

行政 Administration

法援局會議出席紀錄

法援局在2021-2022年度召開了七次會議，其中一次出席成員數目未達法定人數要求。各成員出席率列表如下：

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 –

法援局成員 Council Members	出席會議次數# No. of Meetings Attended #	出席率 Attendance Rate
梁永祥教授 GBS, JP Prof. William LEUNG GBS, JP	6	100%
陳曉峰律師 MH, JP Mr Nicholas CHAN MH, JP	6	100%
藍嘉妍律師 Ms Karen LAM	5	83%
劉麥嘉軒女士 BBS, JP Mrs Ayesha LAU BBS, JP	5	83%
劉詩韻女士 JP Ms Serena LAU JP	6	100%
李佩珊女士 Ms Rosita LEE	6	100%
白天賜大律師 Mr Timothy PARKER	4	67%
石書銘大律師 Mr Randy SHEK	3	50%
溫麗司女士 Miss Iris WAN	3	50%
法律援助署署長 Director of Legal Aid	6	100%

出席成員數目未達法定人數要求的一次會議並不計算在內。

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



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，在提供公共服務時已參考這些指引。本局會按要求提供有關「提供大律師證明書計劃」的口譯和筆譯服務。於2021-22年，本局安排全體員工透過公務員學院的「公務員易學網」參與相關的網上研討會與培訓。員工的反應正面，表示更加理解不同種族人士所面對的困難，並在合適的工作場合中能運用所學到的知識和技巧。

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.

職業安全與健康

為減低新型冠狀病毒散播的風險，本局為辦公室添置了一台空氣淨化機，並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。根據衛生防護中心發出的2019冠狀病毒病的健康指引，本局已要求全部員工需符合疫苗通行證的要求，並在進入工作場所時使用「安心出行」掃描場所二維碼，從而及早發現隱藏傳播鏈。本局亦為需要向公眾提供面對面服務或外勤工作的員工，配備外科口罩和手套。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2022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2021-2022年度，本局從政府收取的補助為7,010,000元，全年總支出為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.