



Justice Health and Forensic Mental Health Network Board  
Minutes  
**11 February 2016**  
**1.28pm to 4.11pm**

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

---

**1. Acknowledgement of Country**

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

**2. Present**

Mr C Puplick - Chair  
Dr P Abbott  
Mr K Barker  
Mr A Bartels  
Prof T Campbell  
Ms A Churchill  
Ms M Eason  
Mr I Gillespie  
Mr S Loveday  
Ms S Malamoo

**Invited Attendees**

Ms J Babineau  
Mr G Forrest  
Ms D Hanley  
Mr L Grant

**In Attendance**

Ms J Buncombe  
Ms L Willing  
Dr A Martin (Medical Staff Council)

**3. Apologies**

Mr P Dwyer  
Dr J Adams  
Mr P Severin

#### 4. **Board presentation**

Ms Raelene Hartman, Smoke Free Prison Co-ordinator provided a post implementation presentation on the Smoke Free Correctional Centre Project.

#### 5. **Confirmation of Minutes**

The minutes of 10 December 2015 were confirmed as a true and accurate record of the meeting with the following amendment:

Page 9 of papers, Item 3: "Kathryn Steinweiss Principle Liaison Officer" to be amended to "Kathryn Steinweiss Principal Liaison Officer".

#### 6. **Board Chair Report**

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

- **Aboriginal health improvement - Strategic Directions- 3A's**

The Chair met recently with Peter Dwyer and Geraldine Baillet, Executive Director Strategic Development and Performance to discuss future directions for Aboriginal health improvement. A report will be tabled at the April 2016 meeting for discussion.

The new manager Aboriginal Health commenced 1 February 2016.

- **Re-appointment of Board members**

The Chair has made recommendation to the Minister for Health that Professor Campbell and Mr Barker are reappointed as members of the JH&FMHN Board for a further term. The matter is being processed through the Minister's Office and the Ministry of Health at present.

- **Mental Health Reform**

The Chair noted the following reports that have been published recently:

- NSW Government 12 month report on Mental Health Reform.
- Australian Government response to the National Mental Health report.

- **'Prison Reform' –Prime Minister's speech (United Kingdom)**

The Chair tabled Prime Minister Cameron's 20 page speech on prisons and prison reform.

**Action:** Link to article to be forwarded to members

- **'Youth Jails should be replaced by secure schools, finds review'**

The Chair tabled the above named article from the Guardian for information.

**Action:** Link to article to be forwarded to members

- **New Grafton facility**  
The new facility continues to be a matter of discussion at a variety of levels. A new team has been formed within JH&FMHN to assist in providing input into the decision making process. A small group of Board members are meeting on a regular basis with the relevant JH&FMHN members on this matter.
- **Visit by Minister for Aboriginal Affairs**  
Hon. Leslie Williams will visit JH&FMHN on 2 March 2016.
- **Social Media**  
Kinship Digital has been engaged to investigate and make recommendations on JH&FMHN's potential use of Social Media for business purposes. Consultation with key stakeholders has commenced.
- **MDAAC membership**  
The Chair has received expressions of interest in the role of 'Board delegate' on the MDAAC. The Chair will provide a recommendation to the Board.

## 7. Chief Executive (CE) Report

The CE provided thanks to Mr Gary Forrest for acting in the CE role during her absence.

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

- **Contestability and Commissioning**  
The CE noted that work is underway on contestability and commissioning and highlighted the size and complexity of the agenda.
- **Service Level Agreement**  
JH&FMHN is ahead of previous years in its preparation of its Service Level Agreement with the Ministry. Consideration is being given to the inclusion of appropriate new outcome measures.
- **Aboriginal Workforce**  
JH&FMHN Aboriginal workforce increased to 3.5% at 31 December 2015. Improvement has been facilitated by the development of the Aboriginal workforce plan and the positions of Aboriginal Health Manager and Aboriginal Workforce Coordinator.
- **Forensic Mental Health (FMH) Plan**  
The Ministry and the Mental Health and Drug and Alcohol Office (MHDAAO) have agreed to lead the development of a State-wide FMH Plan. JH&FMHN is supporting this planning process.

## 8. Business Arising

### 8.1 Actions arising from 10 December 2015 Board meeting

The Board noted the items on the Actions Arising list and updates from previous meetings.

#### 8.1.1 Evaluation of the Board Chair and Members performance

The Chair will contact Board members on an individual basis in the near future regarding their role on the JH&FMHN Board and its effective operation of the Board.

Mr Barker will evaluate the role and operations of the Chair.

#### 8.1.2 Skill Matrix

Ms Eason provided a verbal update on the development of the Board member skills matrix. The matrix will be now used to support the discussion on the potential roles of Board members in progressing the Board 3'A's.

**Action:** Completed

#### 8.1.3 Social Media for Business Use

A status update was provided under the Chair's Report at item 6.

#### 8.1.4 Smoking Free Correctional Centres Project

A post-implementation project presentation was made to the Board. This is reported under Board Presentation item 4.

**Action:** Completed

#### 8.1.5 Patient Charter

Ms Churchill provided an update on the Patient Charter. This is reported under Item 10.7.

**Action:** Completed

#### 8.1.6 Capacity Assessment Program

Nil update

#### 8.1.7 Forensic patients' entitlement to social security payments.

A status update was provided under New Business Item 12.2.

#### 8.1.8 Grafton Correctional Centre

An update was provided under the Chair's Report at item 6.

#### 8.1.9 Clinical KPI report

The Clinical KPI report was emailed to members out of session.

**Action:** Completed

#### **8.1.10 Membership of MDAAC**

A status update was provided under the Chair's Report at item 6.

#### **8.1.11 Administration support for medical officers**

Nil update

### **9. Standing Items**

#### **9.1 Pecuniary Interest and Gift Declaration**

There were no conflicts of interest declared at this meeting.

#### **9.2 Corrective Services NSW (CSNSW) update**

Mr Grant provided a verbal update at this meeting.

#### **9.3 Juvenile Justice Update**

Ms Hanley provided a verbal update at this meeting.

### **10. Regular Reports**

The following reports were noted for information.

#### **10.1 Quarterly Performance and Monitoring report – Quarter 2 - 2015/2016**

The Chair noted the abridged Q2 report, which focusses on KPIs that have been either not performing or underperforming.

The full clinical KPI report will be provided to the Quality Council meeting scheduled for 3 March 2016.

A comprehensive KPI report will be provided to members via email by 27 February 2016.

#### **10.2 Director's Remuneration – October to December 2015**

The Chair noted the remuneration paid to Dr Allnutt at the end of his term on the Board. A review of Dr Allnutt's entitlement to remuneration as a member of the Board indicated that, in his capacity as a contracted Visiting Medical Officer, he had entitlements to full payment, as distinct from that of a 'staff member'. This entitlement was applicable to the full term of his Board membership.

#### **10.3 Smoking Cessation – Introduction of the Clean Air Prison's Policy**

The information provided was noted.

#### **10.4 Legal and Policy report**

- **Legal report**

The Chair noted the civil matters listed, in particular the matter pertaining to nervous shock claims.

The Crown Solicitor's Office often represents both JH&FMHN and CSNSW on the same civil cases. The Chair suggested JH&FMHN monitor this practice and makes recommendation for separate legal representation if possible.

- **Policy report**

The Policy compliance report was tabled for noting.

## **10.5 Board Strategic Directions- 3A's**

- **Aboriginal Health improvement**

This item was addressed in the Chair and CE reports at items 6 and 7 of the papers.

- **Ageing of the population and its impact on future directions**

Mr Gillespie provided an update on work done to support the development of the Board's strategy in relation to the ageing population. Potential areas for Board focus are:

- Community/medical support on release.
- Influencing the custodial setting with regard to the aged population.
- Options for a purpose built facility for the aged.
- Release planning.

- **Access to medium/ low secure forensic beds**

Ms Eason tabled a brief outlining work done to support the development of the Board's strategy in relation to improving access to medium/low secure forensic beds. Issues include:

- Diminishing access to beds as patients progress through the system, leading to bed blockages.
- Lack of designated low secure or supported community accommodation for forensic patients in NSW.
- The impact of the current 'virtual' forensic mental health network in impeding effective governance of service delivery and bed flow.

The recommendations outlined in the brief will be further discussed at the April 2016 Board meeting.

Ms Eason also outlined the approach to the development of a Board action plan for each of its three strategic directions.

## **10.6 Work, Health and Safety (WH&S) report – December 2015**

The WH&S report was taken as read.

## **10.7 Review of Charters**

- **Board Charter**

Mr Barker noted that there is no reference to the Board and CE signing of JH&FMHN's annual service agreement with the Ministry of Health.

The Chair requested the reference be added to the left side of the document and be tabled at the April 2016 meeting.

**Action:** Amend Charter and table at the April 2016 meeting for endorsement.

- **Patient Charter**

Ms Churchill spoke to the recommendation to align the JH&FMHN Patient Charter with the Australian Charter of Health Care Rights.

The recommendations were adopted by the Board. The Clinical and Corporate Governance Unit will commence the distribution of the new Charter and the communication of the change.

**Action:** Completed

## 10.8 Review of Board subcommittee Terms of Reference (TOR)

- **Finance and Performance Committee (F&PC)**

The Chair recommended the following change under the heading of membership to the F&PC TOR:

Change *“the Chief Executive is to nominate, in consultation with the Board, the Chairperson of the Committee and one other Board member”* to; *“The Board nominates the Chair of the Committee”*, Ms Buncombe recommended the removal of the wording in the Membership (continued) section of the TOR with the exception of the first sentence: *“The Chairperson of the Finance and Performance Committee is not to be the Chairperson of the Audit and Risk Management Committee”*.

The Terms of Reference were endorsed by the Board with recommended changes, conditional upon alignment of the proposed changes with the By-Laws.

**Action:** The F&PC TOR is to be amended, conditional upon alignment with the By-Laws

Mr Barker recommended that the format of all TOR's be standardised. The CE noted that JH&FMHN are in the process of standardising the format of all meeting minutes, agendas and reports.

- **Quality Council**

Mr Loveday noted that there were no changes to the Quality Council TOR.

The Quality Council Terms of Reference were endorsed by the Board.

- **Community Reference Group (CRG)**

Ms Churchill summarised the proposed changes to the TOR. The significant changes were:

- Removal of reference to consumer advocacy as this is not the intent of this consultative forum and there are other mechanisms in place to support the consumer advocacy process;
- Clarification of membership categories rather than named organisations; and
- Requirement that membership of the committee is non-delegable unless prior approval has been received from the Chair. This was added for confidentiality reasons. A community participant induction pack, addressing matters of confidentiality, has been developed for new and existing members.

The CRG Terms of Reference were endorsed by the Board.

The Board Chair noted that St Vincent's Health Australia, Sydney had contacted the CE to offer their assistance to people in custody and/or post custodial services. Ms Churchill and the CE will discuss the option of suitability for St Vincent's Hospital representation on the CRG.

- **Medical and Dental Appointment Advisory Committee (MDAAC)**

The MDAAC Terms of Reference were endorsed by the Board.

- **Clinical Council**

The Clinical Council Terms of Reference were endorsed by the Board.

- **Audit and Risk Management Committee (ARMC)**

The ARMC Charter was noted.

### **10.9 Strategic Plan bi-annual progress report**

The CE spoke to the report. This is a new report that provides an overview of progress against the strategic directions. The format of the report was well received by the Board members.

## **11. Finance Report**

### **11.1 Finance and Performance Report – December 2015**

Mr Barker spoke to the report and noted that 2016/17 budget advice will be discussed at the next meeting of the Board to provide opportunity to raise matters for consideration before the budget is finalised.



## **11.2 Approval of Monthly Payments List – November and December 2015**

The monthly payment lists for November and December 2015 were approved and signed off at the Finance and Performance Committee meetings held in December 2015 and January 2016.

## **12. New Business**

### **12.1 Hepatitis C treatment and service delivery**

Mr Forrest spoke to the changes in Hepatitis C treatment options and proposed amendments to service delivery models within JH&FMHN.

Mr Loveday provided an overview of Hepatitis C treatments available and the Australian Government's decision to list new Direct Acting Antiviral medications on the Pharmaceutical Benefits Scheme from 1 March 2016.

### **12.2 Forensic Hospital patient fees**

Initial letters have been sent out to a number of patients, a number of whom are now making regular payments. Further advice is being sought to facilitate decisions on whether the matter should be further progressed.

### **12.3 Annual Board meeting Calendar**

The annual calendar was noted.

It was agreed that regular smoking cessation reports were no longer required and that any future updates on the progress in implementing of the Clean Air Prison's Policy will be provided as part of the Chief Executive's regular report.

The Chair advised that the April 2016 Board meeting agenda will be amended to allow for presentations and in depth discussion on each of the Board Strategic Directions- 3A's.

Members were advised that the meeting will commence earlier.

## **13. Business without Notice**

There was no business without notice at this meeting.

## **14. Minutes of Meetings**

The following minutes were noted.

**14.1 Finance and Performance Committee – 17 November and 16 December 2015.**

**14.2 MDAAC – 1 October 2015.**

**14.3 Research Advisory Committee report – 19 to 20 October 2015 and 13 November to 3 December 2015.**

The relationship between the AH&MRC and the Ministry, and the impact of AH&MRC operations on research conducted within JH&FMH was discussed.

**14.4 Health and Safety Committee – 17 December 2015.**

**15. Information**

**15.1** Adult Weekly States – Population Update – week ending 24 January 2016.

**15.2** Juvenile Weekly States – Population Update – week ending 22 January 2016.

**16. 2016 Meeting Dates**

11 February 2016	Justice Health Administration Centre
07 April 2016	Justice Health Administration Centre
09 June 2016	Juvenile/Adult Correctional Centre – TBA
11 August 2016	Board meeting and Board Education – TBA
13 October 2016	Justice Health Administration Centre
08 December 2016	Justice Health Administration Centre followed by APM