

## BOARD MEMBERS TRAINING - PROCEDURE

### 1.0 INTRODUCTION

- 1.1 This procedure describes our arrangements for identifying and arranging the training requested and/or required by Board Members.
- 1.2 This procedure supports the policy [G07 - Board Members Training & Development](#).

### 2.0 INDUCTION TRAINING

- 2.1 Section 3 of the policy describes the induction programme, including the contents of an Induction Pack, that will be prepared for each new Board Member. Each programme will include the topics and areas specified in the policy, but may also be tailored to suit the experience and requirements of the individual.
- 2.2 The Chief Executive will draw up each programme in discussion with the Chair and the new Board Member. As required, the Chief Executive's PA will liaise with appropriate Community Networks Services Managers and members of the Senior Management Team to arrange visits and meetings/discussions.
- 2.3 The Chief Executive's PA will create a new file in the Board Member's name on the system to record the details of the programme as it is drawn up. The dates of visits, meetings etc. will be added to this file as these take place, so that there is a record of the induction programme carried out.

This file will also be used to record any ongoing training received by the Board Member.

### 3.0 ONGOING TRAINING & DEVELOPMENT

- 3.1 Information on courses and conferences received at Head Office that may be of interest to Board Members, or that have been identified as meeting a specified training need, will be passed to the Chair by the Chief Executive's PA.
- 3.2 The Chair will advise the PA if the information should be passed on to all Board Members, or to specific individuals. The PA will circulate the details as requested and it will be up to the Board Members who receive the information to decide if they wish to attend an event.
- 3.3 A Board Member may also identify a training event they wish to attend and pass the details to the Chief Executive's office. The PA will confirm with the Chief Executive, and if necessary also with the Chair, that the request may be processed.
- 3.4 The PA will book places at events on behalf of Board Members and where appropriate will also make any travel and/or accommodation arrangements required.
- 3.5 Where payment by cheque or company credit card is required, the PA will follow the [Finance procedure F18 – Expenditure by Cash, Cheques and Credit Card](#). Where the credit card is used, the PA will ensure that the Travel & Accommodation Request Form (Appendix 1) is completed, and that it is authorised by the Chief Executive.
- 3.6 The PA will add date(s), event title and location to the Board Member's training record on the system.

#### **4.0 IMPLEMENTATION AND REVIEW**

- 4.1 The Chief Executive is responsible for ensuring that this procedure is implemented when required.
- 4.2 At the first Board meeting following the end of each financial year, normally held in June, the Chief Executive will submit a report summarising the induction and ongoing training attended by each Board Member in the previous financial year.
- 4.3 The Chief Executive will ensure that this procedure is reviewed at least every three years.

**Approved by the Chief Executive:**

**November 2010**

**Next review due by:**

**November 2013**

## TRAVEL & ACCOMMODATION REQUEST

**Project/Dept:** \_\_\_\_\_

**Name of person travelling etc:** \_\_\_\_\_

Travel	Air Ticket		Train		Car Hire	
Accommodation	Hotel		B&B		Room Hire	
Other						

**TRAVEL:**

From: \_\_\_\_\_ To: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_ Return: \_\_\_\_\_

Agreed Maximum Cost: \_\_\_\_\_

Allocate to Finance Code: \_\_\_\_\_

**ACCOMMODATION:**

Date(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Hotel/B&B/Venue: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Agreed Maximum Rate: \_\_\_\_\_

Allocate to Finance Code: \_\_\_\_\_

**OTHER REQUESTS:**

Please Specify: \_\_\_\_\_

Detail: \_\_\_\_\_

Agreed Maximum Rate: \_\_\_\_\_

Allocate to Finance Code: \_\_\_\_\_

***Please ensure that authorisation is completed overleaf***

*I confirm that I have authorised this booking to be made and agreed the costs as detailed.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I confirm that I have made the above reservation on behalf of ARK Housing Association Ltd.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I confirm that I have authorised the above reservation using the corporate credit card.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Submit completed form to credit card holder & retain copy for records.*