

ITEM NUMBER: 13.2

ATTACHMENT 2

CONFIDENTIAL DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 21 FEBRUARY 2019 (Report 94/19)

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 21 February 2019.

7. ITEMS IN CONFIDENCE

7.1 Monthly Financial Report – January 2019 (Report No: 03/19)

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: 03/19 Monthly Financial Report – January 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: 03/19 Monthly Financial Report – January 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 Ms Bonnici

Carried

Financial reports for November 2018 are provided for review. They comprise of the Dashboard, Financial and Investment Reports.

The Financial Accountant advised that the decrease in deficits was due to funds sitting in a clearing account for superannuation and maternity leave that wasn't being reconciled due to the transition to the new finance system and staff movements. The

Committee asked if there are any other unreconciled items in the holding accounts. The Financial Accountant confirmed that there are not.

The Financial Accountant advised that, although Alwyndor is not seeing a profit, it is at a point where things are stable. Movement during October to November were depreciation matters. The Committee advised they would like to see any changes to the forecast reported. The Financial Accountant will re-develop the forecast summary by month.

The Committee asked for clarification relating to casual loading. The Financial Accountant indicated that wages haven't gone up as fast as agency is coming down and the Acting General Manager confirmed that it is preferable to use a casual staff member, for care purposes as well as cost, over agency.

120 residents were recently surveyed and, anecdotally, they are happy with care and the primary care model. This same survey will be used for all Home Care clients.

The Committee asked about the use of casual staff. The Acting General Manager advised that casual shifts are not covered by permanent staff as legally, permanent staff must have fixed shifts.

The Acting General Manager reminded the Committee that the Care Costs PRD (Per Resident Per Day) reflects care cost only, not staffing costs.

The Committee acknowledged that ACFI is trending up slowly.

The Committee raised the issue of unspent funds in Home Care as being both a liability and a lost opportunity. The Acting General Manager indicated that these funds belong to the care recipient (consumer) and added that it's an industry wide concern. Alwyndor is looking at strategies to help the consumer understand the services we can offer to support their needs and improve their lives.

The Committee agreed that they would prefer a financial summary.

The Committee agreed to refine Alwyndor's finance reporting for the new financial year which will assist Committee members, and provide context to Council.

Costs for the short-term strategy were provided and this value will be included in the forecast over the next 3 months.

Motion

- 1. That the Dashboard (Attachment 1), Financial Report (Attachment 2), and Investment Report (Attachment 3) be received and noted.**
- 2. That the Committee note the outline of the clinical costs and possible impact the short-term strategy will have on the current Financial Year budget (Attachment 4).**

3. That a contextualised summary report be provided each month as part of future reporting.

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 7.1 Monthly Financial Report – January 2019 (Report No: 03/19) 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 Bonnici, Seconded Cr Chabrel

Carried

7.2 **Short-term Strategy – Action Plan and Progress (Report No: 04/19)**

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: 03/19 Monthly Financial Report – January 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: 03/19 Monthly Financial Report – January 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 Ms Cudsi, Seconded Mr Bamford

Carried

This report provides an action plan for Alwyndor's short-term strategy, and progress made to-date against the action plan.

Ms Klenk left the meeting 7.49pm

The Healthy Living Services Manager provided an update on the Accreditation Action Plan, advising that the care planning project is the biggest component of the plan and associated requirements. The progress against the Accreditation Action Plan is tracked on a weekly basis with a more detailed review completed on a fortnightly basis.

The Committee reviewed the Accreditation Action Plan and discussed the items the Alwyndor Management Committee are responsible for at greater length. The Acting General Manager advised he believed the existing Strategic Plan should be sufficient for accreditation purposes however, governance is a bigger risk. The Committee noted the plan requires a significant amount of work to be complete by March. The Healthy Living Services Manager advised that a review of the Accreditation Action Plan this week resulted in some adjustments but is confident that we can meet the dates.

The Healthy Living Services Manager advised that completing the Accreditation self-assessment tool will help with informing the process. The Committee asked for a list of top 3 concerns. The Healthy Living Services Manager confirmed that care planning and clinical governance strategy are top concerns.

The Committee acknowledged that the Risk Management Framework will be a big piece of work. The Acting General Manager advised that he does not believe the existing risk register is satisfactory as it only has 16 low-level risks and many gaps. The Deputy Chairperson volunteered to facilitate a workshop with the executive management team (AMC invited to attend if available) to evaluate Alwyndor's risk framework. Once the framework is complete, it will be presented to the Committee for review and endorsement.

The Committee were advised that Committee member police clearances are up-to-date.

Motion

1. That the Alwyndor Management Committee note the Action Plan and progress made to-date.
2. That the Alwyndor Management Committee be provided a summary of any significant variations to anticipated cost requirements.

RETAIN IN CONFIDENCE - Section 91(7) Order

3. That having considered Agenda Item 7.2 Short-term Strategy – Action Plan and Progress (Report No: 04/19) 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 Mr Cheater, Seconded Mr Bamford

Carried

CONFIRMED 21 March 2019

CHAIRPERSON

DRAFT - CONFIDENTIAL