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LABOUR AND WELFARE BUREAU  
GOVERNMENT SECRETARIAT

Central Government Offices  
Tim Mei Avenue  
Tamar, Hong Kong

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25 July 2017

Clerk to the Legislative Council Panel on Welfare Services  
Legislative Council Complex  
1 Legislative Council Road  
Central, Hong Kong  
(Attn: Mr Colin CHUI)

Dear Mr CHUI,

### **Panel on Welfare Services Follow-up Actions**

At the Panel meetings held on 13 March 2017 and 13 January 2014, Members requested information on the salary increment for senior management staff and other staff members of non-governmental organisations (NGOs) receiving Lump Sum Grant (LSG) subventions and the staff establishment of these NGOs. The information is provided as follows -

#### **NGOs' Staff Establishment**

Under the LSG Subvention System, NGOs can flexibly deploy subventions to arrange suitable staffing for the delivery of subvented services, subject to the service quality being ensured, and the requirements and performance standards as stipulated in the Funding and Service Agreements being met. This principle has been clearly stated in the LSG Manual. As such, the Social Welfare Department (SWD) does not have information on NGOs' staff establishment. Nevertheless, the SWD has uploaded most of the notional staffing establishments used for calculation of the subventions for subvented

services onto the SWD's website for public reference. The notional staffing establishments are used only for the purpose of calculating subventions, and should not be used as benchmarks for the manpower and staffing structure of subvented services. For details, please visit the following SWD webpage –

[http://www.swd.gov.hk/en/index/site\\_ngo/page\\_subventions/sub\\_modesofsub/id\\_2907/](http://www.swd.gov.hk/en/index/site_ngo/page_subventions/sub_modesofsub/id_2907/)

### **NGO's Salary Increment for Senior Management Staff and Other Staff Members**

Based on guidelines promulgated by the Administration Wing of the Chief Secretary for Administration's Office (Administration Wing) in 2003, SWD requires NGOs receiving annual subventions of \$10 million or more from SWD and which account for over 50% of their operating income to submit a Review Report on the Remuneration Packages for Staff in the Top Three Tiers (Review Report) every year to set out the latest number, ranking and remuneration packages of staff at the top three tiers, and explain any changes as compared with the previous year. Out of the 165 NGOs receiving LSG subventions, 66 have to submit their Review Reports to SWD for the 2015-16 year.

In addition to making their Review Reports (if applicable) available to the public upon request, SWD also requires that subvented NGOs disclose such information through one or more of the following channels –

- (a) posting the information prominently on the notice board(s) at the Central Administration Unit/Head Office;
- (b) uploading the information onto the NGO's website;
- (c) reporting the information in the NGO's Annual Report; or
- (d) publishing the information through special circular(s), newsletter(s) or whatever means.

In response to the request from some members of the Legislative Council raised at the case conference on 22 November 2016, and following the discussion and resolution of the Lump Sum Grant Steering Committee on 28 February 2017, SWD has established hyperlinks to the subvented NGOs' websites or uploaded their Review Reports onto SWD's website, so as to facilitate the public's access and to enhance the NGOs' transparency and public accountability. For details, please visit the following SWD webpage –

[http://www.swd.gov.hk/en/index/site\\_ngo/page\\_AFRandRR/](http://www.swd.gov.hk/en/index/site_ngo/page_AFRandRR/)

The Administration Wing's guidelines mentioned above are applicable to all Government bureaux. Given that the guidelines have been implemented for years, the Administration Wing will collect views from bureaux on their implementation of the guidelines and any issues encountered in order to determine whether updates and revisions to the guidelines are necessary.

Furthermore, subvented NGOs must comply with the requirement in the Best Practice Manual (BPM) concerning salary adjustment by either adjusting staff salaries by the same percentage of Civil Service Pay Adjustment or spending the full amount of the additional allocation for salary adjustment on salary adjustment for staff. According to the NGOs' second annual submission of self-assessment checklists on the implementation of the BPM<sup>1</sup>, all NGOs have met this requirement.

Apart from the above, the SWD does not possess other information on NGOs' staff salaries.

Yours sincerely,



( Alvin WONG )  
for Secretary for Labour and Welfare

c.c. Director of Social Welfare (Attn: Mr. YU Wai-yip, Ricky)

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<sup>1</sup> The second set of self-assessment checklists submitted by NGOs reflect their positions as at 31 March 2016.