

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 141 – GOVERNMENT SECRETARIAT : LABOUR AND WELFARE BUREAU Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the retention of the following supernumerary post in the Labour and Welfare Bureau for 12 months with effect from 11 July 2016 or with immediate effect upon approval of Finance Committee (whichever the later) –

1 Administrative Officer Staff Grade C
(D2) (\$154,950 - \$169,450)

PROBLEM

A supernumerary post at the rank of Administrative Officer Staff Grade C (AOSGC) (D2) in the Labour and Welfare Bureau (LWB), which provides dedicated support to the Elderly Commission (EC)¹ in formulating and drawing up the implementation plan of the Elderly Services Programme Plan (ESPP), will lapse on 11 July 2016. There is a need for extending the post to provide continued support of EC for completion of the outstanding work on ESPP.

PROPOSAL

2. We propose to retain one supernumerary AOSGC (D2) post, designated as Principal Assistant Secretary (Special Duties) (PAS(SD)), for 12 months with effect from 11 July 2016 or with immediate effect upon approval of the Finance Committee (FC), whichever the later.

/JUSTIFICATION

JUSTIFICATION

ESPP: Background

3. The Hong Kong population is ageing fast and this trend is forecast to continue. There is a pressing need for the Government to enhance its medium and long-term planning for elderly services. Against this background, the Chief Executive announced in his Policy Address in January 2014 that the Government would task the EC to formulate the ESPP. EC then set up a dedicated working group entitled “Working Group on Elderly Services Programme Plan” (WGESPP)² and engaged a consultant team from the Department of Social Work and Social Administration of The University of Hong Kong³. With the approval of FC, the supernumerary post of PAS(SD) was created in 11 July 2014 for two years until 10 July 2016 to provide dedicated support to EC and WGESPP for the formulation of the ESPP and another study⁴.

4. Members of EC and WGESPP agreed, in early 2014, that the formulation of the ESPP should be structured into three stages, namely Scoping, Formulation and Consensus Building with a public engagement exercise arranged in each stage. The Scoping Stage would open up the discussion with stakeholders with a view to soliciting their views in defining the scope of the ESPP. After defining the scope and identifying the key issues that should be addressed, stakeholders would be consulted on the directions and possible alternatives for handling these issues. This would enable EC and WGESPP to draw up at the end of the Formulation Stage the preliminary recommendations to be put forward in the ESPP. At the Consensus Building Stage, EC would engage stakeholders with a view to finalising and building consensus on the recommendations.

5. EC and WGESPP indicated, in early 2014, that a preliminary timeline could be as follows: Scoping: from July 2014 to February 2015; Formulation: from March to November 2015; Consensus Building: from December 2015 to May 2016; and submission of report to the Government: around July 2016. Members of EC and WGESPP however fully realised that this preliminary timetable would be extremely and almost unrealistically tight.

/ESPP

Encl. 2 ² Apart from inviting members of EC to join the WGESPP, EC also co-opted five outside members to join the working group. The terms of reference and membership list of the WGESPP are at Enclosure 2.

Encl. 3 ³ The consultant team is led by Dr CHUI Wing-tak, Ernest and Dr LAW Chi-kwong of the University of Hong Kong, and comprises members of other universities. The composition of the consultant team is set out at Enclosure 3.

⁴ EC was tasked to conduct a feasibility study on residential care service voucher (RCSV) for the elderly. EC originally planned to report its findings to the Government in mid-2015. Owing to the need for further work to be conducted in the process, EC now plans to submit its findings around mid-2016.

ESPP: Latest Progress

6. The Scoping Stage commenced in July 2014. A public engagement exercise was carried out from October to November 2014. Having considered the views gathered and the consultant team's analysis, the scope of discussion of the ESPP was defined in March 2015. A report summarising the views gathered from the Scoping Stage and the agreed scope of the ESPP was published, through the ESPP's website⁵.

7. After defining the scope by identifying the key issues that need to be addressed under the ESPP, the Formulation Stage commenced in March 2015. A public engagement exercise was conducted from June to August 2015. The consultant team has now completed the analysis of views gathered in the public engagement exercise, as well as collation of information and statistics that should be taken into account in drawing up the preliminary recommendations of the ESPP. The preliminary recommendations have been organised into 19 discussion topics under six discussion themes⁶. So far, WGESPP has considered 11 discussion /topics

⁵ LWB and EC have both set up a web-page on the ESPP, available respectively at –

LWB: www.lwb.gov.hk/elderlyservicesprogrammeplan/index_e.html; and

EC: www.elderlycommission.gov.hk/en/About_Us/Formulating_ESPP.html

In addition, the consultant team has also set up a website for facilitating the public engagement events. The report of the Scoping Stage is published at the consultant team's website, which is accessible at "espp.socialwork.hku.hk/images/scopingreport/ScopingReportFinal.pdf".

⁶ The discussion themes and topics include –

- A. Definition of "elderly" people and target service users of elderly services
 - status and role of elderly persons
 - definition of "elderly" persons and target service users of elderly services
- B. Existing services
 - active ageing
 - Standardised Care Need Assessment Mechanism for Elderly Services
 - community care and support services
 - respite and emergency placement services
 - carer support
 - case management
 - residential care services and quality assurance
 - private-public partnership for elderly services
- C. Manpower and training issues
- D. Premises and space
- E. Sustainable financing of elderly services
- F. Interfacing and other issues
 - interfacing between various disciplines, policy bureaux and departments
 - planning mechanism and review of ESPP
 - technology and information
 - services for elderly people with dementia
 - support to ethnic minorities
 - end-of-life care

topics. Further meetings will be conducted in the coming months to deliberate on the remaining eight topics, and to prepare the report of the Formulation Stage.

8. In the meantime, a Subcommittee on Issues Relating to the Future Development of Elderly Services Schemes (Subcommittee) was set up by the Panel on Welfare Services in January 2016 to, inter alia, follow up on the work of the ESPP. The Subcommittee conducted two meetings on 16 February and 22 March 2016 to discuss issues relating to community care services (CCS) and residential care services (RCS) for the elderly. Deputations were invited to express their views which were conveyed to the consultant team for consideration. Views to be collected at three further meetings until June 2016 will also be conveyed to the consultant team.

ESPP: Latest Timetable

9. The preliminary timetable as referred to in paragraph 5 above assumed that the Formulation Stage engagement and discussions would be completed in November 2015. However, the Formulation Stage has taken longer time than expected, mainly owing to the adoption of a more extensive approach in the public engagement exercise (in addition to focus group sessions, six public forums were organised to meet the request of stakeholders), the large amount of views received (around 900 stakeholders participated in the engagement events and detailed submissions were received from some stakeholders) and the complexity of the issues involved (e.g. transitional care, case management, interface between CCS and RCS, and the tool for care needs assessment, etc.). Moreover, account has to be taken of the views expressed at the Subcommittee as referred to in paragraph 8 above. The formulation of the preliminary recommendations is now scheduled for completion around July 2016.

10. Upon drawing up the preliminary recommendations, EC and WGESPP will consider the format and arrangements of the public engagement exercise of the Consensus Building Stage. The Consensus Building Stage is expected to take place from August 2016 at the earliest till January 2017. It is estimated that EC will submit to the Government the report of the ESPP in the second quarter of 2017, barring any unforeseen developments.

Need to Retain the Post of PAS(SD)

11. During the past 21 months, supported by two non-directorate staff (one Senior Administrative Officer (SAO) and one Personal Secretary I (PS I)) of the Special Duties Team, PAS(SD) has been providing dedicated policy input and

/secretariat

secretariat support to EC and WGESPP in formulating the ESPP⁷. The support provided by PAS(SD) included collaborating with the consultant team in conducting literature review; collecting and analysing relevant data and service statistics; drawing up proposals; organising focus groups; briefings and engagement sessions; preparing papers for and taking minutes of WGESPP meetings; as well as participating in other related activities.

12. As stated in paragraph 10 above, the Consensus Building Stage will commence in August 2016 at the earliest while the final report of the ESPP is scheduled for completion in the second quarter of 2017. These tasks would be crucial steps to be taken by EC and WGESPP in the formulation of the ESPP, which would have far-reaching implications on the long-term development of elderly services. Given the complexity of the issues involved and the large number of stakeholders and interest groups to be engaged, it is essential to retain PAS(SD)'s post to provide continuing support to assist EC and WGESPP in devising and implementing suitable engagement plans of the Consensus Building Stage and drafting the report for submission to the Government. The workload arising from these tasks is expected to increase significantly, as and when the recommendations are to be finalised having regard to the feasibility of the recommendations and the large number of views expected to be provided by stakeholders. Upon the submission of the ESPP by EC, LWB will require directorate support in drawing up implementation plans of the recommendations made in the ESPP. This would require an in-depth understanding of the recommendations and some cross-subject coordination. PAS(SD) would be best placed to undertake this task. Having regard to the relevant considerations, we propose retaining the supernumerary post of PAS(SD) for a further 12 months from 11 July 2016. The proposed job description of PAS(SD) is at Enclosure 4.

Encl. 4

13. PAS(SD) will continue to be supported by the SAO and the PS I. To strengthen the support provided to EC and WGESPP, an additional non-directorate Executive Officer II post is to be created in LWB. The proposed organisation chart of the Special Duties Team headed by PAS(SD) is at Enclosure 5. An organisation chart of LWB showing the retention of the PAS(SD) post is at Enclosure 6.

Encl. 5

Encl. 6

ALTERNATIVES CONSIDERED

14. We have critically examined the possibility of redeploying existing directorate posts to take up the work of the current PAS(SD) post in the period. As all other Principal Assistant Secretaries (PASs) in LWB are fully engaged in their own schedule of duties, it is operationally not possible for them to take up additional duties without adversely affecting the discharge of their current duties. The major responsibilities of other PASs in LWB are given at Enclosure 7.

Encl. 7

/FINANCIAL

⁷ And conducting the feasibility study on RCSV.

FINANCIAL IMPLICATIONS

15. The additional notional annual salary cost of the proposed time-limited AOSGC (D2) post at mid-point is \$1,973,400. The full annual average staff cost, including salaries and staff on-cost, is \$2,780,000.

16. The total notional annual salary cost at mid-point for the non-directorate posts concerned is \$2,150,880 and the full annual average staff cost, including salaries and staff on-cost, is \$2,996,000.

17. The necessary provision has been included in the draft Estimates of 2016-17 for meeting the cost of this proposal.

PUBLIC CONSULTATION

18. We consulted EC's WGESPP at the meeting on 23 February 2016 and its members unanimously supported the above proposal. The Panel on Welfare Services was also consulted at its meeting held on 14 March 2016. While some Members expressed views relating to the formulation of ESPP, the Panel supported the staffing proposal in general.

ESTABLISHMENT CHANGES

19. The establishment changes in LWB for the past two years are as follows –

Establishment (Note)	Number of Posts		
	Existing (as at 1 April 2016)	As at 1 April 2015	As at 1 April 2014
A*	11 + (2) [#]	11 + (3)	10 + (1)
B	32	30	28
C	75	73	66
Total	118 + (2)	114 + (3)	104 + (1)

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

* - excluding supernumerary post created under delegated authority

() - number of supernumerary directorate posts created with the approval of the Establishment Subcommittee and Finance Committee

- as at 1 April 2016, there was no unfilled directorate post in LWB

/CIVIL

CIVIL SERVICE BUREAU COMMENTS

20. The Civil Service Bureau supports the retention of the proposed supernumerary AOSGC post for one year to provide continuing support for the ESPP. The grading and ranking of the proposed post are considered appropriate having regard to the level and scope of responsibilities required.

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

21. As the current post is proposed on a supernumerary basis, its retention, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedures.

Labour and Welfare Bureau
April 2016

Elderly Commission

Terms of Reference

1. To advise Government on the formulation of a comprehensive policy for the elderly including matters relating to the care, housing, financial security, health and medical, psychological, employment and recreational needs of the elderly;
2. To co-ordinate the planning and development of various programmes and services for the elderly, and to recommend priorities for implementation having regard to manpower, financial and other resources available; and
3. To monitor implementation of policies and programmes affecting the elderly, and to make recommendations to Government to ensure that agreed objectives are met.

Membership (as at 20 April 2016)

	<u>Name</u>	<u>Background</u>
Chairman:	Dr LAM Ching-choi	Medical and Social Service
Member:	Mrs CHAN LUI Ling-yee, Lilian	Education and Social Service
	Ms CHAN Man-ki, Maggie	Legal
	Miss CHAN Man-yee, Grace	Social Service
	Mr CHEUNG Leong	Social Service
	Mr LAM Hoi-cheung, Victor	Commercial
	Dr LOU Wei-qun, Vivian	Academic
	Prof LEE Tze-fan, Diana	Academic
	Mr SHIE Wai-hung, Henry	Commercial and Social Service
	Mrs SO CHAN Wai-hang, Susan	Commercial
	Dr TSE Man-wah, Doris	Medical
	Dr TUNG Sau-ying	Medical

/Member

Member:
(cont'd)

Mr WONG Fan-foung, Jackson	Commercial
Mr WONG Kit-loong	Housing
Mr WONG Tai-lun, Kenneth	Commercial
Mrs WONG WONG Yu-sum, Doris	Social Service
Dr YEUNG Ka-ching	Academic

**Official
Representative:**

Secretary for Food and Health or representative

Secretary for Labour and Welfare or representative

Secretary for Transport and Housing/Director of Housing or
representative

Director of Health or representative

Director of Social Welfare or representative

Chief Executive, Hospital Authority or representative

Secretary:

Principal Assistant Secretary for Labour and Welfare (Welfare) 4

**Elderly Commission
Working Group on Elderly Services Programme Plan**

Terms of Reference

To assist the Elderly Commission in the formulation of the Elderly Services Programme Plan.

Membership (as at 20 April 2016)

	<u>Name</u>	<u>Background</u>
Chairman:	Dr LAM Ching-choi	Medical and Social Service
Member:	Miss CHAN Man-yee, Grace	Social Service
	Mrs CHAN LUI Ling-yee, Lilian	Education and Social Service
	Dr LOU Wei-qun, Vivian	Academic
	Mr SHIE Wai-hung, Henry	Commercial and Social Service
	Dr TSE Man-wah, Doris	Medical
	Mr WONG Fan-foung, Jackson	Commercial
	Mrs WONG WONG Yu-sum, Doris	Social Service
	Dr YEUNG Ka-ching	Academic
Co-Opt Member:	Dr Crystal CHENG Lai-ling	Social Service
	Ms Anita WONG	Social Service
	Ms CHOW Mee-tim	Social Service
	Mr Kenneth CHAN Chi-yuk	Commercial and Social Service
	Mr LEE Pak-ying Richard	Commercial and Social Service

/Official

**Official
Representative:**

Secretary for Labour and Welfare or representative

Secretary for Food and Health or representative

Secretary for Transport and Housing/Director of Housing or
representative

Director of Social Welfare or representative

Director of Health or representative

Chief Executive, Hospital Authority or representative

Secretary:

Principal Assistant Secretary for Labour and Welfare (Special Duties)

Enclosure 3 to EC(2016-17)1

Membership of the Consultant Team

	<u>Name</u>	<u>University</u>
Principal Investigators:	Dr CHUI Wing-tak, Ernest	University of Hong Kong
	Dr LAW Chi-kwong	University of Hong Kong
Team Members:	Dr CHOW Oi-wah, Esther	City University of Hong Kong
	Prof Daniel LAI	Hong Kong Polytechnic University
	Dr MA Hok-ka, Carol	Lingnan University
	Mrs TSIEN WONG Bik-kwan, Teresa	Hong Kong Polytechnic University
	Dr BAI Xue	Hong Kong Polytechnic University
	Dr DAI Lok-kwan, David	Chinese University of Hong Kong

**Proposed Job Description for
Principal Assistant Secretary (Special Duties)**

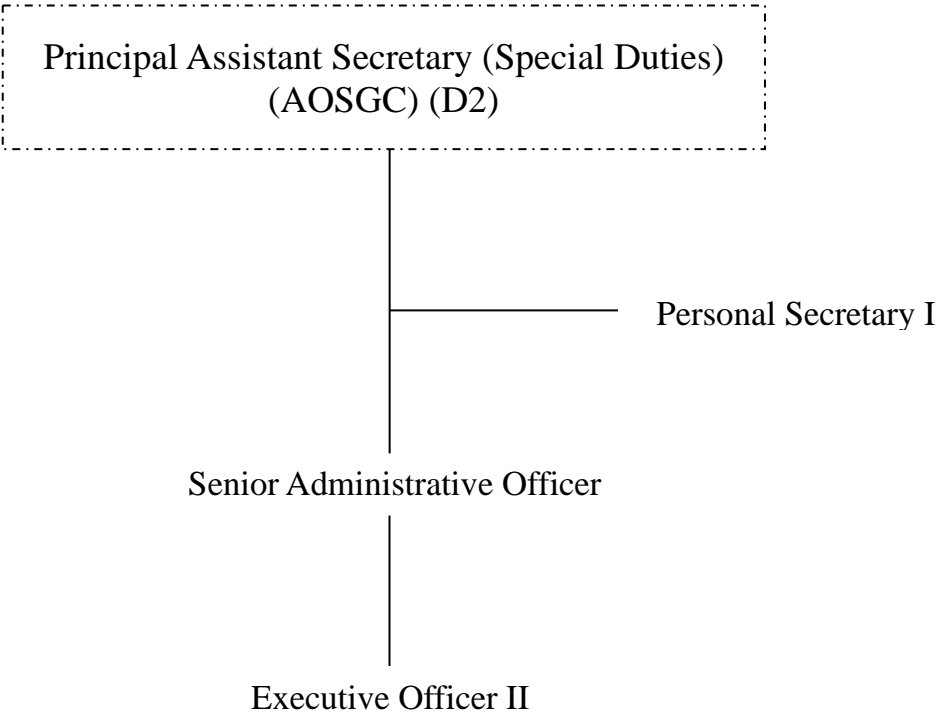
Rank: Administrative Officer Staff Grade C (D2)

Responsible to: Deputy Secretary for Labour and Welfare (Welfare) 2


Main Duties and Responsibilities –

1. To provide policy input to the formulation of the Elderly Services Programme Plan (ESPP) and to coordinate contributions from parties concerned to facilitate the Elderly Commission (EC)'s deliberation and discussion of the issue.
2. To assist in drawing up engagement plans and arranging engagement sessions with the stakeholders and interest groups on the ESPP.
3. To serve as the secretary to the Working Group on Elderly Services Programme Plan (WGESPP) under the EC, and to assist EC and WGESPP in preparing papers and reports.
4. To assist in drawing up implementation plans arising from the ESPP.
5. To help respond to public/media enquiries on matters related to the ESPP.

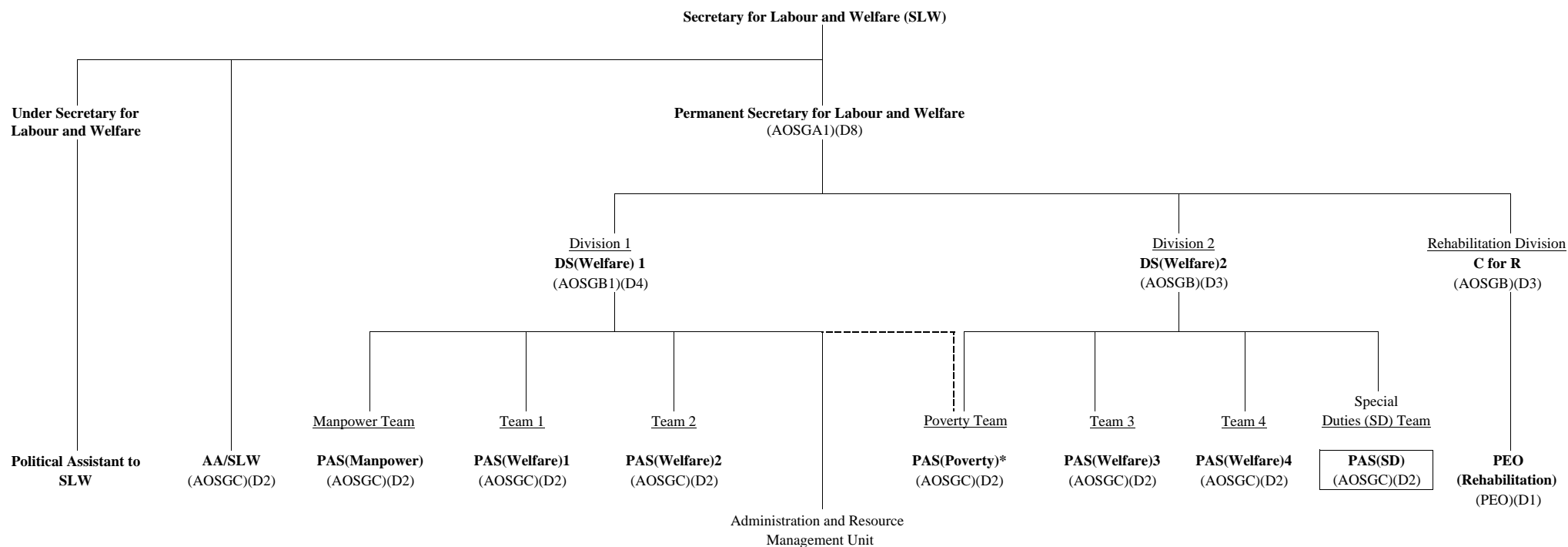
**Proposed Organisation of the Special Duties Team
in the Labour and Welfare Bureau**



AOSGC Administrative Officer Staff Grade C

 Supernumerary post proposed to be retained

Proposed Organisation Chart of the Labour and Welfare Bureau



Legend

- AA - Administrative Assistant
- AOSGA1 - Administrative Officer Staff Grade A1
- AOSGB - Administrative Officer Staff Grade B
- AOSGB1 - Administrative Officer Staff Grade B1
- AOSGC - Administrative Officer Staff Grade C
- C for R - Commissioner for Rehabilitation
- DS - Deputy Secretary
- PAS - Principal Assistant Secretary
- PEO - Principal Executive Officer
- SPEO - Senior Principal Executive Officer

PAS(SD) Supernumerary AOSGC (D2) post proposed to be retained.

* Supernumerary post up to 30.6.2017

**Major Responsibilities of Other Principal Assistant Secretaries
in the Labour and Welfare Bureau**

Post/Rank	Major Responsibilities
Principal Assistant Secretary (Welfare)1/ AOSGC (D2)	<ul style="list-style-type: none"> • Social welfare subvention system • Special Scheme on Privately Owned Sites for Welfare Uses • Long-term social welfare planning • Welfare services for families, children and youth • Rehabilitation services for young offenders • Social work training and manpower planning • Legal Representation Scheme for Children/Juveniles involved in Care or Protection Proceedings • Social Welfare Advisory Committee • Welfare exchange with the Mainland • Community Investment and Inclusion Fund and social capital development • Chief Executive's Community Project List • Lotteries Fund and other welfare-related funds • Financial Assistance Scheme for Family Members of Those Who Sacrifice their lives to Save Others
Principal Assistant Secretary (Welfare)2/ AOSGC (D2)	<ul style="list-style-type: none"> • Policy on combating domestic violence • Policy on support for victims of sexual violence • Secretarial support to the Women's Commission and its working groups • Policy and strategies to promote the well-being and interests of women in Hong Kong • Gender mainstreaming within the Administration • Promotional and educational activities to enhance the awareness of public and civil service on women issues • Research, studies and surveys on women issues • Liaison and meetings with local women's groups and relevant international bodies • United Nations Convention on the Elimination of All Forms of Discrimination against Women • Beijing Platform for Action • UN Commission on the Status of Women • Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities

Post/Rank	Major Responsibilities
Principal Assistant Secretary (Welfare)3/ AOSGC (D2)	<ul style="list-style-type: none"> • Policy matters relating to elderly with long-term care needs • Allocation mechanism for subsidised long-term care services • Home and community care services for elderly ageing in the community • Residential care services for frail elderly and continuum of care, including the licensing regime • Carers' support and training • Manpower supply and training of care staff in elderly care services
Principal Assistant Secretary (Welfare)4/ AOSGC (D2)	<ul style="list-style-type: none"> • The Comprehensive Social Security Assistance Scheme • The Social Security Allowance Scheme – <ul style="list-style-type: none"> - Old Age Allowance (including the Guangdong Scheme) - Old Age Living Allowance - Disability Allowance • Promotion of active ageing, including lifelong learning and senior volunteerism • Support for vulnerable elderly people, including matters related to elder abuse and elderly suicide • Secretariat of the Elderly Commission
Principal Assistant Secretary (Poverty)/ AOSGC (D2)	<ul style="list-style-type: none"> • Co-ordinate the poverty alleviation work of the Labour and Welfare Bureau • Policy matters relating to the Low-income Working Family Allowance • Service the Social Security and Retirement Protection Task Force; Education, Employment and Training Task Force; and Special Needs Groups Task Force under Commission on Poverty • Child Development Fund • Short-term food assistance service projects • Employment in One-stop • Employment assistance programmes under the Comprehensive Social Security Assistance Scheme • Provide policy input and co-ordinate contribution in relation to social welfare initiatives of the Community Care Fund
Principal Assistant Secretary (Manpower)/AOSGC (D2)	<ul style="list-style-type: none"> • Manpower statistics and projections • Vocational training and retraining • Housekeeping of the Employees Retraining Board and the Clothing Industry Training Authority • Continuing Education Fund • Manpower Development Committee • Apprenticeship Scheme and Adult Education Subvention Scheme • APEC Human Resources Development Working Group
