

(Translation)

Minutes of the 2<sup>nd</sup> Meeting of  
Social Service and Community Development Committee (2/2020)

Date : 10 March 2020  
Time : 4:00 p.m.  
Venue : Main Conference Room, Tsuen Wan District Office

Present:

Members

Mr WONG Ka-wa (Chairman)  
Ms CHAN Kim-kam (Vice Chairman)  
Mr MAN Yu-ming, MH  
Mr LI Hung-por  
Mr SHUM Lester  
Mr YAU Kam-ping, BBS, MH  
Mr YICK Shing-chung, Angus  
Mr LAM Sek-tim  
Mr CHAN Sung-ip, MH  
Mr CHAN Yuen-sum, Sumly  
Mr LUK Ling-chung, Antonio  
Mr CHIU Yan-loy  
Mr LAU Chi-hung  
Mr LAU Cheuk-yu  
Mr PUN Long-chung, Roy  
Mr LAU Jackson  
Mr LAI Man-fai  
Mr TSE Man-chak  
Mr TAM Hoi-pong

Government Representatives

Ms LEE Lai-kiu, Winnie	Senior Liaison Officer (2), Tsuen Wan District Office
Ms LUI Ka-wing	Assistant District Social Welfare Officer (Tsuen Wan/Kwai Tsing) <sup>3</sup> , Social Welfare Department
Miss LAM Shuk-fan, Janice	Senior School Development Officer (Tsuen Wan) <sup>1</sup> , Education Bureau

Tsuen Wan District Council Secretariat  
Representatives

Miss LAM Siu-yung, Daisy	Senior Executive Officer (District Council), Tsuen Wan District Office
Miss IP Tung, Natalie	Executive Officer (District Council) <sup>2</sup> , Tsuen Wan District Office

Mr YIM Hong-yue, Owen (Secretary)

Executive Officer (District Council)3,  
Tsuen Wan District Office

Attendance by Invitation:

For Discussion of Item 4

Mr TSUI Ka-kim, Kim

Senior Building Surveyor/D5, Buildings  
Department

For Discussion of Item 5

Miss LO Kit-man

Housing Manager/Wong Tai Sin, Tsing Yi  
& Tsuen Wan 7, Housing Department

The Meeting

I Opening Remarks and Introduction

The Chairman welcomed the Members and representatives from the government departments to the 2<sup>nd</sup> meeting of the Social Service and Community Development Committee (SSCDC).

2. The Chairman reminded Members that in accordance with section 28 of the Tsuen Wan District Council Standing Orders that unless otherwise agreed by the Chairman, each Member might speak for each agenda item once at the meeting. For each agenda item, a maximum of four Members might speak and each of them might speak up to 1.5 minutes. Each Member who submitted a paper might have up to three minutes to introduce the paper and speak. Each representative from government departments might have up to three minutes for giving response.

(Note: Mr MAN Yu-ming joined the meeting at 4:02 p.m.)

II Item 1: Establishment of Working Groups under Social Service and Community Development Committee

(SSCDC Paper No. 1/2020)

3. The Secretary introduced the paper.

4. The Vice Chairman proposed the establishment of the Working Group on Integrated Community Services and Community Education and the Task Force on Care for the Elderly, Rehabilitation and Community Information, and introduced their terms of reference respectively. She said that the Working Group on Integrated Community Services and Community Education expressed concern over the matters in relation to women, ethnic minorities and disadvantaged groups in Tsuen Wan district and the family carers were included in the Working Group's terms of reference, with a view to encouraging the said target groups to be concerned about the social issues, bringing their talents into full play and enhancing their public engagement. The Working Group would also express concern over the work in community education so as to encourage the members of the community to show concern about social issues related to children, youth, women, ethnic minorities, family carers and disadvantaged groups,

as well as promote public engagement and enhance civic awareness. In addition, the Task Force on Care for the Elderly, Rehabilitation and Community Information would express concern over the matters in relation to the elderly, people with disabilities and community information in Tsuen Wan district, with a view to promoting social inclusion and age-friendly community.

5. The SSCDC unanimously endorsed the following proposals:
  - (1) the establishment of the Working Group on Integrated Community Services and Community Education, Task Force on Care for the Elderly, Rehabilitation and Community Information and Audit Group in 2020-2023;
  - (2) the terms of reference of the above Working Groups (Annex I); and
  - (3) the terms of office of the above Working Groups from the date of establishment of the Working Groups to 31 December 2023.
6. Members expressed their intentions to join the above Working Groups by a show of hands. The membership lists of the above Working Groups were set out in Annex II.
7. Members unanimously agreed that the undernamed Members took up the Convenors and Vice Convenors of the Working Groups as follows:

<u>Working Group</u>	<u>Convenor</u>	<u>Vice Convenor</u>
(1) Working Group on Integrated Community Services and Community Education	Ms CHAN Kim-kam	Mr LAU Chi-hung
(2) Task Force on Care for the Elderly, Rehabilitation and Community Information	Mr LAU Jackson	Mr WONG Ka-wa
(3) Audit Group	Ms CHAN Kim-kam	To be confirmed

8. The Chairman stated that the Vice Convenor of the Audit Group could be elected at its meeting.

(Note: The Secretariat invited the Members who did not attend this meeting to join the said Working Groups in writing on 20 March 2020.)

III Item 2: Guidelines on Tsuen Wan District Council Funds (Additional Guidelines on the Application for Funds by Local Organisations/Institutions to Social Service and Community Development Committee)  
(SSCDC Paper No. 2/2020)

9. The Secretary introduced the paper.
10. The views and enquiries of Members were summarised as follows:
  - (1) she thought that the funding ceiling of \$20,000 might be insufficient to support the organisations to organise quality community engagement activities. A number of community organisations relayed that long-term

planning was missing in the allocation of District Council (DC) funds and that the organisations could only organise one-off activities which could hardly promote the establishment of a civil society and offer genuine help to the groups in need under the constraint on the three-month's period for organising activities as set out in section (B)(1) of the captioned Additional Guidelines. It was hoped that the funding mechanism would be relaxed so that the organisations could consider launching activities within a longer period. Thus, she suggested extending the period for organising activities to nine months, or even one year (the Vice Chairman);

- (2) given that it took time to organise activities by the community organisations in view of the objectives of community building and civil engagement on the SSCDC funding, and the applicant organisations were required to submit all relevant documents before the end of the financial year for reimbursement of funds, he thought that it was more reasonable to extend the period for organising activities for the applicant organisations and suggested revising the period for organising activities from three months to six months. In addition, he had no comment on the need for adjustment of the funding ceiling because the number of applicant organisations every year was unpredictable. He also enquired why a funding amount exceeding \$20,000 was granted to some activities in the past (Mr TAM Hoi-pong);
- (3) he agreed to the viewpoint of the Vice Chairman and enquired whether the funding amount of the ceiling of \$20,000 was sufficient to support the organisations to organise long-term activities (Mr LAI Man-fai);
- (4) he agreed that the period for organising activities should be extended and believed that a funding amount of \$20,000 was insufficient for settling the actual expenditures of the activities of the funded organisations in full and could only settle part of the expenses. He thought that given the long-term objectives of the activities, the period for organising activities should not be limited to three months and should be flexibly decided on a case-by-case basis (Mr TSE Man-chak); and
- (5) he had no comment on the need for adjustment of the period for organising activities. Regarding the issue of funding ceiling, fewer organisations would be benefitted due to the limited allocation of funding amount from the SSCDC to support for activities by local organisations if the funding ceiling was raised. In addition, he had reservations about the claim that previously the allocation of funds for local organisations was used for organising short-term activities such as carnivals only. In the past, the allocation of funds was approved for the activities embedding the idea of social welfare. Taking "Unleash Your Vitality in Tsuen Wan 2019" which was recently held as an example, the organiser aimed to enable the youth to learn about their strength, promote life planning and enhance the youth's ability of resilience and problem-solving through various activities and professional training. He stressed that the funded organisations had organised quality activities embedding the idea of social welfare (Mr LI Hung-por).

11. The Secretary responded that the Additional Guidelines were only applicable when

local organisations applied for Tsuen Wan District Council (TWDC) Funds individually and were inapplicable to the activities co-organised by the local organisations and the Working Groups under SSCDC. The aforementioned “Unleash Your Vitality in Tsuen Wan 2019” was also one of the co-organised activities. The “Date of the Activity Held” in the Additional Guidelines referred to the starting date of the activity and was not the deadline for the completion of the activity by the applicant organisation. The SSCDC would consider the funding applications at the meetings held during the respective funding periods according to the starting date of the activities. While there was no closing date for the activities, the activities should be concluded within the respective financial year. In addition, Members might discuss at the meetings if they thought that there was room for adjustment in the funding ceiling.

12. The views and enquiries of Members were summarised as follows:

- (1) he suggested that the funding ceiling for each application should be set at one-fourth of the total funding amount from the SSCDC to support for the activities by local organisations (Mr TAM Hoi-pong);
- (2) he said that in the past, the Social Services and Community Information Committee upheld the principle of allocating DC funds to more local organisations. It deserved Members’ consideration for adoption regardless of the amount of the funding ceiling because the more the local organisations applied for DC funds, the greater the support the DC received. In other words, fewer organisations would be benefitted if the funding ceiling was raised. He thought that the principle of allocating DC funds to more local organisations was a fine tradition in spite of the variations on the conventional rules of the DC (Mr MAN Yu-ming); and
- (3) he hoped that Members would pay attention to the information required to be provided in the application form for TWDC funds as well as the contents of all items provided by the organisations previously. In addition, he thought that the effectiveness of an activity should not be evaluated on the basis of the funding amount under application by the organisations. A number of organisations had conveyed that it was difficult to apply for the DC funds. He thought that under the premise of the limited funding amount from the SSCDC to support for activities by local organisations, fewer organisations would be benefitted if the funding ceiling of each application was raised. Taking the funding amount of about \$120,000 for support for activities by local organisations in the past as an example, if all local organisations made application for a funding of \$30,000 or the capped amount which was one-fourth of the total funding amount, only four local organisations would be benefitted each year (the Chairman).

13. The Chairman asked Members to vote on “raising the funding ceiling to \$30,000” or “raising the funding ceiling to one-fourth of the total funding amount from the SSCDC to support for activities by local organisations”, with the voting result of “raising the funding ceiling to \$30,000” of 12 votes in favour, and of “raising the funding ceiling to one-fourth of the total funding amount from the SSCDC to support for activities by local organisations” of 2 votes in favour and 4 votes of abstention.

(Note: Mr SHUM Lester joined the meeting at 4:26 p.m.)

14. The Chairman announced that “raising the funding ceiling to \$30,000” was endorsed and the Additional Guidelines were amended.

15. The views and enquiries of Members were summarised as follows:

- (1) he suggested that the “Date of the Activity Held” within the funding period scheduled for the SSCDC meeting in April should be amended to June to November and that of the funding period scheduled for the SSCDC meeting in August to August to March (Mr TAM Hoi-pong);
- (2) she enquired whether the local organisations were required to submit two applications for the activity which started in September and concluded in November or December, i.e. the date of the activity held fell within two funding periods (the Vice Chairman);
- (3) he requested the Secretariat to confirm whether the “Date of the Activity Held” referred to the starting date of the activity or the end of the activity prior to the month as specified (Mr LUK Ling-chung, Antonio); and
- (4) he pointed out that no activities were organised in March 2020 because it was close to the end of the financial year. He also confirmed that the “Date of the Activity Held” referred to the starting date of the activity. Besides, he enquired the Secretariat about the reasons for not organising activities in March 2020 and the deadline for submission of all documents by organisations (the Chairman).

16. The Secretary responded that the organisations were not required to submit a fresh application for funding during the second funding period if the duration of the activities fell within two funding periods.

17. Senior Executive Officer (District Council) of the Tsuen Wan District Office (TWDO) responded that it was stipulated in the Guidelines on Tsuen Wan District Council Funds that all activities should be concluded before 1 March every year. It was infeasible to complete the procedure of the reimbursement of funds for the activities held in March given that the financial year ended in late March. Besides, the applications for reimbursement of funds from the organisations could be processed/completed before the end of the financial year, provided that the organisations had submitted all required documents on or before 10 March.

18. The Chairman pointed out that the Recreation, Sports, Arts and Culture For All Committee also adopted similar guidelines on the application for funds by local organisations. He asked whether Members agreed to the amendment of the “Date of the Activity Held” within the funding period scheduled for the SSCDC meeting in April to June to November and that for the funding period scheduled for the SSCDC meeting in August to August to February. Members unanimously adopted the aforesaid proposals.

19. Mr TAM Hoi-pong and Mr TSE Man-chak suggested amending the “Date of the Activity Held” to the “Starting Date of the Activity”. Members unanimously adopted the aforesaid proposal.

20. The SSCDC endorsed the adoption of the above Additional Guidelines on the Application for Funds by Local Organisations/Institutions upon amendment as the guidelines for vetting the application for funds submitted by local organisations as regards activities such as social services, community development, civic education and health education.

IV Item 3: “Request for Enhancing the Anti-epidemic Supplies for the Healthcare Personnel and Assisting the Disadvantaged Groups as well as the Residential Care Homes for the Elderly, People with Disabilities and People with Rehabilitation in Improving the Anti-epidemic Supplies”

(SSCDC Paper No. 3/2020)

21. The Chairman said that as this agenda item was raised by him, the Vice Chairman would take over the chair temporarily.

22. The Acting Chairman said that Mr WONG Ka-wa submitted the paper. The representative from the government department responsible for giving response was Ms LUI Ka-wing, Assistant District Social Welfare Officer (Tsuen Wan/Kwai Tsing)<sup>3</sup> (ADSWO (TW/KwT)<sup>3</sup>) of the Social Welfare Department (SWD). Besides, the Development Bureau, Correctional Services Department, Treasury, Food and Health Bureau (FHB) and Hospital Authority had submitted the written replies on the captioned matter prior to the meeting for Members’ perusal.

23. Mr WONG Ka-wa introduced the paper.

(Note: Mr YAU Kam-ping left the meeting at 4:42 p.m.)

24. ADSWO (TW/KwT)<sup>3</sup> of the SWD responded that the information about the distribution of allowances and face masks to social welfare organisations and people in need from the Government and SWD was entailed in the written reply of the SWD.

25. The views and enquiries of Members were summarised as follows:

- (1) many residential care homes for the elderly (RCHEs) conveyed that there was insufficient supply of face masks. Although the visiting arrangements at RCHEs were currently suspended for reduction of the flow of people, the staff of the RCHEs might be infected with the virus. He hoped that the problem of mask supply for the RCHEs would be improved (Mr LAI Man-fai); and
- (2) she pointed out that currently many frontline social workers or staff of the residential care homes had resumed work gradually, but they did not receive sufficient face masks and protective equipment. She enquired whether the Government had set a quota on face masks for distribution to the target groups

and staff of all social welfare organisations and about the consumption period for the respective quota. She also wished to learn from the FHB about the quota on face masks for allocation to the FHB and the consumption period for the respective quota (the Vice Chairman).

26. ADSWO (TW/KwT)3 of the SWD responded as follows:

- (1) the Government and different sectors had all along increased the mask supply for groups in need through various channels. The SWD had provided a total of 1 million face masks for 1 277 social service units including subvented, contract, self-financing and private residential service units (such as residential care homes for the elderly or persons with disabilities) in two batches respectively from 19 to 21 February 2020 and from 4 to 6 March 2020 for the maintenance of services;
- (2) it was expected that the consumption of face masks in the residential care homes for the coming month would be satisfied after the distribution of the two batches of face masks recently;
- (3) the SWD would keep in view the development of the epidemic and distribute resources to people in need through different channels according to the demand and feasibility; and
- (4) the SWD had issued letters to residential care homes on 23 January and 10 February 2020 for provision of a special allowance at a rate of \$3,000 or \$5,000 for the procurement of anti-epidemic supplies, and for provision of an allowance for manpower support for the residential care homes to hire temporary staff to replace the staff who were put under quarantine as a result of inbound travel. The SWD also provided a special allowance for residential service staff.

27. Mr WONG Ka-wa hoped that the SSCDC would send a letter of request to the FHB in respect of the items discussed above for giving response to the Members' views and enquiries, with a view to protecting the rights and interests of the people such as the disadvantaged groups and the staff of the residential care homes in Tsuen Wan district. He also thought that some of the government departments which did not send representatives to attend the meeting were disrespectful to the DC.

28. The Acting Chairman agreed to send a letter to the FHB and requested the Secretariat to follow up.

(Post-meeting note: The Secretariat conveyed Members' views in writing to the FHB on 31 March 2020.)

29. The Chairman resumed the chair.

(Note: Mr LAU Chi-hung left the meeting at 4:50 p.m.)

V Item 4: Establishment of Inter-governmental Collaboration Task Force – Concern about the Families in Sub-divided Flats and the Ethnic Minorities in Tsuen Wan (SSCDC Paper No. 4/2020)

30. The Chairman said that Mr LAU Jackson submitted the paper. The representatives from the government departments responsible for giving response were:

- (1) Mr TSUI Ka-kim, Kim, Senior Building Surveyor/D5 (SBS/D5) of the Buildings Department (BD); and
- (2) Ms LUI Ka-wing, ADSWO (TW/KwT)<sup>3</sup> of the SWD.

Besides, the SWD had submitted a written reply on the captioned matter prior to the meeting for Members' perusal.

31. Mr LAU Jackson introduced the paper.

32. SBS/D5 of the BD responded as follows:

- (1) on maintaining the building safety of the subdivision of a flat ("subdivided flat"), it was the Government's established policy to ensure that the design and construction of the subdivision of a flat was compliant with the Buildings Ordinance and the BD's standard. The contractors of the respective works were required to submit a plan of the construction works of the subdivision of a flat to the BD or make an application according to the Minor Works Control System; and
- (2) the BD would arrange inspections and issue orders to the offenders for rectification of the problems concerned upon receipt of the complaints about irregularities in building structures, blockage of means of escape or inadequate fire resisting construction, etc. of the subdivision of a flat.

(Note: Mr CHAN Sung-ip left the meeting at 4:55 p.m.)

33. ADSWO (TW/KwT)<sup>3</sup> of the SWD responded as follows:

- (1) the SWD had allocated additional resources and commissioned three non-governmental organisations to set up a total of three outreaching teams for ethnic minorities for providing support for the ethnic minorities starting from 1 March 2020;
- (2) the SWD had contacted the Hong Kong Sheng Kung Hui Outreaching Team for Multi-cultural Community for discussion of the roll-out and publicity work such as liaison with other social service units and local organisations in Tsuen Wan district and enhancement of communication with the ethnic minorities in the district so as to provide the more efficient and appropriate services for them;
- (3) regarding the support for the subdivided unit households, the Commission on Poverty would launch the "Assistance Programme to Improve the Living Environment of Low-income Subdivided Unit Households" via the Community Care Fund in the second quarter of 2020 for a period of two years to provide a subsidy in kind for the subdivided unit households to carry out minor household repair works and purchase furniture, household goods as

well as pest control service; and

- (4) the ethnic minorities, children and youth from deprived families were welcome to use the integrated family services and youth services.

34. The views and enquiries of Members were summarised as follows:

- (1) he had contacted the Food and Environmental Hygiene Department (FEHD) for the serious problem of subdivided flats and poor environmental hygiene in Ho Pui Street, but was given a reply that the said lot was a private place and was not under the management of the FEHD. Members of the public had conveyed that the owners' corporations (OCs) of some of the buildings in the district did not operate regularly, and he also came to notice that the OCs played an active role in dealing with the building and environmental hygiene problems. He therefore urged the TWDO to step up the effort in promoting the work for establishment of owners' corporations and advise the households of old buildings on handling the environmental hygiene problems in public places. In addition, he noticed the polluted flow from the blue plastic pipes at the rear lanes of Ho Pui Street and had enquired the FEHD on the matter. He was told that the blue plastic pipes were managed by the BD. Hence, he hoped that the BD would follow up (Mr LUK Ling-chung, Antonio);
- (2) she agreed to the view on establishment of an inter-departmental task force and expressed concern over the improvement of the living environment, hygiene and building structures of the subdivided flats. She was also concerned whether the buildings and subdivided flats met humane requirements. In addition, subdivided unit households could barely afford the ever-increasing rent of the subdivided flats. They might be lack of sufficient assistance or financial means to look for another residence if they were arranged to move out from the subdivided units. She thus enquired the Housing Department (HD) whether the number of interim housing was sufficient, and about the applicants' waiting time for public rental housing (PRH) as well as the number of applicants who were successfully allocated a flat under the Express Flat Allocation Scheme every year which would be used as the reference data for the assessment of the circumstances and needs of the subdivided unit households in Tsuen Wan district (the Vice Chairman);
- (3) the occupation of the BD's Headquarters by the subdivided unit households of Wing Fung Industrial Building in Tsuen Wan several years ago, which resulted from the HD's failure to arrange timely resettlement for these affected households after they were requested by the BD to move out, indicated that the Government should consider the rehousing policy for assisting the affected households, apart from maintaining the building safety through the removal of the subdivided flats in the industrial buildings, so as to prevent the recurrence of incidents alike that of Wing Fung Industrial Building (Mr CHIU Yan-loy);
- (4) he enquired whether the SWD would consider making a list of assistance requests of the subdivided unit households for follow-up or contact by DC Members or social welfare organisations. He had all along been unable to

- contact the staff of the BD and pointed out that there were many buildings with unauthorised alterations in the urban area of Tsuen Wan. He therefore enquired whether the BD had deployed its staff to carry out inspections and suggested that the BD should increase its manpower (Mr LAU Jackson); and
- (5) he enquired whether the BD could provide the number of inspections conducted in Tsuen Wan district. He said he had visited the subdivided flats in person and learnt that the reinstallation of drainage pipes in toilets and installation of separate electricity meters in the subdivided flats should be carried out. As there were many subdivided unit households in the industrial buildings in Tsuen Wan district, he enquired whether the BD had particularly monitored the subdivided flats and whether it was humane to stay in places created by unauthorised building works. In addition, Members could provide the departments concerned with the addresses and contacts after the meeting for follow-up if they had enquiries about some locations in the district (the Chairman).

(Note: Mr MAN Yu-ming left the meeting at 5:03 p.m.)

35. Housing Manager/Wong Tai Sin, Tsing Yi & Tsuen Wan 7 (HM/WT&T7) of the HD responded as follows:

- (1) an application system of PRH was established in Hong Kong to facilitate the allocation of PRH units to applicants who passed the comprehensive income and asset tests; and
- (2) applicants could download the application form for PRH from the HD's website or obtain the application form for PRH at the estate offices in various districts or from the Applications Sub-section in Lok Fu for the submission of application.

36. SBS/D5 of the BD responded as follows:

- (1) in respect of the drainage system, the BD imposed similar requirements on subdivided flats and ordinary buildings. For instance, hand-washing facilities or sanitary fittings installed in a building should be connected to the U-shaped water traps or bottle traps which were compliant with the requirements of the BD. If the U-shaped water trap was not in place or the irregularities in the drainage system were detected during inspections, the BD would take enforcement actions to request the property owners concerned to make rectifications of the irregularities according to the Buildings Ordinance, including the issuance of orders for improvement to the persons concerned. The BD would provide the supplementary information on the number of inspections after the meeting;
- (2) at present, the BD had issued an order to the persons concerned of a case which involved the discharge of sewage from the pipes of a building in Ho Pui Street to the rainwater pipe at the rear lanes. The BD would take further enforcement actions if no improvement was made; and
- (3) on carrying out the removal of unauthorised building works of the buildings (including industrial buildings) or the enforcement actions, the BD would

apply for a closure order from the Court and request the residents to move out under some circumstances, for instance, the order had been long expired or there was obvious danger posed by the case. Generally speaking, in a few months prior to its application for a closure order, the BD would issue a notice to the affected households and notify the HD, SWD and Home Affairs Department (HAD) in the meantime so as to facilitate their complementary work and would deploy social work teams to learn about the needs of the persons concerned.

37. Senior Liaison Officer (2) of the TWDO responded as follows:
- (1) the HAD had all along provided a scheme of support services for the property owners and households of old buildings and encouraged the owners of the buildings to establish the building management organisations, with a view to assisting them in improving the building management and building maintenance work more effectively;
  - (2) the OCs of the old buildings were also provided with subsidies under the Community Care Fund for carrying out improvement works of the buildings; and
  - (3) a District Building Management Liaison Team was also set up under the District Offices over the territory for assisting in handling the enquiries and providing support services in respect of building management.

38. ADSWO (TW/KwT)3 of the SWD responded that over the past two years, Tsuen Wan/Kwai Tsing District Social Welfare Office had launched service schemes for early liaison with and providing support for the subdivided unit households in need. For instance, the Tsuen Wan and Kwai Tsing District Co-ordinating Committee on Family and Child Welfare Services had launched the “Share with Neighbourhood Project”, which aimed to facilitate the subdivided unit households in need to learn about the resources and services in the community, and provide support and build mutual help networks for the subdivided unit households through liaison with these households by a number of non-governmental organisations in the district. The SWD welcomed Members’ views.

39. The Chairman said that Members could contact the SWD to find out the contact details of the relevant concern groups or organisations in the district. Besides, he suggested that Members should follow up on the captioned item through the Working Group on Integrated Community Services and Community Education.

VI Item 5: Provision of Neighbourhood Day Care Centre for the Elderly in Cheung Shan Estate  
(SSCDC Paper No. 5/2020)

40. The Chairman said that Mr LAI Man-fai submitted the paper. The representatives from the government departments responsible for giving response were:

- (1) Miss LO Kit-man, HM/WT&T7 of the HD; and
- (2) Ms LUI Ka-wing, ADSWO (TW/KwT)3 of the SWD.

Besides, the SWD had submitted a written reply on the captioned matter prior to the

meeting for Members' perusal.

41. Mr LAI Man-fai introduced the paper.

42. HM/WT&T7 of the HD responded as follows:

- (1) currently, there was no vacant PRH premises for social welfare purpose in Cheung Shan Estate as appropriate;
- (2) according to the leasing mechanism of the HD, the Hong Kong Housing Authority (HA) would upload the PRH premises for social welfare purpose, if there were vacant premises in public housing estates, to the SWD's website and HA's website for application by the non-governmental social welfare organisations which were interested;
- (3) the vacant retail shops in public housing estates might not be well-suited for social welfare purpose and the use of these shops should comply with the land use specified in the land lease; and
- (4) the HD should also conduct a feasibility study in advance on the proposed change in land use.

43. ADSWO (TW/KwT)3 of the SWD responded that the Hong Kong Society for the Aged (SAGE) Cheung Shan Developing Horizon at Tsui Shan House, Cheung Shan Estate was a branch of the SAGE Tsuen Wan District Elderly Community Centre which provided support services for the elderly and carers. Members and service users were welcome to give views on the services of the centre.

44. The views and enquiries of Members were summarised as follows:

- (1) the SWD had mentioned in its written reply that the SWD would consider the provision of additional district elderly community centres and neighbourhood elderly centres according to two principles in the Hong Kong Planning Standards and Guidelines (HKPSG). Firstly, one district elderly community centre should be provided in each new development area with a population of around 170 000 or above. Secondly, one neighbourhood elderly centre should be provided, where appropriate, in a cluster of new and redeveloped housing areas with a population of 15 000 to 20 000 persons, including both public and private housing. He enquired whether there was an overlap of calculation between the above two principles. Besides, the district elderly community centres and neighbourhood elderly centres in Tsuen Wan district were unevenly distributed. For instance, there was no district elderly community centre and neighbourhood elderly centre in Allway constituency, and only one elderly centre of about 2 000 square feet in Tsuen King Circuit. He thought that the demand from the three constituency areas in Tsuen King Circuit which consisted of a population of over 80 000 was unmet. Over the past six months, he had met many elderly people with mood or psychological problems who were not provided with sufficient support or were not clear about the assistance offered by the organisations. Thus, he hoped that the SWD would consider providing elderly services in the demand-driven community such as Tsuen King Circuit and optimise the use of the vacant

- retail shops and government properties in Allway constituency for the provision of elderly services (Mr CHIU Yan-loy);
- (2) given the limited area of the branch of the SAGE Tsuen Wan District Elderly Community Centre at Tsui Shan House, only a limited scope of services could be provided. The floor area of the branch should be increased if a larger accommodation could not be identified for the branch. If the HD strictly enforced the regulations on leasing and recovered the retail shops which had not been in operation for a long time next to the branch at Tsui Shan House, the floor area of the branch could be increased for the provision of the respective services (Mr LAI Man-fai); and
  - (3) as only Cheung Shan Estate was mentioned in the paper, he requested the government departments concerned to give response to Members' enquiries about the information other than Cheung Shan Estate from the perspective of uneven distribution of resources. In addition, he enquired about how the self-funded social welfare organisations identified premises for accommodation. He also enquired whether Members needed to inquire the relevant organisations about their intention of increasing the floor area of the service units if PRH premises for welfare purpose were available, and whether Members who proposed the location of premises could take the initiative to contact the service providers of the premises concerned and discuss with the SWD (the Chairman).
45. ADSWO (TW/KwT)3 of the SWD responded as follows:
- (1) there was no overlap of calculation between the two principles on provision of additional district elderly community centres and neighbourhood elderly centres in the HKPSG;
  - (2) the Lok Sin Tong Wan Lap Keung Neighbourhood Elderly Centre in Tsuen King Circuit provided services in the respective area. As the floor area of the neighbourhood elderly centre fell short of the standard in the general specification, the SWD also made effort to identify a place for the expansion of services and welcomed Members' proposals on suitable premises for the SWD's consideration;
  - (3) all along, the SWD had actively identified the premises well-suited for welfare service purpose. If there were suitable premises in the district, the SWD would take into account the welfare needs and overall demand for services in the district, as well as other technical considerations such as the land use specified in the land lease and factors such as the specifications of relevant services, requirements of barrier-free access and fire service installation. The SWD would also actively study the feasibility of the use of the proposed sites;
  - (4) if there were suitable premises in the district, the SWD would follow up and it was not necessary for Members to contact the organisations concerned for learning about their intentions to use the premises; and
  - (5) the organisations might identify the premises in their own initiatives if interested in providing self-funded welfare services, say, keeping in view the PRH premises available for social welfare purpose on the HD's website and

making applications according to the mechanism mentioned by the HD.

46. The Chairman reminded Members to exchange contact with the departments concerned for follow-ups on the matters in future. He also suggested that Members should contact the operators and inform the relevant departments so as to expedite the progress of discussion if they identified the premises which might be used for the provision of additional social welfare services.

#### VII Item 6: Information Papers

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

- (1) Membership List of Social Service and Community Development Committee in 2020-2023  
(SSCDC Paper No. 6/2020);
- (2) Terms of Reference of Social Service and Community Development Committee in 2020-2023  
(SSCDC Paper No. 7/2020); and
- (3) Dates of Meetings of Social Service and Community Development Committee between April 2020 and February 2021  
(SSCDC Paper No. 8/2020).

#### VIII Item 7: Any Other Business

48. The Chairman asked Members and the HAD to work in collaboration and keep a close watch on the matter of the establishment of owners' corporations. He also requested the HD and BD to provide Members with the background brief or meet Members for briefing the respective functions of the departments.

49. The Chairman reminded Members that the next meeting was scheduled for 17 April 2020 and the deadline for submission of paper was 31 March 2020.

#### IX Adjournment of Meeting

50. There being no other business, the meeting was adjourned at 5:31 p.m.

Tsuen Wan District Council Secretariat

7 April 2020

Terms of Reference of the Working Groups under  
Social Service and Community Development Committee in 2020-23

(I) Working Group on Integrated Community Services and Community Education

- (1) To express concern over the matters in relation to women, ethnic minorities, family carers and disadvantaged groups in Tsuen Wan district such as the promotion of the social issues of their concerns, bringing their talents into full play, healthy growth, enhancement of public engagement as well as other activities and programmes in relation to women, ethnic minorities, family carers and disadvantaged groups;
- (2) to express concern over the matters in relation to children and youth in Tsuen Wan district such as the promotion of education guidance and counselling support for young children, primary and secondary school students, enhancement of family relationships, and expressing concern over the matters of bullying in school as well as other activities and programmes in relation to children and youth;
- (3) to discuss, advise, follow up on and support the matters in relation to children, youth, women, ethnic minorities, family carers and disadvantaged groups with the government departments and non-governmental organisations (under the Social Welfare Department);
- (4) to express concern over the community education in Tsuen Wan district, encourage the community members to express concern over the social issues in relation to children, youth, women, ethnic minorities, family carers and disadvantaged groups and promote the matters in relation to the activities on public engagement and civic awareness; and
- (5) on promotion of integrity, to publicise the activities and programmes in relation to promotion of integrity in Tsuen Wan district.

(II) Task Force on Care for the Elderly, Rehabilitation and Community Information

- (1) To express concern over the elderly-related matters in Tsuen Wan district such as promotion of activities and programmes in respect of care for the elderly, arts and culture for the elderly, health for the elderly, age-friendly community and other elderly-related areas;
- (2) to express concern over and advise on the matters in relation to care homes for the elderly and residential care homes for persons with disabilities in Tsuen Wan district such as monitoring and improving the quality of service, environment and facilities of care homes for the elderly and residential care

homes for persons with disabilities, safeguarding the living and dignity of life for the residents of care homes for the elderly and residential care homes for persons with disabilities, promoting the social responsibility of the relevant organisations;

- (3) to express concern over the rehabilitation-related matters in Tsuen Wan district such as fostering an inclusive social environment for persons with disabilities, helping them to develop their potential, promoting arts, culture and health for them as well as supporting other rehabilitation-related activities and programmes;
- (4) to discuss, advise and follow up on the matters in relation to the promotion of elderly-and-rehabilitation-related matters with the government departments and non-governmental organisations (under the Social Welfare Department);
- (5) to organise and take forward the activities and programmes in relation to the social inclusion and “Age-friendly Community” in the District;
- (6) to advise the Social Service and Community Development Committee on the matters related to the elderly, persons with disabilities, social inclusion and age-friendly community; and
- (7) on community information, to plan and implement the work of promotion and publicity in relation to the Tsuen Wan District Council as well 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.

### (III) Audit Group

- (1) To vet the applications for District Council funds submitted by local organisations and decide the actual amount of allocation.

Membership Lists of the Working Groups under  
Social Service and Community Development Committee in 2020-23

**Working Group on Integrated Community  
Services and Community Education**

Convenor: Ms CHAN Kim-kam  
Vice Convenor: Mr LAU Chi-hung  
Members: Mr WONG Ka-wa  
Mr MAN Yu-ming, MH  
Mr LI Hung-por  
Mr YICK Shing-chung, Angus  
Mr LAM Sek-tim  
Mr LUK Ling-chung, Antonio  
Mr CHIU Yan-loy  
Mr PUN Long-chung, Roy  
Mr LAU Jackson  
Mr TSE Man-chak

**Task Force on Care for the Elderly,  
Rehabilitation and Community Information**

Convenor: Mr LAU Jackson  
Vice Convenor: Mr WONG Ka-wa  
Members: Ms CHAN Kim-kam  
Mr LI Hung-por  
Mr YICK Shing-chung, Angus  
Mr LAM Sek-tim  
Mr LUK Ling-chung, Antonio  
Mr LAU Chi-hung  
Mr PUN Long-chung, Roy  
Mr LAI Man-fai  
Mr TSE Man-chak

**Audit Group**

Convenor: Ms CHAN Kim-kam  
Vice Convenor: tbc  
Members: Mr WONG Ka-wa  
Mr LI Hung-por  
Mr LAM Sek-tim  
Mr LAU Jackson  
Mr LAI Man-fai  
Mr TSE Man-chak  
Mr TAM Hoi-pong

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

*(Amendments highlighted in bold and italics)*

The Social Service and Community Development Committee (SSCDC) 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 ***development***, 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 SSCDC vets the funding application by submission according to the following additional guidelines. The Audit Group is also set up under the SSCDC 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 SSCDC 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 ***\$30,000***.

(B) Consideration of the Funding Application in Phases

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

<u>Funding Period</u>	<u>Starting Date of the Activity</u>
<b><i>Meeting in April</i></b>	<b><i>June to November</i></b>
<b><i>Meeting in August</i></b>	<b><i>August to February</i></b>
<b><i>Meeting in December</i></b>	<b><i>January to February</i></b>
<b><i>Meeting in February</i></b>	<b><i>April to May</i></b>

Local organisations/institutions are required to submit funding application to the SSCDC 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 21 August (Friday), the deadline is 30 July (Thursday).*) For the dates of SSCDC meetings, please refer to the webpage at [https://www.districtcouncils.gov.hk/tw/english/meetings/committees/committee\\_meetings.php](https://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 SSCDC 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 SSCDC meeting in February, the total amount of funds allocated shall not exceed \$50,000.***

(C) Definition of Local Organisations/Institutions

- (1) The SSCDC adopts the additional definition of the local organisations/institutions provided by the Recreation, Sports, Arts and Culture For All 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 SSCDC will brief the local organisations/institutions on the reasons for refusal of their funding applications. To look for more details of the activities, the SSCDC has the right to arrange the SSCDC Members to conduct on-site observation and assessment for the activities funded by the District Council.

Tsuen Wan District Council Secretariat  
March 2020