

ITEM NUMBER: 13.1

ATTACHMENT 2

CONFIDENTIAL MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 17 JULY 2018 (Report No: 264/18)

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 17 July 2018 at 6.30pm.

7. ITEMS IN CONFIDENCE

7.1 Monthly Financial Report – June 2018 (Report No: 47/18)

Exclusion of the Public – Section 90(3)(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: 47/18 Monthly Financial Report – June 2018 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: 47/18 Monthly Financial Report – June 2018 on the following grounds:
 - 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 of Alwyndor, in addition Alwyndor's financial position is reported as part of Council's regular budget updates.

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 Cr Lonie, Seconded Mr Bamford

Carried

Financial reports for June 2018 are provided for review. They comprise of the Scorecard, YTD Budget to Actuals Comparison and Movement in Funds/Reserve Accounts.

The Chief Financial Officer advised that the presented accounts were interim accounts being June and that results may vary slightly once all end of year accruals are recorded. CDC/Private packages increased significantly. The General Manager advised some work to gain private packages has occurred, given the changes to CHSP.

The Committee noted the need to address the type of services Alwyndor can offer within the Terms of Reference when revised. The General Manager advised, for the sake of new members, that the dashboard and presentation of financial reports is a somewhat new format and feedback is welcome. The CFO also offered to meet with any member to explain the reporting. In response to a query regarding the fully supported matter discussed at last meeting, the General Manager advised that the numbers have been calculated, but context needs to be added to the numbers prior to presenting them to the Committee.

Motion

1. That the Scorecard (Attachment 1), YTD Budget to Actual Comparison (Attachment 2), Movement in Fund/Reserve Accounts (Attachment 3), and the revised budget forecast for the remainder of the 2017/18 Financial Year (Attachment 4) be received and noted.
2. That the actions of the General Manager in reinvesting Term Deposits and redemption of investments be endorsed.

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 7.1 Monthly Financial Report – June 2018 (Report No: 47/18) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor Management Committee, pursuant to section 91(7) of that Act orders that the Attachments and Minutes be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Mr Bamford, Seconded Ms Wills

Carried

Ms Andjelkovic left the room at 6.54pm

7.2 Residential Services Update (Report No: 48/18)

Exclusion of the Public – Section 90(3)(a) 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: 48/18 Residential Service Update 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: 48/18 Residential Service Update 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: 48/18 Residential Service Update is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being staff and residents of Alwyndor because it details of staff performance and resident care.
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 Cr Lonie, Seconded Mr Bamford

Carried

The Residential Services Update provides information on the new clinical structure; occupancy; quality program; complaints management; and reportable assaults.

The General Manger advised that the document included a detailed summary of the ACFI position. Alwyndor is still below average for size of site and acuity of residents. Last week a desktop audit of ACFI occurred for the first time in 4 years. The General Manager assured the Committee that Alwyndor's target ACFI in 2019 financial year budget is achievable. The Committee noted the proactive action being taken by benchmarking with similar facilities. The General Manger provided an update on the roster restructure to the Primary Carer Model (PCM) advising that it is day two of the new roster, and within 3 months we will be able to reduce the use of agency staff significantly. The Committee thanked the Residential Services Manager for the comprehensive report.

Motion

1. That the Alwyndor Management Committee receive and note the update on Residential Services activities as outlined in this report.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 7.2 Residential Services Update (Report No: 48/18) in confidence under section 90(2) and (3)(a) 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 24 months and that this order be reviewed every 12 months.

Moved Cr Lonie, Seconded Cr Aust

Carried

CONFIRMED 21 August 2018

DEPUTY CHAIRMAN