

Remuneration Packages for Staff in the Top Three Tiers of Subvented Non-governmental Organisations

Review Report for the Reporting Year of 2019-20

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by **11 December 2020**.]

Name of NGO (code) : Baptist Oi Kwan Social Service (052)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier ^[1]

- (a) Number of staff 1
- (b) Comparable rank in civil service ^[2] CSWO
- (c) Post CEO
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 1,675,690
[1(d) should be equal to or greater than 1(e)] (round up to the nearest dollar)
- (e) Total annual staff costs under SWD subventions \$ 1,224,447
[1(e) = 1(g)(i) + (ii) + (iii) + (iv)] (round up to the nearest dollar)
- (f) Please specify the months covered if 1(e) was not incurred for the full year: N/A months
- (g) Breakdown of 1(e)
- (i) Salary ^[4] \$ 1,064,737
- (ii) Provident fund \$ 159,710
- (iii) Cash allowance ^[5] (please specify if any:) \$ 0
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$ 0

(2) Staff of 2nd Tier ^[1]

- (a) Number of staff 2
- (b) Comparable rank in civil service ^[2] SSWO
- (c) Post Assistant Chief Executive Officer
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 2,086,870
 [2(d) should be equal to or greater than 2(e)] *(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions \$ 2,036,637
 [2(e)=2(f)(i)+(ii)+(iii)+(iv)] *(round up to the nearest dollar)*
- (f) Breakdown of (2)(e)
- (i) Salary ^[4] \$ 1,770,989
- (ii) Provident fund \$ 265,648
- (iii) Cash allowance ^[5] (please specify if any:) \$ 0
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$ 0

(3) Staff of 3rd Tier ^[1]

- (a) Number of staff 4
- (b) Comparable rank in civil service ^[2] SWO / Nursing Officer
- (c) Post Service Head
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$ 4,113,449
 [3(d) should be equal to or greater than 3(e)] *(round up to the nearest dollar)*
- (e) Total annual staff costs under SWD subventions \$ 4,088,149
 [3(e)=3(f)(i)+(ii)+(iii)+(iv)] *(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary ^{14]}	\$ 3,670,699
(ii) Provident fund	\$ 417,450
(iii) Cash allowance ^{15]} (please specify if any:)	\$ 0
(iv) Non-cash based benefits ^{16]} (please specify if any:)	\$ 0

(4) Review for changes ^{17]}

	<u>2018-19</u> (the year before)	<u>2019-20</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]	\$ 6,206,679	\$ 7,349,233

(b) Please tick and complete the following as appropriate to state the result of your review -

- ☐ I have reviewed the remuneration packages of the staff in the top three tiers and **found no change** in their remunerations as compared with the preceding year.
- ☒ I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below –
- ☒ Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
 - ☒ Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
 - ☐ Incremental creep (details are given at the bottom).
 - ☒ Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
 - ☒ Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
 - ☐ Other circumstances (details are given at the bottom).

Details (please use additional sheet as necessary):

Salary was adjusted upward in accordance with Civil Service Pay Adjustment.

According to agency's policy, salary of our staff are adjusted upward at a range of 2.80 to 4.20% in April 2019.

One of the staff in 2nd tier was retired during 2019-20.

One of our staff is promoted to the 3rd tier during 2019-20 to fill the above vacancy.