

## **1 BACKGROUND**

- 1.1 The Canterbury Clinical Network (CCN) structure includes the Alliance Leadership Team, the Alliance Support team, the Programme Office; workstreams (WS) and service level alliances (SLAs) and other work groups or programmes. The purpose of the Canterbury Clinical Network is to enable clinical leadership in the transformation of the health system and to support alliance activity.
- 1.2 Clinicians, consumers and health professionals lead and attend a variety of meetings every year, e.g., strategic design, service planning, education, workshops, focus groups, boards, etc. Remuneration for their attendance is outlined in the following policy.
- 1.3 Meetings are defined as workstream or service level alliance meetings, as well as meetings of subgroups established by workstreams and SLAs for a specific activity or piece of work. Meetings also relate to CCN service development groups or any specific group supported by CCN to enable a system-wide approach.
- 1.4 The rates outlined in this document are intended as a contribution to costs incurred by business owners or clinical attendees.
- 1.5 There may be situations when the Programme Director will exercise discretion with respect to this policy to ensure that specific perspectives and/or skill sets are enabled to participate in CCN groups. When a discretionary payment has been approved by the Programme Director, the circumstances will be disclosed to the Alliance Leadership Team via the CCN Programme Directors Report

## **2 CCN REMUNERATION POLICY – SUMMARY**

- 2.1 Employees of organisations such as Canterbury District Health Board (CDHB); Primary Health Organisations (PHOs); Non-Government Organisations (NGOs) and Community Providers attend meetings as part of their salaried position, representing their parent organisation within the alliance framework, and do not receive remuneration.
- 2.2 Self-employed people who experience a business-associated opportunity cost by attending the meeting qualify for remuneration.
- 2.3 Employees of business owners may be paid directly if attendance is outside of their work hours or through an arrangement with their employer if they are being released to attend the meeting during work hours.
- 2.4 Consumers are reimbursed at standard meeting rates.
- 2.5 People in salaried roles who are attending on their own behalf may be paid.
- 2.6 All attendees are paid on a voluntary basis. That is, they may elect not to be paid for meeting attendance.
- 2.7 All attendees will be paid via electronic deposit to their chosen bank account.
- 2.8 Invoices will generally be buyer-created (BCTIs) to eliminate the need for meeting attendees to generate invoices.
- 2.9 Work done outside of meetings (i.e. preparation for the meeting such as reading) or work directed by the SLA or workstream or other CCN group is generally not reimbursed unless agreed with the CCN Programme Director prior to commencement. Where it is agreed that there will be remuneration for work done, additional hours may be invoiced or a contract for services may be considered.
- 2.10 Individuals are responsible for maintaining their own records according to tax law requirements.
- 2.11 Payment to certain members for cancellations may be approved by the CCN Programme Director in some situations:
  - The member was unable to reschedule other work to take advantage of the time made available;
  - The member suffered real loss of income as a result of the cancellation.

The affected member needs to make a case to the Programme Office on each occasion.

- 2.12 Absences are not remunerated.
- 2.13 Appropriate payment rates apply for replacement attendees (e.g. in a situation where a pharmacist attends in another's place, the replacement will only attract the higher, differential, rate if they are a business owner).

### **3 CCN REMUNERATION RATES**

- 3.1 Meeting attendees who qualify and opt to be remunerated will be reimbursed for all meeting attendances at a standard rate of \$65 per hour excluding GST.
- 3.2 Self-employed people who experience a business-associated opportunity cost by attending the meeting and opt to be remunerated will be reimbursed for all meeting attendances at a rate of \$165 per hour excluding GST.

### **4 ALLIANCE LEADERSHIP TEAM**

- 4.1 Alliance Leadership Team (ALT) members will be remunerated on the same basis as self-employed attendees at other CCN meetings.
- 4.2 The ALT Chair will receive an annual rate as agreed by the Alliance Leadership Team
- 4.3 Alliance Support Team Alliance Support Team member attendance is not funded via CCN. Participation is considered part of their organisations' commitment to the CCN programme.

### **5 WORKSTREAM AND ALLIANCE MEMBERS**

#### **5.1 Clinical Leader/Clinical Chair**

Clinical chairs will be remunerated according at the rates stated above. Clinical leaders' roles may extend to provision of leadership outside of the group's meetings, where this is the case, agreement of a contract for services may be considered.

#### **5.2 Non-clinical Chair**

Chairs of workstreams and service level alliances who are not clinicians are eligible for remuneration according to the rates stated above.

#### **5.3 Workstream and Alliance Members**

Workstream and SLA members who qualify and opt to be remunerated will be reimbursed for all meeting attendances at a rate stated above

Employees of NGOs or other smaller organisations who attend meetings should negotiate remuneration or equivalent (e.g. time-in-lieu) for their involvement with their parent organisation. In most cases the parent organisation will most likely support their staff member to participate in CCN activity as part of their commitment to innovation and alliancing in the Canterbury health sector. If the employee's involvement will cause hardship to the parent organisation then remuneration or compensation may be negotiated. The standard rate of remuneration would apply.

### **6 OTHER PAYMENTS**

#### **6.1 Travel: Mileage**

Members will be paid for time spent in travel if they have to travel for **more than a total of two hours (return)** in the course of a normal business day. Members will account for their mileage on monthly invoices.

The mileage rate is payable at standard Inland Revenue rates.

#### **6.2 Travel: Allowances, Meals and Accommodation**

If travelling away for periods requiring an overnight stay, reimbursement will be made for actual and reasonable hotel accommodation, meals, taxi fares and other related expenses. If away from their usual workplace during the time they would normally eat, actual and reasonable meals, taxi fares, etc., may be reimbursed.

### 6.3 Payment Methods

The trigger for meeting remuneration payments will be via the completion of the CCN Attendance Sheet and the same being submitted to the CCN Programme Office. Individuals who are GST registered may invoice Pegasus Health on a monthly basis, or, preferably, a BCTI will be produced for them. Non-GST registered attendees may be paid either on a timesheet basis (as a fixed term employee working under a Contract for Services) or a Payer-Generated Invoice will be produced for them. All participants in the programme will be paid by direct credit to their nominated bank account.

## 7 TERM OF THIS POLICY

Changes in remuneration policy must be communicated throughout the sector, especially with on-going workstream and alliance groups. The effective date of this policy is 13 April 2017 and will be due for review in April 2018.