In your area: Eastern region

Supporting you locally
2017-18
Our mission:

We look after doctors so they can look after you.

Our values:

Expert
We are an indispensable source of credible information, guidance and support throughout doctors’ professional lives.

Committed
We are committed to all doctors and place them at the heart of every decision we make.

Reliable
We are doctors’ first port of call because we are trusted and dependable.

Challenging
We are unafraid to challenge effectively on behalf of all doctors.

Leading
We are an influential leader in supporting the profession and improving the health of our nation.
Members are required to familiarise themselves with the BMA’s constitution as set out in the memorandum and articles of association and bye-laws of the Association. The code of conduct provides guidance on expected behaviour and sets out the standards of conduct that support BMA’s values in the work it does.

**Our values**
Values are at the heart of an organisation and help to distinguish it from others. They guide an organisation’s conduct, and its relationship with its stakeholders and the outside world. They guide us in our thinking and our actions, and enable us to set standards of behaviour against which we can assess ourselves. The BMA values underpin policies, objectives, procedures and strategies and provide an anchor and reference point for all things that happen, and express how we look, speak and act.

**Our behaviours**
We have taken the BMA’s values – expert, leading, challenging, committed and reliable – and with your help, turned them into behaviours to provide clarity on what we expect from each other as we go about our work and provide a consistent approach for discussing behaviour. They describe what we expect of each other, and what we don’t, as well as what is considered above and beyond. Our behaviours form part of our culture change to become a better BMA. Our aim is to adopt them in all we do.

It is our responsibility as BMA members to role model and promote positive behaviours and to challenge poor behaviours.
Our behaviour principles are:

- Be professional
- Be accountable
- Be representative
- Be kind
- Respect others

Members must act within the memorandum and articles of the Association and bye-laws of the BMA and to promote the success of the Association for the benefit of its members, and exercise reasonable care, skill and diligence in all their duties.

**Attendance:** Members should be able to allocate sufficient time to the Association to enable them to discharge their responsibilities effectively. Member role profiles provide further detail.

**Personal conduct:** Members are expected to maintain a high standard of personal conduct and to treat staff and other members with respect. In particular, members are required to promote and role model the behaviour principles outlined in this code of conduct. Doctors should display the same duty of care towards one another as they would towards patients and in the workplace.

**Election behaviour:** The BMA can only function with the contributions of those members who seek election as representatives. In order that elected representatives work together effectively, on standing for election, members agree to uphold the principles outlined in this code of conduct. Candidates will abide by electoral bylaws and respect other candidates. Members will not put undue pressure on other members, or staff to favour a particular candidate.

**Members are recommended to read the complete BMA code of conduct.**
Your regional council

BMA regional councils operate in England. Regional councils are open to all BMA members and provide a forum for discussing matters of regional interest and issues affecting the profession across all branches of practice. There are ten regional councils in England:

- East Midlands
- Eastern
- London
- North East
- North Western
- South Central
- South East Coast
- South West
- West Midlands
- Yorkshire and Humber

The Eastern regional council (ERC) provides a focus for BMA activity at a regional level, delivering BMA policy and providing a communication link between the council and the BMA UK council. The ERC covers Bedfordshire, Hertfordshire, Essex, Cambridgeshire, Norfolk and Suffolk and brings together all BMA members to discuss issues affecting the profession. You can raise issues with the ERC via email: info.erc@bma.org.uk
Representing members at a local level

Doctors and medical students are also represented through branch of practice committees, divisions, and our network of LNCs and LMCs.

Committees meet regularly to consider issues affecting the medical profession and patient healthcare in the Eastern region and are supported by BMA staff from the member relations directorate.

Every BMA member in the Eastern region is allocated to a local division, which represent members in all disciplines geographically. Active divisions have a secretary, a chair and other executive committee members. BMA divisions submit motions to the ARM (annual representative meeting) which, if passed, become national BMA policy.

We have also established a network of LNCs (local negotiating committees) in trusts throughout the region. These committees ensure that the voice of the medical profession is heard by management in the workplace. Your representatives make sure that the interests of doctors are protected in negotiations on terms and conditions of service through these LNCs.

Representatives of all local LNCs meet at the regional LNC Forum which is part of the regional consultants committee (see next page) to discuss all issues in the Eastern region and to share best practice.

LMCs represent GPs and practice teams in their negotiations with decision makers and stakeholders from health and local government to get the best services for patients.

LMCs contribute to the wider activities of the BMA in the region but are not BMA committees, rather they are independent statutory bodies. Members of the LMC are elected by local GPs.
Representing branches of practice

Working across the Eastern region, there are branch of practice committees that feed in local members’ comments and views to the national branch of practice committees.

**Eastern regional consultants committee (ERCC)**
This is the representative body for all consultants in the Eastern region. ERCC members are elected to the national consultants committee and provide an important link between the national body and the BMA locally.

**Eastern regional SAS committee**
Eastern regional staff, associate specialists and specialty doctors committee.

**Eastern regional junior doctor committee**
This committee is the voice of junior doctors living and working in the Eastern region – it represents members locally and sends representatives to the main junior doctors committee.

For more information, or to be put in touch, please contact:

**Nigel Mason**
Regional coordinator – Eastern region
T 020 8655 8805
M 07884 272 029
E nmason@bma.org.uk
Divisions

All BMA members are allocated to a local division. Divisions provide an opportunity for members to discuss issues that impact on all branches of practice and to debate local matters with other members in the area.

If you are actively involved with your division, don’t miss out on the D circulars, which contain important information about upcoming events such as the ARM (Annual Representative Meeting). You can also download our support guide on our website for honorary secretaries describing what divisions can do.

Divisions
Cambridge Huntingdon & Ely
East & North Hertfordshire
South Essex
Suffolk
Peterborough
North Essex

For more information please contact:
South East & Eastern Centre
T 020 8655 8839
E inbox.southeastcentre@bma.org.uk
LMCs (local medical committees)

LMCs (local medical committees) are local representative committees of NHS GPs and represent the interests of all NHS GPs in their localities to the NHS health authorities. They interact and work with — and through — the general practitioners committee, as well as other branch of practice committees and local specialist medical committees in various ways, including conferences.

The LMC conference takes place annually and, locally, LMCs hold various social and educational events throughout the year.

For information on LMCs in the Eastern region, please click here
LNCs (local negotiating committees)

LNCs (local negotiating committees) are made up of elected local representatives who negotiate – and have the authority to make collective agreements – with local management on behalf of medical and dental staff of all grades.

LNC committees:

- Basildon & Thurrock University Hospitals NHS Foundation Trust
- Bedford Hospital NHS Trust
- Cambridge University Hospitals NHS Foundation Trust
- Cambridgeshire & Peterborough NHS Foundation Trust
- Cambridgeshire Community Services NHS Trust
- Colchester Hospital University NHS Foundation Trust
- East & North Hertfordshire NHS Trust
- Essex Partnership University NHS Foundation Trust
- Hertfordshire Community NHS Trust
- Hertfordshire Partnership NHS Foundation Trust
- Ipswich Hospital NHS Trust
- Ipswich Hospital NHS Trust
James Paget University Hospitals
NHS Foundation Trust

Luton & Dunstable Hospital
NHS Foundation Trust

Mid Essex Hospital Services NHS Trust

Norfolk and Norwich University Hospital
NHS Foundation Trust

Norfolk and Suffolk
NHS Foundation Trust

Norfolk Community Health and Care NHS Trust

North West Anglia NHS Foundation Trust

Papworth Hospital
NHS Foundation Trust

Peterborough & Stamford Hospitals
NHS Foundation Trust

Princess Alexandra Hospital NHS Trust

Provide

Queen Elizabeth Hospital Kings Lynn
NHS Foundation Trust

South Essex Partnership University
NHS Foundation Trust

Southend University Hospital
NHS Foundation Trust

West Hertfordshire Hospitals NHS Trust

West Suffolk NHS Foundation Trust

Nigel Mason
Regional coordinator –
Eastern region
T 020 8655 8805
M 07884 272 029
Enmason@bma.org.uk
Offices and facilities in your area

Our regional centre for the Eastern region is located in Croydon, from where we represent over 10,000 BMA members.

**Nigel Mason**  
Regional coordinator – Eastern region  
T 020 8655 8805  
M 07884 272 029  
E nmason@bma.org.uk

**Regional centre office location**  
BMA South East and Eastern Centre  
6th floor  
Knollys House  
17 Addiscombe Road  
Croydon CR0 6SR  
T 020 8655 8839

**Centre coordinator**  
Lorraine Smith  
T 020 8655 8809  
E lsmith@bma.org.uk

**BMA headquarters**  
BMA House  
Tavistock Square  
London WC1H 9JP  
T 020 7387 4499

Members are welcome to use the members’ lounge, library and a range of facilities at BMA House. For more information call 020 7387 4499.

**Video conference facilities**  
You can use Scopia® video conferencing to connect remotely to meetings held at the regional centre or other BMA offices from a desktop or mobile device. Download the Scopia app to connect to a meeting on a mobile device; or click on webvc.bma.org.uk if you are joining from a desktop and then enter the meeting reference numbers that will be provided to you for each meeting.

**More information**  
If you have any questions, or would like more information about being a BMA representative, get in touch with **Nigel Mason** on 020 8655 8805.
Industrial relations support

We employ a team of experienced and specialist staff to support members in all branches of practice. We provide advice on terms and conditions of service and take up issues on our members’ behalf with employers, and represent members at grievance disputes and disciplinary hearings.

We also undertake detailed negotiations and consultations with government and NHS employers, making sure that the voice of the medical profession is heard, and that doctors’ views are effectively communicated at every level.

These are the Industrial Relations Officers (IROs) for the Eastern region, with the employers they cover:

**Muchie Shamuyarira**
T 020 8655 8842
E mshamuyarira@bma.org.uk

– Basildon & Thurrock University Hospitals NHS Foundation Trust
– Essex Partnership University NHS Foundation Trust
– Provide
– Southend University Hospital NHS Foundation Trust

**Nigel Mason**
T 020 8655 8805
E nmason@bma.org.uk

– Bedford Hospital NHS Trust
– East & North Hertfordshire NHS Trust
– Luton & Dunstable Hospital NHS Foundation Trust
Ousseynou Ly
T 020 8655 8867
E uly@bma.org.uk
– Colchester Hospital University NHS Foundation Trust
– Ipswich Hospital NHS Trust
– James Paget University Hospitals NHS Foundation Trust
– Norfolk and Norwich University Hospital NHS Foundation Trust
– Norfolk and Suffolk NHS Foundation Trust
– Norfolk Community Health and Care NHS Trust
– Queen Elizabeth Hospital Kings Lynn NHS Foundation Trust
– West Suffolk NHS Foundation Trust

Sam Wakeford
T 0207 874 7087
E swakeford@bma.org.uk
– Cambridge University Hospitals NHS Foundation Trust
– Cambridgeshire Community Services NHS Trust
– Cambridgeshire & Peterborough NHS Foundation Trust
– Hertfordshire Community NHS Trust
– Hertfordshire Partnership NHS Foundation Trust
– North West Anglia NHS Foundation Trust
– Papworth Hospital NHS Foundation Trust

Caroline Bannister
T 020 8655 8864
E cbannister@bma.org.uk
– West Hertfordshire Hospitals NHS Trust
– Mid Essex Hospital Services NHS Trust
– Princess Alexandra Hospital NHS Trust
Childcare

We have a family-friendly fund to help our committee members participate fully in current expenses-qualifying activities. We can provide care facilities for children under 14 years and adults and children requiring care. If you require care for a dependent you must request this four weeks before the event or meeting.

For more information or for an application form contact your committee secretariat or BMA staff contact. See bma.org.uk/about-the-bma/equality-and-diversity/care-guidelines for the full guidelines and conditions.

You can claim for reasonable childcare costs incurred while attending BMA meetings as follows:

The expenses should be those which are necessary, reasonable and additional to the childcare costs you would be paying had you not been attending a BMA meeting on the day in question. For example; an additional amount paid to a casual carer because of an earlier start and/or later finish; paying for childcare on a day when you would otherwise be looking after the child/children yourself.

Free childcare is available at BMA House (in the form of a mobile crèche), provided you give sufficient notice for meetings at BMA House.

If you bring your children with you, please use transport companies that offer free travel for children and babies — children under five years travel free on trains and children under two years travel free on aeroplanes.

Contact the relevant committee secretary in advance of booking travel for more information and to seek approval of additional costs.
Key policies

Dignity at work policy
We try to ensure that all members of staff have a safe, healthy and fair working environment. We do not tolerate bullying or harassment of any kind. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, unfairly criticise or injure the recipient. Harassment includes unwanted conduct related to a protected characteristic, conduct of a sexual nature, or less favourable treatment for rejecting or submitting to unwanted conduct. You can read further details online, including what to do if a complaint is made against you and contact details for confidential support.

Defamation statement
There are two types of defamation – libel and slander. Libel is the publication in permanent form of a defamatory statement, such as written form and electronic communications, whereas slander is its publication in transitory form, such as spoken, unrecorded word. Defamation works in the same way online, and website hosts can also be held responsible for hosting defamatory statements. When making any reference to an individual or organisation the BMA legal department should be consulted.
Conflict of Interest
What is a conflict of interest?
A conflict of interest can be defined as a ‘set of circumstances that creates a risk that an individual’s ability to apply objective judgement or act in one role is, or could be, impaired or influenced by a secondary interest.’ (National Audit Office “Conflicts of interest”, 27 January 2015).

Conflicts of interests occur where a person acting in a representative capacity (in this case, elected and appointed members, BMA directors and representatives (hereafter referred to in the collective ‘member/s’), could be unfairly influenced by financial or other commitments into failing to represent his or her constituency adequately, or adequately discharge their responsibilities in their appointed position.

It is appropriate, therefore, that there is openness and transparency about other commitments that Members may hold. By ensuring that any potential conflicts of interest are disclosed and known to others, they are less likely to influence debates/votes in meetings etc.

The information provided by Members will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only for the purposes set out in this policy and not for any other purpose.

What type of information should I declare?
All Members must complete and return to the committee secretary a ‘Declaration of Interest’ form as soon as possible. Members will be responsible for notifying any changes in their registrable interests within fourteen (14) days of the change occurring to ensure that the register is kept updated.

Some guidance on the type of information which Members should consider declaring as potential conflicts of interest is set out below. It is important to note that this list is not exhaustive and it is impossible to list every potential situation or circumstance that could give rise to a conflict of interests. Members should therefore use their judgment to decide whether any of their interests should be disclosed.
Directorships and committee appointments: Both paid and unpaid directorships (including non-executive directors or senior employees) of any public or private company or other body, together with any roles or positions with other committees.

Alternative trade union membership external to the BMA: any membership of another trade union must be disclosed.

Other remunerated work: Any paid employment or other sources of income outside their normal medical work. Examples might be paid consultancy or advisory positions with government departments, pharmaceutical companies or the medical press, articles sold to the paramedical press, or remunerated speaking engagements. Also included should be work for companies active in other healthcare fields, NHS Trusts, health authorities, any NHS commissioning body or health boards and endorsements or appointments which could be used by other organisations for marketing purposes.

Gifts, benefits and hospitality: This includes any substantial gift or material advantage received by a member which in any way relates to his/her membership of BMA committees. This would include trips or visits arising out of membership, where the cost has not been wholly borne by the member or the BMA. Gifts of less than £500 in value and other benefits of less than £500 in value would be exempt, as would events to which all members are invited.

Shareholdings or other positions: Declaration of the name of any public or private company (including any not-for-profit), business, partnership or consultancy active in the field of healthcare or certain other sectors where a conflict of interest might arise (eg retail financial services, STM (scientific, technical and medical) publishing) in which the member holds significant shareholdings, interests or control. Significant in the context of shareholdings is defined as either (a) greater than 1 per cent of the issued share capital of the company or body, or (b) less than 1 per cent of the issued share capital but more than £25,000.
Indirect social/business relationships and family interests: These would include any close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest (and any other interests) of close family members/friends/business partners that might be considered relevant to an individual’s position as a member of any BMA committee.

Appointments which could lead to a commercial conflict of interests.

Potential conflicts arising from the possession of confidential information.

Miscellaneous and unremunerated interests: This includes other interests which do not fall clearly within any of the above categories, for example, an active role within a political party, membership of societies such as the Freemasons or of other organisations. Membership of, or work for, other bodies such as charities or trusts which could possibly influence a member’s position with regard to his/her BMA associated activities should also be included, as well as membership of UK Governments or Department of Health committees/working groups (or their equivalents in Scotland, Wales or Northern Ireland) on which the member is not a designated BMA representative.

Members are recommended to read the complete BMA conflicts of interest policy.