

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

Minutes of the 6th Meeting of the Executive Committee for 2017/18 held on Monday, 24 September 2018 at 4:00 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. Andy Ho Dr. Lam Ching Choi
Mr. Otto Lau Ms. Elizabeth Law
Dr. Annissa Lui Ms. Becky Luk
Mr. Joseph Man Hon. Shiu Ka Chun
Ms. Kathy Wong Mr. Stephen Wong
Mr. Stephen Yau Ms. Noel 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
Mr. Cliff Choi, Business Director
Ms. Cynthia Lee, Director (Finance & Building Management)

Apologies : Mr. Benny Cheung Ms. Wendy Cheung
Dr. Fung Cheung Tim Mr. Larry Kwok
Mr. Kwok Lit Tung Mr. Kennedy Liu
Dr. CC Luk Mr. Ng Shui Lai
Ms. Bonnie So Mr. Edmond Wong
Ms. Yvonne Yeung

CONFIRMATION OF MINUTES OF LAST MEETING

1. Minutes of the last meeting dated 30 July 2018 were confirmed.

MATTERS ARISING

2. Revised Terms of Reference of Expert Group on Innovation and Technology Fund for Application in Elderly and Rehabilitation Care (Expert Group)
Mr. Chua, Chief Executive, highlighted that adjustments had been made in the functions and composition of membership of the Expert Group. Members noted and approved the changes in the Terms of Reference accordingly.
3. Authorization for the Chief Executive to sign the Tenancy Agreement and Supplemental Agreement with the Chinachem Agencies Limited
Members noted and approved authorization of the Chief Executive to sign the Tenancy and Supplemental Agreement with the Chinachem Agencies Limited.
4. Application for Agency Membership
Mr. Chua sought for approval from Members to reinstate the membership of an agency member, Chung Sing Church Limited - Chung Sing Church Bradbury Social Service Centre (中聖教會有限公司 - 中聖教會白普理社區服務中心), which had fulfilled membership requirements in submitting annual and financial reports before deadline. Members noted and approved reinstating its membership.

MATTERS FOR INFORMATION AND APPROVAL

To note the Chief Executive's Progress Report

5. Members noted the Chief Executive's Progress Report and Mr. Chua provided supplementary information on below issues.

- Central Administration Fee for Beat Drugs Fund (BDF) Projects
Mr. Chua highlighted that having reviewed the guidelines, Narcotics Division approved to recognize central administration fee (5% of the salary expense) in the latest fund allocation exercise, in line with the practice of SWD and LWB in time-limited projects. Mr. Chua remarked that the Council would continue to strive after other government funding schemes, so that similar practice could apply.
- Gerontech and Innovation Expo cum Summit (GIES) 2018
Mr. Chua invited Members to join GIES to be held from 22-25 November at the Hong Kong Convention and Exhibition Centre. Similar to the past year, GIES would be co-hosted with HKSAR government and co-organized with The Hong Kong Science and Technology Park. Throughout the four-day event, there would have 18 theme-based workshops and forums as well as 4 Plenary Sessions to look at emerging issues confronting the use of innovation for the elderly and rehabilitation services.
- The Movie Premiere of "Distinction 非同凡響"
Mr. Chua highlighted that the movie, since its release on 11 October, had received encouraging and positive public and media responses. It had attracted many interested partners and stakeholders in arranging private screenings. The Council's charity gala premiere held on 18 September had also raised fund for HKCSS Development Fund in supporting initiatives on social innovation. The overall proceeds of box office sales would be donated to the Child Initiative Development Alliance (CDIA) which was planning to conduct educational workshops related to themes in the movie in order to further build and sustain the impact in the community.

To note the Position of Funds

6. Ms. Elizabeth Law, Hon. Treasurer, reported on position of funds and Members noted with no further enquiries.

To note and approve Application for Agency Membership

7. Members noted and approved application for agency membership of:

- Child Development Initiative Alliance Co Limited 青少年發展企業聯盟有限公司
- Lions Kidney Educational Centre and Research Foundation 國際獅子會腎病教育中心及研究基金
- Project Space Limited 間築有限公司
- SADS HK Foundation Limited 遺傳性心律基金會有限公司
- The Hub Children and Youth Centre Limited 香港樂童行兒童及青少年中心有限公司
- The Zubin Mahtani Gidumal Foundation Limited 小彬紀念基金會有限公司

In response to Members' concern regarding a rejected application, Mr. Chua noted and affirmed that the Council's membership team would introduce to the organization with recommendations on best practice and in making improvement measures. .

To note and approve the Council's Submission of The Best Practice Manual Self-assessment Checklist 2017-18 to SWD

8. Mr. Chua reported that the management had reviewed existing policies and procedures of Council in the implementation of BPM. The Self-Assessment Checklist completed using the revised form was endorsed by Members.

In response to Members' concern regarding SWD's proposed revision to be made to the Self-Assessment Checklist, (such as extra columns for NGOs to list out the implementation information pertaining to the particular criteria and procedures in respect of the seven items of Level One Guidelines, e.g. date of board meeting, date and means of dissemination of the information to stakeholders, etc.), Mr. Chua noted that the revised Checklist would be used and submitted only after clarifications, if any, were made with SWD in the Briefing Session on "Progress on the Implementation of the Best Practice Manual" to be held on 26 September.

(Post meeting note: a circular to NGOs from SWD by email regarding Submission of Self-assessment Checklist for the Best Practice Manual was received on 8 October and NGOs were requested to submit the Checklists for 2017-18 on or before 30 November 2018. The Council had submitted the completed Checklist to SWD before deadline.)

To note the Election Results of 6 Specialized Committees for 2018-2020

9. Members noted the election results of the 6 Specialized Committees for 2018-20 which were announced on 20 September 2018. The nomination for election of the Executive Committee & Standing Committees had commenced and the closing date of nomination was 14 September 2018.

To note and approve the Annual Financial Report of HKCSS for the Year Ended 31st March 2018

10. Ms. Elizabeth Law, Hon. Treasurer, reported on the Audited Financial Report of the Council as at 31st March 2018 and highlighted the consolidated positions of income, expenditure and cash flow positions of Council, including its subsidiaries. The surplus HK\$435,574 of the Council for the year ended 31st March 2018 was mainly coming from the gain on disposal of available-for-sale financial assets, and the entire amount of the gain would be transferred to a specific account for carrying out charitable projects and events. Ms. Law further reported that, confirmed by auditor, the Audited Financial Report had presented a true and fair view of the financial position of the Council and its subsidiaries as at 31 March 2018. With no further enquiries from Members, it was received and endorsed.

On positions of Lump Sum Grant (LSG) Reserve and Provident Fund (PF) Reserve for Non-Snapshot Staff, Members' views were sought on utilization of the Reserves. Given the amount of reserves were limited and with no particular usage being suggested, the reserves would be retained to support the Council's normal business operation. Members endorsed with no further views.

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

11. As recommended by the management, Members noted and endorsed co-option of 4 Members, namely, Dr. LAM Ching Choi, Dr. LUK Che Chung, Hon. SHIU Ka Chun and Mr. WONG Yuen Shan, Stephen, to be re-appointed to ExCo for another two-year term from 2018 to 2020. Mr. Chua would proceed to invite the four Members.

(Post meeting note: A written resolution had been passed on 11 October, that Members had 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 2018-2019).

ANY OTHER BUSINESS

The 71st AGM cum NGO Governance Forum 2018 on 9 November

12. Mr. Chua invited Members to join the Council's 71st AGM cum NGO Governance Forum 2018 to be held on 9 November at the Auditorium.

Update on Staff Case and the Summary of Costs Order (in confidential session)

13. Mr. Chua tabled a discussion paper at the Meeting and presented recent developments of the staff case and a summary of positions of the costs order in various legal proceedings. Mr. Chua invited Members to note the legal costs involved in the handling of various litigation and complaint procedures in the complaint case of an ex-staff, and to seek advice on follow up action(s) on the recovery of the legal costs which were ruled in favour of the Council. After discussion, initial views and suggestions of Members were noted. Mr. Chua, on behalf of the management, would seek further advice from lawyers and then reported to the office-bearers in making a decision, which would be further reported to Members of ExCo for views, if any.

(Post meeting note: On 7 November, Mr. Chua had given a written report updating ExCo Members on views of lawyers regarding the costs recovery and related issues. No Member had expressed any disagreement or concerns).

There being no other business, the meeting was adjourned at 5:40 p.m.