

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 53 – GOVERNMENT SECRETARIAT : HOME AFFAIRS BUREAU Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the retention of the following supernumerary post in the Community Care Fund Secretariat under the Home Affairs Bureau for five years from 1 July 2017 to 30 June 2022 –

1 Administrative Officer Staff Grade C
(D2) (\$161,450 - \$176,550)

PROBLEM

The existing supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post in the Community Care Fund (CCF) Secretariat (the Secretariat) under the Home Affairs Bureau (HAB) will lapse on 1 July 2017. HAB needs to continue to provide dedicated directorate support to the CCF to ensure its smooth operation.

PROPOSAL

2. We propose to retain the supernumerary AOSGC (D2) post for five years from 1 July 2017 to 30 June 2022.

/JUSTIFICATION

JUSTIFICATION

Work Progress of the CCF

3. Since its establishment in early 2011, the CCF has launched 36 assistance programmes covering medical, education, housing, welfare and home affairs areas for target beneficiary groups including children, the elderly, persons with disabilities, patients, new arrivals and ethnic minorities. The aim is to identify groups of people who cannot benefit from the existing social safety net or Government's short-term relief measures and provide them with assistance. The total commitment has exceeded \$7 billion. As at the end of March 2017, about 1.52 million person-times¹ had benefited under 36 rolled-out programmes, and the CCF had disbursed around \$5.23 billion to various implementing agencies². The balance of the CCF stood at around \$19.79 billion.

4. The CCF has also implemented measures on a pilot basis to help the Government identify initiatives that are proven effective for incorporation into the regular assistance programmes. Since the establishment of the CCF in 2011, 11 pilot programmes under the CCF have been incorporated into Government's regular assistance programmes, involving an annual recurrent expenditure of about \$700 million.

5. The CCF has since 2013 been integrated into the work of the Commission on Poverty (CoP). The CCF Task Force, set up under the CoP chaired by the Chief Secretary for Administration, is responsible for advising the CoP on CCF's various arrangements (including investment, finance and administrative operations), as well as the formulation of assistance programmes, the co-ordination and overseeing of the implementation of assistance programmes and the evaluation of their effectiveness. The CCF Task Force also liaises closely with other CoP Task Forces and provides mutual support in drawing up programmes to provide assistance to the underprivileged. The membership lists of and the terms of reference for the second term of the CoP and the CCF Task Force are at

Encl. 1

Enclosure 1.

6. The CoP endorsed in 2016 the launching of six new assistance programmes as set out below –

- (a) Provision of a one-off grant for school-related expenses to kindergarten students (rolled out in 2016/17 school year);

/(b)

¹ Excluding around 200 000 people who had benefited from the programme of providing allowance to new arrivals.

² Including the disbursement to beneficiaries and the staffing and administrative expenses of implementing agencies.

- (b) Free cervical cancer vaccination pilot scheme (rolled out in October 2016);
- (c) Pilot scheme on raising the maximum level of disregarded earnings for recipients with disabilities under the Comprehensive Social Security Assistance Scheme (rolled out in October 2016);
- (d) Pilot scheme on providing subsidy for Higher Disability Allowance recipients in paid employment to hire carers (rolled out in October 2016);
- (e) Pilot scheme on living allowance for low-income carers of persons with disabilities (rolled out in October 2016); and
- (f) Community support scheme for dementia (provision of community support services to elderly persons with mild or moderate dementia) (rolled out in February 2017).

7. Separately, through continuous review of existing programmes, the CCF has identified timely several programmes that need to be revised or extended to ensure that the assistance being provided is effective.

8. The CCF organises public consultations on an annual basis to seek public views on the formulation of assistance programmes. Two consultation sessions were held in February this year. Meanwhile, the CCF will continue to hold focus group meetings and consultation sessions on specific topics to collect views on the work of the CCF from the community and stakeholders, with a view to introducing more appropriate assistance programmes. The CCF always welcomes members of the public and stakeholders to provide ideas or suggestions through various channels, including the CCF webpage, letters, facsimiles, email, or telephone hotlines. The ideas and suggestions received will be circulated to members of the CCF Task Force for reference.

9. The CoP and CCF Task Force will continue to monitor the implementation of various assistance programmes. Government departments and other organisations entrusted to implement the programmes are required to submit progress reports and financial reports regularly to the CCF Task Force for review. Before launching any brand-new pilot programme with an estimated funding provision of over \$100 million, the Government will consult the relevant panels of the Legislative Council (LegCo). We will report regularly on the financial position of the CCF and the implementation progress of its programmes to the Panel on Home Affairs every six months. We will also provide the Panel on Home Affairs with evaluation reports of the programmes. Relevant information is uploaded to the CCF website (www.communitycarefund.hk) for easy reference by the public.

Proposal for Retaining the Supernumerary AOSGC (D2) Post

10. HAB has set up the Secretariat to co-ordinate cross-bureau/departmental efforts to support the CCF in drawing up, planning and implementing assistance programmes. At its meeting on 6 May 2011, the Finance Committee (FC) of LegCo approved the creation of a supernumerary AOSGC post (D2) in HAB for three years. The post, designated as Principal Assistant Secretary (Community Care Fund) (PAS(CCF)), is responsible for leading the work of the Secretariat, including collecting public views, mapping out assistance programmes, allocating funding, monitoring the implementation and evaluation of programmes. On 21 February 2014, the FC approved the retention of the supernumerary post of PAS(CCF) up to 30 June 2017.

11. We expect that the CCF will continue its important role in plugging the gaps in the existing system and launching assistance programmes and pilot schemes to help people with financial difficulties so as to tie in with Government's overall poverty alleviation efforts. HAB will continue to provide dedicated support at directorate level to lead the work of the Secretariat. Therefore, there is a need to retain the post of PAS(CCF) to ensure smooth operation of the CCF. Major responsibilities of the post of PAS(CCF) are as follows–

- (a) Lead the Secretariat to take forward initiatives of the CCF

PAS(CCF) leads the Secretariat to serve and support the CCF Task Force on all matters in relation to the administration of the CCF, including policy setting, strategic planning and evaluation of the implementation and the modus operandi of CCF initiatives.

- (b) Liaise with bureaux, departments and stakeholders

Initiatives of the CCF involve a wide range of areas covering portfolios of different bureaux and departments. PAS(CCF) liaises closely with relevant bureaux and departments as well as stakeholders to support the CCF Task Force in assessing the implications of proposed assistance programmes, prioritising different demands for assistance from the CCF, as well as monitoring the implementation progress of assistance programmes and evaluating their effectiveness.

- (c) Consult the public and stakeholders in mapping out assistance programmes

To ensure that views from different quarters of the community can be taken into account when drawing up assistance programmes, PAS(CCF) assists the CCF Task Force to consult the public regularly, including arranging public consultation sessions and focus

/group

group meetings so as to gauge views from the public and stakeholders on the operation, target beneficiaries and assistance programmes of the CCF. PAS(CCF) also co-ordinates the efforts of all involved in mapping out the objectives and scopes of assistance programmes under the CCF and launching those programmes endorsed by the CCF Task Force and the CoP.

- (d) Ensure the proper use of funds from the CCF to meet its overall objectives

PAS(CCF) assists the CCF Task Force and the CoP in overseeing the financial management and overall funding allocation of the CCF and monitoring its operation and use, including the formulation of investment strategies for the CCF.

- (e) Implement CCF programmes

Over the years, the Secretariat has been responsible for formulating and implementing some of the CCF programmes. PAS(CCF) leads the Secretariat to devise programme details and monitor the implementation and evaluation of the programmes.

Encl. 2 12. The job description of PAS(CCF) is set out at Enclosure 2. We expect that CCF initiatives will continue to be taken forward in the coming few years, including implementation of the planned programmes and launching of new programmes. We, therefore, propose retaining the PAS(CCF) post up to 30 June 2022. Currently, the existing programmes of the CCF will at least be operated until 2019. Moreover, the CCF still has a balance of around \$19.79 billion. We believe that the CCF will still need to be operated in the next five years, not only to continue monitoring the implementation of existing programmes, but also to formulate new assistance programmes and pilot schemes in order to provide assistance to people facing financial difficulties. In the early half of 2022, HAB will review the need for further retaining the post in the light of CCF's operation.

Non-directorate Support

Encl. 3 13. PAS(CCF) leads a team of 14 non-directorate staff (including civil servants from the Executive Officer, Treasury Accountant, Accounting Officer, Clerical and Secretarial grades) to provide professional and administrative support for the Secretariat. The organization chart of the Secretariat is at Enclosure 3.

/ALTERNATIVES

ALTERNATIVES CONSIDERED

14. We have critically examined whether the other eight AOSGCs in HAB who are responsible for different policy areas can absorb the work of the PAS(CCF) post. As set out below, they are already fully engaged with their existing duties and it is operationally impracticable for them to take up the whole range of duties on the CCF without adversely affecting the discharge of their own schedules of duties.

15. Apart from the PAS(CCF) post, there are three other AOSGCs under the Civic Affairs Branch of HAB. Their purviews include taking forward the youth development policy and projects, promoting civic education outside schools, implementing the Youth Hostel Scheme; providing secretariat support to the Family Council in promoting family core values, co-ordinating policy matters on legal aid and free legal advice; formulating measures for promoting the development of social enterprises, handling matters related to the policies on gambling and entertainment licenses, and liaison on religious matters and trust funds.

16. There are five other AOSGCs (including two supernumerary posts) under the Recreation and Sport Branch, the Culture Branch and the West Kowloon Cultural District Branch of HAB. These five Principal Assistant Secretaries focus on various tasks under their respective policy areas, including further promoting the culture of “Sport for All” in the community, monitoring the redevelopment project of the Hong Kong Sports Institute, overseeing the detailed planning and implementation of the Kai Tak Sports Park and reviewing the policy on Private Recreational Leases; co-ordinating the funding and support policy for the Hong Kong Arts Development Council, major performing arts groups and the Hong Kong Academy for Performing Arts, strengthening the training of art administrators, enhancing support to small and medium sized arts groups as well as budding artists; promoting Hong Kong’s cultural exchanges with the Mainland and overseas countries, overseeing policy matters relating to public art with regard to visual arts, public museums and public libraries, intangible cultural heritage and Cantonese Opera development; overseeing the performance and work progress of the West Kowloon Cultural District Authority (WKCDA), and overseeing the interface issues between the arts and cultural facilities operated by the WKCDA and those operated by the Leisure and Cultural Services Department.

17. Details of the job description of the above-mentioned eight AOSGCs in HAB are at Enclosure 4.

Encl. 4

/FINANCIAL

FINANCIAL IMPLICATIONS

18. The additional notional annual salary cost at mid-point for retaining the supernumerary AOSGC (D2) post is \$2,056,200 and the full annual average staff cost, including salaries and staff on-cost, is \$2,916,000. We will fully recover from the CCF the staff cost for the supernumerary AOSGC post and the 14 non-directorate posts mentioned in paragraph 13 above.

PUBLIC CONSULTATION

19. We consulted the Panel on Home Affairs of LegCo on 21 December 2016. Members agreed to submit the proposal of retaining the supernumerary AOSGC post to the Establishment Subcommittee for consideration.

BACKGROUND

20. The CCF is a trust fund established in early 2011 under the Secretary for Home Affairs Incorporation Ordinance (Cap. 1044) with the Secretary for Home Affairs Incorporated as its trustee. Its main objective is to provide assistance to people with financial difficulties, in particular those who fall outside the social safety net or those within the safety net but still have some special circumstances that are not covered. In addition, the CCF may consider introducing programmes on a pilot basis to help the Government identify measures that can be considered for incorporation into its regular assistance and service programmes.

21. The FC approved an injection of \$5 billion into the CCF in May 2011, and approved in July the same year an additional injection of \$1.5 billion to implement a programme to provide an allowance for new arrivals. The FC also approved in June 2013 an additional injection of \$15 billion into the CCF to strengthen the poverty alleviation efforts. A total of \$15 billion has been placed with the Hong Kong Monetary Authority³ (HKMA) to earn investment returns linked to the performance of the Hong Kong Exchange Fund. The rest of the CCF has been placed with banks as Hong Kong dollar time deposit, so as to generate interest income and meet the cash flow requirements of the assistance programmes and other liquidity needs. As at the end of March 2017, the balance of the CCF stood at around \$19.79 billion, consisting mainly of the placement of around \$18.00 billion (including an investment return of around \$3.00 billion) at the HKMA and bank deposits of around \$1.79 billion.

/ESTABLISHMENT

³ A placement of \$5 billion with the HKMA in June 2011 and another placement of \$10 billion in July 2013.

ESTABLISHMENT CHANGES

22. The establishment changes in HAB for the past two years are as follows—

Establishment (Note)	Number of posts			
	Existing (as at 1 April 2017)	As at 1 April 2016	As at 1 April 2015	As at 1 April 2014
A	11 + (4) [#]	11 + (4)	11 + (4)	11 + (3)
B	80	71	66	63
C	205	174	168	162
Total	296 + (4)	256 + (4)	245 + (4)	236 + (3)

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

() - number of supernumerary directorate posts

- as at 1 April 2017, there was no unfilled directorate post in HAB

CIVIL SERVICE BUREAU COMMENTS

23. The Civil Service Bureau supports the proposed retention of the supernumerary directorate post. The grading and ranking of the proposed post are considered appropriate having regard to the level and scope of responsibilities.

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

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

Home Affairs Bureau
April 2017

**Second-term Commission on Poverty
Membership**

Chairperson

Chief Secretary for Administration

Non-official Members

Ms Amy Chan Lim-chee, JP

Ms Sylvia Chan May-kuen

Ms May Chan Suk-mei, BBS, JP

Mr Clement Chen Cheng-jen, SBS, JP
(Chairperson of the Youth Education, Employment and Training Task Force)

Dr Henry Cheng Kar-shun, GBS

Mr Cheung Kwok-che

Professor Stephen Cheung Yan-leung, BBS, JP
(Chairperson of the Social Innovation and Entrepreneurship Development Fund Task Force)

Mr Chua Hoi-wai
(Chairperson of the Special Needs Groups Task Force)

Dr Stephen Frederick Fisher, SBS

Mr Frederick Fung Kin-kee, SBS, JP

Mr Ho Hei-wah, BBS

Ms Lam Shuk-yee, SBS

Mr Lau Ming-wai, BBS, JP

Dr Law Chi-kwong, GBS, JP
(Chairperson of the Community Care Fund Task Force)

Hon Leung Che-cheung, BBS, MH, JP

Mr Clarence Leung Wang-ching, JP

Ms Li Fung-ying, SBS, JP

/Professor

Professor Francis Lui Ting-ming

Ms Yvonne Sin

Hon Michael Tien Puk-sun, BBS, JP

Dr David Wong Yau-kar, BBS, JP (until 15.3.2015)

Ex-officio Members

Secretary for Home Affairs (or his representative)

Secretary for Labour and Welfare (or his representative)

Secretary for Education (or his representative)

Secretary for Food and Health (or his representative)

Vice-chairpersons of the Task Forces

Dr Bunny Chan Chung-bun, GBS, JP

(Vice-chairperson of the Community Care Fund Task Force)

Mr Cheung Kin-fai, MH

(Vice-chairperson of the Special Needs Groups Task Force)

Dr Philemon Choi Yuen-wan, SBS, JP

(Vice-chairperson of the Youth Education, Employment and Training Task Force)

Dr Joseph Lee, GBS, JP

(Vice-chairperson of the Social Innovation and Entrepreneurship Development Fund Task Force)

/Second-term

**Second-term Commission on Poverty
Terms of Reference**

- (1) Update the poverty line analysis on a yearly basis and refine its analytical framework as appropriate to review the poverty situation and the effectiveness of poverty alleviation measures in Hong Kong;
- (2) Review existing policies and explore new measures and through the work of the Task Forces to achieve the objectives of preventing and alleviating poverty for facilitating the grass-roots (especially the younger generation) to move upwards along the social ladder, providing appropriate support to target groups with special needs, as well as plugging the gaps in the existing system and promoting social innovation to tackle poverty through the Community Care Fund and the Social Innovation and Entrepreneurship Development Fund;
- (3) Explore options to enhance retirement protection to improve the situation of elderly poverty in light of the actual situation in Hong Kong with reference to the study report on retirement protection conducted by Professor Nelson Chow and his team;
- (4) Keep track of the feasibility study on establishing a central benefits service in Hong Kong and advise on future directions having regard to the results of the feasibility study; and
- (5) Promote cross-sector collaboration in poverty alleviation work and engage other government advisory committees on poverty alleviation work.

/Second-term

**Second-term Community Care Fund Task Force
Membership**

Chairperson

Dr Law Chi-kwong, GBS, JP

Vice-chairperson

Dr Bunny Chan Chung-bun, GBS, JP

Members of the Commission on Poverty

Mr Cheung Kwok-che

Mr Chua Hoi-wai

Mr Ho Hei-wah, BBS

Mr Lau Ming-wai, BBS, JP

Mr Clarence Leung Wang-ching, JP

Hon Michael Tien Puk-sun, BBS, JP

Ms Yvonne Sin (until 30.6.2015)

Co-opted Members

Miss Ophelia Chan Chiu-ling, BBS

Ms Chang Siu-wah

Mr Cheung Leong

Dr Cheung Wai-lun, JP

Mr Langton Cheung Yung-pong, MH

Mr Stanton Chu Wai-ki

Dr Saimond Ip

Mr Frederick Lai Wing-hoi, JP

Dr Sigmund Leung Sai-man, BBS, JP

/Dr

Dr Donald Li Kwok-tung, SBS, JP

Mr Daryl Ng Win-kong, JP

Ms Nancy Tsang Lan-see, JP

Ms Grace Yu Ho-Wun

Dr Yuen Pong-yiu

Ex-officio Members

Permanent Secretary for Education (or her representative)

Permanent Secretary for Food and Health (Health) (or his representative)

Permanent Secretary for Home Affairs (or her representative)

Permanent Secretary for Labour and Welfare (or her representative)

Director of Home Affairs (or her representative)

Director of Social Welfare (or her representative)

/Second-term

**Second-term Community Care Fund Task Force
Terms of Reference**

- (1) Advise the Commission on Poverty (CoP) on the Community Care Fund's various strategies and arrangements (including investment, finance and administrative operations), as well as the formulation of assistance programmes (including target beneficiaries, assistance amounts, handling of cross-sectoral issues and setting priorities);
- (2) Co-ordinate and oversee the implementation of assistance programmes and review their effectiveness, as well as advising the CoP on the incorporation of programmes into the Government's regular assistance programme and service;
- (3) Maintain close liaison with and provide mutual support to other Task Forces under the CoP, and report to the CoP on its workplans and progress as and when appropriate; and
- (4) Collaborate with the CoP and its other Task Forces to prepare for the annual CoP Summit for reporting the work progress of the CoP and engaging the public and various sectors in the community to take forward poverty alleviation work.

Job Description
Principal Assistant Secretary (Community Care Fund)

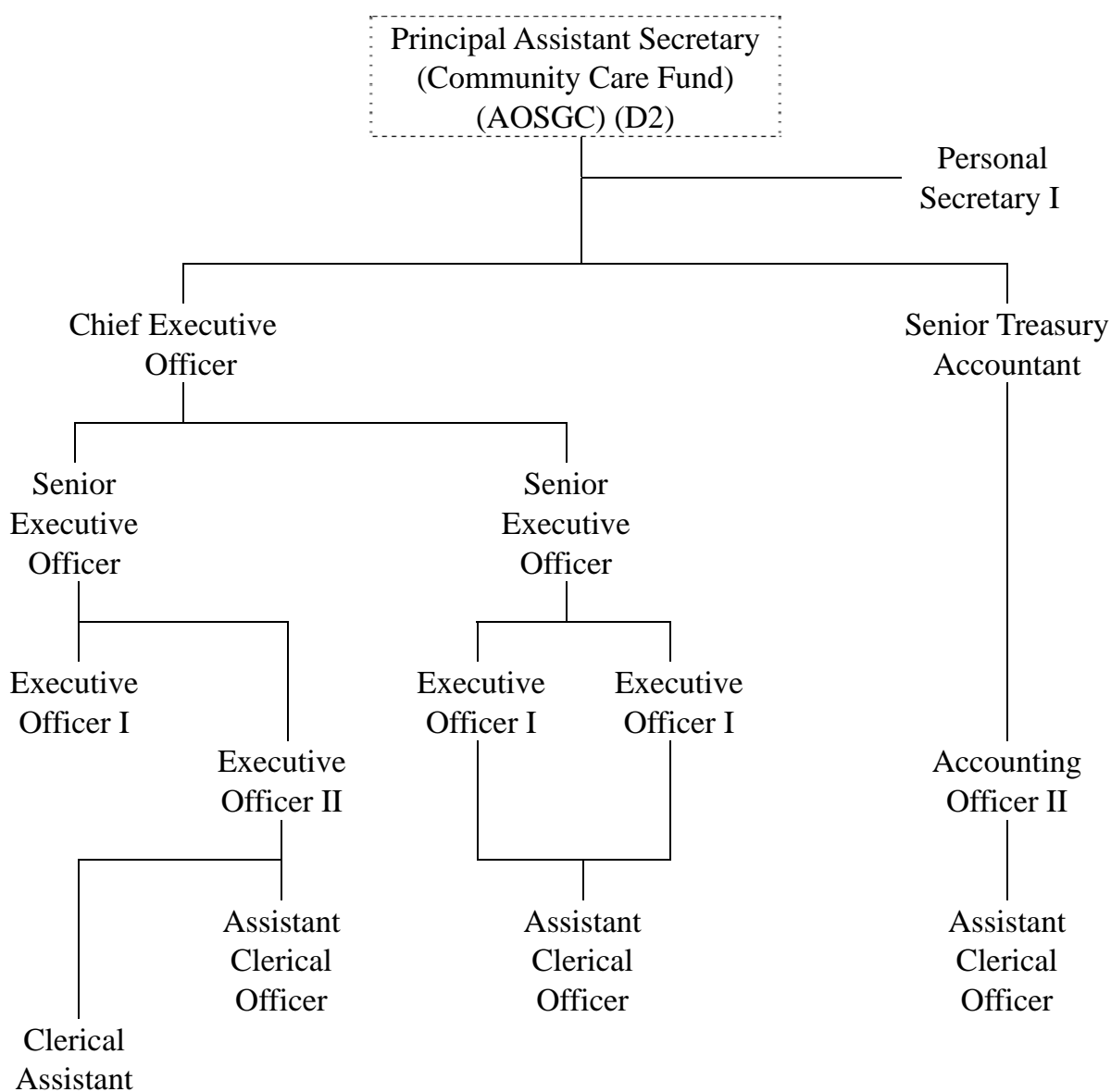
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Home Affairs (1)

Main Duties and Responsibilities –

1. To lead the Community Care Fund (CCF) Secretariat to provide support to the CCF Task Force under the Commission on Poverty;
2. To liaise closely and co-ordinate efforts with relevant bureaux, departments and other organisations as well as stakeholders in the community in the planning, implementation and evaluation of the CCF initiatives, and to conduct consultation to collate public views;
3. To assist in overseeing the financial management and overall funding allocation of the CCF, including the formulation of investment strategy; and
4. To monitor the operation and use of the CCF and implement some assistance programmes of the CCF.

**Organisation Chart
of the Community Care Fund Secretariat
in the Home Affairs Bureau**



Legend:

- Supernumerary AOSGC post proposed to be retained.

**Duties and Responsibilities of
Other Principal Assistant Secretaries in the Home Affairs Bureau**

- (1) PAS(Civic Affairs)1 is responsible for youth development policy, matters related to subvention for Youth Uniformed Groups, Youth Square, Service Corps, Youth Hostel policy and steering of relevant projects, civic education/national education outside schools, supporting the development of volunteerism, youth exchange and internship, life planning activities, Youth Development Fund and Multi-faceted Excellence Scholarship. The post is also appointed as the secretary to the Commission on Youth and the Committee on the Promotion of Civic Education.
- (2) PAS(Civic Affairs)2 is responsible for legal aid policy and reviews, policies on free legal advice and assistance, Family Council matters and promotion of family perspectives, maintenance policies relating to enforcement of maintenance orders, wills, intestate, inheritance and probate legislation, postage stamp policy and Neighbourhood Level Community Development Projects. The post is also responsible for housekeeping matters of the Legal Aid Department and subventions for the Duty Lawyer Service and the Legal Aid Services Council, and serves as the secretary to the Family Council.
- (3) PAS(Civic Affairs)3 is responsible for gambling policy, social enterprises policy, entertainment licensing, matters relating to advisory and statutory bodies of bureaux and departments, liaison with religious bodies, matters relating to the Board of Management of the Chinese Permanent Cemeteries and the Chinese Temples Committee, and housekeeping of the Information Services Department. The post is also responsible for the Trust Fund in Support of Reconstruction in the Sichuan Earthquake Stricken Areas, and the Secretary for Home Affairs Incorporated properties and trust funds, and serves as the secretary to the Betting and Lotteries Commission, the Ping Wo Fund Advisory Committee and the Social Enterprise Advisory Committee.
- (4) PAS(Recreation and Sport)1 is responsible for sports policy and strategic initiatives, matters relating to the Sports Commission and the Sir David Trench Fund Committee, and administration of the Sir David Trench Fund for Recreation (Main Fund) and the Arts and Sport Development Fund (Sports Portion), and resources management of Hong Kong Sports Institute Ltd, the Sports Federation & Olympic Committee of Hong Kong, China and the Outward Bound Hong Kong. The post is also responsible for the Football Task Force and redevelopment of the Hong Kong Sports Institute.

- (5) PAS(Recreation and Sport)2, a supernumerary post, is responsible for the planning and preparatory work for the Kai Tak Sports Park project, including coordinating relevant parties, monitoring the progress of the pre-construction works of project, formulating the overall plan and operational requirements, etc., to enable the delivery of the project; carrying out policy review on Private Recreational Leases and supervising the implementation of its recommendations; and overseeing the review of provision of public sports facilities in Hong Kong and providing secretariat support for the Working Group on Sports Facilities of the Sports Commission.
- (6) PAS(Culture)1 is responsible for policy on arts and cultural software, performing arts policy and funding, subvention for the major performing arts groups, cultural exchange between Hong Kong and the Mainland, Macao and Taiwan, housekeeping of the Hong Kong Arts Development Council and the Hong Kong Academy for Performing Arts, matters relating to the Advisory Committee on Arts Development as well as its Sub-committee on Funding for Performing Arts and the Sub-committee on Arts Education under the Committee.
- (7) PAS(Culture)2 is responsible for policies on public and private museums, visual arts, public libraries, public art with regard to visual arts, intangible cultural heritage, development of Cantonese Opera and related matters, and planning of cultural and performance facilities of the Leisure and Cultural Services Department (LCSD), as well as cultural exchange between Hong Kong and other countries. The post is also responsible for matters relating to the Hong Kong Jockey Club Music and Dance Fund, the Lord Wilson Heritage Trust and the Hong Kong Arts Centre.
- (8) PAS(West Kowloon Cultural District), a supernumerary post, is responsible for monitoring the performance of the West Kowloon Cultural District Authority (WKCDA) in fulfillment of its objectives and roles as stated in the WKCDA Ordinance (Cap. 601) and overseeing the interface issues between arts and cultural facilities operated by WKCDA and those operated by LCSD, as well as liaising with WKCDA to oversee the institutional set-up and establishment of the governance mechanism for museum and performing arts venues. The post is also responsible for monitoring the progress in planning of programmes and services by WKCDA for the opening of arts and cultural facilities in West Kowloon Cultural District and overseeing WKCDA's policy and work in nurturing local arts talents, engaging stakeholders and building up audiences, as well as housekeeping of WKCDA.
