

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Executive Committee 2017/18

Minutes of the 3rd Meeting of the Executive Committee for 2017/18 held on Monday, 26 March, 2018 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. Susan Chan Mr. Francis Chau
Mr. Benny Cheung Mr. Andy Ho
Mr. Larry Kwok Mr. Kwok Lit Tung
Dr. Lam Ching Choi Mr. Otto Lau
Ms. Elizabeth Law Ms. Irene Leung
Mr. Kennedy Liu Ms. Becky Luk
Dr. CC Luk Mr. Ng Shui Lai
Ms. Bonnie So Ms. Kathy Wong
Mr. Stephen Yau Ms. Noel Yeung
Ms. Yvonne Yeung Ms. Amarantha Yip
Dr. Alice Yuk

In-Attendance : Mr. Chua Hoi Wai, Chief Executive
Ms. Crystal Cheng, Business Director
Mr. Anthony Wong, Business Director
Dr. John Fung, Business Director
Mr. Cliff Choi, Business Director
Ms. Cynthia Lee, Dir(Finance & Building Management)

Apologies : Ms. Wendy Cheung Dr. Fung Cheung Tim
Dr. Annissa Lui Mr. Joseph Man
Hon. Shiu Ka Chun Mr. Edmond Wong
Mr. Stephen Wong

CONFIRMATION OF MINUTES OF LAST MEETING

1. Minutes of the last meeting dated 29 January 2018 were confirmed with no amendment.

MATTERS ARISING

2. No matters arising were reported.

MATTERS FOR INFORMATION AND APPROVAL

To note the Chief Executive's Progress Report

3. Members noted the Chief Executive's Progress Report and supplementary information on below items were provided:
 - "One School Social Worker for Each School" policy in primary schools: Mr. Chua reported that the Council had scheduled a meeting for the Secretary for Education to listen to views and concerns of NGOs on the new arrangements for implementation of the policy of "one school social worker for each school". The Council was also planning for a dialogue session with the Secretary for Education in May and details to be updated once available.
 - Review on Enhancement of Lump Sum Grant Subvention System (LSG): Mr. Chua reported that the 6 focus group discussion sessions with subvented member agencies to collect views and recommendations on "FSA related activities and flexibility provided

for NGOs” were mostly conducted by the end of March. With an objective to warm up the sector on the discussion of major areas under the scope of review of LSG Subvention System, the next round of discussion sessions on “Notional Staff Establishment”, would start in May.

- The Caring Company Partnership Expo cum Recognition Ceremony 2018: Mr. Chua reported that the Expo and Ceremony were successfully held on 16 March 2018 with visitors totaled around 4,000, and the support of all attending NGOs was much appreciated.
- Movie Premiere on Students with Special Educational Needs (SEN): Mr. Chua introduced that a full-length movie supported by AR Charitable Foundation was scheduled for premiere on 28 July and for theatre release later in the year. The storyline focused on SEN was impressively presented and proceeds from the premiere ticket sales would be donated to charities for child development.

To note the Position of Funds

4. Members noted the Position of Funds and HKCSS’ Reserves with no further enquiries.

To note and approve Application for Agency Membership

5. Members noted and approved the application for agency membership of:
- Hong Kong Sandplay Therapy Association 香港沙遊治療學會
 - Save the Children Hong Kong Limited 香港救助兒童會有限公司
 - Special Educational Needs & Parents Association Limited 特殊學習需要家長協會有限公司

To note and approve Withdrawal of Agency Membership

6. Members noted and approved the withdrawal of agency membership of:
- Christian Anonymous Counseling Centre Limited 基督教互助輔導中心
 - Hong Kong Buddhist Society for the Blind Limited 香港失明人佛教會
 - The Springboard Project Limited 生命踏板計劃
 - Unisound Social Service Centre Limited. 世音社會服務中心有限公司

To note and approve Change of Agency Name

7. Members noted and approved the change of agency name:
- Banyan Elderly Services Association Limited 榕光社老人服務團有限公司
 - Heifer International Hong Kong Limited 國際小母牛香港分會有限公司
 - Hop Yat Church of the Church of Christ in China Social Centre for the Elderly 中華基督教會合一堂耆年中心
 - Joyful (Mental Health) Foundation Limited 心晴行動慈善基金有限公司

MATTERS FOR DISCUSSION AND ACTION

HKCSS Budget 2018-19 and 10-Year Funding Projection

8. Ms. Elizabeth Law, Hon. Treasurer, highlighted that the proposed budget of 2018-19 had indicated a projected deficit of around HK\$0.2 million, owing to the implementation of reduction from snapshot to benchmark salary with effect from 2012 and also taking into account the inflation adjustments as reflected in personal emoluments and other affected expenses. The 10 years funding projection from 2018/19 to 2027/28 were also noted. Referring to Appendix 9c, the paper on the keeping of Significant Controllers Register (the Register), a table of the named significant controllers and designated representatives for the Council’s subsidiaries, namely, Information Technology Resource Centre Ltd (ITRC), Internet Learning Resources Centre Ltd (ILRC), and HKCSS WiseGiving Ltd, were reported.

Responding to Members' comments, Mr. Chua would try to assign Dir (Finance & Building Management) to be the designated representative for the three subsidiaries so as to facilitate a better coordination in practice, and to align with any infrastructural changes that would be initiated by Innovation and Technology Business Management Committee (ITBMC) in preparing for integration of ITRC and ILRC. With no further enquiries, HKCSS Budget 2018-19 and 10-year funding projection were noted and endorsed by Members. Mr. Chua thanked Members for views and would report to Members on further updates once available.

HKCSS Business Plan 2018-19

9. Mr. Chua Hoi Wai, Chief Executive, presented the HKCSS Core Business Plan 2018-19 which had already incorporated suggestions from the Committees of governance and at the Extended Governance meeting of 29 January 2018. The finalized Core Business Plan had provided key social development agendas and objectives, deliverables and impact that were accountable respectively to four core strategic areas, namely, (a) agenda setting, (b) innovation and technology, (c) sector capacity building, and (d) effecting changes. In addition to standing work tasks each CB and team were responsible for, Mr. Chua highlighted some significant work initiatives that the Council would continue to pursue. They included the carer support policy, GIES 2018, governance platform project, Project Star for smaller non-subsided NGOs, and co-working space for NGOs. Moreover, the membership feedback survey 2018 and capacity development and exposure programs for HKCSS staff were enhanced measures in strengthening the staff expertise and knowledge in order to support the Council on future strategic work planning.

Regarding an enquiry from a Member on output and outcome measurement, Mr. Chua responded that each CB and team would regularly report to responsible Committees of governance on work progress and provide indicators for tracking of service performance. Besides, an annual achievement report on the Business Plan would also be uploaded on Council's website. With no further enquiries, HKCSS Business Plan 2018-19 was endorsed by Members. Mr. Chua thanked Members for their feedback.

Modular Social Housing (the Project) – Progress Update, Appointment of Management Contractor, and Formation of an Expert Committee

10. Mr. Anthony Wong, Business Director, reported to Members on the work progress, appointment of management contractor, and formation of an Expert Committee for the Project. Mr. Wong highlighted that to appeal for funding and to appoint management contractor as well as governing team to steer the project were critical arrangements to be made before commencing the construction work. Mr. Wong reported that the funding support was yet to be confirmed until May 2018. Regarding the appointment of management contractor and formation of an Expert Committee to steer the project, Mr. Wong invited Members to note the process of selection and to endorse the recommendation of selection result by the selection panel. Members were also requested to note and endorse the terms of reference and proposed list of members of Expert Committee.

Mr. Chua, Chief Executive, further noted that the Project would procure a wide variety of miscellaneous construction items, including tools and equipments, which the Council would consider granting special exemption by allowing flexibility to relax procurement guidelines for maximum amount of up to HK\$50,000 per month. Members were invited to note and their comments were summarized as follows:

- The Council was advised to keep track of proportionality of purchases against the overall budget and cash flow involved in the construction work, and its alignment with the work progress.
- To set a cap on procurement amount / period would be appropriate in order to limit the expenditure at a reasonable level.

- The Council should carefully manage any change orders and variation requests in construction project, in order to help reduce risk.

After discussion, it was endorsed that a special exemption on any single procurement of up to a maximum HK\$50,000 would be granted to the Project, i.e. no quotation required. In the process going forward, the office-bearers would be consulted for advice and regular updates would also be provided to ExCo.

Members noted the process of selection and endorsed the recommendation of the selection panel. The formation of Expert Committee and appointment of members were approved. Mr. L T Kwok was appointed as the Chairperson of the Committee and Mr. M Y Wan the Vice-Chairperson, and the Expert Committee would be re-named as the Steering Committee.

Mr. Chua thanked Members for the advice which would be taken into serious consideration.

Submission Status of Annual Reports and Audited / Certified Accounts by Agency Members

11. Mr. Cliff Choi, Business Director, reported to Members on the follow-up of some non-complying agency members for failing to provide annual reports and/or financial reports. According to Membership Management Operation Guideline of the Council, non-complying agency members would have their membership suspended in March, and on discretionary basis, to be granted a 4-month extension. For continuing non-compliance after then, their membership would be terminated after decision to be made by ExCo at July meeting. After discussion, Members noted the updates and endorsed the follow-up procedures.

ANY OTHER BUSINESS

Delegation to the Chief Executive with Signing Authorization for Tenancy Agreement entered into by Council with The Urban Renewal Authority

12. Members noted and endorsed the delegation.

Dinner with Retired ExCo Members

13. Mr. Chua suggested to organise a dinner for ex-ExCo Members who had retired from their career and tentative date to be fix on 28 May, after next ExCo meeting. It was yet to be confirmed and further details to be provided. (*Post meeting note: the dinner would be postponed due to the availability of some key parties.*)

DATE OF NEXT MEETING

14. The next meeting was scheduled for 28 May 2018 at 5:00 p.m. at Room 201 of Duke of Windsor Social Service Building.

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