

行政 Administration

法律援助会议出席纪录

法律援助局在2021-2022年度召开了七次会议，其中一次出席成员数目未达法定人数要求。各成员出席率列表如下：

Attendance at Council Meetings

In 2021-2022, the Council has convened seven meetings but there were not enough members present to constitute a quorum for one of the meetings. The attendance rate of members is set out in the table below –

法律援助局成员 Council Members	出席会议次数 [#] No. of Meetings Attended [#]	出席率 Attendance Rate
梁永祥教授 GBS, JP Prof. William LEUNG GBS, JP	6	100%
陈晓峰律师 MH, JP Mr Nicholas CHAN MH, JP	6	100%
蓝嘉妍律师 Ms Karen LAM	5	83%
刘麦嘉轩女士 BBS, JP Mrs Ayesha LAU BBS, JP	5	83%
刘诗韵女士 JP Ms Serena LAU JP	6	100%
李佩珊女士 Ms Rosita LEE	6	100%
白天赐大律师 Mr Timothy PARKER	4	67%
石书铭大律师 Mr Randy SHEK	3	50%
温丽司女士 Miss Iris WAN	3	50%
法律援助署署长 Director of Legal Aid	6	100%

出席成员数目未达法定人数要求的一次会议并不计算在内。

A meeting for which there were not enough Members present to constitute a quorum was not included.



采纳促进种族平等 行政指引

政府于2019年修订其推行的促进种族平等行政指引，并期望所有政府政策局、部门和相关机构采纳。这些指引为公共机构提供指导，以期使所有香港市民，不论种族，皆有平等机会获得公共服务。本局应政府的呼吁，在提供公共服务时已参考这些指引。本局会按要求提供有关「提供大律师证明书计划」的口译和笔译服务。于2021-22年，本局安排全体员工透过公务员学院的「公务员易学网」参与相关的网上研讨会与培训。员工的反应正面，表示更加理解不同种族人士所面对的困难，并在合适的工作场合中能运用所学到的知识和技巧。

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 made reference to the Guidelines in the delivery of services to members of the public. Interpretation and translation services on the Scheme on Provision of Certificate by Counsel will be provided upon request. In 2021-22, the Council has arranged all staff to attend relevant online seminar and training through Cyber Learning Centre Plus by Civil Service College. Response from staff was positive and they were able to understand further the difficulties faced by people of diverse races and apply the knowledge and techniques in the workplace where appropriate.

职业安全与健康

为减低新型冠状病毒散播的风险，本局为办公室添置了一台空气净化机，并聘用了一间获认可的室内空气质素检定证书签发机构，评估办公室的室内空气质素，并获得由环境保护署所推行的办公室及公众场所室内空气质素检定计划下发出的「卓越级」室内空气质素检定证书。此外，为减低病毒感染和散播的风险，本局已加强一系列防控措施，包括定期清洗地毡、窗帘和风机盘管组件，并于办公室入口处提供酒精搓手液和设置消毒地垫。根据卫生防护中心发出的2019冠状病毒病的健康指引，本局已要求全部员工需符合疫苗通行证的要求，并在进入工作场所时使用「安心出行」扫描场所二维码，从而及早发现隐藏传播链。本局亦为需要向公众提供面对面服务或外勤工作的员工，配备外科口罩和手套。本局致力为员工提供一个无菌且受良好保护的工作环境。

职员编制

截至2022年3月底，秘书处共有六名职员，包括四名由政府借调的公务员和两名由本局聘请的合约员工。

财务事宜

本局为公帑资助的法定机构，于2021-2022年度，本局从政府收取的补助为7,010,000元，全年总支出为6,854,000元。

Occupational Safety and Health

To reduce the risk of the spread of novel coronavirus through air in the office, the Council had acquired an air purifier and 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 has 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 sanitising mat at the entrance of the office. In accordance with the Guidelines on Prevention of COVID-19 issued by the Centre for Health Protection, the Council has requested all staff to meet the vaccine pass requirement and scan the QR code with "LeaveHomeSafe" when entering the premises to facilitate early identification of hidden transmission chains. The Council also provided staff with surgical masks and gloves 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 2022, 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 2021-2022 amounted to \$7.01 million. Total expenditure of the year was \$6.854 million.