

Hong Kong Christian Service

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

Review Report for the Reporting Year of 2019-20

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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)
38/F, Sunlight Tower,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537 or email at suenq@swd.gov.hk

*[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) : Hong Kong Christian Service (304)

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 Director

(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,647,724.00
[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 \$1,482,951.00
[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: _____ months

(g) Breakdown of (1)(e)

(i) Salary ^[4] \$1,292,603.00

(ii) Provident fund \$190,348.00

(iii) Cash allowance ^[5] (please specify if any:) \$0.00

(iv) Non-cash based benefits ^[6] (please specify if any:) \$0.00

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

(a) Number of staff	3	
(b) Comparable rank in civil service ^[2]	SSWO	
(c) Post	Deputy Director	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [2(d) should be equal to or greater than 2(e)]		<u>\$4,570,109.00</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [2(e)=2(f)(i)+(ii)+(iii)+(iv)]		<u>\$4,113,097.00</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$3,575,366.00</u>
(ii) Provident fund		<u>\$526,548.00</u>
(iii) Cash allowance ^[5] (please specify if any: medical allowance)		<u>\$122.00</u>
(iv) Non-cash based benefits ^[6] (please specify if any: medical subsidy – clinic)		<u>\$11,061.00</u>

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

(a) Number of staff	10	
(b) Comparable rank in civil service ^[2]	SWO	
(c) Post	Service Head	
(d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) [3(d) should be equal to or greater than 3(e)]		<u>\$11,035,008.00</u> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions [3(e)=3(f)(i)+(ii)+(iii)+(iv)] (Remark: most of the data are on full-year basis while one of them is on 6-month basis		<u>\$8,749,057.00</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]	\$7,591,203.00
(ii) Provident fund	\$1,117,808.00
(iii) Cash allowance ^[5] (please specify if any: medical allowance)	\$2,265.00
(iv) Non-cash based benefits ^[6] (please specify if any: medical subsidy – clinic)	\$37,781.00

(4) Review for changes ^[7]

	<u>2018-19</u> (the year before)	<u>2019-20</u> (the reporting year)
<p>(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)] (See remarks as follows **)</p>	<p style="font-size: small;">Note: The Agency structure has been changed and so is the basis of calculation. For details, please read the remarks below.</p>	
	\$5,348,213.00	\$14,345,105.00

(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):

** Remarks: Our top management comprised of 4 tiers in the past. With the implementation of a new organizational structure with effect from Oct 2018, we moved to a flatter hierarchy by eliminating one tier in the management team. Total number of top management decreased from 18 to 14 in the midst of the reporting year from previously 4 tiers to 3 tiers at present. Hence, the figures of 18/19 did not reflect a full-year PE of the present top 3-tier staff (details were stated in the last report) and it cannot be compared with the one of 19/20 directly.