

SOCIAL WORKERS REGISTRATION BOARD
Notes of the 67th Meeting of the Committee on Professional Conduct

Date: 30 November 2017
Time: 7:30 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)
Dr. LEUNG Chuen-suen
Mr. LUN Chi-wai
Mr. SHIU Ka-chun
Mr. TSANG Kin-chiu
Apology: Mr. HUI Chung-shing, Herman
Mr. LUK Ka-mei
Mr. MA Kam-wah, Timothy
Secretary: Mr. LEE Wing-po, Eric, Registrar and
Ms. FAN Lai-yee, Veronica, Assistant Registrar

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

1. The Committee agreed to rearrange the agenda items by moving item 7 after 5 as both were related to the procedures of complaints handling.

Confirmation of the notes of the 66th meeting

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

Matters arising from the 66th meeting

3. The Secretary would further update the progress of complaint cases in paragraph 6 in the agenda item 4.

Business information deleted

4. (Business information deleted)
5. (Business information deleted)
6. (Business information deleted)

Progress report on the complaint cases

7. (Business information deleted)

8. (Business information deleted)
9. (Business information deleted)
10. (Business information deleted)

Review of the workflow for complaints handling

11. The Registrar walked through the workflow and reminded that it was a living document and could be revised if necessary. Members did not have any comments on the document.

Legal advice on request for audio record of disciplinary hearing

12. (Business information deleted)
13. The Secretary updated that with reference to the Medical Council, if the hearing was open to the public, hearing date and time would be posted on the website while the names of respondent and complainant would be posted at 6:00pm one day before hearing.
14. The Committee in general agreed that the hearing should be open unless otherwise specified by the DC and the Committee had the following initial recommendations:
 - (a) The Board office would prepare a form to draw the attention of complainant and respondent to the relevant rules of proceedings and if required, the parties should apply for private hearing and provide justifications for the DC's consideration and decision.
 - (b) If it was decided that the hearing should be held in camera, the hearing information would not be posted on website. Otherwise, the information such as names of respondents, complainants, hearing date and time should be released on website.
 - (c) It was necessary to discuss how to manage the operational issues such as the venue setup, the live broadcast of hearing and manpower arrangement.
15. The Committee took note of the potential risk of libel claims among parties concerned.
16. The Secretary would work out the sample letter and form and revise the relevant part of the workflow. *(Post meeting note: the sample letter and form were circulated to the Committee on 1 December 2017.)*

Review of complaint cases

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

17. (Business information deleted).

Discussion of the proposed revision in the Code of Practice

18. The Secretary highlighted the proposed revision and the Committee did not have comment

and agreed to put the proposal to the Board.

Business information deleted

19. (Business information deleted)

20. (Business information deleted)

Any other business

21. (Business information deleted).

22. There being no other business, the meeting was adjourned at 10:00 pm.

13 December 2017