



# Health

Justice Health &  
Forensic Mental Health Network

## Justice Health and Forensic Mental Health Network Board

### Minutes

**12 February 2015**

**1.34pm to 3.20pm**

Board Room

Level 1

Justice Health Administration Centre

1300 Anzac Parade

MALABAR NSW 2036

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#### 1. Present

Mr C Puplick - Chair  
Ms M Eason  
Mr K Barker  
Ms S Malamoo  
Mr I Gillespie  
Prof T Campbell  
Prof J Ogloff  
Ms A Churchill

#### Invited Attendees

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

#### In Attendance

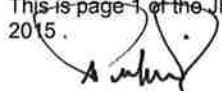
Ms J Buncombe  
Ms L Willing  
Dr K Lines  
Dr J Adams (Medical Staff Council)  
Dr A Martin (Medical Staff Council)  
Dr A Keller (for Presentation only)  
Mr V Ponzio (for Presentation only)  
Dr T MacKinnon (for Presentation only)  
Dr D Riordan (for Presentation only)

#### 2. Apologies

Mr S Loveday  
Mr P Dwyer  
Dr S Allnutt  
Ms V Ruis

The Chair made formal acknowledgement of country and to this meeting being held on aboriginal land and paid respect to elders past and present.

This is page 1 of the JH&FMHN Board Minutes of meeting held on 12 February 2015 and confirmed at the meeting of 2 April 2015.

  
Christopher Puplick  
Chair

**Action:** Acknowledgement of country to be a standing agenda item

**3. Clinical Case – Board presentation**

A clinical case presentation was provided by Dr Daniel Riordan, Psychiatry Staff Specialist and Dr Tobias Mackinnon, Statewide Clinical Director Forensic Mental Health pertaining to an extreme high risk female civil patient in the Forensic Hospital. The presentation demonstrated some of the challenges faced by JH&FMHN in the delivery of health services to this patient.

**4. Confirmation of Minutes**

The minutes of 4 December 2014 were confirmed as a true and accurate record of the meeting with the following amendment to the wording in the Chair's report.

The first paragraph of the NSW State Election report is to read "The caretaker period commences on the issue date of the writ."

**5. Board Chair Report**

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

- **Board Strategic Directions**

The Chair asked members to consider their areas of interest from the three topics (the three A's):

- Aboriginal health improvement
- Access to medium/low security forensic mental health beds
- Ageing and its impact on our future directions

It is intended that members will work with the Executive and network staff in context of the strategic plan to develop ideas and bring to the Board later in the year.

**6. Chief Executive Report**

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

- **ACI integrated care**

The CE noted that JH&FMHN was successful its submission to the Ministry of Health seeking funding to support new integrated care projects. JH&FMHN has been advised that it will receive \$112k this financial year subject to completion of necessary requirements. The work will focus on the transition from custody to community. JH&FMHN will work with the Ministry and ACI to progress this work.

- **Capacity Assessment Project**

The review by the MoH aims to assess the status of all LHD/SHNs in regard to the organisation's maturity and governance capabilities. The program comprises a review of Service Level Agreement performance

data, self-assessment survey, site visits and a verification process. Board members will be included in the assessment process and will receive an invitation to attend a meeting with the assessment panel on Friday 1 May 2015 from 9.30 to 10.30 am.

**Action:** The CE will forward an invitation to Board members

- **Forensic Mental Health Patient fees**

The CE noted two issues relating to the collection of fees from patients of the Forensic Hospital.

1. There is a small cohort of Forensic Hospital patients who have refused to pay fees.

The Board endorsed the Chair of the Finance and Performance Committee, Chair of the Board and the CE to pursue this matter with the Ministry and other jurisdictions.

2. The possible cessation of social security benefits for Forensic Hospital patients is a potential \$2.06 million risk for JH&FMHN

The matter has been raised with the Ministry.

- **Deaths in Custody (DIC)**

It was noted that there have been 5 deaths in custody since the Board paper report was prepared.

## 7. Business Arising

### 7.1 Actions arising from 4 December 2014 Board meeting

The Board noted the "in progress" items on the Actions Arising list from previous meetings.

**Action:** Social media is to be noted on the Actions Arising list until it is finalised

## 8. Standing Items

### 8.1 Pecuniary Interest and Gift Declaration

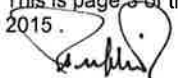
The CE noted her appointments as a member of the following governing bodies:

- Ambulance NSW Advisory Council
- Variety: The Children's Charity (NSW) Board

**Action:** Declarations to be added to the Pecuniary Interest register

### 8.2 Corrective Services NSW update

Mr Grant provided a verbal update at this meeting.



### 8.3 Juvenile Justice update

Dr Lines provided a verbal update at this meeting.

## 9. Regular Reports

The following reports were noted for information.

### 9.1 Directors Remuneration –1 October to 31 December 2014

### 9.2 Quarterly Performance and Monitoring Report (Q2) – 1 October to 31 December 2014

It was noted that the excessive annual leave KPI does not reflect the leave status in relation to actual entitlements under the various awards.

The KPI on the number of staff attending training was noted as not providing a good measure of performance.

**Action:** Consider feasibility of enhanced reporting on excessive annual leave and staff training

### 9.3 Work, Health and Safety (WHS) half yearly report – 1 July to 31 December 2014

The Chair noted the duplication of work between item 9.3 and 9.5 of the Board papers and proposed future Board papers only include the report at item 9.5. This is a more comprehensive report which is also tabled at the Finance and Performance Committee meetings.

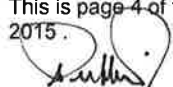
**Action:** Work, Health and Safety half yearly report to be removed from future agenda and include the complete WHS report in future papers. The same report is to be provided to all appropriate committees

### 9.4 Smoking cessation program – Introduction of the 'A Healthy Workplace' – Smoke free Correctional Centres Policy.

The CE noted the two day forum organised by CSNSW and attended by key stakeholders including a large number of JH&FMH senior managers and nurse unit managers.

A project officer has been recruited and will be jointly funded by CS NSW and JH&FMHN.

**Action:** A presentation on the preparedness and then six months after implementation.



**9.5 Legal, Policy and Workers' Compensation Risk bi-annual report –  
1 July 2014 to 31 December 2014**

- **Legal risk report**

This report was added to the annual Board calendar on the recommendation of the members who attended the NOUS training in 2015.

The report listed JH&FMHN civil matters current within the period 1 July to 31 December 2014. It was noted that legal costs associated with staff in the line of duty are covered by provisions within TMF.

- **Policy compliance report**

The high volume of Ministry of Health policies was noted.

- **Workers' Compensation Risk bi-annual report**

The Chair noted that this report is discussed in detail at the Finance and Performance Committee meetings.

**9.6 Review of Board and Patient Charters**

Members noted their continued endorsement of the Board Charter and requested Ms Churchill to consider the amendment of the patient charter to align with the Australian Charter.

**Action:** Amend the JH&FMHN Patient Charter to align with the National charter.

**9.7 Sub-committee Terms of Reference (TOR) / Charter review**

9.7.1 Quality Council

9.7.2 Community Reference Group

9.7.3 Finance and Performance Committee

9.7.4 MADAAC

9.7.5 Audit and Risk Management Committee Charter

The Chair noted minor changes to Terms of Reference and Committee Charters and also advised that member designation should be used.

The acronym for the Medical and Dental Appointment Advisory Committee with change from MADAAC to MDAAC

Ms Churchill noted a planned review of the Community Reference Group and update the Board as this work progresses.

**9.8 2013-2017 Strategic Plan – Bi-annual progress report**

The CE outlined the strategic planning framework and noted that updates on progress against elements of the plan are included in the quarterly performance report.

## 10. Finance Report

### 10.1 Finance and Performance Report – 31 December 2014

Mr Barker noted JH&FMHN position financially is good.

Current challenges include the funding of nicotine replacement therapy, the increasing custodial population, the proposed mid-year financial statement by the Commonwealth to reduce forensic patient pension entitlements and funding for National Health Partnerships Indigenous programs. These have implications for the 2015/16 budget.

### 10.2 Approval of Monthly Payments List – October and November 2014

The monthly payment lists for October and November 2014 were approved and signed off at the Finance and Performance Committee meetings held November 2014 and December 2014 respectively.

## 11. New Business

There was no new business discussed at this meeting.

## 12. Business without Notice

Mr Grant outlined some of the challenges when communicating patient custodial history to community facilities when inmates are released to hospices on compassionate reasons for end of life palliative care.

## 13. Minutes of Meetings

The following minutes were tabled for information.

13.1 Finance and Performance Committee – 18 November 2014 and 16 December 2014

13.2 Health and Safety Committee – 11 December 2014

13.3 Research Advisory Committee report – November to December 2014

The Chair requested the report be expanded to include the details of the proposals.

**Action:** Research Advisory Committee report to include additional information on the proposals

13.4 Quality Council – 25 November 2014

13.5 Community Reference Group – 26 November 2014

## 14. Information

14.1 Adult Weekly States – Population Update – week ending 18 January 2015

**14.2** Juvenile Weekly States – Population Update – week ending 16 January 2015

**14.3** Articles

- More offenders could get community corrections orders
- Going beyond green recognising and improving the journey for mental health patients in the custodial setting
- Justice Health and Forensic Mental Health Network: The 11am Re-group
- Improving the care of older persons in Australian prisons using the Policy Delphi method
- Evaluation of a support and challenge framework for nursing managers in correctional and forensic health

**14.4** 2015 Patient Experience Symposium

**15. 2015 MEETING DATES**

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

