

ITEM NUMBER: 13.2

ATTACHMENT 2

CONFIDENTIAL DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 20 JUNE 2019 (Report 271/19)

Pursuant to Section 83(5) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that the Council 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 Thursday 20 June 2019 at 6.30pm.

8. ITEMS IN CONFIDENCE

8.2 Short-term Strategy – Action Plan and Progress – June 2019 (Report No: 22/19)

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: 22/19 Short-term Strategy – Action Plan and Progress – June 2019 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: 22/19 Short-term Strategy – Action Plan and Progress – June 2019 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 as the knowledge of our requirements to employ additional resources may provide a commercial advantage to a third party regarding the sourcing and employment of those resources.

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

This report provides an update on progress made to-date against the Short-term Strategy Action Plan.

The Acting General Manager introduced Tierra Health's Chief Operations Officer, Ms Anne-Marie King.

The Acting General Manager provided an update on how Alwyndor is tracking against the project planner, noting that care planning is on-track. The Acting General Manager advised the audit system, although fine, requires significant recalibrating and that Tierra Health have recommended a system that will plug in; is aligned with standards; and will benchmark against the industry. This system will cost around \$2,000. Ms King advised that the current audit system pulls data from broken systems, and that consumer input/experience is missing from existing system. The proposed new system will benchmark against other industry users who have this system and will allow Alwyndor to see how it is placed. This can align to policy changes. In addition, all aged care facilities are required to report on National Quality Indicators by October – the proposed new system can extract this information for easy reporting. The Committee queried the security around sharing data. Ms King confirmed that the new system does not hold personalised data.

The Acting General Manager advised that the new care plan system now in place should be sustainable.

The Committee requested an update on family conferences. The Acting General Manager advised that previously, family conferences were happening at the start of the care plan review process. With the new process, family conferences now occur towards the end of the process, which allows for improved discussions relating to the planned care. A separate resource may need to be considered in order to finalise this part of the care plan process.

Ms King confirmed for the committee that the use of restraints has undergone review. Phase 1 identified residents on restraints. Phase 2 was to reduce the number of people on restraints. As of the latest report, a significant number have been reviewed by their GPs and reduced or taken off chemical restraints. It was noted that other environmental restraints needs to be considered and possibly covered off in admission agreement. Ms King confirmed that tools provided by Department have been implemented.

Over a 5 month period, all nurses will undergo an education process, with an RN/EN boot camp the first education session. Now that we have appropriate processes in place and have simplified many processes, the education process is about defining roles and expectations.

Ms King remarked that staff are positive and working towards a common goal and starting to align after a period of confusion.

The Committee asked if Alwyndor is on-track. Ms King confirmed yes, but reiterated that not everything is corrected and noted that we don't expect all care plans to be complete until the end of July. The Committee asked Ms King if she had any concerns to which Ms King advised that the audit system is a risk, noting there is a solution available. The Committee then queried how the overlap to new standards is progressing. The new assessment and care planning system aligns to the new standards; the proposed new audit system is based on new standards and will therefore align; and policies is an area where we need to work in order to align. Ms

King also advised that the work being undertaken is now being recorded through the continuous improvement plan.

The Committee acknowledged the recent update provided to Elected Members and Committee Members, which was tabled in confidence.

Ms King left the meeting at 7.17pm

Ms Gordon left the meeting at 7.17pm

Ms Gordon re-joined the meeting 7.18pm

Motion

1. That the Alwyndor Management Committee note the Action Plan and progress made to-date.

RETAIN IN CONFIDENCE - Section 91(7) Order

2. That having considered Agenda Item 8.2 Short-term Strategy – Action Plan and Progress – June 2019 (Report No: 22/19) in confidence under section 90(2) and (3)(d) of the *Local Government Act 1999*, the Alwyndor, pursuant to section 91(7) of that Act orders that the Report, Attachments and Minutes be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Cr Chabrel, Seconded Cr Lonie

Carried

8.1 **Monthly Financial Report – May 2019** (Report No: 21/19)

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: 21/19 Monthly Financial Report – May 2019 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: 21/19 Monthly Financial Report – May 2019 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 Mr Bamford Seconded Mr Whitford

Carried

Financial reports for May 2019 are provided for review. They comprise of the Dashboard, Financial and Investment Reports.

The Acting General Manager advised that attachment 5 to this report outlines why we are considerably above our benchmark for unspent funds.

Cr Lonie left the meeting at 8.22pm

Cr Lonie re-joined the meeting at 8.23pm

Short-term strategy expenses were discussed and it was acknowledged that the increase in deficit is related to the preparation for accreditation.

The Committee noted that the industry average for Home Care clients' unspent funds is now \$6,800 and requested that the benchmark be updated in reporting with the commencement of the new financial year.

Motion

1. That the monthly financial reports be received and noted.
2. That the Acting General Manager be authorised to re-invest Term Deposits and redemption of investments.
3. That the Committee note the impact the short-term strategy has had on the current Financial Year budget to date.
4. That the risk position be removed from the dashboard as it does not reflect Alwyndor's current position and is presently under review.

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 8.1 Monthly Financial Report – May 2019 (Report No: 21/19) 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 Report, Attachments and Minutes be

retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Ms Cudsi Seconded Mr Cheater

Carried

CONFIRMED 18 July 2019

CHAIRPERSON

DRAFT CONFIDENTIAL