

**SOCIAL WORKERS REGISTRATION BOARD**  
**Notes of the 70<sup>th</sup> Meeting of the Committee on Professional Conduct**

Date: 23 July 2018  
Time: 7:20 p.m.  
Venue: Conference Room, 26/F Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong.  
Present: Mr. WONG Ka-ming (Acting Convenor)  
Mr. HUI Chung-shing, Herman  
Dr. LEUNG Chuen-suen  
Ms. LIT Ming-wai (co-opted member)  
Mr. LUN Chi-wai  
Mr. MA Kam-wah, Timothy  
Mr. SHIU Ka-chun  
Mr. TSANG Kin-chiu  
Apology: Ms. LUK Ka-mei  
Secretary: Mr. LEE Wing-po, Eric, Registrar and  
Ms. FAN Lai-yee, Veronica, Assistant Registrar

Mr. WONG, Convenor of the Committee, presided the meeting.

**Confirmation of the notes of the 69<sup>th</sup> meeting**

1. The notes of the last meeting were confirmed without amendment.

**Matters arising from the 69<sup>th</sup> meeting**

2. Review of workflow for complaints handling – proposed amendments to the Complaint Form
  - (a) After the discussion at the previous meeting, legal advice was sought on the following four matters:
    - (i) reconciliation or synchronization with the case summary and Form One,
    - (ii) requirement to make a statutory declaration,
    - (iii) notification to the complained RSW of a complaint having been lodged,
    - (iv) making a provision for authorized representative to act on behalf of an entity to lodge a complaint and the second draft of revised Complaint Form.
  - (b) Business information deleted

*Introduction of statutory declaration*

- (c) Business information deleted.
- (d) Business information deleted

*Notification to the complained RSW*

- (e) Business information deleted.
- (f) Business information deleted

*Second draft of revised Complaint Form*

- (g) Business information deleted.
- (h) The Committee's views would be consolidated and provided to the legal adviser for the second advice and working out the detail of revisions to both the instruments and the rules of disciplinary proceedings.

*(Mr. Lun arrived at this juncture.)*

**Progress report on the complaint cases**

- 3. The Secretary reported that six new cases were received in the month of June 2018 and two cases were re-activated in July 2018 as the complainants had written back about the cases.

**Progress report on the review of Code of Practice**

- 4. The Convenor updated that the schedule of the review would likely be postponed with reference to the original plan was to finish the first draft of the Code in September and the consultation would be conducted in December 2018 before the end of this term of office. It was estimated that the draft of revised Code would be ready for translation in early October 2018 and submitted to the Committee and the Board for comment in November 2018.
- 5. Members had the following views and suggestions:
  - (a) The document would not be ready for consultation in 2018.
  - (b) Consultation should be left to the next term of office and new members should be provided with sufficient time to comment on the draft first.
  - (c) It was suggested to arrange handover session to new Board members to ensure the continuity of the review exercise.
  - (d) Some issues had to be addressed, such as implementation date and how to ensure the continuity of the old version and new version of document and how to handle complaint cases during the interim period.
- 6. After discussion, it was concluded that the Taskforce targeted to finish the first draft and the translation in November and there was no hurry to conduct the consultation within this term. The schedule was subject to the work progress and further discussion was required at the time being.

**Any other business**

7. Business information deleted.

**Date of next meeting**

8. Members agreed that the next meeting would be held on 26 September 2018 at 7:15 pm, in case the complaint handling workflow could not be discussed and resolved by email circulation.
9. There being no other business, the meeting was adjourned at 8:20 pm.

26 July 2018