

## CONFIDENTIAL

### Minutes of the 151<sup>st</sup> Meeting of the Social Workers Registration Board

Date: 17 September 2018 (Monday)

Time: 7:05pm

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 Ka-tai                                      Dr. LEUNG Chuen-suen  
Mr. LO Wa-kei, Roy                              Ms. LUK Ka-mei  
Mr. LUN Chi-wai                                  Mr. SHIU Ka-chun  
Mr. TAN Tick-yee                                Mr. TSANG Kin-chiu  
Mr. WONG Ka-ming

Apologies: Mr. MA Kam-wah, Timothy and Ms. WU Lai-ling

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

1. While Messrs. CHUNG, KWAN, TSANG, WONG and Ms. LUK were yet to arrive, as the quorum was present, Mr. LUN, the Chairperson, kick-started the meeting.

### Confirmation of minutes of the 150<sup>th</sup> Meeting

2. The minutes of the 150<sup>th</sup> meeting of the Board were confirmed as the true records of the said meeting.

### Matters arising from previous meetings

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

3. The meeting took note that there was no new development of this matter.

### Registration Matters

#### *(Anonymized)*

4. (Business information deleted).

(Messrs. CHUNG and WONG arrived at this juncture.)

5. (Business information deleted)

6. (Business information deleted)

#### *(Anonymized)*

7. (Business information deleted)

8. (Business information deleted)

#### *(Anonymized)*

9. (Business information deleted)

(Ms. LUK arrived at this juncture.)

10. (Business information deleted)

11. (Business information deleted)

(As the DC presiding member for case no. XXX had arrived, the meeting decided to move to agenda item 4 at this juncture for receiving the DC report.)

### **Reports from Disciplinary Committees**

#### ***Case no. XXX***

12. Anonymized) told the meeting that as he was a colleague of the Respondent Anonymized), he would abstain from deliberation and voting but would stay to listen.

(Anonymized), presiding member of the Disciplinary Committee on Case no. XXX, was invited to the meeting.)

13. (Business information deleted).

14. (Business information deleted)

15. (Business information deleted)

16. (Business information deleted)

17. (Business information deleted)

(Mr. TSANG arrived at this juncture.)

18. (Business information deleted)

(Mr. KWAN arrived at this juncture.)

19. (Business information deleted)

(Anonymized) retired from the meeting.)

20. (Business information deleted)

21. (Business information deleted)

22. (Business information deleted)

23. (Business information deleted)

24. (Business information deleted)

25. (Business information deleted)

#### ***Other Cases***

26. The meeting took note of the status of other cases with disciplinary committees appointed.

(The meeting resumed the proceedings in accordance with the agenda.)

### **Registration Matters (continued)**

#### ***Case in relation to Section 34***

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

27. (Business information deleted)

### **Appointment of Disciplinary Committees**

28. (Business information deleted)

### **Report from the Committee on Administration**

#### ***Protocol for Decision-making by Circulation***

29. The Secretary outlined the recommendations of the Committee as set out in Board Paper no. 038/2018 in response to the concerns as deliberated at a previous Board meeting. The meeting considered and endorsed to adopt all the recommendations, i.e. the threshold for a valid decision by circulation would be raised from eight (8) to ten (10), the current practice of keeping the governing rules and attendance of Board Members to determinations by circulations in-house shall prevail, and the standard timeline for Board Members to response would be a week's time, except that for the twice-a-week registration submission where the current 4-day timeline would remain intact, and for urgent matters, the prior direction by the Chairperson, or in his absence, the Deputy Chairperson, should be sought by the Board Office.

#### ***System Revamp***

30. The Secretary walked through the proposal to revamp the database system of the Board Office as outlined in Board Paper no. 092/2018. (Anonymized) said that the revamp would likely be implemented in phases as it would be a huge project and would be commanding more than the HK\$500,000 as provided for in the budget for the current financial year. The Secretary highlighted that the main objectives were for better system controls and automation and it was estimated that it would take around 2-year's time to complete the project. The meeting granted the green light to proceed as outlined.

#### ***Policy on Dissemination of Information***

31. The meeting received the report from the Committee on its deliberation of the policy on dissemination of information. It was proposed setting the timeline for releasing the information in the manner that, within 2 weeks' time after their due adoption by the meeting, the documents should be redacted by the Board Office, cleared by chairpersons or convenors of the relevant meetings of such redaction, and posted onto the website.

32. The meeting further took note that chairpersons or convenors of meetings should ensure all agenda items of the meeting to be duly attended to, including moving those not being able to be dealt with at a particular meeting to the agenda of next meeting.

33. In response to the query raised by (anonymized), (anonymized) suggested that minutes or notes of meeting could be adopted by circulation.

34. The meeting adopted the proposed enhancement.

(Mr. CHUNG returned to the meeting at this juncture.)

(Mr. WONG abstained himself from deliberation of the following agenda item for avoidance of conflict.)

#### ***Complaint against the disciplinary procedures and the Registrar***

35. (Business information deleted)

***Investment***

36. The meeting considered and approved the recommendation of the Committee to assign a sum of HK\$1.5 million for investment into the (business information deleted) via (business information deleted).

***Draft audited accounts for FYE 31 March 2018***

37. The meeting considered the draft audited accounts for FYE 31 March 2018 as attached to Board Paper no. 095/2018. (Anonymized) remarked that the auditors had opined the financial statements given a true and fair view of the financial position of the Board and with no qualifications. The meeting approved the accounts on that basis. The meeting also agreed to send a copy of the audited account to the Labour & Welfare Bureau for information.

***Banking arrangement***

38. The meeting considered the proposal to close down a number of bank accounts as set out under Board Paper no. 096/2018 and resolved to adopt it such that all accounts at (business information deleted) and the passbook saving account at (business information deleted) should be closed.

***Meeting of regulators in Dublin***

39. The Secretary highlighted the report of the Dublin meeting which had been circulated by email under Board Paper no. 055/2018. The meeting agreed that it was beneficial to the Board for participating in this type of international meeting.

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

**Report from the Committee on Professional Conduct**

***Review of the Code of Practice***

40. (Anonymized) reported that the review work by the Task Force was approaching the end stage, working on the definitions of key terms.

***Disciplinary Procedures***

41. (Anonymized) told the meeting that the Committee was considering the introduction of a requirement on the complainant to make a statutory declaration when filing the complaint. (Anonymized) added that the initial thought was to invite the legal advisor on this review exercise to attend the Board meeting instead of the Committee meeting to walk through the pros and cons, but it would be appropriate for the Committee to put up a proposal after having duly considered the legal advice sought, so that the Board could deliberate on the proposed enhancements. The meeting agreed.

**Report from the Committee on Qualification Assessment and Registration**

***Review on Prescribed Forms in relation to Registration***

42. The meeting considered the Board Paper no. 044/2018 and approved the introduction of a new form for Application to Discontinue Registration and the cessation of the use of the

form “Reason(s) for Not Applying for Renewal of Registration before Expiry”.

### ***Form of the Certificate of Registration***

43. The meeting considered the Board Paper no. 045/2018 and agreed in principle to convert the paper Certificate into a card-form one, incorporated with the Registration Card. To the enquiry of (anonymized), the Secretary reported this was initially an idea from the Labour and Welfare Bureau when the earlier term of the Board lobbied them for a related amendment to the Ordinance. (Anonymized) suggested consideration of introducing e-Certificate in due course.

44. The meeting was with concern on the cost implication if it was not to be phrased in, and the Secretary was asked to provide an action plan to launch the new card-form Certificate for approval by the Board before it is to go live.

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

### ***Information Contained in the Register of Registered Social Workers***

45. The meeting considered the Board Paper no. 046/2018 on the concern of privacy issues over the information being contained in the Register. In the ensuing discussion, the meeting resolved to adopt the recommendations as set out in the paper that, for the item of qualification, the full particulars of academic qualifications would no longer be shown and the Base of Registration as put up onto the website would be used, and the Code 4 would be merged into Code 5 for sake of simplicity, and the information of Employment Agency Last Known would be removed entirely.

### ***Progress Reports from (1) (business information deleted) & (2) (business information deleted)***

46. (Business information deleted).

### ***Appointment to Assessment Team***

47. The meeting considered Board Paper no. 102/2018 tabled, and approved the appointment as proposed therein for the recognition review for the (business information deleted).

### ***Report from Election Committee***

48. The meeting took note of the progress of the election exercise when the validity of candidates had been confirmed and the list published. The number of candidates was the same as last election, i.e. at 23.

### ***Report from Task Force on proposed amendments to the SWRO***

49. The meeting noted that no news had been heard from the Labour and Welfare Bureau on their shortlist of amendments, hence the task force had not yet met.

### ***Report of a Person Holding Himself out as Social Worker***

50. The meeting considered the case as outlined under Board Paper no. 098/2018 and agreed that as a general policy, such cases should first be served with a warning letter of breaching the statutory provision and reserving of rights to report the matter to the Police, and when no rectification within a reasonable time, say usual case within 2 weeks' time,

the Board would then decide on a case-by-case basis if it would be reported to the Police.

**Any Other Business**

*The appeal against removal of name due to non-renewal*

51. (business information deleted)

*Enquiry from AT Member of the (business information deleted) assessment*

52. (business information deleted)

53. There was no other business deliberated by the meeting.

**Date of next meeting**

54. It was noted that the next meeting would be held on 26 November 2018 at 7:00pm.

55. The meeting concluded at 10:05pm.

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Chairperson