



Board Minutes
13 February 2020
12.45 to 3.56pm

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
Mr K Barker
Dr P Abbott
Mr I Gillespie
Mr S Loveday
Dr M Sotiri
Mr P Dwyer
A/Prof J Phillips
A/Prof C Quadrio
Dr R Shields
Ms M Eason
Dr K McFarlane

Invited Attendees

Mr G Forrest – Chief Executive
Mr L Grant – Representing Corrective Services NSW
Mr P O'Reilly – Representing Youth Justice NSW

In Attendance

Ms B Gillard
Ms L Willing
Mr R Anand
Dr S Hampton
Ms J Buncombe
Ms W Hoey
Dr SJ Spencer
Dr G Nicholls (from 3.00pm)

3. Apologies

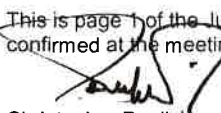
Ms A Churchill

4. Presentation/Clinical Case Study

4.1 Dr Sarah-Jane Spencer, Clinical Director Custodial Mental Health and Co-Director (Clinical) Services and Programs provided a presentation on "When the law is not as you know it".

4.2 Ms Susan Pearce - Deputy Secretary, Patient Experience and System Performance and Mr Dan Hunter - Deputy Secretary, Finance and Asset Management and Chief Financial Officer provided a presentation on NSW Health's Budget.

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Christopher Puplick
Chair

5. Confirmation of Minutes

The minutes of 5 December 2019 were confirmed as a true and accurate record of the meeting.

6. Declaration of Interests

There were no new Declarations of Interest declared at this meeting.

7. Business Arising

The Chair provided an update on the following open items on the action list.

- **Aboriginal Justice and Health**

Mr Matthew Trindall, Director Aboriginal Strategy and Culture has been nominated as the Network representative on the CSNSW Aboriginal Over Representation Steering Committee.

Action: Completed.

- **Medication Prescribing**

Ms Hoey provided an update to the report provided in the papers. A number of strategies have been put in place to mitigate risks involving medication prescribing. A broader improvement strategy is being considered.

This matter is to be reported to the Health Care Quality Council once the Clinical Council have taken the necessary measures to progress the planned improvements.

Action: Completed with follow up through the Health Care Quality Committee.

- **People Matter Employee Survey**

Ms Eason reported that the PMES Action Plan was provided in the papers and a full report will be provided at the April 2020 Board meeting.

Action: Full report to be provided at 9 April 2020 Board meeting.

- **Research Advisory Committee** Dr Abbott advised that the Committee will review the reports that are currently provided to the Board. There will be one presentation of translational research to the Board per year. There will also be a written annual report that includes translational research and a list of publications.

Action: Completed with annual presentation at August Board Education.

8. Strategic Items

8.1 Board Strategic Directions

- **Aboriginal Justice and Health Committee**

Mr Dwyer spoke to his report and advised that the Committee continues to build a resource document that will support the Board in its activities, including analysis of geographical data.

- **Aged Care and Community Reintegration Committee**

Mr Gillespie advised the Board that he believes the committee is reaching a milestone. There is a significant amount of evidence regarding what is required both in health care and in accommodation needs. A strategic paper has been provided to the committee which gives a strategic platform to move forward. The paper is undergoing further review and will then be provided firstly to the Chief Executive and then to the Board.

- **Bushfires**
Glen Innes Correctional Centre was successfully evacuated at the start of the bushfire season in October/November 2019. Oberon and Mannus Correctional Centres were also successfully evacuated over the Christmas/New Year break.

The Chief Executive provided thanks to Corrective Services and Network staff for the seamless evacuation processes.
- **Time Limited Orders**
The Network anticipates that we will be able to comply with recent orders of transferring patients within a timeframe.
- **Cybersecurity**
There have been no cybersecurity breaches since 2016. However there were a number of vulnerabilities detected in a recent assessment. Work has commenced to remediate these vulnerabilities and the work is expected to be completed February 2020.

9.3 Corrective Services NSW update

Mr Severin provided a verbal update at the meeting on Corrective Services matters related to the Network.

9.4 Youth Justice update

Mr O'Reilly provided a verbal update at the meeting on Youth Justice matters related to the Network.

10. General Business

10.1 Board Sub-Committee Reports

10.1.1 Finance and Performance Committee

Mr Barker provided the following update to the report in the papers.
There is a high level of expenditure proposed, however very little has been incurred due to the construction of Freshwater House and the flow of money is not expected until June 2020.

10.1.2 Health Care Quality Committee

The last HCQC meeting was in November 2019 and details of this meeting were provided at the December 2019 Board meeting.
Mr Loveday did advise there will be a focus on deaths in custody at future meetings.

10.1.3 Medical and Dental Advisory Committee

MDAAC has not met since the update provided at the December 2019 Board meeting.

10.1.4 Medical Staff Council

Dr Nichols advised the Board that there was discussion at the last meeting that focused on education provision in adolescent and forensic mental health services.
The introduction of the electronic progress notes has been a positive experience for nurses and doctors.

10.1.5 Research Advisory Committee

This item was covered at agenda item 7.

9. Standing Business Items

9.1 Board Chair Report

Mr Puplick spoke to his report highlighting the following items.

- **Meeting with Secretary of NSW Department of Justice**
The Chair gave a comprehensive update on his recent meeting with Mr Michael Coutts-Trotter, Secretary of the New South Wales Department of Justice. A report is to be written to the Secretary and a copy will be circulated to Board members.
- **Terms of Board members**
The Chair continues communication with the Minister and Ministry to extend the dates of the Board members whose terms are expiring March and June 2020.
- **Visit to St Heliers Correctional Centre**
The Chair, Chief Executive and Executive Director Clinical Operations visited St Heliers Correctional Centre recently. The Chair advised the clinic is outstanding and has some interesting programs.
- **Visit by Minister for Mental Health**
Ms Bronwyn Taylor, Minister for Mental Health inspected the mental health unit at Long Bay and the Forensic Hospital last week.

9.2 Chief Executive Report

Mr Forrest took the report as being read and highlighted the following items:

- **Patient Population**
The adult population has reached an all-time high of 14,000 plus, with today sitting lower at 13,983. Young people are at 266 and the number of forensic patients has increased slightly.
- **Budget**
The budget is travelling well with savings in January 2020 drawing back the Network's unfavourability.
- **Health Care in Secure Settings Conference**
The Chief Executive named and spoke briefly on the key note speakers that have been secured for the Conference.
- **Forensic Hospital recruitment**
The staff vacancy rate in the hospital has decreased and it is expected to be oversubscribed by April 2020.
- **Mobile Dental Unit**
The Chair has requested that the Chief Executive focus on oral health for our patients this year. Mobile dental equipment has been purchased and money has been invested into Tele smiles – a tele health dental service.
- **Pandemic**
The Chief Executive paid respect to Corrective Services NSW and Youth Justice for their input into the management of the pandemic process due to the recent outbreak of COVID-19. There have been no recorded cases of the virus in the prison system.

10.1.6 Clinical Council

A presentation on chronic self-harm and behaviour was provided at the last meeting. Work, Health and Safety items discussed included changing trends in violence, increasing verbal aggression and decreasing physical aggression.

10.1.7 Audit and Risk Committee

Mr Gillespie advised that the Annual Attestation Statement was signed by the Chief Executive in accordance with the NSW Cybersecurity Policy.

The Network's Top 10 Enterprise Risk Report (Strategic and Operational Risk) was provided to the Committee for discussion and review.

The Board was advised that as part of the Internal Audit Program that scoping is occurring to audit the management of patients with asthma. Furthermore the next Internal Audit planned is to review vendor selection and performance.

The Chair has written a letter of appreciation and thanks to Mr Holden for his Chairmanship of the Audit and Risk Committee for the past four years.

11. Network Performance Reports

The reports were provided for information.

11.1 Directors Remuneration – Quarter 2

11.2 2019/2020 Service Agreement KPI report – Quarter 2

11.3 2018/2022 Strategic Plan Implementation report

11.4 Service Enhancements, changes and /or new models of care

The document "Enhancing patient experience in secure settings" was tabled for Board approval. The Board had suggested additional inclusion and the document will be forwarded to the Chair for final endorsement following the completion of the edits.

11.5 Review of Board and Patient Charters

- The Board endorsed the Charters following an edit to the dates.

11.6 Policy Compliance report

11.7 Review of Board Sub-committee Terms of Reference

11.7.1 Finance and Performance Committee

11.7.2 Health Care Quality Committee

11.7.3 Research Advisory Committee

11.7.4 MDAAC

11.7.5 Clinical Council

The Terms of Reference for all Board sub-committees were endorsed by the Board.

12. Minutes of Committee Papers emailed to members 11 October 2019

12.1 Clinical Council – 18 December 2019

12.2 MDAAC – 9 December 2019

13. Business without Notice

Mr Loveday enquired on the status of the recommendations in the Inspector Custodial Services report. The Chief Executive provided an explanation of the report and the process involved with closure of recommendations.

14. General Information

14.1 Adult population update – week ending 18 December 2019

14.2 Youth Justice population update – week ending 17 January 2020

14.3 Network "Think Safe Day"

14.4 New Board member

14.5 Partnership of JHFMHN with Thread Together

14.6 Documents emailed to Board members:

- Information on Coronavirus
- Inspector Custodial Services updates to Report Recommendation
- Forensic Hospital Strategic Risk Review
- Adolescent Mental Health – School Link Publication 2019
- Rethinking mental health
- Mapping the prison Mental Health service workforce in Australia
- Mental Health service planning for Aboriginal people in NSW

14.7 NSW Health Lobbyist Policy

15. 2020 Meeting Dates

13 February 2020	Justice Health Administration Centre - Malabar
9 April 2020	Justice Health Administration Centre - Malabar
11 June 2020	Justice Health Olympic Park - Homebush
13 August 2020	Board meeting, Board Education and Dinner – Justice Health Olympic Park - Homebush
8 October 2020	Reiby Youth Justice Correctional Centre
10 December 2020	Justice Health Administration Centre – Malabar followed by APM

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Christopher Puplick
Chair