

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Executive Committee 2021/22

Minutes of the 6th Meeting of the Executive Committee for 2021/22 held on Monday, 26 September, 2022 at 5:00 p.m. and due to pandemic, the meeting was held online by Zoom.

Present : The Hon. Bernard Chan (Chairperson)
Ms. Yvonne Chak Mr. Charles Chan
Ms. Queenie Chan Ms. Susan Chan
Mr. Francis Chau Mr. Benny Cheung
Mr. Daniel Chu Mr. Andy Ho
Mr. Larry Kwok Dr. the Hon. Lam Ching Choi
Ms. Elizabeth Law Ms. Josephine Lee
Dr. Edward Leung Ms. Ivy Leung
Mr. Kennedy Liu Dr. Annissa Lui
Dr. CC Luk Mr. Joseph Man
Ms. Melissa Pang Ms. Sky Siu
Dr. the Hon. Tik Chi Yuen Ms. Wong Sau Wa
Ms. Yvonne Yeung

In-Attendance : Mr. Chua Hoi Wai, Chief Executive
Mr. Cliff Choi, Business Director
Mr. Raymond Lai, Business Director
Mr. Anthony Wong, Business Director
Ms. Cynthia Lee, Director (Finance)

Apologies : Ms. Anthea Lee Prof. Terry Lum
Dr. the Hon. Stephen Wong Ms. Amarantha Yip

CONFIRMATION OF MINUTES OF LAST MEETING

1. Minutes of the last meeting dated 25 July 2022 were confirmed with no amendment.

MATTERS ARISING

2. There were no matters arising from the minutes of the last meeting.

MATTERS FOR INFORMATION AND APPROVAL

To note the Chief Executive's Progress Report

3. Mr. Chua highlighted and provided supplementary information to the progress report, which were noted by Members with no further comments.

To note the Position of Funds

4. Presented by the Hon. Treasurer, the Position of Funds was noted and received by Members.

To note and approve Application of Agency Membership

5. Members noted and approved the membership application of below agencies:

5.1 Glorious Praise Fellowship (Hong Kong) Limited 榮頌團契有限公司

5.2 Mental Health Foundation Limited 精神健康基金會有限公司

5.3 Saint Barnabas' Society and Home 聖巴拿巴會之家

5.4 Cancerinformation.Com.HK Charity Foundation Limited 癌症資訊網慈善基金有限公司

- 5.5 Elite Charitable Foundation Limited 精英慈善基金有限公司
- 5.6 Mind Mental Health Hong Kong Limited 心聆精神健康香港有限公司
- 5.7 Happy-Retired Charity Action Limited 樂活新中年慈善動力有限公司

After deliberation, membership applications of few agencies were not accepted and the membership team would follow up to inform these agencies in accordance with prescribed procedures.

In response to Members' views on a membership application, the membership team were requested to seek clarification on the scope and nature of services provided by the agency and members of Assessment Committee on Membership Application would be further consulted for advice. The application would be re-submitted for Members' consideration at the next ExCo meeting.

To note the Change of Name of Agency Member

Members noted and approved the following agencies' application for the change of name:

- 6. Hong Kong Paralympic Committee & Sports Association for the Physically Disabled
香港殘疾人奧委會暨傷殘人士體育協會
- 7. Sai Kung District Community Centre Limited 西貢區社區中心有限公司

To note and approve the Council's Submission of The Best Practice Manual Self-assessment Checklist to SWD

- 8. Mr. Chua reported that the Council had completed reviewing the implementation of items required in the Best Practice Manual for the period of April 2021-March 2022. Members were invited to note that relevant policies and measures had been duly implemented and reviewed in accordance with the requirements. Details were reported in the Self-Assessment Checklist submitted to ExCo for endorsement. Members noted and endorsed the checklist, which would be submitted to SWD by 30 October 2022.

To note and approve the Annual Financial Report of HKCSS for the Year Ended 31st March 2022

- 9. Ms. Elizabeth Law, Hon. Treasurer, reported on the Audited Financial Report of the Council as at 31st March 2022 and highlighted the consolidated financial positions on income and expenditure, cash flow, as well as the LSG, PF reserves and fund balances of the Council. Explained by the Hon. Treasurer, subject to minor amendments on wordings, not affecting overall financial positions, the Report had presented a true and fair view of the Council's financial position. With no further enquiries noted, the Report was received and endorsed.

To note and approve Proposed Amendments to Existing Quotation and Tender Ceilings

- 10. Mr. Chua presented the amendments proposed to the Council's existing policy on quotation and tender ceilings and explained that it was an update which followed the Lotteries Fund Manual (January 2022) Chapter 6.2 on 'Quotation and Tender Ceilings'. Mr. Chua highlighted key updates on the amounts of tender ceilings, verbal and written quotations involved, and Members were invited to comment and endorse. With no enquiries, Members noted and approved the proposed quotation and tender ceilings provided in Table B, and based on it, relevant and forms would be properly updated and documented.

To consider the Management of Lump Sum Grant (LSG) Reserve and Provident Fund (PF) Reserve for Non-Snapshot Staff

- 11. Ms. Elizabeth Law, Hon. Treasurer, reported on the positions of Lump Sum Grant (LSG) Reserve and Provident Fund (PF) Reserves for Non-Snapshot Staff, and sought for Members' advice on utilization of the Reserves. After discussion, Members' consents were sought that LSG and PF reserves would be utilized for the Council's future development plan and enhancement of PF contribution to staff. The updated status and utilization of the reserves would be disseminated to staff, agency members and public through appropriate channels. Members noted and endorsed.

To note and approve the Extension of Signing Authority of Office-Bearers

12. Members noted and approved to extend the signing authority of incumbent office-bearers of ExCo to the date of completion of the change in signing authority, arising from any change of such office-bearing positions in the new governance term of office for 2022/2023.

To note and approve Proposal on Handling the Modular Units of Nam Cheong 220

13. Mr. Anthony Wong, Business Director, reported on the background and proposed actions in handling the modular units of Nam Cheong 220, which the tenancy agreement of the site between the Council and Henderson Land Development would soon be expired. After much effort, Lok Sin Tong Benevolent Society Kowloon (LST) was identified being suitable in taking up all the modular units and a formal agreement would soon be entered into with the Council. In this connection, an initial endorsement had also been sought in August 2022, via written circulation to Members of ExCo, in supporting the proposal and authorizing Mr. Chua Hoi Wai, Chief Executive, to sign the agreement on behalf of the Council.

At the Meeting, Members of ExCo was required to officially confirm the resolution that:

- i. The Council would set up an agreement offering to Lok Sin Tong Benevolent Society, Kowloon, the modules of Nam Cheong 220 as well as the appliances (namely, A/C, heaters, mailbox, and the window grilles, etc.) installed at a nominal price of \$1. It should be ensured that the agreement should have a clause to stop all HKCSS's liabilities during demolition and post-handover; and
- ii. Mr. Chua Hoi Wai was authorized by the Executive Committee to sign the agreement on behalf of the Council, in his position as Chief Executive of the Council.

Members noted and endorsed the aforesaid resolution.

To note and approve the Co-option of Members to the Executive Committee

14. Members noted the management's recommendation and endorsed to re-appoint Mr. Bernard Chan, Dr. Hon. Lam Ching Choi, Dr. CC Luk and Dr. Hon. Stephen Wong, to be co-opted members for two years from 2022 to 2024. Mr. Chua would follow up on the invitation accordingly.

MATTERS FOR DISCUSSION AND ACTION

15. Proposed HKCSS Committee Structure

Pertaining to the discussion with Members on the Council's proposed committee structure at previous Meetings, Mr. Cliff Choi, Business Director, reported that views were consolidated and follow-up actions were done, such as a leaflet had been prepared to highlight the new HKCSS vision, position and strategic blueprint for easy reference, and agency heads meeting were held to ensure views of agency heads were properly consulted. It was also noted that while the Council's existing governance structure would remain unchanged in 2022-23, key enhancements and recommendations were proposed to prepare for a smooth migration to the new committee structure. A working group composed of Vice-Chairperson, an elected member and 2 co-opted members would be formed to help steer and advise on work processes during the transitional period and a report would be duly submitted to ExCo in keeping Members abreast of developments.

After lengthy deliberation, Members endorsed the following 2 recommendations on the discussion paper:

- (i) The terms of office for all members of the 4 existing Standing Committee elected in 2022 AGM would be 1 year; and
- (ii) The following Committees would not be continued upon completion of the current term, namely, Advisory Committee of Social Enterprise and Innovation Platform, Innovation and Technology Business Management Committee, HKCSS Institute Steering Committee, Steering Committee on HKCSS WiseGiving, and Caring Company Steering Committee.

16. Counsel's Opinions on 1% Subvention Cut

Mr. Chua reported on the Counsel's opinion received via the Council's appointed legal firm and in brief the opinion had stated that SWD, on behalf of the government, and HKCSS had entered into long term agreement by which both parties had expressly agreed to the main terms of the LSG, as contained in the FSA. It implied that the government should honour its contractual obligation with HKCSS, and the action of unilaterally changing the terms, in this case the 1% subvention cut by the government without mutual agreement, was not appropriate. Members were invited to note, and advise of any possible strategies to ensure the message could be appropriately communicated to the government, while maintaining a healthy dialogue, as well as seeking for building a mutual trusting and harmonious working partner relationship with the sector. Mr. Chua thanked Members for the advice and would further discuss with office-bearers and Ms. Melissa Pang on the approach going forward.

ANY OTHER BUSINESS

17. 75th HKCSS AGM 2022 (25 November 2022)

Members were reminded that the Council's AGM was scheduled for 25 November 2022, Friday, at the Council's Auditorium and HKCSS Convention cum Hong Kong Social Service Expo on 15 February 2023 at HKCEC. Members were invited and more information in details would be released in due course. Mr. Chua further noted that having ensured it was not against provisions of the Council's Constitution, both the Annual Report and Financial Report would be available online to be effective since 2022, being one of supporting efforts to care for the environment. Mr. Chua thanked Members for their support.

18. The Chairperson, on behalf of the Executive Committee, had bid farewell to Mr. Cliff Choi, Business Director, on his retirement and thanked him for his contribution to the Council over the past years. The Chairperson also introduced Ms. Jessica Tam, formerly Head of Social Enterprise Business Centre (SEBC) of the Council, who would be the successor to Mr. Choi and assumed the position as Business Director, with effect from 1 November 2022.

19. Mr. Chua also took the opportunity to thank Ms. Yvonne Chak, Mr. Charles Chan, Dr. Annissa Lui and Ms. Wong Sau Wa, who would retire on completion of their term of services serving on the ExCo. The Chairperson also thanked them for their staunch support and contribution in the past 4 years to the work of the Council.

There being no other business, the meeting was adjourned at 7:00 p.m.