

Board Member Training and Conferences

Overview

NMH has a requirement to provide training for Board members on the obligations and duties of a member of a board, Māori health issues, Treaty of Waitangi issues, or Māori groups or organisations in the district where they are not already familiar with these items. It also must maintain a register of all such training.

Background

Schedule 3 Clause 5 of the NZ Public Health and Disability Act 2000 sets the obligations of a DHB as regards Board member training and the records to be maintained.

Scope

All NMH Board and Committee members.

Policy

Assistance by way of reimbursement of costs (full or partial) to attend training related to the statutory obligations in relation to obligations and duties of a DHB Board member, Māori health issues, Treaty of Waitangi issues and health related issues may be granted by the Board Chair at their discretion and in accordance with the procedures and principles set out in this policy.

Procedures

All Board members on their appointment shall complete a declaration as to their training as per appendix 1.

All Board members advise their training requirements on an annual basis via the Board Member evaluation process, and the Training Register form as per appendix 2 shall be used in this regard. They will also advise any areas where they believe the Board's performance as a whole can be further enhanced.

Board members proposing to attend a seminar or conference shall discuss their request with the Chair who may seek the advice of the Deputy Chair and Chair of the Audit & Risk Committee on whether to agree to NMH meeting part or all of the costs.

Requests should be submitted at the earliest opportunity.

General Principles

- Direct costs of statutory training requirements in relation to obligations and duties of a DHB Board member, Māori health issues, Treaty of Waitangi issues and health related issues will be reimbursed 100%
- If training is for personal development, if the training is by an approved provider, and the Chair, Deputy Chair and Chair of the Audit & Risk committee agree, then 50% of the direct costs may be reimbursed. This could be increased to 100% at the discretion of the Chair
- If a member is requested by the Board or Chair to represent NMH at a conference then direct costs will be reimbursed 100%
- If a member wishes to attend a conference which they consider will be of benefit to them in their role and the Chair (see above) agrees, then a reimbursement of up to 100% of the direct costs may be made. The Chair's decision will be final

- Training should be conducted with the whole Board wherever possible as this gives the opportunity for sharing experiences
- Individual training will be based on addressing gaps in statutory requirements
- Media training will be available for the Chair persons of the Board and committees at NMH's cost
- Where NMH is meeting the whole travel cost, bookings will be made by NMH
- Where a partial refund is to be made members will be required to make their own bookings. Lowest cost fares to be used wherever possible

Associated Documents

- Courses/Conferences/Workshops & Seminars policy for staff.

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Appendix 1 – Board Member Training



Nelson Marlborough District Health Board

Board Member Training

(In terms of Clause 5 Schedule 3 of the NZ Public Health and Disability Act 2000)

I _____ being a Board Member of NMH advise the following issues:

	Date Training Completed	OR	I require Training by NMH
Obligations and duties of a Board member			
Māori health issues			
Treaty of Waitangi issues			
Māori groups or organisations in Nelson Marlborough			
Other Training Issues			

Signed: _____ Dated: _____

Extract from NZPH&D Act 2000:

5. Training relating to members' obligations and duties—
 - (1) A Board that has elected or appointed to it a member or members not already familiar with the obligations and duties of a member of a Board, Māori health issues, Treaty of Waitangi issues, or Māori groups or organisations in the district of the DHB concerned must fund and, to the extent practicable, ensure the member or members undertake and complete, training approved by the Minister relating to whichever of those matters the member or members are not familiar with.
 - (2) Any such Board must keep an up-to-date record of the following matters:
 - (a) The name of each member of the Board
 - (b) The date on which each member of the Board most recently came into office as a member of the Board
 - (c) Any familiarity each member of the board has at that date with the obligations and duties of a member of a board, Māori health issues, Treaty of Waitangi issues, and Māori groups or organisations in the district of the DHB concerned

- (d) The nature of the training (if any) the board is required by subclause (1) to fund and, to the extent practicable, have any of its members undertake and complete
 - (e) The date that training was completed or, if it is still in progress, the date on which it started and the date by which it is expected to have been completed or, if it has not yet started, the date on which it is expected to start
- (3) A Board asked by the Minister to give him or her a copy of the record must comply with that request as soon as practicable, and no later than 5 working days after the request.

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APPENDIX 2 – Training Register

As at _____

requires training

√ has had training on the subject

Date date specified in the declaration

∞ has detailed knowledge of these areas

Board Members	Declaration					Other training required
	As required under NZPHH&D Act 2000					
	Date of Declaration	Obligations & Duties	Māori Health Issues	Treaty of Waitangi Issues	Māori Groups in Nelson/ Marlborough	

In addition to the statutory obligations NMH has provided other training:

Date	Accounting for Non Accountant	Health Inequalities	Health & Disability Commission	Crown Entities Act	Financial Training NMH