of Justice (1) Food and Environmental Hygiene Department (5) Hong Kong Monetary Authority (1) Home Affairs Department (2) Highways Department (1) Immigration Department (1) Inland Revenue Department (1) Leisure and Cultural Services Department (2) Land Registry (1) Hongkong Post (3) Water Supplies Department (2)	11	Agriculture, Fisheries and Conservation Department (1) Food and Environmental Hygiene Department (1) Fire Services Department (1) Housing Department (3) Legal Aid Department (1) Lands Department (1) Leisure and Cultural Services Department (2) Hongkong Post (1)
2018	30	Correctional Services Department (2) Drainage Services Department (2) Education Bureau (1) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (7) Housing Department (2) Hong Kong Police Force (2) Immigration Department (3)	10	Food and Environmental Hygiene Department (1) Immigration Department (1) Leisure and Cultural Services Department (2) Marine Department (1) Office of the Communications Authority (1) Hongkong Post (3) Working Family and Student Financial Assistance Agency (1)

	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
		Leisure and Cultural Services Department (3) Marine Department (1) Office of the Communications Authority (1) Office of the Government Chief Information Officer (1) Hongkong Post (2) Radio Television Hong Kong (1) Social Welfare Department (1)		
2019	23	Architectural Services Department (1) Civil Engineering and Development Department (1) Correctional Services Department (1) Food and Environmental Hygiene Department (1) Fire Services Department (3) Housing Department (2) Hong Kong Police Force (1) Judiciary (1) Leisure and Cultural Services Department (7) Lands Department (1) Transport Department (1) Water Supplies Department (3)	13	Buildings Department (1) Drainage Services Department (1) Education Bureau (1) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (3) Housing Department (1) Leisure and Cultural Services Department (2) Marine Department (1) Hongkong Post (2)

2. The total number of cases in the past 3 years involving civil servants convicted of criminal offences or found guilty of misconduct and thereby punished is set out below. The information is provided by the Civil Service Bureau.

Year	Total number of cases
2017	743
2018	711
2019	593

Among which, information of cases involving civil servants convicted of criminal offences or found guilty of misconduct and thereby punished by dismissal and forfeiture of retirement benefits is set out below:

Year	No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)
2017	8	Water Supplies Department (1) Home Affairs Department (1) Customs and Excise Department (1) Hong Kong Police Force (3) Leisure and Cultural Services Department (1) Correctional Services Department (1)	6	Housing Department (1) Legal Aid Department (1) Customs and Excise Department (1) Hong Kong Police Force (2) Correctional Services Department (1)
2018	12	Food and Environmental Hygiene Department (1) Customs and Excise Department (1) Hong Kong Police Force (8) Correctional Services Department (2)	2	Hong Kong Police Force (1) Hongkong Post (1)
2019	7	Hong Kong Police Force (6) Correctional Services Department (1)	6	Buildings Department (1) Hong Kong Police Force (1) Leisure and Cultural Services Department (1) Electrical and Mechanical Services Department (1) Correctional Services Department (2)

- End -

CONTROLLING OFFICER'S REPLY**CSB063****(Question Serial No. 0436)**

Head: (136) Public Service Commission Secretariat

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

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)

Director of Bureau: Secretary for the Civil Service

Question:

1. Please provide details concerning the tendering of advice by the Public Service Commission Secretariat (the Secretariat) to the Government on recruitment, promotion and disciplinary cases involving officers at various ranks in the past 3 years in table form:

	The average number of days for making specific responses to recruitment submissions	The average number of days for making specific responses to promotion submissions	The average number of days for making specific responses to disciplinary submissions
2017			
2018			
2019			

2. Does the Secretariat have any plan to enhance service effectiveness by further shortening the targeted time for responding to the submissions? If yes, what are the details? If no, what are the limitations encountered?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 12)

Reply:

1&2. In dealing with recruitment cases, the target of the Public Service Commission (the Commission) is to tender its advice or respond within 4 weeks upon receipt of submissions from the Government. As for promotion, disciplinary and other cases, the Commission's target is to tender its advice or respond within 6 weeks upon receipt of such submissions. The Commission has achieved these targets in each of the past 3 years. The Commission Secretariat has put in place a meticulous vetting system to examine the submissions made by the Government. During the vetting process, the relevant departments may be required to provide clarifications and supplementary information. The Commission Secretariat reviews the standard of its services from

time to time so as to assist the Commission in processing the cases submitted by the Government efficiently.

- End -

CONTROLLING OFFICER'S REPLY

CSB064

(Question Serial No. 1555)

Head: (136) Public Service Commission Secretariat
Subhead (No. & title): (000) Operational expenses
Programme: Secretariat services for the Public Service Commission
Controlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)
Director of Bureau: Secretary for the Civil Service

Question:

1. The estimated expenditure on remuneration for special appointments in 2020-21 has significantly increased by \$2.6 million over 2019-20; what are the reasons? How many appointments are involved and what are the amounts of remuneration for each appointee?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 10)

Reply:

The special appointment under the Head is the Chairman of the Public Service Commission. The remuneration for the post in 2019-20 was \$3.723 million. The increase in the estimate for special appointment in 2020-21 over that in 2019-20 is due to the end-of-contract gratuity payable to the holder of the post upon completion of the 3-year appointment term.

- End -

CONTROLLING OFFICER'S REPLY

CSB065

(Question Serial No. 1594)

Head: (174) Joint Secretariat For the Advisory Bodies On Civil Service and Judicial Salaries and Conditions of Service

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

Programme: (-) Not Specified

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (YAU Kin-chung)

Director of Bureau: Secretary for the Civil Service

Question:

Under Matters Requiring Special Attention in 2020-21, it is mentioned that the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service ("the Secretariat") will "conduct grade structure reviews and the next Pay Level Survey as requested by the Government". There are currently 180 000 civil servants, however, some departments are less efficient at work. Some of their work is even overlapping and should be integrated. In this regard, will the Government inform this Committee:

1. Has the Secretariat recently conducted a larger-scale structure review of the entire civil service? If yes, what is the progress? If no, what are the reasons?
2. If the Secretariat has not conducted a structure review of the entire civil service, has it conducted any such review of other departments? If yes, what is the progress? If no, what are the reasons?
3. Please tabulate the manpower-related expenditures of the Secretariat?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 4)

Reply:

1. According to the prevailing policy guidelines, the Government will, as and when necessary, consider if a grade structure review (GSR) should be carried out for a grade in case of significant changes to the job nature or responsibilities of the grade, or if there are proven recruitment or retention problems. The Government will invite the Standing Commission on Civil Service Salaries and Conditions of Service (SCCS), the Standing Committee on Directorate Salaries and Conditions of Service (SDCS) or the Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) to conduct a GSR for the respective grade as and when necessary.

As far as the disciplined services grades are concerned, it is difficult to identify comparable positions and job types in the private sector and there are also recruitment or retention difficulties for individual disciplined services grades. Therefore, in October 2018, the Chief Executive-in-Council decided to conduct a GSR for the disciplined services and that a GSR be conducted for the disciplined services once every ten years thereafter to ensure that their grade structures and remuneration are effective in attracting and retaining talents. On the Government's invitation, SCDS and SDCS are conducting the GSR for the disciplined services independently in accordance with their terms of reference and the review framework.

As for the civilian grades, SCCS and SDCS have not, in recent years, received invitation from the Government to conduct a larger-scale GSR or one that covers all the civilian grades. However, GSRs for individual grades have been conducted, the details of which are set out in the reply to Part 2.

A GSR focuses on whether and how the salary and structure (for example, entry requirement and pay scale) of the grade concerned should be altered to ensure that the grade can attract and retain talents effectively. The overall establishment, internal structure and functions of individual departments are outside the scope of a GSR.

2. Apart from the GSR for the disciplined services mentioned above, SCCS has conducted GSRs for the Marine Officer and Surveyor of Ships grades, and the Veterinary Laboratory Technician and Medical Laboratory Technician grades in recent years upon the invitation of the Government. The two GSRs were completed in 2017 and 2019 respectively. Besides, in August 2019, the Government invited SCCS to conduct a GSR for the Medical and Health Officer grade of the Department of Health and SCCS is conducting the review.
3. In 2020-21, the salaries and other salaries-related expenditures for the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service are estimated to be \$50 million in total, with breakdown as follows:

Nature of work	Estimated salaries and other salaries-related expenditures (\$ million)
Pay-related surveys	16
Grade structure reviews	13
Secretariat support and research services for Committees	7
Departmental management and administration	14

- End -

CONTROLLING OFFICER'S REPLY**CSB066****(Question Serial No. 3009)**Head: (37) Department of HealthSubhead (No. & title): (-) Not SpecifiedProgramme: (7) Medical and Dental Treatment for Civil ServantsControlling Officer: Director of Health (Dr. Constance CHAN)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the utilisation rate of medical and dental services for civil servants in 2017-18, 2018-19 and 2019-20 and the staffing concerned, please provide information on:

- the attendances at various families clinics and the expenditure involved;
- the actual attendances of dental procedures, the average waiting time of such cases and the percentage of cases failing to receive dental procedures within 1 year from the date of making the appointment; and
- the grades, establishment and actual number of staff (including those employed on civil service or agreement terms) of various service units (including but not limited to families clinics, dental clinics and Chinese medicine clinics) which provide medical and dental services to civil servants.

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 39)Reply:

- The attendances of civil service eligible persons (CSEPs) at each families clinic in the past 3 years were as follows –

Year	2017	2018	2019
Number of attendances ^{Note 1}			
Chai Wan Families Clinic	66 000	63 000	58 000
Hong Kong Families Clinic	68 000	61 000	58 000
Kowloon Families Clinic	73 000	67 000	64 000
New Territories Families Clinic	53 000	53 000	52 000
Fanling Families Clinic	37 000	41 000	40 000
Sai Kung Families Clinic	N/A	200 ^{Note 2 & 3}	9 000

Note 1: The number of attendances is rounded to the nearest thousand.

Note 2: The number of attendances is rounded to the nearest hundred.

Note 3: Sai Kung Families Clinic commenced service on 20 December 2018.

The actual expenditures of the families clinics for 2017-18 and 2018-19 were \$162.8 million and \$166.1 million respectively, and the revised estimate for 2019-20 is \$191.5 million. The Department of Health (DH) does not keep statistics on the expenditures of individual families clinics.

- (b) Dental procedures vary in type and complexity, which include general and specialised dental treatment. CSEPs can receive general dental follow-up treatment by appointment or specialised dental services by referral from general dental clinics under DH. Appointments are arranged according to the urgency and nature of the medical conditions of patients, and patients with urgent conditions will be arranged to receive treatment as early as possible.

The overall waiting times of CSEPs for appointment for dental follow-up treatment and elective consultation for specialised dental services in the past 3 years are as follows –

As at	Dental Follow-up Treatment	Elective Consultation for Specialised Dental Services
31 December 2017	1 to 16 months	4 to 33 months
31 December 2018	1 to 17 months	6 to 42 months
31 December 2019	1 to 15 months	6 to 38 months

The attendances of CSEPs at dental clinics (including Oral & Maxillofacial Surgery and Dental Clinics in hospitals) in the past 3 years are as follows –

Year	Attendance at Dental Clinics
2017	766 400
2018	769 600
2019	756 500

DH does not keep statistics on the attendances and number of patients waiting for dental procedures/treatment by type.

- (c) The grade, establishment and strength of staff working in various services responsible for the provision of medical and dental services for civil servants in the past 3 years are at **Annex**.

As for contract staff, including full-time and part-time staff, there were 1 Contract Doctor and 6 Contract Nurses working in the families clinics as well as 13 Contract Dentists and 1 Contract Project Assistant working in the dental clinics as at 1 February 2020.

Grade	Families Clinics						Dental Clinics						Reimbursement of Medical Expenses					
	2017-18 ^{Note 1}		2018-19 ^{Note 2}		2019-20 ^{Note 3}		2017-18 ^{Note 1}		2018-19 ^{Note 2}		2019-20 ^{Note 3}		2017-18 ^{Note 1}		2018-19 ^{Note 2}		2019-20 ^{Note 3}	
	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength
Medical and Health Officer	37	36	39	32	39	36	-	-	-	-	-	-	1 [#]	1 [#]	1 [#]	1 [#]	1 [#]	1 [#]
Registered Nurse	60	53	68	68	73	68	-	-	-	-	-	-	-	-	-	-	-	-
Dental Officer	-	-	-	-	-	-	259	256	270	263	275	270	-	-	-	-	-	-
Dental Hygienist	-	-	-	-	-	-	13	13	14	13	14	14	-	-	-	-	-	-
Dental Surgery Assistant	-	-	-	-	-	-	271	271	276	276	287	288*	-	-	-	-	-	-
Dental Technician	-	-	-	-	-	-	40	39	40	40	40	40	-	-	-	-	-	-
Pharmacist	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Dispenser	21	21	25	24	27	27	-	-	-	-	-	-	-	-	-	-	-	-
Clinical Psychologist	3	3	3	3	3	2	-	-	-	-	-	-	-	-	-	-	-	-
Physiotherapist	-	-	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Optometrist	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Dietitian	1	1	1	1	3	3	-	-	-	-	-	-	-	-	-	-	-	-
Accounting Officer	-	-	-	-	-	-	-	-	-	-	-	-	4	4	4	4	5	5
Supplies Officer	-	-	-	-	-	-	1	1	1	1	1	1	-	-	-	-	-	-
Assistant Supplies Officer	-	-	-	-	-	-	1	1	1	1	1	1	-	-	-	-	-	-
Hospital Administrator	-	-	2	2	2	2	-	-	-	-	-	-	-	-	-	-	-	-
Clerical Officer	7	5	10	9	10	10	42	39	42	36	45	39	11	11	11	11	13	12
Clerical Assistant	27	26	30	29	33	33	81	76	83	77	87	82	3	3	3	3	3	3
Office Assistant	1	1	1	1	1	1	3	1	2	1	2	1	-	-	-	-	-	-
Personal Secretary	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Laboratory Attendant	-	-	-	-	-	-	14	14	16	16	16	16	-	-	-	-	-	-
Workman II	19	19	23	23	24	24	65	58	68	58	70	63	-	-	-	-	-	-
Total:	176	165	203	193	219	210	790	769	813	782	838	815	19	19	19	19	22	21

Note 1: Figures as at 31 March 2018

Note 2: Figures as at 31 March 2019

Note 3: Figures as at 1 February 2020

Also supports the administrative work in relation to medical services for civil servants

* Includes 3 staff members on pre-retirement leave

- End -

CONTROLLING OFFICER'S REPLY

CSB067

(Question Serial No. 3805)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

- (a) Please provide information on the related expenditures on pensions, lifelong pensions or other allowances granted to civil servants who were convicted after retirement in the past 5 years.
- (b) Please provide information on pensioners whose pensions or other allowances were cancelled or deducted in accordance with sections 14, 15 and 16 of the Pensions Ordinance and the amount of savings achieved as a result in the past 5 years.
- (c) Please provide the amount of pension, lifelong pension and other allowances granted as at 2019 to the convicted civil servant whose appeal was dismissed by the Court of Final Appeal in the case of FAMC 56/2018.
- (d) Will the Civil Service Bureau cancel the pension of the convicted civil servant in accordance with the Pensions Ordinance subsequent to the ruling of FAMC 56/2018?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 112)

Reply:

- (a) According to the Pensions Ordinance (Cap. 89) and Pension Benefits Ordinance (Cap. 99), if a retired civil servant is criminally convicted of the following offences –
 - (i) any offence in connection with the public service under the Government, being an offence which is certified by the Chief Executive to have been gravely injurious to Hong Kong or to be liable to lead to serious loss of confidence in the public service;
 - (ii) any offence under Part II of the Prevention of Bribery Ordinance (Cap. 201), being an offence related to the person's previous public service under the Government; or
 - (iii) treason under section 2 of the Crimes Ordinance (Cap. 200),

he may not be granted pension, or the pension granted to him may be cancelled, reduced or suspended, as the case may be.

We do not keep statistics on the related expenditure on pension payments for civil servants who are convicted after retirement.

- (b) In the past five years, there was no case involving cancellation, suspension or reduction of pension under sections 14, 15 or 16 of the Pensions Ordinance.
- (c)&(d) We do not comment on individual cases. We will handle the pension of retired civil servants who are convicted of specified criminal offences in accordance with the relevant provisions of the Pensions Ordinance and Pension Benefits Ordinance. Please refer to part (a) of the above reply.

- End -

CONTROLLING OFFICER'S REPLY

CSB068

(Question Serial No. 3808)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The Government has mentioned that it will provide national studies training programmes to civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants. In this connection, will the Government inform this Committee of:

1. the operational expenses, manpower establishment and annual salary expenditure for the said programmes in the past year; and
2. the operational expenses, manpower establishment and annual salary expenditure for organising such programmes in the coming year?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 115)

Reply:

In 2019-20, the revised estimate on national studies training programmes is \$21.4 million, and the estimated expenditure in 2020-21 is around \$22.2 million. 25 Training Officers are involved in organising these programmes. As these officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses related to these training programmes.

- End -

CONTROLLING OFFICER'S REPLY

CSB069

(Question Serial No. 3809)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Government has indicated that it will continue to work on the establishment of a new civil service college. Will the Government inform this Committee of the details concerning the posts and expenditures involved in the work for setting up the new civil service college?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 116)

Reply:

In 2020-21, the Civil Service Bureau will carry out the planning work for the civil service college through the creation of one time-limited post of Senior Administrative Officer and internal redeployment of existing manpower and resources. As the relevant officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses related to the planning of the civil service college only.

- End -

CONTROLLING OFFICER'S REPLY

CSB070

(Question Serial No. 3842)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide, in the form of a table, the actual expenditure on the salaries and gratuity of the Secretary for the Civil Service (SCS) in the past year.

Please also provide, in the form of a table, the estimated expenditure on the salaries and gratuity of the SCS in the coming year.

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 139)

Reply:

In 2019-20, the expenditure on salary for the Secretary for the Civil Service (SCS) was about \$4.15 million. For budgetary purposes, the provision for the salary for the post of SCS for 2020-21 is \$4.18 million.

In 2019-20 and 2020-21, no expenditure or estimate has been made by the Civil Service Bureau for gratuity payable to SCS.

- End -

CONTROLLING OFFICER'S REPLY

CSB071

(Question Serial No. 3845)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

To upgrade training facilities for civil servants, the Government is actively examining the establishment of a new civil service college so as to further enhance training for civil servants in the areas of leadership development, interaction and communication with the public, innovation, use of technology, etc. In this regard, please advise this Committee on the manpower and expenditure involved in the related work in the coming year; as well as the location of the proposed new civil service college. How many overseas duty visits have been made and meetings held by the Bureau for this purpose? What is the progress of preparation so far and when is the college expected to commence operation?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 142)

Reply:

The Government has identified a “Government, Institution or Community” site near the Kwun Tong MTR Station for composite development using the “single site, multiple uses” model. We plan to construct two buildings in the site, namely a high block and a low block. The high block will mainly house the civil service college and other civil service supporting facilities, while the low block will mainly provide social welfare facilities, including a centre for enhanced integrated vocational and skills training for persons with disabilities, a gerontechnology exhibition centre, a care professions training institute, an art gallery for artists with disabilities, a district health centre, a public transport interchange, etc. We also plan to include elevated walkways, public open space and a landscaped deck in the composite development to further enhance the connectivity of the surrounding areas.

The Government consulted the Kwun Tong District Council on the initial planning of the project in May 2019. District Council members attending the meeting generally supported or did not object to the construction of the civil service college at the site concerned, but expressed various views on the composite development project as well as the planning and facilities in the vicinity. Their suggestions are being considered by the relevant policy bureaux and departments. We are conducting relevant studies on the establishment of the civil service college in accordance with established procedures for

public works, and will submit a funding proposal to the Legislative Council after the completion of the relevant studies. If everything goes smoothly, the civil service college is expected to be completed in 2026.

The Civil Service Bureau has visited the Mainland, Singapore, Australia, Europe and North America to learn more about the relevant training and management experience of the civil service colleges there. In 2020-21, the Civil Service Bureau will carry out the planning work for the civil service college through the creation of one time-limited post of Senior Administrative Officer and internal redeployment of existing manpower and resources. As the relevant officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses related to the planning of the civil service college only.

- End -

CONTROLLING OFFICER'S REPLY**CSB072****(Question Serial No. 4101)**

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee in table form of the following:

- (1) the national studies and the Basic Law programmes provided by the Civil Service Training and Development Institute (CSTDI) over the past 5 years, as well as the expenditures and the training targets involved.
- (2) the overseas training programmes provided by the CSTDI over the past 5 years, as well as the countries where such programmes took place and the expenditures involved.
- (3) the training programmes provided by the CSTDI and subsidised by non-local government bodies over the past 5 years, as well as the funding bodies and the amount of subsidy involved.

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 61)

Reply:

- (1) National studies programmes (including Basic Law training) organised by the Civil Service Bureau (CSB) can be divided into training held locally and in the Mainland. Mainland programmes are arranged for middle and senior-level civil servants, whereas local programmes are attended by civil servants at different levels. National studies programmes mainly cover the Basic Law, the latest national policies (such as the “Belt and Road Initiative”, the Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues, history and culture, etc. The expenditure involved in the past 5 years is as follows:

2015-16 Actual Expenditure	2016-17 Actual Expenditure	2017-18 Actual Expenditure	2018-19 Actual Expenditure	2019-20 Revised Estimate
\$18.3 million	\$18.3 million	\$18.4 million	\$21.1 million	\$21.4 million

- (2) CSB sponsors a small number of high potential senior-level civil servants to attend senior executive courses at renowned overseas institutions in the United Kingdom, the United States of America, France, Austria, Switzerland, Australia and Canada, etc. The expenditure involved in the past 5 years is as follows:

2015-16 Actual Expenditure	2016-17 Actual Expenditure	2017-18 Actual Expenditure	2018-19 Actual Expenditure	2019-20 Revised Estimate
\$4.1 million	\$4.5 million	\$3.3 million	\$4.6 million	\$6 million

- (3) Over the past 5 years, the Civil Service Training and Development Institute arranged a total of 7 civil servants to attend thematic study programmes organised by the Seoul Metropolitan Government (SMG). Each programme lasted about 1 week. The themes of the programmes included city management, digital government, smart city and water management. The cost for the participants' transportation between Hong Kong and Seoul was borne by the Hong Kong Government, while SMG was responsible to arrange the training programmes, meals and accommodation in Seoul. We do not have information about the amount of subsidy involved.

- End -

CONTROLLING OFFICER'S REPLY

CSB073

(Question Serial No. 4102)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee of the following:

- (1) the numbers of civil servants in civilian grades who were subject to summary disciplinary actions taken by various government bureaux and departments (B/Ds) in each of the past 5 years in table form by penalty and B/Ds;
- (2) the numbers of civil servants in civilian grades who were subject to formal disciplinary actions taken by various B/Ds in each of the past 5 years in table form by misconduct, penalty and B/Ds;
- (3) the numbers of civil servants in disciplined services grades who were subject to summary disciplinary actions taken by various B/Ds in each of the past 5 years in table form by penalty and B/Ds;
- (4) the numbers of civil servants in disciplined services grades who were subject to formal disciplinary actions taken by various B/Ds in each of the past 5 years in table form by misconduct, penalty and B/Ds;
- (5) the numbers of and penalty for civil servants who were subject to formal disciplinary actions for cases related to the activities of opposition to the proposed legislative amendments (the activities); and
- (6) the charges related to a number of cases involving the activities have been dismissed recently, reflecting the serious situation of indiscriminate arrests and prosecutions. How many civil servants have had their charges dismissed (have been prosecuted indiscriminately) after proceedings were initiated? Are the related measures unfair to civil servants prosecuted indiscriminately? Is there any mechanism to compensate them?

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 62)

Reply:

- (1) to (4) For civil servants who have committed misconduct or have been convicted of criminal offences, their respective policy bureaux/departments (B/Ds) may institute disciplinary actions against them. Generally speaking, disciplinary

actions in respect of middle and junior ranking civil servants in the disciplined services grades are taken by the disciplined services departments in accordance with the provisions under the respective Disciplined Services Legislation and the related subsidiary regulations on discipline. Moreover, B/Ds (including disciplined services departments) may take summary disciplinary actions for isolated acts of minor misconduct. Formal disciplinary actions in respect of civilian grades and senior ranking civil servants in the disciplined services grades are handled by the Secretariat on Civil Service Discipline in accordance with the Public Service (Administration) Order.

The numbers of cases of civil servants punished for conviction of criminal offences or misconduct in the past 5 financial years (as at 31 December 2019) broken down by B/Ds are as follows:

Department	2015-16			2016-17			2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary actions	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment	
Agriculture, Fisheries and Conservation Department	1	5	1	0	1	3	0	8	1	0	2	6	0	1	4
Architectural Services Department	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0
Auxiliary Medical Service	0	0	0	0	0	2	0	1	0	0	2	4	0	0	0
Buildings Department	1	1	3	0	2	1	0	2	3	0	1	0	1	0	1
Census and Statistics Department	0	0	2	0	0	0	0	1	0	0	0	3	0	0	0
Chief Secretary for Administration's Office	0	1	1	0	2	0	0	0	0	0	1	0	0	1	0
Civil Aid Service	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Civil Aviation Department	0	1	0	0	2	3	0	1	0	0	0	0	0	0	0
Civil Engineering and Development Department	0	1	1	0	1	2	0	1	1	0	2	1	0	1	0
Civil Service Bureau	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1

Department	2015-16			2016-17			2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary actions	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment	
Commerce and Economic Development Bureau	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Constitutional and Mainland Affairs Bureau	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0
Correctional Services Department	5	4	26	1	4	58	3	8	43	2	3	32	3	2	21
Customs and Excise Department	2	4	10	0	7	7	2	3	10	1	3	10	0	1	13
Department of Health	1	1	6	0	1	9	0	1	10	0	1	7	0	1	6
Department of Justice	0	0	0	0	0	0	0	2	0	0	0	2	0	0	1
Development Bureau	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Drainage Services Department	0	2	1	1	0	5	0	1	7	0	2	0	0	0	4
Education Bureau	0	0	2	2	0	4	0	1	7	0	1	4	0	0	9
Electrical and Mechanical Services Department	0	1	4	0	4	3	0	3	6	0	1	9	1	3	10
Environmental Protection Department	0	1	3	0	0	0	0	3	1	0	5	0	0	0	0
Financial Services and the Treasury Bureau	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
Fire Services Department	1	17	14	3	15	14	1	72	16	1	148	14	0	23	9
Food and Environmental Hygiene Department	1	40	39	2	42	55	0	36	51	2	33	30	0	27	22

Department	2015-16			2016-17			2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary actions	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment	
Government Laboratory	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Government Logistics Department	0	4	1	1	1	2	0	2	0	0	3	0	0	1	0
Government Property Agency	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Highways Department	0	3	2	0	2	3	0	1	3	0	0	2	0	0	1
Home Affairs Bureau	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Home Affairs Department	0	2	1	0	0	4	1	1	1	0	0	0	0	0	1
Hong Kong Monetary Authority	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Hong Kong Observatory	0	0	1	0	0	1	0	0	1	0	0	0	0	0	1
Hong Kong Police Force	16	56	48	28	43	50	6	60	75	18	52	136	10	32	53
Housing Department	0	0	4	0	2	9	1	2	2	1	2	5	0	2	3
Immigration Department	3	2	76	1	7	66	1	2	65	1	8	45	1	3	16
Information Services Department	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Inland Revenue Department	0	1	6	0	0	7	0	2	6	0	0	7	0	1	1
Innovation and Technology Commission	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Judiciary	0	1	1	0	1	0	0	0	2	0	1	1	0	0	0
Labour and Welfare Bureau	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Labour Department	0	0	0	0	1	5	0	0	1	0	1	3	0	3	0
Land Registry	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

Department	2015-16			2016-17			2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary actions	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment	
Lands Department	0	2	4	1	2	10	1	1	1	0	1	3	0	1	3
Legal Aid Department	0	0	0	0	1	1	1	0	0	0	0	1	0	0	0
Leisure and Cultural Services Department	2	3	17	0	15	26	2	9	30	3	2	17	3	6	20
Marine Department	0	0	3	0	0	4	0	0	1	1	1	1	0	1	2
Office of the Communications Authority	0	0	2	0	0	4	0	0	0	0	2	0	0	0	0
Office of the Government Chief Information Officer	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
Official Receiver's Office	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Planning Department	0	0	1	0	2	0	0	0	1	0	0	0	0	0	0
Post Office	0	19	57	0	20	110	0	6	96	2	17	66	0	11	44
Radio Television Hong Kong	0	0	1	0	0	1	0	0	1	0	1	1	0	0	0
Rating and Valuation Department	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2
Security Bureau	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Social Welfare Department	0	0	1	2	3	6	0	0	1	0	0	2	0	2	1
Trade and Industry Department	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Transport Department	0	1	0	0	2	3	0	0	2	0	1	2	0	1	0
Treasury	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Water Supplies Department	1	0	1	1	6	7	2	6	6	0	0	5	1	5	4

Department	2015-16			2016-17			2017-18			2018-19			2019-20 (as at 31 December 2019)		
	Formal disciplinary action		Summary disciplinary action (Note 3)	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary actions	Formal disciplinary action		Summary disciplinary action	Formal disciplinary action		Summary disciplinary action
	Removal (Note 1)	Other punishment (Note 2)		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment		Removal	Other punishment	
Working Family and Student Financial Assistance Agency	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Sub-total	34	175	343	43	193	488	21	241	454	32	304	421	20	130	253
Total	552			724			716			757			403		

Note 1: Including dismissal and compulsory retirement.

Note 2: Including reduction in rank, severe reprimand, reprimand, financial penalty, verbal warning and written warning, etc.

Note 3: Including verbal warning, written warning, and admonishment/admonition.

(5) & (6) As at 29 February 2020, a total of 43 civil servants have been arrested and under police investigation or charged for suspected involvement in unlawful public activities relating to the Anti-Fugitive Offenders Ordinance amendment exercise since June 2019. Among them, 42 have been interdicted thus far. Interdiction is not a disciplinary punishment and there is no presumption of guilt in interdiction. An officer may be interdicted when the relevant authority, having regard to public interest, considers it inappropriate for him to continue to exercise the powers and functions of his public office temporarily.

The Government has an established mechanism for handling civil service disciplinary matters. For civil servants convicted of criminal offence, disciplinary actions will only be taken against the civil servants concerned upon conclusion of the relevant criminal proceedings.

- End -

CONTROLLING OFFICER'S REPLY**CSB074****(Question Serial No. 4103)**

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please advise this Committee on:

- (1) the numbers of applications for post-service outside work by directorate civil servants and the applications approved in the past 5 years. Please set out in table form the last posts held by the directorate civil servants whose applications for outside work were approved and the organisations they took up outside work.
- (2) the numbers of applications for post-retirement outside work by non-directorate civil servants and the applications approved, the organisations they took up outside work and the numbers of civil servants approved for outside work in the past 5 years.

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 63)

Reply:

- (1) The number of applications for post-service outside work by directorate civil servants and respective information in the past 5 years are as follows –

Number of Applications

Year	2015	2016	2017	2018	2019
Number of Applications	68	52	74	60	43
Number of Approved Applications	63	50	69	56	43
Number of Rejected Applications	5	2	5	4	0

Number of Applicants by rank¹

Directorate rank (or equivalent) ²	2015	2016	2017	2018	2019
D1	20	13	19	16	16
D2	14	16	14	15	12
D3	6	5	10	8	6
D4	1	1	1	2	1
D5	4	2	2	2	2
D6	3	0	2	4	0
D8	3	6	3	1	1
Total	51	43	51	48	38

Approved post-service outside work applications by nature of prospective employers

Year	2015	2016	2017	2018	2019
Non-commercial entities	39	32	42	37	26
Private commercial organisations	24	18	27	19	17
Total	63	50	69	56	43

- (2) Applications for post-service outside work from non-directorate civil servants who retire on pensionable terms are considered and decided by the relevant Permanent Secretary/Head of Department/Head of Grade. According to the information provided by Bureaux and Departments, the number of applications for post-service outside work by non-directorate civil servants in the past five years are as follows -

Number of Applications

Year	2015	2016	2017	2018	2019
Number of Applications	828	679	714	742	654
Number of Approved Applications	812	674	708	732	647
Number of Rejected Applications	16	5	6	10	7

¹ A directorate civil servant may submit more than one application for post-service outside work. Such applicants are counted only once.

² There is currently no D7 post.

Approved post-service outside work applications by nature of prospective employers

Year	2015	2016	2017	2018	2019
Non-commercial entities	252	239	219	252	266
Private commercial organisations	560	435	489	480	381
Total	812	674	708	732	647

An overview of post-service outside work by civil servants is set out in the Annual Report on the Work of the ACPE, which is submitted to the Legislative Council annually for information.

- End -

CONTROLLING OFFICER'S REPLY

CSB075

(Question Serial No. 4374)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please set out in detail the virus prevention measures adopted in government offices or buildings as the work-from-home arrangements for civil servants came to an end on 2 March 2020; and the detailed expenditure incurred by each measure, including in particular the number of face masks prepared for civil servants who ceased working from home. If civil servants are not provided with face masks and have to purchase face masks at their own expenses, how does the Government ensure that their face masks can offer enough protection against the virus and that members of the public using services inside government offices or buildings will not be infected by the virus.

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 340)

Reply:

Bureaux/Departments (B/Ds) will, with regard to the situation on the ground, implement various infection control measures at government buildings and offices to reduce the risk of infection and the spread of the virus, as well as to protect the health of their staff and members of the public. These measures include enhancing the cleansing of public facilities, such as lifts and escalators, checking the body temperature of persons entering government buildings and offices, providing alcohol hand sanitiser and sanitising mats, etc. The Civil Service Bureau does not have the information on the expenditure incurred by B/Ds for implementing the preventive measures.

In addition, B/Ds will make necessary manpower deployment taking into account their operational needs and implement targeted measures to reduce social contact. For instance, where practicable, introducing flexible working hours to reduce staff using public transport during peak hours; adopting a roster system to reduce the number of staff working in an office at any one time; adjusting the frequency, duration and mode of meetings; restricting the number of visitors at any one time by making use of scheduled appointments, drop boxes, quota system, etc. B/Ds have also appointed Infection Control Officers for dissemination of health advice on disease prevention, coordination of the requirement of protective equipment, and addressing staff enquiries.

Regarding the arrangements to provide staff with necessary protective equipment including masks, priority has to be accorded to essential uses such as healthcare personnel and other frontline staff responsible for providing emergency and essential services and involved in anti-epidemic work. The Steering Committee cum Command Centre in relation to the COVID-19 virus has recognised the need of B/Ds that in addition to the above-mentioned officers, masks should also be provided to other staff if he/she will have frequent contact with members of the public as part of his/her duties (e.g. counter staff) or work in crowded places; or those with operational or other needs. B/Ds will continue to provide masks, alcohol handrub and swab, gloves and safety goggles, etc. to staff as necessary, with due regard to the actual operational situation. The Financial Services and the Treasury Bureau has already promulgated guidelines to relax the procedures of mask procurements to give B/Ds more flexibility to procure masks from the market to meet their respective operational and staff needs. All Heads of Departments will express understanding of staff's situation and respond to staff concerns as far as possible in a considerate and caring manner.

The Government will stay vigilant as fighting the epidemic remains our top priority. B/Ds will continue to implement targeted measures to reduce social contacts and infection control measures at government buildings and offices to lower the risk of infection and transmission.

- End -

CONTROLLING OFFICER'S REPLY**CSB076****(Question Serial No. 4454)**

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the work in relation to the Code on Access to Information, will the Government advise this Committee on the following:

- Concerning the requests for information under the Code on Access to Information received by the Civil Service Bureau from October 2018 to present for which only some of the required information has been provided, please state in table form: (i) the content of the requests for which only some of the required information has been provided; (ii) the reasons for providing some of the information only; (iii) whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application); (iv) whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application)? If yes, please provide the details of how the requests have been handled eventually.

From October to December 2018

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

2019

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the required information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding some of the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

- 2) Concerning the requests for information under the Code on Access to Information received by the Civil Service Bureau from October 2018 to present for which the required information has not been provided, please state in table form: (i) the content of the requests refused; (ii) the reasons for refusal; (iii) whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application); (iv) whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application)? If yes, please provide the details of how the requests have been handled eventually.

From October to December 2018

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

2019

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure

			(according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

- 3) Any person who believes that a department has failed to comply with any provision of the Code on Access to Information may ask the department to review the situation. Please advise this Committee in each of the past 5 years, (i) the number of review cases received; (ii) the number of cases, among the review cases received in the year, in which further information was disclosed after review; (iii) whether the decisions on review were made at the directorate (D1 or D2) level.

Year in which review cases were received	(i) Number of review cases received	(ii) Number of cases, among the review cases received in the year, in which further information was disclosed after review	(iii) Whether the decisions on review were made at the directorate (D1 or D2) level
2015			
2016			
2017			
2018			
2019			

- 4) With reference to the target response times set out in paragraphs 1.16.1 to 1.19.1 of Guidelines on Interpretation and Application of the Code on Access to Information, please advise this Committee on the following information by year in table form (with text descriptions).

- (a) Within 10 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications for which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 10 to 21 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 21 to 51 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

(b) cases in which information could not be provided within 21 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

- (c) cases in which information could not be provided within 51 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

- 5) Please state in table form the number of those, among the cases in which requests for information were refused under the exemption provisions in Part 2 of the Code on Access to Information, on which the Privacy Commissioner for Personal Data was consulted when they were being handled in the past 5 years. For cases on which advice had been sought, was it fully accepted in the end? For cases where the advice of the Privacy Commissioner for Personal Data was not accepted or was only partially accepted, what are the reasons?

Date	Subject	Particular exemption provision in Part 2 of the Code on Access to Information under which requests for information were refused	Whether the advice of the Privacy Commissioner for Personal Data was fully accepted	Reasons for refusing to accept or only partially accepting the advice of the Privacy Commissioner for Personal Data

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 359)

Reply:

- 1&2) From October 2018 to September 2019, of the requests for information under the Code on Access to Information (the Code) received by the Civil Service Bureau (CSB), 2 were only met in part and 9 were refused. All requests had been examined by officers at the directorate (D1 or D2) level in arriving at a decision on disclosure of information. Factors considered include assessment on whether the harm or prejudice that could result from disclosure of the information would outweigh the public interest in disclosure of the information.

The information requested by the 2 applications met in part were about the questions of the Joint Recruitment Examination (JRE), statistics on the JRE, the lowest scores attained by the candidates at the JRE and shortlisted for the selection interviews of Administrative Officers (AO) and Executive Officers (EO) II, and questions asked at the selection interviews of AO. Having considered paragraph 2.11 “public employment and public appointments” of the Code, we provided each applicant with the requested information in part only. As for the 9 applications for which the requested information was not provided, they were handled in accordance with paragraph 2.9 “management and operation of the public service”, paragraph 2.11 “public employment and public appointments” and paragraph 2.15 “privacy of the individual” of the Code, and we refused to provide the concerned applicants with the information requested. Such requested information includes application forms submitted by directorate officers on final leave and former directorate officers for permission to undertake outside work, performance appraisals forms and related documents of the AO grade, the lowest scores attained by the candidates at the JRE and shortlisted for the selection interviews of EO II, questions and answer scripts of

the JRE/Common Recruitment Examination/Basic Law Test, statistics concerning AOs who had worked in Consulates in Hong Kong before appointment to the civil service, as well as the number of appointees holding foreign passports in the AO recruitment exercises.

- 3) During the period from 2015 to September 2019, CSB received 5 requests for review and the information requested in one of these applications was disclosed after review. The decisions on all requests for review were made by officers at the directorate D3 level or above in CSB.
- 4) During the period from 2016 to September 2019, the number of written requests received by CSB for which the information requested was provided within 10 days, 11 to 21 days and 22 to 51 days from date of receipt of a request were 124, 53 and 8 respectively. Regarding the 8 requests for which the information requested could not be provided within 21 days from date of receipt of the request, it was mainly due to longer time taken in preparing the information requested which was complex in nature and/or seeking legal advice. During the said period, there were 12 occasions in which the requests received were referred to another department which held the requested information for processing within 10 days from date of receipt of the request. There were another 15 occasions in which CSB refused to provide the requested information to the applicants under the exemption provisions in Part 2 of the Code. There was no case where information could not be provided within 51 days from date of receipt of a request.
- 5) During the period from 2016 to September 2019, CSB did not consult the Privacy Commissioner for Personal Data on cases where requests for information were refused.

- End -

CONTROLLING OFFICER'S REPLY

CSB077

(Question Serial No. 4840)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please advise this Committee on the following:

- (1) the additional headcounts in various bureaux and departments in the past 5 years and their notional annual mid-point salaries;
- (2) the additional headcounts at directorate level in various bureaux and departments in the past 5 years;
- (3) the number of staff at directorate level and those of salary segment D posts in various bureaux and departments having left the civil service in the past 5 years, broken down by reason for departure; and
- (4) the number of staff in the administrative grade having left the civil service in the past 5 years, broken down by rank and reason for departure.

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 404)

Reply:

- (1) According to the 2014-15 to 2018-19 Estimates of Expenditure, the estimated changes in civil service establishment of bureaux and departments (B/Ds) are set out at **Annex A**. The notional annual mid-point salaries for the additional posts created in these five financial years are set out at **Annex B**.
- (2) According to the 2014-15 to 2018-19 Estimates of Expenditure, the estimated changes in the establishment of directorate posts of B/Ds are set out at **Annex C**.

- (3) The numbers of civil servants at directorate level in various B/Ds who had left the service from 2014-15 to 2018-19, broken down by wastage type, are set out below –

Wastage Type	Number of Officers Leaving the Service				
	2014-15	2015-16	2016-17	2017-18	2018-19
Retirement	113	128	142	161	145
Resignation	3	5	6	9	10
Completion of Agreement	6	6	2	11	2
Death	3	2	3	1	2
Other Reasons	1	0	0	1	1
Total	126	141	153	183	160

As regards the wastage of civil servants at ranks with maximum pay points between Master Pay Scale Points 45 to 49, or equivalent, the numbers of officers leaving the service, broken down by wastage type, are set out below –

Wastage Type	Number of Officers Leaving the Service				
	2014-15	2015-16	2016-17	2017-18	2018-19
Retirement	244	236	277	293	270
Resignation	14	16	19	26	33
Completion of Agreement	6	2	4	5	3
Death	5	4	3	6	5
Dismissal	0	0	0	0	1
Other Reasons	0	1	0	1	0
Total	269	259	303	331	312

- (4) The numbers of civil servants of the Administrative Officer grade who had left the service from 2014-15 to 2018-19, broken down by ranks and reasons of wastage, are set out at **Annex D**.

**Change in Civil Service Establishment
of Bureaux/Departments from 2014-15 to 2018-19**

Bureau/Department/ Organisation	Change in Establishment				
	2014-15	2015-16	2016-17	2017-18	2018-19
Agriculture, Fisheries and Conservation Department	+ 19	+ 20	+ 72	+ 22	+ 102
Architectural Services Department	+ 14	+ 4	+ 24	+ 23	+ 47
Audit Commission	+ 4	+ 1	+ 1	-1	+ 5
Auxiliary Medical Service	+ 3	-	-	-	-
Buildings Department	+ 215	+ 152	+ 86	+ 55	+ 125
Census and Statistics Department	+ 73	-5	-38	-12	+ 7
Chief Executive's Office	+ 1	-	-1	-	-
Chief Secretary and Financial Secretary's Offices	+ 21	-3	+ 14	-4	-45
Civil Aid Service	-	-	-	-	+ 2
Civil Aviation Department	-4	-27	+ 9	+ 33	+ 82
Civil Engineering and Development Department	+ 61	+ 15	+ 77	+ 6	+ 91
Civil Service Bureau	+ 3	+ 1	+ 8	+ 6	+ 13
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 2	+ 5	+ 23	+ 22	+ 26
Commerce and Economic Development Bureau (Communications and Creative Industries Branch) [Formerly named as Communications and Technology Branch]	+ 10	+ 9	+ 10	+ 1	-
Companies Registry	-1	+ 8	+ 6	+ 29	+ 28
Constitutional and Mainland Affairs Bureau	+ 12	+ 3	+ 14	+ 3	+ 7
Correctional Services Department	+ 44	+ 3	+ 44	+ 62	+ 66
Customs and Excise Department	+ 138	+ 61	+ 19	+ 455	+ 766
Department of Health	+ 117	+ 87	+ 116	+ 130	+ 183
Department of Justice	+ 35	+ 8	+ 37	+ 32	+ 79

Bureau/Department/ Organisation	Change in Establishment				
	2014-15	2015-16	2016-17	2017-18	2018-19
Development Bureau (Planning and Lands Branch)	+ 10	+ 2	+ 3	+ 6	+ 18
Development Bureau (Works Branch)	+ 5	+ 4	+ 17	+ 20	+ 10
Drainage Services Department	+ 21	+ 37	+ 20	+ 5	+ 58
Education Bureau	+ 90	+ 40	+ 133	+ 121	+ 117
Electrical and Mechanical Services Department	+ 17	+ 29	+ 9	+ 56	+ 104
Environment Bureau	+ 4	-1	+ 2	+ 2	-
Environmental Protection Department	+ 90	+ 27	+ 36	+ 24	+ 211
Financial Services and the Treasury Bureau (Financial Services Branch)	-	+ 4	-4	+ 1	+ 10
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 1	-	-	+ 10	+ 3
Fire Services Department	+ 137	+ 146	+ 61	+ 331	+ 383
Food and Environmental Hygiene Department	+ 30	+ 3	+ 3	-	+ 107
Food and Health Bureau (Food Branch)	+ 1	+ 2	+ 5	+ 3	+ 4
Food and Health Bureau (Health Branch)	-5	+ 8	+ 2	+ 4	+ 43
Government Flying Service	-1	+ 1	+ 32	+ 31	+ 11
Government Laboratory	+ 16	+ 10	+ 3	-	-
Government Logistics Department	+ 2	+ 1	-	+ 2	+ 3
Government Property Agency	-	-	-	-2	-
Highways Department	+ 2	+ 33	+ 59	+ 45	+ 153
Home Affairs Bureau	-2	+ 19	+ 42	-23	+ 20
Home Affairs Department	+ 41	+ 24	+ 51	+ 5	+ 125
Hong Kong Monetary Authority	-2	-5	-3	-5	-3
Hong Kong Observatory	-	+ 7	+ 4	+ 4	+ 17
Hong Kong Police Force	+ 169	+ 603	+ 87	+ 608	+ 1 057
Hospital Authority	-144	-139	-135	-156	-146
Housing Authority	+ 206	+ 264	+ 188	+ 72	+ 251
Immigration Department	+ 138	+ 106	+ 183	+ 711	+ 824
Independent Commission Against Corruption	+ 45	-8	+ 12	+ 17	+ 6

Bureau/Department/ Organisation	Change in Establishment				
	2014-15	2015-16	2016-17	2017-18	2018-19
Information Services Department	-	+ 3	+ 2	-2	+ 5
Inland Revenue Department	+ 6	+ 1	+ 9	+ 12	+ 37
Innovation and Technology Bureau			+ 12	+ 15	+ 120
Innovation and Technology Commission	+ 16	-	+ 21	+ 14	+ 50
Intellectual Property Department	+ 10	-	+ 15	+ 4	+ 3
Invest Hong Kong	-	-	+ 1	-	+ 1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 1	-2	-2	-	+ 3
Judiciary	+ 66	+ 52	+ 53	+ 53	+ 37
Labour and Welfare Bureau	+ 7	+ 1	+ 2	-6	+ 7
Labour Department	+ 62	+ 75	+ 6	+ 12	+ 139
Land Registry	-	+ 15	+ 2	-	+ 5
Lands Department	+ 101	+ 16	+ 33	+ 55	+ 378
Legal Aid Department	-	+ 1	-	-	+ 3
Legal Aid Services Council	-	-	-	-	-
Leisure and Cultural Services Department	+ 165	+ 202	+ 271	+ 107	+ 242
Marine Department	+ 13	+ 4	+ 28	+ 26	+ 9
Office for Film, Newspaper and Article Administration	+ 12	-	-	+ 1	+ 1
Office of the Communications Authority	+ 2	+ 7	+ 4	+ 3	+ 12
Office of the Government Chief Information Officer	+ 4	+ 3	+ 26	+ 7	+ 16
Official Receiver's Office	+ 7	-	-	-	+ 31
Overseas Economic and Trade Offices	+ 1	+ 4	+ 5	-1	+ 7
Planning Department	+ 35	+ 8	+ 18	-14	+ 50
Post Office	-	-	-	-	-
Public Service Commission Secretariat	+ 1	-	+ 4	-	-
Radio Television Hong Kong	+ 35	+ 3	+ 19	+ 9	+ 7
Rating and Valuation Department	+ 2	+ 5	+ 2	+ 9	+ 18

Bureau/Department/ Organisation	Change in Establishment				
	2014-15	2015-16	2016-17	2017-18	2018-19
Registration and Electoral Office	+ 75	+ 45	+ 6	-8	+ 3
Secretariat, Commissioner on Interception of Communications and Surveillance	-	+ 3	-	-	-
Security Bureau	+ 3	+ 5	+ 18	+ 8	+ 33
Social Welfare Department	+ 202	+ 29	+ 108	+ 120	+ 292
Student Financial Assistance Agency	-28				
Trade and Industry Department	+ 6	+ 1	+ 9	+ 4	+ 6
Transport and Housing Bureau (Transport Branch)	-2	+ 12	+ 8	+ 9	+ 2
Transport Department	+ 105	+ 22	+ 78	+ 62	+ 122
Treasury	-	+ 4	+ 7	+ 13	+ 2
University Grants Committee	+ 3	+ 3	+ 3	+ 2	+ 9
Vocational Training Council	-2	-2	-2	-2	-1
Water Supplies Department	+ 10	+ 27	+ 45	+ 22	+ 83
Working Family and Student Financial Assistance Agency		+ 434	+ 81	+ 90	-2
Total	+ 2 556	+ 2 540	+ 2 223	+ 3 378	+ 6 700

**Notional Annual Mid-Point Salaries
for additional civil service posts created from 2014-15 to 2018-19**

Year	Notional Annual Mid-Point Salaries (\$ billion)
2014-15	1.23
2015-16	1.03
2016-17	1.24
2017-18	1.61
2018-19	2.84

**Change in Establishment of Directorate Posts
from 2014-15 to 2018-19**

Bureau/Department/ Organisation	Change in Establishment of Directorate Posts				
	2014-15	2015-16	2016-17	2017-18	2018-19
Architectural Services Department	-	-	-	+ 1	+ 1
Chief Secretary and Financial Secretary's Offices	-	+ 1	-	-2	-1
Civil Aviation Department	-	-	+ 1	-	+ 2
Civil Engineering and Development Department	+ 3	-	+ 5	-	+ 4
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	+ 1	+ 3	+ 3
Commerce and Economic Development Bureau (Communications and Creative Industries Branch) [Formerly named as Communications and Technology Branch]	+ 2	+ 2	+ 2	-	-
Companies Registry	-1	-	-	+ 1	-
Constitutional and Mainland Affairs Bureau	+ 1	-	-	-	+ 1
Department of Health	-	-	+ 2	-	+ 1
Department of Justice	-	-1	+ 2	-1	+ 3
Development Bureau (Planning and Lands Branch)	+ 1	-	-	+ 1	-
Development Bureau (Works Branch)	+ 1	-	+ 1	+ 1	-
Education Bureau	-	-1	+ 2	-	-
Electrical and Mechanical Services Department	-	+ 2	-	-	-
Environment Bureau	-	-1	+ 1	-	-
Environmental Protection Department	+ 1	+ 2	+ 1	-	+ 3
Financial Services and the Treasury Bureau (Financial Services Branch)	-2	+ 1	-1	-1	+ 1

Bureau/Department/ Organisation	Change in Establishment of Directorate Posts				
	2014-15	2015-16	2016-17	2017-18	2018-19
Financial Services and the Treasury Bureau (The Treasury Branch)	-	-	-	+ 1	-
Fire Services Department	-	+ 1	-	-	-
Food and Environmental Hygiene Department	-	-	+ 1	+ 2	+ 1
Food and Health Bureau (Food Branch)	-	-	+ 1	-	-
Food and Health Bureau (Health Branch)	-2	-	-	-	+ 2
Government Flying Service	-	-	+ 1	-	-
Highways Department	-	-	-	-	+ 1
Home Affairs Bureau	+ 1	-	-	+ 1	-1
Home Affairs Department	-1	-	-	-	+ 1
Hong Kong Police Force	+ 1	-	-	-	-
Hospital Authority	-	-	-1	-1	-
Housing Authority	+ 4	+ 1	+ 1	-	-
Immigration Department	-	-	+ 2	-	-1
Independent Commission Against Corruption	-	-1	-	-	-
Inland Revenue Department	+ 1	-	-	-	+ 1
Innovation and Technology Bureau			-	-	+ 13
Innovation and Technology Commission	-	-	-	-	+ 1
Intellectual Property Department	+ 1	-	-	-	-
Judiciary	+ 9	+ 1	+ 4	+ 15	+ 5
Labour and Welfare Bureau	+ 2	-	-1	-2	-
Labour Department	-	-	-	-	+ 1
Office of the Government Chief Information Officer	-	-	-	-	-1
Overseas Economic and Trade Offices	-	-	+ 1	-	+ 1
Planning Department	-1	-	+ 1	-	-
Registration and Electoral Office	+ 1	-	-	-1	+ 1
Security Bureau	-1	+ 1	+ 1	-1	+ 1
Social Welfare Department	-	-	+ 1	+ 1	-

Bureau/Department/ Organisation	Change in Establishment of Directorate Posts				
	2014-15	2015-16	2016-17	2017-18	2018-19
Transport and Housing Bureau (Transport Branch)	-	+ 2	-	-	-
Transport Department	-	+ 2	-	-	+ 3
Water Supplies Department	-	-	-	+ 2	-
Total	+ 21	+ 12	+ 29	+ 20	+ 47

**Wastage of the Administrative Officer Grade (By Rank)
(2014-15 to 2018-19)**

Financial Year	Retirement							Resignation							Other Reasons							Total							Grand Total	
	Administrative Officer Staff Grade A1	Administrative Officer Staff Grade A	Administrative Officer Staff Grade B1	Administrative Officer Staff Grade B	Administrative Officer Staff Grade C	Senior Administrative Officer	Administrative Officer	Administrative Officer Staff Grade A1	Administrative Officer Staff Grade A	Administrative Officer Staff Grade B1	Administrative Officer Staff Grade B	Administrative Officer Staff Grade C	Senior Administrative Officer	Administrative Officer	Administrative Officer Staff Grade A1	Administrative Officer Staff Grade A	Administrative Officer Staff Grade B1	Administrative Officer Staff Grade B	Administrative Officer Staff Grade C	Senior Administrative Officer	Administrative Officer	Administrative Officer Staff Grade A1	Administrative Officer Staff Grade A	Administrative Officer Staff Grade B1	Administrative Officer Staff Grade B	Administrative Officer Staff Grade C	Senior Administrative Officer	Administrative Officer		
2014-15	2	0	0	2	3	2	0	0	0	0	0	2	2	6	0	0	0	0	0	0	0	0	2	0	0	2	5	4	6	19
2015-16	2	1	1	2	2	1	0	0	0	0	1	0	4	3	0	1	0	0	0	0	0	0	2	2	1	3	2	5	3	18
2016-17	2	3	2	3	4	1	0	0	0	0	0	2	2	2	0	0	0	0	1	0	2	2	3	2	3	7	3	4	24	
2017-18	3	0	0	3	0	0	0	1	1	0	1	1	3	2	0	0	0	0	0	0	0	0	4	1	0	4	1	3	2	15
2018-19	2	1	2	3	2	0	0	0	0	0	0	5	6	3	0	0	0	1	1	0	1	2	1	2	4	8	6	4	27	

- End -

CONTROLLING OFFICER'S REPLY

CSB078

(Question Serial No. 4841)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Last year, the Government enhanced the employment terms and conditions as well as labour benefits of non-skilled workers engaged under government service contracts. In this connection, please advise this Committee on the following:

- (1) Is there any plan for the Government to improve the employment terms and conditions as well as labour benefits of other employees engaged under government service contracts? What progress has been achieved?
- (2) Is there any plan for the Government to improve the employment terms and conditions as well as labour benefits of non-civil service contract staff? What progress has been achieved?

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 405)

Reply:

- (1) As outsourcing service is not under the purview of the Civil Service Bureau (CSB), CSB does not have the relevant information to provide.
- (2) As regards the employment terms and conditions as well as labour benefits of non-civil service contract (NCSC) staff, CSB has reminded B/Ds from time to time to enhance the terms and conditions of NCSC staff on a discretionary basis if considered practicable. Bureaux/Departments (B/Ds) also conduct periodic reviews on the terms and conditions of service of NCSC staff. Many B/Ds are offering their NCSC staff with employment packages with terms and conditions of service better than the provisions in the Employment Ordinance (EO), such as providing more annual leave than that prescribed under the EO, and offering end-of-contract gratuity. With a view to further enhancing the employment terms of NCSC staff, B/Ds have been required to provide their full-time^(Note 1) NCSC staff 17 days of General Holidays with pay^(Note 2) starting from this financial year, i.e. 1 April 2020.

Note 1: "Full-time" employment means employment under a "continuous contract" as defined by the EO. According to the Ordinance, an employee is regarded as being employed under

a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2: That is, in addition to 12 Statutory Holidays, the remaining 5 General Holidays, namely the Good Friday, the day following Good Friday, Easter Monday, the Birthday of the Buddha and the first weekday after Christmas Day, will also be granted with pay.

- End -

CONTROLLING OFFICER'S REPLY**CSB079****(Question Serial No. 4842)**

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

According to the Civil Service Regulations, civil servants committing criminal offences while on duty may be provided with legal representation by the Civil Service Bureau. Please advise this Committee on the number of occasions when such legal representation was provided in the past 5 years, the nature of the cases and the expenditure involved in each case. Please list the case numbers.

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 407)

Reply:

Under the Civil Service Regulations, if a civil servant is charged with a criminal offence which is not corruption-related, or involved in civil proceedings or formal inquiries arising from the performance of official duties, he/she may apply for legal assistance. Having regard to the circumstances of the cases, the Government will consider whether legal representation should be arranged by the Department of Justice or by appointment of lawyers in the private practice.

In the past 5 financial years (up to 13 March 2020), a total of 188 applications for legal assistance were approved, of which 17 applications involved expenditure for appointment of lawyers in the private practice. The relevant information is appended below –

Year of the cases approved	Number of cases	Nature of the proceedings ^(Note 1)	Actual expenditure ^(Note 2) (up to 13.3.2020) (\$'000)
2015-16	1	Criminal	10
	1	Criminal	5
Total	2		15
2016-17	1	Criminal	15
	1	Criminal	61
	1	Criminal	527
Total	3		603

Year of the cases approved	Number of cases	Nature of the proceedings ^(Note 1)	Actual expenditure ^(Note 2) (up to 13.3.2020) (\$'000)
2017-18	1	Criminal	14
	1	Criminal	10
Total	2		24
2018-19	1	Criminal	31
	1	Criminal	144
	1	Criminal	35
	1	Criminal	27
	1	Formal inquiries	1,486
	1	Formal inquiries	781
Total	6		2,504
2019-20	1	Criminal	38
	1	Criminal	19
	1	Criminal	12
	1	Civil	413
Total	4		482

Note 1 : In order to protect the personal data of the involved officers, we are unable to provide the case numbers.

Note 2 : Depending on the development of the proceedings, the above actual expenditure might be incurred in more than one financial year.

- End -

CONTROLLING OFFICER'S REPLY

CSB080

(Question Serial No. 4874)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

1. Please list the grades with no recruitment exercise conducted in the past 3 years. In case there is any, please provide the reasons and the details of the grade(s) (e.g. ranks, number of officers in different ranks and mid-point salaries).
2. Please list the grades with a male-to-female ratio higher than 70% (i.e. the number of male officers is 70% higher than the female officers, or vice versa). In case there is any, please provide the details and the reasons. Is gender included in the recruitment criteria in conducting recruitment exercises?

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 442)

Reply:

1. The Civil Service Bureau does not keep information on the grades with no recruitment exercise conducted in the past 3 years. Generally speaking, bureaux/departments (B/Ds) will conduct recruitment exercises in a timely manner based on their operational needs and manpower plans (including anticipated vacancies). If there is no creation of post/wastage in a grade, or the existing mode of service is under review, it may not be necessary for the B/D concerned to conduct regular recruitment exercises.

2. On 31 March 2019, female civil servants accounted for 38% of the civil service strength, the ratio (by salary group and pay scale) is set out in table 1 and table 2.

Table 1 The ratio of female civil servants to the civil service strength (by salary group) on 31 March 2019

Salary group	Male		Female		Total
	Number	Percentage	Number	Percentage	
Directorate	863	62%	530	38%	1 393
Upper ^{Note 1}	13 138	61%	8 401	39%	21 539
Middle/lower ^{Note 2}	94 385	62.2%	57 430	37.8%	151 815
Total	108 386	62%	66 361	38%	174 747

Note 1: The group of upper ranks includes ranks with maximum salary between Master Pay Scale (MPS) Point 34 to 49 or equivalent.

Note 2: The group of middle and lower ranks covers ranks with maximum salary below MPS Point 34 or equivalent. We do not collect figures for the middle and lower ranks separately.

Table 2: The ratio of female civil servants to the civil service strength (by pay scale) on 31 March 2019

Pay Scale	Male		Female		Total
	Number	Percentage	Number	Percentage	
Directorate Pay Scale/Directorate (Legal) Pay Scale	763	59.9%	511	40.1%	1 274
Master Pay Scale	56 562	52.4%	51 334	47.6%	107 896
Police Pay Scale	24 339	82.7%	5 105	17.3%	29 444
General Disciplined Services Pay Scale	24 349	84%	4 654	16%	29 003
Model Scale 1 Pay Scale	2 373	33.3%	4 757	66.7%	7 130
Total	108 386	62%	66 361	38%	174 747

CSB does not have statistics on the grades with a male-to-female ratio higher than 70% (i.e. the number of male officers is 70% higher than the female officers, or vice versa). Appointments to the Civil Service are based on the principle of open and fair competition. All applicants in an open recruitment exercise are assessed on the same basis of their ability, performance and character, having regard to the stipulated entry requirements set according to the job requirements of the grade concerned. The Government will treat applicants of any gender equally so as to recruit suitable candidates.

- End -

CONTROLLING OFFICER'S REPLY**CSB081****(Question Serial No. 4917)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (-) Not SpecifiedControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

In relation to the creation of posts by the Civil Service Bureau in the 2020-21 financial year, please set out in table form the details of creation of posts in the past 5 years (including grade, rank and breakdown figures) and the number of posts and establishments of the ranks concerned.

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 500)Reply:

Details of the posts created in the Civil Service Bureau in the past 5 financial years and the establishment position of the ranks concerned are set out in the table below:

Financial Year	Grade	Rank	Net increase in no. of post	Establishment as at 31 March of the respective year
2015-16	Executive Officer	Chief Executive Officer	1	23
		Senior Executive Officer	1	67
		Executive Officer I	2	38
	Clerical Officer	Assistant Clerical Officer	1	79

Financial Year	Grade	Rank	Net increase in no. of post	Establishment as at 31 March of the respective year
2016-17	Executive Officer	Chief Executive Officer	1	24
		Senior Executive Officer	1	68
		Executive Officer I	1	39
	Training Officer	Chief Training Officer	1	7
		Senior Training Officer	1	27
		Training Officer I	1	24
	Clerical Officer	Senior Clerical Officer	1	12
		Assistant Clerical Officer	1	80
	2017-18	Official Languages Officer	Official Languages Officer II	1
Analyst/ Programmer		Systems Manager	2	3
		Analyst/Programmer I	3	7
		Analyst/Programmer II	1	5
Clerical Officer		Assistant Clerical Officer	1	81
2018-19	Executive Officer	Chief Executive Officer	1	25
		Senior Executive Officer	2	70
		Executive Officer I	1	40
	Training Officer	Chief Training Officer	1	8
		Senior Training Officer	1	28
		Training Officer I	2	26
	Clerical Officer	Senior Clerical Officer	1	13
		Clerical Officer	1	34
		Assistant Clerical Officer	3	84
	Clerical Assistant	Clerical Assistant	2	51

Financial Year	Grade	Rank	Net increase in no. of post	Establishment as at 31 March of the respective year
2019-20	Administrative Officer	Senior Administrative Officer	2	9
	Executive Officer	Chief Executive Officer	1	26
		Senior Executive Officer	2	72
		Executive Officer II	1	7
	Training Officer	Chief Training Officer	1	9
		Senior Training Officer	2	30
		Training Officer I	3	29
	Clerical Officer	Senior Clerical Officer	1	14
		Clerical Officer	2	36
		Assistant Clerical Officer	2	86

- End -

CONTROLLING OFFICER'S REPLY

CSB082

(Question Serial No. 5581)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please advise this Committee of the following:

- (1) whether the Bureau has received and used CSI masks produced by the Correctional Services Department (CSD); if yes, the details; if not, the reasons for that; and
- (2) if CSI masks produced by the CSD have been received and used, the respective figures on the CSI masks received and used in each of the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 608)

Reply:

The Civil Service Bureau has received masks manufactured by the Correctional Services Department from the Government Logistics Department (GLD) and also procured them in the market for distribution to staff to meet their needs. The global demand for personal protective equipment (PPE) is increasing rapidly and the HKSAR Government's procurement work is facing keen competition. To avoid undermining the bargaining power of GLD and other departments in the procurement of PPE, the HKSAR Government considers that it is not appropriate at this stage to disclose specific information about the stock position, the consumption of PPE (including mask), etc.

- End -

CONTROLLING OFFICER'S REPLY

CSB083

(Question Serial No. 5590)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee of the number of civil servants participating voluntarily in the volunteer work on fighting the novel coronavirus disease, their respective departments, and the nature of their volunteer work.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 617)

Reply:

As at 10 March 2020, there were about 1 200 serving and retired civil servants from 15 bureaux, 57 departments and the Judiciary registered to take up non-medical/non-professional voluntary work for fighting the virus infection, in response to the appeal of the Government made in early February. The main areas of their work include assisting in the setting up of quarantine centres, providing backend support services for the management of these venues and offering support to people put under quarantine. Volunteers make telephone calls to confinees under home quarantine through the hotline centre to ascertain their stay at the residence, as well as procuring and arranging delivery of daily necessities and meals to confinees if need be. In the meantime, some volunteers offer assistance with the support services of the Centre for Health Protection.

On top of the volunteers mentioned above, the disciplinary services also organise their volunteer service teams to help out for the anti-epidemic work. Apart from the installation of appliance for residential flats in quarantine centres, the volunteer service teams offer assistance with the site management of quarantine centres and the support services for confinees under home quarantine.

- End -

CONTROLLING OFFICER'S REPLY**CSB084****(Question Serial No. 5622)**

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the following details of each of the duty visits made by the Secretary and Under Secretary last year in chronological order: (a) purpose and destination, (b) post titles of the local officials met, (c) number and post titles of the Hong Kong officials in entourage, (d) number of days of the visit, and (e) total expenditure incurred, including expenses on (i) transportation (air tickets and local transportation), (ii) accommodation, (iii) meals, (iv) banquets or entertainment and (v) gifts.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 862)

Reply:

Details of the duty visit made by the Secretary for the Civil Service in the financial year 2019-20 are as follows:

Date	Destination and purpose	Number of entourage members	Hotel accommodation (a)	Passage (b)	Other expenses (c)	Total (a)+(b)+(c)	Remarks
30 Sep – 2 Oct 2019	Beijing To join a delegation led by the Chief Executive to participate in activities in celebration of the 70 th anniversary of the founding of the People's Republic of China	-	0	0	Around \$2,300 ^{Note}	Around \$2,300	Accommodation and local transportation were sponsored

Note: Other expenses are subsistence allowance for SCS on duty visit outside Hong Kong. There is no expenses on entertainment and gifts.

- End -

CONTROLLING OFFICER'S REPLY**CSB085****(Question Serial No. 5623)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

As regards national studies and Basic Law training programmes, will the Government advise on:

1. the number of civil servants who participated in courses offered by (i) the National Academy of Governance, (ii) Tsinghua University or Peking University, (iii) China Foreign Affairs University, (iv) Zhejiang University, Nanjing University or Wuhan University and (v) Jinan University or Sun Yat-sen University in the past 5 years, with a breakdown by grades and ranks; and
2. whether there were/will be any initiatives in the past/coming year to enhance civil servants' understanding of the "new constitutional order" mentioned by the Chief Executive; if so, the contents of the "new constitutional order", as well as the details and expenditure of such initiatives.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 863)

Reply:

1. The Civil Service Bureau (CSB) arranges civil servants at different levels to attend national studies training programmes at various Mainland institutions (including the National Academy of Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University and Sun Yat-sen University). The total number of participants attending these Mainland programmes in the past 5 years are as follows:

	2015	2016	2017	2018	2019
Number of trainees	640	650	620	860	1 040

Given the large number of programmes involved, we are unable to provide breakdown by grades and ranks of participants.

2. CSB organises Basic Law training programmes for civil servants at different levels, and provides multimedia learning resources at a dedicated Basic Law e-learning portal. Basic Law training programmes cover topics such as the relationship between the Constitution of the People’s Republic of China and the Basic Law, and the principle of “One Country, Two Systems”. In 2020, CSB will continue to strengthen Basic Law training for civil servants, including organising related thematic seminars, to enhance participants’ understanding of the Constitution of the People’s Republic of China and the Basic Law. The target number of trainees is 13 000. The revised estimate for Basic Law training in 2019-20 is about \$0.8 million and the estimated expenditure in 2020-21 is about \$1 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB086

(Question Serial No. 5624)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the support for the employment of people with disabilities, please inform this Committee of the following:

1. the total strength of civil service, the number of newly recruited civil servants, civil servants leaving the service and retired civil servants in each of the past 5 years;
2. the number of serving civil servants with disabilities, broken down by type of disability, in government departments in each of the past 5 years;
3. the number of newly recruited civil servants with disabilities, civil servants with disabilities leaving the service and retired civil servants with disabilities, broken down by type of disability, in government departments in each of the past 5 years;
4. the number of serving civil servants who became disabled, broken down by type of disability, in government departments in each of the past 5 years;
5. the number of civil servants with disabilities, broken down by post and rank, in each of the past 5 years; and
6. the number of promoted civil servants and the number of promoted civil servants with disabilities in general in each of the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 864)

Reply:

1. According to the statistics compiled by the Government as at 31 March each year, the number of civil servants, the number of those who were newly recruited and the number of those who left the service^{Note} from 2014-15 to 2018-19, are set out in Table 1 below.

Table 1 Numbers of civil servants, newly recruited civil servants and civil servants leaving the service from 2014-15 to 2018-19

Year	Strength of civil service	No. of newly recruited civil servants	No. of civil servants leaving the service (Numbers in bracket are retirement cases)
2014-15	163 645	7 717	7 300 (5 810)
2015-16	166 150	9 854	7 766 (6 125)
2016-17	167 671	8 947	7 793 (6 152)
2017-18	171 458	12 041	8 616 (6 660)
2018-19	174 902	11 698	8 557 (6 507)

Note : Including retirement, resignation, completion of agreement and decease, etc.

- 2&3. There is no requirement for applicants for government jobs and serving officers to declare their disabilities, if any. The situation on persons with disabilities employed in the civil service is known to us on the basis of information available to bureaux/departments (e.g. through requests of applicants during the recruitment process for special arrangements for selection interview/test having regard to their disabilities, or applications from serving officers with disabilities for financial assistance to purchase technical aids to assist in their performance of duties). Hence, the figures obtained through the aforesaid channels are the lowest figures known to us. According to the figures so collected, the number of civil servants known to have disabilities (excluding persons with colour blindness or defective colour perception), the number of those who were newly recruited and the number of those who left the civil service^{Note}, with breakdown by types of disability, from 2014-15 to 2018-19, are set out in Tables 2-7 below.

Table 2 Number of civil servants known to have disabilities from 2014-15 to 2018-19 (by types of disability)

Type of disability	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Visual impairment	412	389	374	355	337
Hearing impairment	352	378	375	391	398
Physical disability	1 626	1 530	1 418	1 301	1 209
Intellectual disability	15	15	15	15	16
Ex-mentally ill persons	352	356	347	341	356
Visceral disability	544	544	537	518	544
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	18	18	21	21	21
Total	3 319	3 230	3 087	2 942	2 881

Table 3 Number of civil servants known to have disabilities from 2014-15 to 2018-19 (by bureaux/departments)

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Agriculture, Fisheries and Conservation Department	219	195	170	160	142
Architectural Services Department	23	22	20	20	19
Audit Commission	1	1	1	1	1
Auxiliary Medical Service	1	1	1	1	1
Buildings Department	13	12	12	12	10
Census and Statistics Department	18	17	17	17	17
Civil Aid Service	3	2	2	2	2
Civil Aviation Department	7	5	5	4	5
Civil Engineering and Development Department	39	36	41	41	44
Companies Registry	19	21	21	20	17
Correctional Services Department	234	224	209	211	196
Customs and Excise Department	47	36	50	48	59
Department of Health	74	77	73	75	74
Department of Justice	13	11	11	13	17
Drainage Services Department	95	96	95	79	80
Electrical and Mechanical Services Department	67	65	62	60	54
Environmental Protection Department	5	6	6	7	12
Fire Services Department	30	40	34	33	36
Food and Environmental Hygiene Department	188	186	172	140	136
Government Laboratory	4	3	2	1	1
Government Logistics Department	20	23	23	23	24
Government Property Agency	2	2	2	3	3
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	7	8	7	9	7
G.S. : Civil Service Bureau	14	13	15	12	13
G.S. : Commerce and Economic Development Bureau	12	2	2	3	2

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
G.S. : Constitutional and Mainland Affairs Bureau	2	2	1	1	1
G.S. : Development Bureau	1	1	2	2	2
G.S. : Education Bureau	52	56	51	47	63
G.S. : Environment Bureau	1	1	1	1	0
G.S. : Financial Services and the Treasury Bureau	1	1	1	1	1
G.S. : Food and Health Bureau	0	0	0	1	1
G.S. : Home Affairs Bureau	2	3	2	2	2
G.S. : Innovation and Technology Bureau	-	12	15	16	20
G.S. : Labour and Welfare Bureau	3	3	4	4	3
G.S. : Security Bureau	2	1	2	2	2
G.S. : Transport and Housing Bureau	1	1	1	1	1
Highways Department	70	71	63	61	64
Home Affairs Department	53	56	58	57	54
Hong Kong Observatory	1	1	2	3	3
Hong Kong Police Force	676	628	565	516	490
Hongkong Post	100	100	95	87	84
Hospital Authority	30	27	21	20	12
Housing Department	100	105	103	100	107
Immigration Department	221	212	200	200	197
Information Services Department	1	2	2	2	3
Inland Revenue Department	99	102	102	98	91
Intellectual Property Department	2	2	2	2	3
Invest Hong Kong	1	1	1	1	1
Judiciary	32	33	31	30	31
Labour Department	60	65	69	64	62
Land Registry	20	21	21	18	22
Lands Department	57	56	55	57	60
Legal Aid Department	7	8	7	7	7
Leisure and Cultural Services Department	267	255	247	246	232

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Marine Department	27	24	23	19	18
Office of the Communications Authority	7	10	10	12	13
Official Receiver's Office	5	5	4	4	3
Planning Department	2	2	3	5	5
Public Service Commission	1	0	0	1	1
Radio Television Hong Kong	3	2	1	1	2
Rating and Valuation Department	20	18	21	21	20
Registration and Electoral Office	2	4	4	3	2
Social Welfare Department	126	123	131	126	124
Trade and Industry Department	10	9	10	10	10
Transport Department	25	28	27	25	28
Treasury	8	9	9	8	8
University Grants Committee	0	1	1	0	0
Water Supplies Department	58	54	51	47	40
Working Family and Student Financial Assistance Agency	8	11	15	18	16
Total	3 319	3 230	3 087	2 942	2 881

Table 4 Number of newly recruited civil servants known to have disabilities from 2014-15 to 2018-19 (by types of disability)

Type of disability	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Visual impairment	11	10	6	8	11
Hearing impairment	20	37	14	24	17
Physical disability	7	11	8	9	13
Intellectual disability	1	0	1	1	2
Ex-mentally ill persons	2	11	4	9	6
Visceral disability	15	13	14	22	41
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	2	1	2	1	0
Total	58	83	49	74	90

Table 5 Number of newly recruited civil servants known to have disabilities from 2014-15 to 2018-19 (by bureaux/departments)

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Buildings Department	6	1	0	0	0
Census and Statistics Department	1	0	0	0	0
Civil Aviation Department	1	0	0	0	1
Civil Engineering and Development Department	1	1	2	0	5
Customs and Excise Department	0	0	0	0	1
Department of Health	3	9	2	11	7
Department of Justice	0	1	1	2	3
Drainage Services Department	0	1	0	3	4
Electrical and Mechanical Services Department	2	1	0	2	0
Environmental Protection Department	0	1	0	0	1
Fire Services Department	0	0	1	0	3
Food and Environmental Hygiene Department	11	4	5	4	8
Government Logistics Department	1	1	1	5	2
Government Property Agency	0	0	0	1	0
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	2	0	0	0	0
G.S. : Civil Service Bureau	0	0	1	0	1
G.S. : Education Bureau	1	11	1	2	16
G.S. : Environment Bureau	0	0	1	0	0
G.S. : Innovation and Technology Bureau	-	0	1	0	1
G.S. : Labour and Welfare Bureau	0	0	1	0	0
G.S. : Security Bureau	0	0	1	0	0
Home Affairs Department	1	1	2	0	1
Hong Kong Observatory	1	0	1	0	0
Hong Kong Police Force	0	0	0	5	5
Hongkong Post	3	5	4	2	5
Housing Department	3	4	2	3	6

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Immigration Department	0	3	0	0	0
Inland Revenue Department	3	8	2	3	1
Intellectual Property Department	0	0	0	0	1
Judiciary	0	2	3	1	0
Labour Department	0	1	2	0	0
Land Registry	0	1	0	0	0
Lands Department	1	1	0	3	3
Legal Aid Department	1	1	0	1	0
Leisure and Cultural Services Department	12	19	4	19	7
Marine Department	0	1	0	0	1
Rating and Valuation Department	0	0	0	2	0
Registration and Electoral Office	0	1	0	0	0
Social Welfare Department	3	3	10	4	5
Trade and Industry Department	1	0	0	0	0
Transport Department	0	0	1	0	1
Water Supplies Department	0	0	0	0	1
Working Family and Student Financial Assistance Agency	0	1	0	1	0
Total	58	83	49	74	90

Table 6 Number of civil servants known to have disabilities leaving the service^{Note} from 2014-15 to 2018-19 (by types of disability) (Numbers in bracket are retirement cases)

Type of disability	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Visual impairment	43 (41)	38 (37)	27 (27)	31 (28)	30 (27)
Hearing impairment	13 (10)	19 (15)	22 (19)	16 (12)	13 (13)
Physical disability	122 (112)	136 (123)	141 (137)	159 (143)	141 (133)
Intellectual disability	3 (2)	0 (0)	1 (1)	1 (1)	1 (1)
Ex-mentally ill persons	26 (21)	26 (23)	31 (30)	34 (32)	19 (12)

Type of disability	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Visceral disability	52 (35)	62 (45)	61 (57)	66 (56)	54 (44)
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	0 (0)	1 (1)	0 (0)	1 (1)	0 (0)
Total	259 (221)	282 (244)	283 (271)	308 (273)	258 (230)

Table 7 Number of civil servants known to have disabilities leaving the service^{Note} from 2014-15 to 2018-19 (by bureaux/departments)

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Agriculture, Fisheries and Conservation Department	21	25	28	24	25
Architectural Services Department	2	0	1	2	1
Audit Commission	1	0	0	0	0
Buildings Department	2	1	0	1	1
Census and Statistics Department	1	1	0	0	0
Civil Aid Service	1	1	0	0	0
Civil Aviation Department	1	2	0	1	0
Civil Engineering and Development Department	1	2	1	0	2
Companies Registry	0	0	2	1	3
Correctional Services Department	22	33	26	27	32
Customs and Excise Department	3	10	3	4	5
Department of Health	6	5	5	11	9
Department of Justice	1	2	2	0	0
Drainage Services Department	9	10	6	16	5
Electrical and Mechanical Services Department	5	3	4	4	10
Environmental Protection Department	0	1	0	0	0
Fire Services Department	5	2	7	1	0
Food and Environmental Hygiene Department	22	19	31	38	11
Government Laboratory	0	1	1	1	0
Government Logistics Department	1	0	1	4	1

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	1	0	1	0	0
G.S. : Civil Service Bureau	0	1	0	0	4
G.S. : Commerce and Economic Development Bureau	1	0	0	0	0
G.S. : Development Bureau	1	0	0	0	0
G.S. : Education Bureau	7	6	6	4	2
G.S. : Environment Bureau	0	0	1	0	0
G.S. : Innovation and Technology Bureau	-	0	1	1	1
G.S. : Labour and Welfare Bureau	0	0	0	0	1
Highways Department	7	8	10	6	5
Home Affairs Department	2	3	3	3	6
Hong Kong Observatory	1	1	0	0	0
Hong Kong Police Force	51	63	55	58	38
Hongkong Post	3	4	9	10	7
Hospital Authority	4	3	6	1	8
Housing Department	7	5	5	5	2
Immigration Department	8	12	15	10	13
Information Services Department	0	0	0	0	1
Inland Revenue Department	4	4	1	6	6
Judiciary	0	2	6	2	0
Labour Department	3	0	3	5	3
Land Registry	2	1	1	4	2
Lands Department	1	1	1	2	3
Legal Aid Department	1	0	1	1	0
Leisure and Cultural Services Department	22	31	24	26	25
Marine Department	4	3	2	4	2
Office of the Communications Authority	3	0	1	2	3
Official Receiver's Office	0	0	1	0	1
Planning Department	1	1	0	0	0

Bureau/Department	Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
Public Service Commission	0	1	0	0	0
Radio Television Hong Kong	0	1	1	0	0
Rating and Valuation Department	3	1	1	3	2
Social Welfare Department	8	7	4	10	5
Trade and Industry Department	0	1	0	0	0
Transport Department	1	0	3	4	3
Treasury	2	0	0	1	0
Water Supplies Department	6	4	3	5	9
Working Family and Student Financial Assistance Agency	1	0	0	0	1
Total	259	282	283	308	258

Note : Including retirement, resignation, completion of agreement and decease, etc.

- 4&5. The Government does not record information on civil servants who declared their disabilities only after being recruited by the Government. The number of civil servants known to have disabilities, with breakdown by groups of rank^{Note} from 2014-15 to 2018-19, is set out in Table 8 below. We do not separately collect the relevant figures with breakdown by posts separately.

Table 8 Number of civil servants known to have disabilities from 2014-15 to 2018-19 (by groups of rank^{Note})

Year and Groups of rank									
2014-15		2015-16		2016-17		2017-18		2018-19	
Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks
3 152	167	3 072	158	2 922	165	2 785	157	2 712	169

Note : The group of lower and middle ranks covers ranks with maximum salary below Master Pay Scale (MPS) Point 34 or equivalent, while the group of upper ranks includes ranks with maximum salary between MPS Point 34 to 49 and on Directorate Pay Scale or equivalent. We do not collect separate breakdown figures for the lower and middle ranks respectively.

6. Civil servants are promoted on criteria of character, ability, experience and any qualifications prescribed for the higher rank. We do not keep separate record of the number of promoted civil servants with disabilities.

- End -

CONTROLLING OFFICER'S REPLY**CSB087****(Question Serial No. 6828)**

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please set out the monthly salaries, allowances and other expenses of the Secretary for the Civil Service in the past 5 years, the monthly pension he will receive on retirement and the total expenditure on his pension.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 1311)

Reply:

The monthly salary of the Secretary for the Civil Service (SCS) in the past 5 years is as follows:

Period	Cash remuneration (Monthly)
April 2015 to June 2017	\$298,115
July 2017 to June 2018	\$333,900
July 2018 to June 2019	\$340,250
July 2019 to March 2020	\$348,100

According to the remuneration package for politically appointed officials (PAOs) serving in the HKSAR Government, the SCS and other PAOs are only entitled to Mandatory Provident Fund contribution by the Government without any retirement benefits.

- End -

CONTROLLING OFFICER'S REPLY

CSB088

(Question Serial No. 3422)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

As for 2015/16 to 2019/20, please list:

1. the total numbers of civil servants who took sick leave and sick leave due to injuries on duty, and the total numbers of days of such leave taken;
2. the highest, average and lowest numbers of days of leave taken and the related salary costs regarding the aforesaid cases of sick leave and sick leave due to injuries on duty;
3. the 10 departments with the highest percentages of staff taking sick leave and sick leave due to injuries on duty, specifying the numbers of civil servants involved and their percentages, the average numbers of days of sick leave taken and the salary costs involved.
4. the number of medical boards convened each year and the cases involved.

Asked by: Hon IP Kin-yuen (LegCo internal reference no.: 173)

Reply:

In 2015, 2016, 2017 and 2018¹, the total number of days of sick leave (including sick leave due to injuries on duty) taken by civil servants each year remained largely the same, i.e. around 1 000 000 days. It may be misleading to compute the average number of days of sick leave taken by each civil servant from the total number of sick leave days, as not all civil servants took sick leave during the period, and the duration of sick leave taken by individual civil servants varied.

¹ The statistics of sick leave of civil servants in 2019 are still being processed and should be available in the third quarter of 2020.

In 2018, the 10 departments with the highest number of sick leave days were the Hong Kong Police Force, the Food and Environmental Hygiene Department, the Leisure and Cultural Services Department, the Hong Kong Post, the Fire Services Department, the Department of Health, the Social Welfare Department, the Housing Department, the Immigration Department and the Correctional Services Department. It should be noted that these 10 departments employed a total of approximately 100 000 civil servants, accounting for about 61% of the total strength of the civil service in 2018, and their total number of sick leave days was generally proportional to the total for all civil servants in that year. Due to the large number of civil servants involved, and that individual officers could be granted full-pay, half-pay or no-pay sick leave, it would require significant manpower resources and time to review each and every sick leave record to calculate the related salary costs. Therefore we are unable to provide such information.

Following the procedures for handling sick leave of civil servants, generally speaking, departments should arrange medical boards for officers who have taken more than 91 consecutive days of sick leave not related to injuries on duty. If they are still unfit for duty after taking 182 consecutive days of sick leave, departments should arrange medical boards for them again. In 2015, 2016, 2017 and 2018, the Government arranged medical boards for an average of about 1 000 civil servants each year.

- End -

CONTROLLING OFFICER'S REPLY

CSB089

(Question Serial No. 6752)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding measures to support ethnic minorities (EMs) in Hong Kong, will the Government inform this Committee of the following:

the numbers of EMs recruited in various government departments and disciplined services in the past 3 years.

Asked by: Hon IP LAU Suk-ye, Regina (LegCo internal reference no.: 24)

Reply:

The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government. In the civil service recruitment process, bureaux/departments will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements. Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

- End -

CONTROLLING OFFICER'S REPLY**CSB090****(Question Serial No. 4713)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (4) Civil Service Training and DevelopmentControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

What was the training expenditure of the Government on “national studies” for the civil service in the past 5 years? Please provide the programme content, ranks and number of participating civil servants in table form. How many training hours were involved?

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 314)Reply:

The Civil Service Bureau arranges national studies training programmes for civil servants at different levels. The programmes mainly cover the Basic Law, the latest national policies (such as the “Belt and Road Initiative”, the Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental protection, advanced technology developments, social security issues, history and culture, etc.

The expenditure on national studies training programmes (including the Basic Law training), the total number of participants and the corresponding number of trainee-days involved in the past 5 years are as follows:

2015-16 Actual Expenditure	2016-17 Actual Expenditure	2017-18 Actual Expenditure	2018-19 Actual Expenditure	2019-20 Revised Estimate
\$18.3 million	\$18.3 million	\$18.4 million	\$21.1 million	\$21.4 million

Year	2015	2016	2017	2018	2019
Number of Trainees	13 200	15 300	16 700	18 590	22 000
Number of trainee-days	14 100	14 900	15 000	16 930	18 300

Given the large number of programmes involved, we are unable to provide breakdown by ranks of participants.

- End -

CONTROLLING OFFICER'S REPLY

CSB091

(Question Serial No. 4736)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please provide in table form the respective numbers of staff of government bureaux/departments and government organisations arrested for “participating in unlawful assembly”, “committing the offence of riot”, “unlawful assembly”, “possession of offensive weapon”, and “behaving in a disorderly manner in a public place”, the number of staff put on no-pay leave, the number of staff suspended from duty but still being paid and the expenditure on salaries involved from June 2019 till now.

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 338)

Reply:

Generally speaking, in accordance with the relevant established mechanism, the Government may, having regard to public interest, interdict a civil servant who is under inquiry or investigation for serious misconduct or criminal offence or that judicial or disciplinary proceedings have been or are to be taken against him. Interdiction is not a disciplinary punishment and there is no presumption of guilt in interdiction. An officer may be interdicted when the relevant authority, having regard to public interest, considers it inappropriate for him to continue to exercise the powers and functions of his public office temporarily.

As at 29 February 2020, a total of 43 civil servants have been arrested and under police investigation or charged for suspected involvement in unlawful public activities relating to the Anti-Fugitive Offenders Ordinance amendment exercise since June 2019. Among them, 42 have been interdicted thus far. To avoid the relevant judicial or disciplinary proceedings being prejudiced, we are unable to provide further information about the arrested civil servants.

- End -

CONTROLLING OFFICER'S REPLY

CSB092

(Question Serial No. 5003)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Government has established in the Hospital Authority (HA) 2 Occupational Health Centres (OHCs) to provide dedicated medical services for Government employees suffering from injury on duty (IOD) or occupational diseases (OD). In this regard,

- (1) What is the number of civil servants suffering from IOD or OD who have used the relevant services in the past 5 years?
- (2) What are the breakdowns of expenditures and staff establishments of the OHCs in the past 5 years?
- (3) What are the percentages of civil servants using the relevant services who have recovered, broken down by the following categories, in the past 5 years?
 - (i) full reinstatement of duty
 - (ii) transfer to other posts
 - (iii) reinstatement of duty not possible
- (4) Are the OHCs currently using the resources of HA? If yes, please provide a breakdown of the resources involved.

Asked by: Hon KWOK Ka-Ki (LegCo internal reference no.: 851)

Reply:

In 2011, the Government established under Hospital Authority (HA) two Occupational Health Centres (OHCs) to provide dedicated medical services for Government employees suffering from injury on duty or occupational diseases.

(1) The two OHCs' attendance (including medical consultation, physiotherapy and occupational therapy services) in the past five years is tabulated below:

	2015-16	2016-17	2017-18	2018-19	2019-20 (up to 31 December 2019)
Queen Elizabeth Hospital OHC	5 406	7 806	7 114	4 507	2 931
Pamela Youde Nethersole Eastern Hospital OHC	4 150	5 731	5 755	5 201	3 652
Total	9 556	13 537	12 869	9 708	6 583

(2) The expenditure of the two OHCs in the past five years is tabulated below:

	2015-16 (\$ million)	2016-17 (\$ million)	2017-18 (\$ million)	2018-19 (\$ million)	2019-20 (up to 31 December 2019) (\$ million)
Queen Elizabeth Hospital OHC	22.38	20.98	16.16	15.92	11.68
Pamela Youde Nethersole Eastern Hospital OHC	10.86	11.84	13.76	14.25	10.64
Total	33.24	32.82	29.92	30.17	22.32

The staff establishment by grades of the two OHCs in the past five years is tabulated below:

Queen Elizabeth Hospital OHC

	2015-16	2016-17 ^{Note}	2017-18	2018-19	2019-20 (As at 31 December 2019)
Medical Officers	6	2.5	2.5	2.5	2.5
Nursing Officers	3	2	2	2	2
Allied Health Professionals	12.5	7.5	7.5	7.5	7.5
Administrative and Supporting Staff	11	6	6	6	6
Total	32.5	18	18	18	18

Note: The manpower deployment of the OHC has been adjusted since January 2017 in the light of service demand.

Pamela Youde Nethersole Eastern Hospital OHC

	2015-16	2016-17 ^{Note}	2017-18	2018-19	2019-20 (As at 31 December 2019)
Medical Officers	1.63	1.63	1.63	1.63	1.63
Nursing Officers	2.28	2.28	2.28	2.28	2.28
Allied Health Professionals	3	5	5	5	5
Administrative and Supporting Staff	6.5	7.5	7.5	7.5	7.5
Total	13.41	16.41	16.41	16.41	16.41

Note: The manpower deployment of the OHC has been adjusted since January 2017 in the light of service demand.

- (3) The HA and Civil Service Bureau do not keep information in relation to the status of absence from duty, reinstatement or transfer to other posts in respect of Government employees using the OHC services.
- (4) The Government has provided the required additional resources to HA for the provision of the OHC services.

- End -

CONTROLLING OFFICER'S REPLY

CSB093

(Question Serial No. 5105)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (1) Director of Bureau's Office
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

What is the expenditure on engaging dedicated personnel to manage and maintain the Secretary's personal social media platforms, including Facebook fan page, Instagram and website?

- a. What were the number of staff responsible for maintaining the Secretary's social media platforms and the expenditure on each of the staff members (in terms of annual salary) in the past 3 years?
- b. Were outside companies engaged to assist in maintaining the social media platforms in the past 3 years? If yes, what were the expenditure and companies involved?
- c. What were the number of advertisements purchased on social media and the annual expenditure on such advertisements in the past year?

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 1145)

Reply:

- a&b. In the past 3 years, we have not engaged any dedicated personnel to manage and maintain the Secretary's personal social media platforms, nor any outside companies to assist in maintaining the Secretary's personal social media platforms.
- c. In the past year, we have not purchased any advertisements on social media for the Secretary's personal social media platforms.

- End -

CONTROLLING OFFICER'S REPLY

CSB094

(Question Serial No. 4403)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Chief Executive stated in the Policy Address released in October 2017 that the Government will review the entry requirements relating to Chinese proficiency for all the grades of the civil service, with a view to increasing government job opportunities for ethnic minorities.

Will the government inform this Council of:

- a. the detailed list of all civil service grades or posts for which the Chinese language requirement has been adjusted since 2010, by department/bureau/office, title/rank, grades (e.g. degree/professional/, when the requirement was adjusted and from which level of written and spoken Chinese to which level was it adjusted; and the changes in related expenses.
- b. the number of non-ethnic Chinese or non-Chinese speaking applicants and the number of applicants employed for each of the posts in (a) since the Chinese language requirement was adjusted;
- c. the detailed list of all civil service grades or posts for which CRE Chinese level 2 or CRE Chinese Level 1 is not required by department/bureau/office;
- d. the number of civil service employees without CRE Chinese qualifications and those who are non-ethnic Chinese or non-Chinese speakers;
- e. the detailed list of all civil service grades or posts for which alternative Chinese language qualifications (e.g. the GCSE (Chinese)) are accepted;
- f. the detailed list of all civil service grades or posts for which Applied Learning Chinese (for non-Chinese speaking students) qualifications are accepted;
- g. the number or applications for Government jobs by non-ethnic Chinese or non-Chinese speaking applicants received in each of the year from 2010 to 2019 with a breakdown by department/bureau, civil service grades or posts, job nature;
- h. the number of non-ethnic Chinese or non-Chinese speaking civil servants recruited in each of the year from 2010 to 2019 disaggregated by ethnicity (if not available, why) and breakdown by department/bureau, civils service grades or posts, job nature;

- i. the details of Chinese language training programmes and support services tailored made for non-ethnic Chinese including the type of programmes and services, frequency, the funds spent or allocated and the number of participants, held from 2010 to 2019;
- j. the numbers of non-ethnic Chinese civil servants working at the Hong Kong Police Force, the Correctional Services Department, the Fire Services Department, the Immigration Department, the Customs and Excises Department and any other government bureau/departments/offices respectively, disaggregated by the period in which they are recruited (before 1st July, 1997, from 1st July, 1997 to 2003, from 2004 to 2006 and each of the years from 2007 to 2019);
- k. The average salary of all Chinese civil servants working at each of the Departments mentioned in (j) and the average salary of all non-ethnic Chinese civil servants working at each of these Departments;
- l. The numbers of non-ethnic Chinese non-civil service contract staff members working at the Hong Kong Police Force, the Correctional Services Department, the Fire Services Department, the Immigration Department, the Customs and Excises Department and any other government bureau/departments/office, disaggregated by the period in which they are recruited (before 1st July, 1997, from 1st July, 1997 to 2003, from 2004 to 2006 and each of the years from 2007 to 2019);
- m. The average salary of all Chinese non-civil servants working at each of the Departments mentioned in (l) and the average salary of all non-Chinese non-civil service contract staff members working at each of these Departments; and
- n. The total number of civil servants in Hong Kong.
- o. If the Government is unable to disaggregate data by ethnicities because it does not require its staff to declare their ethnic origins, will the Government conduct a survey on the ethnic backgrounds and pay scale of its staff to be presented to this Council to ensure ethnic minorities are proportionately represented in all ranks and departments in the civil service body?

Asked by: Hon MO Claudia (LegCo internal reference no.: 74)

Reply:

- a. The Government has committed to promote that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

Since Chinese language proficiency (especially in writing), as an entry requirement of civil service posts, is a major difficulty for ethnic minorities in applying for government jobs, the Civil Service Bureau (CSB) has completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered/will lower their Chinese language proficiency requirements (LPRs) from 31 to 53. We will continue to monitor the recruitment situation of these grades and remind heads of departments/grades to keep on reviewing and ensuring that the Chinese LPRs of related government jobs are no more than necessary for performance of the job on the basis of maintaining satisfactory public services. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with

ethnic minority communities, departments may engage people proficient in ethnic minority languages for the relevant jobs.

The 53 grades that have lowered/will lower Chinese LPRs since 2010 can be summarised as follows –

- (i) 18 grades belong to degree/professional grades. For example, Analyst/Programmer and Treasury Accountant have lowered the Chinese LPRs from Level 2 result of the Use of Chinese paper of the Common Recruitment Examination (CRE) to Level 1 result.
 - (ii) For the other 35 grades, the Heads of Department/Grade concerned, after reviewing the prevailing job requirements, have lowered/will lower the Chinese LPRs of the grades concerned correspondingly. For example, some grades involve technical, operative or other duties, including Laboratory Attendant in Government Laboratory, Agriculture, Fisheries and Conservation Department and Food and Environmental Hygiene Department which will lower the Chinese LPRs from Secondary 3 level to Primary 6 level; Chainman in Civil Engineering and Development Department and Housing Department which have required written proficiency in simple Chinese in place of the previously adopted Primary 6 level; and Pilot in Government Flying Service which has removed the Chinese LPRs while maintaining only the English LPRs.
- c. The LPRs of degree/professional grades are normally set at Level 2 or Level 1 result in the two language papers (viz. Use of Chinese and Use of English) in CRE, or equivalent. Apart from the degree/professional grades, other grades do not require CRE results as one of the entry requirements.
- e&f. The Government accepts Chinese language results of specified non-local public examinations in addition to local qualifications as meeting LPRs for civil service recruitment. Specifically, Chinese language results in the United Kingdom International General Certificate of Secondary Education (IGCSE)/General Certificate of Secondary Education (GCSE)/General Certificate of Education (GCE) ‘Ordinary’ (‘O’) Level and GCE ‘Advanced’/‘Advanced Subsidiary’ (‘A’/‘AS’) Levels are accepted. With the introduction of the Applied Learning Chinese (for non-Chinese speaking students) subject by the Education Bureau in the 2014-15 school year, CSB has promulgated guidelines on the acceptance arrangement for this subject. All departments should follow the above acceptance arrangement.
- i. Civil Service Training and Development Institute (CSTDI) organised two classes of the Introductory Course on Chinese Official Writing for non-ethnic Chinese (NEC) civil servants in 2014 and 2015. Course contents included common Chinese expressions used by the Government and their departments, basic writing skills and format of Chinese official correspondence. A total of 15 NEC civil servants attended these classes. CSTDI also regularly provides different types of Chinese language training, including courses at introductory and advanced levels, thematic seminars and e-learning resources. Both Chinese and NEC civil servants may participate in these programmes according to their needs. As the Chinese language training for NEC civil servants was provided through deployment of in-house

resources, we do not have breakdown on the expenditure incurred.

Other parts of the question (i.e. b, d, g, h, j, k, l, m, n and o)

The Government currently employs about 180 000 civil servants and around 10 000 full-time Non-civil Service Contract staff ^(Note). Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

In the recruitment process, bureaux/departments will continue to assess all candidates on the basis of their ability, performance, character, and the stipulated entry requirements set according to the job requirements (including LPRs). Race is not a relevant consideration and this principle also applies in determining employees' salary levels and in considering promotion (if applicable).

(Note: The number of Non-civil Service Contract staff is the statistics as at 30 June 2019. "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.)

The Government all along has not required serving civil servants or applicants for civil service jobs to declare their ethnic origins. To gain an appreciation of the composition of the civil service by racial groups, CSB conducted surveys in 2011 and 2013 on an anonymous and voluntary basis on the racial profile of the civil service. Given that the surveys were conducted on an anonymous and voluntary basis, the practical value of statistics collected face certain limitations. Hence, conducting such surveys cannot fully reflect the employment profile of NEC in the civil service.

Given that CSB has just completed in early 2018 the comprehensive review of the Chinese LPRs of civil service posts and the grades which have lowered Chinese LPRs after review will subsequently conduct recruitment exercises when vacancies arise, we will keep in view the recruitment situation of the relevant grades before assessing the way forward.

- End -

CONTROLLING OFFICER'S REPLY**CSB095****(Question Serial No. 6047)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (-) Not SpecifiedControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

- a. Please set out the quantity, value and stock of surgical masks produced by the Correctional Services Department (CSI masks) that the Civil Service Bureau (CSB) obtained from the Government Logistics Department (GLD) each month in the past 3 years in the following table:

Month/Year	No. of CSI masks obtained	Value of CSI masks obtained	Stock of CSI masks

- b. Please set out the quantity, value, stock and consumption of surgical masks that the CSB obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of surgical masks obtained from GLD (value)	No. of surgical masks procured (value)	Stock	Consumption

- c. Please set out the quantity, value, stock and consumption of N95 masks that the CSB obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of N95 masks obtained from GLD (value)	No. of N95 masks procured (value)	Stock	Consumption

- d. Please set out the quantity, value, stock and consumption of gowns that the CSB obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of gowns obtained from GLD (value)	No. of gowns procured (value)	Stock	Consumption

- e. Please set out the quantity, value, stock and consumption of protective coverall suits that the CSB obtained from the GLD or procured each month in the past 3 years in the following table:

Month/ Year	No. of protective coverall suits obtained from GLD (value)	No. of protective coverall suits procured (value)	Stock	Consumption

- f. Please set out the quantity, value, stock and consumption of face shields that the CSB obtained from the GLD or procured each month in the past 3 years in the following table:

Month/ Year	No. of face shields procured	Value of face shields procured	Stock of face shields	Consumption

- g. Please set out the quantity, value, stock and consumption of goggles that the CSB obtained from the GLD or procured each month in the past 3 years in the following table:

Month/ Year	No. of goggles procured	Value of goggles procured	Stock of goggles	Consumption

- h. Did the CSB supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations in the past 3 years? If yes, please provide the relevant information, including the quantity, consumption and stock, in the following table:

Month/ Year	Name of organisations	Manner of provision (e.g. sold or supplied for free)	Surgical masks	N95 masks	Face shields	Goggles	Gowns	Protective coverall suits

- i. If the CSB is to supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations, what are the departments and the ranks of the officers responsible for making such decisions? Please provide the ranks of the officers involved in each decision, the date they made the decision and other relevant information.

Asked by: Hon MO Claudia (LegCo internal reference no.: 136)

Reply:

With the rapid development of the epidemic, Government departments' demand for personal protective equipment (PPE) (including mask) will vary depending on their needs arising from anti-epidemic work. Currently, the Government Logistics Department (GLD)

and other Government departments are making their best endeavours to procure PPE through different channels and means; and will keep under review the stock position and demand for these items.

The global demand for PPE is increasing rapidly and the HKSAR Government's procurement work is facing keen competition. To avoid undermining the bargaining power of GLD and other departments in the procurement of PPE, the HKSAR Government considers that it is not appropriate at this stage to disclose specific information about the stock position of PPE, the suppliers' details, the quantity procured, the value involved and the consumption, etc. in the past few years.

The Civil Service Bureau has neither provided nor sold any PPE to other organisations.

- End -

CONTROLLING OFFICER'S REPLY

CSB096

(Question Serial No. 4028)

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 (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated under Matters Requiring Special Attention in 2020-21 that the Government will continue to monitor the progress of the on-going Grade Structure Review (GSR) for the disciplined services grades by the Standing Committee on Disciplined Services Salaries and Conditions of Service. In this connection, would the Government please inform this Committee of:

1. the details of the GSR conducted last year;
2. whether unions and associations of the disciplined services have been duly consulted. If yes, how many consultations have been conducted? If no, what are the reasons?
3. the action plan for conducting the GSR this year, as well as the manpower and expenditure involved?

Asked by: Hon QUAT Elizabeth (LegCo internal reference no.: 110)

Reply:

The Standing Committee on Disciplined Services Salaries and Conditions of Service and the Standing Committee on Directorate Salaries and Conditions of Service commenced the GSR for the disciplined services in late 2018. At present, the two consultative committees continue to carry out the related work independently in accordance with their terms of reference and the review framework, including inviting submissions from the management and staff side of each of the disciplined services. Through departmental visits and meetings with the management and staff side of each of the disciplined services, they seek to better understand the work of the disciplined services and listen to their views. By the end of February this year, 17 meetings have been conducted with the staff side of the disciplined services as mentioned above.

It is expected that the entire review will take around 18 months to complete. However, as the review covers all the disciplined services grades and ranks in the seven disciplined services, and the two committees have received quite a number of views in relation to the pay and conditions of service of individual disciplined services, the two

committees have to carefully consider all the relevant factors in detail before presenting their recommendations to the Government. The review itself is very challenging. Furthermore, the actual work arrangement and progress have also been affected by the novel coronavirus epidemic. We will maintain communication with the secretariat for the two committees to ensure that sufficient time is allowed and necessary resources are provided for the committees to conduct the review in a thorough manner. We will endeavour to cater for and provide suitable support to the two committees if needed.

In 2020-21, the estimated provision for the GSR for the disciplined services, which is about \$13 million, will be used for the salaries of 10 time-limited posts in the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, as well as for meeting other salaries-related expenses and general departmental expenses.

- End -

CONTROLLING OFFICER'S REPLY

CSB097

(Question Serial No. 6320)

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 (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

1. How many ethnic minorities were employed by the Government in the past 3 years? Please set out their employing departments, ranks or posts, ethnic origins and ranges of salary.
2. With the lowering of entry requirements on Chinese language proficiency for 53 grades, were ethnic minorities attracted to these civil service ranks and posts? If yes, what are the numbers of the newly recruited ethnic minorities, and what ranks and posts do they hold? If no, what policies and measures are in place to attract ethnic minorities to join the civil service?
3. How does the Bureau ensure that frontline civil servants of various government departments can provide services with cultural sensitivity when serving ethnic minorities so that they are afforded equal opportunities?

Asked by: Hon SHIU Ka-chun (LegCo internal reference no.: 203)

Reply:

The Government has committed to promote that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

Since Chinese language proficiency (especially in writing), as an entry requirement of civil service posts, is a major difficulty for ethnic minorities in applying for government jobs, the Civil Service Bureau has completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered/will lower their Chinese language proficiency requirements (LPRs) from 31 to 53. We will continue to monitor the recruitment situation of these grades and remind heads of departments/grades to keep on reviewing and ensuring that the Chinese LPRs of related government jobs are no more than necessary for performance of the job on the basis of maintaining satisfactory public services. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities, departments may engage people proficient in

ethnic minority languages for the relevant jobs.

Since late 2018, we have regularly disseminated information on civil service vacancies with relatively lower Chinese LPRs or lowered Chinese LPRs to the ethnic minorities through the Home Affairs Department's support service centres for ethnic minorities, which are operated by non-profit-making organisations. Since early 2019, we have also started disseminating such information to ethnic minority job seekers through the Labour Department's job centres located across the territory.

In the civil service recruitment process, bureaux/departments will continue to assess all candidates on the basis of their ability, performance, character, and the stipulated entry requirements set according to the job requirements (including LPRs). Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

In addition, the Government has committed to enhance civil servants' understanding of cultural sensitivity and equal opportunity issues, which includes arranging more new recruits and front-line staff to attend relevant training and launching a thematic website on the Cyber Learning Centre Plus.

- End -

CONTROLLING OFFICER'S REPLY

CSB098

(Question Serial No. 3806)

Head: (46) General Expenses of the Civil Service
Subhead (No. & title): (040) Non-accountable Cash Allowance
Programme: General Expenses of the Civil Service
Controlling Officer: Director of Accounting Services (Charlix Wong)
Director of Bureau: Secretary for the Civil Service

Question:

The provision under this subhead has an increase of \$357 million (20.5%) over the revised estimate for 2019-20 due mainly to the anticipated increase in the average number of recipients in 2020-21 through salary progression, promotion and new appointment. Will the Government inform this Committee of the average number of these recipients in 2020-21; and among them, the respective numbers of recipients receiving the allowance through salary progression, promotion and new appointment? What are the estimated number of police officers receiving this non-accountable cash allowance through salary progression, promotion and new appointment and the amount of such allowance in 2020-21? What was the amount of non-accountable cash allowance received under this subhead by police officers in Hong Kong in 2019-20?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 113)

Reply:

Officers are not required to join the Non-accountable Cash Allowance Scheme immediately upon attaining the eligibility. They may join the scheme at any time of their choice according to individual's preference. The number of recipients in 2020-21 is estimated to increase by 1 595 to 9 645 as compared to that in 2019-20. The increase is estimated by reference to the overall pattern of joining the scheme by all eligible officers in the past. Hence, we do not have the breakdown on the estimates of new joinees by salary progression, promotion and new appointment, or by grades. As a general indication, based on the profile of the new joinees in past years, around 60% are new joinees by salary progression/promotion or new recruits while around 40% are officers who have attained eligibility in earlier years and opt to join the scheme in 2020-21.

- End -

CONTROLLING OFFICER'S REPLY**CSB099****(Question Serial No. 3737)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (037) Pensioners' Welfare FundProgramme: General Expenses of the Civil ServiceControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Will the Bureau please provide the balance, government injection amount, investment or other income and total expenditure of the following fund in 2018-19? If there are other funds within the purview of the Bureau not being listed below, please also provide information as per the items above.

1. Pensioners' Welfare Fund

Asked by: Hon MA Fung-kwok (LegCo internal reference no.: 31)Reply:

The Pensioners' Welfare Fund was set up on 1 November 1991 under Head 46 General Expenses of the Civil Service for the payment of one-off grants for reimbursement of funeral or medical expenses to pensioners and their dependants in financial hardship.

The provision and expenditure of the Pensioners' Welfare Fund in 2018-19 is tabulated below.

Financial Year	Provision (\$ million)	Expenditure (\$ million)
2018-19	1.10	1.07

There is no other Fund under the purview of Civil Service Bureau.

- End -

CONTROLLING OFFICER'S REPLY

CSB100

(Question Serial No. 4108)

Head: (120) Pensions

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

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

There are still many serving civil servants appointed before June 2000 and they are protected by the Old Pension Scheme under the Pensions Ordinance or the New Pension Scheme under the Pension Benefits Ordinance. Please provide in table form the respective numbers of retired civil servants receiving pension payment under the Old Pension Scheme and the New Pension Scheme and the estimated expenditure for 2020-21. Using the table below, please provide the relevant information by grade (including all disciplined services) and by rank.

Grade (including all disciplined services) and rank	Old Pension Scheme		New Pension Scheme	
	Number	Estimated expenditure	Number	Estimated expenditure

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 69)

Reply:

The estimated number of retired civil servants and judicial officers receiving pension in 2020-21 is 148 060 involving estimates of \$41,262 million. In respect of both the number of officers and estimated expenditure, it is estimated that 75% are for pensioners under the New Pension Scheme and the remaining 25% are for pensioners under the Old Pension Scheme. The Treasury does not keep and hence cannot provide a breakdown of the number of pensioners and pension expenditure in respect of all pensioners by their former grades/ranks.

- End -

CONTROLLING OFFICER'S REPLY

CSB101

(Question Serial No. 5416)

Head: (120) Pensions

Subhead (No. & title): (015) Public and judicial service pension benefits and compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

1. Please advise on the number of pensioners receiving pensions, the total expenditure on pension payments for civil and judicial service pensioners as well as the average and median amounts of pension received by each retired civil servant in each of the past 5 years.
2. Please set out in detail the Government's estimated future expenditure on pension payments and provide a breakdown of the future estimated average monthly expenditure on pensions for each civil servant by rank.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 1310)

Reply:

The total number of retired civil servants and judicial officers receiving pension, the total expenditure on pension payments to them and the average monthly pension received by relevant officers for the past five financial years and 2020-21 are set out below –

Financial Year	Total number of retired civil servants and judicial officers receiving pension in the respective financial year	Total expenditure on civil and judicial service pension in the respective financial year (including gratuities and pensions)	Average monthly pension received per head in the respective financial year
		\$ Million	\$
2015-16	122 153	28,318.1	12,100
2016-17	127 258	30,843.4	12,800
2017-18	132 577	33,191.0	13,300
2018-19	137 855	35,510.0	13,800
2019-20 (revised estimate)	142 600	38,164.3	14,500
2020-21 (estimate)	148 060	41,261.9	14,600

The estimate of future pension payments hinges on a number of factors, including the number of new retirees every year and the total number of pensioners. The Treasury does not keep and hence cannot provide a breakdown of the pension expenditure in respect of all pensioners by their former ranks.

- End -

CONTROLLING OFFICER'S REPLY**CSB102****(Question Serial No. 5435)**

Head: (120) Pensions

Subhead (No. & title): (015) Public and judicial service pension benefits and compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide a breakdown of the expenditure on pension payments for all directorate posts of government departments for the past 5 years and a breakdown of the estimated expenditure for the next financial year.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 1346)

Reply:

Breakdown of the expenditure on pension payments for all directorate officers retired in the past 5 financial years and estimated expenditure in this respect for 2020-21 are provided below –

Year of Retirement	Total pension gratuity payment for directorate officers retired in the respective year	Estimated expenditure on pension payments in 2020-21 for the directorate officers retired in the respective year
	\$ Million	\$ Million
2015-16	837.9	101.5
2016-17	899.1	111.9
2017-18	992.0	134.5
2018-19	990.7	122.3
2019-20 (revised estimate)	1,085.7	126.9

- End -

CONTROLLING OFFICER'S REPLY**CSB103****(Question Serial No. 4234)**Head: (136) Public Service Commission SecretariatSubhead (No. & title): (000) Operational expensesProgramme: Secretariat services for the Public Service CommissionControlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)Director of Bureau: Secretary for the Civil ServiceQuestion:

1. Please provide details of the disciplinary cases involving officers at various ranks for which the Public Service Commission Secretariat offered advice to the Government in the past 5 years, specifying the departments concerned and expenses incurred in table form.

Year	Case details	Department concerned	Expenses incurred
2015-2016			
2016-2017			
2017-2018			
2018-2019			
2019-2020			

2. Please provide in table form the details of each disciplinary case in the past 5 years.

Year	Case number	Department concerned	Details of the disciplinary case	Whether the officer has been interdicted, dismissed, disqualified for pension or put under criminal charges
2015-2016				
2016-2017				
2017-2018				
2018-2019				
2019-2020				

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 200)

Reply:

1. Apart from supporting the Public Service Commission (PSC) in tendering advice to the Government on disciplinary cases in the civil service, the PSC Secretariat is also responsible for supporting PSC's other areas of work. Therefore, we are unable to provide a breakdown of the expenditure involved solely for the former area of work. In the past 5 financial years (up to 31 December 2019), the PSC advised the Government on the form of punishment in a total of 188 disciplinary cases in the civil service. Details are as follows:

Financial Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
2015-16	31	Agriculture, Fisheries and Conservation Department (1) Customs and Excise Department (1) Correctional Services Department (2) Department of Health (1) Drainage Services Department (1) Food and Environmental Hygiene Department (11) Government Logistics Department (2) Housing Department (1) Hong Kong Police Force (1) Immigration Department (3) Inland Revenue Department (1) Legal Aid Department (1) Leisure and Cultural Services Department (2) Hongkong Post (2) Water Supplies Department (1)	10	Agriculture, Fisheries and Conservation Department (2) Environmental Protection Department (1) Highways Department (1) Information Services Department (1) Lands Department (1) Leisure and Cultural Services Department (1) Hongkong Post (3)

Financial Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
2016-17	32	Buildings Department (1) Customs and Excise Department (1) Development Bureau (1) Education Bureau (2) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (10) Fire Services Department (2) Home Affairs Bureau (1) Hong Kong Police Force (1) Highways Department (1) Immigration Department (1) Leisure and Cultural Services Department (2) Planning Department (1) Hongkong Post (1) Social Welfare Department (3) Water Supplies Department (3)	10	Housing Department (1) Judiciary (1) Lands Department (2) Leisure and Cultural Services Department (4) Hongkong Post (1) Water Supplies Department (1)
2017-18	25	Census and Statistics Department (1) Civil Aviation Department (1) Correctional Services Department (2) Department of Justice (1)	11	Agriculture, Fisheries and Conservation Department (1) Food and Environmental Hygiene Department (2) Fire Services

Financial Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
		Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (6) Hong Kong Monetary Authority (1) Home Affairs Department (2) Immigration Department (1) Inland Revenue Department (1) Leisure and Cultural Services Department (2) Land Registry (1) Hongkong Post (2) Social Welfare Department (1) Water Supplies Department (2)		Department (1) Housing Department (3) Legal Aid Department (1) Leisure and Cultural Services Department (2) Working Family and Student Financial Assistance Agency (1)
2018-19	30	Architectural Services Department (1) Correctional Services Department (2) Drainage Services Department (2) Education Bureau (1) Food and Environmental Hygiene Department (6) Housing Department (3) Hong Kong Police Force (2) Immigration Department (3) Leisure and Cultural Services Department (2)	11	Education Bureau (1) Food and Environmental Hygiene Department (2) Immigration Department (1) Leisure and Cultural Services Department (1) Marine Department (1) Office of the Communications Authority (1) Hongkong Post (4)

Financial Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
		Marine Department (1) Office of the Communications Authority (1) Office of the Government Chief Information Officer (1) Hongkong Post (2) Radio Television Hong Kong (1) Transport Department (1) Water Supplies Department (1)		
2019-20 (as at 31 December 2019)	19	Civil Engineering and Development Department (1) Correctional Services Department (1) Food and Environmental Hygiene Department (1) Fire Services Department (3) Housing Department (1) Hong Kong Police Force (1) Judiciary (1) Leisure and Cultural Services Department (7) Lands Department (1) Water Supplies Department (2)	9	Buildings Department (1) Drainage Services Department (1) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (1) Housing Department (1) Housing Department (1) Leisure and Cultural Services Department (2) Marine Department (1) Hongkong Post (1)

2. The reply to the second part of the question, with information provided by the Civil Service Bureau (CSB), is as follows:

Information of cases in the past 5 financial years (up to 31 December 2019) involving civil servants convicted of criminal offences or found guilty of misconduct and thereby punished by dismissal and forfeiture of retirement benefits are set out below. CSB does not keep statistics on the related figures on interdiction.

Financial Year	No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)
2015-16	13	Correctional Services Department (3) Fire Services Department (1) Food and Environmental Hygiene Department (1) Hong Kong Police Force (8)	5	Agriculture, Fisheries and Conservation Department (1) Buildings Department (1) Customs and Excise Department (1) Department of Health (1) Immigration Department (1)
2016-17	15	Fire Services Department (2) Hong Kong Police Force (13)	3	Water Supplies Department (1) Hong Kong Police Force (2)
2017-18	9	Correctional Services Department (1) Customs and Excise Department (1) Home Affairs Department (1) Hong Kong Police Force (4) Leisure and Cultural Services Department (1) Water Supplies Department (1)	5	Correctional Services Department (1) Customs and Excise Department (1) Hong Kong Police Force (1) Housing Department (1) Legal Aid Department (1)

Financial Year	No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)
2018-19	12	Correctional Services Department (2) Customs and Excise Department (1) Food and Environmental Hygiene Department (1) Hong Kong Police Force (8)	2	Hong Kong Police Force (1) Hongkong Post (1)
2019-20 (as at 31 December 2019)	5	Correctional Services Department (1) Hong Kong Police Force (4)	6	Buildings Department (1) Correctional Services Department (2) Electrical and Mechanical Services Department (1) Hong Kong Police Force (1) Leisure and Cultural Services Department (1)

- End -

CONTROLLING OFFICER'S REPLY**CSB104****(Question Serial No. 4888)**

Head: (136) Public Service Commission Secretariat

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

Programme: (-) Not Specified

Controlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the work in relation to the Code on Access to Information, will the Government advise this Committee on the following:

- 1) Concerning the requests for information under the Code on Access to Information received by the Public Service Commission Secretariat from October 2018 to present for which only some of the required information has been provided, please state in table form: (i) the content of the requests for which only some of the required information has been provided; (ii) the reasons for providing some of the information only; (iii) whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application); (iv) whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application)? If yes, please provide the details of how the requests have been handled eventually.

From October to December 2018

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

2019

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding some of the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

2) Concerning the requests for information under the Code on Access to Information received by the Public Service Commission Secretariat from October 2018 to present for which the required information has not been provided, please state in table form: (i) the content of the requests refused; (ii) the reasons for refusal; (iii) whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application); (iv) whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application)? If yes, please provide the details of how the requests have been handled eventually.

From October to December 2018

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

2019

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

- 3) Any person who believes that a department has failed to comply with any provision of the Code on Access to Information may ask the department to review the situation. Please advise this Committee in each of the past 5 years, (i) the number of review cases received; (ii) the number of cases, among the review cases received in the year, in which further information was disclosed after review; (iii) whether the decisions on review were made at the directorate (D1 or D2) level.

Year in which review cases were received	(i) Number of review cases received	(ii) Number of cases, among the review cases received in the year, in which further information was disclosed after review	(iii) Whether the decisions on review were made at the directorate (D1 or D2) level
2015			
2016			
2017			
2018			
2019			

- 4) With reference to the target response times set out in paragraphs 1.16.1 to 1.19.1 of Guidelines on Interpretation and Application of the Code on Access to Information, please advise this Committee on the following information by year in table form (with text descriptions).

- (a) Within 10 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 10 to 21 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 21 to 51 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

(b) cases in which information could not be provided within 21 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

(c) cases in which information could not be provided within 51 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

- 5) Please state in table form the number of those, among the cases in which requests for information were refused under the exemption provisions in Part 2 of the Code on Access to Information, on which the Privacy Commissioner for Personal Data was consulted when they were being handled in the past 5 years. For cases on which advice had been sought, was it fully accepted in the end? For cases where the advice of the Privacy Commissioner for Personal Data was not accepted or was only partially accepted, what are the reasons?

Date	Subject	Particular exemption provision in Part 2 of the Code on Access to Information under which requests for information were refused	Whether the advice of the Privacy Commissioner for Personal Data was fully accepted	Reasons for refusing to accept or only partially accepting the advice of the Privacy Commissioner for Personal Data

Asked by: Hon CHAN Tanya (LegCo internal reference no.:458)

Reply:

- 1&2) From October 2018 to September 2019, the Public Service Commission (PSC) Secretariat did not receive any requests for information under the Code on Access to Information directly made to PSC.
- 3) From 2015 to September 2019, the PSC Secretariat did not receive any requests for review.
- 4&5) From 2016 to September 2019, the PSC Secretariat handled 1 request for information in 2018 (within the period from January to September) and had provided all information requested by the applicant within 11 to 21 days after receipt of the request.

- End -

CONTROLLING OFFICER'S REPLY**CSB105****(Question Serial No. 6086)**Head: (136) Public Service Commission SecretariatSubhead (No. & title): (-) Not SpecifiedProgramme: Secretariat services for the Public Service CommissionControlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)Director of Bureau: Secretary for the Civil ServiceQuestion:

- a. Please set out the quantity, value and stock of surgical masks produced by the Correctional Services Department (CSI masks) that the Public Service Commission Secretariat (the Secretariat) obtained from the Government Logistics Department (GLD) each month in the past 3 years in the following table:

Month/Year	No. of CSI masks obtained	Value of CSI masks obtained	Stock of CSI masks

- b. Please set out the quantity, value, stock and consumption of surgical masks that the Secretariat obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of surgical masks obtained from GLD (value)	No. of surgical masks procured (value)	Stock	Consumption

- c. Please set out the quantity, value, stock and consumption of N95 masks that the Secretariat obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of N95 masks obtained from GLD (value)	No. of N95 masks procured (value)	Stock	Consumption

- d. Please set out the quantity, value, stock and consumption of gowns that the Secretariat obtained from the GLD or procured each month in the past 3 years in the following table:

Month/ Year	No. of gowns obtained from GLD (value)	No. of gowns procured (value)	Stock	Consumption

- e. Please set out the quantity, value, stock and consumption of protective coverall suits that the Secretariat obtained from the GLD or procured each month in the past 3 years in the following table:

Month/ Year	No. of protective coverall suits obtained from GLD (value)	No. of protective coverall suits procured (value)	Stock	Consumption

- f. Please set out the quantity, value, stock and consumption of face shields that the Secretariat obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of face shields procured	Value of face shields procured	Stock of face shields	Consumption

- g. Please set out the quantity, value, stock and consumption of goggles that the Secretariat obtained from the GLD or procured each month in the past 3 years in the following table:

Month/ Year	No. of goggles procured	Value of goggles procured	Stock of goggles	Consumption

- h. Did the Secretariat supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations in the past 3 years? If yes, please provide the relevant information, including the quantity, consumption and stock, in the following table:

Month/ Year	Name of organisations	Manner of provision (e.g. sold or supplied for free)	Surgical masks	N95 masks	Face shields	Goggles	Gowns	Protective coverall suits

- i. If the Secretariat is to supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations, what are the departments and the ranks of the officers responsible for making such decisions? Please provide the ranks of the officers involved in each decision, the date they made the decision and other relevant information.

Asked by: Hon MO Claudia (LegCo internal reference no.: 175)

Reply:

With the rapid development of the epidemic, Government departments' demand for personal protective equipment (PPE) (including masks) will vary depending on their needs arising from anti-epidemic work. Currently, the Government Logistics Department (GLD) and other Government departments are making their best endeavours to procure PPE through different channels and means; and will keep under review the stock position and demand for these items.

The global demand for PPE is increasing rapidly and the HKSAR Government's procurement work is facing keen competition. To avoid undermining the bargaining power of GLD and other departments in the procurement of PPE, the HKSAR Government considers that it is not appropriate at this stage to disclose specific information about the stock position of PPE, the suppliers' details, the quantity procured, the value involved and the consumption, etc. in the past few years.

The Public Service Commission Secretariat has neither provided nor sold any PPE to other organisations.

- End -

CONTROLLING OFFICER'S REPLY**CSB106****(Question Serial No. 4462)**

Head: (174) Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

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

Programme: (-) Not Specified

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (YAU Kin-chung)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the work in relation to the Code on Access to Information, will the Government advise this Committee on the following:

- 1) Concerning the requests for information under the Code on Access to Information received by the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service from October 2018 to present for which only some of the required information has been provided, please state in table form: (i) the content of the requests for which only some of the required information has been provided; (ii) the reasons for providing some of the information only; (iii) whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application); (iv) whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application)? If yes, please provide the details of how the requests have been handled eventually.

From October to December 2018

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding some of the information was made subject to a "harm or prejudice test", i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on

			Interpretation and Application). If yes, please provide the details.

2019

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) Whether the decision on withholding some of the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding some of the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

- 2) Concerning the requests for information under the Code on Access to Information received by the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service from October 2018 to present for which the required information has not been provided, please state in table form: (i) the content of the requests refused; (ii) the reasons for refusal; (iii) whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application); (iv) whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application)? If yes, please provide the details of how the requests have been handled eventually.

From October to December 2018

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please

			provide the details.

2019

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) Whether the decision on withholding the information was made at the directorate (D1 or D2) level (according to paragraph 1.8.2 of the Guidelines on Interpretation and Application)	(iv) Whether the decision on withholding the information was made subject to a “harm or prejudice test”, i.e. whether the public interest in disclosure of such information outweighs any harm or prejudice that could result from disclosure (according to paragraph 2.1.1 of the Guidelines on Interpretation and Application). If yes, please provide the details.

- 3) Any person who believes that a department has failed to comply with any provision of the Code on Access to Information may ask the department to review the situation. Please advise this Committee in each of the past 5 years, (i) the number of review cases received; (ii) the number of cases, among the review cases received in the year, in which further information was disclosed after review; (iii) whether the decisions on review were made at the directorate (D1 or D2) level.

Year in which review cases were received	(i) Number of review cases received	(ii) Number of cases, among the review cases received in the year, in which further information was disclosed after review	(iii) Whether the decisions on review were made at the directorate (D1 or D2) level
2015			
2016			
2017			
2018			
2019			

- 4) With reference to the target response times set out in paragraphs 1.16.1 to 1.19.1 of Guidelines on Interpretation and Application of the Code on Access to Information, please advise this Committee on the following information by year in table form (with text descriptions).

- (a) Within 10 days from date of receipt of a written request:

	Number of requests for which the	Number of requests involving	Number of requests for which the	Number of requests for information	Number of applications which the

	information requested was provided	third party information for which the information requested could not be provided	information requested could not be provided since the requests had to be transferred to another department which held the information under request	which were refused under the exemption provisions in Part 2 of the Code on Access to Information	applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 10 to 21 days from date of receipt of a written request:

	Number of requests for which the information requested was provided	Number of requests involving third party information for which the information requested could not be provided	Number of requests for which the information requested could not be provided since the requests had to be transferred to another department which held the information under request	Number of requests for information which were refused under the exemption provisions in Part 2 of the Code on Access to Information	Number of applications which the applicants indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

Within 21 to 51 days from date of receipt of a written request:

	Number of requests for which the information	Number of requests involving third party	Number of requests for which the information	Number of requests for information which were	Number of applications which the applicants

	requested was provided	information for which the information requested could not be provided	requested could not be provided since the requests had to be transferred to another department which held the information under request	refused under the exemption provisions in Part 2 of the Code on Access to Information	indicated that they did not wish to proceed with and withdrew since they did not accept the charge
2020					
2019					
2018					
2017					
2016					

- (b) cases in which information could not be provided within 21 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

- (c) cases in which information could not be provided within 51 days from date of receipt of a request in the past 5 years:

Date	Subject of information requested	Specific reason

- 5) Please state in table form the number of those, among the cases in which requests for information were refused under the exemption provisions in Part 2 of the Code on Access to Information, on which the Privacy Commissioner for Personal Data was consulted when they were being handled in the past 5 years. For cases on which advice had been sought, was it fully accepted in the end? For cases where the advice of the Privacy Commissioner for Personal Data was not accepted or was only partially accepted, what are the reasons?

Date	Subject	Particular exemption provision in Part 2 of the Code on Access to Information under which requests for information were refused	Whether the advice of the Privacy Commissioner for Personal Data was fully accepted	Reasons for refusing to accept or only partially accepting the advice of the Privacy Commissioner for Personal Data

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 367)

Reply:

- 1&2) The Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Joint Secretariat) did not receive any request for information under the Code on Access to Information from October 2018 to present.
- 3) In the past 5 years, the Joint Secretariat did not receive any review case.
- 4) In the past 5 years, the Joint Secretariat received only one request for information under the Code on Access to Information in 2017. The requested information was provided in full by the Joint Secretariat within 10 to 21 days from the date of receipt of the written request.
- 5) In the past 5 years, the Joint Secretariat did not refuse any requests for information under the Code on Access to Information.

- End -

CONTROLLING OFFICER'S REPLY

CSB107

(Question Serial No. 6074)

Head: (174) Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

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

Programme: Secretariat services for the following advisory bodies : Standing Commission on Civil Service Salaries and Conditions of Service, Standing Committee on Disciplined Services Salaries and Conditions of Service, Standing Committee on Directorate Salaries and Conditions of Service, Standing Committee on Judicial Salaries and Conditions of Service, Advisory Committee on Post-service Employment of Civil Servants

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (YAU Kin-chung)

Director of Bureau: Secretary for the Civil Service

Question:

- a. Please set out the quantity, value and stock of surgical masks produced by the Correctional Services Department (CSI masks) that the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS) obtained from the Government Logistics Department (GLD) each month in the past 3 years in the following table:

Month/Year	No. of CSI masks obtained	Value of CSI masks obtained	Stock of CSI masks

- b. Please set out the quantity, value, stock and consumption of surgical masks that the JSSCS obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of surgical masks obtained from GLD (value)	No. of surgical masks procured (value)	Stock	Consumption

- c. Please set out the quantity, value, stock and consumption of N95 masks that the JSSCS obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of N95 masks obtained from GLD (value)	No. of N95 masks procured (value)	Stock	Consumption

- d. Please set out the quantity, value, stock and consumption of gowns that the JSSCS obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of gowns obtained from GLD (value)	No. of gowns procured (value)	Stock	Consumption

- e. Please set out the quantity, value, stock and consumption of protective coverall suits that the JSSCS obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of protective coverall suits obtained from GLD (value)	No. of protective coverall suits procured (value)	Stock	Consumption

- f. Please set out the quantity, value, stock and consumption of face shields that the JSSCS obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of face shields procured	Value of face shields procured	Stock of face shields	Consumption

- g. Please set out the quantity, value, stock and consumption of goggles that the JSSCS obtained from the GLD or procured each month in the past 3 years in the following table:

Month/Year	No. of goggles procured	Value of goggles procured	Stock of goggles	Consumption

- h. Did the JSSCS supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations in the past 3 years? If yes, please provide the relevant information, including the quantity, consumption and stock, in the following table:

Month/Year	Name of organisations	Manner of provision (e.g. sold or supplied for free)	Surgical masks	N95 masks	Face shields	Goggles	Gowns	Protective coverall suits

- i. If the JSSCS is to supply or sell surgical masks, N95 masks, face shields, goggles, gowns and protective coverall suits to other organisations, what are the departments and the ranks of the officers responsible for making such decisions? Please provide the ranks of the officers involved in each decision, the date they made the decision and other relevant information.

Asked by: Hon MO Claudia (LegCo internal reference no.: 163)

Reply:

With the rapid development of the epidemic, Government departments' demand for personal protective equipment (PPE) (including mask) will vary depending on their needs arising from anti-epidemic work. Currently, the Government Logistics Department (GLD) and other Government departments are making their best endeavours to procure PPE through different channels and means; and will keep under review the stock position and demand for these items.

The global demand for PPE is increasing rapidly and the HKSAR Government is facing keen competition in procurement work. To avoid undermining the bargaining power of GLD and other departments in the procurement of PPE, the HKSAR Government considers it not appropriate at this stage to disclose specific information about the stock position of PPE, the suppliers' details, the quantity procured, the amount involved and the consumption, etc. in the past few years and in the recent period.

The Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service has neither provided nor sold any PPE to other organisations.

- End -

CONTROLLING OFFICER'S REPLY

CSB108

(Question Serial No. 4630)

Head: (37) Department of Health

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

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the existing government dental clinics, please provide the following information, broken down by clinic:

- (1) the estimated and actual annual expenditure for each clinic;
- (2) the respective numbers of dentists, dental nurses, dental chairs and dental chairs suitable for wheelchair users at each clinic; and
- (3) the operating costs per dental chair per day and the respective costs of scaling and polishing, extractions as well as fillings.

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 213)

Reply:

- (1) With regard to the provision of dental services for civil service eligible persons (CSEPs) by government dental clinics, the overall actual expenditure for 2018-19 was \$708.5 million, and the revised estimate for 2019-20 and the estimated expenditure for 2020-21 are \$766.5 million and \$862.8 million respectively. The Department of Health (DH) does not keep statistics on the expenditure of individual dental clinics.
- (2) The numbers of Dental Officer (DO) and Dental Surgery Assistant (DSA) posts as well as dental chairs at various dental clinics are at Annex.

Wheelchair users attending government dental clinics will be transferred, if their physical condition permits, to a dental chair for treatment with the assistance of clinic staff. Those unfit to leave their wheelchairs will receive dental examination and treatment in their wheelchairs or in wheelchair recliners provided by the clinic (where applicable) as the DO sees fit.

- (3) Dental procedures, which include general and specialised dental treatment, vary in type and complexity. DH does not keep statistics on the operating costs of dental chairs or the costs of dental services by type.

Dental Clinic	As at 1 February 2020		
	DO(s)	DSA(s)	Dental Chair(s)
Aberdeen Jockey Club Dental Clinic	3	3	3
Castle Peak Hospital Dental Clinic	4	3	4
Chai Wan Government Dental Clinic	6	6	7
Cheung Chau Dental Clinic	1	1	1
Cheung Sha Wan Government Offices Dental Clinic	29	32	30
Fanling Health Centre Dental Clinic	7	7	8
Ha Kwai Chung Government Dental Clinic	4	4	4
Harbour Building Dental Clinic	10	11	10
Harbour Building Orthodontic Clinic	7	7	7
Hong Kong Police College Dental Clinic	1	1	1
Kennedy Town Community Complex Dental Clinic	9	10	9
Kowloon City Dental Clinic	13	16	14
Kwai Chung Hospital Dental Clinic	1	1	1
Kwun Tong Dental Clinic	6	6	6
Kwun Tong Yung Fung Shee Dental Clinic	5	5	5
Li Po Chun Dental Clinic	6	6	6
Ma On Shan Dental Clinic	4	4	4
MacLehose Dental Centre 2/F	5	5	5
MacLehose Dental Centre 6/F	12	12	11
Madam Yung Fung Shee Dental Clinic	4	4	5
Mona Fong Dental Clinic	2	2	2
Pamela Youde Government Dental Clinic	7	7	7
Queensway Government Offices Dental Clinic	11	11	11
Sai Ying Pun Dental Clinic 3/F	2	2	2
Sai Ying Pun Dental Clinic 8/F	8	8	8
Sheung Kwai Chung Government Dental Clinic	10	11	10
Sheung Kwai Chung Prosthodontic Clinic	5	6	4
Tai O Dental Clinic*	-	-	1
Tai Po Wong Siu Ching Dental Clinic	4	4	4
Tang Shiu Kin Dental Clinic	12	13	12
Tseung Kwan O Dental Clinic	7	7	7

Dental Clinic	As at 1 February 2020		
	DO(s)	DSA(s)	Dental Chair(s)
Tsuen Wan Dental Clinic	3	3	4
Tsuen Wan Government Offices Dental Clinic	6	7	6
Tung Chung Dental Clinic	3	3	3
Victoria Road Dental Clinic	3	2	2
Wan Chai Dental Clinic	12	12	12
Western Dental Clinic	3	3	3
West Kowloon Government Offices Dental Clinic	4	3	4
Yan Oi Dental Clinic	3	3	3
Yau Ma Tei Dental Clinic	9	8	10
Yau Ma Tei Orthodontic Clinic	10	11	10
Yuen Long Government Offices Dental Clinic	7	7	7
Yuen Long Jockey Club Dental Clinic	3	4	3

* The DO and DSA posts at Tai O Dental Clinic are already included in the establishment of Cheung Chau Dental Clinic.

Oral Maxillofacial Surgery & Dental Clinic (OMS&DC) with surgeries for the exclusive use of CSEPs	As at 1 February 2020		
	DO(s)	DSA(s)	Dental Chair(s)
North District Hospital OMS&DC	1	1	1
Prince of Wales Hospital OMS&DC	1	1	1
Queen Elizabeth Hospital OMS&DC	1	1	1
Queen Mary Hospital OMS&DC	1	1	1

- End -

CONTROLLING OFFICER'S REPLY**CSB109****(Question Serial No. 4657)**

Head: (37) Department of Health

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

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding medical services for civil servants, will the Government please advise on the numbers of cases of various groups of eligible persons (including monthly paid civil servants and their dependants; daily rated staff who are injured in the course of their duty; retired civil servants living in Hong Kong and in receipt of a pension or an annual allowance and their dependants living in Hong Kong; dependants of civil servants killed on duty and living in Hong Kong; and dependants of civil servants who died while in service or after retirement and living in Hong Kong) receiving the services and the resources involved for the past 3 years?

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 242)

Reply:

The Department of Health does not keep statistics on the number of cases of individual categories of eligible persons receiving services at the families clinics. The attendances of civil service eligible persons at these clinics in the past 3 years were as follows –

Year	Attendance ^{Note}
2017	297 000
2018	285 000
2019	280 000

Note: Figures for attendances have been rounded to the nearest 1 000.

The actual expenditures of the families clinics for 2017-18 and 2018-19 were \$162.8 million and \$166.1 million respectively, and the revised estimate for 2019-20 is \$191.5 million.

- End -

CONTROLLING OFFICER'S REPLY**CSB110****(Question Serial No. 6782)**Head: (37) Department of HealthSubhead (No. & title): (-) Not SpecifiedProgramme: (7) Medical and Dental Treatment for Civil ServantsControlling Officer: Director of Health (Dr. Constance CHAN)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding public dental services, will the Government please advise on:

- a. the maximum daily service capacity, actual numbers of appointments and attendances as well as utilisation rates in respect of services provided to eligible persons by public dental clinic in the past 3 years;
- b. the types of dental examination and treatment provided by public dental clinics and the costs per case for such services in the past 3 years;
- c. the numbers, length of service, vacancy rates, wastage rates and average working hours per week of all ranks of healthcare staff (including dentists and dental surgery assistants) in dental clinics in the past 3 years; and
- d. a breakdown of the improvements made in response to the problems with public dental services as pointed out in Report No. 68 of the Director of Audit, including long waiting time, delay in operation of dental surgeries, etc.; as well as the manpower and resources required for implementing the improvement measures.

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 219)Reply:

- a. The utilisation rates of all service sessions available at government dental clinics providing dental services to civil service eligible persons (CSEPs) are close to 100%.

The attendances of CSEPs at the dental clinics (including Oral Maxillofacial Surgery and Dental Clinics in hospitals) in the past 3 years are as follows –

Year	Attendance
2017	766 400
2018	769 600
2019	756 500

- b. Given the wide variety of services in respect of dental examination and treatment, the Department of Health (DH) does not keep statistics on the costs of such services by type.
- c. The establishment and vacancy rates of Dental Officers (DOs) and Dental Surgery Assistants (DSAs) at the dental clinics under DH in the past 3 years are as follows –

	2017-18 (as at 31 March 2018)		2018-19 (as at 31 March 2019)		2019-20 (as at 1 February 2020)	
Grade	Establishment	Vacancy Rate	Establishment	Vacancy Rate	Establishment	Vacancy Rate
DO	259	1.2%	270	2.6%	275	1.8%
DSA	271	0.0%	276	0.0%	287	0.0%

The wastage rates¹ of the DO grade in the DH for 2017-18, 2018-19 and 2019-20 (as at 1 February 2020) were 3.4%, 6.0% and 3.2% respectively, and those of the DSA grade were 4.0%, 2.8% and 3.6% respectively. The length of service for both DOs and DSAs working in the DH ranges from over 30 years to less than 1 year, and their conditioned hours of work are 44 hours gross per week.

- d. DH has completed its follow-up work on the recommendations concerning the provision of dental services to CSEPs made in Report No. 68 of the Director of Audit, including the redeployment of resources for specialised and general dental services in the light of the service demand in individual dental clinics, with a view to shortening the waiting time of CSEPs at clinics with higher service demands. As regards the 7 new dental surgeries, they have already commenced full operation.

As the above work involves only internal redeployment of resources and implementation of earlier plans, no additional manpower and resources are required.

¹ Wastage rate refers to the overall wastage rate covering all situations resulting in departure from the service, including retirement, resignation, etc.