

**Minutes of the First Meeting of
the Finance and Administration Committee
under the Yuen Long District Council in 2020**

Date : 23 January 2020 (Thursday)

Time : 5:30 p.m. – 5:50 p.m.

Venue : Conference Room, Yuen Long District Council, 13/F., Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long

<u>Present</u>	<u>Time of Arrival</u>	<u>Time of Withdrawal</u>
Chairman: Mr LAM Chun	Beginning of the meeting	End of the meeting
Vice Chairman: Mr HONG Chin-wah	Beginning of the meeting	End of the meeting
Members: Mr AU Kwok-kuen	Beginning of the meeting	End of the meeting
Mr CHEUNG Sau-yin	Beginning of the meeting	End of the meeting
Mr FONG Ho-hin	Beginning of the meeting	End of the meeting
Mr HAU Man-kin	Beginning of the meeting	End of the meeting
Mr HO Wai-pan	Beginning of the meeting	End of the meeting
Mr KWOK Man-ho	Beginning of the meeting	End of the meeting
Ms LAI Po-wa	Beginning of the meeting	End of the meeting
Mr LEE Chun-wai	Beginning of the meeting	End of the meeting
Mr MO Kai-hong	Beginning of the meeting	End of the meeting
Mr NG Hin-wang	Beginning of the meeting	End of the meeting
Ms NG Yuk-ying	Beginning of the meeting	End of the meeting
Mr TO Ka-lun	Beginning of the meeting	End of the meeting
Mr WONG Pak-yu	Beginning of the meeting	End of the meeting
Mr WONG Wai-yin, Zachary	Beginning of the meeting	End of the meeting

Secretary: Ms PANG Ka-fong, Cindy Senior Executive Officer (District Council), Yuen Long District Office

Assistant Secretary: Ms WONG Man-ting, Mandy Executive Officer I (District Council), Yuen Long District Office

In Attendance

Mr NG Lak-sun, Nixon Assistant District Officer (Yuen Long)
Mr CHAN Shu-fai

Absent

Mr CHING Chan-ming
Mr NG Kin-wai
Mr TANG Yung-yiu, Ronnie

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Mr Zachary WONG, the Chairman of Yuen Long District Council (“YLDC”), would chair the first agenda item of the meeting until the Chairman and Vice Chairman of the Finance and Administration Committee (“F&AC”) were elected.

Item I: Election of Chairman and Vice Chairman of Finance and Administration Committee (“F&AC”)

2. Mr Zachary WONG said that the Secretariat had received one nomination for F&AC Chairman and one nomination for F&AC Vice Chairman before the meeting. As no further nominations were proposed at the meeting, the nominations for the two positions were closed.

3. Mr Zachary WONG stated that the candidate nominated for F&AC Chairman was Mr LAM Chun, who was nominated by Mr NG Hin-wang, and the nomination was subscribed by Mr HAU Man-kin and Ms LAI Po-wa. Since there was only one candidate running for the chairmanship, Mr Zachary WONG announced that Mr LAM Chun was elected as F&AC Chairman.

4. Mr Zachary WONG stated that the candidate nominated for F&AC Vice Chairman was Mr HONG Chin-wah, who was nominated by Mr TO Ka-lun, and the nomination was subscribed by Mr HAU Man-kin and Mr WONG Pak-yu. As there was only one candidate running for the position, Mr Zachary WONG announced that Mr HONG Chin-wah was elected as F&AC Vice Chairman.

(The F&AC Chairman presided over the meeting)

**Item II: YLDC’s Manual on the Use of District Council Funds
(F&AC Paper No. 1/2020)**

5. The Chairman asked Members to take note of Paper No. 1. The purpose of paper was to ask Members to consider endorsing the updated Yuen Long District Council’s Manual on the Use of District Council Funds (“the Manual”).

6. As no comments or questions were raised, the Chairman concluded that Members had endorsed the updated Manual, which would be applicable to funding applications from 2020-21 onwards.

Item III: Funding applications for the employment of staff for discharging DC duties

**(i) Community halls and community centres
(F&AC Paper No. 2/2020)**

7. The Chairman asked Members to take note of Paper No. 2. The purpose of paper was to ask Members to consider endorsing an allocation of \$860,244 for the continued employment of five Project Assistants to assist in the promotion of the use of facilities in community halls/community centres.

8. A Member enquired whether the aforesaid allocation was earmarked for the continued employment of existing staff.

9. The Secretary responded that the aforesaid allocation was earmarked for the continued employment of existing staff.

10. The Chairman concluded that Members had endorsed an allocation of \$860,244 for the continued employment of five Project Assistants to assist in the promotion of the use of facilities in community halls/community centres.

11. Members' supplementary views were summarised as follows:

- (1) A Member urged the District Officer not to delete the non-civil service contract ("NCSC") positions financed by DC funds or prevent the staff from assisting in the work of the DC at his own will; and
- (2) Members were invited to examine if rejecting the allocation would result in a cut-back of all staff who assisted in the work of DC. An enquiry was also made on whether the funding application for the employment of staff for discharging DC duties had to be made by the Yuen Long District Office ("YLDO").

**(ii) Yuen Long District Office
(F&AC Paper No. 3/2020)**

12. The Chairman asked Members to take note of Paper No. 3. The purpose of paper was to ask Members to consider endorsing an allocation of \$3,010,894 for the continued employment of one Executive Assistant, four Project Coordinators and ten Project Assistants to assist the YLDO in implementing community involvement projects jointly organised or co-organised and funded by DC.

13. Members' views and enquiries were summarised as follows:
- (1) An enquiry was made on whether the allocation was earmarked for the continued employment of existing staff;
 - (2) It was held that the employer's mandatory contribution to the Mandatory Provident Fund ("MPF") scheme should not be deducted from the contract-end gratuity payable to the staff;
 - (3) A Member said he was in support of endorsing the funding application for the continued employment of existing staff this year, but did not rule out that he might vote against the funding application next year;
 - (4) An enquiry was made on whether the staff were working in the YLDO;
 - (5) A Member in attendance enquired whether a communication platform was created to facilitate contact between Members and the staff; and
 - (6) An enquiry was made on whether the staff would perform duties outside the scope of work described in the paper.

14. Mr Nixon NG of the YLDO responded that the staff were working in the YLDO and their terms of employment were established based on the scope of work and job duties as set out in the paper.

15. The Secretary's responses were summarised as follows:

- (1) The allocation was earmarked for the continued employment of existing staff;
- (2) Members' views on the contract-end gratuity was noted and would be relayed to the Home Affairs Department ("HAD"); and
- (3) Members could communicate with the staff to be arranged by YLDO despite the absence of a communication platform between the two parties at the moment.

16. The Chairman concluded that Members had endorsed an allocation of \$3,010,894 for the continued employment of one Executive Assistant, four Project Coordinators and ten Project Assistants to assist the YLDO in implementing community involvement projects jointly organised or co-organised and funded by DC.

(iii) Yuen Long District Council Secretariat
(F&AC Paper No. 4/2020)

17. The Chairman asked Members to take note of Paper No. 4. The purpose of paper was to ask Members to consider endorsing an allocation of \$1,976,472 for the continued employment of four Executive Assistants and three Project Assistants to maintain the administrative and clerical support

to YLDC by the YLDC Secretariat, and to assist in the implementation of community involvement projects.

18. A Member said the above posts on contract terms should be converted to permanent posts in the YLDO establishment, considering the long-term need of these posts.

19. Mr Nixon NG responded that Members' views had been noted. More resources would be sought from HAD for creating permanent posts to assist in the YLDC's work.

20. The Chairman concluded that Members had endorsed an allocation of \$1,976,472 for the continued employment of four Executive Assistants and three Project Assistants to maintain the administrative and clerical support to YLDC by the YLDC Secretariat, and to assist in the implementation of community involvement projects.

**Item IV: Funding application by Yuen Long Football Club in respect of “Yuen Long Team for Hong Kong Football Association’s Hong Kong Premier League, Reserve Division League, Senior Shield, Sapling Cup, FA Cup and other competitions in 2019-2020”
(F&AC Paper No. 5/2020)**

21. The Chairman said it was not necessary to discuss the funding application at this meeting, which was not recommended by the Culture, Arts, Recreation, Sports, Welfare, Education and Public Order Committee (“CAPOC”).

(Post-meeting note: Members' views on the funding application were sought by circulation of paper on 14 February 2020. The funding application was not endorsed because it failed to obtain approval from not less than two-thirds of the Members within the specified circulation period.)

Item V: Any other business

22. There being no other business, the meeting was adjourned at 5:50 p.m.

Yuen Long District Council Secretariat
February 2020