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.

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/head of committee secretariat as appropriate.
- You should uphold the confidentiality of your committee when requested. If in doubt, ask the chair of committee.
- As a member of the medical profession and as an elected representative, you should behave in a professional manner at all times. Robust debate is sometimes essential in forming policy, but you should always treat patients, colleagues and staff with respect.

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

**About the committee**
Remit, subcommittees and where it sits in the BMA structure.

**Remit of the committee**
SJDC’s role is to consider and act on matters affecting those engaged in hospital/public health medicine practice in the training grades in Scotland under the National Health Service (Scotland) Acts and to safeguard the interests of hospital and public health medicine medical staff in the training grades in Scotland. The committee is empowered to report on any matters referred to it by Scottish council, the junior doctors committee, or the public health medicine committee (UK) and has full delegated authority to negotiate on devolved matters.

The majority of SJDC membership consists of representatives nominated from one of the four regional junior doctor committees (RJDC) in Scotland.

Members from the four regional committees represent junior doctors in the following health boards:

- North of Scotland (NHS Grampian, NHS Highland, NHS Shetland, NHS Orkney, NHS Western Isles)
- South East of Scotland (NHS Lothian, NHS Borders, NHS Fife)
- East of Scotland (NHS Tayside)
- West of Scotland (NHS Greater Glasgow & Clyde, NHS Ayrshire & Arran, NHS Dumfries & Galloway, NHS Forth Valley, NHS Lanarkshire)

RJDCs can refer to SJDC any matters of concern, which either cannot be resolved locally or that may have implications for other regions.

You can find out more about the committee on the BMA website [www.bma.org.uk/jdcscotland](http://www.bma.org.uk/jdcscotland)
Your committee – Scottish junior doctors

Subcommittees
SJDC is empowered to appoint an executive subcommittee in order to deal with any matters requiring urgent consideration or action, take forward specific pieces of work and projects on behalf of SJDC and to provide representatives to attend meetings in addition to the SJDC office bearers.

The SJDC is composed of:
Voting members

Non-voting members

Scottish council chair (ex officio)
– 1 member appointed by SCC (Scottish consultants committee)
– 1 member appointed by SGPC (Scottish general practitioners committee)
– 1 member appointed by SMASC (Scottish medical academic specialists committee)
– 1 member appointed by SSACS (Scottish staff, associate specialist and specialty doctors committee)
– 3 members appointed by SMSC (Scottish medical students committee)

– 3 members appointed by North of Scotland RJDC
– 2 members appointed by East of Scotland RJDC
– 3 members appointed by South East Scotland RJDC
– 6 members appointed by West of Scotland RJDC
– 1 member appointed by the Scottish public health medicine trainees group
– UK JDC chair (ex officio)
– Members of UK JDC resident in Scotland if not already members of SJDC
– Hospital doctors in the training grades and GP registrars elected to Scottish council
– 1 dentist in training appointed by the BDA

Also, each RJDC can put forward a nomination for one of two available ‘floating seats’. Priority is given to, firstly, nominees who have not previously been a voting member of SJDC and, secondly, to RJDCs who had not held a floating seat in the previous session.
Your role as a committee member

All committee members are recommended to read the complete BMA conflicts of interest policy and other key policies which are available on the website at www.bma.org.uk/collective-voice/committees/committee-policies.

As an active member of the board you are expected to:
- contribute to the work of the committee
- take action arising from committee meetings by providing information, advice and feedback to/from your constituency
- provide a steer to the work of the secretariat, for example by contributing to consultation exercises or providing information about your Board area or constituency
- 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.

Roles of other committee members

Chair
The chair plays a pivotal role within SJDC. During the meeting, he/she is responsible for:
- Abide by the BMA behaviour principles and code of conduct (link to website)
- Ensure effective working relationships between the officers and members
- Promote and ensure compliance with data protection legislation and confidentiality
- To ensure committee members are aware of their responsibilities in this area, monitor compliance and address any issues that may arise
- Work in partnership with the BMA secretariat and staff
- Facilitate change and address conflict within the committee/council
- Act as figurehead and spokesperson as appropriate
- Represent the BMA and the committee/council and the specialty/grade in discussions with stakeholders
- Keep up to date with developments
- Review committee/council governance, performance and skills
- Facilitate succession planning
- Plan, set the agenda and prepare for meetings with others as appropriate
– Run meetings in accordance with governance guidance and BMA policy
– Ensure matters are dealt with in an efficient and orderly manner
– Bring impartiality and objectivity to meetings and decision making
– Maintain order during meetings, establish a finish time and prioritise items for discussion
– Ensure a fair and balanced discussion, giving every member an opportunity to contribute — including visitors as appropriate
– Aim to reach collective decisions and agreed action points, summarising these for members at the end of each agenda item and at the end of the meeting
– Ensure notes of meetings are accurate and timely and actions are taken and reported
– Ensure that regular reports to BMA council reflect the committees’ work and position
– Encourage members to contribute to consultation responses
– Contribute to and help guide list server discussions
– Take action as necessary, and in consultation as appropriate, and make decisions on behalf of the committee between meetings
– Mentor less experienced committee/council members

The chair will also take action and make decisions on behalf of SJDC between meetings.

**Deputy chairs**
SJDC appoints two deputy chairs — one with responsibility for Scottish negotiations and the other with responsibility for education and training. Like the chair, the deputy SJDC chairs are appointed on an annual basis at the first meeting of the committee each session and they also hold office for one year.

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

In terms of their specific remit, the chairs also take on the following responsibilities:

**Negotiations deputy chair**
– Keep abreast of developments both within and outwith the BMA relating to the employment of junior doctors, in order to develop a strategic view of SJDC’s work in this area.
Your committee – Scottish junior doctors

— Work closely with the chair on issues affecting employment of junior doctors and attend regular meetings with the Scottish Government Health & Social Care Directorate (SGHSCD) and NHS Scotland.
— Remain aware of developments at a UK level by keeping abreast of the work of the JDC negotiating subcommittee.

Education and training deputy chair
— Keep abreast of developments both within and out with the BMA relating to the education and training of junior doctors in Scotland, in order to develop a strategic view of SJDC work in this area.
— Work closely with the chair on issues affecting the education and training of junior doctors and attend regular meetings with NHS Education for Scotland (NES).
— Remain aware of developments at a UK level by keeping abreast of the work of the JDC education and training subcommittee.

Deputy member
A deputy committee member is invited to deputise at a committee meeting on behalf of any member who is unable to attend.

Ex-officio members
These members hold positions on the committee by virtue of their office within the BMA, for example the Scottish council chair and UK JDC chair.

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

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

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

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

SJDC meets on four formal occasions each year although members may also contribute to steering groups or working parties established by the secretariat to deal with specific areas of work and projects.

The meetings of the committee for the session will be held on:
- Tuesday 11 September 2018
- Thursday 6 December 2018
- Thursday 28 February 2019
- Friday 17 May 2019

All meetings are held at the BMA Scotland Office, 14 Queen Street, Edinburgh, EH2 1LL. They usually commence at 11am, with a sandwich lunch provided at 1pm and an approximate finish of 4pm.

Apologies for absence

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

Before each meeting

An email will be sent to committee members four weeks in advance of the meeting in order to confirm attendees and it is helpful to the secretariat if you respond to this email as soon as you can. Representatives will then be emailed the agenda and papers around one week in advance of the meeting. It is important to ensure that you come prepared to meetings, having read the agenda and papers.
At each meeting
SJDC meetings take place in the council chamber on the lower ground floor of the BMA Scotland office in Edinburgh. A seating plan will be available in the council chamber at each meeting and it is helpful if members adhere to the seat allocated to them.

While meetings can seem quite formal, in practice they are usually fairly relaxed. It is important that all members fully engage in the debate and contribute to the discussion, making sure that they take into account not only their own views but, more importantly, the views of any constituents they may represent. Other members of the committee are there to offer you support and are friendly and approachable, so if you are ever unsure on any points or acronyms, don’t be afraid to ask.

Between meetings
The committee must respond to issues that emerge and develop throughout the session and its work is therefore not limited to the four meetings. The SJDC listserver is used for members to communicate between meetings and is where the secretariat posts important information and requests for comments on issues and consultations. It is important that members provide comments and views to allow the committee’s position to be established and put forward accurately. Some issues may have been under discussion by the committee over previous sessions and where necessary the secretariat will provide relevant background information. However, if you would like more information on an issue, don’t hesitate to ask and do feel you can contribute, as all views are valued.
Role of the committee secretariat

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

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

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

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

Key contacts

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

**Dominique Maske**
Committee policy executive
SJDC secretariat
T 0131 247 3035
E DMaske@bma.org.uk

**Geraldine Donnelly**
Senior policy executive
SJDC secretariat
T 0131 247 3030
E GDonnelly@bma.org.uk

**Sean Gallimore**
Head of policy
BMA Scotland
T 0131 247 3017
E sgallimore@bma.org.uk
Key priorities for the committee for the 2018-19 session

A single lead employer during training programmes
All junior doctors in training programmes in Scotland will soon be employed by one of four lead employer health boards for the duration of their training. This will mean less paperwork and fewer problems when moving post for junior doctors and has been a long-standing priority for SJDC.

Rest periods after night shifts
SJDC have now reached agreement with the Scottish Government and NHS boards that from August 2019, the rotas of all junior doctors will include mandatory 46-hour recovery periods after runs of night shifts.

Rota monitoring
SJDC has been working in collaboration with MSG to improve the monitoring process for junior doctors in Scotland with the creation of joint monitoring guidance aimed at employers. The guidance aims to remove barriers to accurately recording hours of work – for example, it advises employers that a consultant signature is not required on monitoring forms. The guidance has been sent to all NHS Scotland employers to help ensure that a fair and consistent approach is adopted across all Scottish NHS boards.

Rest and catering facilities
SJDC has identified that there is wide variation in the quality of rest and catering facilities in training hospitals throughout Scotland. SJDC is working with MSG to agree some realistic improvements that could be made to rest and catering facilities to improve the working lives of junior doctors.

Improving work life balance for junior doctors
Supporting the work-life balance of junior doctors should be given greater priority when rotas are being designed. SJDC are exploring with the Scottish Government and employers ways in which fixed annual leave can be reduced or eliminated, and have called for leave to be guaranteed to juniors to attend significant life events.

Shape of training review
Shape of training is an independent review into ways in which postgraduate medical training could be changed to meet the future needs of patients and health services. Consideration has been given to ways to increase flexibility and improve recruitment to specialty training, such as the introduction
of alternative options for post-foundation/pre-specialty training posts. SJDC is monitoring this work closely and providing input through BMA Scotland representation on the Scottish Shape of Training Implementation Group and the Scottish Shape of Training Transition Group.

Credentialing
In 2018, the GMC will continue their work to understand how credentialing processes which recognise doctors’ capabilities in particular practice areas may be taken forward, with a view to producing a revised definition of credentialing for further discussion with stakeholders, including the BMA.

The GMC will also be looking at how best to meet the Shape of Training principles, including what aspects of curricula might be delivered outside of postgraduate training. SJDC will be monitoring this work closely through BMA representation on the different Shape of Training groups.

Helping you participate

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

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

Skype for Business:
– lets you connect with co-workers or business partners
– start conversations with IM, voice or video calls
– see when your contacts are available online, in a meeting, or presenting
– Skype for Business is industrial-strength security for meetings
– broadcast online to a large audience
– present your screen during meetings or give control to others
– use Skype for Business in other Office programs to chat, call, or join a meeting with a click.

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

With a minimum of four weeks’ notice, care can be provided for approved BMA meetings, either at the BMA offices, or elsewhere to minimise disruption. In order to apply for care you must complete a copy of the care requirements form, which will be available direct from our child care providers, who the committee staff or the BMA conference unit will provide contact details for.

For more information or for an application form contact Pamela Bell PBell@bma.org.uk


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

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

**Catering**
Members who have special dietary requirements should especially confirm their attendance at least 4 days in advance, so that the secretariat can liaise with Catering accordingly. Please let us know your dietary requirements and what we can do to make our meeting fully accessible to you. You can email Fiona Hoy on FHoy@bma.org.uk or call on 0131 247 3054.
How to claim expenses and honoraria

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

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

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

Please contact Geraldine Donnelly at GDonnelly@bma.org.uk or on 0131 247 3030 to get approval for expenses for other committee related activities, such as attendance at conferences or stakeholder meetings. You can find more information about how to claim expenses on our website.

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

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

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

You should ensure that you indicate on the meeting attendance form that you wish to claim an honorarium for that meeting by ticking the honoraria column. Payments will be made directly into your bank or building society accounts.

You can find more information about how to claim honoraria on our website.
www.bma.org.uk/collective-voice/committees/committee-policies/committees-expenses-and-honoraria

Preferential hotel rates
We have negotiated special discounts at hotels near regional headquarters in London, Scotland and Northern Ireland for use by BMA members, BMA and BMJ staff.

You can see the list of hotels available for each region and details on how to book on the BMA website.
www.bma.org.uk/membership/hotel-rates-for-staff-and-members
Key links and other useful information

Committee webpages
www.bma.org.uk/jdcscotland

BMA

BMA listserv guidance and terms and conditions of use
Each BMA committee has a listserv, an email function that distributes an email to each contact registered with it. Examples of what is appropriate to use the listserv 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 listserv is judged to have been used inappropriately the committee chair has the right to remove access to the listserv.

Listserver address
sjdc-l@listserv.bma.org.uk

Key policies

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

Full information on the key policies listed above is available in the ‘Your area – Scotland’ information sheet.
Your committee – Scottish junior doctors

**Attendance:** Members should be able to allocate sufficient time to the Association to enable them to discharge their responsibilities effectively. Member role profiles provide further detail.

**Personal conduct:** Members are expected to maintain a high standard of personal conduct and to treat staff and other members with respect. In particular, members are required to promote and role model the behaviour principles outlined in the code of conduct. Doctors should display the same duty of care towards one another as they would towards patients and in the workplace.

**Election behaviour:** The BMA can only function with the contributions of those members who seek election as representatives. In order that elected representatives work together effectively, on standing for election, members agree to uphold the principles outlined in this code of conduct. Candidates will abide by electoral bylaws and respect other candidates. Members will not put undue pressure on other members, or staff to favour a particular candidate.

**Co-chair guidelines**

Co-chairing of committees can be an effective way of sharing a heavy workload and harnessing the strengths and expertise of two people. In the event of a co-chairship both chairs should only attend committee meetings and negotiation meetings of the committee they are chairing. Attendance at other committees, external meetings and conferences, both internal and external, should be shared unless they are sufficiently important to merit both chairs. You can read more detailed guidance on co-chairship online.