

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

Review Report for the Reporting Year of 2020-21

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

To: Director of Social Welfare
(Attn: Subventions Section)
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Wan Chai, Hong Kong

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*[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by **31 October 2021**.]*

Name of NGO (code) : Hong Kong Lutheran Social Service, The Lutheran Church-Hong Kong Synod (344)

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] Chief Social Work Officer
- (c) Post Chief Executive
- (d) Total annual staff costs ^[3] (including those not under SWD subventions, if applicable) \$1,631,270
[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 \$1,631,270
[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] \$1,409,800
- (ii) Provident fund \$211,470
- (iii) Cash allowance ^[5] (please specify if any: One-off Against Epidemics Allowance & Performance Award) \$10,000
- (iv) Non-cash based benefits ^[6] (please specify if any:) \$0

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

(a) Number of staff	<u>3</u>	
(b) Comparable rank in civil service ^[2]	<u>Senior Social Work Officer</u>	
(c) Post	<u>Deputy Chief Executive (1) & Assistant Chief Executive (2)</u>	
(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>\$4,335,214</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>\$3,899,194</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary ^[4]		<u>\$3,430,657</u>
(ii) Provident fund		<u>\$443,537</u>
(iii) Cash allowance ^[5] (please specify if any: One-off Against Epidemics Allowance & Performance Award)		<u>\$25,000</u>
(iv) Non-cash based benefits ^[6] (please specify if any:)		<u>\$0</u>

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

(a) Number of staff	<u>10</u>	
(b) Comparable rank in civil service ^[2]	<u>Social Work Officer (9) & Executive Officer (1)</u>	
(c) Post	<u>Service Director</u>	
(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>\$10,548,944</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)]		<u>\$10,076,839</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary ^[4]	\$8,699,059
(ii) Provident fund	\$1,264,780
(iii) Cash allowance ^[5] <small>(please specify if any: One-off Against Epidemics Allowance & Performance Award & duty allowance)</small>	\$113,000
(iv) Non-cash based benefits ^[6] (please specify if any:)	\$0

(4) Review for changes ^[7]

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$13,615.672	\$15,607,303

(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):

1) Incremental creep (7)

2) 2 additional Service Director posts created due to service enhancement.
