

## ITEM NUMBER: 18.1

### ATTACHMENT 2

# CONFIDENTIAL DRAFT MINUTES – ALWYNDOR MANAGEMENT COMMITTEE – 28 OCTOBER 2021 (Report No 399/21)

*Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the 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 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.**

**CITY OF HOLDFAST BAY**

**Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held Alwyndor, 52 Dunrobin Road, Hove on Thursday 28 October 2021 at 6.30pm.**

**The Chair sought leave of the meeting to bring forward items 8.2 and 8.3, to be followed by item 8.1 and then resume the meeting as normal.**

**8.2 Quarterly Performance Report – Quarter 1 (Report No: 44/2021)****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 Reports and Attachments to Report No. 44/2021 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: 44/2021 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 by Mr K Whitford, Seconded by Prof L Sheppard

Carried

Discussion included a focus on resident weight loss, skin integrity, medication incidents and ACFI. There will be a continued focus on analysis of data and detailed commentary of causal factors and responses.

Increasing regulatory and reporting requirements as well as the pending funding and service models were discussed. The General Manager noted that these have been raised at a national level through LASA.

*Action: LASA representative to be invited as a guest speaker to the January 2022 AMC meeting.*

Continuous Improvement (CI) Plan update:

The three CI plans which were developed in response to the ACQSC visit in September (Falls, Call bell management and Work force planning and development) are on track to be completed by 30 November 2021. This work, together with update and monitoring of the overarching Alwyndor CI Plan, has been a major focus for the Residential team over the past two months with a significant reduction in call bell and alert response times, updated fall risk assessments for high falls risk residents and continued focus on training and development of employees.

*Action: An update on the Continuous Improvement plans to be provided at the November 2021 meeting.*

#### **Motion**

- 1. That the Alwyndor Management Committee note the Quarterly Performance Report for Quarter 1, September 2021.**

#### **RETAIN IN CONFIDENCE - Section 91(7) Order**

- 2. That having considered Agenda Item Quarterly Performance Report Quarter 1 2021- 22 (Report No: 44/21) 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 reviewed every 12 months.**

Moved by Prof L Sheppard, Seconded by Ms J Bonnici

Carried

Ms E Burke left the meeting at 8.11pm

### **8.3 Quarterly Financial Report Quarter 1, 2021-22 (Report No: 45/2021)**

#### **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 Reports and Attachments to Report No. 45/2021 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: 45/2021 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 by Mr K Whitford, Seconded by Prof J Searle

Carried

Discussion included seeking feedback and early observations regarding our financial reporting from the acting Finance Manager. Comments were positive however more detailed analysis and commentary was encouraged.

**Motion:**

**That the Alwyndor Management Committee:**

1. That the quarterly financial reports for period July - September 2021 provided at Attachments 1, 2 and 3 to this report be received and noted.
2. Note that the General Manager and Manager Finance will liaise with Ord Minette (financial investment manager) to transition Alwyndor investments consistent with the Investment Management Strategy and Policy.

**RETAIN IN CONFIDENCE - Section 91(7) Order**

3. That having considered Agenda Item 8.2 Quarterly Financial Report Quarter 1, 2021-22 (Report No: 45/2020) 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 by Mr K Whitford, Seconded by Prof L Sheppard Carried

Ms N Stone, Ms M Salt, Mr D Capurro and Ms M Dinham left the meeting at 8.22pm

**8.1 General Manager Report – Confidential (Report No: 43/2021)****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 Reports and Attachments to Report No. 44/2021 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: 44/2021 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 by Ms J Bonnici, Seconded by Prof L Sheppard

Carried

The General Manager updated AMC regarding recent staffing and service delivery pressures which Alwyndor had been experiencing. It was noted that staffing shortages, specifically personal care workers and support workers, and allied health professionals are being felt sector wide on a national scale. An additional pressure point for Alwyndor is clinical quality support and an additional position is being developed to support this essential function across both Residential Care and Community Connections.

#### **8.1.1 Appointment of Investment Advisors**

The General Manager updated re the transition planning noting all investment funds will be managed consistent with the Alwyndor Investment Strategy and Policy by 31 December 2021.

Ms T Sutton left the meeting at 8.32pm

Ms Trudy Sutton returned to the meeting at 8.34pm.

#### **8.1.2 Recruitment – update**

Noted. AMC requested continued updates regarding recruitment the context for current recruitment and any critical vacancies Alwyndor may be experiencing.

#### **8.1.3 Critical Incident Definitions and Escalations**

Noted.

#### **Motion:**

**That the Alwyndor Management Committee:**

- 1. Note the update on the appointment of the investment advisors.**
- 2. Note the update regarding recruitment.**
- 3. Approve the Critical Incident Definitions & Escalations.**

#### **RETAIN IN CONFIDENCE - Section 91(7) Order**

- 4. That having considered Agenda Item 8.2 General Manager's Report (Report No. 43/21) 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 reviewed every 12 months.**

Moved by Cr R Snewin, Seconded by Mr K Whitford

Carried

**CONFIRMED 25 November 2021**

**CHAIRPERSON**

CONFIDENTIAL