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Replies to initial written questions raised by Finance Committee Members in examining the Estimates of Expenditure 2017-18

Director of Bureau : Secretary for the Civil Service

Session No. : 4

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CONTROLLING OFFICER'S REPLY

CSB001

(Question Serial No. 3171)

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 convicted of criminal offences generally cite the loss of lump sum and monthly pension as a reason in pleading for leniency, which is often accepted by judges in reducing their sentences. However, there are precedents in which criminally-convicted civil servants are still entitled to part or all of their lump sum and monthly pension. Regarding criminally-convicted civil servants who are allowed, on a discretion basis, to continue receiving their lump sum and monthly pension, will the Government please inform this Committee of:

1. the number of criminally-convicted civil servants punished by dismissal or compulsory retirement in each of the past 3 financial years? (Please provide a breakdown in the table below.)

		Number of Dismissal Cases			Number of Compulsory Retirement Cases		
Cases processed under the Public Service (Administration) Order	Directorate						
	Master Pay Scale Point 14-49 or equivalent						
	Sub-total						
	Cases processed under Disciplined Services Ordinances	Officers at Middle Rank					
	Officers at Junior Rank						
	Sub-total						
Total							

2. the number of criminally-convicted civil servants receiving lump sum and monthly pension as well as the amount involved in each of the past 3 financial years? (Please provide a breakdown in the table below.)

Lump Sum Pension	Number of Persons			
	Amount			
Monthly Pension	Number of Persons			
	Amount			

3. the disciplinary proceedings taken by departments and disciplined services against criminally-convicted civil servants, and whether departments and disciplined services will, in determining the level of punishment, take into account the fact that the civil servants concerned have been given commuted sentences for their loss of lump sum and monthly pension?

Asked by: Hon CHAN Pierre (Member Question No. 32)

Reply:

1. The number of cases in the past 3 financial years from 2013/14 to 2015/16 involving civil servants being punished by dismissal or compulsory retirement on grounds of criminal conviction is as below -

		Dismissal			Compulsory Retirement		
		2013 /14	2014 /15	2015 /16	2013 /14	2014 /15	2015 /16
Cases processed under the Public Service (Administration) Order	Directorate or equivalent	0	0	0	0	0	0
	Master Pay Scale Point 14-49 or equivalent	2	1	0	2	7	3
	Below Master Pay Scale Point 14 or equivalent	0	0	1	3	3	4
	Sub-total	2	1	1	5	10	7
Cases processed under Disciplined Services Legislation	Middle-Ranking Civil Servants	2	0	2	0	0	1
	Junior-Ranking Civil Servants	8	11	10	10	5	4
	Sub-total	10	11	12	10	5	5
Total		12	12	13	15	15	12

2. In the past 3 financial years from 2013/14 to 2015/16, there were 1 100 cases of civil servants being criminally convicted. Most of the offences involved breach of the Road Traffic Ordinance (e.g. careless driving) or the Summary Offences Ordinance (e.g. riding bicycles on foot-path). Other cases included theft, deception/fraud, assault/wounding/fighting, and sexual offences, etc.

During disciplinary proceedings, the disciplinary authority may take into account the circumstances of the case in considering whether to impose disciplinary punishment on the civil servant who is criminally convicted by the court. The punishment that can be imposed includes reprimand, reduction in rank, compulsory retirement or dismissal, etc. Except for civil servants who are dismissed and therefore forfeit all claims to retirement benefits, other convicted civil servants will receive their pension benefits upon retirement in accordance with the relevant pension legislation. We do not keep statistics on the pension received by the civil servants concerned.

3. Disciplinary matters on civil servants are handled in accordance with established procedures. In general, disciplinary action against civil servants convicted of criminal offences will only be considered upon conclusion of the relevant criminal proceedings. In determining the appropriate punishment, the disciplinary authority will examine the record of the court proceedings and sentence and take into account factors including the nature and gravity of the convicted offence, level of punishment for similar offences, any mitigating factors, and the civil servant's rank, service and disciplinary records, etc.

- End -

CONTROLLING OFFICER'S REPLY

CSB002

(Question Serial No. 0219)

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 implementation of flexible measures for extending the service of civil servants including the Post-retirement Service Contract Scheme and the revised arrangements for final extension of service, will the Government inform this Committee whether the Civil Service Bureau can provide statistics on the numbers of posts/ranks under the Post-retirement Service Contract Scheme and the reasons for needing such posts? If yes, please provide the figures with a breakdown by department. If no, what are the reasons?

Asked by: Hon CHIANG Lai-wan (Member Question No. 10)

Reply:

As at 30 June 2016, there were 457 full-time^(Note) Post-retirement Service Contract (PRSC) staff employed by bureaux/departments (B/Ds) to undertake ad hoc, time-limited, seasonal or part-time tasks that require specific civil service expertise/experience. All PRSC positions are at non-directorate level. A breakdown of the 457 full-time PRSC staff by B/Ds and by work types is set out at Annex.

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.

**Breakdown of full-time Post-retirement Service Contract (PRSC) staff
by work types
(position as at 30 June 2016)**

Bureau / Department / Office	Work type	No. of full-time PRSC staff
Architectural Services Department	Technical staff	2
Auxiliary Medical Service	Workman	2
Chief Secretary and Financial Secretary's Offices	Administration staff	1
	Secretary	1
Civil Aid Service	Operations and training staff	1
Civil Aviation Department	Helicopter Operations Inspector	1
Civil Service Bureau	Administration staff	2
Commerce and Economic Development Bureau	Administration staff	1
Companies Registry	Lawyer	2
Correctional Services Department	Works Project Assistant	42
Customs and Excise Department	Customs services supporting staff	129
Department of Justice	Lawyer	2
Drainage Services Department	Clerical staff	1
Education Bureau	Inspectorate staff	4
	Educational services staff	1
	Administration staff	1
Electrical and Mechanical Services Department	Artisan	48
	Works Supervisor	43
	Engineer	1
Financial Services and the Treasury Bureau	Administration staff	2
Fire Services Department	Ambulance/Fire services staff	28
Food and Environmental Hygiene Department	Health Inspector	4
	Pest control staff	1
Highways Department	Engineer	2
Home Affairs Department	Liaison staff	3
Hongkong Post	Postal services staff	18
Immigration Department	Immigration services	25

Bureau / Department / Office	Work type	No. of full-time PRSC staff
	supporting staff	
Information Services Department	Information services staff	1
Judiciary	Legal services staff	1
Labour Department	Labour services staff	1
Lands Department	Land administration staff	22
	Survey staff	2
	Administration staff	1
Legal Aid Department	Clerical staff	2
	Lawyer	1
Leisure and Cultural Services Department	Clerical staff	18
	Filtration Plant Room Operator	14
	Lifeguard	5
Marine Department	Ship inspector	2
	Safety services staff	1
Official Receiver's Office	Clerical staff	1
Planning Department	Clerical staff	1
	Translator	1
	Supplies staff	1
Social Welfare Department	Social Work Assistant	3
	Nurse	1
	Information technology staff	1
	Clerical staff	1
Trade and Industry Department	Clerical staff	1
Transport and Housing Bureau	Administration staff	1
Transport Department	Driving examiner	4
	Transport services staff	1
Water Supplies Department	Engineer	1
Total		457

- End -

CONTROLLING OFFICER'S REPLY

CSB003

(Question Serial No. 1574)

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 Programme that the preparatory work for implementation of the adjusted further employment mechanism of serving civil servants beyond retirement age is underway. Will the Government inform this Committee of the followings:

- a. the expected time of launching the adjusted mechanism;
- b. whether consultation will be conducted at the preparatory stage; if yes, who will be consulted;
- c. the estimated manpower and expenditure involved?

Asked by: Hon HO Kai-ming (Member Question No. 35)

Reply:

The revised arrangements for processing applications for final extension of service, including raising the maximum period to 120 days and suitably relaxing the approval criteria, have taken effect from February 2016. As regards further employment for a longer duration, the Government is consulting the staff sides on the implementation details of the adjusted mechanism. Subject to the feedback received from the staff sides, the Government hopes to implement the adjusted mechanism as soon as practicable. Departments will deploy in-house resources allocated to process cases for further employment under the adjusted mechanism.

Officers approved for further employment would normally remain in their own rank and no additional established posts would be entailed. As regards the financial implications of implementing the adjusted mechanism, they would be subject to various factors, including the number and rank of the officers on further employment, their salary upon attaining retirement age, the duration of further employment, etc. It is, therefore, impracticable to make an accurate assessment of the financial implications.

- End -

CONTROLLING OFFICER'S REPLY

CSB004

(Question Serial No. 1580)

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 various commendation schemes for the civil service, will the Government inform this Committee of:

- a. the details of various commendation schemes in the coming year;
- b. the manpower and expenses relating to the implementation of various commendation schemes in the current and coming years; and
- c. whether new elements will be added to the commendation schemes to promote and encourage participation by civil servants and the community?

Asked by: Hon HO Kai-ming (Member Question No. 36)

Reply:

In 2017-18, the Civil Service Bureau (CSB) will continue to implement the following commendation schemes to give due recognition to civil servants to enhance staff morale and motivate exemplary performance:

(i) The Secretary for the Civil Service's Commendation Award Scheme

Through this service-wide Scheme, each year the Secretary for the Civil Service (SCS), on behalf of the Government, gives recognition to selected civil servants with consistently exemplary performance. To qualify for an award under the Scheme, a civil servant should have had outstanding performance for at least 5 consecutive years. Nominations are made by Permanent Secretaries or Heads of Departments/Grades. Recipients of awards are selected by SCS on the recommendation of an Award Committee comprising representatives of CSB and other bureaux/grades. Each award recipient receives a certificate of recognition and a gold pin. For those award recipients who have 20 or more years of service and have not enjoyed government sponsored travel outside Hong Kong before, they will also receive a travel award.

The award is an accountable and one-off travel allowance. If the award recipient is married, his/her spouse will also be granted the same travel allowance, provided that he/she travels with the award recipient. To enhance the Scheme, the target number of recipients per annum has been increased from about 80 to 100 commencing from 2016-17. We publicise the achievements of the award recipients through various internal communication channels, such as the Civil Service Newsletter and departmental newsletters. We also publish supplements in newspapers and upload videos on CSB's website featuring the outstanding services of some of the award recipients, so that members of the public can understand more about the work and contributions of civil servants. The estimated expenditure for this Scheme in 2017-18 is about \$3.7 million.

(ii) Long and Meritorious Service Travel Award Scheme

The objective of this Scheme is to recognise long and meritorious service of civil servants. All local non-directorate officers with a continuous service of 20 years or more, and who have a track record of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted on a one-off basis and in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards for each year is determined based on a quota ratio. To enhance the Scheme, the quota ratio has since 2014-15 been improved from one award for every 30 officers meeting the service requirement (1:30) to 1:27. In 2017-18, the estimated number of awards to be granted is about 2 510 and the estimated expenditure is about \$114 million.

(iii) Civil Service Outstanding Service Award Scheme

The Scheme is organised on a biennial basis. Its objective is to encourage the pursuit of excellence in service delivery and to give recognition to departments and teams of civil servants for their outstanding achievements in providing quality service to the public. Awards are presented at the departmental level (including the Inter-departmental Partnership Award, the Departmental Service Enhancement Award and the Best Public Image Award) and at the team level (including the General Public Service Award, the Specialised Service Award, the Regulatory/Enforcement Service Award, the Crisis/Incident Support Service Award and the Internal Support Service Award). The awards cover departments engaging in different service areas to encourage wider participation among civil servants. The Scheme for 2017 is underway and all the bureaux and departments (B/Ds) are invited to participate. The Adjudication Panels are comprised of Legislative Council (LegCo) members, District Council (DC) members, representatives from different sectors and professions, staff side members of the Central Consultative Councils and senior officials from CSB. For the Best Public Image Award, all members of the LegCo and DC and a random sample of members of the public will be invited to vote for the B/D with the best public image. The estimated expenditure for the Scheme in 2017-18 is about \$2.7 million.

The above Schemes are undertaken by staff within the establishment of CSB. As these officers are not just responsible for a single duty, it would be difficult to break down the manpower involved in implementing the Schemes.

In addition, Permanent Secretaries and Heads of Departments may issue a commendation letter under the Commendation Letter Scheme to an officer who has provided consistently outstanding service for at least 3 years; made a substantial contribution towards enhancing the efficiency or the image of his/her B/D; or performed an exceptionally meritorious or brave act warranting special recognition. Nominations may be made all year round and they are considered by a commendation committee set up by individual B/Ds under the chairmanship of a directorate officer. In 2016, about 3 000 commendation letters were issued. B/Ds are also encouraged to organise their own award schemes to recognise the contributions of their staff. These schemes are administered by individual B/Ds which bear the incurred costs.

- End -

CONTROLLING OFFICER'S REPLY

CSB005

(Question Serial No. 1596)

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 civil service training matters, will the Government inform this Committee of the followings:

Given that the indicators used as performance measures in respect of civil service training and development tend to be quantitative in nature, does the Government conduct regular reviews on the effectiveness of such indicators? If yes, what are the manpower and expenditure involved in such reviews? Has the Government considered using other practicable indicators as performance measures?

Asked by: Hon HO Kai-ming (Member Question No. 37)

Reply:

In respect of civil service training and development services, apart from using the number of trainees, trainee-days and consultancies conducted as performance indicators, the Civil Service Bureau also uses evaluation questionnaires to gauge programme participants' views on areas such as relevancy of course contents to their needs, applicability of the programme materials to their work, and speakers' performance. In 2015-16, about 97% of participants rated the training programmes provided by the Civil Service Training and Development Institute as "excellent" or "very effective". We also conduct surveys and follow-up meetings with departments where necessary to collect their feedback on our consultancy services. In 2015-16, about 99% of departments rated the related services as "completely satisfied" or "very satisfied". As the concerned officers are not responsible for only one single area of work, it would be difficult to break down the manpower and expenditure for such reviews.

- End -

CONTROLLING OFFICER'S REPLY

CSB006

(Question Serial No. 2899)

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:

During 2016-17, the Civil Service Bureau will continue with its efforts in facilitating the effective use of Chinese and English in official business by providing a wide range of support services. Will the Government advise this Committee on the followings:

1. the current number of civil servants from ethnic minorities, with a breakdown by department;
2. the support services provided to civil servants from ethnic minorities;
3. whether the Government has made corresponding arrangements for assessing the language proficiency in the employment of ethnic minorities in the civil service? Please provide the details.

Asked by: Hon IP LAU Suk-ye, Regina (Member Question No. 34)

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. We are taking a two-pronged approach. On the one hand, noting that Chinese language proficiency is a major hurdle for ethnic minorities in applying for government jobs, departments have been making ongoing efforts to review and, where appropriate, adjust the Chinese language proficiency requirements while not compromising operational efficiency, with an aim to ensuring that such requirements are no more than necessary for effective performance of the job. On the other hand, departments employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities, departments may trawl suitable candidates proficient in ethnic minority languages for the relevant jobs.

In addition, noting that some civil service job applicants have learned Chinese as a second language or have studied abroad, bureau/departments (B/Ds) accept Chinese language

results of non-local public examinations in assessing whether language proficiency requirements are met for the purpose of 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, Civil Service Bureau has promulgated guidelines on the acceptance arrangement for this new subject for B/Ds to follow.

In the civil service recruitment process, B/Ds would 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 are not able to provide the detailed statistical information.

In addition, the Civil Service Training and Development Institute also provides different types of Chinese language training for civil servants, including courses at introductory and advanced levels, thematic seminars and e-learning resources. Civil servants from ethnic minorities may also participate in these training programmes and use the e-learning resources according to their needs.

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CONTROLLING OFFICER'S REPLY

CSB007

(Question Serial No. 2912)

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 under Matters Requiring Special Attention in 2016-17 that the Civil Service Bureau will continue to discuss with relevant stakeholders the implementation details of the adjustments to the mechanism on further employment of serving civil servants beyond retirement age. Will the Government advise this Committee on the followings:

- 1) the present mechanism on further employment of serving civil servants beyond retirement age, and the specific arrangements, if any, for those appointed to the civil service after 1 June 2000;
- 2) whether the Government will leave it to the departments, especially those operated on trading funds, to work out the arrangements;
- 3) the numbers of applications and approved cases in respect of further employment beyond retirement age in the past year?

Asked by: Hon IP LAU Suk-ye, Regina (Member Question No. 32)

Reply:

The revised arrangements for handling applications for final extension of service, including raising the maximum period to 120 days and suitably relaxing the approval criteria, have been implemented since February 2016. As at 24 February 2017 (i.e. after implementation of the revised arrangements for one year), 3 271 applications were received by relevant departments, of which 2 693 applications (82%) had been processed. Out of the 2 693 processed applications, 1 921 applications were approved (approval rate 71%).

As regards further employment for a longer duration ("FE"), the Government will adjust the relevant mechanism by institutionalising the selection process. Heads of department/grade concerned will take into account relevant objective criteria, including genuine and operational needs, need to retain valuable experience/expertise, succession planning and promotion blockage, to determine whether there is a need for FE for individual ranks. If

so, the grade/department concerned will convene a selection board to consider applications. The selection board's report and recommendations should be submitted to the Civil Service Bureau (CSB) and the Public Service Commission (PSC) (for ranks under PSC's purview) for the purposes of checks and balances. The relevant mechanism will be applicable to all grades and ranks, irrespective of whether the grade/rank is under trading-fund departments. All applications from eligible civil servants, irrespective of those appointed on pensionable terms or those joining the civil service on or after 1 June 2000 and under the Civil Service Provident Fund Scheme, will be considered on equal basis. CSB is consulting the staff sides on the above implementation details. Subject to the feedback from the staff sides, we hope to implement the adjusted mechanism as soon as practicable.

- End -

CONTROLLING OFFICER'S REPLY

CSB008

(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:

During 2016-17, the Civil Service Bureau (CSB) 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 including those arising from new and improved services. Will the Government please provide the following information:

1. the estimated increase in the size of the civil service in terms of percentage for 2017-18;
2. the latest figures relating to the current number of non-civil service contract (NCSC) staff, with a breakdown by department and year of service; and
3. the estimated number of additional civil servants who are to be converted from NCSC staff in 2017-18?

Asked by: Hon IP LAU Suk-ye, Regina (Member Question No. 33)

Reply:

1. According to the 2016-17 Budget, the civil service establishment of bureaux/departments (B/Ds) was estimated to increase by 2 223 posts in the year, representing an increase of about 1.3% over the Revised Estimate of the previous year. To address the manpower need for implementing new policies and improving existing services, the civil service establishment of B/Ds is estimated to increase by 3 378 posts in 2017-18. This represents an increase of about 1.9% over the 2016-17 Revised Estimate.
2. A breakdown of the number of full-time^(Note 1) non-civil service contract (NCSC) staff by B/Ds and by length of continuous service^(Note 2) as at 30 June 2016 is set out at Annex.
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. 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 because of their working experience in the Government. We do not collect information on all NCSC staff successfully appointed to civil service posts through the recruitment process, and are not able to estimate the number of serving NCSC staff who will be successfully appointed to civil service posts in the next year.

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 2016)**

Bureau / Department / Office	No. of NCSC staff		Total
	with less than five years of continuous service	with five years or more of continuous service	
Agriculture, Fisheries and Conservation Department	172	39	211
Architectural Services Department	42	-	42
Buildings Department	155	67	222
Census and Statistics Department	309	3	312
Chief Executive's Office	4	2	6
Chief Secretary and Financial Secretary's Offices	29	7	36
Civil Aviation Department	10	6	16
Civil Engineering and Development Department	39	16	55
Civil Service Bureau	1	-	1
Commerce and Economic Development Bureau	21	12	33
Companies Registry	57	8	65
Constitutional and Mainland Affairs Bureau	2	1	3
Correctional Services Department	6	-	6
Customs and Excise Department	7	-	7
Department of Health	156	357	513
Department of Justice	52	5	57
Development Bureau	40	7	47
Drainage Services Department	82	12	94
Education Bureau	963	194	1 157
Efficiency Unit	294	134	428
Electrical and Mechanical Services Department	197	587	784
Environment Bureau	2	1	3

Bureau / Department / Office	No. of NCSC staff		Total
	with less than five years of continuous service	with five years or more of continuous service	
Environmental Protection Department	72	8	80
Financial Services and the Treasury Bureau	63	20	83
Fire Services Department	13	8	21
Food and Environmental Hygiene Department	154	87	241
Food and Health Bureau	10	3	13
Government Flying Service	5	4	9
Government Laboratory	9	5	14
Government Logistics Department	29	11	40
Government Property Agency	4	-	4
Highways Department	69	2	71
Home Affairs Bureau	50	9	59
Home Affairs Department	378	64	442
Hong Kong Observatory	19	-	19
Hong Kong Police Force	49	1	50
Hongkong Post	765	1 111	1 876
Immigration Department	7	25	32
Information Services Department	15	7	22
Inland Revenue Department	243	15	258
Innovation and Technology Commission	17	15	32
Intellectual Property Department	9	3	12
Invest Hong Kong	17	41	58
Judiciary	58	31	89
Labour and Welfare Bureau	23	3	26
Labour Department	60	59	119
Land Registry	39	59	98
Lands Department	185	5	190

Bureau / Department / Office	No. of NCSC staff		Total
	with less than five years of continuous service	with five years or more of continuous service	
Legal Aid Department	6	1	7
Leisure and Cultural Services Department	1 070	377	1 447
Marine Department	24	3	27
Office of the Communications Authority	72	51	123
Office of the Government Chief Information Officer	11	4	15
Official Receiver's Office	28	7	35
Planning Department	30	8	38
Radio Television Hong Kong	163	75	238
Rating and Valuation Department	27	12	39
Registration and Electoral Office	934	15	949
Security Bureau	15	6	21
Social Welfare Department	109	19	128
Trade and Industry Department	34	24	58
Transport and Housing Bureau	7	-	7
Transport Department	29	26	55
Treasury	18	3	21
University Grants Committee Secretariat	9	7	16
Water Supplies Department	43	46	89
Working Family and Student Financial Assistance Agency	408	146	554
Total	8 039	3 884	11 923

- End -

CONTROLLING OFFICER'S REPLY

CSB009

(Question Serial No. 2405)

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 give a breakdown of the actual expenditure on salaries, regularly-paid allowances, job-related allowances and non-accountable entertainment allowance payable to the Secretary in 2016-17, as well as the estimate for salaries, regularly-paid allowances, job related allowances and non-accountable entertainment allowance payable to the Secretary in 2017-18.

Asked by: Hon KWOK Ka-ki (Member Question No. 1)

Reply:

In 2016-17, the expenditure on salary for the Secretary for the Civil Service (SCS) was about \$3.58 million. For budgetary purposes, the provision for the salary for the post of SCS for 2017-18 is \$3.58 million.

In 2016-17 and 2017-18, no expenditure or estimate has been made by the Civil Service Bureau for regularly-paid allowances, job-related allowances and non-accountable entertainment allowance payable to SCS.

- End -

CONTROLLING OFFICER'S REPLY

CSB010

(Question Serial No. 0456)

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 "Post-retirement Service Contract Scheme" (hereinafter referred to as "the Scheme"), will the Government inform this Committee of the followings:

- a. What are the numbers of such staff employed by various government departments since November 2015? Please provide a breakdown by the categories of ad hoc, time-limited, seasonal and part-time duties.
- b. What are the current and projected manpower and expenditure requirements for the recruitment of staff under the Scheme?
- c. Has the Government maintained any statistics to calculate the average waiting time under the Scheme? If yes, what are the details? What is the number of cases of withdrawal while waiting? If there are any such cases, please give a breakdown by the reason of withdrawal.
- d. Are there any measures to shorten the waiting time under the Scheme?

Asked by: Hon KWOK Wai-keung (Member Question No. 27)

Reply:

- a. As at 30 June 2016, there were 457 full-time^(Note1) Post-retirement Service Contract (PRSC) staff employed by bureaux/departments (B/Ds) under the PRSC Scheme. Among them, 406 were employed to undertake tasks that are ad hoc or time-limited and 23 were employed to undertake seasonal duties. Separately, there were also 51 part-time^(Note2) PRSC staff employed by B/Ds.
- b. In accordance with the Scheme, B/Ds may, having regard to their needs, decide on the employment of PRSC staff and related recruitment matters (including recruitment exercise), and use their own resources to carry out the relevant work.

Civil Service Bureau does not collect information on the manpower and expenditure requirements for the related recruitment exercises.

- c. & d. The Scheme seeks to enable B/Ds to employ retired civil servants or retiring civil servants on contract terms to undertake tasks when service needs arise. As such, recruitment exercises would only be conducted when there are such service needs. There is no wait-listing mechanism under the Scheme.

Note 1: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance (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 is less than those under a “continuous contract” as defined by the EO. The above-mentioned number of PRSC staff refers to those with employment contractual relations with the user B/Ds as at 30 June 2016.

- End -

CONTROLLING OFFICER'S REPLY**CSB011****(Question Serial No. 0457)**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 the "revised arrangement for final extension of service" (hereinafter referred to as "the revised arrangement"), will the Government inform this Committee of:

- a. the number of applications made under the revised arrangement and the number of applications approved, broken down by department; and
- b. the major types of work involved in the approved applications mentioned in (a), broken down by department.

Asked by: Hon KWOK Wai-keung (Member Question No. 28)Reply:

The revised arrangements for handling applications for final extension of service, including raising the maximum period to 120 days and suitably relaxing the approval criteria, have been implemented with effect from 25 February 2016. As at 24 February 2017 (i.e. after implementation of the revised arrangements for one year), 3 271 applications were received by relevant departments, of which 2 693 applications (82%) had been processed. Out of the 2 693 processed applications, 1 921 applications were approved (approval rate 71%). The figures with breakdown by department are tabulated below. This bureau has not collected information regarding the types of work involved in the approved applications.

Bureau/Department	Number of applications	
	Received	Processed and Approved
Agriculture, Fisheries and Conversation Department	37	29
Auxiliary Medical Service	1	1
Architectural Services Department	16	0

Bureau/Department	Number of applications	
	Received	Processed and Approved
Audit Commission	2	1
Buildings Department	34	32
Customs and Excise Department	105	6
Civil Aviation Department	4	4
Civil Aid Service	4	0
Commerce and Economic Development Bureau	1	1
Civil Engineering and Development Department	58	41
Census and Statistics Department	9	0
Civil Service Bureau	382	276
Correctional Services Department	54	4
Chief Secretary for Administration's Office and Financial Secretary's Office	1	0
Development Bureau	2	2
Department of Health	62	45
Department of Justice	2	2
Drainage Services Department	22	10
Education Bureau	63	52
Electrical and Mechanical Services Department	24	2
Environmental Protection Department	35	32
Food and Environmental Hygiene Department	467	251
Fire Services Department	167	134
Financial Services and the Treasury Bureau	1	1
Government Flying Service	7	7
Government Logistics Department	135	74
Government Laboratory	2	2
Home Affairs Department	2	2
Housing Department	168	110
Hong Kong Monetary Authority	1	1
Hong Kong Police Force	540	286
Hongkong Post	125	82
Highways Department	39	24
Immigration Department	172	128
Invest Hong Kong	1	1
Inland Revenue Department	6	3
Information Services Department	2	2
Innovation and Technology Commission	3	3

Bureau/Department	Number of applications	
	Received	Processed and Approved
Judiciary	17	15
Labour Department	1	0
Legal Aid Department	2	2
Land Registry	2	0
Lands Department	46	18
Leisure and Cultural Services Department	204	105
Marine Department	47	36
Office of the Government Chief Information Officer	5	3
Planning Department	4	2
Rating and Valuation Department	6	2
Security Bureau	1	1
Social Welfare Department	39	16
Transport Department	11	0
Treasury	9	9
Water Supplies Department	121	61
Total	3 271	1 921

- End -

CONTROLLING OFFICER'S REPLY

CSB012

(Question Serial No. 0458)

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 persons with disabilities, will the Government inform this Committee of:

- (a) the number of persons with disabilities employed by the Government in the past 3 years, broken down by disability types; lower, middle and higher ranks (i.e. the banding used in salary adjustment); and the percentage they accounted for in the strength of the civil service;
- (b) the number of persons with disabilities newly recruited by the Government in the past 3 years, broken down by disability types; lower, middle and higher ranks (i.e. the banding used in salary adjustment); and the percentage they accounted for in the strength of the civil service; and
- (c) the number of persons with disabilities who declared their disabilities only after being recruited by the Government in the past 3 years, broken down by disability types; lower, middle and higher ranks (i.e. the banding used in salary adjustment); and the percentage they accounted for in the strength of the civil service.

Asked by: Hon KWOK Wai-keung (Member Question No. 29)

Reply:

- (a) & (b) According to the statistics compiled by the Government as at 31 March each year^{Note 1}, the number of persons with disabilities employed in the civil service and that of newly recruited civil servants who declared their disabilities during the recruitment process in the past 3 years^{Note 2} with breakdown by types of disability and groups of rank^{Note 3}, as well as the percentages they accounted for in the strength of the civil service, are set out in Tables 1-4 below.

**Table 1 Persons with disabilities in the civil service in 2013-14 to 2015-16
(by types of disability)**

Type of Disability	Year		
	2013-14	2014-15	2015-16
Visual impairment	439	412	389
Hearing impairment	335	352	378
Physical disability	1 696	1 626	1 530
Intellectual disability	17	15	15
Ex-mentally ill persons	366	352	356
Visceral disability	546	544	544
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	16	18	18
Total	3 415	3 319	3 230
Percentage of strength of civil service*	2%	2%	2%

* According to the *Special Topics Report No. 62: Persons with Disabilities and Chronic Diseases* published by the Census and Statistics Department in 2014, some 76 200 of the persons aged 15 and over with disabilities were employed in the labour market, constituting 2% of the total employed population of Hong Kong.

**Table 2 Persons with disabilities in the civil service in 2013-14 to 2015-16
(by groups of rank)**

	Year and Group					
	2013-14		2014-15		2015-16	
	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks
No. of persons with disabilities in the civil service	3 241	174	3 152	167	3 072	158

Table 3 Newly recruited civil servants who declared their disabilities during the recruitment process in 2013-14 to 2015-16 (by types of disability)

Type of disability	Year		
	2013-14	2014-15	2015-16
Visual impairment	7	11	10
Hearing impairment	28	20	37
Physical disability	14	7	11
Intellectual disability	1	1	0
Ex-mentally ill persons	7	2	11
Visceral disability	21	15	13
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	2	2	1
Total	80	58	83
Percentage of new recruits in the civil service	0.9%	0.8%	0.8%

Table 4 Newly recruited civil servants who declared their disabilities during the recruitment process in 2013-14 to 2015-16 (by groups of rank)

	Year and Group					
	2013-14		2014-15		2015-16	
	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks
No. of persons with disabilities newly recruited in the civil service	78	2	51	7	82	1

Note :

1. The statistics are compiled on the basis of information available to the management of bureaux/departments (e.g. through the 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).

2. Persons with colour blindness or defective colour perception are excluded.
 3. 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.
- (c) There is no mandatory requirement for applicants for government jobs and serving officers to declare their disabilities, if any. As such, we are unable to provide statistics on the number of persons with disabilities who declared their disabilities only after being recruited by the Government.

- End -

CONTROLLING OFFICER'S REPLY

CSB013

(Question Serial No. 0459)

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 followings:

- a. the numbers of full-time and part-time NCSC staff employed by various government departments in the past year;
- b. the respective numbers of full-time NCSC staff 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; and
- c. among the aforementioned full-time NCSC staff, the number of those who have all along been serving in the same position, broken down by length of continuous service?

Asked by: Hon KWOK Wai-keung (Member Question No. 30)

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 2016 is set out at Annex A.
- b. The breakdown of the number of full-time NCSC staff by B/Ds and by length of continuous service^(Note 3) as at 30 June 2016 is set out at Annex B.
- c. For NCSC staff with continuous service of less than five years, Civil Service Bureau does not collect information on whether they had been 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 2016 is set out at Annex C.

- Note 1 : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance (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 2016 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 2016)**

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Agriculture, Fisheries and Conservation Department	211	108
Architectural Services Department	42	21
Buildings Department	222	-
Census and Statistics Department	312	-
Chief Executive's Office	6	-
Chief Secretary and Financial Secretary's Offices	36	3
Civil Aviation Department	16	56
Civil Engineering and Development Department	55	1
Civil Service Bureau	1	1
Commerce and Economic Development Bureau	33	7
Companies Registry	65	-
Constitutional and Mainland Affairs Bureau	3	-
Correctional Services Department	6	37
Customs and Excise Department	7	-
Department of Health	513	247
Department of Justice	57	3
Development Bureau	47	-
Drainage Services Department	94	-
Education Bureau	1 157	63
Efficiency Unit	428	135
Electrical and Mechanical Services Department	784	-
Environment Bureau	3	-
Environmental Protection Department	80	138

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Financial Services and the Treasury Bureau	83	1
Fire Services Department	21	268
Food and Environmental Hygiene Department	241	-
Food and Health Bureau	13	-
Government Flying Service	9	4
Government Laboratory	14	1
Government Logistics Department	40	2
Government Property Agency	4	-
Highways Department	71	-
Home Affairs Bureau	59	1
Home Affairs Department	442	164
Hong Kong Observatory	19	-
Hong Kong Police Force	50	2
Hongkong Post	1 876	-
Immigration Department	32	-
Information Services Department	22	1
Inland Revenue Department	258	8
Innovation and Technology Commission	32	2
Intellectual Property Department	12	6
Invest Hong Kong	58	-
Judiciary	89	6
Labour and Welfare Bureau	26	1
Labour Department	119	1
Land Registry	98	-
Lands Department	190	-
Legal Aid Department	7	-
Leisure and Cultural Services Department	1 447	5 435

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Marine Department	27	17
Office of the Communications Authority	123	-
Office of the Government Chief Information Officer	15	-
Official Receiver's Office	35	-
Planning Department	38	-
Radio Television Hong Kong	238	493
Rating and Valuation Department	39	-
Registration and Electoral Office	949	-
Security Bureau	21	-
Social Welfare Department	128	143
Trade and Industry Department	58	2
Transport and Housing Bureau	7	1
Transport Department	55	39
Treasury	21	-
University Grants Committee Secretariat	16	-
Water Supplies Department	89	-
Working Family and Student Financial Assistance Agency	554	1
Total	11 923	7 419

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2016)**

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	136	36	18	21	211
Architectural Services Department	40	2	-	-	42
Buildings Department	91	64	28	39	222
Census and Statistics Department	300	9	3	-	312
Chief Executive's Office	3	1	-	2	6
Chief Secretary and Financial Secretary's Offices	21	8	7	-	36
Civil Aviation Department	8	2	6	-	16
Civil Engineering and Development Department	29	10	7	9	55
Civil Service Bureau	1	-	-	-	1
Commerce and Economic Development Bureau	14	7	12	-	33
Companies Registry	46	11	8	-	65
Constitutional and Mainland Affairs Bureau	2	-	-	1	3
Correctional Services Department	6	-	-	-	6
Customs and Excise Department	2	5	-	-	7
Department of Health	105	51	235	122	513
Department of Justice	44	8	5	-	57

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	
Development Bureau	25	15	7	-	47
Drainage Services Department	73	9	7	5	94
Education Bureau	802	161	130	64	1 157
Efficiency Unit	258	36	87	47	428
Electrical and Mechanical Services Department	42	155	354	233	784
Environment Bureau	-	2	1	-	3
Environmental Protection Department	66	6	8	-	80
Financial Services and the Treasury Bureau	38	25	16	4	83
Fire Services Department	11	2	2	6	21
Food and Environmental Hygiene Department	133	21	48	39	241
Food and Health Bureau	8	2	3	-	13
Government Flying Service	5	-	4	-	9
Government Laboratory	5	4	3	2	14
Government Logistics Department	22	7	4	7	40
Government Property Agency	4	-	-	-	4
Highways Department	61	8	-	2	71
Home Affairs Bureau	41	9	7	2	59
Home Affairs Department	321	57	58	6	442
Hong Kong Observatory	16	3	-	-	19
Hong Kong Police Force	42	7	-	1	50
Hongkong Post	565	200	437	674	1 876

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	
Immigration Department	5	2	10	15	32
Information Services Department	13	2	4	3	22
Inland Revenue Department	238	5	10	5	258
Innovation and Technology Commission	13	4	10	5	32
Intellectual Property Department	4	5	1	2	12
Invest Hong Kong	9	8	12	29	58
Judiciary	51	7	21	10	89
Labour and Welfare Bureau	18	5	3	-	26
Labour Department	30	30	18	41	119
Land Registry	27	12	36	23	98
Lands Department	158	27	5	-	190
Legal Aid Department	5	1	1	-	7
Leisure and Cultural Services Department	1 023	47	121	256	1 447
Marine Department	22	2	3	-	27
Office of the Communications Authority	55	17	31	20	123
Office of the Government Chief Information Officer	5	6	4	-	15
Official Receiver's Office	25	3	5	2	35
Planning Department	23	7	6	2	38
Radio Television Hong Kong	125	38	34	41	238
Rating and Valuation Department	25	2	8	4	39

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	
Registration and Electoral Office	929	5	5	10	949
Security Bureau	12	3	6	-	21
Social Welfare Department	95	14	10	9	128
Trade and Industry Department	21	13	21	3	58
Transport and Housing Bureau	7	-	-	-	7
Transport Department	18	11	15	11	55
Treasury	15	3	3	-	21
University Grants Committee Secretariat	6	3	6	1	16
Water Supplies Department	36	7	17	29	89
Working Family and Student Financial Assistance Agency	396	12	81	65	554
Total	6 795	1 244	2 012	1 872	11 923

**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 2016)**

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	18	21
Buildings Department	16	28
Chief Executive's Office	-	2
Chief Secretary and Financial Secretary's Offices	7	-
Civil Aviation Department	6	-
Civil Engineering and Development Department	7	9
Commerce and Economic Development Bureau	12	-
Companies Registry	8	-
Constitutional and Mainland Affairs Bureau	-	1
Department of Health	225	117
Department of Justice	5	-
Development Bureau	5	-
Drainage Services Department	6	3
Education Bureau	88	28
Efficiency Unit	47	8
Electrical and Mechanical Services Department	126	32
Environment Bureau	1	-
Environmental Protection Department	5	-
Financial Services and the Treasury Bureau	16	4
Fire Services Department	2	6
Food and Environmental Hygiene	45	28

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
Department		
Food and Health Bureau	3	-
Government Flying Service	3	-
Government Laboratory	3	2
Government Logistics Department	4	7
Highways Department	-	2
Home Affairs Bureau	6	2
Home Affairs Department	47	4
Hong Kong Police Force	-	1
Hongkong Post	401	611
Immigration Department	3	-
Information Services Department	4	2
Inland Revenue Department	2	-
Innovation and Technology Commission	10	4
Intellectual Property Department	1	-
Invest Hong Kong	11	23
Judiciary	2	1
Labour and Welfare Bureau	3	-
Labour Department	6	8
Land Registry	36	23
Lands Department	5	-
Legal Aid Department	1	-
Leisure and Cultural Services Department	81	115
Office of the Communications Authority	23	13
Office of the Government Chief Information Officer	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
Official Receiver's Office	5	2
Planning Department	6	-
Radio Television Hong Kong	29	33
Rating and Valuation Department	4	4
Registration and Electoral Office	5	10
Security Bureau	3	-
Social Welfare Department	10	9
Trade and Industry Department	18	2
Transport Department	7	6
Treasury	3	-
University Grants Committee Secretariat	6	1
Water Supplies Department	15	26
Working Family and Student Financial Assistance Agency	60	44
Total	1 475	1 242

- End -

CONTROLLING OFFICER'S REPLY

CSB014

(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:

It is mentioned in the Budget speech that in 2017-18, the civil service establishment is expected to expand by 3 378 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 (NCSC) staff positions? Please provide the information with a breakdown by department.

Asked by: Hon KWOK Wai-keung (Member Question No. 35)

Reply:

The 2017-18 Draft Estimates of Expenditure provide for 3 378 additional civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for implementing new policies or improving existing services. The changes in civil service establishment of B/Ds in 2017-18 are set out at Annex A. The growth in civil service establishment includes 405 posts approved for replacing non-civil service contract positions for 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 by Bureaux/Departments in 2017-18

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	22
Architectural Services Department	23
Audit Commission	-1
Auxiliary Medical Service	-
Buildings Department	55
Census and Statistics Department	-12
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	-4
Civil Aid Service	-
Civil Aviation Department	33
Civil Engineering and Development Department	6
Civil Service Bureau	6
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	22
Companies Registry	29
Constitutional and Mainland Affairs Bureau	3
Correctional Services Department	62
Customs and Excise Department	455
Department of Health	130
Department of Justice	32
Development Bureau (Planning and Lands Branch)	6
Development Bureau (Works Branch)	20
Drainage Services Department	5
Education Bureau	121
Electrical and Mechanical Services Department	56
Environment Bureau	2
Environmental Protection Department	24
Financial Services and the Treasury Bureau (Financial Services Branch)	1
Financial Services and the Treasury Bureau	10

Bureau / Department / Organisation	Change in Establishment
(The Treasury Branch)	
Fire Services Department	331
Food and Environmental Hygiene Department	-
Food and Health Bureau (Food Branch)	3
Food and Health Bureau (Health Branch)	4
Government Flying Service	31
Government Laboratory	-
Government Logistics Department	2
Government Property Agency	-2
Highways Department	45
Home Affairs Bureau	-23
Home Affairs Department	5
Hong Kong Monetary Authority	-5
Hong Kong Observatory	4
Hong Kong Police Force	608
Hospital Authority	-156
Housing Authority	72
Immigration Department	711
Independent Commission Against Corruption	17
Information Services Department	-2
Inland Revenue Department	12
Innovation and Technology Bureau	15
Innovation and Technology Commission	14
Intellectual Property Department	4
Invest Hong Kong	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-
Judiciary	53
Labour and Welfare Bureau	-6
Labour Department	12
Land Registry	-
Lands Department	55
Legal Aid Department	-

Bureau / Department / Organisation	Change in Establishment
Legal Aid Services Council	-
Leisure and Cultural Services Department	107
Marine Department	26
Office for Film, Newspaper and Article Administration	1
Office of the Communications Authority	3
Office of the Government Chief Information Officer	7
Official Receiver's Office	-
Overseas Economic and Trade Offices	-1
Planning Department	-14
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	9
Rating and Valuation Department	9
Registration and Electoral Office	-8
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	8
Social Welfare Department	120
Trade and Industry Department	4
Transport and Housing Bureau (Transport Branch)	9
Transport Department	62
Treasury	13
University Grants Committee	2
Vocational Training Council	-2
Water Supplies Department	22
Working Family and Student Financial Assistance Agency	90
TOTAL	3 378

**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
Census and Statistics Department	2
Chief Secretary and Financial Secretary's Offices	4
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	1
Constitutional and Mainland Affairs Bureau	1
Customs and Excise Department	1
Department of Health	2
Development Bureau (Works Branch)	17
Education Bureau	77
Environmental Protection Department	1
Food and Environmental Hygiene Department	21
Government Logistics Department	2
Home Affairs Bureau	1
Home Affairs Department	8
Hong Kong Police Force	1
Innovation and Technology Commission	14
Intellectual Property Department	1
Labour Department	3
Lands Department	17
Leisure and Cultural Services Department	73
Office for Film, Newspaper and Article Administration	1
Office of the Communications Authority	2
Office of the Government Chief Information Officer	1
Radio Television Hong Kong	9
Rating and Valuation Department	2
Security Bureau	1
Social Welfare Department	8
Trade and Industry Department	4
Transport Department	12

Bureau / Department / Organisation	Number of posts
Treasury	1
Water Supplies Department	12
Working Family and Student Financial Assistance Agency	93
TOTAL	405

- End -

CONTROLLING OFFICER'S REPLY

CSB015

(Question Serial No. 1483)

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. Regarding the Ethical Leadership Programme run in collaboration with the Independent Commission Against Corruption, what are the numbers of participating civil servants, actual and estimated, in 2015, 2016 and 2017 respectively?
2. How is the effectiveness of the programme evaluated?

Asked by: Hon LAM Cheuk-ting (Member Question No. 5)

Reply:

1. The Civil Service Bureau (CSB) and the Independent Commission Against Corruption (ICAC) have been working in partnership to promote the culture of integrity in the civil service. Under the Ethical Leadership Programme, we organise workshops and seminars, arrange visits to Bureaux/Departments (B/Ds), issue publications, share online resources and assist B/Ds in developing integrity promotion initiatives and training programmes that suit their individual needs. In 2015 and 2016, about 23 000 and 25 000 civil servants respectively attended integrity training held by CSB, ICAC and B/Ds, including talks on corruption prevention, briefings on integrity and avoidance of conflicts of interest, etc. We anticipate similar attendance at integrity training in 2017 as in the past two years.
2. The Ethical Leadership Programme has been working well in instilling an ethical culture in the civil service. According to ICAC, the overall corruption situation in the government sector has remained stable and the civil service has remained clean and ethical.

- End -

CONTROLLING OFFICER'S REPLY

CSB016

(Question Serial No. 1484)

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 5 additional posts to be created in 2017-18 for matters relating to civil service training and development, please list their ranks, entry pay points and duties.

Asked by: Hon LAM Cheuk-ting (Member Question No. 6)

Reply:

The five posts to be created in 2017-18 are Analyst/Programmer Grade posts, including one Systems Manager, three Analyst/Programmer I and one Analyst/Programmer II posts. Their entry pay points are on Master Pay Scale Point 34, 28 and 16 respectively. The above posts will replace existing contract posts responsible for supporting e-learning and training information management systems in the Civil Service Training and Development Institute so as to meet the Institute's long-term operational needs.

- End -

CONTROLLING OFFICER'S REPLY

CSB017

(Question Serial No. 2388)

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 Estimates that the civil service establishment will reach 181 705 in 2017-18, representing an increase of 3 378 over the last year. Which grades and departments will need to recruit additional staff? What are the respective target numbers of recruitment in each department? Does the Government plan to convert, as a matter of priority, existing contract staff to civil servants on permanent terms? Have estimates been prepared for the related expenses?

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 34)

Reply:

The 2017-18 Draft Estimates of Expenditure provide for 3 378 additional civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for implementing new policies and improving existing services. The changes in civil service establishment of B/Ds in 2017-18 are set out at Annex. The growth in civil service establishment includes 405 posts approved for replacing non-civil service contract (NCSC) positions for which the long term service need has been established. 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 other considerations, decide on their own the number and grade of civil servants to be recruited. Hence, CSB does not have information on the grades in respect of the civil servants to be recruited by individual B/Ds in 2017-18 and the related expenditure.

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 and fair recruitment process if they are interested in such posts. 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.

Change in Civil Service Establishment by Bureaux/Departments in 2017-18

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	22
Architectural Services Department	23
Audit Commission	-1
Auxiliary Medical Service	-
Buildings Department	55
Census and Statistics Department	-12
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	-4
Civil Aid Service	-
Civil Aviation Department	33
Civil Engineering and Development Department	6
Civil Service Bureau	6
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	22
Companies Registry	29
Constitutional and Mainland Affairs Bureau	3
Correctional Services Department	62
Customs and Excise Department	455
Department of Health	130
Department of Justice	32
Development Bureau (Planning and Lands Branch)	6
Development Bureau (Works Branch)	20
Drainage Services Department	5
Education Bureau	121
Electrical and Mechanical Services Department	56
Environment Bureau	2
Environmental Protection Department	24
Financial Services and the Treasury Bureau (Financial Services Branch)	1

Bureau / Department / Organisation	Change in Establishment
Financial Services and the Treasury Bureau (The Treasury Branch)	10
Fire Services Department	331
Food and Environmental Hygiene Department	-
Food and Health Bureau (Food Branch)	3
Food and Health Bureau (Health Branch)	4
Government Flying Service	31
Government Laboratory	-
Government Logistics Department	2
Government Property Agency	-2
Highways Department	45
Home Affairs Bureau	-23
Home Affairs Department	5
Hong Kong Monetary Authority	-5
Hong Kong Observatory	4
Hong Kong Police Force	608
Hospital Authority	-156
Housing Authority	72
Immigration Department	711
Independent Commission Against Corruption	17
Information Services Department	-2
Inland Revenue Department	12
Innovation and Technology Bureau	15
Innovation and Technology Commission	14
Intellectual Property Department	4
Invest Hong Kong	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-
Judiciary	53
Labour and Welfare Bureau	-6
Labour Department	12
Land Registry	-
Lands Department	55
Legal Aid Department	-

Bureau / Department / Organisation	Change in Establishment
Legal Aid Services Council	-
Leisure and Cultural Services Department	107
Marine Department	26
Office for Film, Newspaper and Article Administration	1
Office of the Communications Authority	3
Office of the Government Chief Information Officer	7
Official Receiver's Office	-
Overseas Economic and Trade Offices	-1
Planning Department	-14
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	9
Rating and Valuation Department	9
Registration and Electoral Office	-8
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	8
Social Welfare Department	120
Trade and Industry Department	4
Transport and Housing Bureau (Transport Branch)	9
Transport Department	62
Treasury	13
University Grants Committee	2
Vocational Training Council	-2
Water Supplies Department	22
Working Family and Student Financial Assistance Agency	90
TOTAL	3 378

- End -

CONTROLLING OFFICER'S REPLY**CSB018****(Question Serial No. 0944)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (1) Director of Bureau's OfficeControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

What were the Government's manpower, expenditure and advertising expenses on social media Facebook and Youtube? What is the Key Performance Index adopted by the Government to measure the effectiveness of promoting government policies and activities via social media? Please provide i) the top-ranked and ii) the bottom-ranked Facebook posts of departments as well as iii) their average interaction rates.

Asked by: Hon LAU Ip-keung, Kenneth (Member Question No. 52)Reply:

For Facebook, the manpower, expenditure and advertising expenses and related information are as follows:

Name	Manpower and expenditure	Advertising expenses	Key Performance Index	Ranking of posts
Civil Service Bureau	Manpower: 1 Non-Civil Service Contract Researcher (The officer concerned is not only responsible for this area of work)	Nil	Number of reaches of each post	From 10.1.2017 (the commencement) to 2.3.2017, the number of reaches in respect of the posts (i.e. the number of unique people who saw the content of a post) are: i) the highest: 14 904; ii) the lowest: 704; and iii) the average number per day: 2 386

Name	Manpower and expenditure	Advertising expenses	Key Performance Index	Ranking of posts
Administrative Service Internship Programme	Manpower: 1 Executive Officer I (The officer concerned is not only responsible for this area of work)	Nil	N/A	From 1.4.2016 to 28.2.2017, the number of interactions in respect of the posts (i.e. the total number of "Likes", replies and shares of a post) are: i) the highest: 112; ii) the lowest: 13; and iii) the average: 63

For YouTube, the manpower, expenditure and advertising expenses and related information are as follows:

Name	Manpower and expenditure	Advertising expenses	Key Performance Index
Public Service Excellence@Gov	Manpower: 1 Training Officer I (The officer concerned is not only responsible for this area of work)	Nil	Number of views

- End -

CONTROLLING OFFICER'S REPLY

CSB019

(Question Serial No. 2999)

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:

Please provide the following information in respect of national studies programmes for 2017-18:

1. the number and ranks of staff involved in organising the studies;
2. the salaries and staff-related expenses involved;
3. the operational expenditure and non-recurrent expenditure involved (if any); and
4. the course contents.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 27)

Reply:

In 2017-18, the estimated expenditure on national studies training programmes is \$18.2 million. There are two units in the Civil Service Training and Development Institute (CSTDI) with a total of 22 Training Officers, including 3 Chief Training Officers, 9 Senior Training Officers and 10 Training Officer Is, responsible for organising national studies training programmes. As these two units are not responsible for only one single area of work, it would be difficult to break down the expenses related to national studies training programmes.

In 2017, CSTDI will continue to organise national studies training for civil servants at various ranks, which includes arranging civil servants to attend training programmes at institutions and universities in the Mainland, thematic visits and staff exchange programme, and organising a series of local thematic seminars. Topics covered in these training programmes include development of the Belt and Road Initiative, economic policies in the Mainland, international affairs, geopolitics, regional culture and legal system, etc.

- End -

CONTROLLING OFFICER'S REPLY

CSB020

(Question Serial No. 0368)

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 3 378 posts in 2017-18 for implementing new policies and improving existing services. I have repeatedly reflected to the Government the requests from the professional staff of the works-related bureaux/departments for manpower expansion to cope with the increasing workload. In this regard, please advise on the followings:

1. Among the additional civil service posts, what are the respective numbers relating to construction and engineering professionals to be employed by the relevant government departments (including the Planning Department, Housing 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. Has the Government reviewed regularly and strived to enhance the employment package and progression ladder for the professional grades in the government departments mentioned above to retain talents, with a view to enhancing the planning, implementation and monitoring standards of the various projects? If yes, what are the details? If no, what are the reasons?

Asked by: Hon LO Wai-Kwok (Member Question No. 1)

Reply:

1. Among the new civil service posts approved to be created in 2017-18 in the departments mentioned in the question, there are 90 posts in the construction and engineering professional grades. Details are as follows (see Note for the relevant professional grades) :

Department	Number of new posts approved
Planning Department	8
Housing Department	12
Civil Engineering and Development Department	15
Drainage Services Department	-
Water Supplies Department	4
Electrical and Mechanical Services Department	10
Transport Department	13
Highways Department	18
Environmental Protection Department	10
Total	90

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.

- As regards the remuneration packages for civil service posts, the Government will continue to implement the established civil service pay policy, which is to offer sufficient remuneration to attract, retain and motivate staff of suitable calibre to provide the public with effective and efficient service; and to maintain broad comparability between civil service and private sector pay. Heads of Department/Grade will also examine the situations of civil service grades with respect to recruitment, wastage, promotion and succession from time to time and take appropriate measures where necessary so as to ensure that the grades are effective in attracting and retaining quality staff in terms of remuneration package and career development prospects. This arrangement is applicable to the relevant professional grades. Heads of Department/Grade are responsible for monitoring the situation.

- End -

CONTROLLING OFFICER'S REPLY

CSB021

(Question Serial No. 1165)

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 recruitment, will the Government inform this Committee of:

- a. the numbers relating to the employment of ethnic minorities by the Government in the past 3 years, broken down by lower, middle and higher ranks (i.e. the banding used in salary adjustment); and the percentages they accounted for in the strength of the respective ranks;
- b. the existing measures and those to be put in place in the coming year by the Government to assist ethnic minorities in applying for civil service posts on a level playing field; and
- c. the manpower and expenditure involved in the aforementioned measures?

Asked by: Hon MAK Mei-kuen, Alice (Member Question No. 29)

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. We are taking a two-pronged approach. On the one hand, noting that Chinese language proficiency is a major hurdle for ethnic minorities in applying for government jobs, departments have been making ongoing efforts to review and, where appropriate, adjust the Chinese language proficiency requirements while not compromising operational efficiency, with an aim to ensuring that such requirements are no more than necessary for effective performance of the job. On the other hand, departments employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities, departments may trawl suitable candidates proficient in ethnic minority languages for the relevant jobs. Departments concerned would deploy their own resources to implement such measures.

In the civil service recruitment process, individual bureaux and departments would select suitable candidates on an objective basis by taking into account their ability, performance, character, and the stipulated entry requirements set according to the job requirements. Race is not a relevant consideration for recruitment. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we are not able to provide the relevant statistical information.

- End -

CONTROLLING OFFICER'S REPLY

CSB022

(Question Serial No. 2671)

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 provide information on:

- (a) The numbers of civil servants working at the Hong Kong Police Force, the Correctional Services Department, the Fire Services Department, the Immigration Department, the Customs and Excise Department and any other government bureaux and departments with non-Chinese civil servants (please specify) respectively, disaggregated by ethnicity and 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 2017);
- (b) The average salary of all Chinese civil servants working at each of the Departments mentioned in (a) and the average salary of all non-Chinese civil servants working at each of these Departments;
- (c) The numbers of 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 Excise Department and any other government bureaux and departments with non-Chinese non-civil service contract staff members (please specify) respectively, disaggregated by ethnicity and 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 2017);
- (d) The average salary of all Chinese non-civil servants working at each of the Departments mentioned in (c) and the average salary of all non-Chinese non-civil service contract staff members working at each of these Departments; and
- (e) The total number of civil servants in Hong Kong.

Asked by: Hon MO Claudia (Member Question No. 25)

Reply:

The Government currently employs about 170 000 civil servants and about 11 900 full-time ^(Note) Non-civil Service Contract staff. Given that they are not required to declare their ethnic origins, we are not able to provide the relevant statistical information.

In the recruitment process, individual bureaux and departments would select suitable candidates on an objective basis by taking into account their ability, performance, character, and the stipulated entry requirements (including language proficiency) set according to the job requirements. Race is not a relevant consideration for recruitment. The foregoing principle also applies in determining employees' salary levels and in considering promotion.

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.

- End -

CONTROLLING OFFICER'S REPLY

CSB023

(Question Serial No. 0646)

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:

A non-civil service contract (NCSC) staff will, upon completion of an agreement, receive a contract gratuity as calculated by a percentage of the staff's total salaries. Though the Government has proposed in the Policy Address the abolition of the Mandatory Provident Fund offsetting mechanism, the contract gratuities received by an NCSC staff may still be offset by the employer's (i.e. the Government's) contributions. In this regard, please provide the following information related to contract gratuities:

1. The actual expenditure and the number of contract gratuities recipients for 2015-2016, as well as the estimated expenditure and estimated number of contract gratuities recipients for 2016-17 and 2017-18 (please provide actual figures rather than using diagrams).
2. It is estimated that 1 770 agreement officers will complete their agreements in 2017. In this regard, please provide the expenditure details before and after offsetting:
 - 2.1. the estimated expenditure on contract gratuities payment to the 1 770 agreement officers in 2017; and
 - 2.2. the estimated expenditure on contract gratuities payment to the 1 770 agreement officers in 2017 if the arrangement of offsetting the contract gratuities against the employers' contributions is abolished.

Asked by: Hon POON Siu-ping (Member Question No. 35)

Reply:

Offer of contract gratuities to employees by employers is a contractual arrangement according to the employment contract. It is not a statutory requirement, and is different in nature from the employers' statutory obligations regarding Mandatory Provident Fund (MPF) contributions, severance payments (SP) or long service payments (LSP). The Government's proposal in the Policy Address this year to progressively abolish the

mechanism of “offsetting” of SP or LSP with MPF contributions does not involve contract gratuities. The ongoing discussion on the “offsetting” mechanism is not related to contract gratuities.

The payment of contract gratuities for the public and judicial service is under Head 120 (not Head 143). The information concerning contract gratuities under Head 120 in 2015-16, 2016-17 and 2017-18 is as follows –

	2015-16 Actual	2016-17 Revised Estimate	2017-18 Estimate
Contract gratuities (\$'000)	456,122	417,800	468,100
Number of recipients	1 810	1 670	1 870

For the 1 770 agreement officers who will complete their agreements in 2017 in the public and judicial service, the estimated expenditure of their contract gratuities is about \$450 million.

As for the gratuities for non-civil service contract (NCSC) staff, bureaux/departments (B/Ds) would meet the relevant payments from resources under their respective expenditure heads. According to information provided by B/Ds, the total amount of gratuities disbursed to NCSC staff in 2015-16 is about \$200 million. However, Civil Service Bureau does not collect information on the number of NCSC staff receiving gratuities each year, and the related information on the estimated amounts of gratuities paid by B/Ds to NCSC staff in 2016-17 and 2017-18.

- End -

CONTROLLING OFFICER'S REPLY

CSB024

(Question Serial No. 0649)

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 states that it will prepare for implementation of the adjusted further employment mechanism of serving civil servants beyond retirement age. In this connection, will the Government advise this Committee on the followings:

1. the actual numbers of applicants, the posts applied for and the application results under the Post-retirement Service Contract Scheme in various departments in 2016; and
2. the actual numbers of applicants, the posts applied for and the application results under the further employment mechanism in various departments in 2016?

Asked by: Hon POON Siu-ping (Member Question No. 42)

Reply:

1. As at 30 June 2016, there were 457 full-time^(Note) Post-retirement Service Contract (PRSC) staff employed by bureaux/departments (B/Ds) to undertake ad hoc, time-limited, seasonal or part-time tasks that require specific civil service expertise/experience. A breakdown of the number by B/Ds is set out at Annex A. Since under the PRSC Scheme, B/Ds may, having regard to their needs, decide on the employment of PRSC staff and related matters, including recruitment and selection, Civil Service Bureau does not collect information on the job positions involved for individual applications under the PRSC Scheme.
2. The revised arrangements for handling applications for final extension of service, including raising the maximum period to 120 days and suitably relaxing the approval criteria, have been implemented with effect from 25 February 2016. As at 24 February 2017 (i.e. after implementation of the revised arrangements for one year), 3 271 applications were received by relevant departments, of which 2 693 applications (82%) had been processed. Out of the 2 693 processed applications, 1 921 applications were approved (approval rate 71%). The figures with breakdown by department are at Annex B. This bureau has not collected information regarding the

posts involved for individual applications. As regards further employment for a longer duration, the Government is consulting the staff sides on the relevant implementation details and hopes to implement the adjusted mechanism as soon as practicable.

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.

**Employment of full-time Post-retirement Service Contract (PRSC) staff
(position as at 30 June 2016)**

Bureau / Department / Office	Number of full-time PRSC staff
Architectural Services Department	2
Auxiliary Medical Service	2
Chief Secretary and Financial Secretary's Offices	2
Civil Aid Service	1
Civil Aviation Department	1
Civil Service Bureau	2
Commerce and Economic Development Bureau	1
Companies Registry	2
Correctional Services Department	42
Customs and Excise Department	129
Department of Justice	2
Drainage Services Department	1
Education Bureau	6
Electrical and Mechanical Services Department	92
Financial Services and the Treasury Bureau	2
Fire Services Department	28
Food and Environmental Hygiene Department	5
Highways Department	2
Home Affairs Department	3
Hongkong Post	18
Immigration Department	25
Information Services Department	1
Judiciary	1
Labour Department	1

Bureau / Department / Office	Number of full-time PRSC staff
Lands Department	25
Legal Aid Department	3
Leisure and Cultural Services Department	37
Marine Department	3
Official Receiver's Office	1
Planning Department	3
Social Welfare Department	6
Trade and Industry Department	1
Transport and Housing Bureau	1
Transport Department	5
Water Supplies Department	1
Total	457

Applications for Final Extension of Service

Bureau/Department	Number of Applications (from 25 February 2016 to 24 February 2017)	
	Received	Processed and Approved
Agriculture, Fisheries and Conversation Department	37	29
Auxiliary Medical Service	1	1
Architectural Services Department	16	0
Audit Commission	2	1
Buildings Department	34	32
Customs and Excise Department	105	6
Civil Aviation Department	4	4
Civil Aid Service	4	0
Commerce and Economic Development Bureau	1	1
Civil Engineering and Development Department	58	41
Census and Statistics Department	9	0
Civil Service Bureau	382	276
Correctional Services Department	54	4
Chief Secretary for Administration's Office and Financial Secretary's Office	1	0
Development Bureau	2	2
Department of Health	62	45
Department of Justice	2	2
Drainage Services Department	22	10
Education Bureau	63	52
Electrical and Mechanical Services Department	24	2
Environmental Protection Department	35	32
Food and Environmental Hygiene Department	467	251
Fire Services Department	167	134
Financial Services and the Treasury Bureau	1	1
Government Flying Service	7	7
Government Logistics Department	135	74
Government Laboratory	2	2
Home Affairs Department	2	2

Bureau/Department	Number of Applications (from 25 February 2016 to 24 February 2017)	
	Received	Processed and Approved
Housing Department	168	110
Hong Kong Monetary Authority	1	1
Hong Kong Police Force	540	286
Hongkong Post	125	82
Highways Department	39	24
Immigration Department	172	128
Invest Hong Kong	1	1
Inland Revenue Department	6	3
Information Services Department	2	2
Innovation and Technology Commission	3	3
Judiciary	17	15
Labour Department	1	0
Legal Aid Department	2	2
Land Registry	2	0
Lands Department	46	18
Leisure and Cultural Services Department	204	105
Marine Department	47	36
Office of the Government Chief Information Officer	5	3
Planning Department	4	2
Rating and Valuation Department	6	2
Security Bureau	1	1
Social Welfare Department	39	16
Transport Department	11	0
Treasury	9	9
Water Supplies Department	121	61
Total	3 271	1 921

- End -

CONTROLLING OFFICER'S REPLY

CSB025

(Question Serial No. 0650)

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:

Will the Civil Service Bureau inform this Committee of the followings in respect of the situation in the past year (2016-17) and the estimated situation in 2017-18 in various departments:

- a) the numbers of non-civil service contract (NCSC) staff employed;
- b) the numbers of NCSC staff converted to civil servants; and
- c) the numbers of NCSC staff who have been working in the same department for less than 5 years, 5 to 10 years and more than 10 years respectively?

Asked by: Hon POON Siu-ping (Member Question No. 44)

Reply:

- a) & c) The number of full-time^(Note 1) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2016 is set out at Annex A.

The breakdown of the number of full-time NCSC staff by B/Ds and by length of continuous service^(Note 2) as at 30 June 2016 is set out at Annex B.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments 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 NCSC staff to be employed by B/Ds in the 2017-18 would depend on the then service needs. Therefore, the relevant information cannot be provided at this stage.

- b) It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. Therefore, there is no mechanism for B/Ds to appoint NCSC staff directly as civil servant and we are not able to provide such information.

That said, we welcome serving NCSC staff to apply for civil service posts through an open and fair recruitment process if they are interested in such posts. Since relevant working experience is 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 Employment Ordinance (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 : “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 non-civil service contract (NCSC) staff
in Bureaux/Departments/Offices**

Bureau/Department/Office	Number of NCSC Staff as at 30 June 2016
Agriculture, Fisheries and Conservation Department	211
Architectural Services Department	42
Buildings Department	222
Census and Statistics Department	312
Chief Executive's Office	6
Chief Secretary and Financial Secretary's Offices	36
Civil Aviation Department	16
Civil Engineering and Development Department	55
Civil Service Bureau	1
Commerce and Economic Development Bureau	33
Companies Registry	65
Constitutional and Mainland Affairs Bureau	3
Correctional Services Department	6
Customs and Excise Department	7
Department of Health	513
Department of Justice	57
Development Bureau	47
Drainage Services Department	94
Education Bureau	1 157
Efficiency Unit	428
Electrical and Mechanical Services Department	784
Environment Bureau	3
Environmental Protection Department	80
Financial Services and the Treasury Bureau	83

Bureau/Department/Office	Number of NCSC Staff as at 30 June 2016
Fire Services Department	21
Food and Environmental Hygiene Department	241
Food and Health Bureau	13
Government Flying Service	9
Government Laboratory	14
Government Logistics Department	40
Government Property Agency	4
Highways Department	71
Home Affairs Bureau	59
Home Affairs Department	442
Hong Kong Observatory	19
Hong Kong Police Force	50
Hongkong Post	1 876
Immigration Department	32
Information Services Department	22
Inland Revenue Department	258
Innovation and Technology Commission	32
Intellectual Property Department	12
Invest Hong Kong	58
Judiciary	89
Labour and Welfare Bureau	26
Labour Department	119
Land Registry	98
Lands Department	190
Legal Aid Department	7
Leisure and Cultural Services Department	1 447
Marine Department	27

Bureau/Department/Office	Number of NCSC Staff as at 30 June 2016
Office of the Communications Authority	123
Office of the Government Chief Information Officer	15
Official Receiver's Office	35
Planning Department	38
Radio Television Hong Kong	238
Rating and Valuation Department	39
Registration and Electoral Office	949
Security Bureau	21
Social Welfare Department	128
Trade and Industry Department	58
Transport and Housing Bureau	7
Transport Department	55
Treasury	21
University Grants Committee Secretariat	16
Water Supplies Department	89
Working Family and Student Financial Assistance Agency	554
Total	11 923

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2016)**

Bureau / Department / Office	No. of NCSC staff			Total
	with 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	172	18	21	211
Architectural Services Department	42	-	-	42
Buildings Department	155	28	39	222
Census and Statistics Department	309	3	-	312
Chief Executive's Office	4	-	2	6
Chief Secretary and Financial Secretary's Offices	29	7	-	36
Civil Aviation Department	10	6	-	16
Civil Engineering and Development Department	39	7	9	55
Civil Service Bureau	1	-	-	1
Commerce and Economic Development Bureau	21	12	-	33
Companies Registry	57	8	-	65
Constitutional and Mainland Affairs Bureau	2	-	1	3
Correctional Services Department	6	-	-	6
Customs and Excise Department	7	-	-	7
Department of Health	156	235	122	513
Department of Justice	52	5	-	57
Development Bureau	40	7	-	47
Drainage Services Department	82	7	5	94
Education Bureau	963	130	64	1 157
Efficiency Unit	294	87	47	428
Electrical and Mechanical Services Department	197	354	233	784

Bureau / Department / Office	No. of NCSC staff			Total
	with 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	
Environment Bureau	2	1	-	3
Environmental Protection Department	72	8	-	80
Financial Services and the Treasury Bureau	63	16	4	83
Fire Services Department	13	2	6	21
Food and Environmental Hygiene Department	154	48	39	241
Food and Health Bureau	10	3	-	13
Government Flying Service	5	4	-	9
Government Laboratory	9	3	2	14
Government Logistics Department	29	4	7	40
Government Property Agency	4	-	-	4
Highways Department	69	-	2	71
Home Affairs Bureau	50	7	2	59
Home Affairs Department	378	58	6	442
Hong Kong Observatory	19	-	-	19
Hong Kong Police Force	49	-	1	50
Hongkong Post	765	437	674	1 876
Immigration Department	7	10	15	32
Information Services Department	15	4	3	22
Inland Revenue Department	243	10	5	258
Innovation and Technology Commission	17	10	5	32
Intellectual Property Department	9	1	2	12
Invest Hong Kong	17	12	29	58
Judiciary	58	21	10	89
Labour and Welfare Bureau	23	3	-	26
Labour Department	60	18	41	119

Bureau / Department / Office	No. of NCSC staff			Total
	with 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	
Land Registry	39	36	23	98
Lands Department	185	5	-	190
Legal Aid Department	6	1	-	7
Leisure and Cultural Services Department	1 070	121	256	1 447
Marine Department	24	3	-	27
Office of the Communications Authority	72	31	20	123
Office of the Government Chief Information Officer	11	4	-	15
Official Receiver's Office	28	5	2	35
Planning Department	30	6	2	38
Radio Television Hong Kong	163	34	41	238
Rating and Valuation Department	27	8	4	39
Registration and Electoral Office	934	5	10	949
Security Bureau	15	6	-	21
Social Welfare Department	109	10	9	128
Trade and Industry Department	34	21	3	58
Transport and Housing Bureau	7	-	-	7
Transport Department	29	15	11	55
Treasury	18	3	-	21
University Grants Committee Secretariat	9	6	1	16
Water Supplies Department	43	17	29	89
Working Family and Student Financial Assistance Agency	408	81	65	554
Total	8 039	2 012	1 872	11 923

- End -

CONTROLLING OFFICER'S REPLY

CSB026

(Question Serial No. 3201)

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 provide the number of posts in each rank of the Personal Secretary grade by Bureau / Department. Are there any periodic reviews on the manpower plan of the Personal Secretary grade? If yes, please provide details. If no, what are the reasons?

Asked by: Hon POON Siu-ping (Member Question No. 50)

Reply:

The number of posts in each rank of the Personal Secretary grade (as at 31.1.2017) is tabulated in the Annex for reference. Every year, Bureaux / Departments would update the anticipated manpower requirement of the Personal Secretary grade for the next 3 years according to the established mechanism. The General Grades Office of the Civil Service Bureau will then proceed with the corresponding grade management work including the conduct of recruitment and promotion exercises, etc. to meet the anticipated manpower requirement of the Personal Secretary grade.

Annex

Bureau/Department	Senior Personal Assistant	Personal Assistant	Senior Personal Secretary	Personal Secretary I	Personal Secretary II
Agriculture, Fisheries and Conservation Department	0	0	1	5	8
Architectural Services Department	0	0	1	9	27
Audit Commission	0	0	1	4	5
Auxiliary Medical Service	0	0	0	0	1
Buildings Department	0	0	1	7	16
Census and Statistics Department	0	0	1	6	1
Chief Executive's Office	1	1	4	4	8
Civil Aid Service	0	0	0	1	2
Civil Aviation Department	0	0	0	8	0
Civil Engineering and Development Department	0	0	1	21	29
Companies Registry	0	0	1	5	5
Correctional Services Department	0	0	0	4	8
Customs and Excise Department	0	0	1	6	14
Department of Health	0	0	1	27	20
Department of Justice	1	0	6	62	46
Drainage Services Department	0	0	1	5	18
Electrical and Mechanical Services Department	0	0	1	8	13
Environmental Protection Department	0	1	1	13	28
Fire Services Department	0	0	1	8	3
Food and Environmental Hygiene Department	0	0	2	9	18
Government Flying Service	0	0	0	1	4
Government Laboratory	0	0	0	1	0
Government Logistics Department	0	0	1	1	4
Government Property Agency	0	0	1	1	5
Offices of the Chief Secretary for Administration and the Financial Secretary	3	1	5	24	9
Civil Service Bureau	0	1	2	15	10
Commerce and Economic Development Bureau	0	3	4	21	15
Constitutional and Mainland Affairs Bureau	0	2	3	12	3
Development Bureau	0	3	3	24	20
Education Bureau	0	2	3	18	20
Environment Bureau	0	1	1	6	6
Financial Services and the Treasury Bureau	0	2	6	26	3

Bureau/Department	Senior Personal Assistant	Personal Assistant	Senior Personal Secretary	Personal Secretary I	Personal Secretary II
Food and Health Bureau	0	3	3	13	6
Home Affairs Bureau	0	2	3	15	13
Innovation and Technology Bureau	0	2	1	3	1
Labour and Welfare Bureau	0	2	2	10	2
Security Bureau	0	2	2	12	8
Transport and Housing Bureau	0	3	4	37	93
Highways Department	0	0	1	12	23
Home Affairs Department	0	0	1	25	6
Hong Kong Observatory	0	0	1	2	2
Hong Kong Police Force	0	1	2	20	165
Immigration Department	0	0	1	5	13
Information Services Department	0	0	1	6	3
Inland Revenue Department	0	0	1	7	12
Innovation and Technology Commission	0	0	1	5	5
Intellectual Property Department	0	0	1	6	0
Invest Hong Kong	0	0	1	3	0
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	0	0	1	2	1
Judiciary	1	1	1	19	31
Labour Department	0	0	1	10	18
Land Registry	0	0	1	2	10
Lands Department	0	0	1	15	66
Legal Aid Department	0	0	1	6	12
Leisure and Cultural Services Department	0	0	1	10	28
Marine Department	0	0	1	9	17
Office of the Government Chief Information Officer	0	0	1	6	8
Office of the Communications Authority	0	0	1	5	4
Official Receiver's Office	0	0	1	3	4
Planning Department	0	0	1	8	20
Post Office	0	0	1	4	2
Public Service Commission Secretariat	0	1	0	1	1
Radio Television Hong Kong	0	0	1	3	3
Rating and Valuation Department	0	0	1	5	6
Registration and Electoral Office	0	0	0	2	2
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	1	0	1

Bureau/Department	Senior Personal Assistant	Personal Assistant	Senior Personal Secretary	Personal Secretary I	Personal Secretary II
Social Welfare Department	0	0	1	9	14
Trade and Industry Department	0	0	1	9	9
Transport Department	0	0	1	9	10
Treasury	0	0	1	5	3
University Grants Committee Secretariat	0	0	1	2	3
Water Supplies Department	0	0	1	7	9
Working Family and Student Financial Assistance Agency	0	0	0	2	2
Total	6	34	102	696	1005

- End -

CONTROLLING OFFICER'S REPLY**CSB027****(Question Serial No. 2320)**

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 regard to civil servants and non-civil service contract (NCSC) staff, would the government please advise this Committee of the respective figures for the past 3 years and estimated figures for the coming year on the following:

1. The number of new posts in the civil service establishment.
2. The number of such new posts for replacing existing NCSC positions.
3. The number of NCSC staff.
4. The number of NCSC staff with a length of service of 3 years or more at similar posts.
5. The number of NCSC staff holding such posts with a length of continuous service of 3 years to less than 5 years, and 5 years or more.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 8)

Reply:

1. and 2. According to the civil service establishment set out in the 2014-15, 2015-16, 2016-17 and 2017-18 Budget, the increase in the number of civil service posts and those for replacing NCSC positions is set out below:

Year	Increase in the number of civil service posts (of which number of civil service posts to be created for replacing NCSC positions)
2014-15	2 556 (677)
2015-16	2 540 (607)
2016-17	2 223 (544)
2017-18	3 378 (405)

3. to 5. A breakdown of the number of full-time^(Note 1) NCSC staff by length of continuous service^(Note 2) as at 30 June 2014, 30 June 2015 and 30 June 2016 is set out below:

As at 30 June	No. of NCSC staff		
	Total	with three years or more of continuous service	with five years or more of continuous service in the same position ^(Note 3)
2014	12 147	5 809	3 111
2015	12 036	5 504	2 820
2016	11 923	5 128	2 717

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (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. The number of NCSC staff to be employed by B/Ds in 2017-18 would depend on the then service needs. Relevant information, therefore, cannot be provided 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.

Note 3 : For NCSC staff with continuous service of less than five years, Civil Service Bureau does not collect information on whether they had been in the same or different positions.

- End -

CONTROLLING OFFICER'S REPLY

CSB028

(Question Serial No. 2324)

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:

With regard to agency workers, namely manpower supplied by employment agencies under service contracts with Bureaux/Departments, please advise this Committee on the following:

1. The figures for the past 3 years, of the number of agency workers by department and their respective expenditure.
2. What is expected number of agency workers by department in the year 2017-18 and the expenditure involved.
3. What is the Government's plan to protect the wage rate and fringe benefits of agency workers? If there is such a plan, please give details; if none, then the reason behind this decision.
4. How are employment agencies regulated? How will the Government ensure that agency workers are treated fairly?
5. The number of agency workers who have worked in similar roles for over 6 months, 12 months and 18 months respectively.

Asked by: Hon Jeremy TAM Man-ho (Member Question No. 12)

Reply:

- 1., 2. & 5. There were 965, 979 and 974 agency workers in bureaux/departments (B/Ds) as at 30 September 2014, 30 September 2015 and 30 September 2016 respectively.

B/Ds may, having regard to their needs, decide to use agency workers (a) to meet urgent or unforeseen service needs, or unexpected surge in service demands for the short-term; (b) to fill short-term manpower gap; (c) to meet service needs which entail irregular work patterns or where the nature of the work involved

renders it difficult to recruit and retain staff; or (d) to provide short-term manpower to deliver services the mode of which will be changed shortly. The procuring departments will meet from their own resources the cost required for their use of agency workers. Civil Service Bureau (CSB) does not have information in this respect. Separately, as agency workers are employed by the agencies which are responsible for their deployment, CSB does not have information on their years of service. Since the number of agency workers to be required for use by B/Ds in 2017-18 would depend on the then service needs, the relevant information cannot be provided at this stage.

3. & 4. As regards wage protection, according to CSB's guidelines issued in April 2010 and April 2011 which cover wage requirements, B/Ds when inviting quotations or tenders for the supply of agency workers must require all bidders to state the amount of wages which they would pay to their employees to be assigned to work in the procuring B/Ds, should their bids be successful. B/Ds should also specify that the bids would not be considered if the wage amounts stated therein are lower than the higher of the following two benchmarks: (a) the prevailing Statutory Minimum Wage plus one paid rest day for every period of seven days; or (b) the average monthly wages for the relevant industry/occupation as published in the Census & Statistics Quarterly Report of Wage and Payroll Statistics for December 2010 (if the workers required to be supplied by employment agencies are non-skilled workers) or the average monthly wages for "General Workers for all selected industries" as published in the above mentioned Report (if the workers required to be supplied by employment agencies are workers other than non-skilled workers).

B/Ds are also required to specify in the service contracts that: (a) the wages of the agency workers assigned to work in the procuring B/Ds cannot be less than the stated wages of the relevant bids for the whole duration of the contracts concerned; (b) the mechanism to monitor compliance with the wage requirement; and (c) sanctions to be imposed in the case of non-compliance, e.g. to terminate the contract if the contractor is found to have paid wages less than the committed monthly wages of staff and/or made false declaration that its staff have been paid no less than the wages as specified in the service contract.

Besides, employment agencies are also required, in their capacity as the employers of agency workers and in accordance with the terms of contracts, to comply with the Employment Ordinance as well as other relevant legislation to provide employment benefits to agency workers.

- End -

CONTROLLING OFFICER'S REPLY

CSB029

(Question Serial No. 2444)

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 Budget estimates state that national studies training programmes will be held for '*civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants*', in the section *Matters Requiring Special Attention in 2017-18* under programme (4). With regard to the above-mentioned programmes, will the Government advise this Committee on the following:

1. The operating expenses, staff establishment and full year payroll costs expected in the above-mentioned training programmes in 2017-18?
2. The academics and experts who are responsible for the teaching of the training programmes in discussion?
3. The contents and specific arrangements of the national studies training programmes for civil servants at different levels?
4. Whether or not such training programmes require visits to Mainland China?

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 101)

Reply:

In 2017-18, the estimated expenditure on national studies training programmes is \$18.2 million. There are two units in the Civil Service Training and Development Institute (CSTDI) with a total of 22 Training Officers responsible for organising national studies training programmes. As these two units are not responsible for only one single area of work, it would be difficult to break down the expenses related to national studies training programmes. Different national studies training programmes are organised by CSTDI for civil servants at various ranks, which includes arranging civil servants to attend training programmes at institutions and universities in the Mainland, thematic visits and staff exchange programme, and organising a series of local thematic seminars. Topics covered in these training programmes include development of the Belt and Road Initiative, economic policies in the Mainland, international affairs, geopolitics, regional culture and legal system, etc. Speakers are mainly scholars, experts and government officials in Hong Kong and from the Mainland.

- End -

CONTROLLING OFFICER'S REPLY

CSB030

(Question Serial No. 2445)

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:

Under subheading *Matters Requiring Special Attention in 2017-18*, it is stated that the Bureau will “*facilitate the effective use of Chinese and English in official business by providing a wide range of support services*”. With regard to this, will the Government advise this Committee on the following:

1. The specific details of the above-mentioned services?
2. Have sufficient resources been deployed to support the use of Chinese and English in official business? If so, please provide details; if not, please explain the reason.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 102)

Reply:

1. Apart from delivering translation, interpretation, draft-vetting and drafting services to government bureaux and departments, the Civil Service Bureau (CSB) provides other support services to facilitate the effective use of Chinese and English in official business within the civil service. These services include:
 - a. operating telephone hotlines to answer enquiries on the use of both official languages;
 - b. compiling reference materials on official writing and language use for civil servants, such as *Guidebooks on Official Chinese Writing*, *Guidelines on Chinese Apothegm Writing*, *Style Guide on Official Writing* and *English Spelling Guide*;
 - c. advising on the use of Chinese and English in official business, such as giving advice on the proposed names of places, streets and government buildings;
 - d. providing Putonghua coaching and Pinyin services to facilitate the effective use of Putonghua in official business.
2. CSB provides the above services with in-house resources to support the use of Chinese and English in official business, and has all along been able to meet the service demand of bureaux and departments.

- End -

CONTROLLING OFFICER'S REPLY

CSB031

(Question Serial No. 2446)

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:

The financial provision for Programme (3) Translation and Interpretation Services and Use of Official Languages for 2017-18 is \$142 million. Would the Government advise this committee on the following:

1. What is the amount allocated to the work related to the use of the two official languages?
2. What languages (other than the official languages Chinese and English) are involved in the translation and interpretation services?
3. Please provide the percentage shares of resources received by the different languages involved in translation and interpretation services?

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 103)

Reply:

1. The Official Languages Division (OLD) of the Civil Service Bureau (CSB) provides government bureaux and departments with support services as well as translation and interpretation services involving the official languages. As such services are delivered with in-house resources rather than funded on a project basis, it is impracticable to work out the amount of provision allocated to the work related to the use of official languages.
2. OLD of CSB only provides translation and interpretation services involving the two official languages.
3. As the translation and interpretation services provided by OLD involve both official languages, it is impracticable to work out the percentage shares of resources received by the two languages.

- End -

CONTROLLING OFFICER'S REPLY

CSB032

(Question Serial No. 2447)

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 details in tabular form, the duty visits made by the politically appointed officials of the Bureau in the past year. Please provide details including (a) destination, (b) purpose and programme of duty visit, (c) number of officials and civil servants in the entourage, (d) total expenditure and respective breakdown of the (i) transportation, (ii) accommodation, (iii) food and beverage, (iv) entertainment, and (v) gifts.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 104)

Reply:

Details of the duty visits made by the Secretary for the Civil Service in 2016-17 are provided below –

Date of duty visit	Destination	Number of entourage members	Purpose and programme	Air ticket expenses	Accommodation expenses	Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)	Total expenses
				(a)	(b)	(c)	(a)+(b)+(c)
April 2016 (3 days in total)	Beijing	4	To visit institutions in the Mainland to discuss civil service training matters	about \$32,000	about \$16,000	about \$19,000	about \$67,000
October 2016 (7 days in total)	Beijing and Chongqing	3	To lead a delegation to attend a training programme and conduct visits	about \$18,500	about \$17,000	about \$42,700	about \$78,200

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. Civil Service Bureau did not give any gifts in the two duty visits in 2016-17 mentioned above.

- End -

CONTROLLING OFFICER'S REPLY

CSB033

(Question Serial No. 2448)

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 been offering short-term internship places in government departments, and in 2015-16, the amount allocated to provide internships to students amounted to \$21 million. Will the Government please advise this committee on the following:

1. A breakdown of the amount allocated to provide the above-mentioned short-term internships in 2017-18.
2. Whether or not the effectiveness of this internship programme has been assessed? If yes, please provide details; if not, then the reason behind this decision.
3. The government departments to be allocated with short-term internship places and their respective numbers of such places.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 105)

Reply:

In 2015-16, the Government allocated a one-off provision of \$21 million to increase short-term internship places in bureaux/departments (B/Ds) to over 3 000. The objectives were to provide young people with work experience in their field of studies or interests, and to familiarise them with different areas of work in the Government. The concerned funding initiative was coordinated by the Civil Service Bureau (CSB). After 2015-16, B/Ds continue to offer different types of internship to meet their operational needs and would evaluate the effectiveness of these programmes. As internship programmes are arranged by B/Ds according to their needs, CSB has not collected information related to these individual programmes.

- End -

CONTROLLING OFFICER'S REPLY

CSB034

(Question Serial No. 2449)

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 the subsection *brief description* under programme (2), it is stated that the Bureau will '*continue to implement flexible measures for extending the service of civil servants including the Post-retirement Service Contract Scheme and the revised arrangements for final extension of service.*' Will the Government please provide more information on the following items:

1. What specific measures have been taken to extend the service of civil servants?
2. The breakdown of the amount devoted to the Post-retirement Service Contract Scheme.
3. Details of the revised arrangements for final extension of service.
4. Whether or not the Government has assessed the effectiveness of such measures in extending the service of civil servants. If yes, please provide details; if not, then the reason behind this.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 107)

Reply:

1. To take early actions to address the structural changes in population and to provide flexibility for meeting the manpower needs of departments taking into account their different operational and succession needs, the Government has implemented a package of measures for extending the service of civil servants. The retirement age of new recruits to the civil service on or after 1 June 2015 has been raised to 65 in respect of civilian grades, and 60 in respect of disciplined services grades regardless of ranks. The Post-retirement Service Contract (PRSC) Scheme, introduced in November 2015, enables departments to employ retired/retiring civil servants on contract terms to undertake ad hoc, time-limited, seasonal or part-time duties that require specific civil service expertise/experience. As regards further employment of serving civil servants

beyond retirement age, the Government has implemented the revised arrangements for processing applications for final extension of service since February 2016 and is consulting the staff sides on the implementation details of the adjusted mechanism for further employment for a longer duration.

2. In accordance with the PRSC Scheme, departments may, having regard to their needs, decide on the employment of PRSC staff, and use their own resources to carry out the relevant work. Civil Service Bureau does not collect information on the related expenditure.
3. The revised arrangements for processing applications for final extension of service include raising the maximum period from 90 days to 120 days, simplifying the process and suitably relaxing the approval criteria. Departments will be able to flexibly retain suitable serving officers for a short period of time beyond retirement age so as to meet specific operational and succession needs.
4. Given that the civil service establishment had a rapid expansion in the 1980s and that civil servants recruited during the period will attain retirement age in the coming years, we expect that there will be cyclical movement in the number of civil service retirees. The average rate of natural wastage will reach the peak of 4.2% per year during the five-year period from 2019-20 to 2023-24, but there will then be a declining trend, with the average rate falling back to 2.8% during the five-year period from 2029-30 to 2033-34. Accordingly, we consider it necessary to provide grades and departments with the above flexible tools to address the wastage and succession situations that will vary from grade to grade and from time to time.

Heads of department/grade will examine such issues as recruitment, wastage, promotion and succession of the grades concerned from time to time and deploy the above measures for meeting their manpower needs as necessary.

- End -

CONTROLLING OFFICER'S REPLY

CSB035

(Question Serial No. 1489)

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 expenses for recruitment and civil service examinations for ethnic minority, please provide :

- (a) the detailed list of all civil service grades or posts for which the Chinese language requirement has been adjusted since 2012, when the requirement was adjusted and from which level of written and spoken Chinese to which level was it adjusted;
- (b) the number of ethnic minority 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 alternative Chinese language qualifications (e.g. the GCSE (Chinese)) are accepted;
- (d) the list of civil service grades or posts for which Applied Learning Chinese (for non-Chinese speaking students) qualifications will be accepted; and
- (e) the details of Chinese language training programmes and support services tailor-made for non-ethnic Chinese (NECs) including the types of courses and services, frequency, the funds spent or allocated and the number of participants, from 2010 to 2017.
- (f) the number or applications for Government jobs by ethnic minority applicants received in each of the past 5 years with a breakdown by department/bureau, job nature and the number of ethnic minorities employed in the respective department/bureau;
- (g) the number of ethnic minority civil servants recruited in each of the year from 2010 to 2017 disaggregated by ethnicity and breakdown by department/bureau, and job nature;
- (h) if no statistical information disaggregated by ethnicity as provided in the above, give the reasons for it.

Asked by: Hon TO Kun-sun, James (Member Question No. 56)

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.

Noting that Chinese language proficiency is a major hurdle for ethnic minorities in applying for government jobs, departments have been making ongoing efforts to review and, where appropriate, adjust the Chinese language proficiency requirements (LPRs) while not compromising operational efficiency, with an aim to ensuring that such requirements are no more than necessary for effective performance of the job. Since 2010, there have been over 20 grades which have relaxed the Chinese LPRs, comprising different departments and work types. For example, the Veterinary Officer grade of the Agriculture, Fisheries and Conservation Department has lowered the Chinese LPRs from Level 1 in the Use of Chinese paper in the Common Recruitment Examination to Level 2 in Chinese Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) / Hong Kong Certificate of Education Examination (HKCEE) or equivalent; specified posts of the Government Counsel grade of the Department of Justice only require meeting of the English LPRs (instead of both languages); and the Workman grade has adjusted the written language proficiency to “able to write simple Chinese or simple English”, instead of requiring written proficiency in both languages.

In addition, noting that some civil service job applicants have learned Chinese as a second language or have studied abroad, bureau / departments (B/Ds) accept Chinese language results of non-local public examinations in assessing whether language proficiency requirements are met for the purpose of 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, Civil Service Bureau has promulgated guidelines on the acceptance arrangement for this new subject for B/Ds to follow.

In the civil service recruitment process, B/Ds would 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 are not able to provide the detailed statistical information.

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. A total of 15 NECs attended these classes. Course contents included common Chinese expressions used by the Government and their departments, basic writing skills and format of Chinese official correspondence. CSTDI also provides different types of Chinese language training for civil servants, including courses at introductory and advanced levels, thematic seminars and e-learning resources. NECs may also participate in these programmes according to their needs. As the Chinese language training for NECs was provided through deployment of in-house resources, we do not have breakdown on the expenditure incurred.

- End -

CONTROLLING OFFICER'S REPLY

CSB036

(Question Serial No. 1359)

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 occupational safety and health, will the Government advise this Committee on:

- a. the manpower and expenditure involved in the relevant promotional and educational activities in the past year and in the coming year;
- b. the number of accident cases causing injuries/deaths in each department and the percentage of the total cases they accounted for in the past 3 years, broken down by cause of injuries/deaths; and
- c. whether the Government has implemented special measures in those departments with relatively high incidences of injuries/deaths; if so, what the details are?

Asked by: Hon WONG Kwok-kin (Member Question No. 37)

Reply:

- a. In the Civil Service Bureau (CSB), one Principal Executive Officer, one Chief Executive Officer, one Senior Executive Officer, one Executive Officer I and one Assistant Clerical Officer are responsible for planning and implementing occupational safety and health (OSH) promotion activities. The actual expenditure incurred for the educational and promotional activities on OSH in 2016-17 is around \$430,000 and the estimated expenditure for 2017-18 is around \$550,000.
- b. The number of occupational injuries reported by government departments from 2014 to 2016, with breakdown by department and by type of accident, is at Annex.
- c. Promoting OSH in the civil service is an on-going commitment of the Government. To ensure OSH, bureaux/departments (B/Ds) would put in place effective safety management systems and implement safety measures, including provision of protective equipment and organisation of training and promotional activities, etc, having regard to their specific operational need and circumstances.

Under the Occupational Safety and Health Ordinance (Cap. 509), an employer must, so far as reasonably practicable, ensure the safety and health at work of all his/her employees. This Ordinance binds the Government. The Labour Department (LD) has all along been adopting a multi-pronged approach to improve the occupational safety performance of different sectors (including government departments) through inspection and enforcement, education and training as well as publicity and promotion. Taking into account the OSH risk of individual government departments, particularly those with relatively high number of accidents, LD visits the departments concerned from time to time to give advice on OSH issues directly to the responsible personnel. LD would also urge them to implement and improve their safety management systems, to formulate OSH initiatives and to strengthen safety training, with a view to preventing occurrence of accidents.

In addition, CSB has been promoting OSH in the civil service through publicity and educational programmes to enhance the awareness of officers responsible for OSH in B/Ds and their staff of the potential risks at work and to encourage their adoption of appropriate precautionary measures. CSB also invites LD and the staff side representatives of the Working Group on OSH in the Civil Service to visit departments to understand their latest efforts and progress in promoting and implementing OSH measures, and to share experience and exchange views with their OSH personnel.

**Number of Occupational Injuries
Reported by Government Departments (Breakdown by Department)
in 2014, 2015 and the First Half of 2016**

Bureau/Department	2014		2015		First Half of 2016	
Agriculture, Fisheries and Conservation Department	56	3.2%	26	1.6%	15	1.8%
Architectural Services Department	4	0.2%	4	0.2%	3	0.4%
Audit Commission	1	0.1%	-	-	-	-
Auxiliary Medical Service	5	0.3%	9	0.6%	2	0.2%
Buildings Department	5	0.3%	6	0.4%	1	0.1%
Census and Statistics Department	3	0.2%	5	0.3%	3	0.4%
Chief Executive's Office	1	0.1%	-	-	1	0.1%
Chief Secretary and Financial Secretary's Offices	3	0.2%	1	0.1%	1	0.1%
Civil Aid Service	10	0.6%	6	0.4%	12	1.4%
Civil Aviation Department	1	0.1%	1	0.1%	1	0.1%
Civil Engineering and Development Department	5	0.3%	6	0.4%	6	0.7%
Civil Service Bureau	1	0.1%	1	0.1%	1	0.1%
Commerce and Economic Development Bureau	1	0.1%	-	-	-	-
Constitutional and Mainland Affairs Bureau	-	-	1	0.1%	-	-
Correctional Services Department	41	2.4%	39	2.4%	14	1.7%
Customs and Excise Department	22	1.3%	16	1.0%	10	1.2%
Department of Health	76	4.4%	73	4.5%	28	3.4%
Department of Justice	-	-	2	0.1%	-	-
Development Bureau	1	0.1%	1	0.1%	-	-
Drainage Services Department	11	0.6%	13	0.8%	6	0.7%
Education Bureau	43	2.5%	56	3.5%	38	4.6%
Efficiency Unit	-	-	2	0.1%	1	0.1%
Electrical and Mechanical Services Department	25	1.4%	21	1.3%	11	1.3%
Environmental Protection Department	5	0.3%	1	0.1%	2	0.2%

Bureau/Department	2014		2015		First Half of 2016	
Financial Services and the Treasury Bureau	1	0.1%	1	0.1%	-	-
Fire Services Department	134	7.7%	132	8.2%	70	8.4%
Food and Environmental Hygiene Department	271	15.6%	243	15.1%	132	15.9%
Government Flying Service	2	0.1%	3	0.2%	3	0.4%
Government Laboratory	1	0.1%	4	0.2%	-	-
Government Logistics Department	12	0.7%	10	0.6%	4	0.5%
Government Property Agency	1	0.1%	-	-	-	-
Highways Department	6	0.3%	3	0.2%	3	0.4%
Home Affairs Bureau	2	0.1%	-	-	-	-
Home Affairs Department	8	0.5%	5	0.3%	4	0.5%
Hong Kong Observatory	2	0.1%	3	0.2%	-	-
Hong Kong Police Force	323	18.6%	289	17.9%	190	22.9%
Hospital Authority ^	43	2.5%	37	2.3%	13	1.6%
Housing Department	26	1.5%	23	1.4%	5	0.6%
Immigration Department	36	2.1%	32	2.0%	13	1.6%
Independent Commission Against Corruption	2	0.1%	4	0.2%	-	-
Inland Revenue Department	10	0.6%	10	0.6%	3	0.4%
Innovation and Technology Commission	1	0.1%	1	0.1%	1	0.1%
Judiciary	9	0.5%	13	0.8%	4	0.5%
Labour Department	12	0.7%	6	0.4%	5	0.6%
Land Registry	1	0.1%	1	0.1%	-	-
Lands Department	17	1.0%	23	1.4%	7	0.8%
Legal Aid Department	1	0.1%	1	0.1%	1	0.1%
Leisure and Cultural Services Department	206	11.9%	189	11.7%	85	10.2%
Marine Department	15	0.9%	8	0.5%	5	0.6%
Office of the Communications Authority	1	0.1%	1	0.1%	1	0.1%
Office of the Government Chief Information Officer	1	0.1%	3	0.2%	1	0.1%
Official Receiver's Office	1	0.1%	-	-	-	-
Planning Department	2	0.1%	-	-	1	0.1%
Post Office	194	11.2%	181	11.2%	76	9.1%
Radio Television Hong Kong	3	0.2%	10	0.6%	7	0.8%

Bureau/Department	2014		2015		First Half of 2016	
Rating and Valuation Department	1	0.1%	-	-	-	-
Registration and Electoral Office	-	-	3	0.2%	1	0.1%
Social Welfare Department	28	1.6%	36	2.2%	17	2.0%
Trade and Industry Department	-	-	1	0.1%	-	-
Transport Department	7	0.4%	8	0.5%	1	0.1%
Treasury	-	-	2	0.1%	1	0.1%
Water Supplies Department	26	1.5%	32	2.0%	17	2.0%
Working Family and Student Financial Assistance Agency	6	0.3%	5	0.3%	4	0.5%
Total	1 732	100%	1 613	100%	831	100%

Note:

- a. Occupational injuries (including industrial accidents) are injury cases arising from work accidents, resulting in death or incapacity for work of over 3 days, and reported under the Employees' Compensation Ordinance (Cap. 282).
 - b. Bureaux/Departments which have not recorded occupational injuries between 2014 and the first half of 2016 are not included in the above table.
 - c. The percentage may not add up to 100% due to rounding.
 - d. The latest available statistics are up to the first half of 2016. The statistical work for the full-year number of occupational injuries in 2016 will be completed in May 2017.
- ^ Occupational injuries reported by the Hospital Authority on cases involving government employees seconded to the Authority.

**Number of Occupational Injuries
Reported by Government Departments (Breakdown by Type of Accident)
in 2014, 2015 and the First Half of 2016**

Type of Accident	2014	2015	First Half of 2016
Trapped in or between objects	44	62	16
Injured whilst lifting or carrying	319	240	90
Slip, trip or fall on same level	572	553	298
Fall of person from height	24	35	13
Striking against fixed or stationary object	108	102	35
Striking against or struck by moving object	147	156	76
Stepping on object	2	3	1
Exposure to or contact with harmful substance	7	10	1
Contact with electricity or electric discharge	-	-	-
Trapped by collapsing or overturning object	-	-	-
Struck by falling object	4	13	3
Struck by moving vehicle	141	144	67
Contact with moving machinery or object being machined	10	6	3
Drowning	1	-	-
Exposure to fire	1	-	1
Exposure to explosion	9	-	-
Injured by hand tool	27	26	9
Injured by fall of ground	-	-	-
Asphyxiation	-	-	2
Contact with hot surface or substance	5	13	4
Injured by animal	41	37	17
Injured in workplace violence	157	110	125
Others	113	103	70
Total	1 732	1 613	831

Note:

- a. Occupational injuries (including industrial accidents) are injury cases arising from work accidents, resulting in death or incapacity for work of over 3 days, and reported under the Employees' Compensation Ordinance (Cap. 282).
- b. The latest available statistics are up to the first half of 2016. The statistical work for the full-year number of occupational injuries in 2016 will be completed in May 2017.

- End -

CONTROLLING OFFICER'S REPLY

CSB037

(Question Serial No. 2992)

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 extension of service of civil servants, please advise on:

1. the total number of applications received, the total number of retired civil servants appointed and the total expenditure on remuneration involved, broken down by bureau and department, since the introduction of the "Post-retirement Service Contract Scheme" in November 2015. Is such expenditure met by re-deployment of resources within the respective bureaux or departments, or by additional provision?
2. the estimated number of applications from retiring civil servants, the estimated number of such appointments and the total expenditure on remuneration involved in 2017-18, broken down by bureau and department. Will a provision be earmarked for such purpose? Will funding be reserved for meeting the expenditure of the scheme in the next 5 years? If yes, what are the details?
3. what the Government will do specifically to "prepare for implementation of the adjusted further employment mechanism of serving civil servants beyond retirement age". Will relevant organisations and groups, such as members of staff associations, scholars and professional institutions, be consulted? What are the implementation schedule and the estimated manpower and expenditure involved?
4. whether the Government has assessed the financial implications of the changes in the further employment mechanism on pension/Civil Service Provident Fund and the civil service fringe benefits. If yes, what are the results? If no, will a study be conducted later?

Asked by: Hon YUNG Hoi-yan (Member Question No. 1)

Reply:

1. & 2. The number of full-time^(Note) Post-retirement Service Contract (PRSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2016 is set out at Annex.

In accordance with the PRSC Scheme, B/Ds may, having regard to their needs, decide on the employment of PRSC staff and related recruitment matters (including recruitment exercise), and to meet from their own resources the related cost. Civil Service Bureau (CSB) does not collect information on the applications received by B/Ds in respect of recruitment of PRSC staff, and on the total amount of expenditure in the related recruitment exercises.

The Scheme seeks to enable B/Ds to employ retired civil servants or retiring civil servants on contract terms to undertake ad hoc, time-limited, seasonal or part-time tasks. As such, the number of PRSC staff to be employed by B/Ds in 2017-18 and subsequent years would depend on the then service needs. Therefore, the relevant information cannot be provided at this stage.

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.

3. & 4. The package of measures on the extension of service of civil servants announced in early 2015 includes adjusting the mechanism on final extension of service and further employment for a longer duration. CSB had conducted an extensive consultation before announcing the relevant measures. During the consultation period, a total of 371 submissions from individuals, the grade/departmental management, staff sides/civil service staff bodies and non-civil service parties concerned were collected/received through different consultative platforms. Regarding the adjusted further employment mechanism, after careful consideration of the views of various stakeholders, CSB had worked out a draft implementation framework for consultation with the staff sides in mid-2015.

The revised arrangements for processing applications for final extension of service, including raising the maximum period to 120 days and suitably relaxing the approval criteria, have taken effect from February 2016. As regards further employment for a longer duration, CSB is consulting the staff sides on the implementation details of the adjusted mechanism in accordance with the established consultation mechanism. Subject to the feedback received from the staff sides, the Government hopes to implement the adjusted mechanism as soon as practicable. Departments will deploy in-house resources allocated to process cases for further employment under the adjusted mechanism.

Officers approved for further employment would normally remain in their own rank and no additional established posts would be entailed. As regards the financial implications of implementing the adjusted mechanism, they would be subject to various factors, including the number and rank of the officers on further employment, their salary upon attaining retirement age, the duration of further employment, etc. It is, therefore, impracticable to make an accurate assessment of the financial implications.

**Employment of full-time Post-retirement Service Contract (PRSC) staff
in Bureaux/Departments/Offices
(position as at 30 June 2016)**

Bureau / Department / Office	No. of full-time PRSC staff
Architectural Services Department	2
Auxiliary Medical Service	2
Chief Secretary and Financial Secretary's Offices	2
Civil Aid Service	1
Civil Aviation Department	1
Civil Service Bureau	2
Commerce and Economic Development Bureau	1
Companies Registry	2
Correctional Services Department	42
Customs and Excise Department	129
Department of Justice	2
Drainage Services Department	1
Education Bureau	6
Electrical and Mechanical Services Department	92
Financial Services and the Treasury Bureau	2
Fire Services Department	28
Food and Environmental Hygiene Department	5
Highways Department	2
Home Affairs Department	3
Hongkong Post	18
Immigration Department	25
Information Services Department	1
Judiciary	1

Bureau / Department / Office	No. of full-time PRSC staff
Labour Department	1
Lands Department	25
Legal Aid Department	3
Leisure and Cultural Services Department	37
Marine Department	3
Official Receiver's Office	1
Planning Department	3
Social Welfare Department	6
Trade and Industry Department	1
Transport and Housing Bureau	1
Transport Department	5
Water Supplies Department	1
Total	457

- End -

CONTROLLING OFFICER'S REPLY

CSB038

(Question Serial No. 2994)

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 that the Government will continue to maintain and enhance the morale of the civil service, and encourage fuller use of various commendation schemes to recognise and motivate exemplary performance in 2017-18. Will the Government inform this Committee of the following in respect of the commendation schemes in 2016-17:

1. What were the expenses on various commendation schemes?
2. What were the respective numbers of civil servants participating and commended in various commendation schemes?
3. Has the effectiveness of various commendation schemes been reviewed? If yes, what are the findings; if no, is there any plan to do so?
4. Is there any plan to increase or reduce the number of commendations schemes in 2017-18? If yes, what are the schemes involved and what are the manpower, expenses and details of each scheme involved?

Asked by: Hon YUNG Hoi-yan (Member Question No. 2)

Reply:

In 2017-18, the Civil Service Bureau (CSB) will continue to implement the following commendation schemes to give due recognition to civil servants to enhance staff morale and motivate exemplary performance:

(i) The Secretary for the Civil Service's Commendation Award Scheme

Through this service-wide Scheme, each year the Secretary for the Civil Service (SCS), on behalf of the Government, gives recognition to selected civil servants with consistently exemplary performance. To qualify for an award under the Scheme, a civil servant should have had outstanding performance for at least 5 consecutive years. Nominations are made by Permanent Secretaries or Heads of Departments/Grades. Recipients of awards are selected by SCS on the recommendation of an Award

Committee comprising representatives of CSB and other bureaux/grades. Each award recipient receives a certificate of recognition and a gold pin. For those award recipients who have 20 or more years of service and have not enjoyed government sponsored travel outside Hong Kong before, they will also receive a travel award. The award is an accountable and one-off travel allowance. If the award recipient is married, his/her spouse will also be granted the same travel allowance, provided that he/she travels with the award recipient. There has been active participation amongst the management and staff sides, award recipients and their friends and relatives in the prize presentation ceremony held annually, reflecting their strong support for the Scheme and recognition of the award recipients. To enhance the Scheme, the target number of recipients per annum has been increased from about 80 to 100 commencing from 2016-17. In 2016, 100 civil servants from 51 grades and 38 bureaux/departments (B/Ds) were awarded. The revised estimate in 2016-17 and the estimated expenditure in 2017-18 are \$3.9 million and \$3.7 million respectively.

(ii) Long and Meritorious Service Travel Award Scheme

The objective of this Scheme is to recognise long and meritorious service of civil servants. All local non-directorate officers with a continuous service of 20 years or more, and who have a track record of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted on a one-off basis and in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards for each year is determined based on a quota ratio. The Scheme has been well received by colleagues. To enhance the Scheme, the quota ratio has since 2014-15 been improved from one award for every 30 officers meeting the service requirement (1:30) to 1:27. In 2016-17, the number of awards granted is about 2 500 and the revised estimate is \$109 million. In 2017-18, the estimated number of awards to be granted is about 2 510 and the estimated expenditure is about \$114 million.

(iii) Civil Service Outstanding Service Award Scheme

The Scheme is organised on a biennial basis. Its objective is to encourage the pursuit of excellence in service delivery and to give recognition to departments and teams of civil servants for their outstanding achievements in providing quality service to the public. Awards are presented at the departmental level (including the Inter-departmental Partnership Award, the Departmental Service Enhancement Award and the Best Public Image Award) and at the team level (including the General Public Service Award, the Specialised Service Award, the Regulatory/Enforcement Service Award, the Crisis/Incident Support Service Award and the Internal Support Service Award). The awards cover departments engaging in different service areas to encourage wider participation among civil servants. The Scheme for 2017 is underway and all the B/Ds are invited to participate. The Adjudication Panels are comprised of Legislative Council (LegCo) members, District Council (DC) members, representatives from different sectors and professions, staff side members of the Central Consultative Councils and senior officials from CSB. For the Best Public Image Award, all members of the LegCo and DC and a random sample of members of

the public will be invited to vote for the B/D with the best public image. Upon completion of the Scheme, we will conduct a review on its effectiveness via a questionnaire survey to all participating B/Ds. The estimated expenditure for the Scheme in 2017-18 is about \$2.7 million.

The above Schemes are undertaken by staff within the establishment of CSB. As these officers are not just responsible for a single duty, it would be difficult to break down the manpower involved in implementing the Schemes.

In addition, Permanent Secretaries and Heads of Departments may issue a commendation letter under the Commendation Letter Scheme to an officer who has provided consistently outstanding service for at least 3 years; made a substantial contribution towards enhancing the efficiency or the image of his/her B/D; or performed an exceptionally meritorious or brave act warranting special recognition. Nominations may be made all year round and they are considered by a commendation committee set up by individual B/Ds under the chairmanship of a directorate officer. In 2016, about 3 000 commendation letters were issued. B/Ds are also encouraged to organise their own award schemes to recognise the contributions of their staff. These schemes are administered by individual B/Ds which bear the incurred costs.

- End -

CONTROLLING OFFICER'S REPLY

CSB039

(Question Serial No. 3002)

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 e-learning programmes, will the Government inform this Committee of the following:

1. The scope covered by the content of training resources on Cyber Learning Centre Plus (CLC Plus)? In 2017-18, will there be adjustments to the content of the courses? Whether it has compiled enrolment statistics for each course?
2. At present, does CLC Plus provide any targeted and suitable training courses and teaching content for civil servants at all ranks? If yes, could the Government list out the courses and amount of resources provided respectively for junior, middle and senior ranking civil servants; if not, what are the reasons?
3. In 2015-16, given the fact that the number of visits to CLC Plus only increased by about 5 000 and the estimate for 2017 will remain unchanged, does the Government have any plan to allocate more resources to broaden the courses and content on CLC Plus in order to attract more civil servants to use it? If yes, of the details and the expenditures involved?
4. What measures does the Government have for promoting e-learning programmes and encouraging civil servants to use them?

Asked by: Hon YUNG Hoi-yan (Member Question No. 4)

Reply:

At present, the Cyber Learning Centre Plus ("CLC Plus") provides about 2 300 learning items which include web courses, videos clips, learning tips, book summaries and publications, guidelines and good practices and a number of theme-based portals. The contents of these learning resources cover leadership and management skills, language and communication skills, national affairs, the Basic Law and information technology, etc. We also provide different learning resources for civil servants at different ranks, such as

induction resources for new recruits, performance management resources for middle managers and the “Leaders’ Corner” for senior civil servants. We will keep updating the contents of CLC Plus and introduce new topics to help civil servants cope with different job requirements. Given the large number of e-learning resources provided and some of which are suitable for civil servants at different ranks, we do not have the detailed breakdown for each course and learning item.

In 2017-18, the estimated expenditure for the administration of the website and enrichment of its training contents is about \$3.1 million. In 2017, the estimated number of visits to CLC Plus is 605 000 (an increase of about 5 000 as compared to last year), while the number of page views is expected to increase by 20 000 to reach 4.12 million.

The Civil Service Bureau promotes CLC Plus through various measures which include implementing the “Learning Credit Scheme” to provide incentives for online learning, issuing e-newsletters regularly to promote various learning resources and organising multi-media learning activities (e.g. quizzes) to encourage the use of CLC Plus among civil servants. We also host CLC Plus briefings for departments and will introduce a new user interface this year to enable civil servants’ easy access to the contents of CLC Plus through smart phones and tablets.

- End -

CONTROLLING OFFICER'S REPLY**CSB040****(Question Serial No. 0316)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (028) Legal AssistanceProgramme: General Expenses of the Civil ServiceControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please provide a breakdown of the applications for legal assistance by departments in the past 3 years, including the numbers of approved and rejected applications, the amount approved, the reasons for rejection and the nature of the cases involved.

Asked by: Hon CHIANG Lai-wan (Member Question No. 47)Reply:

In the past 3 years (i.e. 2014-15 to 2016-17), a total of 122 applications for legal assistance were processed, of which 114 applications were approved and 8 were rejected. The relevant information is appended below –

Bureau/Department	Number of approved applications (nature of proceedings)	Number of rejected applications (nature of proceedings) Note 1	Actual expenditure incurred from approved applications (as at 1.3.2017) (\$'000) Note 2
2014-15			
Civil Aid Service	3 (Civil)		-
Civil Engineering and Development Department	1 (Civil)		-
Education Bureau	2 (Civil)	1 (Criminal)	-
Electrical and Mechanical Services Department	1 (Criminal)		-
Fire Services Department	2 (Civil) 1 (Criminal)		- 20
Food and Environmental Hygiene Department	3 (Civil) 1 (Criminal)		- -
Home Affairs Bureau	1 (Civil)		-

Bureau/Department	Number of approved applications (nature of proceedings)	Number of rejected applications (nature of proceedings) Note 1	Actual expenditure incurred from approved applications (as at 1.3.2017) (\$'000) Note 2
Hong Kong Police Force	8 (Civil) 1 (Criminal)	1 (Criminal)	- 45
Judiciary	3 (Civil)		-
Legal Aid Department	2 (Civil)		-
Leisure and Cultural Services Department	1 (Civil)		-
Marine Department	2 (Criminal)		2,035
Post Office	4 (Civil)		-
Social Welfare Department	1 (Criminal)		-
Water Supplies Department		1 (Civil)	-
Total number of applications	37	3	
2015-16			
Agriculture, Fisheries and Conservation Department	1 (Civil)		-
Central Policy Unit	1 (Civil)		-
Chief Secretary for Administration's Office	2 (Civil)		-
Commerce and Economic Development Bureau	1 (Civil)		-
Constitutional and Mainland Affairs Bureau	1 (Civil)		-
Department of Justice	2 (Civil)		-
Development Bureau	1 (Civil)		-
Education Bureau		2 (Civil)	-
Electrical and Mechanical Services Department	1 (Civil)		-
Environment Bureau	1 (Civil)		-
Environmental Protection Department		1 (Civil)	-
Financial Secretary's Office	1 (Civil)		-
Financial Services and the Treasury Bureau	1 (Civil)		-
Fire Services Department	4 (Civil)	1 (Civil)	-
Food and Environmental Hygiene Department	3 (Civil) 1 (Criminal)		- -
Food and Health Bureau	1 (Civil)		-

Bureau/Department	Number of approved applications (nature of proceedings)	Number of rejected applications (nature of proceedings) Note 1	Actual expenditure incurred from approved applications (as at 1.3.2017) (\$'000) Note 2
Government Logistics Department	1 (Criminal)		-
Home Affairs Department	1 (Civil)		-
Hong Kong Observatory	1 (Civil)		-
Hong Kong Police Force	9 (Civil) 6 (Criminal)		- 15
Judiciary	1 (Civil)		-
Labour and Welfare Bureau	1 (Civil)		-
Lands Department	1 (Civil)		-
Official Receiver's Office	1 (Civil)		-
Post Office	2 (Civil)		-
Security Bureau	1 (Civil)		-
Social Welfare Department	2 (Civil)		-
Transport and Housing Bureau	1 (Civil)		-
Water Supplies Department		1 (Criminal)	-
Total number of applications	50	5	
2016-17 (as at 1.3.2017)			
Customs and Excise Department	1 (Civil)		-
Chief Secretary for Administration's Office	1 (Civil)		-
Correctional Services Department	2 (Civil)		-
Drainage Services Department	1 (Civil)		-
Education Bureau	2 (Civil)		-
Electrical and Mechanical Services Department	2 (Civil)		-
Fire Services Department	6 (Civil)		-
Hong Kong Police Force	5 (Civil) 1 (Criminal)		- 15
Judiciary	2 (Civil)		-
Marine Department	2 (Criminal)		61
Post Office	1 (Civil)		-
Water Supplies Department	1 (Civil)		-
Total number of applications	27	0	

Note 1: The concerned applications were rejected because they did not meet the requirements of relevant Civil Service Regulations for the following reasons: the applicant was not acting in the course of his/her duty when the alleged offence was committed or was not attending a formal inquiry as prescribed under the Regulations, and the applicant's intended proceedings did not involve any wrongful act of the alleged party.

Note 2: For civil proceedings, the applicants are usually represented by counsel appointed by the Department of Justice and does not incur actual expenditure. Expenditure is incurred only for cases where lawyers in private practice are appointed to represent the applicants in criminal proceedings. Depending on the progress of the proceedings, the above actual expenditure might incur in more than one financial year. In addition, some applicants had subsequently withdrawn their applications for legal assistance and hence no expenditure was incurred.

- End -

CONTROLLING OFFICER'S REPLY

CSB041

(Question Serial No. 1482)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

1. What are the reasons for the substantial increase in the numbers of officers receiving non-accountable cash allowance in 2016 and 2017 as compared with 2015?
2. Only officers who are offered appointment on or after 1 June 2000 are eligible for non-accountable cash allowance. What are the eligibility criteria?

Asked by: Hon LAM Cheuk-ting (Member Question No. 4)

Reply:

Non-accountable cash allowance is payable to eligible officers who were offered appointment on new terms on or after 1 June 2000. For officers -

- (a) on or above Master Pay Scale (MPS) Point 34 (or equivalent), they are eligible for the allowance as a condition of service; or
- (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.

Officers who were offered appointment before 1 June 2000 and eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.

Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary points for a maximum period of 120 months. Officers are not required to join the scheme immediately upon attaining the eligibility. They may join the scheme at anytime 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, there were more recipients for non-accountable cash allowance in 2016 than that in 2015 and it is expected that the number of recipients will continue to increase in 2017.

- End -

CONTROLLING OFFICER'S REPLY**CSB042****(Question Serial No. 2373)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (-) Not SpecifiedProgramme: General Expenses of the Civil ServiceControlling Officer: Director of Accounting Services (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Will the Government provide 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 and the expenditure involved?

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 2)Reply:

Details of the allowance schemes raised in the question and the estimated number of recipients and expenditure in 2017-18 are as follows –

Scheme	Salary points covered and eligibility criteria	2017-18 Estimate	
		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>	13 025	777,000

Scheme	Salary points covered and eligibility criteria	2017-18 Estimate	
		No. of recipients	Expenditure (\$'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	441,000
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.	410	147,000
Accommodation Allowance	The allowance is payable to officers who were offered appointment on overseas terms between 1.10.1990 and 31.12.1998.	27	13,600
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).	4	870
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 the allowance subject to the specified conditions.</p>	7 060	1,444,000

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 preference. 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

CSB043

(Question Serial No. 0644)

Head: (46) General Expenses of the Civil Service

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

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Accounting Services (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please list out the estimated expenditure by government departments in 2017-18 for the following subheads under Personnel Related Expenses:

- a. 014 Home purchase allowance,
- b. 023 Quartering,
- c. 032 Accommodation allowance,
- d. 033 Home financing allowance,
- e. 038 Private tenancy allowance, and
- f. 039 Rent allowance.

Asked by: Hon POON Siu-ping (Member Question No. 29)

Reply:

Based on the distribution of bureaux/departments in which the current recipients of various civil service housing allowances and benefits are serving, the 2017-18 estimated expenditure for the six subheads is provided at Annex.

2017-18 estimated expenditure for the various civil service housing allowances and benefits
(According to bureaux/departments in which the recipients are serving)

Bureaux/departments	2017-18 Estimate					
	Subhead 014	Subhead 023	Subhead 032	Subhead 033	Subhead 038	Subhead 039
	Home Purchase Allowance \$'000	Quartering \$'000	Accommodation Allowance \$'000	Home Financing Allowance \$'000	Private Tenancy Allowance \$'000	Rent Allowance \$'000
Chief Executive's Office	332			231	426	
Agriculture, Fisheries and Conservation Department	7,701			280	686	
Architectural Services Department	11,902			797	1,915	
Audit Commission	1,212			1,236	677	
Auxiliary Medical Service	306					
Buildings Department	4,866			1,661		
Census and Statistics Department	7,699			467	420	
Civil Aid Service	379					
Civil Aviation Department	2,816		3,336	8,921	812	
Civil Engineering and Development Department	9,612			774	310	
Companies Registry Trading Fund	1,605			914	621	
Correctional Services Department	12,148	2,073		6,804	821	
Customs and Excise Department	13,615	274		18,794	2,157	
Department of Health	24,106			15,609	4,171	

Bureaux/departments	2017-18 Estimate					
	Subhead 014	Subhead 023	Subhead 032	Subhead 033	Subhead 038	Subhead 039
	Home Purchase Allowance	Quartering	Accommodation Allowance	Home Financing Allowance	Private Tenancy Allowance	Rent Allowance
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Department of Justice	5,177			2,477		
Drainage Services Department	7,205			2,936	1,050	
Electrical and Mechanical Services Department	3,665			1,016		
Electrical and Mechanical Services Trading Fund	18,097			1,812	1,845	
Environmental Protection Department	6,476			1,710	3,663	
Fire Services Department	16,177	1,241		15,307	4,680	
Food and Environmental Hygiene Department	33,136			3,118	2,135	
General Expenses of the Civil Service	448				385	
Government Flying Service	495			3,359		
Government Laboratory	1,610			436		
Government Logistics Department	2,861			1,464	602	
Government Property Agency	1,148			816	1,040	
Government Secretariat : Civil Service Bureau	3,214			5,080	2,182	

Bureaux/departments	2017-18 Estimate					
	Subhead 014	Subhead 023	Subhead 032	Subhead 033	Subhead 038	Subhead 039
	Home Purchase Allowance \$'000	Quartering \$'000	Accommodation Allowance \$'000	Home Financing Allowance \$'000	Private Tenancy Allowance \$'000	Rent Allowance \$'000
Government Secretariat : Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	874	62		2,820	1,155	
Government Secretariat : Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	479			991	385	
Government Secretariat : Constitutional and Mainland Affairs Bureau	481	85		2,442	753	
Government Secretariat : Development Bureau (Planning and Lands Branch)	205			402	752	
Government Secretariat : Development Bureau (Works Branch)	496			842	1,667	
Government Secretariat : Education Bureau	34,927			34,934	11,142	
Government Secretariat : Environment Bureau	10			1,052		
Government Secretariat : Financial Services and the Treasury Bureau (Financial Services Branch)	1,133			708	818	
Government Secretariat : Financial	768			1,934	527	

Bureaux/departments	2017-18 Estimate					
	Subhead 014	Subhead 023	Subhead 032	Subhead 033	Subhead 038	Subhead 039
	Home Purchase Allowance \$'000	Quartering \$'000	Accommodation Allowance \$'000	Home Financing Allowance \$'000	Private Tenancy Allowance \$'000	Rent Allowance \$'000
Services and the Treasury Bureau (The Treasury Branch)						
Government Secretariat : Food and Health Bureau (Food Branch)	45				425	
Government Secretariat : Food and Health Bureau (Health Branch)	528			654	1,154	
Government Secretariat : Home Affairs Bureau	1,345			1,669	341	
Government Secretariat : Innovation and Technology Bureau	120			215		
Government Secretariat : Innovation and Technology Commission	913			1,676	279	
Government Secretariat : Labour and Welfare Bureau	712			470	385	
Government Secretariat : Office of the Government Chief Information Officer	4,362			3,670	3,034	
Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary	2,392			3,644	1,421	
Government Secretariat: Overseas Economic and Trade Offices				1,197	331	
Government Secretariat : Security Bureau	587			3,241	428	

Bureaux/departments	2017-18 Estimate					
	Subhead 014	Subhead 023	Subhead 032	Subhead 033	Subhead 038	Subhead 039
	Home Purchase Allowance \$'000	Quartering \$'000	Accommodation Allowance \$'000	Home Financing Allowance \$'000	Private Tenancy Allowance \$'000	Rent Allowance \$'000
Government Secretariat : Transport and Housing Bureau (Transport Branch)	914			1,508	340	
Highways Department	13,099			1,277	1,374	
Home Affairs Department	12,725			5,354	1,787	
Hong Kong Monetary Authority	70				290	
Hong Kong Observatory	1,490	22		488	855	
Hong Kong Police Force	64,948	1,073	10,264	34,441	3,570	
Hospital Authority	6,212				676	
Housing Department	64,601			9,787	7,664	
Immigration Department	12,137	46		10,893	6,464	
Independent Commission Against Corruption	3,150	57		19,735	3,930	441
Information Services Department	912			4,230	330	
Inland Revenue Department	13,418			12,080	10,671	
Intellectual Property Department	1,001			834	342	
Invest Hong Kong	43			603		
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	189			978		

Bureaux/departments	2017-18 Estimate					
	Subhead 014	Subhead 023	Subhead 032	Subhead 033	Subhead 038	Subhead 039
	Home Purchase Allowance \$'000	Quartering \$'000	Accommodation Allowance \$'000	Home Financing Allowance \$'000	Private Tenancy Allowance \$'000	Rent Allowance \$'000
Judiciary	8,335	29		12,117	1,194	
Labour Department	13,234			15,358	1,854	
Land Registry Trading Fund	2,937			732	1,265	
Lands Department	27,694			9,216	5,017	
Legal Aid Department	4,005			243	385	
Leisure and Cultural Services Department	27,890			10,692	8,203	
Marine Department	5,972			2,356	727	
Office for Film, Newspaper and Article Administration	717			222		
Office of the Communications Authority Trading Fund	2,180			1,594	1,637	
Official Receiver's Office	1,493			1,454	416	
Planning Department	4,438			1,357	1,518	
Post Office Trading Fund	29,592			1,849	716	
Public Service Commission Secretariat	352			489		
Radio Television Hong Kong	4,611			2,846		
Rating and Valuation Department	8,253			671	2,741	
Registration and Electoral Office	1,030			731	1,060	

Bureaux/departments	2017-18 Estimate					
	Subhead 014	Subhead 023	Subhead 032	Subhead 033	Subhead 038	Subhead 039
	Home Purchase Allowance \$'000	Quartering \$'000	Accommodation Allowance \$'000	Home Financing Allowance \$'000	Private Tenancy Allowance \$'000	Rent Allowance \$'000
Secretariat, Commissioner on Interception of Communications and Surveillance	101				428	
Social Welfare Department	43,157			18,362	14,316	
Trade and Industry Department	2,510			3,484	777	
Transport Department	6,458			4,202	2,693	
Treasury	3,680			538	411	
University Grants Committee	259			468		
Vocational Training Council	1,440					
Water Supplies Department	21,334	20		3,286	2,906	
Working Family and Student Financial Assistance Agency	5,432			1,278		
Estimated expenditure for new joinees/eligible officers	106,602	616	-	86,667	4,848	429
Total	777,000	5,598	13,600	441,000	147,000	870

- End -

CONTROLLING OFFICER'S REPLY

CSB044

(Question Serial No. 2470)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide information regarding pension payment to public and judicial officers in 2017-2018:

A) the number of retired public and judicial officers and the amount of pension involved

Amount of monthly pension	Estimated number of pensioners	Estimated average annual amount of pension per pensioner	Estimated total expenditure in 2017-18
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	Estimated 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
Below 50					
50-54					
55-59					
60-64					
65-69					
70-74					
75-79					

80-84					
85-89					
90-94					
95 or above					

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 13)

Reply:

A) The estimated number of public and judicial service pensioners and the estimated amount of pension payment for 2017-18 are provided below:

Amount of monthly pension	Estimated no. of pensioners	Estimated average annual amount of pension per pensioner	Estimated total expenditure in 2017-18
		\$	\$ million
Below \$5,000	41 412	34,418	1,425.3
\$5,000–\$10,000	28 191	85,272	2,403.9
\$10,001–\$30,000	52 031	199,643	10,387.7
\$30,001–\$50,000	9 379	439,154	4,118.8
\$50,001–\$100,000	2 957	727,644	2,151.6
Above \$100,000	90	1,384,369	124.6

B) The estimated number of public and judicial service pensioners receiving monthly pension in 2017-18 by age groups is provided below:

Age of retired public and judicial officers at present	Estimated no. 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
Below 50	696	93	6	1	-
50-54	1 298	688	68	4	-
55-59	7 626	12 430	1 383	290	9
60-64	17 871	15 863	2 604	731	25
65-69	15 946	11 242	2 085	832	28
70-74	9 254	5 641	1 630	639	22
75-79	6 201	2 961	796	251	6
80-84	5 553	2 311	488	120	-
85-89	3 305	638	252	69	-
90-94	1 492	100	57	17	-
95 or above	361	64	10	3	-

- End -

CONTROLLING OFFICER'S REPLY**CSB045****(Question Serial No. 2472)**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 (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please provide the number of civil servants receiving pension gratuities in 2017-18:

Amount of pension gratuity	Estimated no. of new retiring officers		Estimated total expenditure in 2017-18
	Total no. of retiring officers	No. of retiring directorate officers	\$million
Below \$500,000			
\$500,000–\$1,000,000			
\$1,000,001–\$3,000,000			
\$3,000,001–\$5,000,000			
Above \$5,00,000			

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 14)Reply:

The estimated number of new retiring officers in 2017-18 analysed by the estimated amount of pension gratuity payable is shown in the table below.

Amount of pension gratuities	Estimated no. of new retiring officers		Estimated total expenditure in 2017-18
	Total no. of retiring officers	No. of retiring directorate officers	\$million
Below \$500,000	499	-	206.6
\$500,000 – \$1,000,000	1 823	8	1,319.4
\$1,000,001 – \$3,000,000	3 776	3	6,693.4
\$3,000,001 – \$5,000,000	757	26	2,820.1
Above \$5,000,000	285	146	1,805.7

- End -

CONTROLLING OFFICER'S REPLY

CSB046

(Question Serial No. 2952)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in paragraph 44 of the Budget Speech that the Government's financial commitment for civil service pension will be about \$450 billion in the next 10 years. The pension payment to retired public and judicial officers increases every year and is estimated at \$34.1 billion this year with 130 000 pensioners. Both the amount of pension and the number of pensioners increase when compared with those in the past few years. Please provide information on the following in table form:

1. the estimated amount of pension payment to retired public and judicial officers and the numbers of existing and new pensioners for each of the next 10 years;
2. the total amount of pension received by directorate public and judicial officers, the numbers of these officers and their percentage shares in the total number of pensioners with regard to item 1; and
3. with the last batch of civil servants appointed on pensionable terms retiring around 2040 as estimated by the Government, please set out the peak years of receiving pension, the numbers of pensioners and the amounts of pension payment in those years.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 30)

Reply:

In arriving at the estimated pension expenditure of \$34.1 billion for retired civil servants and judicial officers for 2017-18, the Treasury has estimated that there are around 130 000 pensioners for the year, among which 7 000 are new retirees including about 200 directorate officers (or 3% of the new retirees). The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all retired directorate and judicial officers by their former ranks and grades. The estimate beyond 2017-18 is outside the ambit of this estimate exercise. Nevertheless, it is expected that the general trend of increase in the expenditure will continue in the next 10 years due to the increasing number of pensioners.

The estimate of the number of pensioners and future pension payments in the long run hinges on a number of factors, including the number of new retirees and the life expectancy of pensioners. Regarding the future retirement situation of civil servants, please refer to paragraph 10 of the paper on “An Overview of the Civil Service: Establishment, Strength, Retirement, Resignation and Age Profile” submitted by Civil Service Bureau to the Legislative Council Panel on Public Service.

(<http://www.legco.gov.hk/yr15-16/english/panels/ps/papers/ps20160418cb4-844-3-e.pdf>)

- End -

CONTROLLING OFFICER'S REPLY

CSB047

(Question Serial No. 1480)

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 (Ms Candice HO)

Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding appointment on agreement terms, extension of service and re-employment after retirement, it is estimated that the number of posts involved in 2017 will increase by 23 as compared with 2016. What are the reasons for the substantial increase?
2. Please provide the distribution of posts involving appointment, extension of service and re-employment after retirement in 2017 and the names of the departments involved.

Asked by: Hon LAM Cheuk-ting (Member Question No. 2)

Reply:

1. Following the adoption of higher retirement age for civil service new recruits from 1 June 2015, the Government has been progressively taking forward the various initiatives to extend the service of civil servants, including adjusting the prevailing mechanism for further employment (FE) so as to provide bureaux/departments with more flexibility to retain suitable serving officers beyond retirement age for a longer duration in the light of operational needs. Apart from officers on the Old/New Pension Schemes, the adjusted mechanism will also cover officers under the Civil Service Provident Fund Scheme. Moreover, the principle and spirits of the adjusted FE mechanism will equally apply to civil servants on agreement terms with fixed-term duration. The terms of appointment for FE will be governed by the relevant provisions of Civil Service Regulations, which would be in the form of agreement terms, extension of service or re-employment after retirement. The Civil Service Bureau is consulting the staff sides on the draft implementation guidelines on the adjusted mechanism for FE beyond retirement age for a longer duration than final extension of service. The Public Service Commission (PSC) Secretariat anticipates that the number of submissions received by the PSC on "appointment on agreement terms/extension of service/re-employment after retirement" will increase upon implementation of the adjusted mechanism.

As the implementation date of the adjusted FE mechanism has yet to be finalised, the PSC Secretariat can only make a rough estimate at this stage on the number of submissions to be received regarding “appointment on agreement terms/extension of service/re-employment after retirement”. Following implementation of the adjusted mechanism after a period of time, then, the PSC Secretariat will be able to make a more accurate assessment on the number of submissions each year.

2. As mentioned above, since the implementation date of the adjusted FE mechanism has yet to be finalised, the PSC Secretariat can only make a rough estimate at this stage on the number of submissions to be received in 2017 regarding “appointment on agreement terms/extension of service/re-employment after retirement”. The PSC Secretariat does not have the distribution of posts involved in these 3 types of submissions for 2017.

- End -

CONTROLLING OFFICER'S REPLY

CSB048

(Question Serial No. 1481)

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 (Ms Candice HO)

Director of Bureau: Secretary for the Civil Service

Question:

1. The 2017-18 estimate for remuneration for special appointments is \$2.65 million higher than the estimate for 2016-17. What are the reasons for the increase?
2. Please list the post titles of the special appointments and the respective amounts of remuneration in 2016-17 and 2017-18.

Asked by: Hon LAM Cheuk-ting (Member Question No. 3)

Reply:

The special appointment under the Head is the Chairman of the Public Service Commission. The remuneration for the post was \$3.366 million in 2016-17. The estimate for 2017-18 under the Head is higher than that for 2016-17. This is due to the end-of-contract gratuity payable to the holder of the post upon completion of the three-year appointment term.

- End -

CONTROLLING OFFICER'S REPLY

CSB049

(Question Serial No. 0648)

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 (Ms Candice HO)

Director of Bureau: Secretary for the Civil Service

Question:

The estimated number of submissions received and advised by the Commission on "appointment on agreement terms, extension of service and re-employment after retirement" in 2017 is 50, while the actual figures for 2015 and 2016 are 28 and 27 respectively.

1. What are the reasons for the estimated increase in the number of submissions by nearly one-fold in 2017?
2. Please state the departments to which applicants involved in cases of "re-employment after retirement" belong, as well as the numbers of such cases in 2015 and 2016 and the estimated number in 2017.

Asked by: Hon POON Siu-ping (Member Question No. 38)

Reply:

1. Following the adoption of higher retirement age for civil service new recruits from 1 June 2015, the Government has been progressively taking forward the various initiatives to extend the service of civil servants, including adjusting the prevailing mechanism for further employment (FE) so as to provide bureaux/departments with more flexibility to retain suitable serving officers beyond retirement age for a longer duration in the light of operational needs. Apart from officers on the Old/New Pension Schemes, the adjusted mechanism will also cover officers under the Civil Service Provident Fund Scheme. Moreover, the principle and spirits of the adjusted FE mechanism will equally apply to civil servants on agreement terms with fixed-term duration. The terms of appointment for FE will be governed by the relevant provisions of Civil Service Regulations, which would be in the form of agreement terms, extension of service or re-employment after retirement. The Civil Service Bureau is consulting the staff sides on the draft implementation guidelines on the adjusted mechanism for FE beyond retirement age for a longer duration than final extension of service. The Public Service Commission (PSC) Secretariat anticipates that the number of submissions

received by the PSC on “appointment on agreement terms/extension of service/re-employment after retirement” will increase upon implementation of the adjusted mechanism.

As the implementation date of the adjusted FE mechanism has yet to be finalised, the PSC Secretariat can only make a rough estimate at this stage on the number of submissions to be received regarding “appointment on agreement terms/extension of service/re-employment after retirement”. Following implementation of the adjusted mechanism after a period of time, then, the PSC Secretariat will be able to make a more accurate assessment on the number of submissions each year.

2. In 2015 and 2016, the PSC provided advice on 2 and 3 cases of “re-employment after retirement” respectively. These cases came from the Civil Aviation Department, the Department of Justice and the Leisure and Cultural Services Department. The PSC Secretariat has not made a separate estimate on the number of “re-employment after retirement” cases for 2017.

- End -

CONTROLLING OFFICER'S REPLY

CSB050

(Question Serial No. 1479)

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 (Ms Winnie NG)

Director of Bureau: Secretary for the Civil Service

Question:

The provision for 2017-18 is \$2.7 million higher than the revised estimate for 2016-17 due to the increase in provision for conducting a review on Pay Level Survey and Starting Salaries Survey. Please list the grades for which the Pay Level Survey and Starting Salaries Survey will be conducted and the estimated expenditure on each survey.

Asked by: Hon LAM Cheuk-ting (Member Question No. 1)

Reply:

Both the Pay Level Survey and the Starting Salaries Survey cover all non-directorate civilian grades in the civil service. The review on the two surveys will be conducted in a single exercise, in which survey methodology, application issues, frequency for the conduct of surveys and other relevant issues will be examined. It is expected that additional manpower resources will be required to conduct the review and consultancy service will also be acquired to provide professional advice, resulting in a higher provision for 2017-18 when compared to the revised estimate for 2016-17, which includes the expenses incurred for creating additional time-limited posts and hiring consultancy service.

- End -

CONTROLLING OFFICER'S REPLY

CSB051

(Question Serial No. 1989)

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 medical and dental treatment for civil servants, will the Government inform this Committee of the following:

- a. Since the launch of the Automated Telephone Booking System (ATBS) for the five Families Clinics by the Department of Health in mid-September 2015, what has been its utilisation rate among all civil servant attendees so far (a breakdown by each families clinic)? What is the expenditure involved in running the ATBS?
- b. At present, the Families Clinics for civil service eligible persons (CSEPs) provide services during normal office hours. Will the Government consider extending the service hours or introducing evening services for the CSEPs?

Asked by: Hon HO Kai-ming (Member Question No. 34)

Reply:

- a. At present, the five Families Clinics are offering about 20% of the total consultation slots available for each working day to civil service eligible persons through the Automated Telephone Booking System (ATBS). The quota for same-day appointments is always fully used up, and the utilisation of advance appointments within seven working days reaches 90%. The cost of setting up the ATBS was approximately \$360,000 and the annual recurrent expenditure is around \$40,000.
- b. The Department of Health (DH) has looked into various options to extend the service hours of the Families Clinics and even introduce evening services therein, which include (i) arranging for part of the current clinic staff to work on the evening shift; (ii) requesting the current clinic staff to work overtime so as to extend the service hours; and (iii) recruiting a team of part-time staff to operate the evening clinics. None of the above options is feasible as consultation and dispensing services require the participation of staff from many different grades, and the DH expects it will be difficult to recruit a full team for such purposes.

- End -

CONTROLLING OFFICER'S REPLY**CSB052****(Question Serial No. 0641)**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 rates of the medical and dental treatment for civil servants in 2014, 2015 and 2016, please provide:

1. the attendance at each non-public clinic for each year;
2. 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
3. the actual attendance at periodontal surgeries, the average waiting time of such cases and the number of patients waiting for periodontal procedures by the end of January 2017.

Asked by: Hon POON Siu-ping (Member Question No. 26)Reply:

1. The attendances of civil service eligible persons (CSEPs) at each families clinic in the past three years were as follows:

Number of attendances ^	Year	2014	2015	2016
Chai Wan Families Clinic		63 000	64 000	66 000
Hong Kong Families Clinic		67 000	68 000	68 000
Kowloon Families Clinic		69 000	75 000	73 000
New Territories Families Clinic		48 000	46 000	50 000
Fanling Families Clinic		N/A	N/A	16 000*

^ The number of attendances is rounded to the nearest thousand.

* Fanling Families Clinic commenced service on 30 March 2016.

2. Dental procedures vary in types and complexities, which include general and specialised dental treatments. CSEPs can receive general dental follow-up treatment by appointment or specialised dental service by referral. The appointments are arranged according to the urgency and nature of the medical conditions of patients, and patients with urgent conditions will receive treatment as early as possible.

The waiting times of CSEPs for appointments for dental follow-up treatment and specialised dental service in the past three years were as follows:

As at	Dental Follow-up Treatment	Specialised Dental Service
31 December 2014	2 to 20 months	5 to 47 months
31 December 2015	2 to 19 months	5 to 41 months
31 December 2016	1 to 16 months	5 to 40 months

Statistics on the attendances and the number of patients on the waiting list by type of dental procedure/treatment are not available. The attendances of CSEPs at dental clinics (including Oral Maxillofacial Surgery & Dental Units in hospitals) in the past three years were as follows:

	Attendances at Dental Clinics
2014	675 000
2015	719 700*
2016	739 800

* The figure had been updated after the finalisation of the 2016-17 Estimates.

3. The attendances and the waiting times of CSEPs for periodontal services in the past three years were as follows:

	Attendances
2014	700
2015	680
2016	720

As at	Waiting Time
31 December 2014	16 months
31 December 2015	16 to 17 months
31 December 2016	14 to 23 months

Statistics on the number of patients waiting for periodontal procedures are not available.

- End -

CONTROLLING OFFICER'S REPLY

CSB053

(Question Serial No. 3000)

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 and dental treatment for civil servants, will the Government inform this Committee of the following:

1. Please set out the average waiting time and longest waiting time for appointment in respect of check-up and diagnosis, specialised outpatient treatment, emergency dental treatment, elective consultation for specialised dental service and dental follow-up treatment provided for civil service eligible persons in the past year. Does the Government have any measures to shorten the waiting time?
2. Provision for 2017-18 is \$162.5 million (12.0%) higher than the revised estimate for 2016-17, part of which is allocated for an increase of 68 posts to meet operational needs. Please set out the professional grades and ranks involved in these new posts and their terms of appointment.
3. Does the Government have any plans to include Chinese medicine service as part of the medical and dental treatment for civil servants? If so, what will be the manpower and provision allocated for 2017-18 for the implementation of the initiative?

Asked by: Hon YUNG Hoi-yan (Member Question No. 3)

Reply:

1.

Services provided by families clinics (including check-up and diagnosis)

Families clinics provide general out-patient services for civil service eligible persons (CSEPs). Subsequent to treatments in these clinics, blood tests or other examinations will be arranged for patients or referrals to the Hospital Authority (HA) will be made for further follow-ups and treatments subject to the needs of individual patients. Statistics on the waiting time for appointment in families clinics in respect of such check-up and diagnosis are not available.

Specialised outpatient (SOP) treatments

Dedicated SOP treatments are provided by 9H Specialist Clinic in Prince of Wales Hospital, L Block of Queen Elizabeth Hospital and Saturday SOP Clinic in Queen Mary Hospital under the HA for CSEPs. The median waiting times of new cases for major specialties in 2016 are listed as follows:

9H Specialist Clinic in Prince of Wales Hospital

Specialty	Median Waiting Time (week)
Ear, Nose & Throat	1
Gynaecology	7
Medicine	9
Orthopaedics & Traumatology	7
Paediatrics	1
Surgery	1

L Block of Queen Elizabeth Hospital

Specialty	Median Waiting Time (week)
Medicine	102
Surgery	48
Gynaecology	36
Paediatrics	2
Orthopaedics & Traumatology	51

Saturday SOP Clinic in Queen Mary Hospital

Specialty	Median Waiting Time (week)
Medicine	12
Surgery	6

Dental services

CSEPs with urgent conditions can attend any government dental clinic for emergency dental service during clinic operating hours, and generally speaking, they will be seen within the same session of attendance.

As at 31 December 2016, the waiting times for dental follow-up treatment and elective consultation for specialised dental service were as follows –

As at	Dental Follow-up Treatment	Elective Consultation for Specialised Dental Service
31 December 2016	1 to 16 months	5 to 40 months

We will keep a close watch on CSEPs' needs for medical and dental treatment and continue to work closely with the Department of Health (DH) and the HA to explore suitable and feasible options for further enhancing the medical benefits for CSEPs. Such options include setting up of new families clinics, enhancement of the dedicated SOP services for CSEPs, setting up of new dental surgeries as well as pairing up of dental clinics with longer waiting times and those with shorter waiting times with a view to shortening the waiting times.

2. Details of the 68 new posts are at Annex. For candidates appointed to civil service posts, their entry pay, terms of appointment and conditions of service are subject to the provisions prevailing at the time when the offer of appointment is made.
3. In accordance with the contractual requirements, civil service medical benefits are confined to services provided by the DH or the HA. Neither the DH nor the HA provides Chinese medicine services as their standard services at present. Hence, Chinese medicine services are currently not covered as the medical benefits provided to CSEPs. The Government will continue to keep in view any significant developments of Chinese medicine and changes to the roles of the DH and the HA in Chinese medicine services in future that would merit a review of the implications on civil service medical benefits.

**Posts proposed to be created in 2017-18 under
Programme (7) : Medical and Dental Treatment for Civil Servants**

<u>Function/Rank</u>	<u>No. of posts to be created</u>
Dental / Para-dental support	
Senior Dental Officer	2
Dental Officer	17
Dental Hygienist	1
Senior Dental Surgery Assistant	2
Dental Surgery Assistant	19
Medical support	
Medical and Health Officer	1
Nursing support	
Nursing Officer	1
Professional support	
Clinical Psychologist	2
Technical support	
Dispenser / Student Dispenser	3
Laboratory Attendant	2
Administrative and general support	
Clerical Officer	1
Assistant Clerical Officer	3
Clerical Assistant	7
Workman II	7
	<u>68</u>

- End -

CONTROLLING OFFICER'S REPLY

CSB054

(Question Serial No. 4141)

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 stated in Matters Requiring Special Attention in 2017-18 under Programme (4) that the Government will provide national studies training programmes for 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 advise this Committee on:

- (1) the operating expenses, staff establishment and full-year payroll costs relating to the above training programmes in 2016-17; and
- (2) the operating expenses, staff establishment and full-year payroll costs relating to the above training programmes in 2017-18?

Asked by: Hon CHAN Chi-chuen (Member Question No. 75)

Reply:

In 2016-17, the revised estimate on national studies training programmes is \$18.4 million, and the estimated expenditure in 2017-18 is \$18.2 million. There are two units in the Civil Service Training and Development Institute with a total of 22 Training Officers responsible for organising national studies training programmes. As these two units are not responsible for only one single area of work, it would be difficult to break down the expenses related to national studies training programmes.

- End -

CONTROLLING OFFICER'S REPLY

CSB055

(Question Serial No. 5458)

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:

Please provide the details of duty visits made by the Secretary and the Under Secretary in the past year. In respect of each visit, please list by date the (a) purpose and destination, (b) post titles of the local officials met, (c) number and post titles of the Hong Kong officials in the entourage, (d) duration, (e) total expenditure involved and the respective expenses on (i) transportation (listing both the expenses on air tickets and local transportation), (ii) accommodation, (iii) meals, (iv) receptions or entertainment and (v) gifts.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 1034)

Reply:

Details of the duty visits made by the Secretary for the Civil Service in 2016-17 are provided below –

Date of duty visit	Destination	Number of entourage members	Purpose	Air ticket expenses	Accommodation expenses	Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)	Total expenses
				(a)	(b)	(c)	(a)+(b)+(c)
April 2016 (3 days in total)	Beijing	4	To visit institutions in the Mainland to discuss civil service training matters	about \$32,000	about \$16,000	about \$19,000	about \$67,000
October 2016 (7 days in total)	Beijing and Chongqing	3	To lead a delegation to attend a training programme and visits	about \$18,500	about \$17,000	about \$42,700	about \$78,200

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. Civil Service Bureau did not give any gifts in the two duty visits in 2016-17 mentioned above.

- End -

CONTROLLING OFFICER'S REPLY

CSB056

(Question Serial No. 5459)

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 whether the Government has offered civil service and non-civil service contract appointments to graduates from top-up degree programmes registered with the Non-local Courses Registry. If yes, please provide information with a breakdown by bureau/branch/department, rank, number of posts and type of contract.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 1035)

Reply:

The Civil Service Bureau has not collected statistical information regarding the academic qualifications (including non-local courses registered with the Non-local Courses Registry) held by individual civil servants or non-civil service contract staff and is therefore unable to provide the relevant information.

- End -

CONTROLLING OFFICER'S REPLY**CSB057****(Question Serial No. 5648)**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 the support for the employment of people with disabilities, please inform this Committee of the following:

1. the number of newly recruited civil servants in each of the past 5 years;
2. the number of serving civil servants with disabilities, broken down by type of disability and department, in the past 5 years;
3. the number of newly recruited civil servants with disabilities and civil servants with disabilities leaving the service, broken down by type of disability and department, in each of the past 5 years;
4. the number of serving civil servants who became disabled, broken down by type of disability and department, in each of the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 3049)Reply:

1. According to the statistics compiled by the Government as at 31 March each year, the numbers of newly recruited civil servants in the past 5 years are as follows:

Year	Number of persons
2011-12	7 877
2012-13	7 316
2013-14	8 460
2014-15	7 717
2015-16	9 854

2. & 3. There is no requirement for applicants for government jobs and serving officers to declare their disabilities, if any. We can only compile statistics on persons with disabilities employed in the civil service as at 31 March each year on the basis of information available to the management of bureaux/departments (e.g. through the 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). According to the relevant statistics, the numbers of persons with disabilities employed in the civil service, newly recruited civil servants who declared their disabilities during the recruitment process and civil servants with disabilities leaving the civil service in the past 5 years with breakdown by types of disability^{Note} and bureaux/departments, are set out in Tables 1-6 below:

Table 1 Persons with disabilities in the civil service in 2011-12 to 2015-16 (by types of disability)

Type of Disability	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Visual impairment	462	456	439	412	389
Hearing impairment	320	320	335	352	378
Physical disability	1 750	1 729	1 696	1 626	1 530
Intellectual disability	19	19	17	15	15
Ex-mentally ill persons	330	348	366	352	356
Visceral disability	494	511	546	544	544
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	16	18	16	18	18
Total	3 391	3 401	3 415	3 319	3 230

Table 2 Persons with disabilities in the civil service in 2011-12 to 2015-16 (by bureaux/departments)

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Agriculture, Fisheries and Conservation Department	283	256	238	219	195
Architectural Services Department	29	26	26	23	22
Audit Commission	2	2	2	1	1
Auxiliary Medical Service	0	1	1	1	1

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Buildings Department	8	9	9	13	12
Census and Statistics Department	19	18	18	18	17
Civil Aid Service	6	5	4	3	2
Civil Aviation Department	8	7	7	7	5
Civil Engineering and Development Department	26	33	39	39	36
Companies Registry	18	17	19	19	21
Correctional Services Department	258	240	249	234	224
Customs and Excise Department	50	55	50	47	36
Department of Health	69	77	79	74	77
Department of Justice	14	13	13	13	11
Drainage Services Department	105	103	99	95	96
Electrical and Mechanical Services Department	78	72	71	67	65
Environmental Protection Department	6	5	5	5	6
Fire Services Department	27	28	34	30	40
Food and Environmental Hygiene Department	204	193	185	188	186
Government Flying Service	1	0	0	0	0
Government Laboratory	3	3	4	4	3
Government Logistics Department	24	24	20	20	23
Government Property Agency	1	2	2	2	2
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	8	8	8	7	8
G.S. : Civil Service Bureau	12	10	12	14	13
G.S. : Commerce and Economic Development Bureau	13	13	13	12	2
G.S. : Constitutional and Mainland Affairs Bureau	1	1	1	2	2
G.S. : Development Bureau	0	0	2	1	1
G.S. : Education Bureau	70	65	59	52	56
G.S. : Environment Bureau	1	1	1	1	1

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
G.S. : Financial Services and the Treasury Bureau	1	1	1	1	1
G.S. : Home Affairs Bureau	1	1	2	2	3
G.S. : Innovation and Technology Bureau	-	-	-	-	12
G.S. : Labour and Welfare Bureau	1	1	2	3	3
G.S. : Security Bureau	1	2	2	2	1
G.S. : Transport and Housing Bureau	1	1	1	1	1
Highways Department	81	77	74	70	71
Home Affairs Department	53	51	54	53	56
Hong Kong Observatory	1	1	1	1	1
Hong Kong Police Force	625	685	700	676	628
Hospital Authority (On secondment)	42	37	34	30	27
Housing Department	90	89	96	100	105
Immigration Department	212	215	214	221	212
Information Services Department	2	1	1	1	2
Inland Revenue Department	102	100	98	99	102
Intellectual Property Department	2	2	2	2	2
Invest Hong Kong	1	1	1	1	1
Judiciary	30	32	34	32	33
Labour Department	48	51	59	60	65
Land Registry	20	21	21	20	21
Lands Department	45	47	55	57	56
Legal Aid Department	8	8	7	7	8
Leisure and Cultural Services Department	261	265	268	267	255
Marine Department	31	34	31	27	24
Office of the Communications Authority (former Office of the Telecommunications Authority and Television and Entertainment Licensing Authority)	5	9	10	7	10

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Official Receiver's Office	7	6	5	5	5
Planning Department	4	4	3	2	2
Post Office	103	101	100	100	100
Public Service Commission	1	1	1	1	0
Radio Television Hong Kong	4	4	3	3	2
Rating and Valuation Department	20	22	23	20	18
Registration and Electoral Office	2	1	2	2	4
Social Welfare Department	131	132	129	126	123
Trade and Industry Department	9	9	9	10	9
Transport Department	24	23	22	25	28
Treasury	9	9	10	8	9
University Grants Committee	0	0	0	0	1
Water Supplies Department	64	64	63	58	54
Working Family and Student Financial Assistance Agency (formerly Student Financial Assistance Agency)	5	6	7	8	11
Total	3 391	3 401	3 415	3 319	3 230

Table 3 Newly recruited civil servants who declared their disabilities during the recruitment process in 2011-12 to 2015-16 (by types of disability)

Type of Disability	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Visual impairment	12	7	7	11	10
Hearing impairment	15	8	28	20	37
Physical disability	8	5	14	7	11
Intellectual disability	0	0	1	1	0
Ex-mentally ill persons	1	3	7	2	11
Visceral disability	12	5	21	15	13
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	2	2	2	2	1
Total	50	30	80	58	83

Table 4 Newly recruited civil servants who declared their disabilities during the recruitment process in 2011-12 to 2015-16 (by bureaux/departments)

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Agriculture, Fisheries and Conservation Department	1	0	0	0	0
Buildings Department	0	0	0	6	1
Census and Statistics Department	0	0	1	1	0
Civil Aviation Department	0	0	0	1	0
Civil Engineering and Development Department	1	3	2	1	1
Correctional Services Department	1	0	0	0	0
Department of Health	0	8	8	3	9
Department of Justice	0	0	0	0	1
Drainage Services Department	1	2	2	0	1
Electrical and Mechanical Services Department	0	0	1	2	1
Environmental Protection Department	0	0	0	0	1
Fire Services Department	0	0	4	0	0
Food and Environmental Hygiene Department	17	1	5	11	4
Government Logistics Department	2	2	0	1	1
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	0	0	0	2	0
G.S. : Civil Service Bureau	0	0	2	0	0
G.S. : Education Bureau	1	0	3	1	11
G.S. : Labour and Welfare Bureau	0	0	1	0	0
Highways Department	0	1	0	0	0
Home Affairs Department	2	0	4	1	1
Hong Kong Observatory	0	0	0	1	0
Hong Kong Police Force	0	0	3	0	0
Housing Department	4	3	8	3	4
Immigration Department	0	0	0	0	3
Inland Revenue Department	7	1	1	3	8

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Judiciary	0	0	2	0	2
Labour Department	1	0	3	0	1
Land Registry	1	0	1	0	1
Lands Department	0	0	6	1	1
Legal Aid Department	0	0	0	1	1
Leisure and Cultural Services Department	4	6	10	12	19
Marine Department	1	0	0	0	1
Post Office	0	2	2	3	5
Radio Television Hong Kong	0	1	0	0	0
Rating and Valuation Department	0	0	2	0	0
Registration and Electoral Office	0	0	2	0	1
Social Welfare Department	2	0	4	3	3
Trade and Industry Department	0	0	0	1	0
Transport Department	1	0	0	0	0
Treasury	0	0	1	0	0
Water Supplies Department	3	0	0	0	0
Working Family and Student Financial Assistance Agency (formerly Student Financial Assistance Agency)	0	0	2	0	1
Total	50	30	80	58	83

Table 5 Civil servants with disabilities leaving the civil service in 2011-12 to 2015-16 (by types of disability)

Type of Disability	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Visual impairment	24	24	32	43	38
Hearing impairment	6	14	18	13	19
Physical disability	100	98	103	122	136
Intellectual disability	1	0	1	3	0
Ex-mentally ill persons	20	21	23	26	26
Visceral disability	54	52	37	52	62
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	1	1	2	0	1
Total	206	210	216	259	282

Table 6 Civil servants with disabilities leaving the civil service in 2011-12 to 2015-16 (by bureaux/departments)

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Agriculture, Fisheries and Conservation Department	27	29	19	21	25
Architectural Services Department	1	0	0	2	0
Chief Executive's Office	1	0	0	0	0
Audit Commission	0	0	0	1	0
Buildings Department	0	0	0	2	1
Census and Statistics Department	0	0	0	1	1
Civil Aid Service	0	1	1	1	1
Civil Aviation Department	0	0	0	1	2
Civil Engineering and Development Department	3	1	0	1	2
Companies Registry	1	1	0	0	0
Correctional Services Department	29	38	11	22	33
Customs and Excise Department	5	3	4	3	10

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Department of Health	3	1	4	6	5
Department of Justice	0	1	0	1	2
Drainage Services Department	7	5	10	9	10
Electrical and Mechanical Services Department	12	7	3	5	3
Environmental Protection Department	0	0	1	0	1
Fire Services Department	2	0	1	5	2
Food and Environmental Hygiene Department	18	11	20	22	19
Government Flying Service	0	1	0	0	0
Government Laboratory	0	0	0	0	1
Government Logistics Department	2	0	2	1	0
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	1	0	0	1	0
G.S. : Civil Service Bureau	0	1	2	0	1
G.S. : Commerce and Economic Development Bureau	1	1	1	1	0
G.S. : Development Bureau	0	0	0	1	0
G.S. : Education Bureau	7	6	9	7	6
G.S. : Security Bureau	1	0	0	0	0
Highways Department	0	7	5	7	8
Home Affairs Department	1	1	3	2	3
Hong Kong Observatory	0	0	0	1	1
Hong Kong Police Force	46	29	53	51	63
Hospital Authority (On secondment)	3	5	3	4	3
Housing Department	1	7	2	7	5
Immigration Department	0	11	6	8	12
Information Services Department	0	1	0	0	0
Inland Revenue Department	3	3	3	4	4
Judiciary	1	0	0	0	2

Bureau/Department	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Labour Department	3	2	3	3	0
Land Registry	1	0	0	2	1
Lands Department	0	1	2	1	1
Legal Aid Department	0	1	0	1	0
Leisure and Cultural Services Department	10	20	25	22	31
Marine Department	6	1	3	4	3
Office of the Communications Authority (former Office of the Telecommunications Authority and Television and Entertainment Licensing Authority)	1	0	0	3	0
Official Receiver's Office	0	1	1	0	0
Planning Department	1	0	1	1	1
Post Office	0	3	3	3	4
Public Service Commission	1	0	0	0	1
Radio Television Hong Kong	0	1	1	0	1
Rating and Valuation Department	2	3	3	3	1
Social Welfare Department	4	2	7	8	7
Trade and Industry Department	0	1	0	0	1
Transport Department	0	1	0	1	0
Treasury	0	0	1	2	0
Water Supplies Department	1	2	3	6	4
Working Family and Student Financial Assistance Agency (formerly Student Financial Assistance Agency)	0	0	0	1	0
Total	206	210	216	259	282

Note :

Persons with colour blindness or defective colour perception are excluded.

- There is no requirement for applicants for government jobs and serving officers to declare their disabilities, if any. As such, we are unable to provide statistics on the number of serving civil servants who declared their disabilities after employment.

- End -

CONTROLLING OFFICER'S REPLY

CSB058

(Question Serial No. 5653)

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. Please elaborate the employee compensation policy for employees appointed as civil servants.
2. Please elaborate the employee compensation policy for employees appointed as non-civil service contract staff.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 3054)

Reply:

1. According to the Employees' Compensation Ordinance (Cap. 282) (ECO), if an employee sustains an injury or dies as a result of an accident arising out of and in the course of his employment or suffers from an occupational disease, his employer is liable to pay compensation in accordance with the ECO.

If a civil servant sustains an injury or dies on duty or suffers from an occupational disease, the Government will, in accordance with the ECO, the relevant pension legislation (Cap. 89 or Cap. 99) or the Civil Service Regulations, pay compensation, which will be no less favourable than the protection provided under the ECO. For example, civil servants who are injured on duty are entitled to full-pay sick leave, which is more favourable than the stipulated requirement under the ECO (i.e. the employer has to pay the injured employee at the rate of four-fifths of the difference between the employee's monthly earnings at the time of the accident and his monthly earnings during the period of temporary incapacity). In the unfortunate event that a civil servant dies on duty, his surviving spouse or legal personal representative is eligible for a death gratuity/death payment, in addition to the statutory compensation payable under the ECO or the dependant pension.

2. Non-civil Service Contract (NCSC) staff as government employees are entitled to statutory compensations under the ECO for duty-related injuries or death or occupational diseases, including provisions in relation to paid sick leave for injury on duty and compensation for death caused by accident arising out of and in the course of the employment.

- End -

CONTROLLING OFFICER'S REPLY**CSB059****(Question Serial No. 6551)**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:

Please provide the number of employees with disabilities employed by various government departments in the past 5 years broken down by disability types.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 1968)Reply:

There is no requirement for applicants for government jobs and serving officers to declare their disabilities, if any. We can only compile statistics on persons with disabilities employed in the civil service as at 31 March each year on the basis of information available to the management of bureaux/departments (e.g. through the 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). According to the relevant statistics, the numbers of persons with disabilities employed in the civil service in the past 5 years, with breakdown by types of disability^{Note}, are set out below -

Type of Disability	Year				
	2011-12	2012-13	2013-14	2014-15	2015-16
Visual impairment	462	456	439	412	389
Hearing impairment	320	320	335	352	378
Physical disability	1 750	1 729	1 696	1 626	1 530
Intellectual disability	19	19	17	15	15
Ex-mentally ill persons	330	348	366	352	356
Visceral disability	494	511	546	544	544
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	16	18	16	18	18
Total	3 391	3 401	3 415	3 319	3 230

Note :

Persons with colour blindness or defective colour perception are excluded.

- End -

CONTROLLING OFFICER'S REPLY

CSB060

(Question Serial No. 6643)

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 number of civil service posts will increase by 2 223 to 178 495 this year as compared with the previous year. Will the Government consider according priority to employing persons with disabilities?

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 2268)

Reply:

Being an equal opportunities employer, the Government is committed to eliminating discrimination of all forms (including disabilities) in employment. We welcome persons with disabilities to apply for government jobs, and have been implementing suitable policy and facilitating measures to ensure that persons with disabilities have equal access, like other applicants, to job opportunities in the Government. The facilitating measures include allowing applicants with disabilities who meet the basic entry requirements to attend selection interview/test direct without being subject to any shortlisting criteria. We will sustain our efforts in providing assistance for persons with disabilities who are interested in joining the Government.

- End -

CONTROLLING OFFICER'S REPLY

CSB061

(Question Serial No. 7148)

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 establishment of the entire government, please give details on the following in the past 5 years: (i) the median salaries; (ii) the highest salaries; (iii) the lowest salaries; (iv) the welfare systems; (v) the retirement benefits; and (vi) the total establishment-related expenditure in respect of (a) civil servants (various categories); (b) civil servants on agreement terms; (c) non-civil service contract staff; and (d) workers engaged through outsourcing.

Asked by: Hon CHU Hoi-dick (Member Question No. 7)

Reply:

(a) & (b) Currently, over 160 000 civil servants are remunerated according to 9 different pay scales as applicable to their respective grades. The minimum and maximum pay points for different categories of civil servants (including civil servants on agreement terms) under different pay scales between 2012-13 and 2016-17 are set out at Annex.

There are over 300 grades and more than 1 000 ranks in the civil service. The median salaries vary with ranks and may change from time to time with the retirement, promotion or earning of salary increment of officers. We do not have the data on the relevant median salaries.

Civil servants can enjoy a range of fringe benefits depending on their rank, length of service, terms of appointment and other rules. The benefits include medical and dental benefits, education allowances, housing benefits, leave, passages and retirement benefits. Relevant information is available on the Civil Service Bureau's website (<http://www.csb.gov.hk>).

Generally speaking, the Government operates two types of retirement benefits systems, namely the Civil Service Pension Schemes (pension schemes) and the Mandatory Provident Fund (MPF) Scheme/Civil Service Provident Fund (CSPF) Scheme, for civil servants joining the civil service at different times. The pension schemes apply to pensionable civil servants appointed before 1 June 2000. Upon retirement, they may choose to commute a certain percentage of their pension into a lump sum pension gratuity. The remaining part of the pension will be payable to the officers on a monthly basis until they pass away. The total expenditure on civil and judicial service pensions in the past 5 financial years is tabulated as follows:

Financial year	2012-13	2013-14	2014-15	2015-16	2016-17 (revised estimate)
Total expenditure on pension payments (\$ million)	20,917.5	22,992.6	25,455.0	28,318.1	31,095.1

The MPF Scheme applies to civil servants appointed on agreement terms or appointed on or after 1 June 2000 on new probationary/new agreement terms. When they progress onto new permanent terms of appointment upon completion of probation and/or agreement, they would be eligible to join the CSPF Scheme. The Government will make MPF/CSPF contributions for the officers in accordance with the relevant legislation and the terms and conditions of the CSPF Scheme. The Government's total expenditure on MPF and CSPF contributions for civil servants in the past 5 financial years is tabulated as follows:

Financial year	2012-13	2013-14	2014-15	2015-16	2016-17 (revised estimate)
Total expenditure on MPF and CSPF contributions (\$ million)	1,402.3	1,760.2	2,196.6	2,676.8	3,247.9

The Government's expenditure on personal emoluments and personnel related expenses is set out in the Consolidated Government Accounts and Quarterly Accounts compiled by the Director of Accounting Services. The amount of personal emoluments and personnel related expenses set out in the Consolidated Government Accounts between 2012-13 and 2016-17 is tabulated as follows:

Financial year	2012-13	2013-14	2014-15	2015-16	2016-17 (As at 31 December 2016)
Personal emoluments (\$ billion)	58.2	60.7	64.6	68.2	53.6
Personnel related expenses (\$ billion)	26.1	28.7	31.8	35.4	29.8

[*Relevant information available on the Treasury's website (<http://www.try.gov.hk>)]

- (c) Under the Non-Civil Service Contract (NCSC) Staff Scheme, Bureaux/Departments (B/Ds) may decide on the employment of NCSC staff and related issues (including determining the employment terms and level of pay) having regard to their needs and meet the related expenses from their own resources. According to information provided by B/Ds, the expenditure of B/Ds on the remuneration of NCSC staff (including salaries, the Government's MPF contributions and contract gratuities) in the past 5 years is as follows:

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Expenditure (\$ billion)	3.2	3.3	3.2	3.3	3.4

Nevertheless, we do not collect detailed information on the remuneration of individual NCSC staff. As regards benefits and retirement protection, the employment terms of NCSC staff must be no less favourable than those provided for under the Employment Ordinance (Cap. 57) and must fully meet the provisions of other employment legislation which binds the Government. In this connection, NCSC staff are provided with benefits no less than those provided for under related legislation, including rest days, statutory holidays, paid annual leave, maternity leave, paternity leave, paid sick leave, long service payment, severance payment, etc.

- (d) Various B/Ds may decide, having regard to their operational needs, whether their services are to be delivered through outsourcing and determine the details of the outsourcing arrangements. As the coordination or monitoring of outsourcing services fall outside the purview of the Civil Service Bureau, we do not have the relevant information.

The minimum and maximum pay points for various civil service pay scales between 2012-13 and 2016-17

Pay Scales	1.4.2012 (\$)		1.4.2013 (\$)		1.4.2014 (\$)		1.10.2014 (\$)		1.4.2015 (\$)		1.4.2016 (\$)	
	Minimum pay points	Maximum pay points	Minimum pay points	Maximum pay points	Minimum pay points	Maximum pay points	Minimum pay points	Maximum pay points	Minimum pay points	Maximum pay points	Minimum pay points	Maximum pay points
Master Pay Scale	9,555	100,625	9,930	103,190	10,400	109,340	10,400	112,620	10,885	117,080	11,395	121,985
Model Scale 1 Pay Scale	10,155	13,225	10,555	13,745	11,055	14,395	11,055	14,395	11,570	15,065	12,115	15,775
Police Pay Scale	17,215	225,800	17,890	231,550	18,735	245,350	18,735	252,700	19,605	262,700	20,525	273,700
General Disciplined Services (Commander) Pay Scale	115,450	202,800	118,400	207,950	125,450	220,350	129,200	226,950	134,300	235,950	139,950	245,850
General Disciplined Services (Officer) Pay Scale	18,630	109,365	19,360	112,155	20,270	118,840	20,270	122,405	21,205	127,250	22,195	132,580
General Disciplined Services (Rank and File) Pay Scale	14,810	35,860	15,395	37,265	16,125	39,020	16,125	39,020	16,870	40,825	17,660	42,735
Directorate Pay Scale	112,200	225,800	115,050	231,550	121,900	245,350	125,550	252,700	130,500	262,700	135,950	273,700
Directorate (Legal) Pay Scale	112,200	202,800	115,050	207,950	121,900	220,350	125,550	226,950	130,500	235,950	135,950	245,850
Training Pay Scale	9,150	23,470	9,510	24,390	9,960	25,540	9,960	25,540	10,425	26,720	10,915	27,970

- End -

CONTROLLING OFFICER'S REPLY

CSB062

(Question Serial No. 3613)

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. Please list the total numbers of civil servants who took sick leave (including sick leave due to injuries on duty), the total numbers of days of sick leave taken and the strength of the civil service from 2013-14 to 2015-16, and the average numbers of days of sick leave taken by civil servants in each of those years.
2. Regarding the aforesaid civil servants who took sick leave, what are the highest, average and lowest numbers of days of sick leave taken and the total related salary costs?
3. Please list the 10 departments with the highest percentages of staff with sick leave taken and the highest numbers of days of sick leave taken per capita, specifying the numbers of civil servants involved, the numbers of days of sick leave taken and the related salary costs.
4. Please list the numbers of civil servants who took sick leave for more than 91 consecutive days and 182 consecutive days respectively in each of those years. In this regard, what are the numbers of cases and occasions where approval was granted by the Civil Service Bureau or a Medical Board convened?

Asked by: Hon IP Kin-yuen (Member Question No. 75)

Reply:

In 2013, 2014 and 2015¹, 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, averaging around 960 000. 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

¹ The statistics of sick leave of civil servants in 2016 are still being processed and should be available in the third quarter of 2017.

servants took sick leave during the period, and the durations of sick leave taken by individual civil servants varied.

In 2015, 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 Immigration Department, the Housing Department, the Social Welfare 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 60% of the total strength of the civil service in 2015, 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 in reviewing each and every sick leave record if the related salary costs are to be calculated. 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. If they are still unfit for duty after taking 182 consecutive days of sick leave, departments should arrange medical boards for them again. In 2013, 2014 and 2015, the Government arranged medical boards for an average of about 1 000 civil servants each year.

- End -

CONTROLLING OFFICER'S REPLY**CSB063****(Question Serial No. 5007)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (000) Operational expensesProgramme: (-) Not SpecifiedControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

There will be 21 directorate civil servants in the Civil Service Bureau this year. Please advise on their respective ranks, emoluments and amounts of benefits.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 519)Reply:

The information on the respective ranks and salaries of the 21 directorate posts in the Civil Service Bureau in 2017-18 is as follows:

Rank	Establishment	Emoluments (\$ million)
Administrative Officer Staff Grade A1	1	3.28
Administrative Officer Staff Grade B1	1	2.63
Administrative Officer Staff Grade B	2	4.77
Director of General Grades	1	2.39
Administrative Officer Staff Grade C	9	18.51
Senior Principal Executive Officer	2	4.11
Principal Training Officer	1	2.06
Principal Executive Officer	2	3.47
Principal Official Languages Officer	1	1.73
Assistant Principal Training Officer	1	1.73
Total	21	44.68

Expenditures on fringe benefits for the above posts are included in other relevant heads of expenditure.

- End -

CONTROLLING OFFICER'S REPLY

CSB064

(Question Serial No. 5008)

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:

Concerning the training expenses of \$79 million for this year, please advise on the amounts required with respective percentages for providing national studies training programmes to civil servants at different levels.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 520)

Reply:

The estimated expenditure on national studies training programmes incurred by the Civil Service Bureau is \$18.2 million in 2017-18. This accounts for 23% of the total estimated training expenses of \$79 million incurred by the Civil Service Bureau. In 2017, it is estimated that about 15 300 civil servants will participate in various national studies training programmes. Given the large numbers of ranks and civil servants involved, we are unable to break down the relevant training expenses by different ranks.

- End -

CONTROLLING OFFICER'S REPLY

CSB065

(Question Serial No. 5009)

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 national studies training programmes provided by the Bureau for civil servants at different ranks, please advise in table form on:

1. the topics, contents, ranks of participants, numbers of participants and duration of such programmes provided in the past year; and
2. the topics, contents, ranks of participants, numbers of participants and duration of the national studies training programmes provided specifically for senior civil servants in the past year.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 521)

Reply:

In 2016, the Civil Service Bureau organised different national studies training programmes for civil servants at various ranks, which included arranging civil servants to attend training programmes at institutions and universities in the Mainland, thematic visits and staff exchange programme. The duration of the training programmes held in the Mainland normally ranges from 7 to 17 days. In addition, we organised a series of half-day local thematic seminars for civil servants at various ranks. Topics covered in national studies training programmes included policies and development of the Mainland on political, economic, social and cultural aspects, etc. In 2016, a total of about 15 300 civil servants participated in the above national studies training programmes. Given the large number of programmes involved, we are unable to provide breakdown by ranks and number of participants.

- End -

CONTROLLING OFFICER'S REPLY

CSB066

(Question Serial No. 5010)

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:

Provision for 2017-18 is \$8.2 million (5.8%) higher than the revised estimate for the past year. This is mainly due to the increase in salary provision for 5 additional posts in 2017-18. Please advise on:

1. the percentage share of the expenses on the 5 new posts in the total amount of additional expenses; and
2. the scope of duties of the 5 new posts and the justifications for creating each post.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 522)

Reply:

In 2017-18, the salary expenses of the five additional posts is about \$3.58 million, accounting for about 44% of the total additional expenses. The five posts (including one Systems Manager, three Analyst/Programmer I and one Analyst/Programmer II posts) will replace existing contract posts responsible for supporting e-learning and training information management systems in the Civil Service Training and Development Institute so as to meet the Institute's long-term operational needs.

- End -

CONTROLLING OFFICER'S REPLY

CSB067

(Question Serial No. 5086)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office, (2) Human Resource Management, (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 advise the Committee, in tabular form, on the estimated expenditure in respect of the following divisions in 2017-18, with information on staff establishment, ranks, salaries, relevant allowances and the amount of personnel related expenses:

1. Office of the Secretary for the Civil Service
2. Administrative Service Division
3. Civil Service Training and Development Institute and its 6 units (Human Resources Management Advisory Unit 1, Human Resources Management Advisory Unit 2, Divisional Administration Unit, Senior Management Development Unit, National Studies and Training Services Unit and E-learning Unit)
4. Conduct and Discipline Division and Conduct and Discipline Registry
5. Housing and Establishment Division and its 3 sections
6. Management Division and its 3 units
7. Pensions and Provident Fund Section
8. Secretariat on Civil Service Discipline
9. Staff Relations Division

Asked by: Hon LEUNG Kwok-hung (Member Question No. 2016)

Reply:

Information on staff establishment, ranks, salaries, allowances and personnel related expenses in respect of the Civil Service Bureau is shown in the Annex.

Annex

Unit	Rank	Total staff establishment of the Programme	Total amount of salaries of the Programme (\$'000)	Total amount of allowances of the Programme (\$'000)	Total amount of personnel related expenses of the Programme (\$'000)
<p>Programme (1) Director of Bureau's Office :</p> <p>Office of the Secretary for the Civil Service</p>	<p>Administrative Officer Staff Grade C, Personal Assistant, Personal Secretary I and Personal Chauffeur</p>	4	3,591	185	39
<p>Programme (2) Human Resource Management:</p> <p>Administrative Service Division</p> <p>Conduct and Discipline Division (including Conduct and Discipline Registry)</p> <p>Housing and Establishment Division (including its 3 sections)</p> <p>Management Division (including its 3 units)</p> <p>Pensions and Provident Fund Section</p> <p>Secretariat on Civil Service Discipline</p> <p>Staff Relations Division</p>	<p>Administrative Officer Staff Grade A1, Administrative Officer Staff Grade B1, Administrative Officer Staff Grade B, Director of General Grades, Administrative Officer Staff Grade C, Senior Administrative Officer, Senior Principal Executive Officer, Principal Executive Officer, Chief Executive Officer, Senior Executive Officer, Executive Officer I, Executive Officer II, Senior Systems Manager, Systems Manager, Analyst/Programmer I, Analyst/Programmer II, Computer Operator II, Senior Clerical Officer, Clerical Officer, Assistant Clerical Officer, Senior Personal Secretary, Personal Secretary I, Personal Secretary II, Senior Confidential Assistant, Confidential Assistant, Statistical Officer I, Statistical Officer II, Clerical Assistant, Office Assistant, Chauffeur and Supplies Supervisor II</p>	327	243,149	4,413	7,354

Unit	Rank	Total staff establishment of the Programme	Total amount of salaries of the Programme (\$'000)	Total amount of allowances of the Programme (\$'000)	Total amount of personnel related expenses of the Programme (\$'000)
Other divisions (including Appointments Division, Pay and Leave Division, Conditions of Service Division, General Grades Office, Manpower Division and Complaints Unit)					
<p>Programme (4) Civil Service Training and Development :</p> <p>Civil Service Training and Development Institute (including its 6 units: Human Resources Management Advisory Unit 1, Human Resources Management Advisory Unit 2, Divisional Administration Unit, Senior Management Development Unit, National Studies and Training Services Unit and E-learning Unit)</p>	Principal Training Officer, Assistant Principal Training Officer, Chief Training Officer, Senior Training Officer, Training Officer I, Senior Executive Officer, Executive Officer I, Executive Officer II, Clerical Officer, Assistant Clerical Officer, Personal Secretary I, Personal Secretary II, Clerical Assistant, Office Assistant, Typist, Supplies Supervisor I and Motor Driver	116	71,205	723	4,140

- End -

CONTROLLING OFFICER'S REPLY

CSB068

(Question Serial No. 3377)

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 outsourcing of service in your department, please inform this Committee of the followings in respect of the past 3 years:

1. the total number of outsourced service staff employed by your department and the percentage of outsourced service staff against the total number of staff with the same types of duties in your department;
2. the total expenditure on staff of your department; the total amount paid to outsourced service providers; and the percentage of amount paid to outsourced service providers against the total expenditure on staff of your department; and
3. the nature of your department's outsourced services and the duration of the relevant contracts.

In addition, according to the Government's guidelines for tendering of outsourced services revised last year, if the procured service relies heavily on the deployment of non-skilled workers, and a marking scheme for assessing the tenders is adopted, the procuring department, when assessing the tenders, should include in the assessment criteria the evaluation of tenderers' proposed wage rates and working hours for non-skilled workers. In this regard, please inform this Committee of the followings:

4. the current number of outsourced service contracts involving a large number of non-skilled workers awarded by your department since implementation of the guidelines;
5. the departments which have adjusted their assessment criteria in respect of wage rates and working hours for the outsourced service contracts involving a large number of non-skilled workers in the light of the new guidelines since their implementation; how your department has made adjustment; and if no relevant information is available, the reasons for it;

6. whether there have been any rises in the average wage rates for workers in the contracts of outsourced services that rely heavily on deployment of non-skilled workers since the implementation of the guidelines; if yes, the number of contracts with rises in wage rates; if no relevant information is available, the reasons for it;
7. your department's measures to evaluate the effectiveness of the new tendering guidelines;
8. whether your department is required to adopt the existing mechanism of two-envelope assessment of the technical and price aspects when evaluating tenders for contracts of outsourced service; if no, the number of contracts awarded without adopting the existing mechanism of two-envelope assessment of the technical and price aspects in the past 3 years;
9. the annual numbers of cases of government service contractors breaching the service contracts, the Employment Ordinance or the Occupational Safety and Health Ordinance as revealed by the inspections conducted by your department, and the annual numbers of complaints lodged by the outsourced service staff;
10. the details of follow-up actions on the aforementioned non-compliance and complaint cases; and
11. the number and details of cases involving contractors being punished for non-compliance or sustained complaints.

Asked by: Hon LEUNG Yiu-chung (Member Question No. 150)

Reply:

The Civil Service Bureau (CSB) employed only 1 outsourced technician between 2014-15 and 2016-17 to provide technical support services for audio and visual equipment for the Civil Service Training and Development Institute. We do not have other staff performing this same type of duties.

Expenditure on the above outsourcing service over the past 3 years amounts to about \$1.6 million, accounting for 0.1% of CSB's overall staff cost. Assessment of outsourced service contracts is conducted in accordance with the Stores and Procurement Regulations as well as relevant government guidelines.

- End -

CONTROLLING OFFICER'S REPLY**CSB069****(Question Serial No. 3447)**

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:

Does your department provide sign language interpretation services? If yes, what are the manpower and expenditure involved? If no, what are the reasons?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 193)

Reply:

The Civil Service Bureau will arrange sign language interpretation services for those in need in the light of actual operational circumstances. Funding has been earmarked for the estimated expenditure on such services in 2017-18, details of which are set out in the table below:

	2017-18 (estimate)
Attendance of sign language interpreters	about 20
Expenditure on hiring of sign language interpreters	about \$20,000

- End -

CONTROLLING OFFICER'S REPLY**CSB070****(Question Serial No. 5128)**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 respect of the public relations expenditure of government departments, please inform this Committee of the following:

- (1) the total expenditure and details of publishing advertisements, sponsored content or advertorials in newspapers registered under the Registration of Local Newspapers Ordinance by your department in the past year:

Date of publish (Day/Month/Year)	Status (one-off/ ongoing/done) (as at 28 February 2017)	Government or public organisation (including bureau/ department/ public organisation/ government advisory body)	Name and purpose of advertisement	Name of media organisation and newspaper	Frequency (as at 28 February 2017)	Expenditure (as at 28 February 2017)

- (2) the expenditure and details of sponsoring local free-to-air television stations, pay television stations and radio stations to provide information and produce programmes

Date of broadcast (Day/Month/Year)	Status (one-off/ ongoing/done) (as at 28 February 2017)	Government or public organisation (including bureau/ department/ public organisation/ government advisory body)	Name and purpose of advertisement	Media organisation	Frequency (as at 28 February 2017)	Expenditure (as at 28 February 2017)

- (3) the media organisations which published or broadcasted advertisements/sponsored content of your department in the past year, as well as the frequency and total expenditure involved (in descending order):

Name of media organisation	Frequency	Total expenditure (\$)

- (4) the websites/network platforms on which your department published online advertisements/sponsored content in the past year, as well as the frequency, duration (days) and total expenditure involved (tabulated in descending order):

Website/ network platform	Content of advertisement	Frequency	Duration (days)	Hit rate, frequency of exposure and number of viewers	Total expenditure (\$)

Asked by: Hon MOK Charles Peter (Member Question No. 75)

Reply:

(1) The total expenditure spent by Civil Service Bureau (CSB) for publishing advertisements, sponsored content or advertorials in newspapers registered under the Registration of Local Newspapers Ordinance in 2016-17 and the relevant details are as follows:

Date of publish (Day/Month/Year)	Status (one-off/ ongoing/ done) (as at 28 February 2017)	Government or public organisation (including policy bureau/ department/ public organisation/ government advisory body)	Name and purpose of advertisement	Name of media organisation and newspaper	Frequency (as at 28 February 2017)	Expenditure (as at 28 February 2017)
18 November 2016	Done	Civil Service Bureau	The title was "Secretary for the Civil Service's Commendation Award Scheme 2016". Its purpose was to give recognition to the awarded civil servants for their exemplary performance and enhance the public's understanding of the work of civil servants.	1. Ming Pao 2. Headline Daily 3. The Standard	Once	\$150,080

- (2) CSB did not sponsor any local free-to-air television stations, paid television stations or radio stations to provide information and produce programmes or materials in 2016-17.
- (3) The media organisations which published or broadcasted advertisements/sponsored content of CSB in 2016-17, the frequency and the total expenditure involved (in descending order) are as follows:

Name of media organisation	Frequency	Total expenditure (\$)
Ming Pao	1	65,000
Headline Daily	1	58,080
The Standard	1	27,000

- (4) CSB did not publish any online advertisements or sponsored content in websites/network platforms in 2016-17.

- End -

CONTROLLING OFFICER'S REPLY

CSB071

(Question Serial No. 5145)

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:

Regarding the records management work of your bureau and the departments under its purview over the past year:

- (1) Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;
- (2) Please list in the table below information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal;

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred

- (3) Please list in the table below information on programme and administrative records which have been transferred to GRS for retention;

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred

- (4) Please list in the table below information on records which have been approved for destruction by GRS;

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred

Asked by: Hon MOK Charles Peter (Member Question No. 92)

Reply:

Information regarding records management work in the Civil Service Bureau (CSB) and departments under its purview, i.e. Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS) and the Public Service Commission (PSC), in 2016-17 is as follows:

- (1) CSB has appointed a Principal Executive Officer as the Departmental Records Manager to establish and implement the departmental records management programme in accordance with the guidelines issued by the Government Records Service (GRS). In addition, a total of 21 Assistant Departmental Records Managers (at the rank of Senior Executive Officer or equivalent) and 23 Records Managers (at the rank of Executive Officer I/II or equivalent) have been appointed in all divisions of CSB to oversee the day-to-day records management work. The daily filing and records management duties are performed by the clerical staff of each division.

Regarding JSSCS, a Senior Principal Executive Officer is designated to assume overall responsibility for the administration of records management. JSSCS has also appointed a Senior Executive Officer as the Departmental Records Manager to establish and implement the records management programme in the office in accordance with the guidelines issued by GRS. In addition, 2 Assistant Departmental Records Managers (at the rank of Executive Officer I) have been appointed to oversee the day-to-day records management work in their respective unit/division, while daily filing and records management duties are performed by their clerical staff.

PSC Secretariat has designated a Senior Executive Officer as the Departmental Records Manager to establish and implement the Secretariat's records management programme according to the Government's internal records management instructions and guidelines. In addition, a Senior Clerical Officer has been appointed as the Assistant Departmental Records Manager to monitor records management routines. The day-to-day filing and records management work are carried out by 2 Clerical Assistants under the supervision of a Clerical Officer.

- (2) The table below provides information on programme and administrative records which have been closed by CSB and PSC pending transfer to GRS for appraisal in 2016-17:

Category of records	Years covered by the records	Number and linear metres (lm) of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred
(A) CSB					
Programme Records	1988 - 2017	253 records, 10.54 lm	1 to 30 years or until superseded/ obsolete	40 of them are confidential records	Files within retention period
Administrative Records	2007 - 2017	32 records, 2.14 lm	3 to 5 years	14 of them are confidential records	Files within retention period
(B) PSC					
Programme Records	2007 - 2017	251 records, 2.51 lm	3 years	5 of them are confidential records	Files within retention period
Administrative Records	2012 - 2017	42 records, 2.10 lm	2 to 7 years or until superseded/ obsolete	1 of them is confidential record	Files within retention period

JSSCS did not have any programme and administrative records which were closed pending transfer to GRS for appraisal in 2016-17.

- (3) The table below provides information on programme and administrative records of CSB and PSC which have been transferred to GRS for retention in 2016-17:

Category of records	Years covered by the records	Number and linear metres (lm) of records	Retention period approved by GRS	Are they confidential records	Reasons for not having been transferred Note 1
(A) CSB					
Programme Records	1960 - 1988	13 records, 0.34 lm	2 to 15 years	2 of them are confidential records	Not applicable

Category of records	Years covered by the records	Number and linear metres (lm) of records	Retention period approved by GRS	Are they confidential records	Reasons for not having been transferred Note 1
Administrative Records	1988 - 2006	2 records, 0.09 lm	3 to 5 years	No	Not applicable
(B) PSC					
Administrative Records	1999 - 2000	1 record, 0.05 lm	Permanent	No	Not applicable

Note 1: The relevant records have already been transferred to GRS for retention in 2016-17.

JSSCS did not have any programme and administrative records which were transferred to GRS for retention in 2016-17.

- (4) The table below provides information on records of CSB, JSSCS and PSC which have been approved for destruction by GRS in 2016-17:

Category of records	Years covered by the records	Number and linear metres (lm) of records	Retention period approved by GRS	Are they confidential records	Reasons for not having been transferred Note 2
(A) CSB					
Programme Records	1966 - 2015	40 843 records, 61.86 lm Note 3	1 to 20 years	127 of them are confidential records	Not applicable
Administrative Records	1960 - 2014	3 308 record, 34.20 lm Note 4	1 to 7 years	3 of them are confidential records	Not applicable
(B) JSSCS					
Programme Records	2013	134 records, 1.24 lm	3 years	All of them are confidential records	Not applicable

Category of records	Years covered by the records	Number and linear metres (lm) of records	Retention period approved by GRS	Are they confidential records	Reasons for not having been transferred Note 2
Administrative Records	1978 - 2001	34 records, 1.37 lm	2 to 7 years	No	Not applicable

Category of records	Years covered by the records	Number and linear metres (lm) of records	Retention period approved by GRS	Are they confidential records	Reasons for not having been transferred Note 2
(C) PSC					
Programme Records	2001 - 2011	368 records, 3.68 lm	3 years	No	Not applicable
Administrative Records	1957 - 2012	364 records, 16.8 lm	1 to 7 years or until superseded/obsolete	No	Not applicable

Note 2: The records are destroyed by CSB/departments after approval has been sought from GRS, and are therefore not required to be transferred to GRS.

Note 3: Among the 40 843 records, 39 785 are records of unsuccessful applicants for Executive Officer / Clerical Assistant posts, forms completed by these applicants and other recruitment-related information.

Note 4: Among the 3 308 records, 1 752 are records of unsuccessful applicants for Administrative Officer posts, forms completed by these applicants and other information related to the applicants.

- End -

CONTROLLING OFFICER'S REPLY

CSB072

(Question Serial No. 5268)

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:

- (1) Please provide, in table form, the number of requests for information under the Code on Access to Information received by your bureau/department and its subvented organisations in 2016-17 as well as the relevant details:

Bureau/ Department/ Organisation	Number of requests received	Information involved (items)	Number of requests being handled	Number of requests for which all information was provided	Number of requests for which some information was provided	Average number of days taken to handle the requests (working days)

- (2) the 3 pieces of information most frequently requested by the public and the number of such requests;
- (3) the 5 requests for information which took the longest time to handle, the number of days taken to handle such requests and the reasons; and
- (4) the content of the requests refused, the reasons for the refusal and the number of requests for reviews lodged by the public.

Asked by: Hon MOK Charles Peter (Member Question No. 133)

Reply:

- (1), From January to September 2016, the Civil Service Bureau (CSB) received a total of 30 requests for information under the Code on Access to Information. (2)&(3) The information requested varied from case to case without duplication. As at

early October 2016, we had completed the handling of all the 30 requests received.

Of the requests handled, 23 were met in full, 2 were met in part and 2 were refused. For the remaining 3 requests, we did not hold the requested information. The 2 refused requests were handled in accordance with paragraph 2.11 “Public employment and public appointments” and paragraph 2.15 “Privacy of the individual” of the Code on Access to Information. All requests were completed within 21 days.

- (4) During the above period, 1 request for review of the case handled was received.

- End -

CONTROLLING OFFICER'S REPLY**CSB073****(Question Serial No. 5269)**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:

Please tabulate the details concerning the social media platforms set up and run by your bureau/departments/the public bodies under your purview and agencies under your commission (including outsourced contractors or consultants) in 2016-17 (as at 28 February 2017).

Commencement Date (month/year)	Status (updating in progress/ ceased updating)	Bureau/ agencies under its commission	Name	Social media platforms	Purpose of establishment and contents	No. of "likes"/ subscribers/ average monthly visits	Regular compilation of summary of comments and follow-up (yes/no)	Average no. of posts per day and average no. of interactions per post (total no. of "likes", comments and shares)	Ranks and no. of officers responsible for running the platforms	Expenditure for setting up the platforms and daily operational expenses

Asked by: Hon MOK Charles Peter (Member Question No. 134)Reply:

Information on the social media platforms set up and operated by the Civil Service Bureau (CSB) in 2016-17 is at Annex 1. The CSB has not subsidised any agencies to set up and operate social media platforms.

Annex 1

Commencement Date (month/year)	Status (updating in progress/ ceased updating)	Bureau/ agencies under its commission	Name	Social media platforms	Purpose of establishment and contents	No. of “likes”/ subscribers/ average monthly visits	Regular compilation of summary of comments and follow-up (yes/no)	Average no. of posts per day and average no. of interactions per post (total no. of “likes”, comments and shares)	Ranks and no. of officers responsible for running the platforms	Expenditure for setting up the platforms and daily operational expenses
1/2017	Updating in progress	Civil Service Bureau	Civil Service Bureau	Facebook	To strengthen communication with the public through this Facebook webpage and to enhance their understanding of civil servants’ jobs. The page carries latest news of CSB, such as information on recruitment exercises, and also allows the public to get a glimpse of the civil service from various angles.	No. of “likes”: about 2 100	No	Average no. of posts per day: less than 1 Average no. of interactions per post: around 56	1 Non-Civil Service Contract Researcher (The officer concerned is not only responsible for this area of work)	Nil
12/2011	Updating in progress	Civil Service Bureau	Administrative Service Internship Programme	Facebook	To promote the Administrative Service Internship Programme. The Bureau updates the webpage from time to time to provide latest information, such as progress of processing applications and highlights of the relevant activities.	No. of “likes”: about 10 000	No	Average no. of posts per day: less than 1 Average no. of interactions per post: around 63	1 Executive Officer I (The officer concerned is not only responsible for this area of work)	Nil

Commencement Date (month/year)	Status (updating in progress/ ceased updating)	Bureau/ agencies under its commission	Name	Social media platforms	Purpose of establishment and contents	No. of “likes”/ subscribers/ average monthly visits	Regular compilation of summary of comments and follow-up (yes/no)	Average no. of posts per day and average no. of interactions per post (total no. of “likes”, comments and shares)	Ranks and no. of officers responsible for running the platforms	Expenditure for setting up the platforms and daily operational expenses
11/2016	Updating in progress	Civil Service Bureau	Public Service Excellence@ Gov	YouTube	To share exemplary services of different government departments.	Average no. of views per month: 1 626	No	Average no. of videos published per day: less than 1 Average no. of views per month: 1 626	1 Training Officer I (The officer concerned is not only responsible for this area of work)	Nil

- End -

CONTROLLING OFFICER'S REPLY

CSB074

(Question Serial No. 6497)

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 subsection *Matters Requiring Special Attention in 2017-18*, that the Bureau will continue to maintain and enhance the morale of the civil service. Would the Government please give more information on the following:

1. Has the Administration allocated adequate resources to boost the morale of the civil service?
2. What were the measures taken?
3. Please give figures of the expenditures incurred in the past 3 years and the expected expenditure in 2017-18.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 126)

Reply:

In 2017-18, the Civil Service Bureau (CSB) will continue to implement the following commendation schemes to give due recognition to civil servants to enhance staff morale and motivate exemplary performance:

(i) The Secretary for the Civil Service's Commendation Award Scheme

Through this service-wide Scheme, each year the Secretary for the Civil Service (SCS), on behalf of the Government, gives recognition to selected civil servants with consistently exemplary performance. To qualify for an award under the Scheme, a civil servant should have had outstanding performance for at least 5 consecutive years. Nominations are made by Permanent Secretaries or Heads of Departments/Grades. Recipients of awards are selected by SCS on the recommendation of an Award Committee comprising representatives of CSB and other bureaux/grades. Each award recipient receives a certificate of recognition and a gold pin. For those award recipients who have 20 or more years of service and have not enjoyed government sponsored travel outside Hong Kong before, they will also receive a travel award. The award is an accountable and one-off travel allowance. If the award recipient is

married, his/her spouse will also be granted the same travel allowance, provided that he/she travels with the award recipient. To enhance the Scheme, the target number of recipients per annum has been increased from about 80 to 100 commencing from 2016-17. The actual expenditure for this Scheme in 2014-15 and 2015-16 was \$2.62 million and \$3 million respectively. The revised estimate for 2016-17 and estimated expenditure for 2017-18 are about \$3.9 million and \$3.7 million respectively.

(ii) Long and Meritorious Service Travel Award Scheme

The objective of this Scheme is to recognise long and meritorious service of civil servants. All local non-directorate officers with a continuous service of 20 years or more, and who have a track record of consistently very good performance and have not received any Government travel award before, are eligible for consideration for the grant of an award. The award is granted on a one-off basis and in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards for each year is determined based on a quota ratio. To enhance the Scheme, the quota ratio has since 2014-15 been improved from one award for every 30 officers meeting the service requirement (1:30) to 1:27. In 2017-18, the estimated number of awards is 2 510. The actual expenditure for this Scheme in 2014-15 and 2015-16 was about \$113 million and \$110 million respectively. The revised estimate for 2016-17 and estimated expenditure for 2017-18 are about \$109 million and \$114 million respectively.

(iii) Civil Service Outstanding Service Award Scheme

The objective of this Scheme is to encourage the pursuit of excellence in service delivery and to give recognition to departments and teams of civil servants for their outstanding achievements in providing quality service to the public. Awards are presented at the departmental level (including the Inter-departmental Partnership Award, the Departmental Service Enhancement Award and the Best Public Image Award) and at the team level (including the General Public Service Award, the Specialised Service Award, the Regulatory/Enforcement Service Award, the Crisis/Incident Support Service Award and the Internal Support Service Award). The awards cover departments engaging in different service areas to encourage wider participation among civil servants. The Scheme for 2017 is underway and all the bureaux and departments (B/Ds) are invited to participate. The Adjudication Panels are comprised of Legislative Council (LegCo) members, District Council (DC) members, representatives from different sectors and professions, staff side members of the Central Consultative Councils and senior officials from CSB. For the Best Public Image Award, all members of the LegCo and DC and a random sample of members of the public will be invited to vote for the B/D with the best public image. The Scheme is organised on a biennial basis. The actual expenditure for this Scheme in 2014-15 and 2015-16 was about \$0.6 million and \$2.4 million respectively. The revised estimate for 2016-17 and estimated expenditure for 2017-18 are about \$0.6 million and \$2.7 million respectively.

In addition, Permanent Secretaries and Heads of Departments may issue a commendation letter under the Commendation Letter Scheme to an officer who has provided consistently

outstanding service for at least 3 years; made a substantial contribution towards enhancing the efficiency or the image of his/her B/D; or performed an exceptionally meritorious or brave act warranting special recognition. Nominations may be made all year round and they are considered by a commendation committee set up by individual B/Ds under the chairmanship of a directorate officer. In 2016, about 3 000 commendation letters were issued. B/Ds are also encouraged to organise their own award schemes to recognise the contributions of their staff. These schemes are administered by individual B/Ds which bear the incurred costs.

- End -

CONTROLLING OFFICER'S REPLY

CSB075

(Question Serial No. 7191)

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 the following information in table form:

- (1) the expenditure incurred by the Civil Service Bureau on publicity on the Internet/social media in 2016-17, the manpower involved and the percentage this item accounts for in the total expenditure. Please provide a breakdown by publicity channel;
- (2) the means to be adopted by the Bureau to assess the effectiveness and value for money of the above initiatives;
- (3) the estimated expenditure to be incurred by the Bureau on the above initiatives in 2017-18 and the manpower to be involved.

Asked by: Hon TIEN Puk-sun, Michael (Member Question No. 54)

Reply:

- (1),(2)&(3) The expenditure incurred by the Civil Service Bureau on publicity on the Internet/social media in 2016-17 and the manpower involved, and the corresponding estimates in 2017-18, together with the related information, are at Annex 1.

Name	Publicity Channel	Expenditure in 2016-17 and estimated expenditure in 2017-18	Percentage in the total expenditure of 2016-17	Manpower in 2016-17 and estimated manpower in 2017-18	Means to assess effectiveness and value for money
Civil Service Bureau	Facebook	Nil	N/A	1 Non-Civil Service Contract Researcher (The officer concerned is not only responsible for this area of work)	The Bureau reviews the effectiveness based on the number of reaches of each post as appropriate.
Administrative Service Internship Programme	Facebook	Nil	N/A	1 Executive Officer I (The officer concerned is not only responsible for this area of work)	The Bureau reviews the effectiveness of the Facebook Page as appropriate.
Public Service Excellence@Gov	YouTube	Nil	N/A	1 Training Officer I (The officer concerned is not only responsible for this area of work)	The Bureau reviews the effectiveness based on the number of views as appropriate.

- End -

CONTROLLING OFFICER'S REPLY**CSB076****(Question Serial No. 3815)**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:

In respect of human resource management, please provide this Committee with:

- a. information on the acting appointments made for the periods when political appointees went on duty visit or vacation leave in the past 5 years and the administrative costs involved in the following table.

Year	Incumbent Officers	Nature	Dates	Acting Officers	Administrative Costs (or Estimate)
2013-2014					
2014-2015					
2015-2016					
2016-2017					
2017-2018 (Estimate)					

Asked by: Hon YEUNG Alvin (Member Question No. 105)Reply:

Since the Secretary for the Civil Service (SCS) has no Under Secretary, there is no routine acting appointment for the SCS under the existing Political Appointment System.

During the temporary absence of the SCS, specific personnel management cases involving the exercise of statutory powers will be referred to the Chief Executive or the Permanent Secretary for the Civil Service (PSCS) as appropriate for the exercise of the relevant statutory authority. The PSCS has also been designated to attend LegCo meetings and to speak on behalf of the Government in response to business relating to the SCS under his own title.

- End -

CONTROLLING OFFICER'S REPLY

CSB077

(Question Serial No. 5033)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (028) Legal assistance

Programme: 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 revised estimate for the provision under Subhead 028 Legal assistance is \$1,976,000 in 2016-17, representing an increase of 31.7% over the original estimate. The estimate for this Subhead is reduced to \$1,500,000 in 2017-18. The Government explains that this is due to the higher level of expenditure incurred in 2016-17 from the cases approved. In this connection, please advise this Committee on the total number of approved cases for legal assistance in 2016-17 and the expenditure involved.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 551)

Reply:

In 2016-17, a total expenditure of \$1,942,000 was incurred from 4 cases of legal assistance.

End -

CONTROLLING OFFICER'S REPLY**CSB078****(Question Serial No. 5034)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (022) PassagesProgramme: General Expenses of the Civil ServiceControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

For 2017-18, a provision of \$157 million is earmarked for leave passage allowance for eligible civil servants and their dependants, as well as travelling expenses and related expenditure for eligible civil servants' children being educated overseas. Please provide the following information on leave passage allowance and school passage allowance in tabular form separately:

1. the total amounts of the two allowances and the year-on-year changes in the 5 years from 2012-13 to 2016-17 ;
2. the numbers and percentages of directorate civil servants/their dependants/their children to which the allowances were granted each year during the above period; and
3. the amounts and percentages of allowances granted to civil servants/their dependants/their children each year during the above period.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 552)Reply:

1. The actual/estimated amount of leave passage allowance (LPA) and school passage allowance (SPA) and the annual rate of change from 2012-13 to 2016-17 are as follows -

Passage Allowances	2012-13 Actual Expenditure (\$m)	2013-14 Actual Expenditure (\$m)	2014-15 Actual Expenditure (\$m)	2015-16 Actual Expenditure (\$m)	2016-17 Revised Estimate (\$m)
LPA	73.8	85.0	89.0	90.9	100.3
SPA	70.8	70.1	64.0	55.2	46.6
Total	144.6	155.1	153.0	146.1	146.9
Annual rate of change		+7.3%	-1.4%	-4.5%	+0.5%

2. & 3. The amount of allowance, the number of directorate civil servants and their eligible family members (including spouse and children) involved, as well as the respective percentages they accounted for during the period from 2012-13 to 2016-17 are set out in Annex.

Annex

2016-17
(up to 28.2.2017)

	2012-13		2013-14		2014-15		2015-16		2016-17 (up to 28.2.2017)		
	% in respect of the total		% in respect of the total		% in respect of the total		% in respect of the total		% in respect of the total		
<u>LPA</u>											
Amount received by directorate civil servants	\$59.7m	80.9%	\$70.0m	82.4%	\$73.9m	83.0%	\$76.0m	83.6%	\$72.4m	86.5%	
<i>No. of directorate officers and their eligible family members involved</i>	2 951	82.8%	3 009	83.5%	3 063	85.5%	3 032	85.1%	3 083	87.7%	
<u>SPA</u>											
Amount received by directorate civil servants	\$1.9m	2.7%	\$2.0m	2.9%	\$1.8m	2.8%	\$1.5m	2.7%	\$1.2m	2.8%	
<i>No. of directorate officers' children involved</i>	97	2.4%	94	2.4%	79	2.1%	73	2.2%	64	2.4%	

- End -

CONTROLLING OFFICER'S REPLY

CSB079

(Question Serial No. 5035)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (013) Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

For 2017-18, a provision of \$582.1 million is earmarked for local and overseas education allowances for eligible civil servants' children being educated either locally or overseas. Please provide the following information on local and overseas education allowances in tabular form separately:

1. the total expenditures on allowances and the year-on-year changes in the past 5 years (from 2012-13 to 2016-17);
2. the number of beneficiaries and average amount of allowance per person in the same period;
3. the number and percentage of directorate civil servants' children benefited in the same period; and
4. the total amount and percentage of allowances for directorate civil servants' children in the same period.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 553)

Reply:

1. The total expenditures on local education allowance (LEA) and overseas education allowance (OEA) and the annual rate of change from 2012-13 to 2016-17 are as follows:

Education Allowances (EA)	2012-13 Actual Expenditure (\$m)	2013-14 Actual Expenditure (\$m)	2014-15 Actual Expenditure (\$m)	2015-16 Actual Expenditure (\$m)	2016-17 Revised Estimate (\$m)
LEA	433.3	431.1	428.0	419.5	424.8
OEA	240.1	225.0	214.1	176.9	144.2
Total	673.4	656.1	642.1	596.4	569.0
Annual rate of change		-2.6%	-2.1%	-7.1%	-4.6%

2. The number of students covered and average amount (Avg amt) of LEA and OEA per student for the period from 2012-13 to 2016-17 are as follows:

EA	2012-13 Actual		2013-14 Actual		2014-15 Actual		2015-16 Actual		2016-17 Revised Estimate	
	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students
LEA	23,736	18 254	24,489	17 605	25,200	16 982	25,884	16 205	27,144	15 650
OEA	94,589	2 538	93,177	2 415	95,046	2 253	88,946	1 989	80,111	1 800

- 3.&4. For the period from 2012-13 to 2016-17, the amount of LEA and OEA received by directorate officers and number of directorate officers' children involved as compared to the overall figures are set out at Annex.

	2012-13		2013-14		2014-15		2015-16		2016-17 (up to 28.2.2017)	
	% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students	
<u>LEA</u>										
Total amount received by directorate officers	\$14.5m	3.3%	\$14.3m	3.3%	\$14.4m	3.4%	\$14.7m	3.5%	\$12.4m	3.4%
<i>No. of directorate officers' children involved</i>	390	2.1%	371	2.1%	389	2.3%	415	2.6%	341	2.2%
<u>OEA</u>										
Total amount received by directorate officers	\$11.5m	4.8%	\$12.4m	5.5%	\$10.5m	4.9%	\$9.3m	5.3%	\$8.1m	6.3%
<i>No. of directorate officers' children involved</i>	118	4.6%	116	4.8%	106	4.7%	107	5.4%	97	6.0%

- End -

CONTROLLING OFFICER'S REPLY

CSB080

(Question Serial No. 5036)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

The estimated provision under Subhead 040 for this year is \$1.444 billion, which is \$400 million or 38.3% higher than that for last year. If we compare this with the figure for 2015-16, the increase, as high as 79%, is even more astonishing. The Government explains that the increase is mainly due to the anticipated increase in the average number of recipients in 2017-18 through salary progression, promotion and new appointment. Regarding the nearly 80% increase in such allowance over the past 3 years, will the Government provide in table form the following information for the past 2 years and the coming year:

1. the numbers of recipients of the allowance, and the highest, lowest and average amounts they received/will receive;
2. the numbers of directorate officers who received/will receive the allowance, and their percentages in the overall numbers of recipients; and
3. the total amounts of allowance received/to be received by directorate officers, the average amounts for each officer and the percentages of such totals in the overall amounts of the allowance claimed?

Asked by: Hon LEUNG Kwok-hung (Member Question No. 554)

Reply:

1. For the years from 2015-16 to 2017-18, the number of recipients and the monthly amount of Non-accountable Cash Allowance (NCA) are as follows -

	2015-16 (Actual)	2016-17 (Revised Estimate)	2017-18 (Estimate)
Number of recipients	4 043	5 180	7 060
Average amount of monthly allowance	\$16,644	\$16,795	\$17,045

Amount of monthly allowance ^{Note}	2015-16	2016-17 (up to 28.2.2017)
	Highest	\$47,390
Lowest	\$4,840	\$4,840

2. & 3. The number of directorate civil servants receiving NCA, amount of allowance, average amount of monthly allowance as well as the respective percentages they accounted for during the years from 2015-16 to 2016-17 are as follows^{Note} -

	2015-16		2016-17 (up to 28.2.2017)	
		% in respect of the total		% in respect of the total
Total amount of allowance for directorate civil servants	\$15.6m	1.9%	\$19.9m	2.1%
<i>Number of recipients who are directorate civil servants</i>	43	1.1%	60	1.2%
Average amount of monthly allowance per directorate civil servant	\$30,233		\$30,152	

Note : Estimated figures for 2017-18 are not available.

- End -

CONTROLLING OFFICER'S REPLY

CSB081

(Question Serial No. 5040)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (013) Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

An estimated provision of \$582.1 million is earmarked under Subhead 013 Personal allowances this year for the payment of local and overseas education allowances to officers whose eligible children are receiving education either locally or overseas, whereas the provision under the same Subhead was \$636.1 million last year. What are the reasons for the decrease?

Asked by: Hon LEUNG Kwok-hung (Member Question No. 559)

Reply:

The 2017-18 estimated expenditure for local and overseas education allowances under Subhead 013 Personal allowances is lower than the provision in the 2016-17 approved estimate mainly due to an expected decrease in the number of eligible students receiving education allowances and the decrease in the exchange rate of sterling pound resulting in an expected decrease in the average amount of overseas education allowance to be claimed.

- End -

CONTROLLING OFFICER'S REPLY

CSB082

(Question Serial No. 3340)

Head: (46) General Expenses of the Civil Service

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:

Does your department provide sign language interpretation services? If yes, what are the manpower and expenditure involved? If no, what are the reasons?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 75)

Reply:

The provision under Head 46 is to pay for expenditure on terms and conditions of service and other personnel related expenses of the Civil Service, but not the cost on provision of sign language interpretation services.

- End -

CONTROLLING OFFICER'S REPLY**CSB083****(Question Serial No. 7169)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (037) Pensioners' welfare fundProgramme: (-) Not SpecifiedControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the following fund, please advise on the date of establishment and injection amount, as well as the annual balance, government injection and total expenditure in 2013-14, 2014-15, 2015-16 and 2016-17. If there are other funds under your purview which are not included, please also provide the above information.

1. Pensioners' Welfare Fund

Asked by: Hon MA Fung-kwok (Member Question No. 95)Reply:

The Pensioners' Welfare Fund was set up on 1 November 1991 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 from 2013-14 to 2016-17 are tabulated below.

Financial Year	Provision (\$ million)	Expenditure (\$ million)
2013-14	1.10	0.88
2014-15	1.10	0.95
2015-16	1.10	1.05
2016-17	1.10	1.10 (revised estimate)

There is no other Fund under the purview of Civil Service Bureau.

- End -

CONTROLLING OFFICER'S REPLY

CSB084

(Question Serial No. 3961)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated on page 237 of Volume I that "Provision for 2017-18 is \$486.9 million (14.6%) higher than the revised estimate for 2016-17. This is mainly due to the projected increase in the expenditure on housing allowances, education allowances and passages."

From pages 236 and 240 of Volume I, it is noted that the estimated numbers of recipients of the above-mentioned allowances for 2017-18 remain largely the same as the figures for the previous year, except that the estimated number of recipients of the housing benefit of "non-accountable cash allowance" has substantially increased by 1 817, with the relevant estimated provision also significantly increasing by \$400 million, or even by more than \$630 million as compared with 2015-16.

Please advise this Committee on the eligibility criteria for the non-accountable cash allowance; the reasons for such an increase in the estimated number of recipients; and whether there will be a similar annual growth rate of expenditure on this allowance in the foreseeable future.

Asked by: Hon YEUNG Alvin (Member Question No. 149)

Reply:

Non-accountable cash allowance is payable to eligible officers who were offered appointment on new terms on or after 1 June 2000. For officers –

- (a) on or above Master Pay Scale (MPS) Point 34 (or equivalent), they are eligible for the allowance as a condition of service; or
- (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 at least 20 years' continuous service.

Officers who were offered appointment before 1 June 2000 and eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.

Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary points for a maximum period of 120 months. Officers are not required to join the scheme immediately upon attaining the eligibility. They may join the scheme at anytime 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, expenditure for the allowance in 2017-18 is expected to increase. While the expenditure beyond 2017-18 is outside the ambit of this estimate exercise, it hinges on the above factors.

- End -

CONTROLLING OFFICER'S REPLY**CSB085****(Question Serial No. 5873)**

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 (Martin M. T. SIU)

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 (Member Question No. 1049)

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 2017-18 are provided below –

Year of Retirement	Total pension gratuity payment for directorate officers retired in the respective year	Estimated expenditure on pension payments in 2017-18 for the directorate officers retired in the respective year
	\$ Million	\$ Million
2012-13	705.7	98.7
2013-14	660.9	86.8
2014-15	626.7	86.9
2015-16	837.9	95.0
2016-17 (revised estimate)	926.8	101.3

- End -

CONTROLLING OFFICER'S REPLY**CSB086****(Question Serial No. 6462)**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 (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please advise on the number of retired civil servants receiving pensions by rank in each of the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 2233)Reply:

The Treasury does not keep and hence cannot provide a breakdown of the number of all pensioners receiving pensions by their former ranks. The Treasury can only provide the total number of civil and judicial service pensioners for the past 5 years, which is set out below -

Year	Total number of civil and judicial service pensioners in the respective year
2012	107 138
2013	111 648
2014	116 497
2015	121 341
2016	126 560

- End -

CONTROLLING OFFICER'S REPLY**CSB087****(Question Serial No. 6610)**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 (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

What is the total expenditure on civil service pensions by rank in each of the past 5 years? Please list in detail the calculations of pensions for existing civil servants at various ranks.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 2218)Reply:

The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks. The Treasury can only provide the total expenditure on pension payments for all civil service and judicial service pensioners for the past 5 financial years, which is set out below -

Financial Year	Total expenditure on pension payments in the respective financial year
	\$ Million
2012-13	20,917.5
2013-14	22,992.6
2014-15	25,455.0
2015-16	28,318.1
2016-17 (revised estimate)	31,095.1

A civil servant's pension is calculated on the basis of his salary, length of service and pension factor under the respective pension schemes according to the prescribed formulae in the pension legislation. Regarding the calculation of pensions for civil servants, please refer to the Guide to the Calculation of Pensions under the New Pension Scheme and the Old Pension Scheme in the website of Civil Service Bureau (<http://www.csb.gov.hk/english/admin/retirement/185.html>).

- End -

CONTROLLING OFFICER'S REPLY**CSB088****(Question Serial No. 6614)**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 (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please advise on the average and median amounts of pension received by each retired civil servant by rank in the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 2222)Reply:

The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks. The Treasury can only provide the average monthly pension received by all public and judicial service pensioners for the past 5 financial years, which is set out below -

Financial Year	Average monthly pension in the respective financial year
	\$
2012-13	10,100
2013-14	10,600
2014-15	11,300
2015-16	12,100
2016-17 (revised estimate)	12,700

The amount of monthly pension that a pensioner actually receives hinges on a number of factors, including his salary and length of service. Therefore, the amount of monthly pensions that individual pensioners receive could vary considerably.

- End -

CONTROLLING OFFICER'S REPLY**CSB089****(Question Serial No. 6622)**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 (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please set out in detail the Government's estimated future expenditure on pensions 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 (Member Question No. 2264)Reply:

The estimated total expenditure on pension payments and the estimated average monthly pension received by all civil and judicial service pensioners for 2016-17 and 2017-18 are set out below –

Financial Year	Total expenditure on pension payments in the respective financial year (including gratuities and pensions)	Average monthly pension per head in the respective financial year
	\$ Million	\$
2016-17 (revised estimate)	31,095.1	12,700
2017-18 (estimate)	34,155.0	12,800

The estimate of future pension payments in the long run hinges on a number of factors, including the number of new retirees every year and the total number of pensioners. The estimate beyond 2017-18 is outside the ambit of this estimate exercise. The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks.

- End -

CONTROLLING OFFICER'S REPLY**CSB090****(Question Serial No. 4997)**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 (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the estimate for this year, please set out in table form:

1. the respective numbers of public and judicial officers retiring and starting to receive pensions who opt to receive their pensions straight away in one lump sum of \$5 million or above, \$3 million to \$4.99 million, \$1 million to \$2.99 million, \$500,000 to \$990,000, and below \$500,000; and
2. the respective numbers of all retired public and judicial service pensioners who are receiving a monthly pension of \$100,000 or above, \$50,000 to \$99,999, \$30,000 to \$49,999, \$10,000 to \$29,999, \$5,000 to \$9,999, and below \$5,000. Also please provide the total amount of monthly pensions payment and the amount per capita.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 507)Reply:

1. The estimated number of new retiring civil service and judicial service officers in 2017-18 analysed by the estimated amount of pension gratuity payable is shown in the table below:

Amount of pension gratuities	Estimated no. of new retiring officers
Below \$500,000	499
\$500,000 – \$999,999	1 823
\$1,000,000 – \$2,999,999	3 776
\$3,000,000 – \$4,999,999	757
\$5,000,000 or above	285

2. The estimated number of civil service and judicial service pensioners and the estimated amount of pension payment for 2017-18 are provided below:

Amount of monthly pension	Estimated no. of pensioners	Estimated average monthly pension per pensioner	Estimated average total monthly expenditure in 2017-18
		\$	\$ million
Below \$5,000	41 412	2,868	118.8
\$5,000–\$9,999	28 191	7,106	200.3
\$10,000–\$29,999	52 031	16,637	865.6
\$30,000–\$49,999	9 379	36,596	343.2
\$50,000–\$99,999	2 957	60,637	179.3
\$100,000 or above	90	115,364	10.4

- End -

CONTROLLING OFFICER'S REPLY

CSB091

(Question Serial No. 6974)

Head: (120) Pensions

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

Programme: (-) Not Specified

Controlling Officer: Director of Accounting Services (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Does your department provide sign language interpretation services? If yes, what are the manpower and expenditure involved? If no, what are the reasons?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 183)

Reply:

As service users of the Treasury generally do not require sign language interpretation services, the Treasury does not allocate manpower or expenditure in this respect.

- End -

CONTROLLING OFFICER'S REPLY**CSB092****(Question Serial No. 4424)**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 (Martin M. T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

What is the total expenditure on civil service pensions by rank in each of the past 5 years? Please list in detail the calculations of pensions for existing civil servants at various ranks.

Asked by: Hon SHIU Ka-chun (Member Question No. 163)Reply:

The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks. The Treasury can only provide the total expenditure on pension payments for all civil service and judicial service pensioners for the past 5 financial years, which is set out below -

Financial Year	Total expenditure on pension payments in the respective financial year
	\$ Million
2012-13	20,917.5
2013-14	22,992.6
2014-15	25,455.0
2015-16	28,318.1
2016-17 (revised estimate)	31,095.1

A civil servant's pension is calculated on the basis of his salary, length of service and pension factor under the respective pension schemes according to the prescribed formulae in the pension legislation. Regarding the calculation of pensions for civil servants, please refer to the Guide to the Calculation of Pensions under the New Pension Scheme and the Old Pension Scheme in the website of Civil Service Bureau (<http://www.csb.gov.hk/english/admin/retirement/185.html>).

- End -

CONTROLLING OFFICER'S REPLY

CSB093

(Question Serial No. 4425)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

What are the average and median amounts of pension received by each retired civil servant by rank in the past 5 years?

Asked by: Hon SHIU Ka-chun (Member Question No. 164)

Reply:

The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks. The Treasury can only provide the average monthly pension received by all public and judicial service pensioners for the past 5 financial years, which is set out below -

Financial Year	Average monthly pension in the respective financial year
	\$
2012-13	10,100
2013-14	10,600
2014-15	11,300
2015-16	12,100
2016-17 (revised estimate)	12,700

The amount of monthly pension that a pensioner actually receives hinges on a number of factors, including his salary and length of service. Therefore, the amount of monthly pensions that individual pensioners receive could vary considerably.

- End -

CONTROLLING OFFICER'S REPLY

CSB094

(Question Serial No. 4426)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please advise on the number of retired civil servants receiving pensions by rank in each of the past 5 years.

Asked by: Hon SHIU Ka-chun (Member Question No. 165)

Reply:

The Treasury does not keep and hence cannot provide a breakdown of the number of all pensioners receiving pensions by their former ranks. The Treasury can only provide the total number of civil and judicial service pensioners for the past 5 years, which is set out below -

Year	Total number of civil and judicial service pensioners in the respective year
2012	107 138
2013	111 648
2014	116 497
2015	121 341
2016	126 560

- End -

CONTROLLING OFFICER'S REPLY

CSB095

(Question Serial No. 4427)

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 (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please set out in detail the Government's estimated future expenditure on pensions and provide a breakdown of the future estimated average monthly expenditure on pensions for each civil servant by ranks.

Asked by: Hon SHIU Ka-chun (Member Question No. 166)

Reply:

The estimated total expenditure on pension payments and the estimated average monthly pension received by all civil and judicial service pensioners for 2016-17 and 2017-18 are set out below –

Financial Year	Total expenditure on pension payments in the respective financial year (including gratuities and pensions) \$ Million	Average monthly pension per head in the respective financial year \$
2016-17 (revised estimate)	31,095.1	12,700
2017-18 (estimate)	34,155.0	12,800

The estimate of future pension payments in the long run hinges on a number of factors, including the number of new retirees every year and the total number of pensioners. The estimate beyond 2017-18 is outside the ambit of this estimate exercise. The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks.

- End -

CONTROLLING OFFICER'S REPLY**CSB096****(Question Serial No. 6843)**Head: (136) Public Service Commission SecretariatSubhead (No. & title): (-) Not SpecifiedProgramme: Secretariat services for the Public Service CommissionControlling Officer: Secretary, Public Service Commission (Ms Candice HO)Director of Bureau: Secretary for the Civil ServiceQuestion:

1. Please provide in table form details of all the cases of all ranks for which the Public Service Commission (PSC) Secretariat had to offer advice to the Government on matters relating to discipline, the departments concerned and the expenditure involved in the past 5 years:

Year	Case details	Department concerned	Expenditure involved
2012-13			
2013-14			
2014-15			
2015-16			
2016-17			

2. Please provide in table form details of all the cases involving indiscipline of officers of all ranks which resulted in dismissal, forfeiture of pension and criminal prosecution in the past 5 years:

Year	Case details	Department concerned	Dismissal	Forfeiture of pension	Criminal prosecution initiated
2012-13					
2013-14					
2014-15					
2015-16					
2016-17					

Asked by: Hon CHAN Tanya (Member Question No. 77)

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 2016), the PSC advised the Government on the form of punishment in a total of 206 disciplinary cases in the civil service. Details are as follows:

Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases)	No. of disciplinary cases	Bureau/Department involved (No. of cases)
2012-2013	33	Agriculture, Fisheries and Conservation Department (2) Customs and Excise Department (2) Commerce and Economic Development Bureau (1) Department of Health (1) Drainage Services Department (1) Education Bureau (2) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (3) Government Logistics Department (1) Housing Department (1) Hong Kong Police Force (2) Immigration Department (3) Lands Department (1) Leisure and Cultural Services Department (3) Marine Department (1) Hongkong Post (5) Social Welfare Department (1) Water Supplies Department (2)	8	Education Bureau (1) Food and Environmental Hygiene Department (2) Immigration Department (1) Lands Department (1) Leisure and Cultural Services Department (1) Marine Department (1) Water Supplies Department (1)

Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases)	No. of disciplinary cases	Bureau/Department involved (No. of cases)
2013-2014	31	Architectural Services Department (1) Customs and Excise Department (1) Census and Statistics Department (1) Correctional Services Department (4) Education Bureau (1) Environmental Protection Department (1) Food and Environmental Hygiene Department (4) Fire Services Department (2) Government Laboratory (1) Housing Department (2) Hong Kong Police Force (2) Highways Department (1) Immigration Department (1) Judiciary (1) Leisure and Cultural Services Department (3) Labour Department (1) Hongkong Post (1) Social Welfare Department (1) Transport Department (1) Water Supplies Department (1)	13	Correctional Services Department (1) Drainage Services Department (1) Food and Environmental Hygiene Department (1) Housing Department (1) Hong Kong Police Force (2) Hongkong Post (5) Water Supplies Department (2)

Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases)	No. of disciplinary cases	Bureau/Department involved (No. of cases)
2014-2015	41	Architectural Services Department (1) Census and Statistics Department (1) Civil Aviation Department (1) Commerce and Economic Development Bureau (1) Civil Service Bureau (1) Correctional Services Department (2) Department of Health (3) Environmental Protection Department (2) Food and Environmental Hygiene Department (5) Fire Services Department (2) Government Laboratory (1) Government Property Agency (1) Home Affairs Department (1) Housing Department (2) Hong Kong Police Force (2) Immigration Department (2) Lands Department (2) Leisure and Cultural Services Department (4) Hongkong Post (3) Rating and Valuation Department (1) Social Welfare Department (1) Treasury (1) Water Supplies Department (1)	4	Electrical and Mechanical Services Department (1) Leisure and Cultural Services Department (2) Hongkong Post (1)

Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases)	No. of disciplinary cases	Bureau/Department involved (No. of cases)
2015-2016	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)

Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases)	No. of disciplinary cases	Bureau/Department involved (No. of cases)
2016-2017 (as at 31 December 2016)	28	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) Immigration Department (1) Leisure and Cultural Services Department (1) Planning Department (1) Social Welfare Department (3) Water Supplies Department (3)	7	Housing Department (1) Judiciary (1) Lands Department (1) Leisure and Cultural Services Department (3) Water Supplies Department (1)

2. The reply to the second part of the question, with information provided by the Civil Service Bureau, is as follows -

Details of cases in the past 5 financial years (up to 31 December 2016) 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:

Year	No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases)	Number of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases)
2012-2013	6	Education Bureau (1) Correctional Services Department (1) Hong Kong Police Force (4)	4	Agriculture, Fisheries and Conservation Department (1) Education Bureau (1) Leisure and Cultural Services Department (1) Hong Kong Police Force (1)
2013-2014	12	Architectural Services Department (1) Judiciary (1) Correctional Services Department (5) Hong Kong Police Force (4) Customs and Excise Department (1)	2	Hong Kong Police Force (1) Correctional Services Department (1)
2014-2015	12	Social Welfare Department (1) Hong Kong Police Force (8) Correctional Services Department (3)	0	

Year	No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases)	Number of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases)
2015-2016	13	Food and Environmental Hygiene Department (1) Hong Kong Police Force (8) Correctional Services Department (3) Fire Services Department (1)	5	Agriculture, Fisheries and Conservation Department (1) Buildings Department (1) Department of Health (1) Customs and Excise Department (1) Immigration Department (1)
2016-2017 (as at 31 December 2016)	13	Hong Kong Police Force (12) Fire Services Department (1)	2	Water Supplies Department (1) Hong Kong Police Force (1)

- End -

CONTROLLING OFFICER'S REPLY

CSB097

(Question Serial No. 3370)

Head: (136) Public Service Commission Secretariat
Subhead (No. & title): (-) Not Specified
Programme: (-) Not Specified
Controlling Officer: Secretary, Public Service Commission (Ms Candice HO)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding outsourcing of service in your department, please inform this Committee of the followings in respect of the past 3 years:

1. the total number of outsourced service staff employed by your department and the percentage of outsourced service staff against the total number of staff with the same types of duties in your department;
2. the total expenditure on staff of your department; the total amount paid to outsourced service providers; and the percentage of amount paid to outsourced service providers against the total expenditure on staff of your department; and
3. the nature of your department's outsourced services and the duration of the relevant contracts.

In addition, according to the Government's guidelines for tendering of outsourced services revised last year, if the procured service relies heavily on the deployment of non-skilled workers, and a marking scheme for assessing the tenders is adopted, the procuring department, when assessing the tenders, should include in the assessment criteria the evaluation of tenderers' proposed wage rates and working hours for non-skilled workers. In this regard, please inform this Committee of the followings:

4. the current number of outsourced service contracts involving a large number of non-skilled workers awarded by your department since implementation of the guidelines;
5. the departments which have adjusted their assessment criteria in respect of wage rates and working hours for the outsourced service contracts involving a large number of non-skilled workers in the light of the new guidelines since their implementation; how your department has made adjustment; and if no relevant information is available, the reasons for it;

6. whether there have been any rises in the average wage rates for workers in the contracts of outsourced services that rely heavily on deployment of non-skilled workers since the implementation of the guidelines; if yes, the number of contracts with rises in wage rates; if no relevant information is available, the reasons for it;
7. your department's measures to evaluate the effectiveness of the new tendering guidelines;
8. whether your department is required to adopt the existing mechanism of two-envelope assessment of the technical and price aspects when evaluating tenders for contracts of outsourced service; if no, the number of contracts awarded without adopting the existing mechanism of two-envelope assessment of the technical and price aspects in the past 3 years;
9. the annual numbers of cases of government service contractors breaching the service contracts, the Employment Ordinance or the Occupational Safety and Health Ordinance as revealed by the inspections conducted by your department, and the annual numbers of complaints lodged by the outsourced service staff;
10. the details of follow-up actions on the aforementioned non-compliance and complaint cases; and
11. the number and details of cases involving contractors being punished for non-compliance or sustained complaints.

Asked by: Hon LEUNG Yiu-chung (Member Question No. 143)

Reply:

The Public Service Commission (PSC) Secretariat outsourced its office cleaning service between 2014-15 and 2016-17. According to the contracts, the outsourced service providers were required to provide 1 to 3 part-time cleaning workers according to service needs. The PSC Secretariat does not have other staff performing the same type of duties. Expenditure on the above outsourced service over the past 3 years (up to 28 February 2017) amounts to about \$365,000, accounting for approximately 0.6% of the PSC Secretariat's overall staff cost. Assessment of the service contracts was conducted in accordance with the Stores and Procurement Regulations as well as relevant government guidelines. We have not found any outsourced service contractors breaching the service contracts, the Employment Ordinance or the Occupational Safety and Health Ordinance. Neither have we received any complaint from their employees.

- End -

CONTROLLING OFFICER'S REPLY

CSB098

(Question Serial No. 3390)

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 (Ms Candice HO)

Director of Bureau: Secretary for the Civil Service

Question:

Does your department provide sign language interpretation services? If yes, what are the manpower and expenditure involved? If no, what are the reasons?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 187)

Reply:

As there is no operational need, the Public Service Commission Secretariat does not provide sign language interpretation services.

- End -

CONTROLLING OFFICER'S REPLY

CSB099

(Question Serial No. 6498)

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 (Ms Candice HO)
Director of Bureau: Secretary for the Civil Service

Question:

The estimate for 2017-18 is 21.6% higher than the revised estimate for 2016-17. What are the reasons? Does it involve additional manpower and expenditure items? Please provide more details.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 128)

Reply:

The estimate for 2017-18 is 21.6% higher than the revised estimate for 2016-17. This is mainly due to the full-year salary provision for four additional civil service posts created in 2016-17 and a projected increase in departmental expenses.

- End -

CONTROLLING OFFICER'S REPLY**CSB100****(Question Serial No. 6499)**

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 (Ms Candice HO)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the subsection *Matters Requiring Special Attention in 2017-18* that the secretariat will continue to assist the commission to ensure appointments, promotions and disciplinary cases are efficiently processed in a proper and equitable manner. Will the Government please inform this Committee on the number of appointments, promotions and disciplinary cases made in the past 3 years by the department? What is the protocol to handle disciplinary cases? Has the Government reviewed its usual protocol in handling civil servants with misconduct? If yes please provide details on how it can be improved, and if not please give the reason.

Asked by: Hon TAM Man-ho, Jeremy (Member Question No. 129)

Reply:

In the past 3 years, the number of cases advised by the Public Service Commission (the Commission) is as follows:

Category	Number of cases advised by the Commission		
	2014	2015	2016
Recruitment/in-service appointments	133	151	161
Promotions/acting appointments	682	710	701
Other appointment matters	233	190	199
Disciplinary cases	48	37	47

The Government has put in place a well-established disciplinary mechanism. In handling disciplinary cases, the Government upholds the principle of natural justice and imposes appropriate punishments against civil servants who are found culpable of misconduct or criminal offences in accordance with established procedures. The Commission will advise the Government on the appropriate level of punishment for disciplinary cases according to the relevant requirements.

- End -

CONTROLLING OFFICER'S REPLY

CSB101

(Question Serial No. 3410)

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 (Ms Winnie NG)

Director of Bureau: Secretary for the Civil Service

Question:

Does your department provide sign language interpretation services? If yes, what are the manpower and expenditure involved? If no, what are the reasons?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 214)

Reply:

The Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Joint Secretariat) provides secretariat support for five advisory bodies of the Government (i.e. the 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; and Advisory Committee on Post-service Employment of Civil Servants). At present, sign language interpretation services are not required by these five advisory bodies. The Joint Secretariat will provide sign language interpretation services to persons in need as and when required.

- End -

CONTROLLING OFFICER'S REPLY

CSB102

(Question Serial No. 6877)

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 (Ms Winnie NG)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding outsourcing of service in your department, please inform this Committee of the following in respect of the past 3 years:

1. the total number of outsourced service staff employed by your department and the percentage of outsourced service staff against the total number of staff with the same types of duties in your department;
2. the total expenditure on staff of your department; the total amount paid to outsourced service providers; and the percentage of amount paid to outsourced service providers against the total expenditure on staff of your department; and
3. the nature of your department's outsourced services and the duration of the relevant contracts.

In addition, according to the Government's guidelines for tendering of outsourced services revised last year, if the procured service relies heavily on the deployment of non-skilled workers, and a marking scheme for assessing the tenders is adopted, the procuring department, when assessing the tenders, should include in the assessment criteria the evaluation of tenderers' proposed wage rates and working hours for non-skilled workers. In this regard, please inform this Committee of the following:

4. the current number of outsourced service contracts involving a large number of non-skilled workers awarded by your department since implementation of the guidelines;
5. the departments which have adjusted their assessment criteria in respect of wage rates and working hours for the outsourced service contracts involving a large number of

non-skilled workers in the light of the new guidelines since their implementation; how your department has made adjustment; and if no relevant information is available, the reasons for it;

6. whether there have been any rises in the average wage rates for workers in the contracts of outsourced services that rely heavily on deployment of non-skilled workers since the implementation of the guidelines; if yes, the number of contracts with rises in wage rates; if no relevant information is available, the reasons for it;
7. your department's measures to evaluate the effectiveness of the new tendering guidelines;
8. whether your department is required to adopt the existing mechanism of two-envelope assessment of the technical and price aspects when evaluating tenders for contracts of outsourced service; if no, the number of contracts awarded without adopting the existing mechanism of two-envelope assessment of the technical and price aspects in the past 3 years;
9. the annual numbers of cases of government service contractors breaching the service contracts, the Employment Ordinance or the Occupational Safety and Health Ordinance as revealed by the inspections conducted by your department, and the annual numbers of complaints lodged by the outsourced service staff;
10. the details of follow-up actions on the aforementioned non-compliance and complaint cases; and
11. the number and details of cases involving contractors being punished for non-compliance or sustained complaints.

Asked by: Hon LEUNG Yiu-chung (Member Question No. 133)

Reply:

In the past three years, there has been no outsourcing of service in this department. Since the implementation of the Government's revised guidelines for tendering of outsourced services involving the deployment of non-skilled workers last year, this department has not awarded any outsourced service contract involving a large number of non-skilled workers.

- End -

CONTROLLING OFFICER'S REPLY**CSB103****(Question Serial No. 4756)**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 medical services for civil servants, will the Government please advise on the number 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 (Member Question No. 281)Reply:

While the Department of Health does not keep statistics on the number of cases of various groups of eligible persons receiving services at families clinics, the attendances of civil service eligible persons at these clinics for the past 3 years were as follows:

2014	246 000
2015	253 000
2016	273 000

The actual expenditures of families clinics for 2014-15 and 2015-16 were \$103.1 million and \$125.7 million respectively, and the revised estimate for 2016-17 is \$132.5 million.

- End -