

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

Review Report for the Reporting Year of 2019-20

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

To: Director of Social Welfare
(Attn: Subventions Section)
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248 Queen's Road East
Wan Chai, Hong Kong

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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 31 October 2020.]

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 Tier ^[1]

- (a) Number of staff 2
- (b) Comparable rank in civil service ^[2] CSWO
- (c) Post Principal Social Services Secretary
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$3,908,792
[1(d) should be equal to or greater than 1(e)] (round up to the nearest dollar)
- (e) Total annual staff costs under SWD subventions \$3,470,427
[1(e)=1(g)(i)+(ii)+(iii)+(iv)] (round up to the nearest dollar)
- (f) Please specify the months covered if 1(e) was not incurred for the full year: 12 months
- (g) Breakdown of 1(e)
- (i) Salary ^[4] \$3,331,560
- (ii) Provident fund \$138,866
- (iii) Cash allowance ^[5] (please specify if any:) \$-
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$-

(2) Staff of 2nd Tier ^[1]

- | | | |
|--|--|---|
| (a) Number of staff | <u>5</u> | |
| (b) Comparable rank in civil service ^[2] | <u>SSWO</u> | |
| (c) Post | <u>Assistant Principal Social Services Secretary</u> | |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
[2(d) should be equal to or greater than 2(e)] | | <u>\$5,627,772</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[2(e)=2(f)(i)+(ii)+(iii)+(iv)] | | <u>\$5,359,764</u>
<i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e) | | |
| (i) Salary ^[4] | | <u>\$5,231,192</u> |
| (ii) Provident fund | | <u>\$128,572</u> |
| (iii) Cash allowance ^[5] (please specify if any:) | | <u>\$-</u> |
| (iv) Non-cash based benefits ^[6] (please specify if any:) | | <u>\$-</u> |

(3) Staff of 3rd Tier ^[1]

- | | | |
|--|-------------------------------|---|
| (a) Number of staff | <u>5</u> | |
| (b) Comparable rank in civil service ^[2] | <u>SWO, SNO</u> | |
| (c) Post | <u>Senior Service Manager</u> | |
| (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable)
[3(d) should be equal to or greater than 3(e)] | | <u>\$5,320,618</u>
<i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions
[3(e)=3(f)(i)+(ii)+(iii)+(iv)] | | <u>\$4,442,623</u>
<i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

(i) Salary ^[4]		<u>\$4,274,053</u>
(ii) Provident fund		<u>\$168,570</u>
(iii) Cash allowance ^[5] (please specify if any:)		<u>\$-</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$-</u>

(4) Review for changes ^[7]

	<u>2018-19</u> (the year before)	<u>2019-20</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]	<u>\$14,389,605</u>	<u>\$13,272,813</u>

(b) 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 change** in their remunerations as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below -
 - Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
 - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
 - Incremental creep (details are given at the bottom).
 - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
 - Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
 - Other circumstances (details are given at the bottom).

Details (please use additional sheet as necessary):

The reduction of annual staff costs of 1st tier staff is contributed by (1) one Principal Social Services Secretary changed from ORSO to MPF plan in 2019/20 and (2) the encashment of leave pay incurred in 2018/19 leads to greater staff costs in the preceding year.

The reduction of annual staff costs of 2nd tier staff is contributed by (1) one Assistant Principal Social Services Secretary changed from ORSO to MPF plan in 2019/20, (2) one Assistant Principal Social Services Secretary was partially deployed to oversee NLSG service in 2019/20 thus lower the subvention costs, and (3) staff turnovers cause salary costs not reflecting a whole-year effect.

For 3rd tier staff, one senior manager changed from ORSO to MPF plan in 2019/20 and one senior manager was partially deployed to oversee NLSG service in 2019/20 thus lower the subvention costs.
