

**One Hundred and Thirty-Sixth Meeting
of the Social Workers Registration Board
7 March 2016, Monday, 7:00p.m., Conference Room
26th Floor, Eastern Commercial Centre**

Minutes

Present

Mr. Lun Chi-wai	Chairperson
Dr. Leung Chuen-suen	Deputy Chairperson
Mr. Wong Ka-ming	Hon. Secretary
Mr. Lo Wa-kei, Roy	Hon. Treasurer
Ms. Chu Wai-sum, Betty	Member
Mr. Chung Wai-lung, Rivalino	Member
Mr. Hui Chung-shing, Herman	Member
Mr. Kwan Wing-shing, Vincent	Member
Mr. Lam Ka-tai	Member
Ms. Luk Ka-mei	Member
Mr. Ma Kam-wah, Timothy	Member
Mr. Shiu Ka-chun	Member
Mr. Tan Tick-yee	Member
Mr. Tsang Kin-chiu	Member
Ms. Wu Lai-ling	Member

In-attendance

Mr. Leung Sui-keung	Registrar (Secretary)
Ms. Fan Lai-yee, Veronica	Assistant Registrar

Confirmation of minutes of the one hundred and thirty-fourth meeting

1. The minutes of the one hundred and thirty-fourth meeting were confirmed without amendment. The Chairperson, with the agreement of the members present, signed the minutes as constituting true records of the one hundred and thirty-fourth meeting held on 13 January 2016.

Confirmation of minutes of the one hundred and thirty-fifth meeting

2. The minutes of the one hundred and thirty-fifth meeting were confirmed without amendment. The Chairperson, with the agreement of the members present, signed the minutes as constituting true records of the one hundred and thirty-fifth meeting held on 26 January 2016.

Matters arising from the one hundred and thirty-fourth meeting

Potential appeal by complainant in Complaint Case No.xxx against the Board's decision

3. (business information deleted)

Intention to appeal against the Board's decision on Complaint Case No.xxx

5. (business information deleted)

Two Letters from (annoymised) on the proposed (annoymised)

6. (business information deleted)

Legal advice on the proposal to make rules under Section 9 of the Social Workers Registration Ordinance

7. The Registrar referred to the letter dated 14 January 2016 signed by Professor Kwan Yui-huen, Alex, Chairperson of the Board of the last term and briefed the Meeting that the Board had conveyed to the Labour and Welfare Bureau that the Board would continue to pursue amendments to the Social Workers Registration Ordinance and requested the Government to take follow-up actions along this line.

Views of Committee on Qualification Assessment and Registration on the suggestion on requesting tertiary institutions to submit yearly report on staff-to-student ratio on social work programmes to the Board

8. The Registrar reported to the Meeting that at its meeting held on 23 February 2016, the Committee on Qualification Assessment and Registration recommended that the decision of the Board of the last term to issue a gentle reminder to tertiary institutions to remind them to comply with the Board's Principles, Criteria and Standards for Recognizing Qualifications in Social Work for Registration of Registered Social Workers should be honoured. The suggestion to ask tertiary institutions to submit yearly report on staff-to-student ratio should not be pursued.

9. The Meeting considered that the issue of a gentle reminder to tertiary institutions would suffice and agreed that the decision made by the Board of the last term should not be altered.

Matters arising from the one hundred and thirty-fifth meeting

10. The Registrar briefed the Meeting that board papers on matters arising from the one hundred and thirty-fifth meeting were included in the agenda for this board meeting.

**Application for registration lodged by (anonymised)
(Board Paper No.1/2016)**

11. (business information deleted)

**Reporting of conviction by (anonymised) (Board Paper
No.16/2016)**

38. (business information deleted)

**Re-application for registration lodged by (anonymised)
(Board Paper No.17/2016)**

43. (business information deleted)

**Application for registration lodged by (anonymised)
(Board Paper No.18/2016)**

56. (business information deleted)

**Application for registration lodged by (anonymised)
(Board Paper No.33/2016)**

63. (business information deleted)

**Draft Final Reports on Regular Qualification Recognition
Review on (anonymised) (Board Paper No. 19/2016)**

69. (business information deleted)

**Draft Final Reports on Regular Qualification Recognition
Review on (anonymised) (Board Paper No. 20/2016)**

75. (business information deleted)

**Draft Final Reports on the Regular Qualification
Recognition Review on (anonymised) (Board Paper No.
21/2016)**

80. (business information deleted)

**Proposed terms of reference of Committee on Qualification
Assessment and Registration (Board Paper No.22/2016)**

88. The Registrar referred to Board Paper No.22/2016 and invited the Meeting considered the proposed terms of reference of the Committee on Qualification Assessment and Registration.

89. The Meeting endorsed the terms of reference of the Committee on Qualification Assessment and Registration.

Proposal on arrangements to appoint co-opted members to the Committee on Qualification Assessment and Registration (Board Paper No.23/2016)

90. The Registrar referred to Board Paper No.23/2016 and briefed the Meeting on the proposed arrangement for co-opting members to the Committee on Qualification Assessment and Registration.

91. The Committee Qualification Assessment and Registration put forward the following proposed arrangements to co-opt members to the Committee :

(a) To appoint one co-opted member from other professions;

(b) To appoint three co-opted members from the social work profession through an open nomination exercise.

92. In the past, the Committee had not invited candidates for appointment as co-opted members through open nomination. There would be no specific requirement for nomination as a candidate for co-opted members. The Committee on Qualification Assessment and Registration would work out the details if the Board endorsed the proposal.

93. The Board endorsed the proposal on appointment

of co-opted members to the Committee on Qualification Assessment and Registration as set out in the above.

Proposal on dissemination of information to RSWs and the public (Board Paper No. 24/2016)

94. The Registrar referred to Board Paper No. 24/2016 and briefed the Meeting on the discussion carried out by the Committee on Administration on the subject of dissemination of information to RSWs and to the public. The Committee on Administration initially started the discussion on dissemination of information to RSWs only. Later the Committee extended the discussion to cover dissemination of information to both RSWs and the public as the purpose of enacting the Social Workers Registration Ordinance was to protect the interest of the service recipients and the public. Along this direction, the discussion covered the following key issues:

- (a) Scope of information to be disseminated;
- (b) Mode of dissemination of the information; and
- (c) Timing for dissemination of information.

95. Under the scope of information to be disseminated, the Committee proposed that all information should be disseminated except certain information including:

- (a) Information relating to applications for registration;
- (b) Information relating to recognition of social work

programmes;

- (c) Other information which should not be disclosed such as quotations, commercially sensitive information or legal advice, etc.

96. The above types of information in minutes and agenda of Board Meetings and Committee Meetings would be disseminated but appendices to meeting documents would not be disclosed.

97. The Committee also discussed on the mode of dissemination. The idea of setting up an intranet for RSWs for dissemination of information was considered. However, taking into account the need to disseminate information to the public, the only viable mode of dissemination would be through internet which was the Board's web-site.

98. The timing for dissemination of information was also considered by the Committee on Administration. The worry of early disclosure of information on agenda being discussed by the Board before the Board made a final decision and hence fetter the Board's discussion on the matter was noted.

99. The language for dissemination of information was also considered. The Committee on Administration took into account the fact that while RSWs knew English, there were some RSWs who did not know Chinese. The choice of dissemination of information in Chinese only would not be a viable option. To facilitate the public to get access to the

information provided by the Board, the move of dissemination of information in bilingual format would be necessary. From this point onwards, the Committee extended the discussion to cover exploration of a wider scope of application of bilingual policy of the Board. However, further examination on the subject matter could only be continued after the resources implication such as employment of additional staff or contracting out translation work were available. Also, the means of meeting such additional operation requirement could only be considered after the above information on resources implication were available.

100. Dr. Leung Chuen-suen, Convenor of the Committee on Administration, supplemented that the concrete plan worked out by the Committee included dissemination of information covering agenda and minutes of Board Meetings and Committee Meetings as set out in the Board Paper. The actual operation might involve substantial work of deletion of information from agenda and minutes of Board Meetings and Committee Meetings before posting the same on the Board's web-site. For the exploration of adoption of wider scope of bilingual policy of the Board, the Committee would further consider the matter.

101. (Anonymised) expressed that more transparency of the Board would be a good move. On top of the list of information not to be released as worked out by the Committee on Administration, (anonymised) suggested that the result of voting should also be included in the list of information not to be disclosed. (Anonymised) expressed that it might be appropriate to adopt a more prudent approach to

handle the issue on dissemination of information at the initial stage. Regarding the timing for release of information, it might be necessary to examine the matter from the angle of whether early release of information might lead RSWs to guess on the issue or cause misunderstanding on the matter being considered by the Board.

102. (Anonymised) responded that the initial operational principle would be that no re-writing would be required and an abridged version of the document prepared by substantial work of deletion of information from the documents would be used for posting on the Board's web-site. The Committee on Administration would take into account the views received and further consider the matter.

Committee on
Administration

103. The Meeting endorsed the proposal put forward by the Committee on Administration including the operational principles during the initial stage of dissemination of information on the Board's web-site. The Meeting also endorsed the following authorization in approving information to be disseminated:

(a) Agenda and Minutes of Board Meetings – approval by Board Chairperson;

(b) Agenda and Minutes of Committee/ Working Group Meetings – approval by Convenors of the respective Committee / Working Group.

Review on election of Board Members (Board Paper No. 25/2016)

104. The Registrar referred to Board Paper No.25/2016 and briefed the Meeting on the Review on election of Board Members carried out by the Committee on Administration. The stock list for the planning of the next election included the following items:

- (a) Improvement in printing of election materials of candidates using colour printing instead of black and white printing;
- (b) Election forum for candidates;
- (c) Signage/ banners for the venue for the vote counting;
- (d) Improvement in design of bar-coded envelop to avoid inadvertent gluing of the ballot paper to the bar-coded envelope by the voter;
- (e) Whether candidates could contact the voters directly;
- (f) Whether there should be expenditure ceiling for the election.

105. Dr. Leung Chuen-suen, Convenor of the Committee on Administration, supplemented that the above stock list was worked out for the planning of the next election of Board Members. The Board was invited to note the observations made by the Committee and the submission of the stock list to the Board did not carry any connotation that the Board was bound to implement the suggestions as included in the list.

106. The Meeting noted the list and also the explanation furnished by the Convenor of the Committee on Administration.

Proposed terms of reference of Committee on Administration (Board Paper No. 26/2016)

107. The Registrar referred to Board Paper No.26/2016 and invited the Board to consider the proposed terms of reference of the Committee on Administration.

108. The Meeting endorsed the terms of reference of the Committee on Administration.

Proposal on briefing by the legal adviser to Board Members (Board Paper No.27/2016)

109. The Registrar referred to Board Paper No.27/2016 and briefed the Meeting that the Committee on Administration recommended that a briefing by (anonymised), the legal adviser be organized on one of the following two dates:

(a) Monday, 14 March 2016;

(b) Monday, 11 April 2016.

Registrar

110. After checking diaries of Board Members, the Meeting decided that the briefing by (anonymised) be organized at 7:15p.m. on Monday, 11 April 2016 at the Board Office.

Information documents on Working Group on Professional Development (Board Paper No. 28/2016)

111. The Registrar referred to Board Paper No.28/2016 and briefed the Meeting on the terms of reference of the Working Group on Professional Development of the last term, the responses from RSWs on the proposed exploration on Specialization in Social Work in Hong Kong and also the legal advice on Voluntary Continuing Professional Development Scheme for RSWs (“the Voluntary CPD Scheme”) and the proposed Specialization in Social Work in Hong Kong (“the Specialization in Social Work”).

112. The legal advice was that the Voluntary CPD Scheme would likely fall within the mandate of the Board as the Code of Practice for RSWs had stipulated that RSWs should pursue CPD which would be beneficial to both the worker and the client. However, the proposed Specialization in Social Work would lead to the use of title of “experienced and specialized social worker in a specific field” which title was not found in the Social Workers Registration Ordinance. Therefore, the proposed Specialization in Social Work would very likely be outside the statutory mandate of the Board.

113. The Board of the last term took the view that the Board should continue to implement the Voluntary CPD Scheme but should drop the proposal on Specialization in Social Work. However, the Board of the last term had decided to leave the matter to the Board of the current term.

114. (Anonymised) expressed that the Board should

continue to implement the Voluntary CPD Scheme and the issue appeared to be whether to keep the Working Group on Professional Development to follow-up on this matter or assign one of the Committees to absorb the work on implementation of the Voluntary CPD Scheme.

115. (Anonymised) expressed that for long term development, it might be necessary to keep the Working Group on Professional Development.

116. (Anonymised) expressed that the suggestion of (Anonymised) to invite one of the Committees to take up the work on implementation of the Voluntary CPD Scheme would be a viable option. Since the statutory mandate of the Board under the Social Workers Registration Ordinance did not include professional development for RSWs, if it was decided that the Working Group should be retained, it might be necessary to re-name the Working Group. As the main task was to maintain the Online Voluntary CPD System, the work might be subsumed into the work of one of the three existing Committees.

117. (Anonymised) expressed that the proposal to invite one of the three Committees to absorb the work on maintenance of the Online Voluntary CPD System was a viable option.

118. After discussion, the Meeting decided that it was no longer necessary to keep the Working Group on Professional Qualification Assessment Development and that the work of maintenance of the Online and Registration Voluntary CPD System would be taken up by the Committee

on Qualification Assessment and Registration.

**Choice of designs on Main Page of the Board's web-site
(Board Paper No. 29/2016)**

119. The Registrar referred to Board Paper No.29/2016 and briefed the Meeting that the Board had decided to improve the Board's web-site to facilitate web contents accessibility to internet browsers including persons with disability. The selected service provider had produced two main page designs for the Board's consideration. The Committee on Administration had examined the two designs and considered that Option B was a better design.

120. After comparing the two designs, the Meeting decided to adopt Option B for the enhanced web-site of the Board.

**Appointment of auditors for the Board's accounts for the
year ending 31 March 2016 (Board Paper No. 30/2016)**

121. The Registrar referred to Board Paper No.30/2016 and briefed the Meeting on the recommendation of the Committee on Administration on appointment of auditor for the Board's account for the financial year 1.4.2015 to 31.3.2016. Among the three quotations obtained, the quotation from (anonymised) was the lowest. This accounting firm had been the Board's auditor for the past few years. The Committee on Administration recommended that (anonymised) be appointed as the Board's auditor for the financial year 1.4.2015 to 31.3.2016.

122. Mr. Lo Wa-kei, Roy, the Hon. Treasurer supplemented that the time for rotation of auditor was seven years and the Board still could appoint (anonymised) as the Board's auditor.

123. The Meeting endorsed the recommendation of the Committee on Administration and appointed (anonymised) as the Board's auditor for the year 1.4.2015 to 31.3.2016.

Review on depreciation policy (Board Paper No.31/2016)

124. The Registrar referred to Board Paper No.31/2016 and briefed the Meeting that the Committee on Administration had conducted a review on depreciation policy. The Committee on Administration recommended that the current depreciation policy should be continued.

125. The Meeting decided to continue to adopt the following depreciation policy for the year commencing 1 April 2016:

- (a) Leasehold land : to be written off during the period from year of acquisition (2009) up to expiry of the lease term (850 years)
- (b) Building : to be written off on the basis that the expected useful life of building was taken as 40 years
- (c) Leasehold improvement : depreciated at annual rate of 20%

- (d) Furniture and fixture : depreciated at annual rate of 20%
- (e) Office equipment : depreciated at annual rate of 20%
- (f) Computer equipment: depreciated at annual rate of 33.33%

One case of violation of Section 34 of the Ordinance (Board Paper No.32/2016)

126. (business information deleted)

Intention to appeal against the Board's decision on Complaint Case No.xxx (Board Paper No.34/2016)

128. (business information deleted)

Any Other Business

Logistic arrangements for Board Meetings

Registrar

140. (Anonymised) suggested that for evening meetings, consideration should be given to prepare snacks for those Board Members who had to arrive at the Board Office immediately after their office work.

141. The Meeting directed the Board Office to make suitable logistic arrangements along the above proposal.

Time for Board Meetings

142. (Anonymised) suggested that consideration should be given to schedule the timing for the Board Meeting so that the meeting would not end at very late time.

143. (Anonymised) echoed (anonymised) concern and expressed that there might not be sufficient time for the Board to discuss all the agenda items and proposed that consideration should be given to schedule Board Meetings at day time.

144. (Anonymised) shared the view that if Board Meetings were to be convened at evenings, it would be essential to keep the duration of the meeting within a reasonable time as some Board Members lived far away from the Board Office.

145. Mr. Lun Chi-wai thanked Board Members' views and agreed that consideration would be given to explore more options for the time to convene Board Meetings. However, for the 137th Board Meeting, it would held on 6 May 2016 at 7:00p.m. Consideration would be given to explore other options on the time for the 138th Board Meeting and meetings afterwards.

Chairperson

Contact person for the Mandatory Provident Scheme for the Board Office

146. The Registrar reported to the Meeting that the Chairperson and the Registrar were the two contact persons for the Board's MPS Scheme. The Meeting appointed Mr. Lun Chi-wai, Chairperson of the Board of the current term as the

contact person for the Board's MPF Scheme.

Date of Next Meeting

147. The Meeting confirmed that the 137th Board Meeting would be held on Monday, 9 May 2016 at 7:00p.m.

148. There being no other business, the meeting adjourned at 11:35p.m.

Chairperson

6 April 2016