

Board Minutes
7 February 2019
1.34pm to 4.02pm

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

1. Board Members Strategic Session

The Chair thanked the members for their participation in the preliminary meeting.

2. 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.

3. Present

Mr C Puplick - Chair
Mr K Barker
Dr P Abbott
Ms M Eason
Mr I Gillespie
Mr S Loveday
Dr M Sotiri
Ms A Churchill
Mr P Selth

Invited Attendees

Mr G Forrest - Chief Executive
Mr J Tucker – Representing Corrective Services NSW
Mr T O'Connor - Representing Juvenile Justice (Teleconference)

In Attendance

Ms B Gillard
Ms L Willing
Mr R Anand
Mr P Grimmond
Dr S Hampton
Ms J Buncombe
Dr J Kasinathan
Mr C Leeuwenburgh

4. Apologies

Mr P Dwyer
Dr R Shields

The Chair welcomed Mr Chad Leeuwenburgh, who is completing the Australasian College of Health Service Management Intern Program at JH and FMHN in 2019.

5. Presentation/Clinical Case Study

Dr Sarah Jane Spencer, Clinical Director Custodial Mental Health Services and Programs for JH and FMHN provided a presentation on Hunger Strike or Psychosis-that is the question?.

6. Confirmation of Minutes

The minutes of 6 December 2018 were confirmed as a true and accurate record of the meeting.

7. Declaration of Interests

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

8. Business Arising

The Chair noted the following items on the action list.

- **Clinical Council Terms of Reference**

The Chair advised a reply has not been received from the Ministry on the appointment of a new Board member and this has delayed the process of nominating a Board member on the Council.

- **Board member vacancy**

The Chair advised a reply is yet to be received from the Ministry on this matter.

- **Annual Complaint report**

The complaint report will be tabled at the October 2019 Board meeting.

- **Close the Gap report**

A report will be provided to the Board following completion of the 2019 Close the Gap program.

Action: Closed.

- **Challenges in Adolescent Court Diversion**

The Chief Executive provided a verbal update on this matter.

Action: Closed.

9. Strategic Items

9.1 Board Strategic Directions 3C's

- **Commissioning Activity**

The Chief Executive provided an update noting Parklea is on track for transition on 1 April 2019, the construction of beds at Clarence is on track for delivery, the management of John Morony under the new model has proven to be successful and additional beds at Junee are due to be delivered in June 2019.

- **Indigenous Justice and Health Committee**

Ms Buncombe and Dr Sotiri provided an update noting that the initial focus is to develop a greater understanding of services for Aboriginal patients and the Network's strategic approach to engagement with key Aboriginal led health services in the community.

- **Aged Care and Community Re-Integration Committee**

Mr Gillespie provided an update on items noted in his report and advised the committee will start to focus on demographic data for the next five to ten year period to ensure there is a strategic focus.

The Chief Executive advised JH and FMHN is in a position to make a submission to the Medicare Benefits Schedule (MBS) Review Taskforce and this matter is being taken up by the Network Executive.

The Chair requested the Chief Executive to confirm if the Ministry or NSW Government intends on making a submission to The Royal Commission into Aged Care.

Action: Chief Executive will draft concerns.

9.2 Review of Board Charter

The Board endorsed the suggested changes to the Board Charter with the inclusion of the WHS legislation.

9.3 Review of the Australian Charter of Healthcare Rights

There were no changes to the Australian Charter of Healthcare Rights (Patient Charter) and therefore endorsed by the Board.

9.4 Review of Internal Audit Charter

The Internal Audit Charter was approved by the Chair of the Audit and Risk Committee and Chief Executive 5 September 2018.

9.5 Review of Board Sub-Committee Terms of Reference (TOR)

Mr Selth suggested a standard template be used for all Board sub-committee TOR.

Action: Board secretariat to provide a standard TOR. template to Chairs of Board Sub-Committees.

- **Research Advisory Committee (RAC)**

Board members were invited to provide comments on the TOR to Ms Buncombe by 28 February 2019.

The Board Chair, Chief Executive and RAC Chair will meet offline to formalise the role of the committee.

The TOR are to be brought back to the April 2019 Board meeting for endorsement.

Action: Board Chair, Chief Executive and RAC Chair.

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

The 2018 version of the MDAAC TOR are to be provided in the April 2019 Board papers for endorsement.

Action: MDAAC Chair.

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

The Board endorsed the suggested changes to the F&PC TOR.

- **Quality Council**

The Board endorsed the suggested changes to the Quality Council TOR.

10. Standing Business Items

10.1 Board Chair Report

The Chair spoke to his report highlighting the following items.

- **Bullying and Staff Safety matters**

The Chair spoke to this item and noted a report will be provided at the April 2019 Board meeting.

Action: Chief Executive.

- **John Morony**
The Chief Executive advised a copy of the budget build up for 2019/2020 and the operational costs for John Morony will be provided at the April 2019 Board meeting.

Action: Chief Executive

10.2 Chief Executive Report

- **Population**
The adult population remains stable and under 13,400, approximately 280 young people and 451 forensic patients.
- **Forensic Hospital Patient Fees**
The Network is continuing to work with a small number of patients who are not in agreeance to pay their fees.
- **Advanced Care Directives**
Discussions continue with the Ministry and CS NSW on this matter.
- **Leadership Walkarounds**
Senior managers will participate in the "Towards Success" strategy visiting sites to discuss safety and safety culture with staff.
- **Research Proposals**
There are currently two research proposals reaching finalisation stages including the People Experience and Perception Survey (PEaPS) survey and the Forensic Patient Health Survey.

Details of an official launch will be provided at a later date.
- **Continuum of Care**
There has been a spike in CS NSW industrial actions including lockdowns which has impacted our staff assessing patients.

10.3 Corrective Services NSW update

Mr Tucker provided a verbal update at the meeting.

10.4 Juvenile Justice update

Mr O'Connor provided a verbal update at the meeting.

11. GENERAL BUSINESS

11.1 Board Sub-Committee Reports

11.1.1 Finance and Performance Subcommittee report December 2018

Mr Barker spoke to the report provided and advised the committee will raise its concerns with the Ministry regarding Treasury approving new banking services.

11.1.2 Quality Council

Mr Loveday provided a verbal update to his report noting the next Quality Council meeting will be held 12 February 2019.

11.1.3 Medical Staff Council (MSC) Report

Dr Kasinathan advised there had not been a MSC meeting since the last Board meeting.

11.1.4 Research Advisory Committee (RAC)

The RAC report was provided for information.

11.1.5 Clinical Council

The first Council meeting was held recently and focussed on safety culture in the Network.

11.1.6 Medical and Dental Appointment Advisory Committee (MDAAC)

Dr Abbott noted the report in the papers.

11.1.7 Audit and Risk Committee (A&RC)

Mr Gillespie advised there had not been a meeting since the last Board meeting and the next meeting will be held 15 February 2019.

12. Network Performance Reports

A verbal update was provided by Network Executive on the following reports.

12.1 Directors Remuneration – October to December 2018

12.2 Performance and Monitoring Report – Quarter 2

13. Minutes of Committee Papers tabled at meeting

13.1 MDAAC – 13 December 2018

14. Business without Notice

There was no business without notice at this meeting.

15. General Information

The following reports were provided for information.

15.1 Adult Population update - week ending 20 January 2019

15.2 Juvenile Population update - week ending 14 December 2018

15.3 The rising health, social and economic costs of Australia's ageing prisoner population

15.4 Towards a Strong Safety Culture position paper

This item was discussed in detail.

16. 2019 Meeting Dates

7 February 2019

Justice Health Administration Centre

11 April 2019

Justice Health Administration Centre

20 June 2019

Justice Health Olympic Park

15 August 2019

Board meeting, Board Education and Dinner – Justice Health Olympic Park

10 October 2019

Berrima Correctional Centre

5 December 2019

Justice Health Administration Centre followed by APM