

**THE HONG KONG COUNCIL OF SOCIAL SERVICE**  
**Executive Committee 2022/23**

Minutes of the 6<sup>th</sup> Meeting of the Executive Committee for 2022/23 held on Monday, 18 September 2023 at 5:00 p.m., in Rm 201, 2/F., Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong.

**Present** : The Hon. Bernard Chan (Chairperson)  
Ms. Yvonne Chak Ms. Queenie Chan  
Ms. Chan Siu Lai Ms. Susan Chan  
Mr. Benny Cheung Mr. Larry Kwok  
Dr. Hon. Lam Ching Choi Ms. Elizabeth Law  
Ms. Rachel Leung Mr. Kennedy Liu  
Dr. CC Luk Prof. Terry Lum  
Dr. Hon. Tik Chi Yuen Ms. Apple Tse  
Ms. Wong Sau Wa

**In-Attendance** : Mr. Chua Hoi Wai, Chief Executive  
Ms. Grace Chan, Business Director  
Mr. Raymond Lai, Business Director  
Dr. Jessica Tam, Business Director  
Mr. Anthony Wong, Business Director  
Ms. Cynthia Lee, Director (Finance)

**Apologies** : Ms. Karrie Chan Mr. Raymond Chiu  
Dr. Fung Cheung Tim Mr. Andy Ho  
Revd Canon Hon. Peter Douglas Koon Mrs. Patricia Lau  
Ms. Anthea Lee Ms. Carmen Lee  
Ms. Josephine Lee Ms. Ivy Leung  
Ms. Melissa Pang Ms. Yvonne Yeung

**CONFIRMATION OF MINUTES OF LAST MEETING**

1. Minutes of the last meeting dated 31 July 2023 were confirmed with no amendment.

**MATTERS ARISING**

2. There is no matter arising from the last meeting minutes.

**MATTERS FOR INFORMATION AND APPROVAL**

**To note the Chief Executive's Progress Report**

3. Members noted the progress report presented by the Chief Executive, and Mr. Chua supplemented the information by providing further details on the following issue(s).

**3.1 S+ Summit cum Expo**

According to Mr. Chua, the S+ Summit cum Expo was scheduled for May 2 and May 3, 2024. The primary objective of this event was to engage the welfare sector and stakeholders in identifying social agendas, promoting future social welfare development, and fostering cross-sector and cross-discipline partnerships through collaborative problem-solving. Mr. Chua emphasized that this event would be another signature event following the GIES 2023 (Gerontech and Innovation Expo cum Summit). The planning for both events was currently underway, and Members would be kept informed of any updates.

### 3.2 Operational Guidelines on FSA-related Activities and Cost Apportionment for NGOs (Guidelines)

Mr. Chua updated that multiple rounds of meetings were currently taking place between SWD responsible officials and the Council's governing committees, focusing on addressing various sector-related concerns. It was noted that there was an objective to achieve a crucial milestone by October, where more substantial consensus could be reached with SWD and the sector. However, there were still unresolved matters, including social enterprise and self-financing projects, multi-year projects, and fundraising activities related to cost-apportionment. Further updates from SWD would be provided.

### 3.3 Study Tour to Greater Bay Area (15-17 August 2023)

Mr. Chua highlighted that in mid-August, a delegation consisting of members from ExCo, Steering Committee on Works in Mainland China, Specialized Committee on Elderly Service, and the Council's senior management team visited Guangzhou and Shenzhen. This visit was organized with the support of the Social Welfare Department, Connecting Hearts, and the LOCPG. The purpose of the visit was to examine the latest advancements in residential, community, and home care services for the elderly in these two cities. During meetings with the Bureaus of Civil Affairs of Shenzhen and Guangzhou Municipalities, the delegation shared valuable experiences and exchanged information on the latest developments in elderly care projects, including gerontechnology and care food projects, implemented by the Council. A post-visit meeting would be held on October 18 with the LOCPG to discuss and share observations from the tour.

#### To note the Position of Funds

4. The Hon. Treasurer presented a report on the Council's financial position, which included details of the project budgets, the current status of the HKCSS Development Fund and Investment Fund, and the reserves. Members noted and accepted the report without raising any additional questions.

#### To note and approve Application of Agency Membership

5. Members noted and approved the membership application of below agencies:
  - Community Health Organisation for Intervention, Care and Empowerment Limited  
再思社區健康組織有限公司
  - The Women's Association of Tseung Kwan O Community 將軍澳各界婦女協會

#### To note and approve the Change of Legal Entity of Agency Member

6. Members noted and approved the change of the legal entity of an agency member.

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

7. Mr. Chua informed the Members that the Council had finished reviewing the implementation of the items outlined in the Best Practice Manual for the period of April 2022 to March 2023. It was emphasized that the relevant policies and measures had been thoroughly reviewed and implemented as per the requirements. The details were documented in the Self-Assessment Checklist, which had been submitted to the ExCo for endorsement. The Members duly noted and endorsed the checklist, which was scheduled to be submitted to SWD by the end of October 2023.

#### To note and approve the Annual Financial Report of HKCSS for the Year Ended 31st March 2023

8. Ms. Elizabeth Law, the Hon. Treasurer, provided a report on the Audited Financial Report of the Council as of March 31, 2023. She highlighted the consolidated financial positions, including income and expenditure, cash flow, as well as the LSG, PF reserves, and fund balances of the Council.

Ms. Law also explained the Council's investment positions and the decision to gradually switch

stocks facing fluctuations to the Tracker Fund in order to minimize risks of future losses, taking into account the recent downturn in the stock market. She mentioned the need for prudence in handling funds due to recent tax requirements related to investment activities. Mr. Chua mentioned that advice would be sought from the investment committee, along with the Hon. Treasurer and Mr. Liu, Vice-Chairperson, to determine appropriate follow-up actions.

Additionally, Ms. Law mentioned that the Audited Financial Report had presented a true and fair view of the Council's financial position, with minor amendments to the wording suggested by the auditor. These amendments did not impact the overall financial positions. With no further inquiries raised, Members received and endorsed the Report.

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

9. Ms. Elizabeth Law, the Hon. Treasurer, provided a report on the status of the Lump Sum Grant (LSG) Reserve and Provident Fund (PF) Reserves for Non-Snapshot Staff. She sought the advice of Members regarding the utilization of these reserves. After discussion, Members expressed their consent and supported the Management's recommendation to utilize the LSG and PF reserves for the Council's future service development plan and to enhance the PF contribution to staff.

It was also noted that the updated status and utilization of the reserves would be communicated to staff, agency members, and the public through appropriate channels. Members duly acknowledged and endorsed this decision.

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

10. Members acknowledged and granted approval to extend the signing authority of the current office-bearers of the ExCo until the completion of the change in signing authority resulting from any transitions in office-bearing positions during the new governance term of 2023/2024.

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

11. Members acknowledged the recommendation from the management and approved the re-appointment of Mr. Larry Kwok, Ms. Elizabeth Law, Mr. Kennedy Liu, Ms. Melissa Pang, and Dr. Hon. Tik Chi Yuen as co-opted members for a two-year term from 2023 to 2025. Mr. Chua clarified that the decision to continue their co-option was based on their valuable and significant contributions in guiding the Council in various capacities. With the endorsement from the ExCo, Mr. Chua would proceed with extending the invitation to these individuals. Members duly noted and supported this recommendation.

### **MATTERS FOR DISCUSSION AND ACTION**

#### The Proposed Amendment on Membership Management Policy

12. Mr. Raymond Lai, Business Director, provided a report on the follow-up actions taken based on the discussion during the ExCo meeting on July 31. The Membership Liaison and Service team was tasked with investigating a concern related to significant financial control exercised by one agency, which was also a member agency of the Council, over an applicant agency. This situation had the potential to affect the governance and service provision of the applicant agency, which might lead to a situation of "dual membership."

As a result, the Advisory Committee on Membership Application decided to establish a task force to examine the possibility of "dual membership" arising from significant financial control and its impact on the membership application criteria. The task force had presented recommendations proposing updates to the Membership Management Policy. These revisions would be aimed to address the financial connection between applying agencies and third-party

agencies, and their impact on governance, operation, and service provision. A detailed draft of the proposed revisions was provided for Members to review and discuss.

Mr. Lai invited Members to provide their comments and endorse the proposed revisions. Following the presentation, no further questions were raised. Members approved the recommendations in principle and noted that the new Standing Committee on Sector Development and Finance would further discuss and revise relevant documents for submission to ExCo next year.

#### Talent Development for Social Service Sector

13. Mr. Anthony Wong, Business Director, presented the talent development project funded by the Hong Kong Jockey Club. The project's goals and objectives were introduced, with a focus on fostering future leadership within the sector. The program encompassed various components, including the fellowship program, community of practice, and caring leadership training. These components were designed to provide comprehensive training for staff in both subvented and private care homes.

Members acknowledged the significance of talent development and retention for the sector, particularly in addressing challenges related to staff mobility and human resources management in supporting NGOs. Some members expressed the view that implementing dual streams of training, with one dedicated to holistic development and another tailored specifically to the needs of care homes, would be a practical and targeted approach.

Furthermore, members recognized the value of the community of practice, which aimed to establish a collaborative network and foster companionship among social service sector leaders across different services and organizations. These initiatives were seen as valuable in consolidating relevant knowledge and expertise within the sector, as well as promoting the mission and image of the sector to attract new talents.

Mr. Chua acknowledged the high demand for talent development in the sector and within the Council. He assured that efforts would be intensified to expand training opportunities and explore additional resources to meet the training needs of future leaders in the sector.

#### **ANY OTHER BUSINESS**

14. Members were informed that the Council's 76th Annual General Meeting (AGM) would take place on November 13, 2023, at the Council's Auditorium. Invitations would be sent to the members of the Executive Committee in due course.
15. The Chairperson, on behalf of the Executive Committee, expressed their appreciation and bid farewell to Mr. Raymond Lai, Business Director, who would be leaving the Council. They thanked him for his dedication and contributions to the Council throughout the years.

There being no other business, the meeting was adjourned at 6:30 p.m.