

**Sha Tin District Council**  
**Minutes of the 1<sup>st</sup> Meeting of**  
**the Finance and General Affairs Committee in 2018**

**Date** : 16 January 2018 (Tuesday)  
**Time** : 2:30 pm  
**Venue** : Sha Tin District Council Conference Room  
 4/F, Sha Tin Government Offices

<u>Present</u>	<u>Title</u>	<u>Time of joining the meeting</u>	<u>Time of leaving the meeting</u>
Ms WONG Ping-fan, Iris (Vice-Chairman)	DC Member	2:30 pm	4:00 pm
Mr HO Hau-cheung, SBS, MH	DC Chairman	2:30 pm	4:00 pm
Mr PANG Cheung-wai, Thomas, SBS, JP	DC Vice-Chairman	2:30 pm	4:00 pm
Mr CHAN Billy Shiu-yeung	DC Member	2:38 pm	4:00 pm
Mr CHAN Kwok-keung, James	”	2:30 pm	3:17 pm
Ms CHAN Man-kuen	”	2:30 pm	4:00 pm
Mr CHAN Nok-hang	”	2:30 pm	4:00 pm
Mr CHING Cheung-ying, MH	”	2:36 pm	4:00 pm
Mr CHIU Chu-pong, Sunny	”	2:38 pm	4:00 pm
Mr CHIU Man-leong	”	2:44 pm	3:52 pm
Mr HUI Yui-yu, Rick	”	2:30 pm	4:00 pm
Mr LAI Tsz-yan	”	2:30 pm	4:00 pm
Ms LAM Chung-yan	”	2:30 pm	3:33 pm
Mr LI Sai-hung	”	2:30 pm	4:00 pm
Mr LI Wing-shing, Wilson	”	2:30 pm	3:58 pm
Ms PONG Scarlett Oi-lan, BBS, JP	”	2:37 pm	4:00 pm
Mr TING Tsz-yuen	”	2:30 pm	4:00 pm
Mr TONG Hok-leung	”	2:30 pm	4:00 pm
Ms TSANG So-lai	”	2:30 pm	4:00 pm
Ms TUNG Kin-lei	”	2:30 pm	4:00 pm
Mr WAI Hing-cheung	”	2:30 pm	4:00 pm
Mr WONG Fu-sang, Tiger	”	2:30 pm	4:00 pm
Mr WONG Hok-lai	”	2:40 pm	4:00 pm
Mr WONG Ka-wing, MH	”	2:30 pm	4:00 pm
Mr YAU Man-chun	”	3:54 pm	4:00 pm
Mr YIP Wing	”	2:30 pm	4:00 pm
Mr YIU Ka-chun	”	2:30 pm	4:00 pm
Ms YUE Shin-man	”	2:30 pm	4:00 pm
Mr YUNG Ming-chau, Michael	”	2:30 pm	4:00 pm
Mr HO Kin-nam, David (Secretary)	Executive Officer I (District Council)1 / Sha Tin District Office		
<u>In Attendance</u>	<u>Title</u>		
Mr WONG Tin-pui, Simon	Assistant District Officer / Sha Tin District Office		
Mr YUEN Chun-kit, Derek	Senior Executive Officer (District Council) / Sha Tin District Office		
Ms LAW See-ngar, Briget	Assistant District Leisure Manager (District Support) Sha Tin / Leisure and Cultural Services Department		
Mr LEUNG Cheuk-ming, Rico	Senior Manager (New Territories East) Promotion / Leisure and Cultural Services Department		

**In Attendance**

Ms NG Sheung-han, Alice

Ms LEE Mei-yee

**Title**

Manager (New Territories East) Marketing and District Activities / Leisure and Cultural Services Department  
Senior Librarian (Sha Tin) /  
Leisure and Cultural Services Department

**Absent**

Mr MOK Kam-kwai, BBS (Chairman)

Mr LEUNG Ka-fai, Victor

Mr LI Sai-wing

Mr NG Kam-hung

Mr WONG Yue-hon

Mr LEE Chi-wing, Alvin

Mr PUN Kwok-shan, MH

Mr SIU Hin-hong

**Title**

DC Member (Application for leave of absence received)

” ( ” )

” ( ” )

” ( ” )

” ( ” )

” (No application for leave of absence received)

” ( ” )

” ( ” )

**Action**

As Mr MOK Kam-kwai, the Chairman was absent from the meeting, under Order 6(2) of the Sha Tin District Council Standing Orders (Standing Orders), Ms Iris WONG, the Vice-Chairman was to act as the temporary Chairman.

2. The Vice-Chairman welcomed all members to the first meeting of the Finance and General Affairs Committee (FGAC) of the year. She said that some members of the public, being present as observers at the auditorium, were taking photographs and making video and audio recordings.

**Application for Leave of Absence**

3. The Vice-Chairman said that the Secretariat of the Sha Tin District Council (STDC) had received the applications for leave of absence in writing from the following members:

Mr MOK Kam-kwai

Mr Victor LEUNG

Mr LI Sai-wing

Mr NG Kam-hung

Mr WONG Yue-hon

Mr YAU Man-chun

Official commitment

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4. The FGAC endorsed the applications for leave of absence submitted by the members above.

(Note: The Vice-Chairman noted that Mr YAU Man-chun arrived in the course of the meeting and attended the meeting.)

**Confirmation of the Minutes of the Meeting Held on 14 November 2017**

5. Members unanimously endorsed the above minutes of the meeting.

**Discussion Items**

Election of the Convenor of the Working Group  
(Paper No. FGA 1/2018)

6. Members unanimously endorsed the nomination and election arrangement of the new Convenor of the Working Group as stated in the paper. The Vice-Chairman asked members to make nominations for the Convenor of the Working Group.

7. Mr HO Hau-cheung nominated Mr SIU Hin-hong as the Convenor of the Working Group. He said Mr SIU Hin-hong had agreed to the nomination and serve as the Convenor of the Working Group if elected. Ms TUNG Kin-lei and Mr Tiger WONG were the two seconders.

8. Mr James CHAN said Mr SIU Hin-hong was not present and had not submitted any written documents to the FGAC to state his willingness to be nominated and serve as the Convenor of the Working Group if elected. Therefore, he would like to know how the nomination would be dealt with.

9. Mr David HO, Executive Officer I (District Council)1 of the Sha Tin District Office (STDO) said that each nominee should be nominated by one member and seconded by two other members. The nominee was required to state his/her willingness to be nominated and take up the post if elected. If the nominee resigned from the post after being elected, the resignation would require the FGAC's approval. The FGAC would then elect another Convenor of the Working Group.

10. Mr CHAN Nok-hang pointed out that when the Development and Housing Committee (DHC) elected the Convenor of the Working Group on Building Management and Housing Affairs in 2016, one of the nominees, Mr Alvin LEE, was not present. However, before the election, Mr Alvin LEE had written to the DHC to state his willingness to take up the duties of the Convenor. Unlike that case, Mr SIU Hin-hong had not submitted any similar written notification to the FGAC before the election. Therefore, he opined that the FGAC should not further process the nomination of Mr SIU Hin-hong.

11. Mr TING Tsz-yuen said that under Order 30(2) of the Standing Orders, absent Members should not vote nor appoint another Member to act as his/her proxy for the purpose of voting. He therefore considered that this FGAC meeting should not further process the nomination of Mr SIU Hin-hong if he could not attend this meeting.

12. Mr Michael YUNG said that he was not well aware of Mr SIU Hin-hong's will as he had not submitted any written notification to the FGAC before the election to state that he was willing to be nominated and take up the post of the Convenor of the Working Group if elected. Under Order 39(4) of the Standing Orders, any amendment to the convenor of a working group should be endorsed by the STDC or the relevant committee. He wanted to know whether this election of the Convenor of the Working Group could be postponed to the next STDC meeting.

13. Mr Tiger WONG said as far as he was aware, Mr SIU Hin-hong was absent from the meeting because he was sick and was going to see a doctor. Mr SIU Hin-hong had expressed his willingness to withdraw from the election of the Convenor of the Working Group.

14. Mr HO Hau-cheung withdrew his nomination of Mr SIU Hin-hong due to his absence from the meeting.

15. Mr David HO added that as the Working Group was established by the FGAC, it was under the FGAC and it reported to the FGAC. Therefore, the election of the Convenor of the Working Group should be held by the FGAC. If the office of the Convenor of the Working Group was left vacant, the Working Group needed to elect a temporary Convenor to take up the duties temporarily when a meeting was held. Members could raise nomination for the Convenor of the Working Group at this meeting if they had any.

16. Mr WONG Hok-lai nominated Mr James CHAN as the Convenor of the Working Group. Mr Michael YUNG and Mr LAI Tsz-yan were the two seconders.

17. Mr Thomas PANG nominated Ms Scarlett PONG as the Convenor of the Working Group. Ms TUNG Kin-lei and Mr CHIU Man-leong were the two seconders.

18. Ms Scarlett PONG and Mr James CHAN respectively agreed to the nomination and take up the post of the Convenor of the Working Group if elected.

19. The Vice-Chairman said as more than one member was nominated, the Convenor of the Working Group would be elected by members present at this meeting.

20. The Vice-Chairman announced the voting result: Mr James CHAN had 15 votes and Ms Scarlett PONG had 13 votes. Mr James CHAN was elected as the Convenor of the Working Group.

21. The Vice-Chairman thanked Mr James CHAN for taking up the post of the Convenor of the Working Group.

Establishment of a Tentative Ceiling for the Sha Tin District Council Expenditure Heads and Estimates in the Financial Year 2018-19  
(Paper No. FGA 2/2018)

22. The Vice-Chairman welcomed Ms Briget LAW, Assistant District Leisure Manager (District Support) Sha Tin, Mr Rico LEUNG, Senior Manager (New Territories East) Promotion, Ms Alice NG, Manager (New Territories East) Marketing and District Activities, and Ms LEE Mei-yee, Senior Librarian (Sha Tin), of the Leisure and Cultural Services Department (LCSD) to the meeting. She asked the Secretariat to give a brief introduction of the paper.

23. Mr David HO gave a brief introduction of the paper, and the estimates and use of funds of each Expenditure Head in the Financial Years of 2015-18.

24. Mr CHING Cheung-ying pointed out the fund allocated to the STDC in the Financial Year 2018-19 was estimated to be more than \$30 million. But the STDC would reserve more than \$10 million of the said fund for the LCSD to organise events at district level, which would account for around 30% of the estimated fund. The LCSD had never fully involved members of the Culture, Sports and Community Development Committee (CSCDC) in planning, supervision and review of effectiveness of the relevant events in the past. He opined that too much fund was reserved for the LCSD and it was not cost-effective. In addition, a fund of more than \$300,000 in total was reserved for the four Area Committees under the STDO. If each Area Committee was to hold one trip or one carnival, that meant a fund of \$70,000 to \$80,000 would be reserved for each event. He pointed out that the estimated participation fees of such events would be lower than those of similar events held by other general local organisations. While the funds reserved for the

Working Groups under the STDC had been increasing in recent years, the events held by such Working Groups did not achieve much significant result. He believed that it was necessary to fully review the events held by the Working Groups, so as to evaluate the effectiveness of the fund spent by the STDC on relevant projects. Meanwhile, he wanted to know the effectiveness of the STDC fund spent on the trial scheme on extension of opening hours of community halls.

25. Ms LAM Chung-yan noted that the application rate of the funding of the Community Libraries Partnership Scheme was not high. She wanted to know whether it was still necessary to reserve fund for the scheme, and whether the Working Groups could adjust the reserved funds for the Categories under respective Expenditure Heads. Besides, she was aware that currently, the Working Groups under the STDC co-organised some of the activities with other organisations. According to the relevant rules, the STDO staff would not participate in the actual implementation of the concerned activities if there were co-organisers. Therefore, she would like to know whether the number of contract staff members of the Secretariat was appropriate.

26. Mr Michael YUNG considered that the number of civil servants of the Secretariat had not increased for many years, despite the fact that the workload in relation to the business of the constituencies and Members of the STDC, as well as the matters concerning Members' remuneration and allowances, had been increasing. As some work of the Secretariat had to be handled by civil servants, employment of additional contract staff could not alleviate the workload of the Secretariat. Besides, he thought the existing office space of the Secretariat was insufficient.

27. Mr Billy CHAN pointed out that the fund allocated to the LCSD for recreational and sports events by the STDC in the Financial Year 2017-18 had increased by more than \$1.3 million when compared with the Financial Year 2016-17. Regarding the reports of the LCSD submitted to the CSCDC, the contents were more or less the same every time. He enquired of the LCSD about how it had spent the additional \$1.3-odd million, and what it would do if the fund allocated to the Sha Tin District this year was less than that of the previous year. Besides, he thought the Secretariat had been understaffed for many years. He asked the STDO to carry out measures to increase the manpower of the Secretariat.

28. Mr CHIU Man-leong said he did not agree with Mr CHING Cheung-ying's saying that the activities held by the Working Groups had not achieved any significant result. He invited DC Members to join the Working Groups' activities more often, so as to gain a deeper understanding of the Working Groups' activities and their effectiveness.

29. Ms TUNG Kin-lei hoped that Mr CHING Cheung-ying would refer to the minutes and progress reports of the Working Groups. She said the Working Groups had held many activities that brought benefits to the community, such as age-friendly community activities in the Sha Tin District, a campaign to encourage women to become qualified care workers, etc. She asked Mr CHING Cheung-ying to join the Working Groups' activities more often, so as to gain a deeper understanding of the Working Groups' activities and their effectiveness.

30. Mr Tiger WONG hoped that Mr CHING Cheung-ying would join the Working Groups' activities more often. He also invited more DC Members to join the Working Groups' activities. Discussions could be made if they had any questions about the activities.

31. Ms Scarlett PONG pointed out that the age-friendly community of the Sha Tin District was authenticated by the World Health Organization. To address the community's demand for "Life and Death Education", the Working Group on Age-friendly Community and the Faculty of Medicine of the Chinese University of Hong Kong had jointly organised eight talks and visits, attracting more than 500 participants. Meanwhile, the Working Group on Healthy City and International Day of Disabled Persons had also co-organised with different local community groups and organisations 20 events to promote traditional Chinese tea ceremony, attracting more than 500 participants. She added that the Working Group would hold a movie screening and sharing session of "Weeds On Fire", and also a talk on the impacts of alcohol abuse on health for more than 200 students of a secondary school in City One Shatin in January this year. She welcomed Mr CHING Cheung-ying to join the activities of the said Working Group.

32. Mr HO Hau-cheung opined that the STDC should always review its service, including the quality of its activities, in order to address public needs. He thought that the benefits of the activities brought to the community should not be measured simply by the costs. He observed that every Working Group organised activities in a serious manner and utilised the allocated fund prudently. By organising various activities, public understanding and recognition of the STDC were enhanced. Besides, he observed that the attendance of the STDC Members at the Working Groups' activities was not satisfactory. He invited Members to join the Working Groups' activities more often. He thought the Working Groups would report their work to their respective Committees. If Members had any questions on the work of the Working Groups, they might raise the questions at the committee meetings direct.

33. Mr CHAN Nok-hang opined that the Convenors of the Working Groups should humbly accept criticisms. He also thought that DC Members should respect each other.

34. Ms CHAN Man-kuen said she respected Mr CHING Cheung-ying's comment on Working Groups' activities. She hoped Mr CHING Cheung-ying would join the Working Groups' activities more often and give objective and concrete feedbacks afterwards, so as to help improve the Working Groups' activities.

35. Mr Wilson LI agreed with some of the comments made by Mr CHING Cheung-ying. He had joined two Working Groups and felt that they held activities in a serious manner. He considered that the discussion should focus on how the STDC should monitor the Working Groups' activities, and how to enhance the publicity of the activities. He would participate in the Working Groups' activities and attend their meetings more often, and exchange views with the Working Groups, in the hope that such activities could benefit more members of the public.

36. Mr David HO stated that when the Committees drew up the estimates of their respective Expenditure Heads later, reserved funds for different Categories under the Expenditure Heads could be adjusted as per actual circumstances. Since the amount of fund allocated to the STDC for the next financial year had not yet been confirmed, it was suggested that the approach adopted in the past financial estimates should be followed. The total fund of \$32,520,000 allocated in the Financial Year 2017-18 should be used as a basis to draw up the tentative ceiling of the Financial Year 2018-19. Such estimates could be reviewed and revised anytime in the Financial Year as per actual circumstances. In addition, the tentative ceiling of relevant activities of the LCSD proposed in the paper was the same as that in the Financial Year 2017-18.

37. Mr Simon WONG, Assistant District Officer of the STDO added that the staff members of the Secretariat were composed of civil servants and contract staff. The STDO reviewed the civil service manpower of the Secretariat every year, and reflected the suggestion of staff establishment to the Home Affairs Department (HAD). The HAD would convey to relevant departments after consolidating the suggestions of staff establishment made by every District Office. The STDO would continue to pay attention to the civil service manpower of the Secretariat and convey the suggestions of staff establishment to the HAD when appropriate. Besides, according to the relevant rules of funding, the STDC could spend no more than 15% of the fund allocated to the district to employ designated staff to perform the STDC's duties throughout the year. When the tentative ceiling was being drawn up, the maximum percentage of the fund was taken into account, and an amount of fund was reserved to cover the pay adjustments of contract staff. It was hoped that the largest number of contract staff could be employed to support the work of the Secretariat by using the resources available. The STDO would also review the workflow of the Secretariat from time to time, so as to let the contract staff give full play to their function of sharing the Secretariat's workload. The Secretariat had also reduced its workload by streamlining the workflow of different duties such as the reimbursement of Members' remuneration and allowances, funding of community involvement projects, etc. The Secretariat was now working on the digitalisation of the processing of local organisations' funding applications for community involvement projects in the hope that the Secretariat's workload would further be reduced.

38. Ms Briget LAW said the LCSD was aware that the STDC hoped to play a more active role in planning, supervision and review of the LCSD's activities. The Department would report its activities at the CSCDC meeting and exchange views with Members on a regular basis. The LCSD was aware of Members' needs and would continue to strengthen communication with them, so as to improve the LCSD's activities and services in response to the needs of different parties in the local community. Moreover, the 2017 Policy Address suggested increasing the fund for the community involvement projects by \$100 million starting from the Financial Year 2017-18, so that the 18 District Councils could further enhance the implementation or subsidisation of the community involvement projects. Therefore, more fund was allocated to the LCSD for recreational and sports events in the Financial Year 2017-18 than Financial Year 2016-17. The LCSD had already held more activities and improved the quality of the activities following the increase in fund. For example, the LCSD held one more carnival in Royal Ascot, Tai Wai and Jat Min respectively in response to the population growth, improved the management and order of the swimming courses held by the LCSD, etc. If the STDC was allocated with less fund in the Financial Year 2018-19 than the Financial Year 2017-18, then less fund would be allocated to the LCSD. The Department would keep organising basic activities in the district, and adjust the number and scale of the activities according to the fund allocated with a view to minimising the impact on the public.

39. The Vice-Chairman asked members to vote on the above paper. With 12 affirmative votes, 5 dissenting votes and 7 abstention votes, the FGAC endorsed that the current financial accounting system of the 11 Expenditure Heads and reserves was to be maintained, and endorsed the tentative ceilings for the estimates of the 11 Expenditure Heads stipulated in the paper, which would be recommended to the STDC for consideration.

**Funding Application**

**Funding Application for the Employment of Contract Staff by the Sha Tin District Council Secretariat**

(Paper No. FGA 3/2018)

40. Members unanimously endorsed the above funding application and the recommendation of the application to the STDC for consideration. In addition, members also unanimously endorsed the extension of the deadline for funding application to the end of February 2019 as specified in Annex 4 of the above paper.

**Information Item**

**Report of the Working Group**

(Paper No. FGA 4/2018)

41. The FGAC noted the above paper.

42. Mr Billy CHAN added that the STDC would send a representative team to participate in the Standard Chartered Hong Kong Marathon 2018 on 21 January 2018. He invited members to go to the venue to cheer for the STDC representative team in the morning of that day.

**Information Paper**

**Report on the Financial Account of the Sha Tin District Council (as at 31 December 2017)**

(Paper No. FGA 5/2018)

43. The FGAC noted the above paper.

**Date of Next Meeting**

44. The next meeting was scheduled to be held at 2:30 pm on 20 March 2018 (Tuesday).

45. The meeting was adjourned at 4 pm.

Sha Tin District Council Secretariat  
STDC 13/15/50

March 2018