

CITY OF HOLDFAST BAY

Minutes of the meeting of the Alwyndor Management Committee of the City of Holdfast Bay held at Alwyndor Aged Care, Dunrobin Road, Hove on Tuesday 21 August 2018 at 6.30 pm.

PRESENT

Elected Members

Councillor R Aust

Independent Members

Deputy Chairperson – Mr O Peters

Ms T Aukett

Mr T Bamford

Ms J Bonnici

Ms J Cudsi

Mr K Cheater

Mr K Whitford

Ms L Wills

Staff

General Manager Alwyndor– Mr R Kluge

Personal Assistant – Ms R Gordon

Chief Financial Officer – Ms N Andjelkovic

1. OPENING

The Deputy Chairperson declared the meeting open at 6.33pm.

2. KAURNA ACKNOWLEDGEMENT

With the opening of the meeting the Deputy Chairperson stated:

We acknowledge the Kaurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kaurna People today.

3. APOLOGIES

3.1 For Absence -

3.2 Leave of Absence - Cr S Lonie

4. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

5. CONFIRMATION OF MINUTES

Motion

That the minutes of the Alwyndor Management Committee held on 17 July 2018 be taken as read and confirmed.

Moved by Ms Wills, Seconded by Mr Whitford

Carried

The Committee were advised that Ms Wills had resigned from the Committee and this meeting was her last. The Committee thanked Ms Wills for her valuable contribution over the past three years.

6. CONFIDENTIAL

6.1 Monthly Financial Report – July 2018 (Report No: 53/18)

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: 53/18 Monthly Financial Report – July 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: 53/18 Monthly Financial Report – July 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 Mr Bamford, Seconded Ms Cudsi

Carried

Motion

RETAIN IN CONFIDENCE - Section 91(7) Order

5. **That having considered Agenda Item 6.1 Monthly Financial Report – July 2018 (Report No: 53/18) 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 Cr Aust, Seconded Mr Cheater

Carried

Ms Andjelkovic left the meeting at 7.07pm

7. REPORTS/ITEMS OF BUSINESS

7.1 Governance Update (Report No: 52/18)

This report summarises the objectives, tasks and achievements to date within the governance framework areas of:

- Governance leadership and culture;
- Safety and quality systems improvement;
- Clinical performance and effectiveness;
- Safe environment for the delivery of care;
- Partnering with consumers; and
- Innovation opportunity.

The General Manager advised that this report provides approximately six months worth of governance related information. The Committee indicated that they would like to see outcomes recorded in service reports to see how improvements are being adopted in practice. The General Manager advised that the governance role is to identify the weaknesses and that improvements are reflected in the minutes of the Governance and Operations Committee minutes. The Committee requested the General Manager present an update on iCare and related challenges in future General Manager's reports. The Committee noted some issues around system functionality.

Motion

1. **That the Alwyndor Management Committee receives and notes the information provided in this report.**

2. That the General Manager provide an update on iCare and related issues with the vendor at the next meeting.

Moved Cr Aust, Seconded Mr Whitford

Carried

7.2 Healthy Living Services Update (Report No: 50/18)

This report provides an overview of the activity in the Healthy Living Services department between April and June 2018.

The Committee noted that Healthy Living Services is performing well and that the Department has broken even for the first time. The General Manager advised of intent to replace the role of a recently retired therapist with a healthy ageing specialist position. The Committee asked how do we become up-skilled in the dementia arena? The Committee noted the feedback results and queried how general information on trends emerging across the organisation could be reported to the Committee. The General Manager agreed that a quarterly review of feedback, including analysis and trending, be provided in future governance updates, or more detail be provided via the Governance and Operations Committee meeting minutes.

Motion

That the Alwyndor Management Committee receives and notes the information provided in this report.

Moved Cr Aust, Seconded Mr Bamford

Carried

7.3 People and Culture Update (Report No: 54/18)

This report provides an update on Human Resources (HR) activity for the last two months as well as planned future activity.

The Committee voiced concern regarding the lack of commentary around organisational culture and that the report needs a stronger focus on the work that is being done. The General Manager advised that he would circulate the Uniquity Action Plan and a progress report, and that he had provided this update Council approximately 3 weeks ago. The General Manager advised the Committee that an independent company is conducting an aged care specific staff survey. This de-identified staff survey is currently underway, closing on 31 August and the results will become our baseline. The current response rate sits at 23%. The same questions will be asked again next year, which will enable us to chart progress.

Motion

That the Alwyndor Management Committee receive and note the update on People and Culture activities as outlined in this report.

Moved Ms Cudsi, Seconded Ms Bonnici

Carried

7.4 **Minutes – Governance and Operations Committee – 7 August 2018 (Report No: 51/18)**

The minutes of the Governance and Operations Committee meeting held on 7 August 2018 are provided for information.

The General Manager advised that the minutes of the Governance Operations Committee are operational but provide a good indication of items being worked through. The 50% reduction of call bells response time, since implementation of tv style screens showing wait times, is a significant improvement.

Motion

That the minutes of the Governance and Operations Committee meeting held on 7 August 2018 be noted.

Moved Mr Whitford, Seconded Mr Bamford

Carried

7.5 **General Manager’s Report (Report No: 55/18)**

These items are presented for the information of Members. After noting the report any items of interest can be discussed and, if required, further motions proposed.

The General Manager also identified that the WHS implementation update once again alerts the Committee that contractor management is likely to be late. This is expected and due to dovetailing this process with Council. The General Manager informed the Committee that it has been 6 months since Alwyndor signed a new TCP agreement, which expanded us to 10 bed and that he will meet with SA Health next week. The General Manager sought a 2-month extension for the revision of the corporate governance committee structure and the Committee agreed.

The Deputy Chairperson moved sub-item 5 of agenda item 7.5 to the end of the agenda.

The Deputy Chair sought a copy of the old and draft new Terms of Reference along with Dorothy Cheater Trust document. The Committee agreed to review these documents and provide feedback to the PA within 2 weeks.

The Committee noted that Delegations should have been reported this agenda. The General Manager advised that delegations will be included in the first available AMC agenda upon receipt from Council.

Ms Wills departure from the committee leaves a position vacant. The Committee held an in depth discussion on the need to consider how or whether this vacancy should be filled, specifically whether the position should be filled with a previously interviewed potential candidate or remain vacant until strategy and terms of reference have been

considered. The Committee considered whether a review of the AMC members skills matrix is required and if desired skills are required at an organisation or committee level.

Motion

- 1. That the following items be noted and items of interest discussed:
 - 1. Meeting Dates and Task Schedule**
 - 2. WHS Implementation Plan**
 - 3. Transitional Care Placement (TCP) Service Agreements**
 - 4. Corporate Governance - Committee Structure Review**
 - 6. Review of AMC Terms of Reference****
- 2. The Deputy Chairperson moved the strategic planning timeframe item from this report to the end of the agenda.**
- 3. That an extension of 2 months be provided to the General Manager for the review of the corporate governance committee structure.**
- 4. That the current and draft Terms of Reference and Trust documents be circulated to the Committee for their review and feedback be provided to the PA to the General Manager, and that the Committee review at the next meeting for submission to Council for their consideration.**
- 5. That the Committee keep the position vacant due to the departure of Ms Wills as a casual vacancy for further consideration in November.**

Moved Cr Aust, Seconded Ms Cudsi

Carried

Mr Kluge left the meeting at 8.16pm

Mr Kluge re-joined the meeting at 8.17pm

The Committee considered the strategic planning timeframe item from the General Manager's Report.

The General Manager suggested that the Committee consider starting over with the strategic plan. If the Committee were to consider base principles and re-fresh based on current strategy, the General Manager recommended using 4 pillars. The committee discussed the need for the strategic plan to articulate Alwyndor's vision and move from reaction to issues to thinking ahead. The Committee deliberated the need to provide the organisational direction and allow the General Manager to provide the direction on how these goals will be implemented. The Committee discussed the need to think about where we want Alwyndor to be in 5 to 10 years as well as working out what the Committee's approach is for developing the strategy.

Mr Peters left the meeting at 8.47pm

Mr Peters re-joined the meeting at 8.49pm

Ms Gordon left the meeting at 8.51pm
Ms Gordon re-joined the meeting at 8.53pm

The Committee considered the need for a short-term action-focussed plan as well as a long-term strategy as they are not exclusive. The Committee agreed that the next step is to hold a workshop and agree to a vision. The vision needs to be measurable. Strategy should also become a regular item on the AMC agenda. The General Manager will prepare a short-term action-focussed strategy, including metrics, and provide to the committee at least a week prior to the next meeting. The Committee indicated that they would like some dot points as to where committee will channel its focus.

Mr Bamford left the meeting at 9.22pm

8. URGENT BUSINESS – Nil

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Alwyndor Management Committee will be held on Tuesday 18 September 2018 in the Meeting Room, Alwyndor Aged Care, 52 Dunrobin Road, Hove.

10. CLOSURE

The meeting closed at 9.25 pm.

CONFIRMED 18 September 2018

DEPUTY CHAIRPERSON