

Reply Serial No.

Examination of Estimates of Expenditure 2002-03

**CONTROLLING OFFICER'S REPLY TO
WRITTEN/SUPPLEMENTARY QUESTION**

CSB023

Question Serial No.

0487

Head : 46 General Expenses of the
Civil Service

Subhead (No. & title) : 027 Staff Suggestion and
Motivation Schemes

Programme : General Expenses of the Civil Service

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question : Under Subhead 027, the provisions for Staff Suggestion and Motivation Schemes in 2001 and 2002 have increased 3.6 times (\$268,000) and 5.6 times (\$411,000) respectively as compared to 2000. Will the Administration inform this Council the details and effectiveness of the Schemes, as well as the reasons for such a large increase?

Asked by : Hon. YOUNG Howard

Reply :

The Staff Suggestion Scheme is an incentive scheme to encourage staff to make improvement suggestions on civil service efficiency. Civil Service Bureau maintains a central pool to award service-wide suggestions and to cater for the needs of departments with less than 100 staff.* Under the Scheme, awards in cash and commendation certificates are given out to civil servants who have made valuable suggestions to improve efficiency of the civil service. The central scheme administered by the Civil Service Bureau has been able to attract 32, 37 and 47 service-wide suggestions in the past three years. The cash awards ranged from \$300 to \$5,000.

As for the Staff Motivation Scheme, funds are reserved under this subhead to meet requests for additional funding from bureaux and departments to conduct staff motivation activities with the objective of motivating them towards continuous improvement in performance and service quality. Such activities are well received and over the past three years, 358, 219 and 256 civil servants were awarded under staff motivation programmes organized by bureaux and departments from additional funding received from the Civil Service Bureau.

It appears that there have been large increases in the estimate for Staff Suggestion and Motivation Schemes for 2002-03 and the revised estimate for 2001-02 as compared to the actual expenditure of 2000-01. In fact, the original estimates for 2000-01 and 2001-02 were both \$595,000 while the estimate for 2002-03 is \$411,000. However, the actual expenditure for 2000-01 and the revised estimate for 2001-02 turned out to be lower than expected due to lower than expected levels of awards given out in those years under the Staff Suggestion Scheme. The level of spending under the scheme depends solely on the actual number of suggestions received and the merits and quality of those suggestions.

*Departments with 100 or more staff will reserve funds under their own departmental vote for implementing the Staff Suggestion Scheme within their departments.

Signature _____

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 22 March 2002