

(Translation)

Minutes of the 2<sup>nd</sup> Meeting of  
Social Services and Community Information Committee (2/2016)

Date : 11 March 2016  
Time : 11:00 a.m.  
Venue : Main Conference Room, Tsuen Wan District Office

Present:

Members

Mr MAN Yu-ming, MH (Chairman)  
Ms LAM Yuen-pun, Phyllis (Vice Chairman)  
Mr KOO Yeung-pong  
Mr NG Hin-lung, Norris  
Mr LI Hung-por  
Mr LAM Faat-kang, MH  
Mr CHAN Chun-chung, Jones  
Mr CHAN Sung-ip, MH  
Mr WONG Ka-wa  
Mr WONG Wai-kit  
Mr KOT Siu-yuen  
Mr CHOW Ping-tim  
Mr CHENG Chit-pun  
Mr LO Siu-kit

Co-opted Members

Mr CHAN Chun-hin, Jerry  
Ms LAW Ka-tun

Government Representatives

Ms LEE Lai-kiu, Winnie	Senior Liaison Officer (2), Tsuen Wan District Office
Miss LAM Ching-wa, Nora	Assistant District Social Welfare Officer (TW/KwT)3, Social Welfare Department
Ms LAM Shuk-wah	Senior Community Relations Officer, Independent Commission Against Corruption
Miss LAM Shuk-fan, Janice	Senior School Development Officer (TW)1, Education Bureau

Tsuen Wan District Council Secretariat

Representatives

Miss LAM Siu-yung, Daisy	Senior Executive Officer (District Council), Tsuen Wan District Office
Mr PUN Chung-chak, Michael (Secretary)	Executive Officer (District Council)3, Tsuen Wan District Office

The Meeting

## I Opening Remarks and Introduction

The Chairman welcomed the Members and government representatives to the 2<sup>nd</sup> meeting of the Social Services and Community Information Committee (SSCIC).

2. The Chairman reminded Members of section 28 of the Tsuen Wan District Council Standing Orders that unless otherwise agreed by the Chairman, a Member might speak and make supplementary remarks for each agenda item once respectively at the meeting. Each Member could speak up to 3 minutes each time.

## II Item 1: Establishment of Working Groups under Social Services and Community Information Committee

(SSCIC Paper No. 1/2016)

3. The Secretary introduced the paper.

(Note: Mr CHOW Ping-tim joined the meeting at 11:04 a.m.)

4. After discussion, the SSCIC endorsed the establishment of the following Working Groups, including:

- (1) the Working Group on Integrated Community Services;
- (2) the Working Group on Age-friendly Community and Rehabilitation; and
- (3) the Audit Group.

5. The SSCIC endorsed the adoption of the terms of reference in 2012-15 by the Working Group on Integrated Community Services and the Audit Group. The terms of reference of the Working Groups were set out in Annex I. The Working Group on Age-friendly Community and Rehabilitation would report to the SSCIC after its terms of reference were confirmed at its meeting.

(Note: Mr WONG Ka-wa and Mr CHAN Chun-chung, Jones joined the meeting at 11:10 a.m.)

6. After discussion and voting, the SSCIC endorsed the tenure of the Working Groups, Convenors, Vice Convenors and the Members who were concurrently the District Council Members from 11 March 2016 to 31 December 2019, and the tenures of the Members who were concurrently the Co-opted Members of the SSCIC from 11 March 2016 to 31 December 2017 and from 1 January 2018 to 31 December 2019 respectively.

(Note: Mr CHAN Chun-hin, Jerry joined the meeting at 11:15 a.m.)

7. Members expressed their intentions to join the Working Groups by a show of hands. The membership lists of the Working Groups were set out in Annex II.

8. After voting, the Convenors and Vice Convenors of the Working Groups were elected as follows:

<u>Working Group</u>	<u>Convenor</u>	<u>Vice Convenor</u>
(1) Working Group on Integrated Community Services	Ms LAM Yuen-pun, Phyllis	Mr KOO Yeung-pong
(2) Working Group on Age-friendly Community and Rehabilitation	Mr WONG Wai-kit	Mr CHAN Chun-chung, Jones, Mr CHOW Ping-tim
(3) Audit Group	Mr MAN Yu-ming	Ms LAM Yuen-pun, Phyllis

III Item 2: Guidelines on Allocation of Tsuen Wan District Council Funds (Additional Guidelines on the Application for Funds by Local Organisations/Institutions to SSCIC) (SSCIC Paper No. 2/2016)

9. The Secretary introduced the paper.

10. The SSCIC endorsed the adoption of Annex III and the proposed amendments for the SSCIC as additional guidelines for vetting the application for funds submitted by local organisations as regards activities such as social services, community publicity, civic education and health education.

11. Members endorsed and authorised the Secretariat to approve the application for the change of activity names, venues, dates and time on its own initiative in accordance with the approved funding application.

(Note: Mr WONG Ka-wa left the meeting at 11:20 a.m.)

IV Item 3: Any Other Business

12. The Chairman said that both the Working Group on Elderly and Rehabilitation and the Working Group on Integrated Community Services of the last term held their own bank accounts for management of the respective income and expenditure accounts. He suggested that the management of the bank account of the Working Group on Elderly and Rehabilitation should be handed over to the Working Group on Age-friendly Community and Rehabilitation and that the bank account of the Working Group on Integrated Community Services should continuously be managed by the Working Group on Integrated Community Services. Members agreed to the above arrangements after discussion.

13. Mr WONG Wai-kit was concerned about the problem of student suicide and hoped that the relevant government departments would take responsive measures.

14. Assistant District Social Welfare Officer (TW/KwT)3 (Asst Dist Social Welfare Offr (TW/KwT)3) of the Social Welfare Department (SWD) said that, at present, school social workers would give assistance to students in need. She said that the Tsuen Wan/Kwai Tsing District Social Welfare Office would organise a district social welfare seminar on the theme of “Fostering Love in Family to Shape the Future” on 17 March 2016 in the hope that the

district work would bring positive energy to families and teenagers in the year ahead. The office had issued invitation letters earlier and she took this opportunity to invite Members to the seminar so as to help the Tsuen Wan/Kwai Tsing District Social Welfare Office formulate the work plan for the coming year.

15. Senior School Development Officer (TW)1 (Sr Sch Dev Offr(TW)1) of the Education Bureau (EDB) said that the Secretary for Education had convened an urgent meeting on 10 March 2016 and proposed five measures to address student suicides in order to strengthen support for students. The measures included the establishment of an ad hoc committee to examine the causes of student suicides and to submit a report to the Secretary for Education in six months. The school-based educational psychologists of the EDB and school social workers had been giving support to schools. At present, they would deliver talks in school for teachers and provide duly support to schools on a need basis.

16. Mr LI Hung-por said that he received a request for assistance from a secondary two student who had difficulties in adaptation when studying in Britain. The student thus planned to come back to and study in Hong Kong but could not find a school place after returning. He asked the student to seek help from the EDB and the EDB had informed the student that there were vacant school places in some schools. However, those schools rejected the admission application of the student. Therefore, Mr Li concerned about the admission problem of the students returning from overseas and raised an enquiry on how the EDB would provide assistance for these students.

17. Sr Sch Dev Offr(TW)1 said that the EDB would endeavour to offer assistance to students returning from overseas in admission and provide vacant school places information to them. The students have to contact the schools with vacant places and attend an interview and/or sit an examination in accordance with the admission requirement of the schools. If there was a tight supply of school places in the district, the students might consider applying to a school in another district.

18. The views and suggestions of Mr WONG Wai-kit, Mr LAM Faat-kang and Mr KOO Yeung-pong were summarised as follows:

- (1) it was suggested that the SSCIC should consider co-organising activities dealing with the problem of student suicide;
- (2) it was opined that the educational psychologists were able to follow up the student suicide cases but might not be able to spread the message widely and carry out educational work;
- (3) the Working Group on Integrated Community Services of the last term and Tsuen Wan District Parent Teacher Association Federation Limited (the Association) had co-organised activities with a wide range of themes. Consideration could be given to incorporate the element of dealing with the problem of student suicide into the co-organised activities with the Association if it indicated interest in working with the Working Group again; and
- (4) regarding the problem of student suicide, it was opined that the parents, schools and our society should be held responsible if students committed suicides due to their failure to cope with study pressure and competition. In particular, the

parent-child relationship was of great importance. It was hoped that the SSCIC could organise more activities related to parenting training and parent-child relationship in future.

(Note: Mr CHAN Chun-chung, Jones left the meeting at 11:40 a.m.)

19. Asst Dist Social Welfare Offr (TW/KwT)<sup>3</sup> agreed to the direction of organising activities as suggested by Members. She remarked that a positive approach should be taken when planning the activities dealing with the problem of student suicide, such as letting teenagers recognise their abilities and directing them to cope with challenges and boost positive energy. She added that teenagers had the closest relationships with their family members. If their family members knew about the problems encountered by teenagers, they could help the teenagers solve the problems in cooperation with teachers and social workers.

20. The Chairman said that Members could submit paper on the captioned matter at the next SSCIC meeting for discussion.

21. Members noted the contents of the following information papers:

- (1) Membership List of Social Services and Community Information Committee 2016-19  
(SSCIC Paper No. 3/2016, enclosed with the letter);
- (2) Terms of Reference of Social Services and Community Information Committee  
(SSCIC Paper No. 4/2016, enclosed with the letter);
- (3) Dates of Meetings of Social Services and Community Information Committee between May 2016 and March 2017  
(SSCIC Paper No. 5/2016, enclosed with the letter); and
- (4) Financial Statement of the Funds Allocated to Social Services and Community Information Committee as at 25 February 2016  
(SSCIC Paper No. 6/2016, enclosed with the letter).

22. The Chairman reminded Members that the next meeting was scheduled on 13 May 2016 and the deadline for submission of paper was 27 April 2016.

V Adjournment of Meeting

23. There being no other business, the meeting was adjourned at 11:45 a.m.

Tsuen Wan District Council Secretariat  
19 April 2016

Terms of Reference of the Working Groups under  
Social Services and Community Information Committee in 2016-19

Working Group on Integrated Community Services

- (1) On education, to express concern over education-related matters in Tsuen Wan district such as promotion of education guidance and counselling for children, enhancement of family relationships, concern over matters of bullying in school as well as other activities and programmes in relation to education;
- (2) On activities for the youth, to express concern over youth-related matters in Tsuen Wan district such as motivating the youth to care for the community, bring their talent into full play and live a healthy life as well as promoting other activities and programmes in relation to the youth;
- (3) On community information, to plan and implement the work of promotion and publicity in relation to the Tsuen Wan District Council such as organising activities for promotion of the Tsuen Wan District Council, publishing of publications of the Tsuen Wan District Council and production of souvenirs of the Tsuen Wan District Council; and
- (4) On promotion of integrity, to publicise the activities and programmes in relation to promotion of integrity in Tsuen Wan district.

Audit Group

- (1) Responsible for vetting the application for District Council funds submitted by local organisations and making decision on the amount actually endorsed.

**Membership lists of the Working Groups under  
Social Services and Community Information Committee in 2016-19**

**Working Group on Integrated Community Services**

Convenor : Ms LAM Yuen-pun, Phyllis  
Vice Convenor : Mr KOO Yeung-pong  
Members : Mr LI Hung-por  
: Mr WONG Wai-kit  
Mr KOT Siu-yuen  
Mr CHOW Ping-tim  
Mr CHAN Chun-hin, Jerry  
Ms LAW Ka-tun

**Working Group on Age-friendly Community and Rehabilitation**

Convenor : Mr WONG Wai-kit  
Vice Convenor : Mr CHAN Chun-chung, Jones  
Vice Convenor : Mr CHOW Ping-tim  
Members : Mr MAN Yu-ming, MH  
Mr KOO Yeung-pong  
Ms LAM Yuen-pun, Phyllis  
Mr WONG Ka-wa  
Mr KOT Siu-yuen  
Mr CHENG Chit-pun  
Mr LO Siu-kit  
Ms LAW Ka-tun

**Audit Group**

Convenor : Mr MAN Yu-ming, MH  
Vice Convenor : Ms LAM Yuen-pun, Phyllis  
Members : Mr LI Hung-por  
: Mr CHAN Chun-chung, Jones  
Mr WONG Wai-kit  
Ms LAW Ka-tun

Note: The tenure of the Co-opted Members is from 11 March 2016 to 31 December 2017.

Annex D

*(Revised in March 2016)*

Additional Guidelines on the Application for Funds  
by Local Organisations/Institutions to  
Social Services and Community Information Committee under Tsuen Wan District Council

*(Amendments highlighted in bold and italics)*

The Social Services and Community Information Committee (SSCIC) under the Tsuen Wan District Council earmarks funds in every financial year to support local organisations/institutions in organising activities relating to social services, community publicity, civic education and health education for members of the community in order to foster community spirit and a sense of belonging among the residents in the district.

With a view to ensuring a more effective and fairer allocation of funds for local organisations/institutions, the District Council formulated the “Guidelines on Allocation of Tsuen Wan District Council Funds”. In addition to the adoption of the above Guidelines, the SSCIC vets the funding application by submission according to the following additional guidelines. The Audit Group is also set up under the SSCIC for vetting the application for District Council funds submitted by local organisations/institutions and making decision on the amount actually endorsed. The decision of the SSCIC on each application for District Council funds/reimbursement of funds submitted by a local organisation/institution shall be final.

(A) Funding Ceiling

The funding ceiling for each funding application from a local organisation/institution is \$20,000.

(B) Consideration of the Funding Application in Phases

(1) The funding application submitted by local organisations/institutions will be considered by the SSCIC in phases at *four* meetings separately.

<u>Funding Period</u>	<u>Date of the Activity Held</u>
Meeting in May	<i>June to September</i>
Meeting in September	<i>October to December</i>
<i>Meeting in November</i>	<i>January to February</i>
<i>Meeting in March</i>	<i>April to May</i>

Local organisations/institutions are required to submit funding application to the SSCIC according to the dates of the proposed activities and the application must be submitted to the District Council Secretariat three weeks prior to the above *four* meetings. (*For example, provided that the meeting is held on 9 September (Friday), the deadline is 18 August (Thursday)*). For the dates of SSCIC meetings, please refer to the webpage at [http://www.districtcouncils.gov.hk/tw/english/meetings/committees/committee\\_meetings.php](http://www.districtcouncils.gov.hk/tw/english/meetings/committees/committee_meetings.php)) For submission of application by post, the postmark date will be regarded as the date of submission of application. Late submission of application will not be accepted or returned.

- (2) With a view to ensuring that the annual funding provision is allocated on an equal basis, *the funds obtained in the first three funding periods* as set out in paragraph B(1) *shall be amounted to 40%, 40% and 20% of the annual funding provision respectively*. The SSCIC may transfer not more than 5% of the annual funding provision from the next funding period to the previous funding period in which the amount of funds allocated is insufficient for supporting the approved activities. In addition, the balance of each funding period will be carried forward to the next funding period. *As regards the funding period scheduled for the SSCIC meeting in March, the total amount of funds allocated shall not exceed \$50,000.*

(C) Definition of Local Organisations/Institutions

- (1) The SSCIC adopts the additional definition of the local organisations/institutions provided by the Culture, Recreation and Sports Committee. Details of the definition of local organisations/institutions are set out in paragraphs (1), (2) and (3), Part (B), Annex B.
- (2) Priority will be given to the first funding application from a local organisation/institution. Consideration will also be given to another funding application submitted by a local organisation/institution which has secured funds during the same financial year, provided that the activity to be organised is different in nature from the previous one, subject to the availability of surplus funds for allocation.

(D) Guidelines on Funding Application for Individual Items

- (1) Coach rental will be subsidised once only for each funding application;
- (2) The expenses on meals (except those for volunteers) will not be subsidised;

- (3) Local organisations/institutions shall bear at least one-fourth of the total actual expenses on the approved costs of camp rental for the activities;
- (4) Local organisations/institutions shall bear at least half of the total actual expenses on the approved costs of stationery for the activities (For example, the approved cost of stationery endorsed by the Audit Group for a local organisation/institution is \$200 in total, whereas the total actual expense of stationery is \$150. The local organisation/institution can apply for reimbursement of District Council funds up to \$75 and the remaining \$75 shall be borne by the local organisation/institution); and
- (5) The details of print materials such as the types, sizes and colours should be specified in Form A for the Audit Group to decide the amount of funds according to the market price. Local organisations/institutions should note and observe the rules on personal publicity in paragraph 6.4.3 of the “Guidelines on Allocation of Tsuen Wan District Council Funds” when printing promotional materials for the activities. If the local organisations/institutions contravene the above rules, the **full amount** of the approved cost of the print materials involved will not be reimbursed.

Besides, the SSCIC will brief the local organisations/institutions on the reasons for refusal of their funding applications. To look for more details of the activities, the SSCIC has the right to arrange the SSCIC Members to conduct on-site observation and assessment for the activities funded by the District Council.

Tsuen Wan District Council Secretariat

March 2016