

For discussion

On 21 December 2016

Legislative Council Panel on Home Affairs

**Proposed retention of a supernumerary directorate post in
the Community Care Fund Secretariat**

Purpose

This paper seeks Members' views on proposal of the Home Affairs Bureau (HAB) to retain one supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post for five years from 1 July 2017 to 30 June 2022 in the Community Care Fund (CCF) Secretariat to continue to take forward the CCF initiatives.

Background

2. 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 those measures that can be considered for incorporation into its regular assistance and service programmes.

3. 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 will also liaise closely with other CoP Task Forces and provide mutual support

in drawing up assistance programmes for the underprivileged.

4. Please refer to LC Paper No. CB(2)401/16-17(03) for the progress of the work on the CCF.

Justifications

5. HAB has set up a secretariat (the Secretariat) for the CCF to co-ordinate cross-bureau/departmental efforts to support the CCF in drawing up and implementing assistance programmes. At its meeting on 6 May 2011, the Finance Committee (FC) of the Legislative Council 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. Later at its meeting on 21 February 2014, the FC approved the retention of the supernumerary post of PAS(CCF) up to 30 June 2017.

6. 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 the Government's overall poverty alleviation efforts. HAB shall continue to provide dedicated directorate staff 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:

- (1) 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 from time to time of the implementation and the modus operandi of CCF initiatives.

(2) 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) shall liaise 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.

(3) 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) will assist the CCF Task Force to consult the public regularly, including arranging public consultation sessions and focus 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) will also co-ordinate the efforts of all involved in mapping out the objectives and scopes of assistance programmes under the CCF, and launch those programmes endorsed by the CCF Task Force and the CoP.

(4) 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.

(5) Implement CCF programmes

Over the years, the Secretariat has been responsible for formulating and implementing some of the CCF programmes¹. PAS(CCF) leads

¹ Programmes implemented by the Secretariat in the past include the programme to provide an

the Secretariat to devise programme details and monitor the implementation and evaluation of the programmes.

7. The job description of PAS(CCF) is set out at Annex 1. 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. In the early half of 2022, HAB will review the need for further retaining the post in the light of the CCF's operation.

Non-directorate Support

8. PAS(CCF) is now leading 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 organisation chart of the Secretariat is at Annex 2.

Alternatives Considered

9. We have critically examined whether the other eight AOSGCs who are responsible for different policy areas in HAB can absorb the work of the PAS(CCF) post. As set out below, they are already fully engaged with their existing work and it is operationally not possible for them to take up the whole range of duties on the CCF without adversely affecting the discharge of their own schedules of duties.

10. 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, planning for the Youth Hostel Scheme; providing secretariat support to the Family Council in promoting the family core values, co-ordinating legal aid and free legal advice policy matters; formulating measures for promoting the development of social enterprises, handling matters related to the policies on

allowance to new arrivals, a subsidy for low-income elderly tenants in private housing, a subsidy for low-income persons who are inadequately housed and a one-off living subsidy for low-income households not living in public housing and not receiving CSSA (launched thrice).

gambling and entertainment licenses, liaison on religious matters, and trust funds .

11. There are also five AOSGCs under the Recreation and Sport Branch, the Culture Branch and the West Kowloon Cultural District Branch of HAB, including two supernumerary posts, both of which are time-limited and have a specific scope of work. 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 the 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.

12. Details of the job description of the other eight AOSGCs in HAB are at Annex 3.

Financial Implications

13. The additional notional annual salary cost at mid-point for retaining the supernumerary AOSGC (D2) post is \$2,056,200 whereas 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 8 above.

Advice Sought

14. Members are invited to provide views on the proposal of retaining the supernumerary PAS(CCF) post for five years from 1 July 2017 up to 30 June 2022. Subject to Members' support, we will submit the proposal to the Establishment Subcommittee in January 2017.

Home Affairs Bureau
December 2016

Job Description

Principal Assistant Secretary (Community Care Fund)

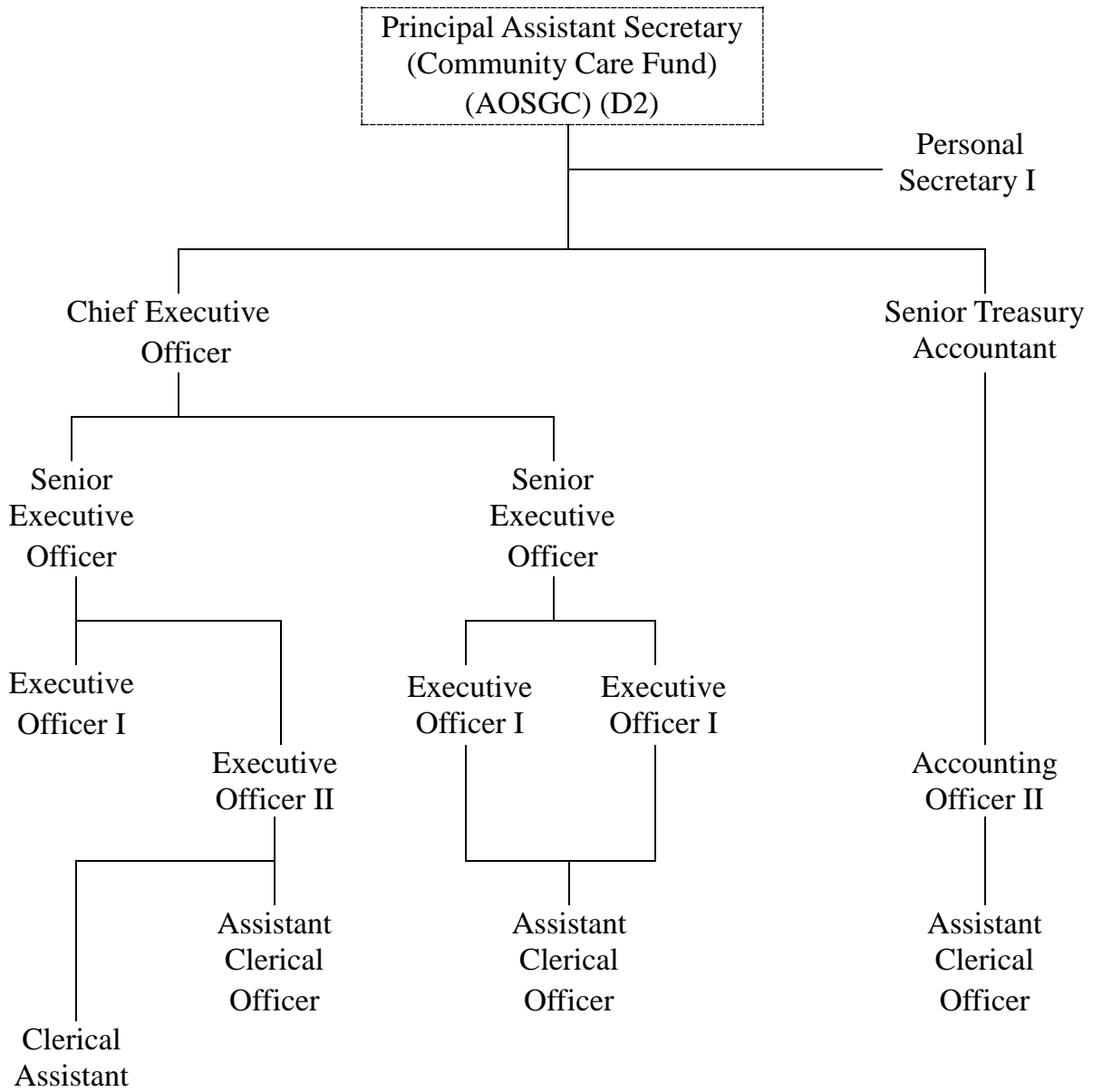
Rank: Administrative Officer Staff Grade C (D2)

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
the 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, filling 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), filling 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 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.