



Health

Justice Health &
Forensic Mental Health Network

Justice Health and Forensic Mental Health Network Board
Minutes
4 December 2014
1.05pm to 3.10

Board Room
Level 1
Justice Health Administration Centre
1300 Anzac Parade
MALABAR NSW 2036

1. Present

Mr C Puplick - Chair
Ms M Eason
Mr K Barker
Ms S Malamoo
Mr I Gillespie
Mr S Loveday
Mr P Dwyer
Prof T Campbell
Dr S Allnutt
Prof J Ogloff (teleconference)

Invited Attendees

Ms J Babineau
Mr L Grant (for Mr P Severin)
Ms V Ruis

In Attendance

Ms J Buncombe
Ms L Willing
Dr J Adams (Medical Staff Council)
Dr A Martin (Medical Staff Council)
Dr S Hampton (Executive Director representative)
Ms G Baillet (for Presentation only)

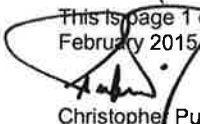
2. Apologies

Ms A Churchill

3. Clinical Case – Board presentation

A clinical case presentation was provided by Dr Stephen Hampton, Executive Medical Director pertaining to Aboriginal health. The presentation demonstrated some of the challenges faced by JH&FMHN in the delivery of health services to aboriginal people in custody and in the transition of care to Local Health Districts (LHDs) post release.

This is page 1 of the JH&FMHN Board Minutes of meeting held on 4 December 2014 and confirmed at the meeting of 12 February 2015.


Christopher Puplick
Chair

4. Confirmation of Minutes

The minutes of 9 October 2014 were confirmed as a true and accurate record of the meeting.

5. Board Chair Report

The Board Chair Report was taken as read and the Chair provided a verbal update on the following:

- **Annual Declaration of Pecuniary Interest 2013/2014**
The Chair reminded members to return their completed declaration of pecuniary interest forms to the minute taker.
- **JH&FMHN Medical Staff Council**
The Chair will attend a meeting of the Medical Staff Council in February 2015 at the Council's invitation.
- **Illawarra/Shoalhaven LHD (ISLHD) Health Literacy presentation**
ISLHD has undertaken a journey to partner with staff and consumers to improve health literacy through the development of local resources to assist staff to develop consumer friendly information brochures and signage that meets the principles of good health literacy. A review of this model may assist JH&MFHN to further develop its approach to improving health literacy.
- **Australian Citizenship and Other Legislation Amendment Bill**
This Bill is currently on the agenda for Federal Parliament and has the potential to impact on the rights of persons confined in a psychiatric institution by order of the court and made in connection with proceedings for an offence against Australian law in relation to the person.

6. Chief Executive Report

The Chief Executive Report was taken as read and the Chief Executive provided an update on the following:

- **JH&FMHN Year in Review (YiR) 2013/2014**
The JH&FMHN YiR document was distributed to members. The new style publication which incorporates more photographs and patient stories is also used for marketing purposes. A financial summary is included.

A full copy of the annual financial statement will be available at the Annual Public Meeting, following the Board meeting today and will also be published on the internet.
- **JH&FMHN Research Strategy 2014 - 2017**
The JH&FMHN Research Strategy 2014-2017 was distributed to members along with a copy of the Research and Review Approval Process and

Publication Listing 2013/2014. These will also be made available at the Annual Public Meeting (APM).

- **Forensic Mental Health (FMH) Patient Fees**

This continues to be a financial risk for JH&MHN and is currently estimated to be a \$2M annual risk. Advice from the Crown Solicitors' Office is that these fees can be claimed. It is both Treasury and Ministry Policy that outstanding fees should be pursued as a matter of course. The Chair noted that all patients are provided with a copy of our Policy in this matter and that there are extensive grounds provided in our Policy for the waiver of fees in cases of genuine hardship.

Advice received from legal counsel, Ministry of Health is that there is no impediment to invoicing. The key risks to proceeding are political, reputational and media related.

The fee charged in the Forensic Hospital is the amount gazetted annually by the Minister of Health and is part of a standard suite of fees charged across all of NSW Health.

The Board authorised the Chair, CE and the chair of the Finance and Performance Committee to progress this matter to resolution.

- **External Awards**

JH&FMHN received a NSW Aboriginal Health Award for the '*Respecting the Difference*' training program in the category of 'Culturally safe work environment'.

The Chair formally congratulated teams and individuals recognised in awards.

- **Briefing paper on Agency for Clinical Innovation (ACI)**

The Chief Executive distributed a briefing paper on the interaction and collaboration between the ACI and JH&FMHN prepared by Dr Stephen Hampton, Executive Medical Director and Ms Amy Laxton, Redesign and Innovation Leader. This was provided as background to the presentation of the Chief Executive, ACI, Dr Nigel Lyons at today's meeting.

7. Business Arising

7.1 Actions arising from 9 October 2014 Board meeting

The Board noted the items on the Actions Arising list from the previous meeting.

7.1.1 GOVDEX

The brief regarding GOVDEX was noted. GOVDEX will be trialled for the board member induction information in 2015.

7.1.2 Social Media

The brief regarding social media JH&FMHN was noted. Work has commenced on the development of a JH&FMHN social media guideline.

7.1.3 Finance initiatives

The Executive has reviewed the major priorities, risks and new projects and initiatives for JH&FMHN and considered the associated capital and recurrent cost implications. The majority of initiatives have recurrent costs. The recommendations of the Executive are to be presented to the Finance and Performance Committee.

Action: A report on finance initiatives is to be tabled at the February 2015 Board meeting

7.1.4 Board agenda items - 2015

A calendar for the 2015 Board agenda items is tabled at item 11.3. This calendar comprises the recommendations from the meeting of the Board, held 9 October 2014.

7.1.5 Board member induction package

Work has commenced on the development of a resource package for JH&FMH board members. GOVDEX will be utilised as the repository for this information.

7.1.6 Audit and Risk Management Charter (A&RMC) and Internal Audit Charter

The brief regarding the amendment to the A&RMC was noted. There were no changes made to the Internal Audit Charter.

7.1.7 Board sub-committee meeting dates

A list of the Board sub-committee dates was tabled. The dates for the Audit and Risk Management Committee are to be added to this list and emailed out of session to Board members. Board members are to advise the Board minute taker of their intent to attend any of the listed meetings.

7.1.8 Composition of the JH&FMHN Board

The Chair advised the Minister of Health wrote advising that the Chair, together with the members of the JH&FMH Board, could determine any standing invitees to attend board meetings. The Chair will advise the Minister formally that the Chief Psychiatrist and Chief Health Officer will no longer be invited as standing invitees to attend JH&FMHN Board meetings.

A number of the members of the JH&FMH Board's term expire as of the 30 June 2015. Any action by the Minister of Health for reappointments may be delayed due to the caretaker period to

commence 6 March 2015 in the lead up to the NSW Government general election.

The Chair will advise the Minister in relation to appointments and reappointments to the Board before the end of 2014. Members were reminded to notify the Chair of their intent in regard to submitting their names for reappointment.

8. Standing Items

8.1 Pecuniary Interest and Gift Declaration

There were no conflicts of interest declared at this meeting

8.2 Corrective Services NSW update

Mr Grant provided a verbal update at this meeting.

8.3 Juvenile Justice update

Ms Ruis provided a verbal update at this meeting.

9. Regular Reports

The following reports were noted for information.

9.1 Directors Remuneration – 1 July to 31 October 2014

9.2 Quarterly Performance and Monitoring Report – 1 July to 30 September 2014

9.3 Half yearly Aboriginal Health Report – November 2014

9.4 Work, Health and Safety report – 1 September to 31 October 2014

9.5 Smoking cessation program – Introduction of the Clean Air Prisons Policy

9.6 Research publications – July 2013 to May 2014

10. Finance Report

10.1 Finance and Performance Report – 31 October 2014

Mr Barker noted the \$2M cash flow matter.

The funding for nicotine replacement therapy is the responsibility of NSW Health. As this is a new government initiative, the detail of the funding arrangements is being discussed between the Ministry and JH&FMHN.

- 10.2 Approval of Monthly Payments List – September and October 2014**
The monthly payment lists for September 2014 and October 2014 were approved and signed off at the Finance and Performance Committee meetings held October 2014 and November 2014 respectively.

11. New Business

11.1 JH&FMHN Delegations Authority

The revised delegation authority has been reviewed by the Audit and Risk Management Committee which is recommending it to the Board to be accepted. The major change pertains to the increase in the Chief Executive delegation applicable to the PPP contract. Other changes relate primarily to position title changes.

The Board approved the revised JH&FMHN Delegations Authority.

11.2 Board education report

The minutes of the Board education session held on 9 October 2014 were noted. The Chair proposed that the Board, at its next meeting, identify its three priority strategic issues for 2015/16. Themes arising from the education session were:

- Indigenous programs
- Aging of the prison population
- Access: movement of patients from the Forensic Hospital to medium secure forensic facilities and community beds within LHDs

11.3 JH&FMHN Board agenda calendar – 2015

The draft calendar was noted.

12. Business without Notice

No matters were raised as business without notice

13. Minutes of Meetings

The following minutes were tabled for information.

- 13.1** Finance and Performance Committee – 16 September 2014 and 21 October 2014
- 13.2** Health and Safety Committee – 9 October 2014 (Draft)
- 13.3** MADAAC – 10 October 2014 (Draft)
- 13.4** Audit and Risk Management Committee – 25 September 2014 (Draft)
- 13.7** Medical Staff Council – 23 October 2014 (Draft)

13.8 Research Advisory Committee report – 2 October to 19 November 2014

13.9 Quality Council

Mr Loveday provided a brief verbal update from the meeting of 2 December 2014.

14. Information

14.1 Adult Weekly States – Population Update – week ending 9 November 2014

14.2 Juvenile Weekly States – Population Update – week ending 14 November 2014

14.3 Articles

- Research – Parole Supervision and Re-offending
- NSW's first Koori Youth Court to target indigenous imprisonment rates

15. PRESENTATION – Dr Nigel Lyons, Chief Executive - Agency for Clinical Innovation (ACI).

The brief outlining the links between JH&FMHN and ACI and the briefing paper tabled at item 8 were noted.

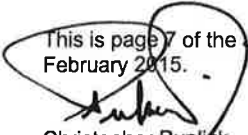
Dr Lyons provided an overview of the ACI role.

Mr Barker suggested that ACI consider 'transitioning patient healthcare from JH&FMHN to LHDs' as a future project. Dr Lyons invited JH&FMHN to prepare a project proposal for the consideration of the ACI. The CE noted that submissions by JH&FMHN have been made for Ministry of Health funding to support the new projects in the arena of integrated care. Consideration will be given to working with the ACI on matters of integrated care following advice as to the outcome of these submissions.

16. 2015 MEETING DATES

12 February 2015	Justice Health Administration Centre
2 April 2015	Justice Health Administration Centre
11 June 2015	Board Education – Venue TBA
13 August 2015	Correctional Centre – Venue TBA
8 October 2015	Justice Health Administration Centre
10 December 2015	Justice Health Administration Centre - APM

This is page 7 of the JH&FMHN Board Minutes of meeting held on 4 December 2014 and confirmed at the meeting of 12 February 2015.


Christopher Puplick
Chair

