

ITEM NUMBER: 13.2

ATTACHMENT 2

**CONFIDENTIAL MINUTES – ALWYNDOR
MANAGEMENT COMMITTEE – 17 OCTOBER
2017
(Report 409/17)**

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 October 2017.

7. ITEMS IN CONFIDENCE

7.1 Residential Services Update (Report No: 48/17)

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

Motion

- 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: 48/17 Residential Services 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: 48/17 Residential Services Update 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 to confer a commercial advantage on a third party as it details changes to the clinical structure along with detailed operational finance information.

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 Wills, Seconded Mr Bamford

Carried

This report provides an update on Residential Services at Alwyndor, focusing on changes to the clinical structure and residential occupancy rates.

The Committee noted the update and improvement on ACFI and asked the General Manager to pass on thanks to staff involved.

Motion

1. That the Alwyndor Management Committee receives and notes the occupancy rates process as outlined in this report.
2. That the Alwyndor Management Committee receives and notes the changes, and associated costs, to the clinical structure.
3. That the Alwyndor Management Committee notes the action plan as a result of the recent audit
4. That the General Manager provide the Committee with a report outlining action items and plans measured against KPIs.

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 7.1 Residential Services Update (Report No: 48/17) 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 and Minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.

Moved Ms Aukett, Seconded Dr Peters

Carried

7.2 Risk Register Review (Report No: 52/17)

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

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: 52/17 Risk Register Review 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: 52/17 Risk Register Review 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 it contains detailed workings for Alwyndor's strategic direction.

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 or Ms Aukett, Seconded Dr Peters Carried

Alwyndor's Risk Register is provided for information and review.

Motion

1. That the Alwyndor Management Committee receives and notes the Risk Register provided as Attachment 2 to this report.
2. That the General Manager re-circulate the Register to the Alwyndor Management Committee for further input following review by the Senior Management Team.
3. That the final Risk Register be presented to the Alwyndor Management Committee at the January 2018 meeting for endorsement.

RETAIN IN CONFIDENCE - Section 91(7) Order

4. That having considered Agenda Item 7.2 Risk Register Review (Report No: 51/17) 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 Attachment 2 be retained in confidence for a period of 18 months and that this order be reviewed every 12 months.

Moved Ms Aukett, Seconded Ms Bonnici Carried

7.3 Monthly Financial Report – September 2017 (Report No: 45/17)

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

Motion

- 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: 45/17 Monthly Financial Report – September 2017 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: 45/17 Monthly Financial Report – September 2017 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 Ms Wills, Seconded Mr Pratt

Carried

Ms Gordon left the room at 8.22pm
Ms Gordon re-entered the room at 8.24pm

Ms Aukett left the room at 8.25pm
Ms Aukett re-entered the room at 8.27pm

Mr Bamford left the room at 8.29pm
Mr Bamford re-entered the room at 8.32pm

Financial reports as at 30 September 2017 are provided for review. They comprise of the Scorecard, YTD Budget to Actuals Comparison, Movement in Funds/Reserve Accounts and ACFI and Work Hours Analysis.

The General Manager advised the Committee of the commencement of the Chief Financial Officer.

The Committee discussed what they would like to see included in the Scorecard report, and how to benchmark and track Community Services quality of life measures.

Motion

1. That the Scorecard (Attachment 1) be received and noted.
2. That the YTD Budget to Actual Comparison (Attachment 2) be received and noted.
3. That the Movement in Fund/Reserve Accounts (Attachment 3) be received and the actions of the General Manager in reinvesting Term Deposits and redemption of investments be endorsed.
4. That the order of future agendas be altered to accommodate the Monthly Financial Report as the first agenda item.

RETAIN IN CONFIDENCE - Section 91(7) Order

5. That having considered Agenda Item 7.3 Monthly Financial Report – September 2017 (Report No: 45/17) 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 12 months and that this order be retained in confidence for a period of 12 months and that this order be reviewed every 12 months.

Moved Ms Wills, Seconded Ms Bonnici

Carried

7.4 Investment Management Strategy (Report No: 51/17)

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

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: 51/17 Investment Management Strategy 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: 51/17 Investment Management Strategy 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 in that it outlines operational resources and the financial position of Alwyndor.

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 Wills, Seconded Mr Bamford

Carried

The Alwyndor Management Committee reviews the investment management strategy for Alwyndor annually. This report identifies the results for the management of funds invested in the 2016/17 Financial Year and the policies for the 2017/18 Financial Year.

Mr Bamford left the meeting at 8.55pm

Motion

- 1. That the Alwyndor Management Committee endorses the report as presented, noting the target \$2m liquidity position floor is maintained for this year.**

RETAIN IN CONFIDENCE - Section 91(7) Order

- 2. That having considered Agenda Item 7.4 Investment Management Strategy (Report No: 51/17) 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, Attachment and Minutes be retained in confidence for a period of 24 months and that this order be reviewed every 12 months.**

Moved Ms Wills, Seconded Dr Peters

Carried

CONFIRMED

21 November 2017

CHAIRMAN