

Establishment Subcommittee

Follow-up to Meeting on 6 May 2020

Regarding the information requested by Members, the replies given by the Administration are as follows –

EC(2020-21)2

It was proposed in Paper EC(2020-21)2 that a supernumerary Administrative Officer Staff Grade C post be created in the Housing Department to work under the Transport and Housing Bureau (THB), to be designated as the Deputy Head of the Task Force on Transitional Housing (Task Force). The officer will oversee the operation of the Task Force, including the implementation of the Funding Scheme to support transitional housing projects by non-government organisations and other initiatives in facilitating transitional housing projects.

As the Deputy Head of the Task Force, the civil servant holding the supernumerary post will work closely with and provide support to the Under Secretary for Transport and Housing (USTH) as the head of the Task Force regarding matters about the transitional housing. The Deputy Secretary for Transport and Housing (Housing) (DSTH(H)) will be the direct supervisor of the civil servant concerned and responsible for appraising the latter's performance. As the civil servant concerned will work closely with USTH, DSTH(H) may seek USTH's views in the appraising process to ensure a comprehensive assessment of the civil servant concerned.

In preparing the ESC paper concerned, we have mainly focused on the supernumerary civil service post's role in the operation of the Task Force, and his/her position in the THB organisation structure as a whole has not been fully reflected. In order to provide clearer and more comprehensive picture, the relevant parts of Paper EC(2020-21)2 (please see the attached Annexes 1 to 3) will be updated suitably when submitting for the Finance Committee's consideration.

Transport and Housing Bureau
May 2020

EC(2020-21)2

(Paragraph 14 to be revised)

14. The proposed supernumerary AOSGC post will work in the Task Force established under THB, providing support to USTH regarding matters of the Task Force and monitor individual projects. The Deputy Secretary for Transport and Housing (Housing) (DSTH(H)) will be the direct supervisor of him/her. He/She will be supported by three teams, namely the Facilitation/Advisory Team, the Policy Team and the Vetting/Audit Team as follows –

- (a) The Facilitation/Advisory Team will co-ordinate efforts from various B/Ds in facilitating transitional housing proposals. The Team will liaise and provide support to NGOs for conducting feasibility studies for various short-term initiatives on transitional housing, monitor the implementation progress of the relevant projects, and provide advice/suggestions. The Team will also provide technical support and prepare the policy support agreement^{Note} in respect of the proposed project for signing between the project proponent and the Government.
- (b) The Policy Team will handle policy matters relating to the facilitation of transitional housing projects and prepare submissions to the Legislative Council (LegCo) and District Councils, etc. The Team will also handle referrals and enquiries received, as well as coordinating various matters in relation to the policy on transitional housing.
- (c) The Vetting/Audit Team will oversee the Funding Scheme. The Team will conduct the technical and financial assessments of the proposals in respect of their cost-effectiveness and viability. They will provide technical advice for the consideration of the Assessment Committee; prepare the funding agreement in respect of the approved projects for signing between the project proponent and the Government; and establish provision standards and tendering requirements for the projects. They will also be responsible for checking/auditing the approved transitional housing projects at key milestones to ensure that they are implemented and operated in accordance with the signed funding agreement; overseeing the checking of records submitted by grantees as evidence of compliance in the procurement and reimbursement procedures and other requirements of the approved projects.

^{Note} A policy support agreement is signed between the Government and the NGO to set out the operational details, including rental arrangement, management and service responsibilities, as well as the exit arrangement at the end of the project, for the implementation of the transitional housing project.

**Proposed Job Description for the Post of
Deputy Head, Task Force on Transitional Housing
(Revised)**

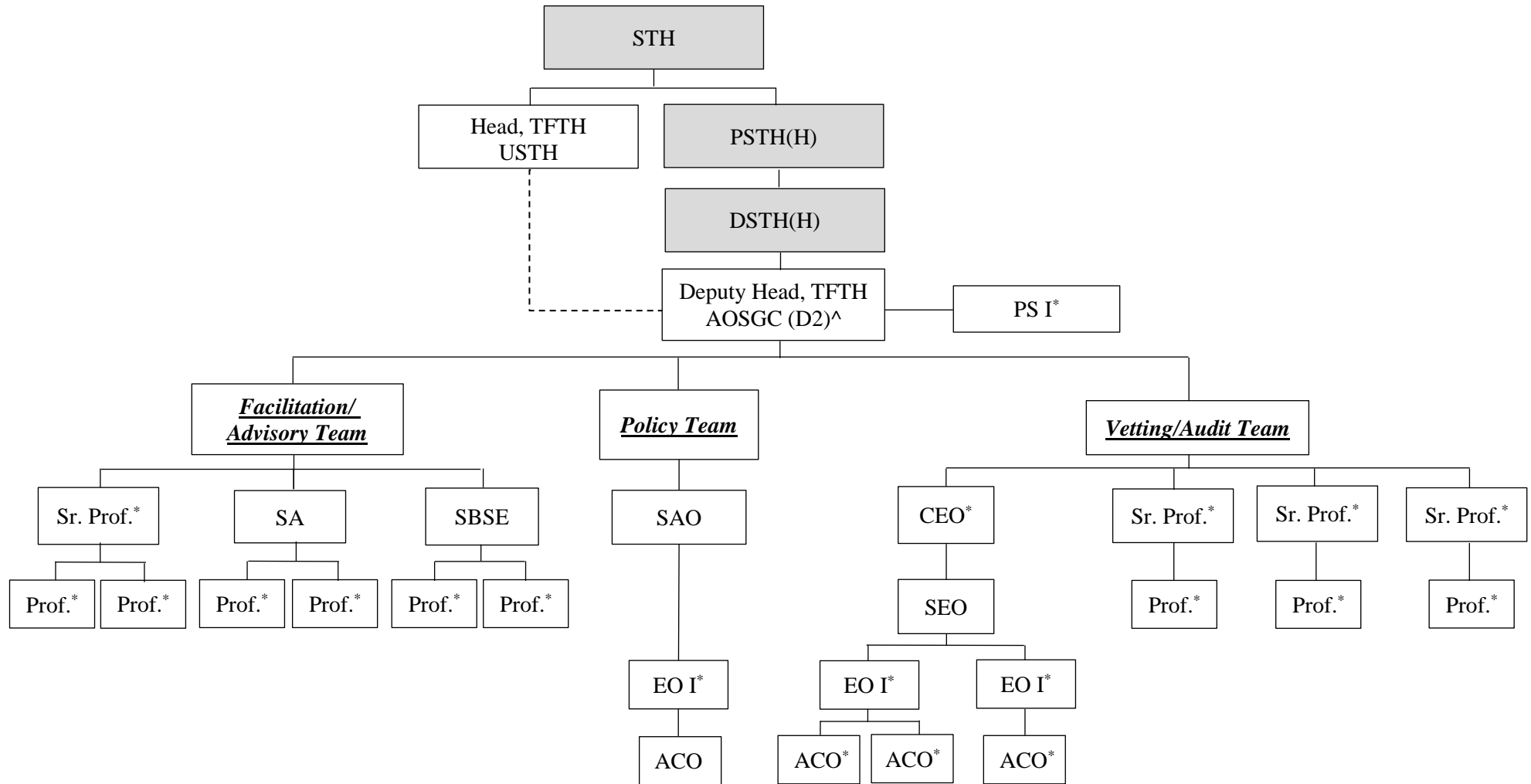
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Transport and Housing (Housing)

Main Duties and Responsibilities –

1. To serve as the Deputy Head of the Task Force on Transitional Housing to oversee and steer the new initiatives on transitional housing for the implementation by the non-government organisations (NGOs);
2. To conduct policy analysis and formulate policy proposals on transitional housing;
3. To engage/consult relevant stakeholders in various fields to facilitate the new initiative on transitional housing;
4. To take up and lead discussions with high level officials/significant stakeholders to determine the framework of the transitional housing projects;
5. To coordinate the consultation with and discussion at the Executive Council and Legislative Council, etc.;
6. To oversee the establishment and operation of the Funding Scheme to support transitional housing projects by NGOs (the Funding Scheme), including the Assessment Committee and its secretariat; and
7. To monitor the situation after implementation with a view to reviewing the new initiatives, including the Funding Scheme, and conduct review when necessary.

Proposed Organisation Chart of Task Force on Transitional Housing (TFTH) (Revised)



Legends:

- ACO - Assistant Clerical Officer
- AOSGC - Administrative Officer Staff Grade C
- CEO - Chief Executive Officer
- DSTH(H)** - Deputy Secretary for Transport and Housing (Housing)
- EO I - Executive Officer I
- PS I - Personal Secretary I
- Prof - Professional
- PSTH(H)** - Permanent Secretary for Transport and Housing (Housing)

- SA - Senior Architect
- SAO - Senior Administrative Officer
- SBSE - Senior Building Services Engineer
- SEO - Senior Executive Officer
- Sr. Prof - Senior Professional
- STH** - Secretary for Transport and Housing
- USTH - Under Secretary for Transport and Housing

^ Supernumerary AOSGC post proposed for creation in 2020-21 under the establishment of Housing Department subject to the approval of the Finance Committee

* Non-directorate civil service posts to be created in 2020-21 under the establishment of Housing Department