

CONFIDENTIAL

Minutes of the 145th Meeting of the Social Workers Registration Board

Date: 9 October 2017 (Monday)
Time: 7:08pm
Venue: Conference Room, 26/F, Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong
Present: Ms. CHU Wai-sum, Betty
Mr. CHUNG Wai-lung, Rivalino
Mr. HUI Chung-shing, Herman
Mr. KWAN Wing-shing, Vincent
Mr. LAM Kai-tai
Dr. LEUNG Chuen-suen
Mr. LO Wa-kei, Roy
Ms. LUK Ka-mei
Mr. LUN Chi-wai
Mr. MA Kam-wah, Timothy
Mr. SHIU Ka-chun
Mr. TAN Tick-yee
Mr. TSANG Kin-chiu
Mr. WONG Ka-ming
Apology: Ms. WU Lai-ling
Secretary: Mr. LEE Wing-po and Ms. FAN Lai-yee, Veronica

1. Mr. LUN, Chairperson of the Board, presided the meeting.
2. The Chairperson told the meeting that Ms. WU had sent in apology due to sickness. Mr. CHUNG and Ms. LUK were yet to arrive.
3. The Chairperson further reported that the presiding member of the Disciplinary Committee for case no. XXX (agenda item no. 4.2) had already arrived, and in order not to hold him waiting, he would invite him in first to present the case.
4. (anonymized) enquired the Chairperson about his estimation of when the meeting may conclude. (anonymized) echoed that lengthy meeting in particular after a whole day work would never be productive and effective, he suggested setting 10:00pm to be the time limit where any remaining agenda items would be deliberated at next meeting, and he further proposed that the Board should meet more frequently than bi-monthly so as to avoid accumulation of too many matters for deliberation at each meeting. (anonymized) concurred to the suggestion of targeting the conclusion of the meeting by 10:00pm, and the meeting agreed to review the progress at around 9:30pm as if further reshuffling of agenda items by then would be necessary.

(Mr. CHUNG and Ms. LUK arrived at this juncture.)

Report from Disciplinary Committee on Case no. XXX

(Business information deleted)

5. Business information deleted
6. Business information deleted

7. Business information deleted

(Business information deleted.)

8. Business information deleted

9. Business information deleted

10. Business information deleted

Confirmation of minutes of the 144th Meeting

11. The minutes of the 144th meeting of the Board were confirmed as the true records of the said meeting.

Matters arising from the previous meetings

Judicial review on Complaint Case no. XXX

12. The Secretary reported that the legal advisor for this case had advised that due to the summer vacation, the timeline for the court to hand down the written judgement would likely be extended for another month.

Meeting with the Labour & Welfare Bureau

13. The Secretary reported that after the follow up letter was sent to the Bureau, a reply was received and he read out the reply saying that they would reply as soon as they can. To the enquiry of the Chairperson, (anonymized) advised that there was also no update at his end in the capacity of legislator.

Reports of Special Panel

- *For the application from (anonymized)*

14. Business information deleted

15. Business information deleted

16. Business information deleted.

- *For the application from (anonymized)*

17. Business information deleted

18. Business information deleted

Nomination of additional disciplinary panelists

19. The Secretary recapped the background of this matter where the number of disciplinary panelists who are holders of social work diploma had been marginal to the statutory required number at 12, and (anonymized) had undertaken to identify any prospective candidates for nomination.

20. (anonymized) had explored his network but failed to identify a qualified and willing prospect, mainly because most diploma holders would soon after graduation enroll degree studies and no longer eligible for this appointment.

21. In response to (anonymized), the Secretary reported that whilst it was marginal, the

situation could be tolerated as it now stood at 13, and unless there were 2 to resign, the statutory requirement is still satisfied.

22. (anonymized) suggested if a notice could be included in the upcoming newsletter or agencies could be approached for their nomination of such. (anonymized) pointed out that the Board had in possession of the contacts of the diploma-holder RSWs, hence direct approach to this segment would be more efficient. The Secretary reported that according to the Register, there were more than 5,000 diploma-holder RSWs. (anonymized) pointed out that there was a legal risk to use the personal data of RSWs in this manner and it had not been the purpose for the data collection. The meeting also ruled out the option of writing to agencies and resolved to insert a notice in the upcoming newsletter at this stage.

Adoption of investment policy

23. The Secretary referred to the Board Paper no. 095/2017 and reported that to open an investment account with the (business information deleted), the Board had to adopt the Investment Policy, as approved by the Committee on Administration, as supporting document, a copy attached to the said Board Paper. The Secretary further invited the Board to make resolutions as shown in the (business information deleted) application form for such investment account, a copy of the form was tabled for consideration.
24. The meeting resolved to endorse the adoption of the investment policy as set out in the attachment to the Board Paper no. 095/2017. It also passed the resolution as follows for the opening of the investment account(s) with (business information deleted):-
- (1) The Board noted that an investment account application form is to be submitted by the Board to (business information deleted) for opening (a) the relevant investment account(s) to enable subscription for, purchase or sale of, or placement of an order for, certain investment products offered by (business information deleted) by the Board from time to time and (b) the relevant settlement account(s) to enable settlement of investment transactions in connection with the investment products, in each case subject to and in accordance with the investment products consolidated terms and (business information deleted)'s applicable terms and conditions governing accounts. The consolidated terms, the account terms and a draft of application form are submitted to the Board for consideration and approval.
 - (2) The Board noted that the Board may, from time to time, request (business information deleted) to enter into the transactions for subscription for, purchase or sale of, or placement of an order for, investment products and/or currency(ies), and to utilize deposits for the purpose of settlement of the said investment transactions, and to enter into all necessary transactions to enable completion and perfection of the said investment transactions.
 - (3) The Board noted that each of the Board Members confirmed that he/she had disclosed all his/her interests in the subject of the meeting.
 - (4) The Board resolved that the relevant investment account(s) and settlement account(s) be opened in the name of the Board and maintained with (business information deleted), that the content of and the particulars completed in the application form and submission by the Board of the application form subject to acceptance by (business information deleted) are hereby approved and that the terms set out in the consolidated terms and the account terms are hereby approved and adopted in all

respects and that the Board hereby agrees to be bound by the consolidated terms and the account terms now and from time to time in force.

- (5) The Board further resolved that the Board be and is hereby authorized to enter into any transactions in accordance with the consolidated terms, the account terms and any other terms and conditions as may be prescribed by (business information deleted) from time to time.
- (6) The Board further resolved that any one of the following persons, namely (anonymized) be the persons authorized and empowered to do the following things in the Board's name or otherwise on behalf of the Board:-
 - (a) To give written instructions to (business information deleted) with regard to the entry into any transactions (including any instructions in relation to the accounts for the purpose of the transactions);
 - (b) To execute the application form with such modifications and amendments as he/she/they may think fit;
 - (c) To negotiate, sign, execute and deliver to (business information deleted) any letters, agreements, acceptances, forms (including but not limited to questionnaire(s) on customer's financial needs and risk profile), notices, written instructions or other documents required by (business information deleted) in relation to the transactions and any securities, guarantees, collaterals and/or supports furnished or to be furnished by the Board to secure the liabilities and obligations of the Board to (business information deleted) thereunder, or any matter, transaction or dealing whatsoever with (business information deleted) howsoever arising;
 - (d) To accept any future amendment, variation, supplement, replacement, renewal or extension of the arrangements and any future amendment, variation, supplement or replacement of or to any document (each of which acceptance shall be conclusively evidenced by the signature(s) of the authorized signatory(ies) and to provide and execute additional securities, guarantees, collaterals and/or supports.
 - (e) To do or cause or authorize to be done any act or thing as such authorized signatories may deem necessary or proper in connection with the accounts and/or the transactions, and
 - (f) To appoint or remove any other person(s) as authorized personnel and to inform (business information deleted) of all such appointments or removals.
- (7) The Board further resolved that any one of the authorized signatories be authorized and empowered in the Board's name or otherwise on behalf of the Board, to give oral instructions to (business information deleted) with regard to the entry into any transactions (including any instructions in relation to the accounts for the purpose of the transactions).
- (8) Details of this resolution be communicated to (business information deleted) and remain in force until an amended resolution shall have been passed by the Board and a certified copy thereof shall have been received by (business information deleted).

Services engagement with:

- (1) (business information deleted); and
- (2) (business information deleted)

25. The Secretary referred to the Board Paper no. 096/2017 on follow up matters arising from the addition of authorized limit for (business information deleted) and the engagement of (business information deleted) to provide online payment via credit card and sought the Board to endorse the proposed resolutions as set out therein. The meeting was in unanimity to pass the following two resolutions:-

(1) In relation to (business information deleted)

- ◆ The meeting considered the addition of authorized limit for the Social Workers Registration Board's bank accounts in (business information deleted).
- ◆ The current signing arrangement is any one of Group A and any one of Group B signing jointly and with no monetary limit. The following groups of authorized signatures are the existing record in (business information deleted):
Group A: (anonymized)
Group B: (anonymized)
- ◆ It was resolved at the meeting of the Social Workers Registration Board held on 9 October 2017 to add another authorized limit with immediate effect, where with both Group B signatures to authorize transactions, each up to a monetary maximum of HK\$50.

(2) In relation to (business information deleted)

- ◆ The meeting considered the engagement of (business information deleted) as the service provider to setup and support the online payment via credit cards.
- ◆ It was resolved at the meeting of the Social Workers Registration Board held on 9 October 2017 to accept the Terms and Conditions as set out in the Merchant Card Services Agreement, the Merchant Application & Agreement, the Merchant Card Services Terms and Conditions, and the Internet/MO/TO Addendum to Merchant Card Services Terms and Conditions.
- ◆ It was also resolved that the Chairperson of the Social Workers Registration Board is authorized to sign the Merchant Application & Agreement (Hong Kong) on the Acceptance of Terms & Conditions and the Merchant Authorization.

Confirmation of minutes of the urgent meeting held on 26 October 2016

26. The Secretary reported to the meeting that the confirmation of the minutes prepared for the urgent meeting held by the Board on 26 October 2016 had been omitted from previous Board meeting. The minutes had subsequently been circulated again and included in this agenda for confirmation. The meeting considered the minutes be in order and confirmed. The Chairperson signed off the minutes accordingly.

Registration matters

(anonymized) (re-application)

27. (business information deleted).

28. (business information deleted).

(anonymized) (Notice of conviction)

(Messrs. LAM, SHIU and TAN declared interests in this case.)

29. (business information deleted)

(anonymized) (Section 34 case)

(Messrs. CHUNG, LUN and WONG declared interests in this case. Dr. LEUNG, the Vice Chairperson, presided the meeting as the Chairperson had declared such interest.)

30. (business information deleted)

31. (business information deleted)

32. (business information deleted)

33. (business information deleted)

34. (business information deleted)

(The Chairperson took over the chair at this juncture. (business information deleted). The Chairperson also advised the meeting he would be moving agenda items 7 and 8 forward for deliberation after agenda 4, and if time allowed, continuing with items 5 and 6.)

(business information deleted)

35. (business information deleted)

36. (business information deleted)

37. (business information deleted)

Report from the Disciplinary Committee

Case No. XXX

38. (business information deleted)

39. (business information deleted)

40. (business information deleted)

(Mr. HUI retired from the meeting at this juncture.)

41. (business information deleted)

42. (anonymized) asked what would be the target timeline to conclude the meeting tonight when it was already 9:30pm. (anonymized) said that agenda items 7 and 8 would be important and he would move them up to be decided at this meeting.

43. (business information deleted)

44. (business information deleted)

45. (business information deleted)

(business information deleted)

46. The Secretary reported that the status of other cases was as recorded on the agenda.

Reports from the Committees

Qualification Assessment and Registration

Qualification Review

- (business information deleted)

47. (business information deleted)

(business information deleted)

48. (business information deleted)

- (business information deleted)

49. (business information deleted)

Qualification Assessment

- B(business information deleted)

50. (business information deleted)

Appointment of Assessment Team

51. (anonymized) invited and the meeting agreed to endorse the appointment of the Team formed for the qualification review of (business information deleted)

Progress report on the review of the Principles, Criteria and Standards

52. (anonymized) reported on the progress that another 2-3 meeting sessions would be required to produce a final draft of the revised guidelines by February 2018, following then would be consultations with institutions and the public, aiming to complete the whole exercise by end 2018.

Over admission to cohort 2017

53. (anonymized) reported that there were two institutions having over enrolled students in cohort 2017, which was rare in the past. The two institutions were invited to meetings, where both voluntarily committed to reducing the same number of intakes in the next cohort and implementing appropriate measures to manage the intake so as not to exceed the number of intakes as agreed.

54. (anonymized) said that he was on the (anonymized) Board and he wondered whether if the institution had been asked to allocate extra resources to meet with the additional students. (anonymized) said that the institutions had already taken steps to do so and the staff-student-ratio had been duly observed. To the enquiry of (anonymized), (anonymized) said that it was not a concern in excessive supply of social workers but in quality of education. (anonymized) confirmed this was the case. (anonymized) answered to (anonymized) that even the institution would ask for increase in number of intake in

advance, the Board had to consider the capacity of the institution and other factors before the request might be entertained. (anonymized) pointed out that it was quite usual in the accounting to have excessive intake.

55. (anonymized) asked what could be done by the Board to mitigate reoccurrence, (anonymized) said that in a letter to the two institutions, a strongly worded reminder would be served and they would be asked to take it serious in observing the provisions in the recognition reports. (anonymized) followed up on how other institutions would know of the stance of the Board. (anonymized) said that this could be dealt with by the Committee. (anonymized) said that the incident would be recorded and the same conveyed to the Assessment Team when the next review exercise to be conducted, and he would take this back to the Committee for a study.

56. (anonymized) said that there were no penalties imposed. (anonymized) said that it was a kind of compromise when the Board could not ask the institution to carve out the excess intakes, the institutions had undertaken to reduce the intake next year. (anonymized) suggested sharing this in annual report. (anonymized) asked the Committee to propose solution when this might emerge again. Since there were no further comments, the meeting endorsed the direction as set out in Board Paper no. 106/2017.

Review of Webpage on the recognition of non-local social work qualification

57. The Secretary outlined the background of the information shown on the webpage, the work and concerns in the maintenance of various lists of recognized qualifications by the Board office, and the proposals of building hyperlinks instead of maintenance of lists, updating information on Singapore's and Taiwan's for sake of alignment, so that no individual programme recognized will be put on the webpage and the examination required for Taiwan removed. There were no comments, the meeting endorsed the proposed.

(business information deleted)

58. (business information deleted)

59. (business information deleted)

60. (business information deleted)

61. (business information deleted)

(Ms. CHU retired from the meeting at this juncture.)

62. (business information deleted)

63. (business information deleted)

64. (business information deleted)

65. (business information deleted)

66. (business information deleted)

67. (business information deleted)

68. (business information deleted)

(Mr. MA retired from the meeting at this juncture.)

69. (business information deleted)

Appointment of Disciplinary Committees

70. The meeting took note of the information of the available members of the Disciplinary Committee Panel as listed in the spreadsheets, in particular their background and case load.

71. The Secretary reported that since the number of available lay-members was only two, a separate list Appendix B was compiled including all lay-members who have been appointed to current cases or have not yet responded to the conflict check exercise, so that the meeting may name four to five lay-members in sequence to the cases, so that the Board office may then check conflict for the appointment. The meeting agreed.

72. (business information deleted)

Any Other Business

Complaint on procedures by (anonymized), complainant of case no. XXX

73. (business information deleted)

74. (business information deleted)

Date of next meeting

75. The Chairperson said that the meeting would be adjourned at this juncture in view of the lateness at night, and matters not being attended would be raised at the next meeting.

76. The next meeting scheduled would be held on 18 December 2017 (Monday) at 7:00pm.

77. The meeting adjourned at 11:00pm.

Chairperson