

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

Review Report for the Reporting Year of 2020-21

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

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, Dah Sing Financial Centre,
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 2021**.]

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) \$3,791,460
[I(d) should be equal to or greater than I(e)] (round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions \$3,287,280
[I(e)=I(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] \$3,251,280

(ii) Provident fund \$36,000

(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	5	
(b) Comparable rank in civil service ^[2]	SSWO	
(c) Post	Assistant Principal Social Services Secretary	
(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>\$6,170,545</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>\$5,924,211</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$5,838,798</u>
(ii) Provident fund		<u>\$85,413</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	5	
(b) Comparable rank in civil service ^[2]	SWO, SNO	
(c) Post	Senior Service Manager	
(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>\$4,757,905</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>\$4,141,280</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]	\$4,071,400
(ii) Provident fund	\$69,880
(iii) Cash allowance ^[5] (please specify if any:)	\$-
(iv) Non-cash based benefits ^[6] (please specify if any:)	\$-

(4) Review for changes ^[7]

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$13,272,813	\$13,352,770

(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):

As compared with 2019/20, the variation on staff costs under subventions are caused by staff movements in the three tier, ie. ↓5.28% in 1st tiers, ↑10.53% in 2nd tiers, ↓6.78% in 3rd tiers. For 2nd tiers, one APSSS post has been vacant for months in the preceding year leading to double-digit increase in 2020/21 upon the new incumbent in-posted.