



Minutes for Justice Health and Forensic Mental Health Network (Justice Health NSW) Board Meeting

20/10/2022 | 11:00 AM - 02:11 PM - Australian Eastern Standard Time (AEST)

Cobham Youth Justice Centre and Microsoft Teams

Agenda

The meeting was chaired by the Deputy Chair, The Hon. Jillian Skinner. The meeting was declared open at 11:00 am and a quorum was present.

ITEM 1: Acknowledgment of Country

The Chair acknowledged the Wianamatta Clans off the Dharug Nation as the traditional custodians of the land the Board were meeting on and paid her respects to Elders past, present and emerging and extended that respect to Aboriginal people in attendance.

ITEM 2: Patient Story

The Board received the presentation on Working in Partnerships for Patient Care from the Director Medical Services and the Nurse Unit Manager which focused on the positive health outcomes for an adolescent patient with a complex heart condition and a longer custodial sentence. The Board thanked and commended the staff involved.

ACTION 44/22: Deputy Board Chair to send a letter of thanks to Dr Leigh Haysom, Director Medical Services and Ms Marlene Palmi, Nursing Unit Manager, Cobham Youth Justice Centre, for their presentation to the Board. (Assignee(s): Board Secretariat, Executive Support Officer; Due Date: 04/11/2022)

ACTION 45/22: Deputy Board Chair to send a letter of thanks to Mr Paul O'Reilly, Executive Director of Youth Justice NSW for hosting our Board Meeting at Cobham Youth Justice Centre. (Assignee(s): Board Secretariat, Executive Support Officer; Due Date: 04/11/2022)

ITEM 3 Welcome

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A handwritten signature in black ink, appearing to read 'Denis King'.

Prof Denis King
Board Chair

3. 1 Attendance

Members

The Hon. Jillian Skinner, Deputy Chair

Dr Kath McFarlane, Board Member

A/Prof Penny Abbott, Board Member

Dr Robyn Shields AM, Board Member

A/Prof Carolyn Quadrio, Board Member

Mr Roger Downs, Board Member

Mr Peter Dwyer, Board Member

Mr Paul Knight, Board Member

In Attendance:

Ms Wendy Hoey, Chief Executive

Mr Rajiv Anand, Executive Director Corporate Services

Dr Stephen Hampton, Executive Medical Director

Ms Joanne Holden, Executive Director Performance and Planning

Ms Michelle Eason, A/Executive Director Clinical Operations

Ms Rose Loughheed, A/Director Corporate and Clinical Governance/ Secretariat

Dr Anna Farrar, Secretary – Mental Health Medical Staff Council (MS Teams)

Ms Tracey Flanagan, Executive Officer (MS Teams)

Ms Hannah Kenyon, Health Management Intern

Ms Chrisa Dsouza, Executive Support Officer (Minutes)

Mr Iain Crawford, Program Manager Quality and Consumer Focus (Secretariat support)

In attendance for item no 2

Ms Marlene Palmi - Nurse Unit Manager

Dr Leigh Haysom- Director Medical Services

In attendance for item no 5.1.3

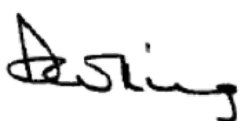
Ms Jennifer Galouzis, A/Deputy Commissioner (MS Teams)

In attendance for item no 5.1.4

Mr Paul O'Reilly, Executive Director Youth Justice

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Prof Denis King

Board Chair

3.2 Apologies

Prof Denis King OAM, Board Chair, Dr Jonathan Phillips AM, Board Member, Dr Joanne Grimsdale, Chair Medical Staff Council, Ms Marisa Mastroianni, Board Member, Mr Kevin Corcoran, Commissioner Corrective Services NSW and Dr Robert Reznik, Chair Mental Health Medical Staff Council were apologies for this meeting.

3.3: Declarations of Interests

There were no declarations of interests.

ITEM 4: Business from the last meeting

4.1 Confirmation of Minutes – 11 August 2022

The minutes of the Justice Health NSW board meeting held on 11 August 2022 were adopted as a true and accurate record.

4.2 Actions Items Arising

The Board noted the action items arising and progress reports.

4.3 Resolutions Register

The Board received the Register of Board resolutions.

ITEM 5: Standing Items

5.1 Board Updates

5.1.1 Board Chair Report

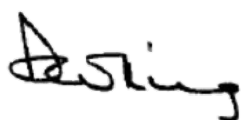
The Deputy Chair provided a verbal update to the Members. Items include:

- progress with the Minister for Health regarding Raising the Age of Criminal Responsibility
- formal communication and discussion with the Minister for Health regarding Medicare for People in Custody. This has been approved by the Minister for Health and will progress to the Aboriginal National Group
- the Social Determinants Program will be discussed with the Minister for Corrective Services
- the annual Justice Health NSW Recognition and Awards Event was an inspiring day

The Board congratulated Ms Wendy Hoey on her appointment as Chief Executive of Justice Health NSW.

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Board Chair

5.1.2 Chief Executive Report

The Board received the report from the Chief Executive who provided highlights:

- the Justice Health NSW Model By-laws and Board sub - committee terms of reference provides a foundation of governance between the Board and the Organisation
- the People Matter Employee Survey results (PMES) held in September 2022 showcased high participation rates and improvement in scores across all domains, noting areas for improvement
- the NSW Health Senior Leadership Forum attended by Executive Director Performance and Planning focussed on Closing the Gap and Transforming Aboriginal Health. The Justice Health NSW Commitment to Aboriginal Health will be refreshed. This will support clarity in communications and expectations relating to Aboriginal Health across the service
- Government response to the Special Commission into the ICE has been published. Justice Health NSW has been allocated funding for the provision of a Drug and Alcohol service to persons on remand

The Chief Executive thanked the Executive Director Performance and Planning for filling the Chief Executive role and Director of Commissioning for backfilling the Executive Director Performance and Planning position between 22 September and 16 October 2022.

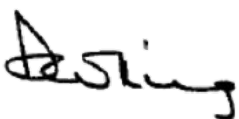
5.1.3 Corrective Services NSW (Verbal update)

Ms Jennifer Galouzis, Acting Deputy Commissioner provided a verbal update on the key priorities undertaken to develop the Strategic Plan towards 2030. The Acting Deputy Commissioner highlighted:

- Work undertaken with staff and stakeholders focusing on robust systems to support staff and ensuring that management are skilled to lead a multidisciplinary workforce.
- Improving efficiency on working together with a focus on rehabilitation and reducing reoffending
- Reducing unnatural deaths in custody
- Closing the Gap and meeting the target of reducing rates of Aboriginal incarceration
- Developing an enhanced case management model currently called "Home Stretch", to include an intensive case management model. People who come into custody will have a single case manager who will follow them from the minute they are received into custody

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Board Chair

until their parole and potentially till post parole. This will be an advocacy role that will also focus on post release housing employment and developing a holistic and integrated approach to case management as people move through our system.

- Measuring success by using Key Performance Indicators to drive performance across the business and set a single vision for staff by having key metrics to determine success.
- Continued success in reducing reoffending rates as per the Premiers priority.

An update was provided on the COVID-19 numbers in Correctional settings highlighting successful collaboration with Justice Health NSW to implement frequently changing policy.

The Board queried about the Mothers and Babies Program. The Acting Deputy Commissioner advised that the mothers and babies program is non-operational and that an alternative is being worked upon.

5.1.4 Youth Justice NSW (Verbal update)

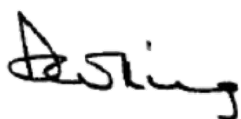
The Deputy Chair thanked Mr Paul O'Reilly for hosting us and for arranging a member's tour of the centre.

Mr Paul O'Reilly, Executive Director Youth Justice provided a verbal update:

- The uptake in bail refusals from April has increased and disproportionately impacts Aboriginal young people across the state.
- Rates of remand is static and whilst crimino-genic services cannot be offered, casework is being provided. Youth Justice NSW continues working with young people around emotional regulation, decision making and social behaviour family breakdown. Aboriginal Legal Services (ALS) have been involved in the legal aid ensuring that we do not exceed the boundaries relating to the legal rights.
- Closing the gap is a big issue. Priorities include the closing the gap target program using data and more openness with communities and relation to data as contributing factors. Aboriginal Legal Services are involved in developing a better care system for Aboriginal young people, building of the Aboriginal Control sector to play a stronger part in supporting kids and families.
- Racism is another key element of the closing the gap. Partnership with external agencies such as Aboriginal Legal Services, will help us develop an open and public approach to calling out racism

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- Changes have been implemented in Reiby by developing a Cultural Care model that supports young women and girls by increasing the uptake of Aboriginal Case worker numbers and changing the way how data is reported.
- The implementation of x- ray scanners at two locations with additional machines to be rolled out eliminating the need for body searches.
- Changes are being implemented in the Detainee Risk Management Plan to make it a more therapeutic intervention rather than a restrictive intervention for young people who are both highly needy and violent.

ACTION 46/22: Executive Director Performance and Planning to follow up on Youth Representation for the Aboriginal Wellbeing Group (Assignee(s): EDP&P; Due Date: 02/12/2022)

5.2 Board Committee Reports

5.2.1 Finance and Workforce Performance Committee (FWPC)

The Board received the report and noted the minutes from the meeting held on 16 August 2022. The Committee Chair appreciated the improvements made into reshaping the reports noting that Board decision making can be enhanced by focussing strongly on improving the way information is being presented.

5.2.2 Audit and Risk Committee (ARC)

The Board received the report and noted the minutes from the meetings held on 14 July and 1 September 2022. The Committee Chair of the Finance and Workforce Performance Committee advised that the Chronic Care Review was discussed at the Audit and Risk Committee meeting.

5.2.3 Patient Safety and Clinical Quality Committee (PSCQC)

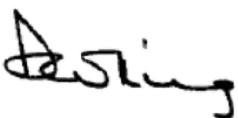
The Board received the report and noted the draft minutes from the meeting held on 23 August 2022. The Committee Chair highlighted:

- the lessons learnt from a recent coronial case. An action was for Clinical Operations to review the delivery of Aboriginal healthcare relating to chronic disease screening and Aboriginal Chronic Care Program data with scope to include Aboriginal Health Checks
- Coronial recommendations related to Asthma and the actions progressed to improve care

5.2.4 Research Advisory Committee (RAC)

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The Board noted there has been no RAC meeting since the last Board Meeting. A report was provided at the August 2022 Board Meeting along with the draft minutes. The next RAC meeting is on 9 November 2022.

A Co-Chair position to the Human Research Ethics Committee (HREC) has been established to streamline processes in engaging with the Aboriginal Community Partners.

5.3 Network Performance Reports

5.3.1 Key Performance Indicators

The Board noted the report on quarter 1 2022/23 Service Agreement results and risk mitigation strategies. The Performance and Planning Directorate aims to improve the presentation of visual data.

ITEM 6: For Decision / Approval

6.1 Delegations Authority Update

The Board received the updated Delegation Authority Policy reflecting the changes which has been endorsed by the Audit and Risk Committee (ARC). A generic educational program will be established for managers to undertake their roles and responsibilities to adopt to the changes.

RESOLUTION 2022/05: The Board approved the changes to the Delegation Authority.

6.2 Board Meeting Calendar

The Board received the draft 2023 Board Calendar and identified that the meeting date for April 2023 to be altered due to the Easter holiday. The Board were advised that the dates of the sub committees will be included in the Calendar to inform a schedule of reports being tabled to the Board.

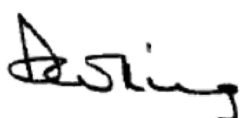
ACTION 47/22: Executive Support Officer to alter April 2023 Board meeting date and calendar invites to be sent to members for 2023 Board meetings. (Assignee(s): ESO; Due Date: 04/11/2022)

RESOLUTION 2022/06: The Board approved the Board Meeting Calendar for 2023.

6.3 Audit and Risk Committee Internal Audit Charters

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The Board received the Audit and Risk Committee Charter and noted the Internal Audit Charters. The Charters have been updated to reflect the new policy published in July 2022.

RESOLUTION 2022/7: The Board approved the Audit and Risk Committee Charter and the Internal Audit Charter is noted.

6.4 Board Charter

The Board received the draft Board Charter which is in accordance with the Model By-Laws.

RESOLUTION 2022/8: The Board approved the draft Board Charter.

6.5 Model By- Laws

The Board received the draft Model By – Laws noting that there was extensive consultation involved and feedback was received from the sub committees.

Committee membership is being reviewed and the Model By-Laws will be reviewed if committee memberships are not managed according to the by-laws and concurrence will be sought with the Secretary, NSW Health to amend the By-laws to reflect the changes.

RESOLUTION 2022/9: To consider changing the resolution date to such time as all incoming Board Members have been on boarded.

6.6 Board Handbook

The Board received the Board Handbook noting this is part of the general governance review of all the processes.

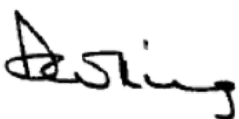
The Board discussed the section pertaining to the minutes of the in camera session and noted that this is the standard for the Ministry of Health Boards and that it is a requirement to comply with the Health Services Act.

ACTION 48/22: Board Secretariat to provide advice on compliance with the legislative framework (Assignee(s): Board Secretariat; Due Date: 02/12/2022)

RESOLUTION 2022/10: The Board approved the Board Handbook for circulation.

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6.7 Board Subcommittees - Terms of Reference

The Board considered the draft Board subcommittees Terms of Reference for the four sub committees and it was noted:

- changes have been made in anticipation of the adoption of the model by-laws.
- voting rights sit with the members and not attendees. This is pending approval from the Board Chair and Chief Executive.

The Board questioned the Terms of Reference applied to Board –created committees was raised. Board sub committees are required by the by-laws and the Board Charter. Board created committees are purely advisory and based on the Board’s Chair’s recommendation focussing on operational aspects.

The Board discussed if the Strategic Planning and Governance Committee is a committee in other Districts and noted that this committees purpose is to focus on the strategic plan and pillar plans, with oversight of the Board.

RESOLUTION 2022/11: The Board approved the draft Board sub-committees’ Terms of Reference (ToR’s) subject to finalization of Board membership.

ITEM 7: For Discussion

There were no items for discussion.

ITEM 8: For Information / Noting

Paul O’Reilly left the meeting.

8.1 Annual Financial Reporting

The Board adopted the recommendation to note the financial statements. The Independent Auditor’s Report dated 29 September 2022 was received and there were no issues raised.

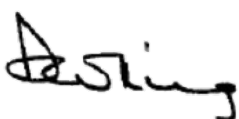
The Board commended the Chief Financial Officer (CFO) for the work done in this area.

8.2 Risk Quarterly Update

The Board noted the InConsult risk management project update.

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ACTION 49/22: Board Secretariat to send draft Risk Appetite Statement to the Board Out of Session for comment and tabled at the December Board meeting. (Assignee(s): A/ Board Secretariat; Due Date: 02/12/2022)

8.3 Internal Audit and Risk Management Attestation Statement

The Board noted the annual Justice Health NSW Internal Audit and Risk Management Attestation Statement.

8.4 Audit and Risk Committee Annual Activity Report -2021- 22

The Board received the Audit and Risk Committee Activity Report 2021/22.

8.5 Q4 2021-22 Aboriginal Health Dashboard

The Board noted the reports which includes a good new story from Waminda and will progress through Ministry of Health.

8.6 Engagement with Inspector of Custodial Services – Quarterly Update

The Board noted the quarterly update on engagement with the Inspector of Custodial Services.

ITEM 9: New Business

The Board queried on the availability of the Parliamentary notes as previously discussed by the former Board Chair

ACTION 50/22: Chief Executive, Executive Officer and Executive Support Officer to consider the creation of a P-note section either in Diligent Boards or on the agenda section and processes for sharing with the Board (Assignee(s): CE, EO, ESO; Due Date: 02/12/2022)

ITEM 10: Business Without Notice

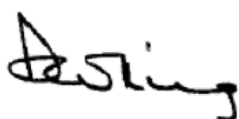
There was no business without notice.

ITEM 11: Closure of General Meeting

There being no further business, the Acting Chair closed the meeting at 2:11 pm.

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Board Chair