

# 行政

## Administration

### 法援局會議出席紀錄

法援局在2019-2020年度召開了四次會議，各成員出席率列表如下：

### Attendance at Council Meetings

In 2019-2020, the Council has convened four meetings. The attendance rate of members is set out in the table below –

法援局成員 Council Members	出席會議次數 No. of Meetings Attended	出席率 Attendance Rate
李家祥博士 GBS, JP* Dr Eric LI Ka Cheung GBS, JP*	3	100%
梁永祥博士 SBS, JP# Dr William LEUNG Wing-cheung SBS, JP#	1	100%
陳曉峰先生 MH Mr Nicholas CHAN Hiu-fung MH	4	100%
莊偉倫先生 Mr Warren GANESH	4	100%
劉麥嘉軒女士 JP Mrs Ayesha Macpherson LAU JP	3	75%
梁宏正先生 JP Mr Clarence LEUNG Wang-ching JP	4	100%
白天賜先生 Mr Timothy PARKER	3	75%
石書銘先生 Mr Randy SHEK	2	50%
溫麗司女士 Miss Iris WAN	3	75%
王惠貞女士 SBS, JP Ms Connie WONG Wai-ching SBS, JP	3	75%
法律援助署署長 Director of Legal Aid	4	100%

\* 李家祥博士擔任本局主席至2019年8月31日止。在2019年4至8月期間，本局召開了三次會議。  
Dr Eric LI Ka Cheung served the Council as Chairman up to and including 31 August 2019. During the period from April to August 2019, three meetings were convened.

# 梁永祥博士自2019年9月1日起成為本局主席。在2019年9月至2020年3月期間，本局召開了一次會議。  
Dr William LEUNG joined the Council as Chairman on 1 September 2019. During the period from September 2019 to March 2020, one meeting was convened.

## 採納促進種族平等行政指引

政府於2019年修訂其推行的促進種族平等行政指引，並期望所有政府政策局、部門和相關機構採納。這些指引為公共機構提供指導，以期使所有香港市民，不論種族，皆有平等機會獲得公共服務。本局應政府的呼籲，決定參考這些指引，在提供公共服務時為有需要人士安排合適的語言支援服務。

## 職業安全與健康

鑑於本局辦公室所在地區的空氣污染情況，特別於2019年下半年期間，以及新冠病毒散播的風險，本局聘用了一間獲認可的室內空氣質素檢定證書簽發機構，評估辦公室的室內空氣質素，並獲得由環境保護署所推行的辦公室及公眾場所室內空氣質素檢定計劃下發出的「卓越級」室內空氣質素檢定證書。此外，為減低病毒感染和散播的風



## Adoption of Administrative Guidelines on Promotion of Racial Equality

The Administrative Guidelines on Promotion of Racial Equality implemented by the Government were revised in 2019 and aimed to be applied to all government bureaux and departments as well as related organisations. These Guidelines provide guidance to public authorities so that people of Hong Kong, regardless of their race, enjoy equal access to public services. In response to the Government's appeal, the Council decided to make reference to the Guidelines in the delivery of services to members of the public. Arrangement will be made to provide appropriate language services as and when necessary.

## Occupational Safety and Health

In view of air pollution in the area where the office is located particularly during the period from mid to late 2019 and the risk of the spread of novel coronavirus through air, the Council had engaged an accredited Indoor Air Quality Certificate Issuing Body to assess the indoor air quality of the office and was awarded with "Excellent Class" under the Indoor Air Quality Certification Scheme implemented by the Environmental Protection Department. Furthermore, the Council stepped up measures to reduce the risk of infection and the spread of the virus including the arrangement of regular cleansing service for the carpet, curtain and fan coil units, and the provision of alcohol-based handrub and

險，本局已加強一系列防控措施，包括定期清洗地氈、窗簾和風機盤管組件，並於辦公室入口處提供酒精搓手液和設置消毒地墊。本局亦為需要向公眾提供面對面服務或外勤工作的員工，配備外科口罩。本局致力為員工提供一個無菌且受良好保護的工作環境。

## 職員編制

截至2020年3月底，秘書處共有六名職員，包括四名由政府借調的公務員和兩名由本局聘請的合約員工。

## 財務事宜

本局為公帑資助的法定機構，於2019-2020年度，本局從政府收取的補助為7,192,000元，全年總支出為6,914,000元。

sanitising mat at the entrance of the office. The Council also provided staff with a surgical mask when rendering face-to-face services to members of the public or performing outdoor duties. The Council is sought to furnishing a germ-free and well-protected working environment for staff of the Council.

## Staffing

As at the end of March 2020, the Secretariat had six staff members comprising four civil service staff seconded from the Government and two staff employed by the Council on a contract basis.

## Finance Matters

The Council is a government-funded statutory body. Subventions received from the Government for 2019-2020 amounted to \$7.192 million. Total expenditure of the year was \$6.914 million.