



Employees As Board Members Procedure

Procedure Number
WCDHB-HR-0019

Version Nos:
5

1. Purpose

This Procedure is performed as a means of ensuring that employees of the West Coast District Health Board (WCDHB) are aware of the implications of being elected to the Board, and to ensure that WCDHB employees who are elected or appointed to the Board are treated in a manner consistent with that of any good and reasonable employer.

2. Application

This Procedure is to be followed by the WCDHB and all WCDHB employees.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

the *WCDHB* is required to be a good employer and treat employees who are elected or appointed to the Board in a good and reasonable manner.

WCDHB Employees are required to recognise that their employment relationship with the Chief Executive Officer is their primary obligation.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 WCDHB employees have a statutory right (Clause 7, Schedule 2, NZ Public Health and Disability Act 2000) to be elected as a member of a DHB Board.
- 1.01 WCDHB employees who are elected or appointed to the Board are required to ask for and take approved leave without pay (LWOP) to enable them to attend to any Board activities that occurs in normal working hours, and in return retain the Board fees.
- 1.02 WCDHB employees who are elected or appointed to the Board are required to be diligent and transparent over any potential conflicts of interest.
- 1.03 The WCDHB is required to grant LWOP for employees to enable them to attend to any Board activities that occur in normal working hours and to make arrangements to cover the approved absences of the employee (where this is practicable).
- 1.04 The WCDHB is required to take a “good employer” approach and be as reasonable as possible, recognising that the operational responsibility for this rests with the Chief Executive Officer.



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- 1.05 The Board is to recognise the employment obligations of its members and the difficulties associated with attending meetings and managing Board activities during work hours.
- 1.06 The Board is to pay particular attention to ensuring that conflicts of interest of employees who are Board members are handled appropriately.
- 1.07 The Board is to avoid placing the Chief Executive Officer and employees who are Board members in situations where any tensions could develop or be exacerbated.

7. Precautions And Considerations

- ➔ WCDHB employees have a statutory right to be elected as a member of a DHB Board.
- ➔ The WCDHB is required to be a good employer and treat employees who are elected or appointed to the Board in a good and reasonable manner.
- ➔ WCDHB Employees are required to recognise that their employment relationship with the Chief Executive Officer is their primary obligation.

8. References

Ministry of Health Guidelines – Employees As DHB Members June 2001
NZ Public Health and Disability Act 2000

9. Related Documents

WCDHB Leave Procedure

Revision History	Version:	5
	Developed By:	Corporate Services: HR
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