In your area: BMA Cymru Wales

Supporting you locally
2018-19
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 constitution as set out in the memorandum and articles of association and by-laws of the Association. The code of conduct provides guidance on expected behaviour and sets out the standards of conduct that support BMA values in the work it does. bma.org.uk/collective-voice/committees/committee-policies/bma-code-of-conduct

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 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. 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
- Respect others
- Be accountable
- Be kind
- Be representative

Members must act within the memorandum and articles of the Association and by-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 by-laws and respect other candidates. Members will not put undue pressure on other members, or staff to favour a particular candidate.
The GDPR (General Data Protection Regulation) came into force on 25 May 2018. It introduced wide-ranging and significant changes to UK data protection legislation.

The BMA will be open and transparent when processing and using personal information by following the six principles as set out in the GDPR/DPA act:

**Principle 1:** Personal data shall be obtained and processed fairly, lawfully and transparent.

**Principle 2:** Personal data shall be obtained only for the specified and lawful purposes and shall be processed for limited purposes.

**Principle 3:** Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is obtained.

**Principle 4:** Personal data shall be accurate and kept up to date.

**Principle 5:** Personal data shall not be kept for longer than necessary.

**Principle 6:** Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

The GDPR will increase the penalties for transgressions from a maximum of £500k under the previous law to up to £17m or 4 per cent of turnover, whichever is higher. It strengthens existing requirements, and places greater emphasis on demonstrating compliance, as well as introducing a number of new concepts.

Due to the complex nature of the new regime for data protection laws, the BMA cannot offer comprehensive legal advice on GDPR, but rather it can help you navigate the legislation and point you in the right direction for guidance on the questions you may have. For further information please visit the BMA website on the following links:

- www.youtube.com/watch?v=uE3aLeBEAxI
- bma.org.uk/collective-voice/committees/committees-policies/committees-technology-tcs

Members are recommended to read the complete BMA code of conduct.
Representing members at a national level – Welsh Council

Welsh council remit is to consider any and all matters of specific relevance to the medical profession and healthcare in Wales. Welsh council shall determine policy and action where the application is exclusive to Wales.

It represents the profession as a whole and usually meets four times a year. It is Welsh council job to lead and to stand for the beliefs and values of the medical profession.

Welsh council consists of a number of members who are directly elected by the membership in Wales. These members sit alongside the chairs of branch of practice committees in Wales and with the Welsh members of UK council. Voting members are directly elected to serve for a term of three years.

Dr David Bailey
Chair, BMA Welsh council
E BMAWales@bma.org.uk
T 029 2047 4646
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.

Our branch of practice committees represent and act for all doctors in each of the branches of practice in Wales, whether they are BMA members or not.

The Welsh branch of practice committees are:
- Welsh consultants committee (WCC)
- Welsh committee for general practitioners (GPC Wales)
- Welsh staff, associate specialist and specialty doctor committee (WSASC)
- Welsh committee for public health medicine (WCPHM)
- Welsh junior doctors committee (WJDC)
- Welsh medical students committee (WMSC)
- Welsh local negotiating committee forum (WLNCF)

Committees meet regularly to consider issues affecting the medical profession and patient healthcare in Wales and are supported by a small staff team.

Every BMA member in Wales belongs to one of eight local divisions, which represent members in all disciplines geographically. Each has a secretary, a chair and an executive committee including local representatives for each branch of practice.

BMA divisions submit motions to the annual representative meeting (ARM) which, if passed, become national BMA policy.

We have also established a network of LNCs (local negotiating committees) in health boards and trusts throughout Wales. 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 the LNCs in Wales meet as the Welsh LNC forum to discuss all Welsh issues and to share best practice.

There are five LMCs in Wales, each representing GPs within their areas.
Divisions

All BMA members belong to a local division. Divisions provide an opportunity for members to discuss issues that impact on all branches of a 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. You can also download our support guide on our website for honorary secretaries describing what divisions can do.

Honorary secretaries
Cardiff and the Vale of Glamorgan — Dr Hemang Mehta
Clwyd North — Dr Julie Jones
Gwent and South Powys — Dr Vincent Staples
Mid Glamorgan — Mr Raj Nirula
North West Wales — Professor Michael Rees
West and South West Wales — Dr Catherine Burrell
West Glamorgan — Vacant
North East Wales — Dr Farookh Jishi

For more information or to get involved in your local division please contact:
Nadia Hughes
E nhughes@bma.org.uk
T 029 2047 4633
Local negotiating committees (LNCs)

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

LNC committee chairs:
Betsi Cadwaladr University Health Board
– Dr Stephen Kelly
Powys Teaching Health Board
– Dr David Pyle
Hywel Dda University Health Board
– Dr Christopher James
Abertawe Bro Morgannwg University Health Board
– Dr Simon Poulter
Cwm Taf University Health Board
– Dr Ram Kumar
Aneurin Bevan University Health Board
– Dr Vivek Goel
Public Health Wales NHS Trust
– Dr Michael Thomas
Velindre NHS Trust
– Dr Owen Tilsey
Cardiff and Vale University Health Board
– Dr Satyajeet Bhatia

For more information please contact:
Julie Thomson
E jthomson@bma.org.uk
T 029 2047 4624
Local medical committees (LMCs)

There are five LMCs in Wales, which are independent statutory committees of GPs who are located within the geographic area. LMCs represent the interests of their members to NHS Wales health boards, and also offer professional advice to GPs in the locality.

LMCs contribute to the wider activities of the BMA in Wales but are not BMA committees. Members of the LMC are elected by local GPs. They interact and work with – and through – the general practitioners committee, as well as other branch of practice committees and local specialist medical committees.

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

**North Wales LMC**  
Dr Sara Bodey  
E northwaleslmc@yahoo.co.uk  
T 01745 825780

**Dyfed Powys LMC**  
Dr Owen Cox  
E jan@dyfedpowyslmc.co.uk  
T 01597 860565

**Morgannwg LMC**  
Dr Ian Harris  
E morgannwglmctx@btconnect.com  
T 01792 815954

**Bro Taf LMC**  
Dr Steve Davies  
E brotaflmcltd@brotafltd.co.uk  
T 02920 899381

**Gwent LMC**  
Dr Debbie Waters  
E vcgwentlmc@btconnect.com  
T 01495 764455
Offices and facilities in your area

Our office for Wales is in Cardiff Bay, from where we represent all doctors and medical students in Wales.

Skype for Business – video conferencing facilities
For some meetings you may find it easier to join via Skype for Business video conference from your home or workplace. Video-conferencing and webcam facilities are available at BMA house, regional centres, and in the Scotland, Wales and Northern Ireland offices. If you would like to video conference into a meeting, please talk to your committee secretariat or staff contact.

Skype for Business:
- lets you connect with co-workers or business partners
- start conversations with IM, voice or video calls
- see when your contacts are available online, in a meeting, or presenting
- Skype for Business is industrial-strength security for meetings
- broadcast online to a large audience

- present your screen during meetings or give control to others
- use Skype for Business in other Office programs to chat, call, or join a meeting with a click.

More information
If you have any questions or would like more information about being a BMA representative, get in touch with BMA Cymru Wales.

E BMAWales@bma.org.uk
T 029 2047 4646

Social media links
Website: bma.org.uk/wales
Twitter: twitter.com/BMACymru
Blog: bma.org.uk/connecting-doctors/bmacymruwales/b/weblog
YouTube: www.youtube.com/user/bmacymrutv

Rachel Podolak
National director – Wales
E rpodolak@bma.org.uk
T 029 2047 4609
Supporting you – the BMA Cymru Wales team

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.

For policy and committee services contact:

Lucy Merredy
E lmerredy@bma.org.uk T 029 2047 4620

For media and public affairs contact:

Carla Murphy
E cmurphy@bma.org.uk T 029 2047 4626

For industrial relations contact:

Erica Stamp
E estamp@bma.org.uk T 029 2047 4624

For local industrial relations support please contact:

Andrew Cross
E across@bma.org.uk
– Aneurin Bevan University Health Board
– Public Health Wales NHS Trust
– Velindre NHS Trust
– Cwm Taf University Health Board

Alison Edwards
E aedwards@bma.org.uk
– Cardiff and Vale University Health Board
– Hywel Dda University Health Board

Rhys Owen
E rowen@bma.org.uk
– Betsi Cadwaladr University Health Board
– Powys Teaching Health Board
– Hywel Dda University Health Board

Christopher Saunders
E csaunders@bma.org.uk
– Abertawe Bro Morgannwg University Health Board
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
The BMA requires all its committees to be issued with a statement on defamation at the first meeting of each political session and similar statements are provided to members of its annual representative meeting each year.

An individual making a public statement on behalf of the BMA and its committees needs to be aware of the potential pitfalls of the law of defamation. In general, a defamatory statement is one which

‘tends to lower an individual’s reputation in the eyes of right thinking members of society, or which would cause him to be shunned or bring him into hatred, ridicule or contempt, or which tends to discredit him in his profession or trade.’

There are two forms of defamation – libel and slander. Libel is the publication in permanent form of a defamatory statement. Slander is its publication in transitory form. So, to give examples, typically slander is spoken unrecorded word, whereas libel includes the written form such as hard copy or electronic communications, but also spoken words that are recorded, for instance in video form, or even in a voice recording such as potentially on a voicemail. An individual can bring proceedings for libel in the absence of any proof of loss. Proceedings for slander, however, can only generally be brought if loss can be shown although there are limited exceptions such as the slander of an individual in his profession.
There are a number of defences to a claim of defamation these include:

- **Truth** – being able to show that what was said is true or substantially true;
- **Honest opinion** – a statement of genuinely-held opinion on a stated factual basis;
- **Public interest defence** – a defendant can avoid liability if the truth of a statement cannot be proved but if it can be established that publication was responsible and in the public interest;
- **Qualified privilege** – a partial defence where the defendant can prove that the publication was in the public interest (there are two forms of qualified privilege – statutory and common law); and
- **Absolute privilege** – a complete defence applying to statements made in certain situations e.g. in Parliament, between solicitor and client, statements to the police in a criminal investigation.

An action for defamation can only be brought in the High Court. Legal aid is not available and proceedings are notoriously expensive.

Where it is necessary to mention individuals or organisations, great care should be taken to ensure that no gratuitous or unsustainable comment is made, this being so whether the discussion is on or off the record. Great care must also be taken to ensure that where an issue regarding an individual or organisation is the subject of rumour, it is not given weight or authority by being publicised by the BMA to the detriment of that individual or organisation’s reputation. Similarly unsubstantiated comment should not be made about individuals and organisations.

**Internet postings**

There is a common misconception that because of the informal and accessible nature of the Internet, different rules apply. The position is, quite simply, that the author of material posted over the Internet is every bit as liable in defamation as the author of off-line material.

Publication of defamatory material takes place once it has been posted on the Internet. It is not necessary for an aggrieved person to prove that anyone has actually read the material. There is the added danger that the material can be accessed anywhere in the
world enabling anybody who is aggrieved to sue in that country as well as here.

Website hosts may also be liable, along with the author, for publishing defamatory material if they have been made aware of its presence on a website and have failed to remove it within a reasonable period of time. People who hide behind anonymous postings will find that the website hosts can be required to disclose the identity of the author. If in doubt the BMA legal department or other professional lawyers should be contacted for advice.

**Electronic communications**

Under the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (DPA 2018), data subjects are entitled to request the disclosure of information held on them by the BMA. The GDPR and DPA 2018 extend not only to electronic files (including external and internal email correspondence and including activity tracking) but to manual files as well. Subject to exemptions, the BMA is legally obliged to provide the information requested. To avoid the risk of a claim for defamation, it is extremely important that all recorded information relating to individuals is accurately and properly expressed. Anything which could be regarded as offensive, insulting and defamatory must be avoided unless approved by the BMA legal department or other professional lawyers.

The best practical advice is that any reference to an individual or an organisation should be made in measured terms after a careful appraisal of the evidence available with legal advice being sought where appropriate. If this advice is followed there should be no difficulties with respect to defamation.

**Anti-corruption and anti-bribery policy**

We take a zero-tolerance approach to bribery and corruption, and do not make or accept facilitation payments, also known as ‘kickbacks’, of any kind in return for a business advantage. Corruption is dishonest and fraudulent conduct, which often involves bribery. Bribery is the inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.
Time off for trade union duties and activities
Employees who are representatives of a recognised trade union have the legal right to be permitted a reasonable amount of paid time off work to enable them to carry out trade union duties. Further details, including a list of key documents that you may need to secure paid time off work, are available online. bma.org.uk/advice/employment/leave/trade-union-leave

Whistleblowing guidance
Whistleblowing is a term applied to a situation where an employee, former employee or member of an organisation raises concerns to people who have the power and presumed willingness to take corrective action. You are protected in law from harassment and bullying when you raise a concern, and we can support you in addition to local support structures. A more detailed guide to whistleblowing, including case studies, is available online. bma.org.uk/advice/employment/raising-concerns/guide-to-raising-concerns

Equal opportunities policy
We are committed to equality in the provision of services to our members and stakeholders. This ensures that all members, those applying for membership, and other service users will receive the highest possible standards of service from us, irrespective of race, ethnicity, gender, sexual orientation, marital status, civil partnership status, age, disability, chronic illness, religion or belief. You can read further details on our equal opportunities policy online. bma.org.uk/about-us/equality-diversity-and-inclusion

Co-chair guidelines
Co-chairing of committees can be an effective way of sharing a heavy workload and harnessing the strengths and expertise of two people. In the event of a co-chairship both chairs should only attend committee meetings and negotiation meetings of the committee they are chairing. Attendance at other committees, external meetings and conferences, both internal and external, should be shared unless they are sufficiently important to merit both chairs. You can read more detailed guidance on co-chairship online.
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 the principles as set out in the General Data Protection Regulation. 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 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 (e.g. 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 one per cent of the issued share capital of the company or body, or (b) less than one 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.**
Childcare

We have a family-friendly fund to help all our members participate fully in current expenses-qualifying activities. We can provide care facilities for children under 5, 5-14 year olds, and dependants (adults and 14-18 year olds requiring care) through the BMA family-friendly fund.

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, our London office, (in the form of a mobile crèche), provided you give sufficient notice for meetings at BMA House.

In order to apply for childcare you must complete a copy of the care requirements form, which will be available direct from our child care providers, who the committee staff or the BMA conference unit will provide contact details for.

For more information or for an application form contact our office on 029 2047 4646.


Baby friendly policy
Breastfeeding is supported at BMA House and other BMA offices, including in the public areas of BMA House and during meetings. We can organise a private room if requested in advance of the meeting. Additional breaks are also available during meetings if you are breastfeeding.