

**THE HONG KONG COUNCIL OF SOCIAL SERVICE**  
**Executive Committee 2018/19**

Minutes of 6<sup>th</sup> Meeting of the Executive Committee for 2018/19 held on Monday, 23 September, 2019 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. Yvonne Chak Mr. Charles Chan  
 Mr. Francis Chau Ms. Kitty Chau  
 Mr. Andy Ho Mr. Larry Kwok  
 Mr. Lai Wing Hoi Dr. Lam Ching Choi  
 Ms. Elizabeth Law Ms. Irene Leung  
 Mr. Joseph Man Ms. Bonnie So  
 Mr. Edmond Wong Ms. Kathy Wong  
 Ms. Wong Sau Wa Ms. Noel Yeung

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

Apologies : Mr. Benny Cheung Mr. Kennedy Liu  
 Dr. Annissa Lui Dr. CC Luk  
 Mr. Ng Shui Lai Hon. Shiu Ka Chun  
 Mr. Stephen Wong Ms. Yvonne Yeung  
 Ms. Amarantha Yip Dr. Alice Yuk

**CONFIRMATION OF MINUTES OF LAST MEETING**

- Minutes of the last meeting dated 29 July 2019 were confirmed with no amendment.

**MATTERS ARISING**

- The Chairperson noted the retirement of Ms. Becky Luk with effect from September 1, and she had also resigned from being a Member of ExCo.
- Update on Proposed Amendments to HKCSS' Constitution  
 Mr. Chua reported and highlighted to Members that comments had been received at Agency Heads Meeting on the proposed amendments for sections 4 and 10, and explanations had been given accordingly. The final update was presented to Members at the Meeting, and Mr. Chua noted that with no further comments received, the management would proceed to submit the proposed amendments to HKCSS's Constitution for resolution at the upcoming Extraordinary General Meeting (EGM) scheduled for 8 November 2019.

**MATTERS FOR INFORMATION AND APPROVAL**

To note the Chief Executive's Progress Report

- It was noted that Mr. Chua had no further information to provide and the report was noted and received by Members.

To note the Position of Funds

- Reported by Ms. Elizabeth Law, Hon. Treasurer, Members noted the position of funds with no further enquiries.

To note and approve Application for Agency Membership

6. Members noted and approved the membership application of below agencies:
- Carboncare Innolab Limited 低碳想創坊有限公司
  - Community Cultural Concern 社區文化關注
  - Greeners Action 綠領行動
  - Street Sleepers Action Committee Limited 露宿者行動委員會有限公司

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

7. Mr. Chua reported on the Council's implementation progress of 7 Level One items of the Best Practice Manual, for the period from April 2018 to March 2019 and 2 new Level One items, effective since October 2018 to March 2019. Mr. Chua noted that relevant policies and measures had been reviewed and implemented in accordance with the requirements. Details of which were reported in the Self-Assessment Checklist submitted to ExCo for comments and endorsement. Members noted and endorsed the checklist, which would be submitted to SWD by 30 October 2019.

To note and approve the Annual Financial Report of HKCSS for the Year Ended 31st March 2019

8. Ms. Elizabeth Law, Hon. Treasurer, reported on the Audited Financial Report of the Council as at 31st March 2019 and highlighted the consolidated positions of income, expenditure and cash flow positions, including its subsidiaries, namely, WiseGiving, ILRC and ITRC. Ms. Law further reported that aside of minor technical accounting amends to be cleared with auditor, the overall framework of the Report had been confirmed, and it had presented a true and fair view of the financial position of the Council. With no further enquiries raised, the Report was received and endorsed.

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

9. Ms. Elizabeth Law, Hon. Treasurer, reported on the position of Lump Sum Grant (LSG) Reserve and Provident Fund (PF) Reserve for Non-Snapshot Staff, and sought for Members' advice on utilization of the Reserves. With Members' consent, the LSG and PF reserves would be retained to support the Council in meeting future financial commitments. Members endorsed with no further views.

To note the Election Results of 6 Specialized Committees for 2019-2021

10. Members noted the election results of the 6 Specialized Committees for 2019-2021 which were announced on 20 September 2019. The nomination for election of the Executive Committee & Standing Committees had commenced and the nomination would be closed on 13 September 2019.

To note and approve Delegation to Chief Executive with Signing Authorization for Tenancy Agreement entered into by Council with URA

11. Members noted and approved that signing authorization be given to the Chief Executive in signing the tenancy agreement with URA for the 14 units at Flats A, B, C, D, E, F and G on 25<sup>th</sup> Floor and Flats A, B, C, D, E, F and G on 26<sup>th</sup> Floor of No. 12, Soy Street, Mongkok, Kowloon.

To note and approve the Opening of New Set of Bank Accounts for New Projects

12. Members noted and approved to open three new sets of integrated accounts for the project/programme: Gerontechnology Education And Rental Service (GEARS) project; and Community Care Fund's assistance programme on Digital Terrestrial Television and another programme to Improve the living environment of low-income subdivided unit households. The signing authority of these new bank accounts would also follow those of the Council's existing bank accounts.

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

13. Mr. Chua reported that Mr. Ng Shui Lai had indicated he would retire from ExCo and other positions in the Council by the end of the current term of office. Hence, the Management would like to recommend Members to consider re-appointing Mr. Larry Kwok, Ms. Elizabeth Law and Mr. Kennedy Liu, to be the co-opted Members for another term of two years from 2019 to 2021. Members noted and approved. Mr. Chua would proceed with the relevant procedure.

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

14. Having explained to Members by Mr. Chua on the purpose of the extension, Members noted and approved to extend 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 in the new governance term of office for 2019/2020.

**MATTERS FOR DISCUSSION AND ACTION**

Update on the case of a Member Agency (in confidential session)

15. The case was reported to ExCo for discussion and to give advice on follow up action and decision.

Introduction of the Results of Governance Health Survey

16. Mr. Chua reported to Members on the results of Governance Health survey which the Council had participated and at a briefing session with office-bearers on 25 March 2019, they had been consulted and given feedback on measures of improvement in areas relating to, the performance of board and committee members; board functions; succession planning and recruitment of new board members; and other issues which would require major reviews in terms of the size and composition; roles and functions of ExCo. Finally in consideration of the feedback given, the management proposed to adopt five core recommendations for improvement, which Members had noted and endorsed.

**ANY OTHER BUSINESS**

17. The HKCSS 72<sup>nd</sup> AGM 2019 and EGM cum 2019 Best Practice Awards in Social Welfare  
Members were invited to attend the Council's AGM and EGM cum 2019 Best Practice Awards in Social Welfare scheduled for 8 November 2019 at the Auditorium. Separate invitation providing more details would be sent to Members in due course.

There being no other business, the meeting was adjourned at 7:50 p.m.

Adopted by : \_\_\_\_\_  
(Chairperson)

Date : \_\_\_\_\_