

# Your committee

# Sessional GPs

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.

2017-18



The BMA functions best 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 election you agree to uphold these principles.**

## **GPC sessional GPs subcommittee**

### **About the committee**

The sessional GPs subcommittee is part of the BMA's general practitioners committee (GPC). We provide national representation for all salaried and locum GPs. Members come from a range of backgrounds and careers and draw on their knowledge and experience to speak up and fight for a fairer deal for sessional GPs now and in the future.

### **The general practitioners committee**

The general practitioners committee UK (GPC UK) is the only fully inclusive, nationally based organisation which represents all GPs, whether BMA or non BMA members, independent contractors, sessional GPs (includes salaried and locum GPs), and GP trainees. It is funded from local medical committees (LMCs) and the BMA.

The GPC has sole negotiating rights for GPs in negotiations with NHS employers. It works on behalf of LMCs who set the policy of the GPC by way of annual conference resolutions or decisions taken at GPC meetings.

The GPC UK has two representational subcommittees:

- GP trainees
- Sessional GPs

## Local medical committees

Local medical committees (LMCs) are the bodies that represent the interests of all GPs at a local level, and as membership organisations their strength lies in their ability to represent the entirety of the profession.

Given that there have now been several major reorganisations within the NHS over recent years, LMCs are now the only locality-based organisation that maintains a corporate memory within general practice.

The under-representation of sessional GPs on LMCs is currently at risk of undermining the strength, effectiveness and credibility of many LMCs as well as disenfranchising an important part of the GP workforce and leaving them without effective local representation.

We would encourage all sessional GPs to become involved with their LMC and to find out if they can have a seat as an elected member or attend LMC meetings as an observer. In this way sessional GPs can become more engaged in local medical politics and influence decisions affecting general practice locally.

## Remit of the subcommittee

The SGP's subcommittee's mission statement is:

### ***Making a difference to the working lives of sessional GPs***

We endeavour to:

- consider all matters of interest for salaried and locum or freelance GPs
- lead on all GPC issues that primarily affect sessional GPs
- respond to relevant consultations affecting sessional GPs
- work with other subcommittees as and when required on the development of policy and the production of guidance.

You can find out more about the subcommittee on the BMA website [bma.org.uk](http://bma.org.uk)

Membership of the subcommittee is as follows:

- sixteen members appointed by election
- the Chairman of the General Practitioners committee (GPC), or a deputy appointed by him (ex-officio and non-voting)
- one member of the GPC executive team (non-voting)
- one member of GPC, who shall be a GP contractor, appointed by GPC (non-voting)
- the immediate past Chair of the subcommittee until the end of the session immediately following his or her leaving office, unless already an elected or ex-officio member of the committee (ex-officio and non-voting)

### **Your role as a subcommittee member**

As an active member of the subcommittee you are expected to:

- contribute to the work of the subcommittee
- attend subcommittee meetings
- assume various roles as the need arises, for example, leading on or providing particular assistance with projects in your area of expertise
- provide a steer to the work of the secretariat and policy teams
- represent and promote the work of the subcommittee internally and externally

## 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/joining-a-committee/role-profiles-for-bma-committees](https://bma.org.uk/collective-voice/committees/joining-a-committee/role-profiles-for-bma-committees)

## Voting rights

All elected and appointed members have full voting rights, with the deputy member having the same rights as the member for whom they are deputising. The chair of the subcommittee is also entitled, in the case of equality of votes, to give a second or 'casting' vote. Ex-officio members, invited members, co-optees and visitors do not have voting rights. Ex-officio and observer members do not have the right to vote at meetings, but can offer valuable advice to help members reach decisions.

## 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 culture change to become a better BMA. Our aim is to adopt them in all we do.

It is our responsibility as BMA members to role model and promote positive behaviours and to challenge poor behaviours.

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.**

## Key committee dates

The sessional GPs meet on four formal occasions each year although members may also contribute to steering groups or working groups to deal with specific projects.

The meetings of sessional GPs for the session will be held on:

### Subcommittee meetings:

- Thursday 6 July 2017
- Wednesday 18 October 2017
- Thursday 25 January 2018
- Thursday 26 April 2018
- Wednesday 4 July 2018

### Exec meetings:

- Wednesday 30 August 2017
- Wednesday 20 September 2017
- Thursday 23 November 2017
- Thursday 22 February 2018
- Wednesday 6 June 2018

All meetings are held at BMA House and will start at 10.00 with an approximate finish at 17.00

## Other relevant meeting dates

### GPC meeting dates

GPC UK and GPC England will meet on the following dates in 2017-18. GPC meetings will commence at 10.00 and will usually finish at 17.00 (never later than 18.00).

- Thursday 20 July 2017 GPC England
- Thursday 14 September 2017 GPC UK
- Thursday 16 November 2017 GPC England
- Thursday 18 January 2018 GPC England
- Thursday 15 March 2018 GPC UK
- Thursday 17 May 2018 GPC England
- LMC Conference England 10 November 2017
- LMC Secretaries Conference 19 October 2017
- LMC UK Conference (Liverpool) 9 March 2018

### Apologies for absence

It is very important that you advise the secretariat in advance if you are unable to attend a committee meeting.

In line with council byelaws, if any elected or appointed member of the sessional GP's is absent from three successive committee meetings, that member shall (except in cases of illness or for some reason approved by the chair of the board) be deemed to have resigned their membership, and a casual vacancy arise.

## Key priorities for the committee for the 2017-18 session

In the 2017-18 session, the subcommittee will focus on developing and maintaining up to date evidence on sessional GPs concerns building a picture of equality, diversity and inclusion issues engaging with and supporting sessional GPs promoting the value of sessional GPs in the GP workforce both internally and externally ensuring fair terms and conditions for sessional GPs, with a particular emphasis on new models of care supporting sessional GPs in developing their careers providing up to date and relevant guidance and resources building effective relationships with internal stakeholders.

The subcommittee will, working with committee services and policy teams, develop a detailed work plan based on these high level objectives, and will communicate progress in achieving them to GPC, LMC conference, ARM and through the monthly sessional GPs e-newsletter.

## Key contacts

### **Matt Lasham**

**Committee secretary**

**T:** 020 7383 6020

**E:** [mlasham@bma.org.uk](mailto:mlasham@bma.org.uk)

### **Zara Raza**

**Committee advice and support officer**

**T:** 020 7383 6483

**E:** [zraza@bma.org.uk](mailto:zraza@bma.org.uk)

**Committee support team**

**E:** [committeesupport@bma.org.uk](mailto:committeesupport@bma.org.uk)

## Helping you participate

### Role of committee services

Committee services are responsible for providing support to all the committees and conferences which are covered by the policy directorate.

Committee secretaries work directly with the committee and their chairs, providing high level support, maintaining an overview of all the committee's work and taking forward policy work not covered elsewhere. The committee support team undertake all associated committee administration from carrying out research and policy matters to preparing agendas and action notes.

The team also respond to members enquiries, support diary management, travel and rooms bookings and coordinating and monitoring committee listservers.

LMC liaison responsibility also falls within the team and is led by a senior policy adviser.

### 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.

### Video conferencing facilities

For some meetings you may find it easier to join via video conference from your home or workplace. Videoconferencing 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.

## 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 Zara Raza – [zraza@bma.org.uk](mailto:zraza@bma.org.uk)

See [bma.org.uk/about-the-bma/equalityanddiversity/care-guidelines](https://www.bma.org.uk/about-the-bma/equalityanddiversity/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 [zraza@bma.org.uk](mailto:zraza@bma.org.uk) or call on 020 7383 6842.

## Honoraria, expenses and other matters for committee members

This document gives details of the arrangements for payment of honoraria and expenses for GPC, SGPC, GPC(W) and GPC subcommittee meetings as well as meetings to which the GPC has appointed representatives or committee members. A separate document covers expenses for members of the UK, English, Scottish and Welsh negotiating teams.

Members representing BMA committees should make claims through their normal BMA mechanism. Some general points on taxation and national insurance are also given; the GPDF cannot provide personal tax and financial advice and you should discuss such matters with your personal financial adviser(s).

**Please retain this for reference throughout the 2017-2018 session.**

If you are a newly elected or appointed member of GPC, or one of its national or other subcommittees, you must return the Joiner's Form to the secretariat providing us with your National Insurance number and date of birth, together with a photocopy of the identity page of your passport and your consent to release your personal data to others, who may have a right to see it, including B&CE the provider of the GPDF's workplace pension scheme.

The form must be received within 6 weeks of the first meeting attended or payments cannot be processed. If you do not provide us with your National Insurance number and evidence of identity we will make no payments to you until you do. This information is required to enable the GPDF to comply with HMRC's Real Time Initiative for PAYE.

Existing or returning members of GPC (or SGPC and GPC Wales) DO NOT need to submit this information again provided their name and address remain the same.

Claims for expense reimbursements must be made on a GPC Claim form or using the approved electronic form available on request from the treasurer. Original receipts must be appended; photocopies and credit card receipts are not acceptable.

## General

All claims MUST be submitted together with supporting receipts. The finance department will not process claims without receipts or invoices; only exceptionally will credit card slips be accepted and approved by the Treasurer where the original receipt is unavailable; photocopies will not be accepted.

Illegible, inaccurate or incomplete forms will be returned to the claimant unpaid. An electronic claim form is available on request from the treasurer. All expense claims are to be submitted within 6 weeks; claims older than 6 weeks will be referred to the Treasurer who will, other than in exceptional circumstances, not sanction payment.

Attendance at meetings other than those of the GPC and its subcommittees must be cleared with the secretariat and/or treasurer beforehand.

Travel and subsistence costs relating to meetings with journalists, or to attend interviews on radio or television, will only be reimbursed if attendance has been requested by the BMA public relations department and authorised in advance by the chairman of the GPC (the chairs in the devolved administrations where activity is in Scotland or Wales) or the treasurer.

Attendance as a guest at a dinner organised by another body requires approval by the appropriate National or UK chair and will attract travel and subsistence only. The treasurer may, exceptionally and after application in advance, consider a partial honorarium if significant time is required to travel to the event.

### **Honoraria**

The standard honorarium has been set at £525 per day for 2017-2018. No honorarium is payable to those in receipt of fixed reward contracts unless the contract specifies that the holder is entitled to claim additional payments.

Honoraria are subject to deduction of income tax and NI contributions and payments will be made by BACS on a monthly basis with a PDF payslip sent by email; you will be issued with a unique password to enable you to access the information. Passwords should be kept carefully as the GPDF may seek a payment to defray costs associated with reissue.

Claims for honoraria received and approved by the 25th of any month will be paid by the end of the following month. Following the end of each tax year on 5 April the GPDF will issue (by email) a Form P60 in respect of income tax and NI contributions deducted from

payments made to you; a fee of £50 is required for each duplicate P60.

The GPDF strongly supports the use of video and teleconferencing, but recognises that the intrusion into the normal working day is reduced and its policy reflects this in claims for such events.

A member may claim £262.50 for a video or teleconference lasting up to one session (the equivalent of up to 4 hours) and £525 for a conference of up to two sessions (the equivalent of up to 8 hours or where the conference clearly exceeds 4 hours).

### **VAT**

If you are or you are required to become registered for VAT you will not recover any output VAT from the GPDF for which you are liable to account in respect of your honorarium and any expense reimbursements claimed by you.

## Pension

The GPDF has established a Pension Scheme under the Pensions Act 2008. This is the subject of separate communications from The Peoples Pension and Mazars LLP who administer the GPDF's payroll and pension arrangements.

For members of the scheme the current contribution from the GPDF is 1% of honoraria payments. Members must contribute a minimum of 1% (0.8% with tax relief) but may increase this such that the maximum contributed would be the value of the honoraria less any Employee Class I NI Contributions which the GPDF is obliged to deduct. You should be aware that pension contributions to all pension schemes to which you contribute in the 2017/2018 tax year are limited for tax purposes and may be tapered.

Members should take independent financial and/or tax advice on the consequences of membership of the GPDF's scheme.

## Locum fees

Locum fees will not be reimbursed.

## Travel

Where possible, the most efficient/cost effective method should be used. Advanced bookings should be made to reduce costs whenever possible.

## Car

The mileage rate is 45 pence per mile. In addition, the cost of Congestion Charges (typically Central London) and parking at an airport, railway station or in a city will be reimbursed. Point of departure and destination must be stated clearly; reference only to the title or purpose of the meeting will not be accepted.

## Motor vehicle insurance

Whilst a vehicle used by you, of which you, your spouse, a relative or partner (whether civil or business), are the registered keeper, may be insured for social, domestic and pleasure purposes, it is your responsibility alone to ensure that the vehicle is properly and adequately insured when used for a business purpose.

You should consult your insurer to confirm that the motor insurance policy covers you when on business for the GPC, its sub-committees and the GPDF. You may also wish to confirm that cover extends to journeys undertaken by you to your LMC and any LMC or BMA conference.

Consequently, if you are the driver of a motor vehicle, including a motor bicycle, used to attend any of the meetings described you are solely responsible for ensuring that the vehicle and its passengers are properly covered by a motor insurance policy and that you have done nothing to invalidate that insurance policy. You are also responsible for ensuring that any person who is driving your motor vehicle with your permission is protected.

The GPDF and the GPC accepts no responsibility whatsoever for any damage caused to a third party, or to you or to the driver of the vehicle in the event of any loss sustained as a result of or during the use of the motor vehicle in question.

### **Taxis**

Where there is no alternative means of transport reasonable taxi fares will be reimbursed. Claims MUST state the purpose, origin and destination of the journey.

### **Rail travel**

First class travel can be claimed for single journeys (not return) over 50 miles. The cost of a first class overnight sleeper may be claimed for journeys over

250 miles. The cost of a standard class ticket only will be reimbursed for travel on the Heathrow, Gatwick or Stansted Express.

Those aged 60 or over should use a Senior Railcard and claims without this discount shown on the tickets will be reduced by 1/3, unless a good reason is given such as travel before 09.30 wholly in the South East area.

### **Airfares**

Airfares are based on economy passenger rates (or lower) as may be available and where typically the distance travelled is over 350 miles or where geographically road/rail travel is not possible such as between England and Northern Ireland. However, if it is cheaper and more cost effective to travel by air rather than by road or rail then the cost of an airfare (supported by a receipt) will be reimbursed.

### **Bus/tube fares**

Bus and tube fares will be reimbursed; a contactless or oyster card should be used, and the amount reimbursed will be capped at this rate unless an explanation is provided. Although receipts are not required a print out of the oyster history is available online and may be submitted.

## Subsistence – meals up to a maximum of:

### Breakfast £5.00

If not included in the overnight cost of a hotel  
OR If leaving home before 06.30

### Lunch Nil

(this allowance has been abolished)

### Dinner £35.00

(if not provided after a meeting or by the train operator,  
but only if arriving home after 20.00)

The GPDF will not reimburse Top Up payments to oyster cards.

## Key links and other useful information

### Committee webpages

[bma.org.uk/collective-voice/committees/general-practitionerscommittee/gpcsubcommittees/sessional-gpssubcommittee](http://bma.org.uk/collective-voice/committees/general-practitionerscommittee/gpcsubcommittees/sessional-gpssubcommittee)

### Listserver address

GPC sessional GPs discussion list  
[sessionalgp-l@listserv.bma.org.uk](mailto:sessionalgp-l@listserv.bma.org.uk)

### Employment and career advice

[bma.org.uk/advice/employment/contracts/sessional-and-locum-gp-contracts](http://bma.org.uk/advice/employment/contracts/sessional-and-locum-gp-contracts)

## 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<sup>1</sup> (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.**

### **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.

### **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 £205 for accommodation, per night. You can also reclaim locum costs at a limit of £550 per day.

Honoraria payments are payments made by the BMA to members for their voluntary services. You qualify for honoraria payments for each BMA meeting you attend once you have attended 12 meetings in a session. Payments are £250 per day, and you can claim by making sure that you sign and tick the relevant column on the committee attendance sheet from your thirteenth meeting onwards.

### **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: [bma.org.uk/connecting-doctors/search?q=hotel%20rates#serpq=hotel%20rates](https://bma.org.uk/connecting-doctors/search?q=hotel%20rates#serpq=hotel%20rates)

### **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**

BMA House, Tavistock Square,  
London WC1H 9JP  
[bma.org.uk](http://bma.org.uk)

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