

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Executive Committee 2016/17

Minutes of the 6th Meeting of the Executive Committee for 2016/17 held on Monday, 18 September 2017 at 5:00 p.m. in Room 201, 2/F., Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong.

Present:

The Hon. Bernard Chan (Chairperson)
Ms. Maggie Chan
Mr. Francis Chau
Mr. Benny Cheung
Ms. Wendy Cheung
Mr. Andy Ho
Mr. Larry Kwok
Mr. Kwok Lit Tung
Mr. Otto Lau
Ms. Elizabeth Law
Ms. Lilian Law
Ms. Irene Leung
Mrs. Cynthia Luk
Hon. Shiu Ka Chun
Mr. Suen Lai Sang
Mr. Stephen Wong
Ms. Sania Yau
Mr. Stephen Yau
Ms. Amarantha Yip
Ms. Noel Yeung

In-Attendance:

Mr. Chua Hoi Wai, Chief Executive
Ms. Crystal Cheng, Business Director
Mr. Cliff Choi, Business Director
Dr. John Fung, Business Director
Mr. Anthony Wong, Business Director
Ms. Cynthia Lee, Director (Finance and Building Management)

Apologies:

Ms. Susan Chan
Dr. Fung Cheung Tim
Mr. Kennedy Liu
Dr. CC Luk
Mr. Joseph Man
Mr. Ng Shui Lai
Dr. Alice Yuk
Mrs. Helina Yuk

CONFIRMATION OF MINUTES OF LAST MEETING

1. Minutes of the last meeting dated 31 July 2017 were confirmed with no amendment.

MATTERS ARISING

2. No matters arising from the last meeting was reported.

MATTERS FOR INFORMATION AND APPROVAL

To note the Chief Executive's Progress Report

3. Members noted the Chief Executive's Progress Report and Mr. Chua Hoi Wai has provided supplementary information on below items:
- Manpower Shortage Survey on Frontline Staff
Mr. Chua reported that the briefing session with participating units of NGOs had been held on 14 August and SWD was in the process of data analysis following the data collection which closed on 28 August. The Council would closely follow up with the analysis result once available and recommendations thereafter would be made to SWD.
 - Youth Civic Engagement Project
Mr. Chua reported that the Project in response to social needs, had piloted 2 community-engaged initiatives, namely, 巴士可落 and 墟市, offering opportunities for youths to engage in community projects through collaboration with NGOs and District Council members. Good progress had been achieved and participated youths had gained fruitful experience in advocating for community listening.
 - SE Directory and SE Search Engine
Mr. Chua reported that new SE directory and search engine had been released, both facilitated a more user-friendly search of information on SEs.
 - Proposed Industry Standard for Funding to Central Administration Support for Project-based Services
Mr. Chua reported that suggestions had been proposed to SWD improving the subsidy of Central Administration to NGOs for SWD funded projects. SWD in principle had agreed to a subsidy from no less than 5% to 15%, but its application would be subject to requirements of different gov't funding schemes. The Council would deliberate further on the impact and its application also to other private / public funders, with Specialized Committee on Sector Finance.
 - The 2nd Executive Leadership Development Programme (ELDP)
Mr. Chua reported that 28 members had participated and successfully graduated from ELDP. The programme was well received because it had provided participants with a wide spectrum of learning and knowledge from different aspects and across various disciplines.
 - IT Seminars for Church
Mr. Chua reported that ITRC had introduced IT software programs providing key ICT solutions tailor-made for church organisations and sheltered workshop, helping them to enhance their ICT capacities in coping with daily business operation.

To note the Position of Funds

4. Members noted the position of funds with no further enquiries raised. The position of LSG Reserve and Provident Fund Reserve were noted. Given the amount was limited, no particular usage had been suggested at the Meeting, and they would be retained to support the Council's normal business operation.

To note and approve the Application for Agency Membership

5. Members noted and approved the application for agency membership of:
- CareER Association Limited
 - Maggie Keswick Jencks Cancer Caring Centre Foundation Limited 美琪凱瑟克癌症關顧中心基金有限公司
 - Strategic CSR Network Limited 縱橫社會責任網絡有限公司
 - Teach for Hong Kong Foundation Limited

Mr. Chua reported that including the aforesaid approved 4 new members' application, the

Council recorded a membership of 462 agencies.

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

6. Mr. Chua reported that the management had reviewed existing policies and procedures of Council in the implementation of BPM. Subsequently, all core areas of management, including financial management, human resource management, as well as corporate governance and accountability management confirmed compliance and put to ExCo for endorsement. Subject to receiving endorsement from Members, the self-assessment checklist for level one requirement under review period of April 2016 to March 2017 would be submitted to SWD. Members noted and approved the submission with no further enquiries raised.

To note the Election Results of 6 Specialized Committees for 2017-19

7. Members noted the election results of the 6 Specialized Committees for 2017-19 which were announced on 13 September 2017. The nomination for election of the Executive Committee & Standing Committees had commenced and the closing date of nomination was 15 September 2017.

To note and approve the Annual Financial Report of HKCSS for the Year Ended 31st March 2017

8. Ms. Elizabeth Law, Hon. Treasurer, reported on the Audited Financial Report of the Council as at 31st March 2017 and highlighted the consolidated positions of the income, expenditure and cash flow positions of Council, including its subsidiaries, namely, WiseGiving, ILRC and ITRC. Ms. Law reported on the position of Lump Sum Grant (LSG) Reserve and Provident Fund (PF) Reserve for Non-Snapshot Staff and sought for Members' views on utilization of the Reserves. It was further noted that the Council had observed the relevant legislation, purposes as stipulated in LSG Manual, LSG Circulars, relevant letters/notifications, with proper documentation in the process of managing the Reserves. With no further views, Members agreed that the LSG and PF Reserves would be retained for future use in support of Council's operation.

Ms. Law reported that the auditor had confirmed that the Report gave a true and fair view of the financial position of the Council and its subsidiaries as at 31 March 2017. With no further enquiries from Members, the Audited Financial Report was received and endorsed at the Meeting.

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

9. Members endorsed that the 4 co-opted members being recommended be re-appointed for another two-year term from 2017 to 2019. Members further noted and endorsed extension of 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 at the first meeting of the new governance for the term of office 2017-2018.

To note the Consultation for Review on Lump Sum Grant Subvention System

10. Mr. Cliff Choi, Business Director, reported on work progress of the 9 consultation sessions jointly organized by The Hong Kong Council of Social Service, Hong Kong Social Workers Association, Hong Kong Social Workers' General Union and Legislative Council Office of Hon Shiu Ka Chun, in advocating for a comprehensive review of LSG system. Mr. Choi noted that some background information and commonly shared issues and core scope of concerns of co-organized parties were consolidated and be presented in various means, namely, a 5- minute short video, a brief summary and a elaboration document, aiming to facilitate discussion with participants of the consultation sessions.

It was in particular noted that the co-organisers were all actively engaged and devoted to giving collective efforts and to be in united front, striving to mobilize different members of the

sector in exchanging views on the review of LSG system. There were views from Members on complexities of relationship between the management and the board of NGOs, their competencies in managing the finance resources, manpower and administration planning of agencies that might subsequently affect the provision of quality service. There were other views that the co-organized action has demonstrated the sector's stronger efforts and positive determination in finding sustainable and commonly shared views. In response to an enquiry from a Member, it was noted that a facilitator and group leader would be assigned to lead the discussion in each consultation session and a discussion framework would also be prepared in order to ensure an impartial facilitation of different consultation sessions. Mr. Chua thanked Members for the comments and further details on the issue would be updated once available.

To note the Community Housing Movement (CHM) 社會房屋共享計劃

11. Mr. Anthony Wong, Business Director, reported on work progress of the Community Housing Movement which Council as an intermediary has lined up resources from different stakeholders including the gov't, property owners, professional groups / experts and NGOs, as well as from funders such as The Community Chest and The Social Innovation and Entrepreneurship Development Fund (SIE Fund). It was also noted that a dedicated staff team supporting the project had already been in operation and the Steering Committee of CHM would be formed to help steer the future direction and to monitor the performance of CHM going forward. The relevant Terms of Reference and proposed membership would soon be submitted to ExCo for endorsement. In this connection, a briefing session would be held to brief social service organisations and social enterprises on ways of participation and if interested, to submit proposals to run the housing units.

Members noted and commented that in light of complexities of the operation of CHM, they have concerns regarding, the role of Council, such as duties and responsibilities as intermediary in CHM, the tenancy management and related legal liabilities of Council when entering into contracts or agreements with different parties, as well as the risks and potentials for future growth and sustainability. Mr. Chua and Mr. Wong noted and thanked Members for sharing of views and comments which would be taken seriously into consideration, and would keep Members abreast of updated developments on CHM.

ANY OTHER BUSINESS

AGM and The HKCSS Convention 2017 cum 70th Anniversary on 1 November 2017

12. Mr. Chua invited Members to attend Council's AGM and The HKCSS Convention 2017 cum 70th Anniversary to be held on 1 November 2017.

Staff Lay-off Incident of an NGO

13. Regarding a staff lay-off incident of an NGO, Mr. Chua briefly reported that the agency was still making arrangements internally with the affected staff, and given that not much information could be disclosed, the Council's management opined that intervention at existing stage might not be advisable and appropriate. Members at the Meeting remarked that it was important and there was also an urgent need for social welfare organisations to enhance NGOs' management capabilities and to increase the transparency of operations.

14. There being no other business, the meeting was adjourned at 7:10 p.m.