

Your committee

Medical academic staff committee

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

2018-19



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.

In standing for any election you agree to uphold these principles.

About the committee

The Medical Academic Staff Committee (MASC) is the BMA branch of practice committee responsible for representing the interests of doctors employed by a university or research organisation (including honorary employees) as well as doctors working in the pharmaceutical industry.

The MASC works with university and NHS employers, the Department of Health, the National Institute for Health Research and other stakeholders to ensure that there are sufficient incentives to attract doctors to, and retain them in academic medicine. MASC also inputs into key policy issues affecting academia. There are also national committees in Scotland and Northern Ireland which handle academic issues relating specifically to those nations. Responsibility for medical academics in Wales lies with MASC.

MASC acts upon matters affecting medical academics and ensures that the views of medical academics are represented in a range of forums within the BMA and to external stakeholders. The MASC is supported by the Committee Services function in the BMA Policy Directorate and reports to BMA Council.

MASC has four meetings per session (BMA sessions last for one year from the end of the Annual Representative Meeting at the end of June/beginning of July). All members of the committee are expected to attend.

Papers for the meetings are circulated by the secretariat electronically and in hard copy to those members specifically requesting it a week prior to the meeting. MASC also organises an annual conference (COMAR) is an opportunity for medical academics from across the UK to come together to discuss key issues and vote on the priorities for the MASC for the coming year.

As a member of MASC, you automatically have a place at COMAR 2019, so please put the date in your diary. There is also an academic trainees conference aimed at providing practical advice and support to academic trainees. The next conference will take place in February 2019.

The Executive

The Executive acts upon issues arising in between meetings of the MASC and any matter which the MASC may choose to refer to it. Elections to the Executive are carried out at the committee meeting after COMAR.

Joint academic trainees subcommittee

The JATS (joint academic trainees subcommittee) considers and takes forward issues affecting academic trainees on behalf of MASC and the junior doctors committee.

Women in Academic Medicine

The Women in Academic Medicine Group is a small group of MASC members interested in taking action to help resolve the issues raised in the Women in Academic Medicine report produced by the committee in 2008 and subsequent reports on the Gender Pay Gap and Career Breaks and has organised two successful Women in Academic Medicine conferences in 2014 and 2016. A further conference is planned for 2018. It is currently organising the third Women in Academic Medicine Conference due to be held on Friday 12 October 2018.

Remit of the committee

Negotiations

The MASC meets regularly with the Universities and Colleges Employers Association (UCEA) at both officer and secretariat level to discuss academic contracts. A Stakeholder Forum, comprising representatives of the BMA, the British Dental Association, the University and College Union and the employers meets at least once per year to discuss non-contractual issues. MASC members also meet with representatives of National Institute for Health Research, the Medical Schools Council. The Academy of Medical Sciences and Health Education England.

Guidance

The MASC produces guidance for members, such as the Medical Academic Handbook and guidance on job planning, appraisal and revalidation. It also provides guidance to Member Relations staff on individual cases.

Policy documents

Policy documents on topical issues are produced to guide discussions, most recently the paper, 'Mid-career entry to academic medicine and every doctor a scientist and scholar' and the report on the Walport Report 10th Anniversary Symposium.

Consultations

The committee responds to external consultations and leads on drafting BMA-wide responses to consultation on issues affecting medical academics, medical research and higher education.

Constitution

1. The MASC shall meet to consider and act upon all matters of concern to medically qualified personnel holding contracts of employment (including honorary contracts) from one or more of the following organisations: a university, a medical school, the Medical Research Council, other institutions engaged in medical research.
2. The doctors represented by the committee include:
 - (i) Medical academics who are paid on clinical salary scales, including research workers;
 - (ii) Medical academics who are paid on university salary scales or ranges, including research workers;
 - (iii) Academic Foundation Trainees, Academic Clinical Fellows and other equivalent trainees employed by the NHS but with significant fixed commitments with a university or other higher education institution, for the academic aspect of their work;
 - (iv) Other doctors who undertake formal sessions or programmed activities for universities and higher education institutions and who have (or would be reasonably assumed to be entitled to have) an honorary academic contract recognising such activity, for the academic aspect of their work;
 - (v) Pharmaceutical physicians.
3. The MASC shall be a standing committee of the British Medical Association.
4. The composition of the MASC shall be:
 - (i) Sixteen members elected by the Conference of Medical Academic Representatives (at least two of whom shall be academic trainees, at least two of whom shall be consultant clinical academics and at least one of whom shall be an academic GP);
 - (ii) Two members elected by and from among medical academics employed in Wales. The elected Chair (or their nominee) of Scottish MASC and one other appointed by Scottish

MASC*, and the elected Chair of Northern Ireland MASC or their nominee.

The devolved nation committees may also appoint a deputy representative for the chair or their nominee who shall be added to the Committee's list-server. The devolved nation committees may also appoint a further deputy representative who shall be added to the Committee's list-server.

- (iii) There shall also be: one representative from the CC, one representative from the JDC, one representative from the GPC, one representative from the SASC and one representative from the Medical Students Committee (without voting rights).
- (iv) Two representatives appointed by the Central Committee for Dental Academic Staff of the British Dental Association.

Without voting rights:

- (i) The four Chief BMA Officers
- (ii) The Chair of the Conference of Medical Academic Representatives;
- (iii) The Chair of the Joint Academic Trainees Subcommittee

- 5. The MASC shall have power to co-opt up to three further members in order to ensure the representation of all groups of medical academic staff.
- 6. To ensure proper representation, the Committee may invite key stakeholders in academic medicine to send non-voting observers to the Committee. The nominating bodies will be asked to pay the travel costs of their representative.
- 7. In accordance with Bye-law 90 of the Association, the MASC shall consist of a majority of members of the Association, but may include persons who are not members.
- 8. In accordance with 98 (5), the MASC shall have power to appoint subcommittees for the purposes of any of its powers or duties and any such subcommittees may include persons who are not members of the Association.
- 9. There shall be an Executive Subcommittee which has delegated authority from the MASC to undertake policy and negotiating activity in between MASC Committee meetings. The membership of the Executive Subcommittee will

- comprise the Chair/s and Deputy Chair/s of the MASC, the Chairs of the devolved nation MASC and three members elected from the MASC.
10. The opinion of the members of the Conference of Medical Academic Representatives shall be sought by the MASC before major changes of policy are agreed.
 11. MASC shall either appoint one of its members to be chair for the ensuing year or shall appoint two of its members to be co-chairs. The committee may also appoint one or more members to be deputy chairs or co-deputy chairs. The chair or co-chairs, deputy chairs and executive of MASC shall be elected at the first meeting after the annual conference.
 12. Annual Representative Meeting – five academic representatives shall be appointed by the MASC to the Annual Representative Meeting.
 13. Conference of Medical Academic Representatives – a conference of medical academic representatives shall meet at least once in each session.
 14. The composition of the Conference of Medical Academic Representatives shall be set out in the Annex.
- N.B. Paragraphs 1-6 of the Constitution are to be found in the articles and bye-laws of the Association and can only be changed with approval of the Annual Representative Meeting as advised by the Organisation Committee. Paragraphs 7 -14 of the Constitution are matters for MASC alone and so do not need to go to the Organisation Committee and thence the ARM for amendment.
- *The intention is that this seat should be used by SMASC to ensure representation of Scottish academic trainees on MASC.

Your role as a committee member

There are a number of roles on committees with varying responsibilities depending on the position and the work of the committee. To find out more, please see our standard committee role profiles:

bma.org.uk/collective-voice/committees

Code of conduct

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 efforts 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.

Behaviour principles are:

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

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.

GDPR

The GDPR (General Data Protection Regulation) came into force from 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 6 principles as set out in the new 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 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/committee-policies/committees-technology-tcs

bma.org.uk/advice/employment/ethics/confidentiality-and-health-records/general-data-protection-regulation-gdpr

Key committee dates

- Friday 20 July 2018
- Friday 14 September 2018
- Friday 14 December 2018
- Friday 24 May 2019

All meetings are held at BMA House and will usually commence at 10.30am, with an approximate finishing time of 4.00pm. The December meeting start at 12 and finish at about 4.30 with mulled wine and mince pies.

MASC executive meetings

- Friday 26 October 2018
- Friday 8 February 2019
- Thursday 4 April 2019

JATS (joint academic trainees subcommittee)

- 9 November 2018

Women in Academic Medicine Group

- Friday 31 August 2019

MASC conferences

Conference of Medical Academic Representative (COMAR)

- Friday 29 May 2019

Clinical Academic Trainees Conference

- Saturday 2 February 2019

Women in Academic Medicine Conference

- Friday 12 October 2018

Helping you participate

Role of committee services

Committee services provides support for all the committees and conferences for which the policy directorate is responsible, including all the branch of practice committees and a wide range of other committees from medical managers to the patient liaison group.

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.

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

We also have an Equality, Inclusion and Culture team which partly works with our team and partly with professionalism and guidance. Within the committee services function, the purpose of the equality, inclusion and culture team is to ensure that the BMA's democratic structures are transparent, fair and increasingly reflective of equality and inclusion principles.

Key contacts

Committee services within the policy directorate provides support for the medical academic staff committee. Get in touch with members of the unit if you have any questions or queries.

David Cloke

Committee secretary

T 0207 383 6615

E dcloke@bma.org.uk

Alex Young

Committee advice & support officer

T 020 7383 6380

E ayoung@bma.org.uk

Winifred Annan

Co-ordination and support officer

T 020 7383 6264

E wannan@bma.org.uk

Angela Kyle

Head of committee services

T 020 7383 6842

E AKyle@bma.org

Kim Fowler

Committee support manager

Policy Directorate

T 0207 383 6140

E kfowler@bma.org.uk

Committee support team

T 020 7383 6027

E committeesupport@bma.org.uk

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) only on request.

Video conferencing facilities

For some meetings you may find it easier to join via 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 – 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 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 committeesupport@bma.org.uk.

See [bma.org.uk/about-the-bma/equality-and-diversity/care-guidelines](https://www.bma.org.uk/about-the-bma/equality-and-diversity/care-guidelines) for the full guidelines and conditions

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

Please let us know your dietary requirements and what we can do to make our meeting fully accessible to you. You can email committeesupport@bma.org.uk

Expenses and honoraria

Expenses

You are eligible to claim expenses incurred when attending committee meetings. This includes costs of travel, subsistence and accommodation. We do, however, ask that you buy advance tickets whenever possible and made hotel arrangements next in advance when prices are lower.

We have a web-based expenses system called Concur, which members use to claim all committee expenditure from. The website can be used on all current web browsers and is also available on most smart phones and tablet devices. 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 David Cloke at dcloke@bma.org.uk or on 020 7383 6615 in advance of a meeting 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/connecting-doctors/search?q=concur

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 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 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.

Preferential hotel rates

We have negotiated special discounts at hotels near our 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.

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.

Key links and other useful information

MASC email listserver

The MASC list-server comprises only those members who are elected to the committee, co-opted members, ex-officio members and relevant BMA staff. It is the main method by which members of the committee and the secretariat communicate between meetings.

All members of the MASC are added to the listserver following their election. The listserver is similar to a group e-mail system and will allow you to participate in group discussions. Once you have been added you will be sent a welcome note providing detailed information about posting e-mails and managing the system.

Please note that when you send a message to the listserver all members will receive it, and therefore **any individual enquiries should be sent separately or forwarded to the relevant individual.** We will ask you to accept listserver terms and conditions when you first join.

The secretariat will use the listserver to disseminate key information, consultation documents for consideration, draft policy papers and guidance for review, and requests for volunteers to attend meetings on behalf of the committee.

Given the number of emails which are sent to the listserver you may find it easier to manage if you set up a separate folder for listserver emails and create a rule to ensure that emails to the listserver go into that folder.

Committee webpages

bma.org.uk/collective-voice/committees/medical-academics-committee/committee-overview

Listserver address

masc-l@listserv.bma.org.uk

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.

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. 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.

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.

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.

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 sufficiently important to merit both chairs. You can read more detailed guidance on co-chairship online.

Care guidelines for BMA members

We can provide care for under 5s, 5-14 year olds, and dependants (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 BMA House, 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 from committee staff or the BMA conference unit.

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.

British Medical Association

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