

**Legislative Council
Establishment Subcommittee**

**Proposed Creation of One Supernumerary Post of
Assistant Director of Social Welfare (D2) in the Social Welfare Department
up to 31 March 2021 upon Approval of the Finance Committee
to Head a New Licensing and Regulation Branch**

Supplementary Information

At the meeting of the Establishment Subcommittee on 1 March 2017, the item EC(2016-17)22 on the proposal to create one supernumerary post of Assistant Director of Social Welfare (ADSW) in the Social Welfare Department (SWD) to head a new Licensing and Regulation (LR) Branch was discussed. Members requested the Government to provide the following information after the meeting:

- (i) details of the appointment of retired disciplined service officers to assist designated inspectorate teams in conducting inspections at residential care homes for the elderly (RCHEs) and residential care homes for persons with disabilities (RCHDs), including the estimated number of staff to be employed, remuneration and job duties, etc.;
- (ii) details of the follow-up work and objectives of the proposed post in addressing the long-lasting issue of the service quality of residential care homes; and
- (iii) details of the staff establishment of the LR Branch and the schedule of work of different types of staff.

This note provides the requested information.

Details of Appointment of Retired Disciplined Service Officers

2. SWD has employed, in contract terms, retired disciplined service officers with investigation experience and skills. Their main duties are to assist designated inspectors in conducting inspections at residential care homes, investigating suspected cases of non-compliance, collecting evidence and taking prosecution actions. A total of 8 retired disciplined service officers have been newly employed with a fixed monthly salary of \$36,785 each, which is lower than that of most inspectors in SWD. These 8 officers have assumed duty since 20 February 2017. SWD will review the effectiveness of the arrangement having regard to actual operational needs and practical work experience.

Follow-up Work and Objectives of the Proposed Post

3. The proposed supernumerary ADSW post will head the new LR Branch to co-ordinate licensing and registration matters in respect of RCHEs, RCHDs, child care centres and drug dependent persons treatment and rehabilitation centres. The proposed ADSW will take up a leading role to re-organise the structure of the Licensing Office of Residential Care Homes for the Elderly and the Licensing Office of Residential Care Homes for Persons with Disabilities; set up designated teams to handle complaints against residential care homes; strengthen risk management and target monitoring; and expedite prosecution actions against RCHEs and RCHDs that contravene licensing requirements. At the same time, the proposed ADSW will plan, develop and implement tailor-made training programmes, and formulate long-term strategies for enhancing the capabilities of staff of RCHEs and RCHDs, with a view to enhancing the service quality of residential care homes.

4. In addition, the Government will review in 2017 the legislation and Codes of Practice in respect of RCHEs and RCHDs. SWD plans to set up a platform with the participation of different stakeholders, including service users, family members' associations, service operators, academics and other concern groups/individuals, etc., to put forth comments on the amendments to be made to the Ordinances and the Codes. The proposed ADSW will be responsible for this area of work.

Staff Establishment of LR Branch and Schedule of Work of Different Types of Staff

5. The new LR Branch will have a total of 121 posts, including the proposed supernumerary ADSW post and 120 non-directorate posts. The staff establishment of the 120 non-directorate posts and the schedule of work of different types of staff are as follows :

	Number of Staff	Schedule of Work
Social workers	63	To carry out the licensing/registration, regulation and inspection work in respect of the operation and management of residential care homes in accordance with the relevant legislation
Nurses	22	To carry out the licensing, regulation and inspection work in respect of health and care services of residential care homes in accordance with the relevant legislation
Building	9	To carry out the licensing, regulation and

	Number of Staff	Schedule of Work
surveying professionals		inspection work in respect of building safety of residential care homes in accordance with the relevant legislation
Fire services professionals	6	To carry out the licensing, regulation and inspection work in respect of fire safety of residential care homes in accordance with the relevant legislation
Staff of other grades	20	To provide clerical and general support
Total:	120	

**Labour and Welfare Bureau
Social Welfare Department
March 2017**