Your committee

WCC (Welsh consultants committee)

Committees play an important role at the BMA. They represent members’ views across branches of practice, specialisms and professional activities, and provide expert views to shape our strategies and policies.

2016-17
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/committee secretary as appropriate.
– You should uphold the confidentiality of your committee when requested. If in doubt, ask the chair of committee.
– You should uphold the confidentiality of your committee at all times. As a member of the medical profession and as an elected representative, you should behave in a professional manner at all times. You should always treat patients, colleagues and staff with respect. If you have a concern, raise it straight away with the chair of committee or with the committee secretary.

As a committee member you agree to uphold these principles.
Welsh Consultants Committee

Welcome from Chairman
This year we welcome a number of new members to the committee and I look forward to working with them and others to progress WCC’s priorities and engaging with colleagues across the profession.

I would like to ask you in your role as WCC representatives for your Health Board to deliver links with key local contacts, in order that the WCC can support colleagues locally, offer insight and advice where necessary and influence local development.

I am very grateful for your help with WCC’s work on behalf of the consultant body in Wales.

With many thanks

Dr Trevor Pickersgill, Chairman Welsh Consultants Committee

About the committee

The WCC represents all consultants in Wales and has full authority to negotiate on their behalf.

The committee meets four times a year to discuss the latest issues affecting consultant doctors in Wales.

You can find out more about the WCC on the BMA website https://www.bma.org.uk/collective-voice/committees/consultants-committee/wales

Remit of the committee

The Welsh consultants committee (WCC) is a standing committee of the BMA and represents all consultants working in Wales. Its remit is to consider all matters affecting those who are engaged in medical consultant practice in Wales.

WCC also makes representation to the Welsh Government and keeps the CC informed as to the hospital service in Wales and liaises, collaborates and co-ordinates with them on UK matters.
Membership of the Committee

The WCC is composed of:
- the chair, who is elected by members of WCC for an initial term of three years
- thirty voting members sought on a triennial basis from the Health Boards in Wales elected by their peers
- a Deputy Chairman elected for an initial term of three years by members of WCC

The committee can co-opt up to four members for specific items or topics under consideration

Co-optees shall be BMA members.

There are also a number of ex officio members on WCC. They do not have voting rights.

These are:
- Consultant member(s) appointed by Consultant Craft on Welsh Council (who are engaged exclusively or predominantly in consultant medical practice) (directly elected)
- Members of Consultants Committee (CC) resident and practising in Wales
- Chairman of Consultants Committee (CC) or his/her representative
- Representative from the Welsh Committee for Hospital Dental Services
- Postgraduate Dean, Cardiff University or his/her representative
- Chairman Welsh Medical Committee
- Chairman Welsh Council (ex-officio)
- Chairman of the Forum of Welsh Local Negotiating Committee (ex-officio)
- Representative of the Welsh SASC
- Representative of the General Practitioner Committee (Wales)
- Representative of the Welsh Committee for Public Health Medicine
- Representative of the Junior Doctors Committee
- Consultant Member(s) appointed By Consultant Craft On Welsh Council
- Welsh Consultant Contract Guardian
Role of a WCC Member
Members have a number of roles; these are outlined below and both the secretariat and other members of the committee will be happy to offer any further advice that you may need.

Preparation for and attendance of WCC Meetings
- Members should endeavour to attend all meetings of the main committee for the session. Video-conferencing is available if you cannot make it in person (see below).

If you are unable to attend please contact the secretariat as soon as possible. Papers for meetings will be circulated a week in advance of the meeting both electronically and in hard copy (if requested). It is important to have considered these in advance of the meeting; they contain all the information needed to guide debate on agenda items. We are keen to hear your views during meetings and should you wish to speak, just raise your hand and the Chair will call on you in turn.

Undertaking particular roles within the committee
- The key policy areas for the committee are led on by the officers of the committee but we welcome input from other members of the committee. Opportunities also arise to represent the committee in additional roles. If you are interested in becoming involved, please ask the secretariat for further details.

Involvement with the electronic work of the WCC
- Members are often invited to respond to consultations and to give comments on internal BMA documents. Comments will also be requested on documents produced by the secretariat, for the planning of conferences and events and on issues that have arisen. The secretariat will circulate information on the listserver and we invite you to respond also via the listserver. You may find it easier to keep track of these emails if you set up rules on your email system to divert them to a specific folder or folders.
Representation on other committees
- The WCC sends representatives to a number of internal and external committees. Appointments are made at the first meeting of the Session. Representatives need to be able to attend the meetings and provide a written report for the next meeting of the WCC. The BMA Welsh committees that representatives attend are normally either: BMA Wales Branch of Practice meetings such as the Welsh Committee for Public Health Medicine and the Welsh Junior Doctors Committee, which meet to consider the issues of importance to those groups. A full list of the committees to which representatives are elected will be circulated by the secretariat.

Deputising for other members of the committee
- If deputies are required an email will be sent on the WCC listserver.

Roles of other committee members

Chair
The chair plays a pivotal role on the committee in advance of the meeting they will agree with the committee secretary the items for discussion and their priority. During the meeting they should ensure:

- That all members have an opportunity to contribute to the discussion and that the important points are covered when considering an issue
- They should seek to ensure good use of time available and encourage members to reach a conclusion collectively and to decide how the Committee should proceed
- They should summarise the conclusions reached, and any decisions taken, at the end of each agenda item. This enables all those present at the meeting to go away with a sound understanding of the action to be taken by the committee on a particular issue.

Deputy chair
The deputy chair is elected annually. The deputy chair supports the work of the chair throughout the year, and may be required to stand in for the chair as the need arises.
Deputy member
The deputy member is invited to deputise at a committee meeting on behalf of any member who is unable to attend.

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 to encourage new members to stand for election to the Committee.

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. The code of practice for trade union duties is different in Northern Ireland than the rest of the UK. Further details, including a list of key documents that you may need to secure paid time off work, are available online. https://www.bma.org.uk/advice/employment/leave/tradeunion-leave

If you have any difficulty in getting time off for Committee business then contact the Committee Secretary.

Committee work and meetings
The WCC meet four times each year, members are also expected to contribute to discussions on the list-server (an e-mail group managed by the committee secretariat) and may also contribute to steering groups or working parties established by the secretariat to deal with specific areas of work and projects.

The WCC meetings for the session will be held on:
– 16th February 2017
– 7th June 2017

Meetings are usually held at the Novotel Hotel, Schooner Way, Cardiff Bay and will usually commence at 10.30am and finish by 4.30pm.

Apologies for absence
It is very important that you advise the secretariat in advance if you are unable to attend a meeting. Please also try and identify a deputy if you can.
BMA list-servers
Each BMA committee and some subcommittees has a list-server, an email function that distributes an email to each contact registered with it. The list-servers are used to circulate documents or drafts for comments and for providing those comments. It would not be appropriate to use them to complain about services to members or the actions of BMA departments. Any concerns in such cases should be brought to the attention of the Committee Secretary.

Members are required to sign and adhere to the BMA’s Terms and Conditions for the use of list-servers in order to make use of the service. In cases where the list server is judged to have been used inappropriately the Committee Chair has the right to remove access to the list-server.

You may find it easier to keep track of these emails if you set up rules on your email system to divert them to a specific folder or folders.

Role of Committee Executive Officer
The Committee Executive Officer provides support to the committee.

Committee Executive Officers work directly with the committee and the chairman providing high level support, maintaining an overview of the committee’s work and taking forward policy work not covered elsewhere. The Committee Executive Officer is responsible for:

– helping develop work plans, and working with policy colleagues to ensure that these plans fit with BMA policy priorities;
– making sure that members of the Committee 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.

Committee Executive Officers also undertake all the associated committee administration, for example drafting committee agenda and minutes,
Key contacts

Get in touch with members of staff if you have any questions or queries.

**Sarah Ellmes**
Committee Executive Office
5th Floor, 2 Caspian Point, Caspian Way, Cardiff Bay, Cardiff, CF10 4DQ
T 02920 474604
E sellmes@bma.org.uk

**Rachel Podolak**
National Director, Wales
Andrew Cross
Assistant Secretary

**Lucy Merredy**
Head of Policy & Committee Services

**Rodney Berman**
Senior Policy Executive

**Carla Murphy**
Head of Media & Public Affairs

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.
Key priorities for the 2016-17 session

Welsh Joint Consultants Contract Committee

Welsh Consultants Committee negotiators continue to meet with representatives from Welsh Government, Employers and Service on a regular basis.

Outsourcing expenditure

WCC have discussed outsourcing of NHS services to the private sector and wanted to find out how much each Health Board spent on outsourcing of services in the last financial year. WCC are trying to compile a picture across Wales of gaps in the under provision of services and agreed to ask Welsh Local Negotiating Committee forum to ask their members to find out, if possible, figures from their individual health board. If the figures were not available then WCC will undertake a Freedom of Information request to each Health Board.

Seven Day Services

WCC have established a working group to define what Seven Day Services could like for Wales and what would be required to deliver it. The group will consider the impact of consultants working Seven Days in other areas of healthcare, eg diagnostics and will also consider the impact on the individual consultant terms and conditions of service. We believe and hope that WG's first priority will be safe emergency Seven Day Services.

Medical Engagement Survey

All Health Boards and Trusts in Wales had commissioned their organisations to take part in the Medical Engagement Survey, some organisations are in receipt of the results of their full reports, WCC have asked that WLNCf ask their members if their Health Boards and Trust have received the full reports and to share the results.
Contracts
Welsh Consultants Committee have held workshops on priorities for a Welsh Consultant Contract if there were to be discussions between BMA Cymru Wales and Welsh Consultants Committee on a revised Welsh consultant contract.

Upholding Professional Standards in Wales
The new disciplinary procedure “Upholding Professional Standards in Wales” for all medical and dental staff was agreed by NHS Employers and BMA Cymru Wales on 1 September 2015. The new procedure replaces all previous medical and dental disciplinary procedures.

Helping you participate

Dietary and other requirements
Please let us know any dietary requirements and what we can do to make our meeting fully accessible to you. You can email insert your name.

Video conferencing facilities
For meetings held at BMA Cymru Wales you may find it easier to join via video conference from your home or workplace. 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 the committee secretariat.

Childcare BMA House London
We have a family-friendly fund to help all our members participate fully in current expenses-qualifying activities. If you are attending a meeting at BMA House. 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 Sarah Ellmes sellmes@bma.org.uk

See bma.org.uk/about-the-bma/equality-anddiversity/care-guidelines for the full guidelines and conditions
Prayer room
A prayer room is available at BMA House and 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.

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 at BMA House available that include appropriate facilities that you are able to request. Additional breaks are also available during meetings if you are breastfeeding.

BMA committee expenses and honoraria business rules
You can claim back expenses you may incur in order to attend BMA committee meetings. You are entitled to claim up to £35 for dinner expenses and up to £200 for accommodation, per night. You can also reclaim locum costs at a limit of £550 per day. Actual travel costs will be reimbursed. Do try to book advance tickets whenever possible.

Preferential hotel rates
When attending meetings at BMA House there are negotiated special discounts at hotels in London for use by BMA members, BMA and BMJ staff. You can see the list of hotels available and details on how to book on the BMA website.
How to claim expenses and honoraria

Expenses
We have introduced a new 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. www.concursolutions.com Payments are made directly into your bank or building society accounts.

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 Sarah Ellmes sellmes@bma.org.uk or on 029 20474604 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.

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 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. 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.

Concur quick reference guide
https://bma.org.uk/about-us/how-we-work/committee-expenses
Key links and other useful information

Committee webpages
https://www.bma.org.uk/collective-voice/committees/consultants-committee/wales

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

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.

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.