



Board Minutes
11 April 2019
2.15pm to 4.51pm

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 (up to 4.30pm)
Dr P Abbott
Ms M Eason
Mr I Gillespie
Mr S Loveday
Dr M Sotiri (up to 3.40pm)
Ms A Churchill
Mr P Selth
Mr P Dwyer

Invited Attendees

Mr G Forrest - Chief Executive
Ms M Loundar - Representing Juvenile Justice

In Attendance

Ms B Gillard
Ms L Willing
Mr R Anand
Dr V Huynh (for Dr Hampton)
Ms J Buncombe
Dr SJ Spencer (up to 2.55pm)
Mr C Leeuwenburgh
Mr I Crawford
Mr D Eggleton (for presentation only)

4. Apologies

Dr R Shields
Mr P Severin
Dr G Nicholls

The Chair welcomed Dr Sarah-Jane Spencer, Clinical Director Custodial Mental Health Services and Programs who has been elected as the Medical Staff Council representative on the Board and Mr Iain Crawford who is acting in the position of Director Clinical and Corporate Governance.

5. Presentation/Clinical Case Study

Ms Kerrie Gill, Service Director Courts and Community Mental Health and Ms Vindya Nanayakkara, Operations Manager Community Forensic Mental Health Service provided a presentation on "A referral from NSW Fixated Threat Assessment Centre".

6. Confirmation of Minutes

The minutes of 7 February 2019 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.

8.1.1 Psychological injuries report

The brief was taken as read and the Chair advised a report will be provided at a future meeting.

8.1.2 MDAAC Terms of Reference

See item 9.2.2.

8.1.3 Research Advisory Committee Terms of Reference

See item 9.2.1.

9. Strategic Items

9.1 Board Strategic Directions 3C's

9.1.1 Contestability

A brief was provided to discontinue the formal meetings of the Contestability sub-committee and rely on reports from the Chief Executive and the Finance and Performance Committee.

Action: Approved

9.1.2 Aboriginal Justice and Health

Mr Dwyer noted the brief provided and advised that the committee will continue to be a work in progress.

9.1.3 Aged Care and Community Re-Integration Committee

The report was taken as read. Mr Gillespie advised the committee met with key Justice Health staff to discuss the establishment of a sub-acute aged care policy.

9.2 Review of Board Sub-Committee Terms of Reference (TOR) for endorsement

9.2.1 Research Advisory Committee (RAC)

The RAC ToR's were taken as being read and were endorsed by the Board.

Action: Closed

9.2.2 Medical and Dental Appointments Advisory Committee (MDAAC)

The MDAAC ToR's were taken as being read and were endorsed by the Board.

Action: Closed

10. Standing Business Items

10.1 Board Chair Report

The Chair spoke to his report highlighting the following items.

- **Information**
The Chair noted the recent articles, reports and correspondence emailed to Board members for information and provided an update on the Network's strategic matters.
- **Research matters**
The Chair spoke to the ongoing matter of access to the Network's research data by external researchers.
- **Health services at Parklea Correctional Centre**
The Chair and Ms Buncombe spoke to the preparedness of St Vincent's Correctional Health in the transition of health services at Parklea Correctional Centre.
- **Launch of Patient Experience and Perception Survey and 2016 Forensic Mental Health Patient Survey**
The Board attended the launch and the Chair offered congratulations to all involved in the research and preparation of the two surveys.
- **Karin Lines, Executive Director Mental Health Branch NSW Ministry of Health**
The Chair extended his best wishes for the future to Dr Lines on her retirement as well as remarking on the many achievements of Dr Lines in her current role and previous role at the Network.
- **Thank you for Acting Chief Executive**
The Chair formally thanked Mrs Buncombe for acting in the Chief Executive role and noted that a number of complex issues were managed well by Mrs Buncombe.

10.1.1 "Towards Success" strategy

The Board discussed and endorsed the outline of the "Towards Success" strategy. A report on the progress of the strategy will be provided on a regular basis in the Chief Executive report and updates on the Peter Anderson report will be listed as a standing agenda item.

Action: Chief Executive and Board Secretariat

10.2 Chief Executive Report

- **Staffing activity**
A brief was submitted from the forensic hospital team around recent recruitment activity. An update on this matter will be provided at the June 2019 Board meeting.
- **Finance**
The Chief Executive noted the Network continues to track favourably.
- **2019 People Matter Employee Survey**
The survey has been brought forward one month and will open 30 May to 28 June 2019. The survey forms part of the broader culture improvement "Towards Success" strategy.

- **Feedback from the Board members**
The Chief Executive will provide a copy of a summary document provided to the Health Secretary on safe work activity in the June 2019 Board papers. This document will provide assurance to the Board members of the relevant state of play in this area.
- **Pandemic event**
The Chief Executive spoke to the recent media coverage regarding the outbreak of measles and noted the Network has a robust vaccination program, particularly within the Juvenile Justice environment.
- **Continuity of Care**
There has been significant impact on the service for access to patients relating to recent lock downs in the correctional environment.
- **Time Limited Orders**
There are no current risks in this area.

10.2.1 Network response to the Royal Commission into Aged Care

The brief was tabled and the Board noted that a position paper was to be prepared in anticipation of it being required for submission to the Royal Commission.

10.2.2 Improvements to security in hospitals

The Chief Executive spoke to the brief provided regarding the interim report by Peter Anderson.

10.3 Corrective Services NSW update

Ms Buncombe noted the adult population had increased marginally to 13,536.

10.4 Juvenile Justice update

Ms Loundar 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 he had signed a letter today to the Secretary of Health regarding the Treasury Managed Fund and noted the briefing note in the papers on the subject of next year's budget.

11.1.2 Quality Council

Mr Loveday provided a verbal update to his report and requested endorsement by the Board to change the name of the Council to the Health Care Quality Committee (HCQC) to align with the By-Laws of the Health Services Act 1997.

Action: The Board endorsed the name change

11.1.3 Medical Staff Council (MSC) Report

Dr Nguyen noted Dr Sarah-Jane Spencer was elected as the new Board representative at the last Medical Staff Council meeting.

11.1.4 Research Advisory Committee (RAC)

Dr Abbott noted the report in the papers and provided a verbal update on the activities of the committee.

11.1.5 Clinical Council

An update was not provided at this meeting.

11.1.6 Medical and Dental Appointment Advisory Committee (MDAAC)

Dr Abbott noted the report in the papers and provided a verbal update on the activities of the committee.

11.1.7 Audit and Risk Committee (A&RC)

Mr Gillespie noted the report in the papers and provided a verbal update on the activities of the committee.

11.1.8 Update on Non-fee paying patients in the Forensic Hospital

Mr Anand noted there had been some positive movement on this matter.

12. Network Performance Reports

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

- 12.1 Enterprise-Wide Risk – Top 10 Report
- 12.2 Drug and Alcohol Report – July to December 2018
- 12.3 Clinical Performance Report
- 12.4 Aboriginal Health Report
- 12.5 2019/2020 Budget Advice to Board
- 12.6 Strategic Plan 2018 - 2022

13. Minutes of Committee Papers tabled at meeting

- 13.1 Quality Council – 12 February 2019
- 13.2 Clinical Council – 31 January 2019
- 13.3 Research Advisory Committee – 20 March 2019
- 13.4 Finance and Performance Committee – 29 January and 19 February 2019
- 13.5 Medical Staff Council – 20 December 2019
- 13.6 Audit and Risk Committee (DRAFT) – 15 February 2019

14. Business without Notice

14.1 10 October 2019 Board meeting

The Chair advised the date of the October meeting will be changed to accommodate attendance at the NSW Health Awards.

Action: Available dates to be forwarded to Board members.

15. General Information

The following reports were provided for information.

- 15.1 Adult Population update - week ending 24 March 2019
- 15.2 Juvenile Population update - week ending 22 March 2019
- 15.3 Stakeholder Engagement Plan for 2019

Action: To be tabled at the June 2019 Board meeting

- 15.4 International Journal of Prisoner Health
- 15.5 Aboriginal Workforce Plan

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

18 October 2019

Berrima Correctional Centre

5 December 2019

Justice Health Administration Centre followed by APM