

## CONFIDENTIAL

### Minutes of the 142<sup>nd</sup> Meeting of the Social Workers Registration Board

Date: 19 April 2017 (Wednesday)  
Time: 9:34am  
Venue: Conference Room, 26/F, Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong  
Present: Ms. CHU Wai-sum, Betty  
Mr. HUI Chung-shing, Herman  
Mr. KWAN Wing-shing, Vincent  
Mr. LAM Kai-tai  
Dr. LEUNG Chuen-suen  
Mr. LUN Chi-wai  
Mr. MA Kam-wah, Timothy  
Mr. SHIU Ka-chun  
Mr. TAN Tick-yee  
Ms. WU Lai-ling  
Apology: Mr. CHUNG Wai-lung, Rivalino.  
Mr. LO Wa-kei, Roy  
Ms. LUK Ka-mei  
Mr. TSANG Kin-chiu  
Mr. WONG Ka-ming

Secretary: Mr. LEE Wing-po and Ms. FAN Lai-yee, Veronica

Mr. LUN, Chairperson of the Board, presided the meeting.

### Confirmation of minutes of the 141<sup>st</sup> Meeting

1. The minutes of the 141<sup>st</sup> meeting of the Board were confirmed as the true records of the said meeting.

### Matters arising from the 141<sup>st</sup> Meeting

#### Judicial review on Complaint Case no. XXX

2. (business information deleted.)

#### Social Work Day 2017

3. The report from the Organizing Committee of the Social Work Day 2017 was tabled and received by the meeting. The Secretary said that the organizing committee for the Social Work Day 2018 would be formed after summer of this year. The meeting noted that the involvement of the Board in this event in the past has been in three aspects, i.e. financial contribution at HK\$10,000, participation in the organizing committee and assistance in disseminating information to RSWs. The meeting decided to ask the Committee on Administration to consider future involvement in the event, taking into account the statutory duties of the Board and its alignment with the objectives of the event.

#### Application for registration

(anonymized)

4. (business information deleted)

(Mr. KWAN arrived at the meeting at this juncture.)

The request from complainant of Complaint Case no. XXX (Board Paper No. 015/2017 updated)

5. (business information deleted)

(Messrs. HUI and SHIU excused themselves from the deliberation and Dr. LEUNG arrived at the meeting at this juncture.)

6. (business information deleted)

The letter from(anonymized) (Board Paper No. 021/2017)

7. (business information deleted)

### **Report from the Disciplinary Committee**

*Case No. XXX* (Board Paper No. 028/2017)

8. (business information deleted) Messrs. LAM and TAN declared interest and abstained from deliberation.

9. (business information deleted)

10. (business information deleted)

11. (business information deleted)

*Case No. XXX*

12. (Business information deleted)

*Cases No. XXX, XXX and XXX*

13. (business information deleted)

### **Reports from the Committees**

#### Committee on Administration

##### *Refund of renewal fee proposal*

14. The Secretary reported that a holding reply was received from the Labour & Welfare Bureau to the proposal with a follow-up enquiry on the implementation details concerning public notice of the fee revisions. The indications were on the positive side.

*Honorarium for DC Panel Members* (Board Paper No. 029/2017)

15. (anonymized) outlined the review exercise and put forth the proposed adjustments to the

honorarium for consideration. In the ensuing discussion, the meeting unanimously endorsed the proposal and decided that the adjustments to be effective from 1 April 2017.

*Revision to the authority hierarchy for purchases* (Board Paper No. 030/2017)

16. The Secretary reported on the proposed revisions to the schedule, aiming to simplify the document and to plug a gap. The meeting unanimously endorsed the revised schedule.

*Reform to the communication channels* (Board Paper No. 031/2017)

17. The meeting considered the proposals and unanimously agreed that with another two more issues of print version of the newsletter, the Board would be issuing e-newsletter instead which would be circulated by email, and with contents to be beefed up. RSWs would be invited to register if they would opt to also collect a print copy from the Board Office.

18. The meeting also considered the low attendance of the Annual Meeting in the past that the effectiveness of the Annual Meeting as a communication channel with RSWs was in serious doubt, and since there is not a statutory requirement of holding any annual general meeting when only the 15 Members elected or appointed to it be the Members of the Board, it was resolved unanimously that no annual meeting would be organized in future.

Committee on Professional Conduct

*Review of Code of Practice*

19. In the absence of (anonymized), the Secretary reported on his behalf that the Task Force on Review of Code of Practice had already met several rounds, having reviewed the existing Code of Practice and its implementation, as well as similar literatures of other countries including Australia, Canada, Taiwan, UK and US. The next course of action would be to consolidate the wisdom gained from the review and to put all applicable stuffs into one piece of work. (anonymized) advised that once the draft piece was ready, it would be put forth to the Board and then consultation with stakeholders would be conducted.

*Definition of roles of Registrar and of legal advisors at disciplinary hearings* (Board Paper No. 032/2017)

20. The Secretary drew attention of the meeting to the said paper and highlighted the considerations by the Committee that the legal adviser should be asked to assist the Disciplinary Committee in the drafting work with reference to the audio record of the disciplinary proceedings, while no transcript or summary of the proceedings need to be prepared unless so required, and the scope of work of the Registrar as secretary to the Disciplinary Committee would be defined as secretarial role to deliver the needed support and services to the Disciplinary Committee. The meeting deliberated and endorsed the refinement to the scope of work.

(There was a 5-minute break of the meeting.)

*Legal Representation Assistance and Rules in respect of Disciplinary Proceedings* (Board Paper No. 033/2017)

21. The meeting took note of the umpire role of the Board as prescribed in the statute and

resolved that the legal representation assistance scheme carried a latent risk of conflicts when the Board is to involve itself by granting financial assistance to parties in the disciplinary proceedings. It was resolved that the scheme be scrapped and the Rules in respect of Disciplinary Proceedings be amended by removing any reference to it.

22. It was also resolved that the earlier suggestion of enhancing the workflow of handling complaints should be adopted, that when the Board Office is to engage a law firm in drafting the allegations, there should be a meeting arranged between the lawyer and the complainants to walk through the allegations or the preparation of it, as well as the onus on the complainants to prove their cases, so that the complainants could make an informed decision of taking the case further on their own or they would be soliciting own legal support during the disciplinary proceeding or else.
23. The meeting was aware of the uniqueness and inadequacy of the current disciplinary control mechanism of the Board, that it would only be imperative to gear up for revising the Ordinance to mitigate the difficulties encountered.

#### Qualification Assessment and Registration

##### *Review of the Principles, Criteria and Standards for Recognizing Qualifications in Social Work for Registration of RSWs*

24. (anonymized) reported that by the end of the consultation period, a total of 7 submissions were received. Focus group sessions for service users would be held on 6 May to gauge their views on the criteria, standard and the recognition mechanism.

##### *Appointment of Assessment Teams (Board Paper No. 034/2017)*

25. (anonymized) drew the meeting's attention to Board Paper no. 034/2017 for the appointment of 3 Assessment Teams for programmes of the respective tertiary institutions. The meeting endorsed unanimously the appointment as set out in the said paper.

##### *Prescribed form for study proposal of Cat. 2 RSWs (Board Paper No. 035/2017)*

26. (anonymized) referred to the proposed revisions to the prescribed form with the 2-year timeframe to be removed so that the Board Office could follow up with the RSW for any outstanding study proposal. In the ensuing discussion, the meeting noted that there would be no material implications to current registration procedures and endorsed the revised form.

##### *Qualification recognition assessment and review*

27. (business information deleted).

28. (business information deleted)

#### **Applications for registration**

##### (anonymized)

29. Dr. LEUNG declared interest and abstained from deliberation.

30. (business information deleted)

(Anonymized)

31. (business information deleted)

### **Appointment of Disciplinary Committees**

32. The Secretary referred to the earlier resolution of introducing an additional step in the workflow of handling complaints and sought direction of the Board as if that be applicable to the two cases put before the Board at this meeting under Board Paper No. 038/2017. In the ensuing discussion, the meeting considered it be only sensible to be so. The Secretary sought permission and the meeting agreed to have the said Board Paper withdrawn.

**Letter regarding application for registration with Schedule 2 convictions** (Board Paper No. 039/2017)

33. The meeting considered the letter and (anonymized) recapped the exchange of views when the group was earlier met. In the ensuing discussion, the meeting was of the consensus that the Board would and should act in accordance with the provisions stipulated in the statute and the reply should be constructed accordingly.

**Resolution for Opening Bank Account at HSBC** (Board Paper No. 040/2017)

34. The meeting considered the matter and decided that it be unnecessary to incur the bank charges and would therefore keep HSBC solely as the banker for transactions but nothing else, that the Guidelines for Cash Flow Management be amended accordingly.

**Resignation notice from a member of the DC Panel** (Board Paper No. 041/2017)

35. The meeting took note of the resignation and resolved to identify prospective additional members for the panel of this category of diploma holders. The meeting reiterated the necessity of revising the Ordinance in this regard as well.

**Donation** (Board Paper No. 042/2017)

36. The meeting considered the suggestion from a panelist of the Assessment Panel to donate the honorarium to the Board for development of professional social work related activities. It was of the consensus that the Board is not a body that can accept donation hence the panelist would be advised of his right of surrendering the honorarium then the proceeds would stay in the general fund of the Board.

### **Any other business**

Meeting with the Labour & Welfare Bureau

37. (anonymized) informed the meeting that he had approached the Secretary for Labour & Welfare Mr. Stephen SUI on the proposal to revise the Social Workers Registration Ordinance. It was suggested that a meeting with the Principal Assistant Secretary Mr. Kenneth CHENG could be arranged so that the motion can be carried forward to the term

of office of the new Secretary after 1 July. The meeting welcomed the suggestion and it was proposed to meet Mr. CHENG within the month of May. (anonymized) would work out the earliest possible time.

(Mr. SHIU excused himself from the meeting at this juncture.)

Notice of Charge

38. (business information deleted)

(anonymized)

39. (business information deleted)

Archive for legal advice

40. (anonymized) suggested whether it would be feasible to develop an archive of legal advice sought in the past, so that the Board may revisit any relevant advice when deemed necessary. The meeting agreed and asked the Committee on Administration to take this up for a study.

**Date of next meeting**

41. The next Board meeting is scheduled to be held at 7:00pm of 19 June 2017.

42. There being no other business, the meeting adjourned at 12:40pm.

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Chairperson