

ITEM NUMBER: 13.1

ATTACHMENT 2

CONFIDENTIAL MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 15 MAY 2018 (Report 192/18)

Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Alwyndor Management Committee Members upon the basis that the Alwyndor Management Committee consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that the Alwyndor Management Committee will receive, discuss or consider:

- b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.

Confidential Minutes of the Alwyndor Management Committee Meeting held in the Boardroom, Alwyndor Aged Care, 52 Dunrobin Road Hove on Tuesday 15 May 2018 at 6.30pm.

7. ITEMS IN CONFIDENCE

7.1 CCTV Upgrade (Report No: 36/18)

Exclusion of the Public – Section 90(3)(k) Order

1. That pursuant to Section 90(2) of the *Local Government Act 1999* Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 36/18 CCTV Upgrade in confidence.
2. That in accordance with Section 90(3) of the *Local Government Act 1999* Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 36/18 CCTV Upgrade on the following grounds:
 - k. pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders for the supply of goods to upgrade Alwyndor's CCTV system.
3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved Mr Bamford, Seconded Cr Aust

Carried

Alwyndor has an inadequate analogue surveillance platform with very limited storage and site coverage. Alwyndor cannot effectively investigate incidents or capture footage of an actionable quality which puts residents, staff and visitors at risk. This report outlines the benefits of upgrading Alwyndor's CCTV system.

The Committee voiced concerns regarding the timing of upgrading our CCTV system given our focus on expenditure and the roll-out of the Uniquity report action plan, and that the report requires more depth in order for the Committee to support a decision. The Committee advised they would like to receive further information on the 4 different systems reviewed to ensure a validated decision. The General Manager outlined the desired functionality of an upgraded CCTV system. The Committee indicated in-principle support of spend but would like to understand our key purpose of the system (e.g. keep residents safe) to which the General Manager advised it is for surety of resident and staff safety. The Committee reiterated a need to see business cases put forward for these types of reports. At time of Capex budget, it was stated that a business case would be required for this type of project.

The Committee discussed the financial viability of this decision when Alwyndor is in the process of rolling out the Uniquity report action plan and queried whether the spend could be costed once the Uniquity action plan roll-out costs are confirmed.

The Committee acknowledged that the security of residents is paramount and the inherent risk by delaying a system upgrade. The General Manager advised that the current system is not functional and noted some urgency to upgrade the system.

The General Manager reiterated that the role of the Chief Operations Officer is to manage the upkeep and improvement of our assets, and the upgrade of CCTV is within this scope.

Motion

1. That the Alwyndor Management Committee note the information provided and that a revised business case be provided for consideration prior to going to tender.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 7.1 CCTV Upgrade (Report No: 36/18) in confidence under section 90(2) and (3)(k) of the Local Government Act 1999, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report and Minutes be retained in confidence for a period of 12 months and/or the Chief Executive Officer is authorised to release the documents when the CCTV upgrade is complete and that this order be reviewed every 12 months.

This order is subject to section 91(8)(b) of the Act which provides that details of the identity of the successful tenderer must be released once Alwyndor has made a selection. In addition, section 91(8)(ba) of the Act requires details of the amount(s) payable by Alwyndor under a contract for the provision of cleaning services must be released once the contract has been entered into by all concerned parties.

Moved Ms Aukett, Seconded Cr Aust

Carried

7.2 Energy Efficiency Assessment – Solar PV Array (Report No: 37/18)

At the request of the General Manager this item has been withdrawn from the Alwyndor Management Committee agenda.

The General Manager requested this item be withdrawn and advised the Committee that it will be revised and presented again at a future meeting with an engineer's report providing an assessment of what size system Alwyndor can manage (tender ready), within the existing approved budget from previous approval for the energy audit.

7.3 **Uniquity Report Update – Cost Proposal for Implementation of Action Plan (Report No: 33/18)**

Exclusion of the Public – Section 90(3)(a)(d) Order

1. That pursuant to Section 90(2) of the Local Government Act 1999 Alwyndor Management Committee hereby orders that the public be excluded from attendance at this meeting with the exception of the General Manager and Staff in attendance at the meeting in order to consider Report No: 33/18 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan in confidence.
2. That in accordance with Section 90(3) of the Local Government Act 1999 Alwyndor Management Committee is satisfied that it is necessary that the public be excluded to consider the information contained in Report No: 33/18 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan on the following grounds:
 - a. pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to Report No: 33/18 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being Alwyndor staff.
 - d. pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to confer a commercial advantage on a third party and that this information may prejudice the costing as the financial details and resources will be disclosed.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information.

3. The Alwyndor Management Committee is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

Moved Ms Cudsi, Seconded Mr Bamford

Carried

Following the recommendations detailed in the Uniquity Report and subsequent proposed action plan, this report outlines the cost of implementing the action plan.

The General Manager advised that each compulsory staff training session incurs \$15k in staffing costs. The Committee sought information on what training evaluation took place in order to measure the success of training provided to staff. The General Manager advised that the best way for Alwyndor to evaluate is via a staff survey and that HR was working towards circulating a staff survey in the near future. The Committee indicated they would like to see a component of train the trainer in this education process.

The Committee discussed at length the potential conflict of interest for an AMC member being a provider of services for the Uniquity action plan roll-out and requested the Chairperson discuss this issue with the CEO.

The General Manager advised that Anthea LeCornu will give a brief presentation at the AMC/Elected Members joint workshop. The Committee indicated that they were looking forward to the open dialogue and working with Elected Members at the joint workshop. The Committee also advised they would like to have Anthea present occasional updates to the Committee in the future.

Motion

That the Alwyndor Management Committee:

1. Receive and note the cost of implementing the action plan in response to the Uniquity Report as outlined.
2. Endorse expenditure of \$40k in the 2017-18 FY, and noting that up to \$200k is committed in the 2018-19 FY for the full implementation of the action plan, and that any additional expenditure be approved by the Committee.
3. That any consultants appointed go through a procurement process.
4. Receive and note the summary of the independent review of Alwyndor's proposed structure found at Attachment 2 to this report.

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 7.3 Uniquity Report Update – Detailed Cost Proposal for Implementation of Action Plan (Report No: 33/18) in confidence under section 90(2) and (3)(a)(d) of the Local Government Act 1999, the Alwyndor, pursuant to section 91(7) of that Act orders that the report, attachment and minutes be retained in confidence for a period of 36 months and that this order be reviewed every 12 months.

Moved Cr Aust, Seconded Ms Aukett

Carried

**CONFIRMED
CHAIRMAN**

19 June 2018