

**Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

Review Report for the Reporting Year of 2016-17

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn : Subventions Section)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong
Fax No. : 2575 6537

[Please read the explanatory notes before completing this proforma. The completed proforma should reach SWD by 31 October of each reporting year.]

Name of NGO (code): Po Leung Kuk (556)

Part A: Remuneration Packages

Information of my staff in the top three tiers -

- (1) Staff of 1st Tier¹
- (a) Number of staff 2
- (b) Comparable Rank in civil service NA
- (c) Post Principal Social Services Secretary
- (d) Total annual staff costs² (including those not under SWD subventions, if applicable) \$3,348,545.-
[1(d) should be equal to or greater than 1(e)] *(round up to dollar)*
- (e) Total annual staff costs under SWD subventions \$3,348,545.-
[1(e) = 1(g)(i) + (ii) + (iii) + (iv)] *(round up to dollar)*
- (f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months
- (g) Breakdown of (1)(e)
- (i) Salary³ \$2,380,920.-
- (ii) Provident Fund \$ 201,070.-
- (iii) Cash Allowance⁴ (please specify if any: cash allowance) \$766,555.-
- (iv) Non-cash based Benefits⁵ (please specify if any:) \$ -

¹ The pay for the two Principal Social Services Secretaries comprises: (a) the salary part set at the level of Assistant Principal Social Services Secretary and (b) the allowance which recognizes the additional responsibilities at their current higher level. The total annual staff cost was adjusted by 7.37%, including 4.19% of civil service pay adjustment for 2016-17 and 3.18% increment. Majority of front line staff received salary increment ranged from 3.5% to 7.5% in 2016-17 in addition to the civil service pay adjustment.

(2) <u>Staff of 2nd Tier</u> ¹		
(a) Number of staff	5	
(b) Comparable Rank in civil service Rank	NA	
(c) Post	Assistant Principal Social Services Secretary	
(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		\$ 5,724,831. <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		\$5,724,831.- <i>(round up to dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ³		\$5,372,771.-
(ii) Provident Fund		\$352,060.-
(iii) Cash Allowance ⁴ (please specify if any: cash allowance)		\$-
(iv) Non-cash based Benefits ⁵ (please specify if any:)		\$-
(3) <u>Staff of 3rd Tier</u> ¹		
(a) Number of staff	5	
(b) Comparable Rank in civil service	NA	
(c) Post	Senior Service Manager	
(d) Total annual staff costs ² (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		² \$9,028,212.- <i>(round up to dollar)</i>
(e) Total annual staff costs under SWD subventions [3e=3(f)(i)+(ii)+(iii)+(iv)]		\$8,956,964.- <i>(round up to dollar)</i>
(f) Breakdown of (3)(e)		
(i) Salary ³		\$8,303,143.-
(ii) Provident Fund		\$653,821.-
(iii) Cash Allowance ⁴ (please specify if any:)		\$ -
(iv) Non-cash based Benefits ⁵ (please specify if any:)		\$ -

² Annual staff cost included the 15 Service Managers from April – Dec 2016, and 5 Senior Service Managers from Jan 2017 onwards

Review for changes

	<u>2015 – 2016</u> (the year before)	<u>2016 - 2017</u> (the reporting year)
(1) Total annual staff costs under SWD subventions in respect of the top three tiers	<u>\$18,417,854.-</u>	<u>\$18,030,340.-</u>

(2) Please tick and complete the following as appropriate to state the result of your review -

- I have reviewed the remuneration packages of the staff in the top three tiers and found no changes in their remuneration as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and found changes in their remuneration as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -

(Please use additional sheet as necessary.)

Top management of the Social Services Department has been restructured for better service management and strengthening the support to social service centres in 2016/17.

After restructuring, the posts of the Principal Social Services Secretary and Assistant Principal Social Services Secretary remain to be the first and second tiers respectively of the Department.

The staff of third tier has been changed to the new Senior Service Managers posts created with the need to strengthen service monitoring as well as to enhance promotion hierarchy and succession strategy. Annual staff cost presented in (3) of part A included the 15 Service Managers from April – Dec 2016, and 5 Senior Service Managers from Jan 2017 onwards.

Part B: Public Disclosure of the Review Report

Our organisation ~~*has disclosed~~ / will disclose (please specify the commencement date: 1 November 2017) the Review Report (only Part A) through one or more of the following channels and will make it available to the public upon request -

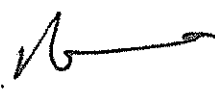
(*Please delete as appropriate.)

Channel of Disclosure	
(Please tick as appropriate.)	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for reference)

Part C: Declaration by Chairperson

I declare that the information as provided in Part A and Part B is correct.

Contact Person : Mrs Bridget Yu
Principal Social Services
Title : Secretary (Family, Child Care, Children & Youth)
Tel. : 2277 8154
soc.admin@poleungkuk.
Email : org.hk

Signature of Chairperson : 
Name : Miss Abbie S. K. CHAN
Tel. : 2277 8888
Date : 30/10/2017

**Notes for Completing the Review Report on
Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations**

- (1) The 1st tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the 2nd tier staff as senior staff directly responsible to the executive head of the NGO, and the 3rd tier staff as senior staff directly responsible to the 2nd tier staff.
- (2) Total annual staff costs for a tier of staff are the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March under the reporting year).
- (3) Salary refers to the annual salary of respective staff for the whole reporting year, or the total salary of the employment period if the staff member is not employed for the whole reporting year.
- (4) Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc.
- (5) Non-cash based Benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc.

- End -