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### Replies to supplementary questions raised by Finance Committee Members in examining the Estimates of Expenditure 2018-19

Director of Bureau : Secretary for the Civil Service

Session No. : 1

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**CONTROLLING OFFICER'S REPLY**

**S-CSB01**

**(Question Serial No. S0017)**

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. Please provide in table form details about (i) the contents of the national studies training programmes offered; (ii) the institutions or personnel that provided the programmes; (iii) the expenditures involved; (iv) the departments with staff who participated in the programmes; and (v) the number of civil servants who participated in the programmes in various departments in the past 3 financial years.

<b>Year</b>	<b>Contents of the programmes</b>	<b>Institutions or personnel that provided the programmes</b>	<b>Expenditures involved</b>	<b>Departments with staff who participated in the programmes</b>	<b>Number of civil servants who participated in the programmes in various departments</b>

2. The expenditure is expected to increase by \$5.4 million in 2018-19. Regarding the anticipated increase, please provide in table form details about (i) the contents of the programmes involved; (ii) the institutions or personnel expected to provide the programmes; (iii) the estimated expenditures involved; (iv) the departments expected to have staff participating in the programmes; and (v) the estimated number of civil servants participating in the programmes in various departments.

Expected Contents of the programmes	Institutions or personnel expected to provide the programmes	Estimated expenditures involved	Departments expected to have staff participating in the programmes	Estimated number of civil servants participating in the programmes in various departments

3. What are the criteria for selecting providers of the national studies training programmes?

Asked by: Hon Au Nok-hin (Member Question No. (LegCo use): )

Reply:

1. The Civil Service Training and Development Institute (CSTDI) organises national studies training programmes which mainly cover the political, economic, social and cultural policies and developments of the Mainland (including the latest national policies such as the Belt and Road Initiative and the Guangdong-Hong Kong-Macao Bay Area Development, etc.) and the Basic Law training. There are two major types of national studies training which include programmes held locally and programmes held in the Mainland. For programmes held in the Mainland, we collaborate with various Mainland institutions and universities (including the Chinese 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 the programmes. Through collaboration with various provincial and local governments in the Mainland, we also arrange civil servants to participate in thematic visits and staff exchange programme in different Mainland regions. For programmes held in Hong Kong, we mainly invite local or Mainland government officials/experts/scholars to speak at thematic seminars, talks and workshops on national studies and the Basic Law for civil servants (for example, thematic seminars on “China’s Neighboring Diplomacy and the Belt and Road Initiative”, “The Impact of the Pilot Free Trade Zone Scheme on Hong Kong” and “The Guangdong-Hong Kong-Macao Bay Area Development and its Opportunities for Hong Kong”).

About 13 200, 15 300 and 16 700 civil servants attended the above national studies training programmes in 2015, 2016 and 2017 respectively. The actual expenditure for related training programmes in 2015-16 and 2016-17 was \$18.3 million for each year. The revised estimate in 2017-18 is also \$18.3 million.

2. In 2018-19, we will strengthen the national studies and the Basic Law training for civil servants, key measures include:
  - (a) increasing the number of training places for middle-ranking officers (i.e. Master Pay Scale (MPS) Point 34 to 44) to attend the national studies programmes held in the Mainland. It is estimated that the number of trainees will gradually increase from the current 280 each year to 420;
  - (b) extending the national studies programmes held in the Mainland to include civil servants at MPS Point 28 to 33. It is estimated that the number of trainees will gradually increase to about 240 each year; and
  - (c) organising more local training courses on the Basic Law. It is estimated that the number of trainees will gradually increase from the current 8 900 each year to 12 000.

After implementation of the above measures, we estimate that the number of trainees for national studies training will increase to about 17 600 in 2018. The estimated expenditure for related training programmes in 2018-19 is \$23.7 million.

3. The main criteria for CSTDI in the selection of training providers include the professional knowledge and experience of their professors and speakers, course design and fees, etc.

- End -

**CONTROLLING OFFICER'S REPLY**

**S-CSB02**

**(Question Serial No. S0011)**

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:

Among the full-time non-civil service contract (NCSC) staff, there are 1 184, 1 717 and 1 956 officers with service of more than 3 years, 3-5 years and more than 5 years respectively. In addition, there are 1 321 and 1 322 officers with continuous service of 5-10 years and more than 10 years in the same positions respectively. This situation fully demonstrates the long-term needs for these positions. What specific policies do departments have in place to assist NCSC staff to convert to civil servant status?

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

Reply:

Bureaux/Departments (B/Ds) will review the employment situation of their non-civil service contract (NCSC) staff from time to time to ascertain the need to replace those NCSC positions with established long-term service needs by civil service posts. In determining whether an NCSC position should be replaced by a civil service post, B/Ds have to ascertain whether there is a long-term operational need for the work of the position concerned, and whether it is more appropriate for civil servant to take over the duties. About 8 000 positions with established long-term operational needs had already been replaced by civil service posts since 2006. Also, the situation of prolonged engagement of NCSC staff has gradually improved. As at mid-2017, about one third of the NCSC staff (i.e. about 3 670 in number) had served continuously for five years or more, representing a drop of about 23% as compared with the peak as at mid-2013 (about 4 750 in number), and about one third of them had served in more than one NCSC position. B/Ds will continue to keep their NCSC positions under regular review and, where appropriate, seek necessary resources to replace them with civil service posts. That said, we would like to point out that some of these positions can hardly be replaced by civil service posts given the nature of their work, such as service needs that are subject to market fluctuations, that require staff to work less than the conditioned hours of civil servants, that are under review or that involve duties for which no appropriate civil service posts in the government structure could be identified, etc.

As regards recruitment of 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 the recruitment process if they are interested in such posts. 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 given their working experience in the Government.

- End -

**CONTROLLING OFFICER'S REPLY****S-CSB03****(Question Serial No. S0010)**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 Reply Serial No. CSB032, please advise this Committee of the following:

1. Among the additional civil service posts, what is the number and increase relating to construction and engineering professionals to be employed by the Buildings Department? Please also update the total numbers and percentages in the table of the Reply;
2. The additional staff of the relevant professional grades to be employed by the Water Supplies Department amount to 3% of the existing establishment only, which is a comparatively low percentage. Has the Government assessed whether there is sufficient manpower to support the implementation of various measures for enhancing the quality and safety of potable water? If yes, what are the details? If no, what are the reasons?

Asked by: Hon LO Wai-kwok (Member Question No. (LegCo use): )Reply:

1. Among the posts approved for the Buildings Department for creation in 2018-19, the number and the percentage increase of posts in the construction and relevant engineering professional grades are set out in the following table:

<b>Department</b>	<b>Number of new posts approved</b>	<b>Percentage of the existing establishment of the relevant professional grades</b>
Buildings Department	50	8.1%
Planning Department	25	8.9%
Housing Department	59	5.6%
Civil Engineering and Development Department	45	6.7%

<b>Department</b>	<b>Number of new posts approved</b>	<b>Percentage of the existing establishment of the relevant professional grades</b>
Drainage Services Department	24	7.4%
Water Supplies Department	11	3%
Electrical and Mechanical Services Department	41	9.3%
Transport Department	12	5.8%
Highways Department	72	12.8%
Environmental Protection Department	65	11.4%
<b>Total</b>	<b>404</b>	<b>7.9%</b>

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.

2. The Government attaches great importance to the work of the Water Supplies Department, especially the implementation of various measures for enhancing the quality and safety of potable water. A total of 181 posts, including two directorate posts, have been approved for creation in the Water Supplies Department in the past four years (i.e. 2015-16 to 2018-19).

- End -

**CONTROLLING OFFICER'S REPLY**

**S-CSB04**

**(Question Serial No. S0002)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

According to the Financial Secretary, the civil service establishment will expand by 6 700 posts, or about 3.7%, over the past year in order to support the implementation of various new policies and initiatives and ease the work pressure on civil servants. In this regard, to follow up to Reply Serial No. CSB032, please advise on the following:

Among the additional civil service posts, what are the respective numbers, grades and increases of directorate and non-directorate posts relating to Architectural, Surveying, Planning and Landscape professionals to employed by the relevant government departments (including the Architectural Services Department, Lands Department, Buildings Department, Planning Department, Housing Department, Rating and Valuation Department, Government Property Agency, Commerce and Economic Development Bureau, Civil Engineering and Development Department, Water Supplies Department, Drainage Services Department, Highways Department, Fire Services Department, Agriculture, Fisheries and Conservation Department, Marine Department, Social Welfare Department and Home Affairs Department)?

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

Reply:

The Government will create a total of 238 civil service posts in the grades relating to the architectural, surveying, planning and landscape professions in 2018-19, as detailed below.

Professional grades	Increase in the number of posts		Year-on-year growth of the relevant grades
	Non-directorate	Directorate	
Architect	Non-directorate	35	8%
Building Surveyor	Non-directorate	27	7%
Estate Surveyor	Non-directorate	70	20%
Land Surveyor	Non-directorate	26	19%
Maintenance Surveyor	Non-directorate	18	9%
Quantity Surveyor	Directorate	1	7%
	Non-directorate	12	
Town Planner	Directorate	3(Note)	10%
	Non-directorate	27	
Planning Officer	Non-directorate	2	4%
Landscape Architect	Directorate	2	17%
	Non-directorate	15	
Total		238	11%

Note: The posts can be filled by officers from a number of grades (including the Town Planner grade).

- End -

**CONTROLLING OFFICER'S REPLY**

**S-CSB05**

**(Question Serial No. S0003)**

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:

This is a follow-up question on Reply Serial No. CSB006. In the reply, it is stated that among the additional civil service posts, 278 are approved for replacing non-civil service contract (NCSC) positions of which long term service need has been established. Would the Government advise this Committee of the number of such NCSC posts subject to replacement that involve employment contracts expiring in 2018-19? Please provide a breakdown by department.

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

Reply:

Regarding the 278 non-civil service contract (NCSC) positions with established long term service need as mentioned in the question, we have not collected information on the contract period of the NCSC staff concerned. The relevant bureaux/departments will create the approved posts in 2018-19 subject to the contract period of the NCSC positions and the related internal manpower arrangement.

- End -

**CONTROLLING OFFICER'S REPLY**

**S-CSB06**

**(Question Serial No. S0001)**

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:

As mentioned in the Budget Speech, the civil service establishment is expected to expand by 6 700 posts in 2018-19 and out of which, according to the reply to a Member's question, 278 are to replace non-civil service contract (NCSC) positions:

1. What are the respective numbers of such positions to be replaced, broken down by their length of time since creation (for example, less than 3 years, 3 years to 5 years, 5 years to less than 10 years and 10 years or more of continuous service)?
2. Are there any significant functional differences between the 278 positions to be replaced and the posts to be created? What are the differences in the expenditure on the average and total remuneration among the posts to be created (including pay and contract gratuity)?
3. What are the recruitment procedures and methods of the 278 posts to be created? Will there be any special procedures to improve the chance of being recruited for existing NCSC staff who have applied for the posts?
4. With regard to some 10 000 NCSC staff currently employed by the Government, will the Civil Service Bureau introduce any plan or mechanism to convert the NCSC positions into civil service establishment (in particular for NCSC staff with a length of continuous service of more than 5 years)? If yes, what are the details?

Asked by: Hon WU Chi-wai (Member Question No. (LegCo use): )

Reply:

1. Government bureaux/departments (B/Ds) will create 278 civil service posts to replace non-civil service contract (NCSC) positions in 2018-19. The duration of these NCSC positions are tabulated below:

<b>Duration of the NCSC positions to be replaced</b>	<b>Number of positions</b>
Less than five years	50
Five years to less than ten years	98
Ten years or above	130
<b>Total</b>	<b>278</b>

2. The duties and functions of the civil service posts to be created are largely similar to those of the relevant NCSC positions to be replaced. We did not collect information on the remuneration and fringe benefits of the relevant NCSC positions.
- 3.&4. The aforementioned 278 civil service posts include 235 posts in the basic ranks and 43 posts in the promotion ranks. Basic rank posts are in general filled through recruitment, and promotion rank posts are in general filled by promotion of civil servants. Generally speaking, B/Ds will consider the actual operational needs and the contract period of relevant NCSC staff in deciding replacement arrangement.

As regards recruitment of 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 the recruitment process if they are interested in such posts. 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 given their working experience in the Government.

B/Ds will review the employment situation of their NCSC staff from time to time to ascertain the need to replace those NCSC positions with established long-term service needs by civil service posts. In determining whether an NCSC position should be replaced by a civil service post, B/Ds have to ascertain whether there is a long-term operational need for the work of the position concerned, and whether it is more appropriate for civil servant to take over the duties. About 8 000 positions with established long-term operational needs had already been replaced by civil service posts since 2006. Also, the situation of prolonged engagement of NCSC staff has gradually improved. As at mid-2017, about one third of the NCSC staff (i.e. about 3 670 in number) had served continuously for five years or more, representing a drop of about 23% as compared with the peak as at mid-2013 (about 4 750 in number), and about one third of them had served in more than one NCSC position. B/Ds will continue to keep their NCSC positions under regular review and, where appropriate, seek necessary resources to replace them with civil service posts. That said, we would like to point out that some of these positions can hardly be replaced by civil service posts given the nature of their work, such as service needs that are subject to market fluctuations, that require staff to work less than the conditioned hours of civil servants, that are under review or that involve duties for

which no appropriate civil service posts in the government structure could be identified, etc.

- End -

**CONTROLLING OFFICER'S REPLY****S-CSB07****(Question Serial No. S0016)**Head: (120) PensionsSubhead (No. & title): (015) Public and judicial service pension benefits and compensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Charlix Wong)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the number of retired civil servants and judicial officers who received monthly pension in 2017-18, please provide in table below (i) the actual amount of monthly pension and (ii) the present age group of the top 20 retired civil servants and judicial officers who received a monthly pension of over \$100,000.

<b>Ranking (in descending order)</b>	<b>Actual amount of monthly pension</b>	<b>Present age group</b>

Asked by: Hon AU Nok-hin (Member Question No. (LegCo use): )Reply:

For the top 20 retired civil servants and judicial officers who received a monthly pension of over \$100,000 in 2017-18, the amount of their monthly pension ranged from around \$130,000 to \$190,000 and their age group distribution is set out below –

<b>Present age group</b>	<b>Number of recipients</b>
Below 60	5
60-64	4
65 or above	11

- End -

**CONTROLLING OFFICER'S REPLY****S-CSB08****(Question Serial No. S0018)**Head: (120) PensionsSubhead (No. & title): (015) Public and judicial service pension benefits and compensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Charlix Wong)Director of Bureau: Secretary for the Civil ServiceQuestion:

Further to Reply Serial No. CSB048, please provide in the table below the amount of monthly pension and the grade and rank at the time of retirement of the top 20 retired civil servants who receive a monthly pension of over \$100,000.

<b>Ranking</b>	<b>Amount of monthly pension</b>	<b>Grade at the time of retirement</b>	<b>Rank at the time of retirement</b>
1			
2			
3			
4			
5			
6			
...			

Asked by: Hon AU Nok-hin (Member Question No. (LegCo use): )Reply:

For the top 20 retired civil servants and judicial officers who received a monthly pension of over \$100,000 in 2017-18, the amount of their monthly pension ranged from around \$130,000 to \$190,000. They include retired directorate civil servants and judicial officers.

- End -

**CONTROLLING OFFICER'S REPLY**

**S-CSB09**

**(Question Serial No. SV001)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

In 2018-2019, how many non-civil service contract positions will be replaced through civil service recruitment?

Asked by: Hon WU Chi-wai (Member Question No. (LegCo use): )

Reply:

Bureaux/departments will create 278 civil service posts to replace non-civil service contract positions in 2018-19. Among the posts to be created, 235 posts are basic rank posts which are in general filled through recruitment. The remaining 43 posts are promotion rank posts which are in general filled by promotion of civil servants.

- End -