

Board Member Fees and Expenses

Overview

Under the Fees Framework for Members set by the Cabinet members are entitled to fees and reimbursement of out of pocket expenses while on DHB business.

Background

Cabinet Office Circular CO(12) 5 sets out the framework for fees for members of bodies in which the Crown has an interest. The rate of reimbursement of expenses is to be on the same basis as that paid to the employees of NMDHB.

The Minister of Health sets the rate of fees to be paid to Members. This includes the payment of fees for Community Representatives of a formally established Committee.

In 2002 Board Members resolved that:

THE BOARD WILL WHEREVER POSSIBLE ENDEAVOUR TO ARRANGE FOR BOARD VEHICLES TO BE USED BY BOARD MEMBERS WHEN TRAVELLING ON BOARD BUSINESS (BOARD MEETINGS AND SCHEDULED COMMITTEE MEETINGS). WHERE THIS IS NOT POSSIBLE THEN MEMBERS WILL BE ENCOURAGED TO POOL VEHICLES AND RECEIVE REIMBURSEMENT IN ACCORDANCE WITH THIS POLICY.

Scope

This policy applies to all NMDHB Board and Committee Members.

Policy

Payment of fees will be made in accordance with the framework at the rate set by the Minister of Health.

Reimbursement of mileage when travelling on Board business will only be made if a seat in a Board vehicle travelling to the meeting is not available to be used by a Board Member.

Reimbursement of out of other pocket expenses will be made in accordance with the framework on an actual and reasonable basis.

Procedures

Annual fees will be paid through the Payroll system and have withholding tax deducted. Payments are made by fortnightly instalments.

Reimbursement of mileage will be at the same rates as staff and will be paid separately from any fees by Payroll.

Board Members should complete a claim form (Appendix 1) for mileage and any other out of pocket expenses. The form should be sent to the Executive Assistant to the Chief Executive for approval and be supported by receipts for out of pocket expenses.

General Principles

- Where any doubt exists as to eligibility for reimbursement the approval of the Chair will be sought.
- The reimbursement of expenses for the Chair shall be approved by the Chair of the Audit and Risk Committee and the General Manager Finance & Performance.

- The reimbursement of expenses of any Board Member shall be approved by the Chair.
- Reimbursement of mileage will be at the same rate as staff members.
- Where a Board Member is absent from Board business for a period greater than two months the annual fee shall be pro-rated.
- Where a Board Member is absent for more than three full Board meetings in a calendar year the annual fee will be pro-rated to take account of those absences.

Associated Documents

- NMDHB policy Board Member Training and Conferences

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APPENDIX 1



**Nelson Marlborough
District Health Board**

Board Members Expenses

Name:	_____
Address:	_____ _____

Meeting Date	Name of Meeting - Board	Item	Mileage Claimed
		Mileage _____ kms	
		Mileage _____ kms	
		Mileage _____ kms	
		Mileage _____ kms	
		Other Expenses (please list)	
Total Claimed			

Please sign: _____ Date: _____

Approved: _____ Date: _____

For Office Use		
Board Expenses	16.9390.581500.000	

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