

**THE HONG KONG COUNCIL OF SOCIAL SERVICE**  
**Standing Committee on Sector and Capacity Development**

Date : 17 September 2018 (Monday)  
 Time : 2:30pm-5:30pm  
 Venue : Room 201, 2/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

**Present:**

|   |  |
|---|--|
| Mr. KWOK Lit Tung<br>(Chairperson)              | Christian Family Service Centre                        |
| Ms. YEUNG Yee Ching, Noel<br>(Vice-chairperson) | Kwun Tong Methodist Social Service                     |
| Ms. YEUNG Kin Ha, Yvonne<br>(Vice-chairperson)  | Hong Kong Young Women's Christian Association          |
| Mr. AU YEUNG, Peter                             | Heep Hong Society                                      |
| Ms. CHAN Ching Yee, Susan                       | Evangelical Lutheran Church Social Service - Hong Kong |
| Ms. CHAN Pui Yi                                 | Hong Kong Christian Service                            |
| Ms. CHOI Ka Yi, Jenny                           | St. James' Settlement                                  |
| Mr. CHUN Shing Chi                              | Life Workshop  |
| Ms. LI Siu Fan, Perina                          | The Salvation Army                                     |
| Ms. WONG Sim Yim                                | Hong Kong Sheng Kung Hui Welfare Council Limited       |

**Apology:**

|                           |                                      |
|---------------------------|--------------------------------------|
| Mr. SUEN Kwok Tung, Eddie | SAHK                                 |
| Mr. TSANG Kin Ping        | Hong Kong Alliance for Rare Diseases |

**In attendance:**

|                    |                   |
|--------------------|-------------------|
| Mr. Cliff CHOI     | HKCSS (Secretary) |
| Ms. CHEUNG Lai Wah | HKCSS             |
| Ms. Stella HO      | HKCSS             |
| Ms. Lois LAM       | HKCSS             |
| Ms. Shirley KIANG  | HKCSS             |
| Mr. Peter KWOK     | HKCSS             |
| Ms. Valerie LAU    | HKCSS             |
| Ms. Liz CHAN       | HKCSS (recorder)  |

## **1. Adoption of the Agenda**

The agenda of the meeting was confirmed.

## **2. Confirmation of the Minutes of the Last Meeting held on 7 June 2018**

The minutes of the Meeting were confirmed with no amendment.

## **3. Special agenda - Survey on NGO Reserve (GPP)**

- 3.1 Representatives from Deloitte presented the initial findings of the survey. 100 responses of the Survey on Financial Reserves of Social Service Agencies were received. Respondents included both subvented and non-subvented agency members. Key findings will be announced in the AGM cum NGO Governance Forum to be held on 9 November. Members discussed on various aspects.
- 3.2 GPP would discuss the key findings with Deloitte on 2 October 2018, Mr. Cliff CHOI cordially invited members to join. Ms. CHEUNG Lai Wah also suggested inviting Members of Specialized Committee on Sector Finance to participate.
- 3.3 Mr. Cliff CHOI expressed that there were three key messages regarding the survey 1) Although the LSG or non-LSG reserves are increasing, the ratio of increasing is in the same range of the ratio of spending; 2) LSG organizations are following the government guidance of holding around three-months reserves; 3) The non-LSG reserves keeping period is longer than LSG normal period.

## **4. Highlights of Work Units**

Detailed progress report was set out in Appendix 2.

### **4.1 Membership Liaison and Service**

- 4.1.1 Ms. CHEUNG Lai Wah updated the implementation details of Best Practice Manual (BPM). For the four outstanding items of BPM in respect of human resource management, the following three items would be implemented with effect from 1 October, namely :

(a) Level One – i) Handling of Internal Transfer and Contract Termination;

ii) NGOs' Decision Making on Employment Contracts;

(b) Level Two - Disclosure of Remuneration Policy.

SWD would hold a briefing session for agencies on 26 September on details of implementation of the three new items and the Enhanced Measures on Service Performance Visits.

- 4.1.2 Ms. CHEUNG Lai Wah reported the funding from Developed Fund of "Project Star (星動計劃)" will be finished in December 2018, HKCSS will continue to support the project by injecting one officer for the project execution on a regular practice.

4.1.3 Ms. CHEUNG Lai Wah reported a survey on the needs and affordability of agencies which are interested in the proposed co-located office in Shatin was conducted in July. Findings revealed that expectations of potential users varied a lot, and most of them could only afford a very low service fee that was not quite feasible for the Council's limited budget. After careful consideration, it was concluded that the conditions for project implementation was premature. Interested parties have been informed of the shelving of the plan but they were assured that the Council would continue its effort in assisting member-agencies that were in need.

#### 4.2 Information Technology Resource Centre

4.2.1 Ms. Shirley KIANG reported ITRC is negotiating with SWD on introducing a pilot programme of System Risk Assessment and Audit (SRAA). 51 participants from 40 NGOs attended the briefing session on 7 August 2018. 22 NGOs expressed their interests in joining the pilot programme subsequently. SWD had requested the submission of a finalized proposal by mid-September with budget estimate, SWD tentatively suggested that the programme would kick off in April 2019.

#### 4.3 HKCSS Institute

4.3.1 Ms. Lois LAM updated that The 2018 Salary Survey Information Session will be held on 10 October 2018. Before that a paper on the proposed revamp for salary survey was discussed in Standing Committee meeting and subsequently in the Working Group on 15 August 2018, she highlighted that the survey joining fee is waived this year, and only participating agencies will be entitled to one full report. Agencies who did not participate in the survey cannot purchase full report this year. She explained the arrangement of the data collection this year and no name list of participating NGOs will be disclosed in the report and in any information release occasions.

#### 4.4 International and Mainland China Affairs

Ms. Valerie LAU reported the Council representatives joined the Guangdong-Hong Kong-Macao Bay Area Social Work Symposium in Guangzhou NanSha on 13-14 September to explore the role of local sector in the Bay Area development and to develop networks with Mainland counterparts.

## **5. Lump Sum Grant Subventions System Review**

Ms. CHEUNG Lai Wah briefed the focus group discussion on the definition of FSA on LSG Review. There will be further discussions on FSA related issue in end of September and the review mechanism in end of October. Ms. Noel YEUNG pointed out that there should be a transparent mechanism for FSA definition in order to minimize ambiguity for workers and service.

## **6. Suggested enhancement on Social welfare development fund (SWDF)**

Ms. CHEUNG Lai Wah reported that the Specialized Committee on Sector Finance formed a task force to discuss the contents of the proposal of SWDF. The committee will further discuss the proposal in October. She highlighted the main points of the proposal and requested members for input. Members deliberated in details and suggested SWD to strengthen the support and consider the regularisation of the funding.

## **7. New strategy on engaging small NGOs in overseas events (ICA)**

Ms. Valerie LAU and Mr. Cliff CHOI briefed the recent procedure of the submission of overseas events and suggested small NGOs should have equal opportunity to suggest overseas events / studies which fit their need. Members agreed to receive small NGOs proposal through SCD for further endorsement.

## **8. Any Other Business**

Ms. CHEUNG Lai Wah reported that SWD proposed a meeting in the afternoon on 3 October with SCD and 30 affected organisations to discuss the changes of Top Three Tiers Monitoring senior staff remuneration arrangement.

## **9. Acknowledgement**

The Chairman expressed gratitude to Mr KWOK Lit Tung, Mr AU YEUNG, Peter, Ms CHOI Ka Yi, Jenny, Mr CHUN Shing Chi, Ms WONG Sim Yim and Ms CHAN Pui Yi (Ex-officio Member) who would retire from the current term.

The meeting is adjourned at 5:30pm.