

For Information

**Legislative Council Panel on Public Service
Follow-up to the Meeting on 16 March 2020**

At the meeting of the Legislative Council Panel on Public Service held on 16 March 2020, Members requested the Administration to provide the following information on civil service-related matters –

- (a) the number of civil servants serving in the Hospital Authority with a breakdown by grades and ranks;
- (b) details of the planning for the Hong Kong Police Force (HKPF) to recruit new staff in 2020-21, including a timetable; and
- (c) whether Civil Service Bureau has any guidelines/principles to objectively assess proposals by individual bureaux/departments to increase their establishment in the Budget.

2. At the same meeting, Members requested the Administration to provide the following information relating to the use of agency workers –

- (a) details of body-shopped personnel used by the Housing Department (HD), including the latest number, a breakdown by their work nature and ranks, and reasons for their engagement; and
- (b) reasons for the increase in the number of agency workers used by the Education Bureau (EDB) to provide library management services for the Central Resources Centre (CRC) and fill short-term manpower gap in the Curriculum and Quality Assurance Branch (CQAB) in 2019.

Civil service-related matters featured in the 2020-21 Budget

3. Regarding paragraph 1(a), according to the information provided by the Department of Health, the number of civil servants working in the Hospital Authority with a breakdown by grades and ranks is at **Annex A**.

4. Regarding paragraph 1(b), according to the information provided by HKPF, HKPF will conduct the overall manpower planning and assessment in a timely manner, and fill the vacancies through year-round recruitment, promotion and various measures on extension of service.

5. In 2020-21, 2 543 posts will be created in HKPF having regard to operational needs, of which 2 375 posts are for disciplined staff. In respect of recruitment, HKPF has been adopting a proactive recruitment strategy coupled with rigorous selection process, as well as timely review, with a view to attracting high-calibre candidates who possess the same values as the Force to join the Force in serving the community. In 2020-21, having considered the overall social environment, such as the economy, demand in the labour market, etc., HKPF reasonably derives a recruitment target of 1 845 officers for this financial year (comprising 225 Probationary Inspectors and 1 620 Recruit Police Constables), while the remaining vacancies will be filled by promotion and various measures on extension of service (see paragraph 6 below). The actual number of officers to be recruited would depend on a number of factors such as the prevailing economic and labour market situation.

6. HKPF has always been hiring retired or soon-to- retire police officers through various measures on extension of service (including the further employment mechanism, Post-retirement Service Contract Scheme, Final Extension of Service, etc.) to continue serving the Force. In 2019-20 and 2020-21, the Force estimates that around 1 600 to 1 700 retired or soon-to- retire police officers will be retained and hired.

7. Regarding paragraph 1(c), when examining proposals from bureaux/departments for increasing manpower, the Government would consider principles including actual operational needs, justifications and priorities of various initiatives, etc.. Additional civil service posts would be created where justified.

Use of Agency workers

8. Regarding paragraph 2(a) above, according to the information provided by HD, the body-shopped personnel are engaged mainly to implement new initiatives for which additional manpower is not yet available in the interim, complement the unavailable expertise in-house or perform

seasonal jobs. The number of body-shopped personnel in HD and breakdown by their work nature and ranks as at 31 December 2019 are at **Annex B**.

9. As regards paragraph 2(b) above, according to the information provided by EDB, the number of agency workers used in the CRC of the Bureau had increased because the mode of operation and staffing requirement of the CRC are under review. Upon the cessation of the commissioned service to provide support for the daily operation of the CRC, and during the transition prior to deciding its long term mode of operation, agency workers were used to provide library management services and any urgent services for the CRC as an interim measure. As for the increase in the number of agency workers in CQAB, it was because the civil service vacancies or vacant non-civil service contract positions in the subject Branch could not be timely filled due to the lead time required for conducting recruitment. In this regard, agency workers were used to tide over the short-term manpower gap in the Branch.

Civil Service Bureau
May 2020

**Breakdown of Civil Servants Working in the Hospital Authority
by Grades and Ranks**

Grade/Rank	Projected number of staff (as at 1 April 2020)
MEDICAL AND HEALTH OFFICER GRADES	
Consultant D3	2
Consultant (Hospital Services)	4
Senior Medical and Health Officer	9
Associate Consultant	4
Medical and Health Officer	36
Sub-total	<u>55</u>
NURSING AND ALLIED GRADES	
General Manager (Nursing)	2
Chief Nursing Officer	1
Senior Nursing Officer	11
Departmental Operations Manager	11
Ward Manager	38
Nurse Specialist	3
Nursing Officer	117
Nursing Officer (Education)	4
Registered Nurse	88
Senior Nursing Officer (Psychiatric)	1
Nursing Officer (Psychiatric)	42
Registered Nurse (Psychiatric)	36
Enrolled Nurse	18
Enrolled Nurse (Psychiatric)	30
Sub-total	<u>402</u>

Grade/Rank	Projected number of staff (as at 1 April 2020)
SUPPLEMENTARY MEDICAL GRADES	
Department Manager	6
Chief Dispenser	7
Senior Dispenser	45
Dispenser	96
Senior Medical Technologist	2
Medical Technologist	15
Medical Technologist (Hospital Services)	1
Medical Laboratory Technician I	1
Occupational Therapy Assistant	4
Pharmacist	2
Physicist	1
Physiotherapist I	4
Prosthetist-Orthotist I	1
Senior Radiographer	11
Radiographer I	26
Scientific Officer (Med)	2
Sub-total	<u>224</u>
HOSPITAL ADMINISTRATOR GRADE	
Cluster General Manager (Human Resources)	1
General Manager (Administrative Services)	2
Senior Hospital Administrator	3
Sub-total	<u>6</u>
OTHER DEPARTMENTAL GRADES	
Artisan	4
Cook	3
Darkroom Technician	2
Chief Electrical Technician	1
Senior Electrical Technician	1
Electrical Technician	5

Grade/Rank	Projected number of staff (as at 1 April 2020)
Foreman	2
Health Care Assistant	4
Chief Hospital Foreman	1
Senior Hospital Foreman	3
Hospital Foreman	5
Hostel Manager/Manageress	1
Laboratory Attendant	10
Laundry Worker	1
Operating Theatre Assistant	9
Operation Assistant II	2
X-Ray Mechanic	1
Sub-total	<u>55</u>
MODEL SCALE I GRADES	
Ward Attendant	11
Workman I	1
Workman II	39
Sub-total	<u>51</u>
GENERAL GRADES	
Personal Secretary II	1
Telephone Operator	1
Sub-total	<u>2</u>
Total	<u>795</u>

**Body-shopped Personnel in the Housing Department
(position as at 31 December 2019)**

Comparable Civil Service/ Housing Authority Contract Rank of Body-shopped Personnel ^{Note}	Work Nature						Total
	Professional	Technical	Site Supervisory	Housing Management	Clerical	Others	
Amenities Assistant I						1	1
Architect	12						12
Assistant Building Services Inspector			9				9
Assistant Clerical Officer					9		9
Assistant Inspector of Works			43				43
Assistant Land Surveyor	2						2
Assistant Leisure Services Manager I						5	5
Assistant Leisure Services Manager II						1	1
Assistant Supplies Officer						2	2
Building Services Engineer	23						23
Clerical Assistant					25		25
Computer Operator II						4	4
Contract Assistant Finance Manager	2						2
Contract Assistant Training Manager	2						2
Engineer (Civil)	13						13
Geotechnical Engineer	17						17
Housing Officer				248			248

Comparable Civil Service/ Housing Authority Contract Rank of Body-shopped Personnel ^{Note}	Work Nature						Total
	Professional	Technical	Site Supervisory	Housing Management	Clerical	Others	
Labour Relations Officer*						80	80
Landscape Architect	3						3
Maintenance Surveyor	22						22
Senior Labour Relations Officer*						1	1
Structural Engineer	20						20
Supplies Supervisor II						2	2
Technical Officer (Architectural)		101					101
Technical Officer (Building Services)		43					43
Technical Officer (Civil)		8					8
Technical Officer (Geotechnical)		13					13
Technical Officer (Structural)		44					44
Welfare Worker						1	1
Works Supervisor (Building Services)			81				81
Works Supervisor (Civil)			9				9
Works Supervisor (Construction)			268				268
Total	116	209	410	248	34	97	1 114

* No comparable civil service/Housing Authority contract rank

Note Excluding T-contract staff engaged under the term contract centrally administered by the Office of the Government Chief Information Officer.