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2018-19
Committees play an important role at the BMA. They represent members’ views across branches of practice, specialisms, and professional activities and provide expert views and opinions to shape our strategies and policies. The BMA can only function with the contributions of those members who seek election as representatives. Thank you for making the commitment to help represent your colleagues. In order that elected BMA representatives can work together effectively the following principles are important.

– When you are speaking to or communicating in the broadcast, print or social media as an elected BMA representative, or are identified as such, you should honestly represent the views of the BMA.
– When speaking in a personal capacity you should explicitly ask not to be identified as an elected BMA representative.
– Committee officers should coordinate media engagements with the press office.
– You should declare conflicts of interest to your committee chair/head of committee secretariat as appropriate.
– You should uphold the confidentiality of your committee when requested. If in doubt, ask the chair of committee.
– As a member of the medical profession and as an elected representative, you should behave in a professional manner at all times. Robust debate is sometimes essential in forming policy, but you should always treat patients, colleagues and staff with respect.

In standing for election you agree to uphold these principles as set out above. The information that you provide to the BMA will be processed in accordance with the data protection principles as set out in the General Data Protection Regulation and the UK Data Protection Act 2018.
**Scottish council**

**About the committee**

Remit, subcommittees and where it sits in the BMA structure

Scottish council is a standing committee of the BMA and has full delegated authority to consider any and all matters of specific relevance to the medical profession and healthcare in Scotland. Scottish council shall determine policy and action where the application is exclusive to Scotland. It represents the branches of practice (consultants, general practitioners, SAS, academics, medical students and junior doctors) and has dedicated seats for retired members and other branches of practice not represented (civil service, armed forces, occupational health).

Scottish council shall take all reasonable steps to implement BMA policy decisions and no action shall be taken by Scottish council which may affect materially the interests of another part of the BMA without full prior consultation with the interested parties concerned (and, where necessary, with UK council) and on the understanding that the delegated authority will be used to expedite the work of the BMA.


The composition of Scottish council is determined by the representative body and set down in the first schedule to the BMA’s by-laws.

**Scottish council is composed of:**

**National constituencies**

Six members resident in Scotland to represent and be elected by all members in Scotland.

**Branch of practice constituency**

Eight members engaged wholly or mainly in general practice, including those in private general practice but excluding general practice registrars, elected by members from those groups in Scotland of whom:

- 2 by East
- 4 by West
- 2 by North
Eight members employed wholly or mainly as consultants elected by members who are consultants in Scotland of whom:
- 2 by East
- 4 by West
- 2 by North

Eight members in the training grades including general practice registrars elected by members from those groups in Scotland of whom:
- 2 by East
- 4 by West
- 2 by North

One member employed wholly or mainly in the staff and associate specialist group elected by members from that group in Scotland.

One member employed whole-time in a university or in medical research, elected by members from those groups in Scotland.

One medical student member, elected by medical student members in Scotland.

One retired member elected by retired members in Scotland.

One member from other branches of practice not represented, elected by those groups in Scotland (e.g. civil service and armed forces, occupational medicine)

**Observers**
The Scottish joint consultants committee chair, the chair of the Academy of Royal Colleges and Faculties in Scotland, the chair of the Scottish Royal Colleges Inter-Collegiate Group.

**Deputies**
Deputies may be appointed where only one member represents a particular group.
Roles of other committee members

Chair
The chair of BMA Scottish council is the most senior medico-political representative of the BMA in Scotland. BMA Scottish council holds full delegated authority for matters specific to Scotland as expressed in the Articles and Bye-laws of the BMA.

The chair of BMA Scottish council has a strategic role in representing the vision and purpose of the BMA in Scotland and at a UK level. The chair provides leadership to Scottish council and ensures that it maintains a strategic, cross branch of practice view of its work, in line with its remit.

The chair ensures that Scottish council functions effectively, has objectives and develops a business plan, that there is full and balanced participation at meetings, relevant matters are discussed and that effective decisions are made and action taken to implement them.

To provide overall leadership in:
– developing and implementing the policies, objectives and strategies of BMA Scotland, under devolved political arrangements, and in the development of a proactive and strategic approach to achieving these.
– being the national voice of doctors and medical students in Scotland with the public, with politicians and with government.
– drawing attention to developments, both within and outwith the BMA, that may have implications for BMA Scotland and for members in Scotland.
– promoting and achieving the objectives of the Association in Scotland, and in particular, the promotion of the medical and allied sciences, maintaining the honour and interests of the medical profession and the promotion of the achievement of high quality health care.
– representing the interests of BMA Scotland in UK matters, including as an ex-officio member of UK Council, the Strategic Reference Group, and UK wide project groups.
– to uphold and abide by the BMA behaviour principles and code of conduct (insert link), and to role model them, and to encourage members of Scottish council to abide by them.
Your committee – Scottish council

Deputy chairs
Two deputy chairs shall be elected by Scottish council from among its own members by the first meeting in each year.

The deputy chairs deputise for the chair at meetings when the chair is not available and also represent Scottish council at certain meetings. The deputy chairs work closely with the chair and secretariat, providing advice on any necessary decisions that need to be taken on behalf of Scottish council.

Ex-officio members
These members hold positions on the committee by virtue of their office within the BMA or on external bodies, for example the chairs of the Scottish branches of practice and the UK council chair.

Co-optees
Co-optees can be BMA members or non-members, and are selected on the basis of providing the committee with expertise in an area not already represented on the committee.

Visitors/observers
The committee operates a visitor scheme to allow BMA members to attend a meeting as an observer. This provides an opportunity to see the committee in action, and is a useful way to encourage new members to stand for seats on the committee.

Voting rights
The following page outlines those members who have full voting rights. The chair of the committee is entitled, in the case of equality of votes, to give a 'casting' vote.

Key committee dates
How the committee meets, dates of meetings, conferences and apologies for absence

Scottish council
Scottish council meets on three formal occasions each year, although members may also contribute to steering groups or working parties established by the secretariat to deal with specific areas of work and projects.
The 2018-2019 meeting dates are:
Wednesday 5 September 2018
Wednesday 12 December 2018
Wednesday 27 March 2019

All meetings are held at the BMA Scotland Office,
14 Queen Street, Edinburgh, EH2 1LL. They usually
commence at 10.45am, with a lunch provided at 1pm
and an approximate finish of 4pm.

Scottish council executive
Scottish council executive meets on three formal
occasions each year and, again, members may also
be asked to contribute to steering groups or working
parties established by the secretariat to deal with
specific areas of work and projects.

The meetings for the session will be held on:
Away day – Thursday 1/Friday 2 November 2018
Wednesday 30 January 2019
Wednesday 29 May 2019

All meetings are held at the BMA Scotland Office,
14 Queen Street, Edinburgh, EH2 1LL. They usually
commence at 2pm and finish by approximately 5pm.

Apologies for absence
It is very important that you advise the secretariat
in advance if you are unable to attend a committee
meeting. See below for contact details.
Role of the committee secretariat

The secretariat provides support for all the committees and conferences for which BMA Scotland is responsible, including all the branch of practice committees and others including Scottish Council and the Scottish LNC Forum.

Committee secretaries work directly with the committees and their chairs providing high level support, maintaining an overview of the committee’s work and taking forward policy work not covered elsewhere. Your committee secretary is responsible for:

– helping you develop your work plans, working with policy colleagues to ensure that these plans fit with BMA policy priorities
– commissioning work to support those priorities
– making sure that you have the opportunity to contribute to relevant policy development and
– preparing for meetings making sure that they are effective, run smoothly and that agreed actions are progressed.

The team undertakes all the associated committee administration, for example preparing agendas and action notes, diary management, room bookings and maintaining committee list-servers.

Key contacts

Fiona Hoy
Administrator
T 0131 247 3054
E FHoy@bma.org.uk

Anne Jenkins
Senior Policy Executive
Scottish Council Secretariat
T 0131 247 3013
E AJenkins@bma.org.uk

Dominique Maske
Committee Policy Executive
Scottish Council Secretariat
T 0131 247 3035
E DMaske@bma.org.uk

Jill Vickerman
National Director
T 0131 247 3016
E JVickerman@bma.org.uk
Key priorities for the committee for the 2018-19 session

NHS funding and medical workforce
There is a growing gap between the funding provided for healthcare in Scotland, and the needs of the population. There are substantial problems with recruitment and retention of doctors for NHS Scotland. BMA Scotland continues to highlight these issues with government, opposition parties and the media.

DDRB
Each year, the BMA submits detailed evidence to the Review Body on Doctors’ and Dentists’ Remuneration (DDRB), on matters relating to pay, recruitment, morale and motivation for doctors’ across the UK. The BMA is considering whether to persist with this arrangement for the 2018-19 session.

Shape of Training
Shape of training is a UK-wide review into whether changes in postgraduate medical training are required to ensure it continues to meet the needs of patients and health services in future.

The BMA is represented by the chair of Scottish Council on the Scottish shape of training groups – the Scottish shape of training transition and implementation groups – looking at what may be the implementation plan of the recommendations from the UK-level report of the Shape of training Steering Group for Scotland. The BMA is also represented at a UK-wide level.

Support for doctors working in a system under pressure
The High Court ruling in the case of Dr Bawa-Garba has sent shockwaves through the medical profession, raising questions about support for doctors working in a system under pressure, the actions of the GMC and the prosecution of healthcare professionals under the criminal offence of gross negligence manslaughter and culpable homicide in Scotland. The BMA is committed to continue to support the doctors we represent and who are working tirelessly to do their best for patients in this most challenging environment.
Helping you participate

Going paperless
We recognise that we have a responsibility to promote and adopt organisational policies that support sustainable practices and improve health. We would be grateful for your support in supporting these environmentally friendly practices. All meeting papers will now be available electronically. Hard copies will be available (and posted out) on request.

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. For more details about how to connect, see the In your area section in your pack. 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.

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 14 years and dependents (adults and 14-18 year olds requiring care) through the BMA family friendly fund.

With a minimum of four weeks’ notice, care can be provided for approved BMA meetings, either at the BMA offices, or elsewhere to minimise disruption. In order to apply for care 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 Pamela Bell PBell@bma.org.uk

See bma.org.uk/about-the-bma/equality-and-diversity/care-guidelines for the full guidelines and conditions

**Baby friendly policy**
Breastfeeding is supported at BMA House and other BMA offices, including in the public areas of BMA House and during meetings. There are also private areas available that include appropriate facilities that you are able to request. Additional breaks are also available during meetings if you are breastfeeding.

**Prayer room**
A prayer room is available at BMA House and the national offices. If you would like access to the prayer room please ask your committee secretariat or staff contact who can provide you with further details.

**Catering**
Members who have special dietary requirements should especially confirm their attendance at least four days in advance, so that the secretariat can liaise with Catering accordingly. Please let us know your dietary requirements and what we can do to make our meeting fully accessible to you. You can email Fiona Hoy on FHoy@bma.org.uk or call on 01312473054
How to claim expenses and honoraria

**Expenses**
You are eligible to claim expenses incurred when attending committee meetings. This includes costs of travel, subsistence and accommodation. Payments are made directly into your bank or building society accounts.

We have introduced a web-based expenses system called Concur, which replaces committee expense claim forms and the Global Expenses system. The website can be used on all current web browsers and is also available on most smart phones and tablet devices. If you have any queries regarding Concur please contact John O’Connor on 020 7383 6458.

We do not provide mobile telephones or land lines, but if you incur significant call costs on BMA business, you can submit a copy of your itemised phone bill highlighting the costs incurred on our behalf of and we will reimburse you.

Please contact Anne Jenkins at AJenkins@bma.org.uk or on 01312473013 to get approval for expenses for other committee related activities, such as attendance at conferences or stakeholder meetings. You can find more information about how to claim expenses on our website.

**Concur quick reference guide**
bma.org.uk/about-the-bma/how-we-work/concur training-committee

**Reimbursement of locum costs**
We will reimburse locum costs on production of receipted invoices, in line with the maximum level which is set annually by the oversight and finance committee (currently £550 per day), and where the expense would otherwise be payable by you. Locum reimbursement is available from the first meeting. If you have to pay above the level set for the year by the oversight and finance committee, you can make a claim to the remuneration committee at the end of each session showing evidence of your loss by means of receipted invoices from your locums. You’ll also need to give details of the work undertaken for us during the period of the claim.
**Honoraria**
Our members are entitled to claim honoraria for attendance at committee meetings or on business on behalf of the committee (including participation by video or telephone conference).

An honorarium is only payable to members who have completed twelve meeting days without payment and will not be eligible to claim an honorarium until their thirteenth attendance. This restriction underlines the fact that members are not employed by us. The rate of the honorarium will continue to be set annually by the oversight and finance committee (currently £250 per day).

You should ensure that you indicate on the meeting attendance form that you wish to claim an honorarium for that meeting by ticking the honoraria column. Payments will be made directly into your bank or building society accounts. You can find more information about how to claim honoraria on our website. (https://www.bma.org.uk/collective-voice/committees/committee-policies/committees-expenses-and-honoraria)

**Preferential hotel rates**
We have negotiated special discounts at hotels near regional headquarters in London, Scotland and Northern Ireland for use by BMA members, BMA and BMJ staff. You can see the list of hotels available for each region and details on how to book on the BMA website. (https://www.bma.org.uk/membership/hotel-rates-for-staff-and-members)
Key links and other useful information

Committee webpages

BMA

BMA listserver guidance and terms and conditions of use
Each BMA committee has a listserver, an email function that distributes an email to each contact registered with it. Examples of what is appropriate to use the listserver for include circulating documents or drafts for comments, while inappropriate use would include complaints about services to members or the actions of BMA departments. In cases where the listserver is judged to have been used inappropriately the committee chair has the right to remove access to the listserver.

Listserver address
SCOTCOUNCIL-L@LISTSERV.BMA.ORG.UK

Key policies

The key policies include
– Code of conduct
– Our Values
– Our behaviours
– GDPR
– Register of interests and declarations of interest
– Conflict of interest
– Dignity at work
– Defamation
– Internet postings
– Electronic communication
– Anti corruption and anti-bribery
– Time off for trade union duties and activities
– Whistleblowing guidance
– Equal opportunities policy

Full information on the key policies listed above is available in the “Your area – Scotland” information sheet.
**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 the 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.

**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.