

**SOCIAL WORKERS REGISTRATION BOARD**  
**Notes of the 135th Meeting of the Committee on Administration**

Date: 7 August 2017  
Time: 7:15 p.m.  
Venue: Conference Room, 26/F Eastern Commercial Centre, 83 Nam On Street, Shau Kei Wan, Hong Kong.  
Present: Dr. LEUNG Chuen-suen (Convenor)  
Mr. CHUNG Wai-lung, Rivalino  
Mr. HUI Chung-shing, Herman  
Mr. KWAN Wing-shing, Vincent  
Mr. LO Wa-kei, Roy  
Mr. SHIU Ka-chun  
Mr. TAN Tick-yee  
Mr. WONG Ka-ming  
Secretary: Mr. LEE Wing-po, Eric, Registrar and  
Ms. FAN Lai-yee, Veronica, Assistant Registrar

Dr. LEUNG, Convenor of the Committee, presided the meeting.

**Confirmation of the notes of the 134th meeting**

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

**Matters arising from the 134th meeting**

Investment Policy

2. The Secretary reported that a meeting was held with (business information deleted) to discuss the feasibility of setting up an investment account. During the course of discussion, the (business information deleted) invited us to share our past investment record and draft investment policy for their legal and compliance department to consider. Those were shared, pending response from the banker.

**Administrative**

Review on the rules in respect of conduct of meetings and guidelines on handling of conflict of interests (“the Rules”)

3. The Secretary reported that the Rules were revised according to the comments made at the Committee meeting held on 5 June 2017 by making reference to the latest practice and the Guidelines on Handling Conflict of Interest (“the Guidelines”).
4. A member updated that he had received an e-newsletter from a social worker union and he noticed some inappropriate use or even leakage of insider information of the Board (“the

incident”). The relevant information was circulated to the Board before the meeting.

5. As the incident was related to the review of the Rules, the Convenor invited members to consider whether the review of the Rules and the incident should be discussed separately or in one-go. After discussion, the Committee agreed that the two issues should be discussed separately. The incident would be discussed at the Board meeting to be held on 10 August 2017.

#### *Coverage of the Rules*

6. The Committee agreed that the coverage of the Rules should not be confined to the conduct of the Meeting but extended beyond any matters related to the Board.

#### *The Rules and the Guidelines*

7. The Committee discussed the difference between the Rules and the Guidelines and whether the two documents should be combined. A member expressed that generally speaking, “Rules” would list out the general principles whilst “Guidelines” were more operational providing information and advice on how to deal with the issue. Different guidelines could be developed for specific purpose such as guidelines in respect of conduct of meeting. The Committee resolved that the Rules and the Guidelines should not be combined.

#### *General principles*

8. The meeting adopted the following as the guide: all information and data which any member has come across when performing duties in his/her office of or under the Board which he/she has taken up or been assigned or appointed. It excluded the information which has been made public officially by the Board.
9. The Rules would not limit members to express personal views or comments if the member has not disclosed any Board’s information except those already made public by the Board.

#### *Applicability*

10. The Rules would be applicable to members of the Board, members of any committees, including disciplinary committees and assessment teams; and staff members of the Board.

#### *Consequences of breaching the Rules*

11. The Committee agreed that it was necessary to include the consequences in the document if any breach of the Rules. Censure was commonly used in other professional bodies and it was a practicable and efficient way to deal with the matter.
12. In the event of breaching the Rules, if the concerned member was not a staff member of the Board, he/she might be censured publicly by the Board or if the concerned member was a staff member of the Board, he/she might be summarily dismissed, both without prejudice to the right of the Board to take other action for damages.
13. The Committee consented that same consequence should be applied on RSW member or lay member. However, some members expressed that if the concerned member was a RSW and had breached the Rules, any member of the public still had the right to lodge a complaint

against him. For the lay members who were government officials or who were from other profession, they might also need to face disciplinary proceedings of the Civil Servant Bureau or the relevant professional bodies.

#### *Mechanism*

14. A member proposed that a minimum of three Board members were required to initiate to form a panel for investigation if anyone breached the Rules. The panel would report the findings to the Board for decision. To make the procedures simple, a member proposed that the matter should be dealt by the Board directly and the resolution was by simple majority. The concerned member would be excused from the discussion.
15. The Secretary would work on a re-draft and circulate.

#### The initiative of refunding part of the renewal fee in the circumstances of timely submission of renewal application

16. The Secretary highlighted the operational details as set out in the meeting paper.
17. After discussion, the Committee proposed to authorize the Registrar and the Assistant Registrar to sign the cheques with a designated smaller monetary value. The Committee also made a revision to the notice of fee schedule. It was resolved to submit the revised proposal to the Board for approval.
18. (Business information deleted)
19. (Business information deleted)

#### Consideration of the quotations for photocopying machines

20. The Secretary reported that the current photocopying machine from (business information deleted) has been used for 4 years serving multiple functions such as black-and-white photocopying, scanning and printer. In recent months, frequent repairing was required and it affected the daily operation. It was therefore proposed to purchase one extra machine as back-up. The new machine would be able to print colour documents.
21. A table comparing the prices from three companies was presented to the Committee. After comparison of the total rental fee and the meter charges, the total estimated expenses for five years were ranged from (business information deleted). The Secretary recommended the machine from Ricoh although the total expense was not the lowest. The Committee agreed that a good photocopying machine with high speed and stable performance was important to the daily operation. The machine from (business information deleted) has the following advantages:
  - (a) The projected meter charge was the lowest;
  - (b) The copying speed was the fastest i.e. 45 copies per minute;
  - (c) The feeder capacity was the highest i.e. 220 sheets;

- (d) The after-sales service of Ricoh was good with less than one day waiting time if repairing service order was placed.
22. After examination, the Committee endorsed to rent the (business information deleted) machine with monthly rental of (business information deleted) and the meter charges were (business information deleted) per page of black-and-white printing and (business information deleted) per page of colour printing.

#### An enquiry about the inspection of the Register

23. The Board office received an enquiry addressing to the Chairperson in respect of the inspection of Register of RSWs. The Secretary explained that the Board office would handle the inspection of Register of RSWs with due care with details as follows:
- (a) The inspector had to turn up at the Board office in person;
  - (b) The purpose of inspecting the Register was for verifying the registration status of a person. The inspector would be allowed to access to the Register with the assistance from the staff in the office.
  - (c) Any downloading, copying, photo-taking, video-recording or photocopying to forward/extract any information on the Register was strictly prohibited.
24. The Committee instructed the Board office to draft the reply to explain the current procedures of inspection. *(Post meeting notes: the reply was cleared by the Chairperson and sent to the enquirer on 10 August 2017.)*

#### **Finance**

##### Consideration of the draft auditors' report for the financial year ended 31 March 2017

25. The draft auditors' report was with findings of a clear and fair statement of accounts. The Committee accepted the report and recommended to put forward the same to the Board for endorsement.

#### **Human Resources**

##### Consideration of the quotations for medical plans by insurance companies

26. The Secretary obtained quotations from three insurance companies in respect of group medical plan covering inpatient and outpatient benefits. The Committee endorsed to adopt the medical plan offered by the (business information deleted) because the coverage of the medical plan was comparatively better than the others whilst the premium was the lowest. The same would be put forward to the Board for endorsement.

## **Promotions**

### Perusal of progress report on promotion of the Board

27. Members noted the progress report on promotion of the Board.

### Outline of Newsletter issue

28. After perusal of the outline, the Committee suggested to highlight the refund of part of renewal fee in the front page and to add the work progress of “Review of the Principles, Criteria and Standards”.

### **Date of next meeting**

29. Members agreed that the next meeting would be scheduled on 25 September 2017.

30. There being no other business, the meeting was adjourned at 9:10 pm.

30 August 2017