

By Circulation

**Information Paper for Legislative Council
Panel on Financial Affairs**

Purpose

This paper is to inform Members of the following proposal -

- (a) creation of one permanent post of Administrative Officer Staff Grade C (AOSGC)(D2)/non-civil service position at D2-equivalent in the Treasury Branch of the Financial Services and the Treasury Bureau with effect from 1 July 2003 as Administrative Assistant to the Secretary for Financial Services and the Treasury (AA to SFST); and
- (b) deletion of one Principal Valuation Surveyor (D1) post in the Rating and Valuation Department (RVD).

Proposal

2. Since the introduction of the accountability system, we have critically reviewed the staffing position and organisational structure of the departments under the purview of the Financial Services and the Treasury Bureau (FSTB) with a view to making better use of resources and identifying scope for staff redeployment. On 7 March 2003, the Finance Committee approved the merger of the Government Land Transport Agency, Government Supplies Department and the Printing Department into a new Government Logistics Department. The effect of the proposal in terms of reduction in establishment is the net deletion of one directorate D5 post, downgrading of one D2 post to D1 and the deletion of 59 non-directorate posts at total savings in full annual average staff cost of \$26.47 million. We now further propose in the following paragraphs, to create a D2 position under FSTB and delete a D1 post in RVD.

3. Following the implementation of the Accountability System, we created under delegated authority one supernumerary AOSGC (D2) post in the

Financial Services and the Treasury Bureau as AA to SFST to provide administrative support to SFST with effect from 1 July 2002 for 12 months. We now propose to make the post permanent.

4. Separately, we have concluded that following re-organisation and re-engineering process of RVD's Landlord and Tenant Services Division, there is no need to retain the Principal Valuation Surveyor post which heads the Division. The post is therefore proposed to be deleted.

5. The detailed staff proposals are set out in the draft ESC paper.

Financial implications

6. The proposal to make permanent the AOSGC(D2) post/non-civil service position at D2-equivalent will not incur additional expenditure.

Way Forward

7. We intend to seek the endorsement of the staff proposal from ESC at its meeting on 28 May 2003.

Financial Services and the Treasury Bureau
(The Treasury Branch)
May 2003

For discussion
On 28 May 2003

EC(2003-04)

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 147 - GOVERNMENT SECRETARIAT:
FINANCIAL SERVICES AND THE TREASURY BUREAU
(THE TREASURY BRANCH)**

**HEAD 162 – RATING AND VALUATION DEPARTMENT:
Subhead 000 Operational expenses**

Members are invited to recommend to Finance
Committee-

(a) the creation of the following permanent post
with effect from 1 July 2003 under Head 147
Government Secretariat: Financial Services and
the Treasury Bureau (The Treasury Branch) -

1 Administrative Officer Staff Grade C/
non-civil service position at D2-equivalent
(D2) (\$117,040 - \$124,305); and

(b) the deletion of the following permanent post
under Head 162 Rating and Valuation
Department with effect from 1 July 2003 -

1 Principal Valuation Surveyor
(D1) (\$ 98,595- \$104,615)

PROBLEM

The Secretary for Financial Services and the Treasury (SFST) needs an Administrative Assistant (AA) to provide him with administrative support under the accountability system.

2. The Rating and Valuation Department (RVD), upon re-organisation and re-engineering of the work process of its Landlord and Tenant Services (LTS) Division, will have a surplus post of Principal Valuation Surveyor (PVS).

PROPOSAL

3. We propose to create one permanent post of Administrative Officer Staff Grade C (AOSGC)(D2)/non-civil service position at D2-equivalent with effect from 1 July 2003 as AA to SFST, and to delete a Principal Valuation Surveyor post in RVD on the same date.

JUSTIFICATION

4. Since the introduction of the accountability system, we have critically reviewed the staffing position and organisational structure of the departments under the purview of the Financial Services and the Treasury Bureau (FSTB) with a view to making better use of resources and identifying scope for staff redeployment. On 7 March 2003, Members approved the merger of the Government Land Transport Agency (GLTA), the Government Supplies Department (GSD) and the Printing Department (PD) into a new Government Logistics Department (GLD) with effect from 1 July 2003. The effect of the merger in terms of reduction in establishment is the net deletion of one directorate D5 post, downgrading of one D2 post to D1 upon the establishment of the GLD resulting in net savings in full annual average staff cost of \$3.54 million and the eventual deletion of 59 non-directorate posts bringing additional savings of \$22.93 million. We now further propose to create a D2 post under FSTB and delete a D1 post in RVD.

AA to SFST

5. Under the accountability system introduced on 1 July 2002, each Director of Bureau is to have his/her own private office, comprising an AA and other non-directorate support staff. The financial provisions for these posts in the Director of Bureau's private office are to be made available through redeployment of existing resources. We created, on a temporary basis, a supernumerary AOSGC (D2) post to serve as AA to SFST on 1 July 2002 for 12 months, by holding against one vacant post of Deputy Secretary (Monetary Affairs) (DS(MA) (D3)) in the Hong Kong Monetary Authority (HKMA). We now propose to make the post permanent by way of redeployment of existing staff resources. We will review the DS(MA) post in HKMA separately. The job description of the AA to SFST is at Enclosure 1.

6. When Members considered the creation of non-civil service positions of principal officials under the accountability system in June 2002 (EC(2002-03)2), Members noted that the principal officials' AA would be pitched at AOSGC (D2). These positions could be filled by civil servants on postings or by way of direct appointment to non-civil service positions at the rank of D2-equivalent. Hence, we propose to rank the permanent AA at AOSGC (D2)/non-civil service position at D2-equivalent to provide SFST with flexibility in filling this position.

Principal Valuation Surveyor

7. The Efficiency Unit of the Chief Secretary for Administration's Office conducted a management review of RVD's LTS Division in the latter half of 2002. The study recommended re-organising and re-engineering the work process of the LTS Division. With implementation of this recommendation coupled with the Government's intention to remove the security of tenure provisions for domestic tenancies, the functions of the LTS Division which is currently responsible for the administration and review of the Landlord and Tenant (Consolidation) Ordinance, monitoring of the domestic property market and formulation of departmental policies will be reduced. The Commissioner of Rating and Valuation considers that the post of Principal Valuation Surveyor (D1) (which has been left vacant since

January 2003) heading the division can be deleted, with the remaining responsibilities, including the management of the downsized LTS Division, the continuation of administration and review of the Landlord and Tenant (Consolidation) Ordinance, monitoring of domestic property market and formulation of departmental policies, to be absorbed by Assistant Commissioner (Special Duties) (AC(SD)) and the Senior Valuation Surveyor in the LTS Division. The original duty list of the PVS post is at Enclosure 2. The re-organisation of the LTS Division will also result in deletion of non-directorate posts, which will be dealt with under the Departmental Establishment Committee mechanism.

8. The proposed organisation charts of the Treasury Branch, FSTB and RVD are at Enclosures 3 and 4.

FINANCIAL IMPLICATIONS

9. The additional staff cost required for the creation of the proposed AOSGC (D2) post/non-civil service position at D2-equivalent is-

	Notional Annual Salary Cost at Mid- point \$	Full Annual Average Staff Cost \$	No. of Post
AOSGC (D2) post/ non-civil service position at D2-equivalent	1,448,040	2,472,000	1

The cost will be met by internal redeployment of resources within FSTB.

10. The savings from the proposed deletion of the Principal Valuation Surveyor post, in terms of staff cost is-

	Notional Annual Salary Cost at Mid- point \$	Full Annual Average Staff Cost \$	No. of Post
Principal Valuation Surveyor (D1) post	1,217,520	2,228,000	1

ESTABLISHMENT CHANGES

11. The establishment changes in the Treasury Branch, FSTB (formerly known as the Finance Bureau) and RVD for the last two years are as follows:

Establishment (Note)	Number of posts			
	Existing (as at 1.5.2003)	As at 1.4.2003	As at 1.4.2002	As at 1.4.2001
Treasury Branch				
A	18 + (1)	18 + (2)	18 + (3)	18 + (3)
B	43	43	44	44
C	121	121	118	127
Total	182+ (1)	182 + (2)	180 + (3)	189 + (3)
RVD				
A	15	15	15 + (1)	14 + (1)
B	118	118	121	118
C	805	806	823	821
Total	938	939	944	939

Note:

A - ranks in the directorate pay scale or equivalent

B - non-directorate ranks the maximum pay point of which is above MPS Point 33 or equivalent

C - non-directorate ranks the maximum pay point of which is at or below MPS Point 33 or equivalent

()- number of supernumerary directorate posts

CONSULTATION WITH LEGISLATIVE COUNCIL PANELS

12. We have informed the Legislative Council Panel on Financial Affairs of this proposal through circulation of this paper.

CIVIL SERVICE BUREAU COMMENTS

13. Having regard to the operational need for an AA to SFST and the anticipated reduction in the functions of the LTS Division in RVD, the Civil Service Bureau supports the proposed creation of one AOSGC (D2) post/non-civil service position at D2-equivalent and the deletion of one PVS (D1) post in RVD.

ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

14. [The Standing Committee on Directorate Salaries and Conditions of Service is being consulted.]

The Financial Services and the Treasury Bureau
(The Treasury Branch)
May 2003

Job Description

**Administrative Assistant to
The Secretary for Financial Services and the Treasury**

Rank : Administrative Officer Staff Grade C (D2)/
non-civil service position at D2-equivalent

Responsible to : Secretary for Financial Services and the Treasury (SFST)

Main Duties and Responsibilities

1. provide general administrative support to SFST;
2. coordinate submissions to SFST;
3. coordinate and handle replies to correspondence, including complaints, addressed to SFST;
4. in co-ordination with the Press Secretary to SFST, prepare speeches and statements to be delivered by SFST;
5. plan SFST's programme of official visits and duty trips, both locally and overseas, coordinate the preparation of briefs for such visits and follow-up action as required;
6. plan meetings on various subjects, prepare briefs and service meetings chaired by SFST; and
7. perform such other administrative duties as SFST may from time to time direct.

Job Description

Principal Valuer (Landlord and Tenant Services)

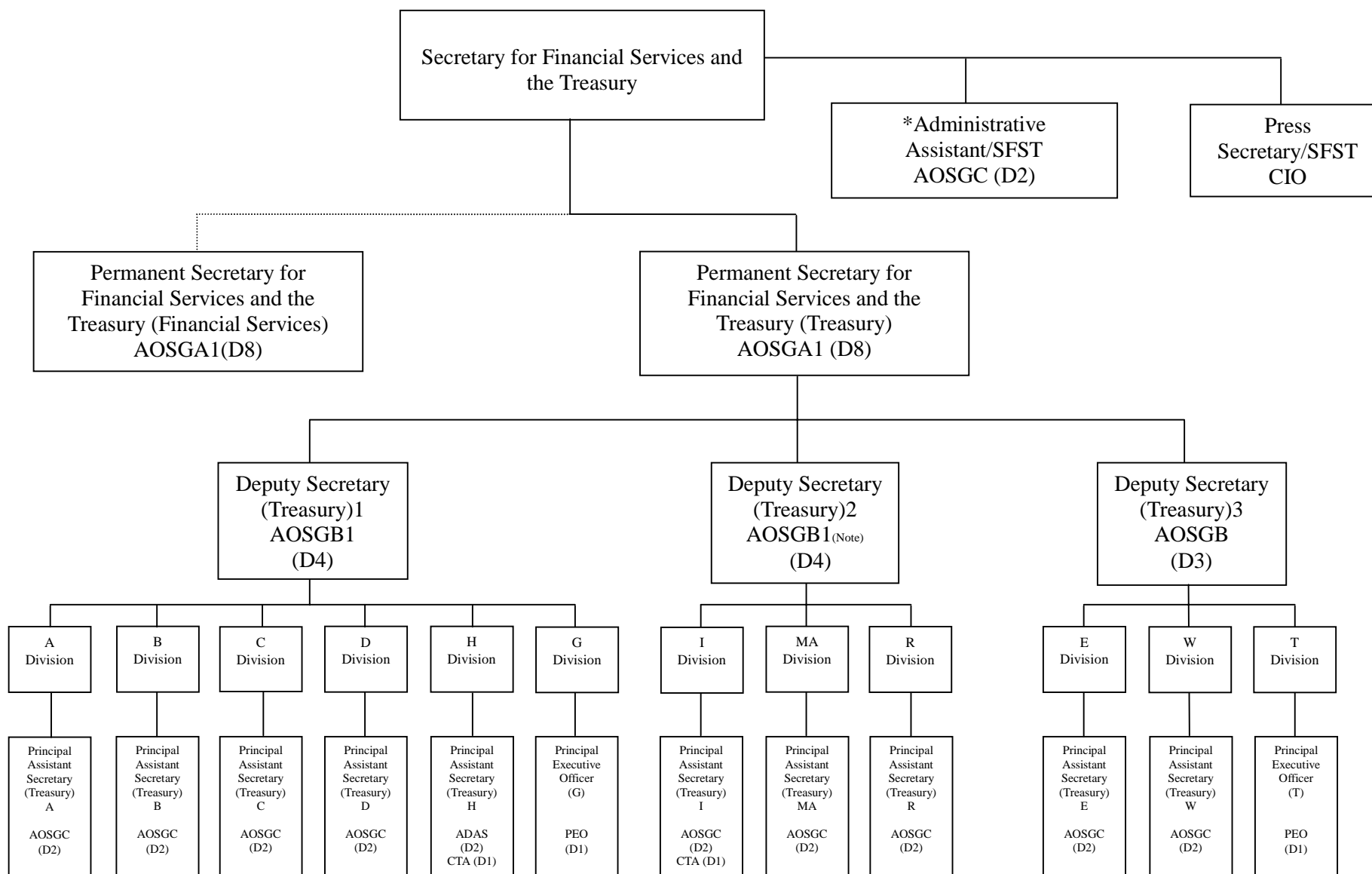
Rank: Principal Valuation Surveyor (D1)

Responsible to: Assistant Commissioner (Special Duties)

Main Duties and Responsibilities:

1. Carry out day-to-day supervision and management of the whole LTS Division;
2. Review regularly work procedures and training needs of staff within the division to ensure that the Landlord and Tenant (Consolidation) Ordinance is properly administered;
3. Approve specific tasks performed by subordinates;
4. Assist in formulating departmental policies through participation in various departmental committees and ensure that they are properly carried out within the division;
5. Co-ordinate work with other divisions to ensure efficiency and even distribution of work among divisions;
6. Participate in reviewing the Landlord and Tenant (Consolidation) Ordinance;
7. Monitor the domestic property market and making periodic statistical analysis of domestic rental movements;
8. Other duties include:
 - a. Participate in promotion and selection boards for professional and technical officers;
 - b. Carry out duties assigned by senior directorates from time to time etc.

**Proposed Organisation Chart of the Financial Services and the Treasury Bureau
(The Treasury Branch)**



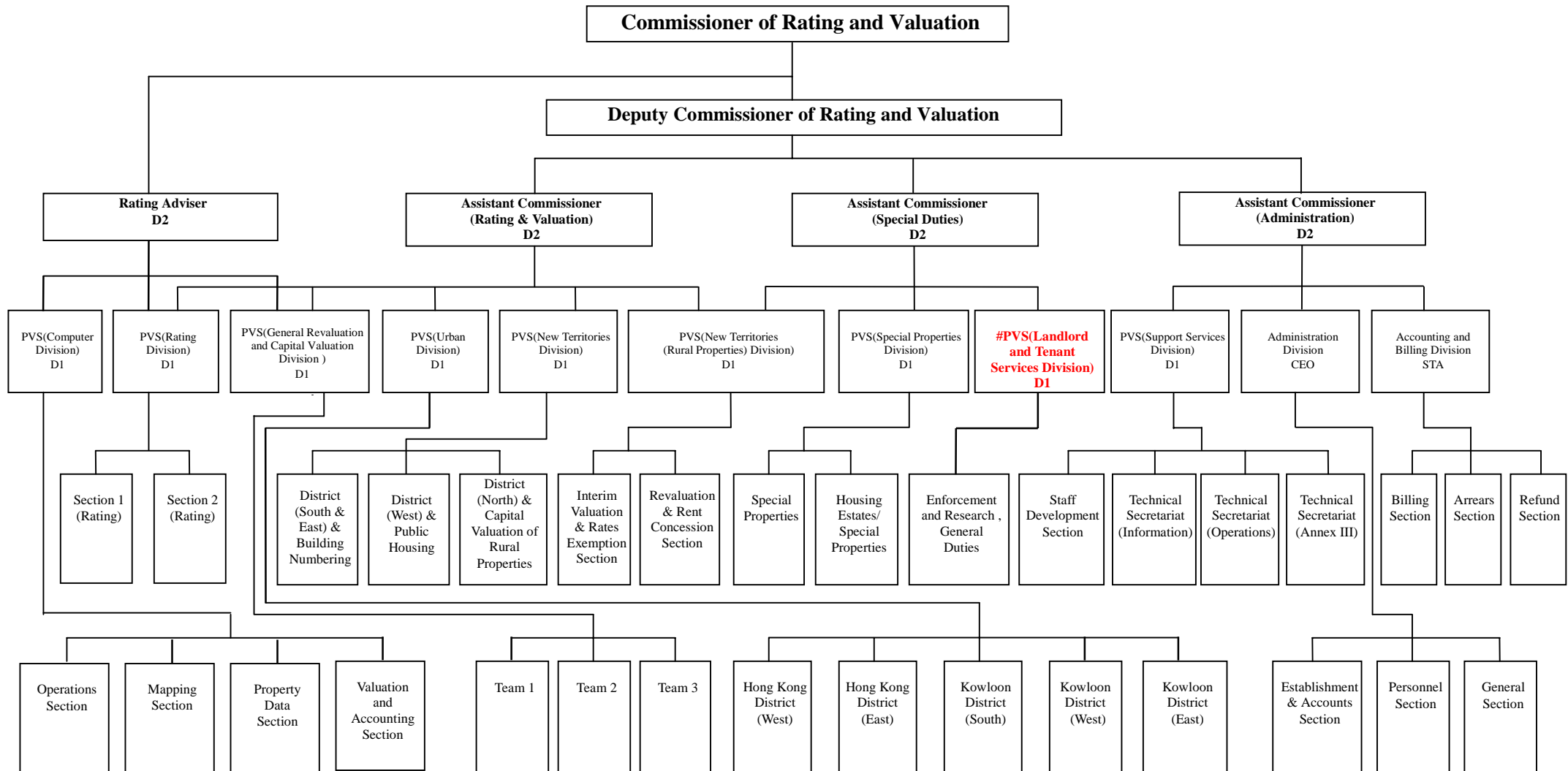
* Proposed creation of 1 AA to SFST (D2) post

Note: Supernumerary AOSGB1 post created for three years from 8.6.2001 to 7.6.2004 by holding against an AOSGB post

ADAS = Assistant Director of Accounting Service CTA = Chief Treasury Accountant

Organisation Chart of the Rating and Valuation Department

Enclosure 4 to EC(2003-04)



Proposed deletion of 1 PVS (D1) post.