

**Remuneration Packages for Staff in the Top Three Tiers
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

Review Report for the Reporting Year of 2021-22

According to the Lump Sum Grant Manual, NGOs receiving recurrent subventions of not less than \$10 million a year and such amount exceeds 50% of their operating income pertaining to services / programmes within the welfare purview are required to submit the "Review Report on Remuneration Packages for Staff in the Top Three Tiers" (Review Report), and regularly review the number, rank and remuneration packages of their senior executives in the top three tiers.

NGOs currently exempted from completing and disclosing their Review Report are encouraged to consider making public the remuneration information of such staff in order to enhance their public accountability and promote the public's understanding of NGOs' financial position.

In cases where the top three-tier positions of the NGO (or of a particular division, e.g. social service of the NGO, where appropriate) are funded entirely by the NGO's income from sources other than the Government, other senior staff of the NGO (or of its particular division) occupying the subsequent three-tier positions may be covered subject to the NGO's particular circumstances such as its organisational structure.

[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2022.]

Name of NGO (code) : **Hong Kong and Macau Lutheran Church Social Service Limited (260)**

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2021-22 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2021-22 for which **Part (B)** is completed.


Part (A): Remuneration Packages for Staff Serving the Second or Further Contract (Note 1)

Information of staff in the top three tiers serving the second or further contract. (Note 2)

(1) Staff of First Tier (Note 3)

(a) Number of post (Note 4) 1


(b) Post or rank (Note 5) [Please add row if necessary]

Post or rank	
	Service Director

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

Post or rank		Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 1,020,295

[I(d) should be equal to or greater than I(e)]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 1,020,295

[I(e) = I(f)(i)+(ii)+(iii)+(iv)]

(f) Breakdown of (1)(e) under SWD subventions

(i) Salary (Note 8) \$ 885,300

(ii) Provident fund \$ 132,795

(iii) Cash allowance (Note 9) (please specify if any:)
Medical and Cash Allowance \$ 2,200

(iv) Non-cash based benefits (Note 10) (please specify if any:)
\$ 0


(g) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

Remarks by NGO, if any:

(2) Staff of Second Tier (Note 3)

(a) Number of post (Note 4) 1


(b) Post or rank (Note 5) [Please add row if necessary]

Post or rank	
	Financial Director

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

Post or rank		Month(s)
		



Add Post or rank and Month(s)

- (d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 219,520
[2(d) should be equal to or greater than 2(e)]
- (e) Total annual staff costs (Note 7) under SWD subventions \$ 219,520
[2(e) = 2(f)(i)+(ii)+(iii)+(iv)]
- (f) Breakdown of (2)(e) under SWD subventions
 - (i) Salary (Note 8) \$ 204,972
 - (ii) Provident fund \$ 14,348
 - (iii) Cash allowance (Note 9) (please specify if any:)
Cash Allowance \$ 200
 - (iv) Non-cash based benefits (Note 10) (please specify if any:)
\$
- (g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below
Remarks by NGO, if any:

(3) Staff of Third Tier (Note 3)

(a) Number of post (Note 4) 2


(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	Superintendent
	Cetnre - In - Charge

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

	Post or rank	Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 1,291,379

[3(d) should be equal to or greater than 3(e)]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 1,291,379

[3(e) = 3(f)(i)+(ii)+(iii)+(iv)]

(f) Breakdown of (3)(e) under SWD subventions

(i) Salary (Note 8) \$ 1,176,660

(ii) Provident fund \$ 112,299

(iii) Cash allowance (Note 9) (please specify if any:)
 Medical and Cash Allowance \$ 2,420

(iv) Non-cash based benefits (Note 10) (please specify if any:)
\$

(g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below

Remarks by NGO, if any:

Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)


Information of staff in the top three tiers serving the first contract. (Note 2)

Please skip this part if there is no staff member serving his/her first contract in 2021-22.

(1) Staff of First Tier (Note 3)

(a) Number of post (Note 4)


(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

Post or rank		Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*1(d) should be equal to or greater than 1(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*1(e) = 1(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$


(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

(2) Staff of Second Tier (Note 3)

(a) Number of post (Note 4)


(b) Post or rank (Note 5) *[Please add row if necessary]*

Post or rank	
	

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

Post or rank		Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[2(d) should be equal to or greater than 2(e)]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0
[2(e) = 2(f)(i)+(ii)+(iii)+(iv)]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$


(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

(3) Staff of Third Tier (Note 3)

(a) Number of post (Note 4)


(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #*optional field*

	Post or rank	Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*3(d) should be equal to or greater than 3(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*3(e) = 3(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$

(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

Part (C): Review for changes (Note 12)

	<u>2020-21</u> (the year before)	<u>2021-22</u> (the reporting year)
(a) Total annual staff costs under SWD		
subventions in respect of the top three tiers	\$ 2,525,765	\$2,531,194
<i>[Part (A)(1)(e)+(2)(e)+(3)(e)+ Part (B)(1)(e)+(2)(e)+(3)(e)]</i>		

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

- The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.
- The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found 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, if any).
 - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).
 - Incremental creep (details are given at the bottom, if any).
 - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).
 - Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).
 - Other circumstances (please provide details in the box below).

Part (D): Public Disclosure of the Review Report (Note 13)

This organisation **has disclosed** / **will disclose** (please specify the commencement date:

30.11.2022) the Review Report for 2021-22 (only **Part (A) to (C)**) through one or more of the following means and will make it available to the public upon request -

Means of Disclosure

(Please tick as appropriate.)

<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to the website of this organisation The relevant hyperlink is: http://www.hkmlc.org/service.htm
<input type="checkbox"/>	Reporting the information in the Annual Report of this organisation
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or other means (please enclose the copy/copies for reference)

Part (E): Public Disclosure of the Review Report on the SWD's Website

This organisation has opted for the following arrangement:

(Please tick as appropriate.)

<input type="checkbox"/>	SWD posts a copy of Part (A) to (C) of the Review Report on the SWD's website
<input checked="" type="checkbox"/>	Part (A) to (C) of the Review Report will be uploaded to the website of this organisation through the relevant hyperlink as provided at Part (D) above

Part (E): Declaration by Chairperson

I declare that the information as provided in Parts (A) to (E) is correct.

Contact Person: Chan Sun Keung

Signature of Chairperson:

Post Title: Financial Director

Name:  Leung Yat Man

Tel. No.: 23251265

Tel. No.: 23251265

Email Address: finance@hkmlc.org

Date: 18.10.2022

**Notes for Completing the Review Report on
Remuneration Packages for Staff in the Top Three Tiers
of Subvented Non-governmental Organisations (NGOs)**

- [1] For Part (A), please input information of both serving and departed staff but exclude those staff serving their first contract, i.e. staff newly employed by the NGO in the reporting year. The information on staff newly employed by the NGO serving their first contract in the reporting year should be separately entered in Part (B) of the Review Report. For staff having internal promotion or transfer that brings about change in tier within the reporting year, please input the relevant remuneration information in the respective tier accordingly. For example, if a third-tier staff was promoted to a second-tier post with effect from 1 July 2021, the remuneration for the period from April to June 2021 should be reported under the third tier while the remuneration for the period from July 2021 to March 2022 should be reported under the second tier.
- [2] All monetary figures should be rounded up to the nearest dollar.
- [3] The first-tier staff is generally defined as the executive head of the NGO who is directly responsible to the NGO Board / Management Committee, the second-tier staff as senior staff directly responsible to the executive head of the NGO, and the third-tier staff as senior staff directly responsible to the second-tier staff. Only staff members whose remunerations are partly or fully covered by SWD subventions should be included.
- [4] Number of posts refers to posts occupied by remunerated staff during the reporting period. Vacant posts should not be counted where there are no expenditure on staff remunerations for the whole reporting year. Fractional posts should be indicated with figures up to two decimal places.
- [5] Please list all post(s) or rank(s) (e.g. Chief Executive Officer, Social Work Officer) if there are more than one staff member in a tier.
- [6] Please round up the number of month to 0.5 month.
- [7] "Total annual staff costs" refer to the total remuneration costs covering salary, provident fund, cash allowances and non-cash based allowances of all staff members of the tier incurred in the whole reporting year (i.e. from 1 April to 31 March in the reporting year).
- [8] Salary refers to the annual expenditure on annual salary of the respective staff for the whole reporting year.
- [9] Cash allowances such as responsibility allowance, housing allowance, hardship allowance, bonus, gratuity, overtime allowance, entertainment expenses, travelling expenses, etc. Please specify the type of allowance in bracket.
- [10] Non-cash based benefits include fringe benefits such as medical / dental insurance, staff quarters, transportation and / or chauffer, professional indemnity insurance, etc. Please specify the type of non-cash based benefits in bracket.
- [11] In evaluating the appropriateness of remuneration packages that have comparable civil service ranks, the SWD compares the average total cost of the remuneration for a tier of staff with that of civil servants at comparable ranks with reference to the annual average staff cost (including basic salaries, fringe benefits such as retirement benefits, contract gratuities, housing benefits, education

allowance, medical and dental benefits, etc.) but not job-related allowances (e.g. overtime, acting, hardship and shift duty allowances) as indicated in the Staff Cost Ready Reckoner or the relevant recruitment benchmarks (currently Recruitment Benchmarks) compiled annually by the Government. In this Review Report, the annual average staff cost under SWD subvention is taken for comparison with that of civil service at comparable ranks of the social work officer grade in SWD. The comparable ranks are listed below -

- ✧ Assistant Director of Social Welfare or above;
- ✧ between Assistant Director of Social Welfare and Principal Social Work Officer;
- ✧ between Principal Social Work Officer and Chief Social Work Officer;
- ✧ between Chief Social Work Officer and Senior Social Work Officer;
- ✧ between Senior Social Work Officer and Social Work Officer;
- ✧ between Social Work Officer and Assistant Social Work Officer; or
- ✧ Assistant Social Work Officer or below.

It should be noted that the above-mentioned comparable ranks are assessed based on the subventions received by the NGO from SWD which may constitute only part of the income of an NGO in a year.

- [12] For Part (C), changes in remuneration amount may include significant upward / downward changes at 10% or more in total annual staff costs under SWD subventions as compared with the last reporting year, and / or changes in the remuneration components.
- [13] For public disclosure of the Review Report, only information in Part (A) to (C) will be disclosed.