

**Justice and Forensic Mental Health Network Board
Minutes of Board Meeting
18 October 2012 – 1.30pm to 3.43pm**

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

Mr Puplick welcomed all members to his first meeting as Chair of the Justice and Forensic Mental Health Network (J&FMHN) Board and expressed his thanks to Ms Staunton.

Mr Barker will continue as Deputy Chair of the Justice and Forensic Mental Health Network Board and as Chair of the Finance and Performance Committee.

Mr Puplick suggested Justice and Forensic Mental Health Network Executive staff be invited to attend future Board meetings as necessary.

- 1. Present**
- Mr C Puplick - Chair
 - Mr I Gillespie
 - Ms M Eason
 - Ms A Churchill
 - Mr K Barker (to 3.10pm)
 - Prof. T Campbell
 - Ms S Malamoo
 - Mr S Loveday
 - Prof. Ogloff
 - Mr J Pascoe (Teleconference)
 - Dr S Allnutt
- Ex Officio**
- Ms J Babineau
 - Ms V Ruis (Teleconference)
 - Mr L Grant
- In Attendance**
- Dr B Sinclair
 - Dr S Badami
 - Ms B Cowan
 - Ms L Willing
 - Ms R Pejoska

- 2. Apologies**
There were no Board member apologies for this meeting.

- 3. Presentation – “The Power of One” Achieving Better Outcomes in Injury Management**

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The presentation was provided by Ms Bronwyn Hughes - J&FMHN Human Resources Manager, Ms Kate Ghittino - J&FMHN Injury Management Coordinator and Mr Jeff Wilcher – Business Relationship Manager with QBE.

J&FMHN entered a submission for the Treasury Managed Fund Awards of Excellence and was successful in getting to Stage 2 which required the “team” to present to a panel of Judges. This took place on 12 October 2012. The winners will be announced on 15 November 2012.

A copy of the presentation was provided to members.

4. Confirmation of Minutes

The minutes of 9 August 2012 were confirmed as a true and accurate record of the meeting.

5. Chief Executive Report

The Chief Executive Report was taken as read and the Chief Executive provided a verbal update on the following matters.

- **Forensic Mental Health Network Policy**

The policy was released by the Ministry of Health (MoH) in September. The policy requires the development of Service Level Agreements (SLA) with other Local Health Districts (LHD's). These have been developed and signed by the LHD's as of this week.

Action: A copy of the Policy is to be provided in the December Board papers. However in the interim it is accessible on the MoH site.

http://www0.health.nsw.gov.au/policies/pd/2012/pdf/PD2012_050.pdf

Board members expressed concerns about the approved policy, stating that it is important for the Network to have clear roles and powers in line with similar forensic systems internationally.

Action: This matter will be raised with the Director General of Health

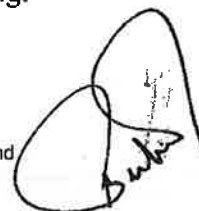
- **Forensic Mental Health Patient Flow Audit**

The Audit will assist J&FMHN with statewide planning and coordination.

Action: A copy of the report with management's response and action plan is to be provided at a future meeting

- **J&FMHN Service Level Agreement (SLA)**

A signed copy of the SLA was provided to members at this meeting.



- **Letter to Mr Brett Holmes of the NSW Nurses' Association**
A letter was sent to Mr Holmes from Ms Staunton raising concerns about the misleading claims raised in the August 2012 edition of the "Lamp". A copy of the letter is enclosed at item 11.5 of the meeting papers.

Action: A copy of the response letter is to be provided to members
- **J&FMHN Strategic Plan**
A report of the workshop outcomes from the J&FMHN Board Strategic Planning Workshop held on 9 August 2012 was tabled at this meeting.

6. Business Arising

- 6.1 Business Arising from 12 August 2012 Board meeting**
The Board noted actions taken on Business Arising from the previous meeting.
- 6.2 Pecuniary Interest and Gift Declaration**
Mr Barker updated the status of a potential conflict of interest, which will be noted in the register and managed as necessary.
- 6.3 Corrective Services NSW Update (CSNSW)**
The Chief Executive and Mr Grant provided a verbal update on CSNSW.
- 6.4 Juvenile Justice Update**
Ms Ruis provided a verbal update on JJ NSW.
- 6.5 Police Cells Update**
The Chief Executive and Mr Grant provided a verbal update on Police Cells.
- 6.6 Regular Reports**
The following reports were noted for information.
- 6.6.1 Key Performance Indicators and Service Measures, Quarterly Performance and Monitoring report and Service Agreement**
- 6.6.2 IIMS/Complaints Report – January to June 2012**
- 6.6.3 Risk Register – May 2012**
- 6.6.4 Drug Summit Report**

7. Finance Report

- 7.1 Finance and Performance Report – month ending August 2012**
Mr Barker spoke to the finance report.

7.2 Approval of Monthly Payments List – July and August 2012

The monthly payment lists for July and August 2012 were approved and signed off at the September 2012 Finance and Performance Committee meeting.

8. New Business

8.1 Board Agenda format

The Chair noted changes to the format of future Board meeting agendas, including a report from the Chair prior the CE Report and a presentation being provided at each meeting.

Board members were asked if they wanted the Board meeting to last another 30 minutes when presentations are being held. Board members were requested to provide suggested topics for future presentations.

Action: The next presentation will be provided at the February 2013 meeting due to the Annual Public Meeting being held in December 2012

A summary of outcomes from the Board sub-committees is to be included in future Board papers.

Action: Governance Unit to develop a one page reporting template

The Chair requested each Board member to provide a photo and a short article of 200 to 250 words to be published in Inside News. Approximately 100 words referring to your CV and the remainder on what you would like to contribute to the Board of J&FMHN.

Action: A copy of current Board member information is to be provided to the Board members for their reference.

The Chair reported that a review of aspects of funding of all health services being provided in correctional settings was being undertaken by a Working Group led by Treasury following a decision of Cabinet's Expenditure Review Committee and that further updates would be provided to the Board at subsequent meetings.

8.2 Approval of amendments to the Delegations Authority

Amendments to the Delegations Authority were approved by the Board.

8.3 Organisation's name change

"Justice and Forensic Mental Health Network" is the legal entity and the service must comply with this.

The Chair proposes to consult with the Director-General NSW Health for J&FMHN to review the organisations name.

Action: Decision to be tabled at a future meeting

8.4 Proposed 2013 J&FMHN Board meeting dates

Members of the Board agreed with the proposed meeting dates for 2013.

9. Business without Notice

9.1 NSW Ministry of Health proposed Board orientation pilot workshop dates

A copy of the NSW Ministry of Health proposed Board orientation pilot workshop dates for Board members was tabled at this meeting. The seven health specific training modules cover five broad content areas and one generic Board induction module.

Module 1, Public Sector environment or Module 4b, Clinical governance oversight were selected by members of the Board.

Action: The CE to notify the Ministry of Health of selected modules and organise to coincide with the next Board meeting on 6 December 2012

9.2 J&FMHN Quality Council and Community Reference Group

An update was provided by the Chair of the significant issues to be addressed over the next twelve months from the Quality Council and Community Reference Group.

Action: Minutes of the Quality Council and Community Reference Group meeting held on 26 September 2012 will be provided as information at the 6 December 2012 Board meeting

9.3 2011/12 Annual Accounts

The 2011/12 Annual Accounts (item 11.4) have been formerly signed off.

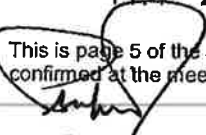
10. Minutes of Meetings

- 10.1 Finance and Performance Committee – 17 July and 21 August 2012
- 10.2 MADAAC – 2 August 2012
- 10.3 Work Health and Safety Committee minutes – 21 June 2012
- 10.4 Audit and Risk Management Committee minutes – 19 June and 19 July 2012

11. Information

- 11.1 Adult Weekly States – Population Update – 30 September 2012
- 11.2 Juvenile Weekly States – Population Update – 30 September 2012
- 11.3 Patient fees in the Forensic Hospital
- 11.4 2011/12 Annual Accounts

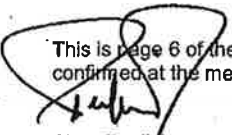
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Chris Puplick
Chair

11.5 Letter from The Hon. Patricia Staunton to the NSW Nurse's Association

11. 2012 Meeting Dates
6 December 2012

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Chris Pupjck
Chair