

THE HONG KONG HOUSING AUTHORITY

Memorandum for the Human Resources Committee

New Departmental Establishment Committee Arrangement

PURPOSE

The purpose of this paper is to inform Members of the new Departmental Establishment Committee (DEC) arrangement.

BACKGROUND

2. At present, the DEC, comprising Director Corporate Services (DCS), Finance Director (FD), Assistant Director/Administration (AD/A) and Chief Executive Officer/Personnel (CEO/Per), is responsible for advising the Human Resources Committee (HRC) (Note¹) and the Director of Housing the creation, deletion and re-deployment of the civil service and Housing Authority posts and other establishment related matters of the Department.

3. Following the recent re-structuring and the setting up of the four Business Branches, the Department has reviewed the DEC operation. To entrust the responsibility with and to allow flexibility for the Branch Heads to plan, manage and control their human resources in order to cope with the operation of their businesses, and to speed up the DEC operation, we have decided to decentralize the DEC functions through the mini-DEC arrangement.

NEW ARRANGEMENT

4. There will be five mini-DECs in the Department. Four mini-DECs to be set up in each of the four Business Branches with the respective Business Directors as Chairman and Branch CEOs as Member/Secretary. The fifth mini-

Note¹ : Under the existing arrangement, staffing proposals involving HA post or an additional annual cost over \$1.5 million should be endorsed by HRC.

DEC is for the Corporate Services Branch, Finance & Accounting Branch, Director's Office and Corporate Strategy Unit with DCS as Chairman and CEO/Per as Member/Secretary. FD and AD/A will serve as Member of all mini-DECs to ensure consistency and Principal Management Services Officer will be in attendance at the mini-DEC meetings to provide expert advice. The structure and membership of mini-DECs as compared to the existing DEC are at
_____ **Annex A.**

5. The mini-DECs, once set up, will take over DEC's functions in respect of the individual branches. The terms of reference of mini-DEC is at
_____ **Annex B.**

6. The mini-DEC operation will basically be the same as the existing arrangement. The Branch Administration Secretariats (BAS) of the Business Branches will provide support to their respective mini-DECs while the Establishment Section will continue to serve the Corporate Services Branch, Finance & Accounting Branch, Director's Office and Corporate Strategy Unit
_____ on DEC matters. **Annex C** outlines the workflow of mini-DEC operation against the existing arrangement.

IMPLEMENTATION

7. The Development and Construction Branch mini-DEC will be set up in November 1997. Full implementation of the mini-DEC arrangement will take place in February 1998, to tie in with the setting up of the BASs in the other three Business Branches. The existing DEC will continue to operate until all mini-DECs are in full operation.

ROLE OF HRC

8. Under the new arrangement, the role of HRC will remain unchanged. Individual branches will continue to seek HRC's agreement-in-principle/endorsement on staffing proposals involving civil service directorate post, HA post or an additional annual cost over \$1.5 million after securing respective mini-DECs' endorsement.

INFORMATION

9. This paper is issued for Members' information.

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