BMA resolution panel member role profile

<table>
<thead>
<tr>
<th>Role title</th>
<th>Resolution panel member</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Chief Executive (CE) / Director of Corporate Development (DCD)</td>
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<tr>
<td>Accountability</td>
<td>Panel members will hear formal complaints arising out of the BMA code of conduct and resolution process.</td>
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<td>Term of role</td>
<td>Per case/meeting basis - the CE/DCD reserves the right to change Panel members with 7 days’ notice.</td>
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<td>Expenses</td>
<td>Expenses will be paid in line with the BMA’s expenses policy.</td>
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**Election or appointment process**

Describe the election or appointment process for this role

All panel members need approval from BMA Council as per Article 14 of the Association’s constitution. Panel members are selected for panels according to availability and ensuring there are no conflicts of interest. Panel members cannot currently be part of the BMA’s democratic structures (i.e. committees, councils etc.)

**Purpose of role/key responsibilities**

List the core duties of the postholder and any special responsibilities

The BMA welcomes open debate and free exchange of ideas. We are committed to creating a culture that is inclusive of all members.

**BMA code of conduct**

Our code of conduct provides guidance on expected behaviour and sets out the standards of conduct that support our values in the work that we do. All BMA elected and appointed members, BMA directors and representatives¹ (hereafter referred to in the collective ‘member/s’) must comply with the code.

**BMA resolution process**

Wherever possible we want to promote positive behaviours and prevent breaches of the code from happening in the first place. While our preferred approach is to address poor behaviour informally through support, training and feedback, in certain situations we must formally investigate and respond to complaints.

The BMA resolution panel sits within the formal part of the BMA resolution process. It is an impartial panel of three elected members, supported by independent legal and HR expertise.

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¹ For clarity, this includes, co-optees, observers, visitors and lay members on BMA committees/councils/boards/groups.
Complaints hearing process and tasks of the panel:

- Where it is decided that the member in question has a case to answer, the panel will hear the complaint at a hearing.

- Panel members will attend the complaints hearing which will be held at BMA House. The hearing is attended by the respondent (and their companion if they chose to bring one), any witnesses, and the BMA’s external, independent investigators, as necessary.

- Panel members are required to have read the evidence gathered by the external independent investigators during the investigation prior to the complaints hearing.

- The panel will present the complaint to the member, and allow them to set out their case and respond to the allegations. The member should be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They should be given an opportunity to raise points about any information provided by witnesses.

- Following the complaint hearing, panel members are expected to review all the evidence presented to them and take a decision as to whether the complaint is upheld.

- If the complaint is upheld, the panel is expected to decide on the appropriate sanction. Actions should be graded and proportionate to the issue being investigated and as set out in the BMA resolution process.

- Panel members might also be asked to sit on panels to hear appeals of cases that have been heard by a BMA resolution panel.

Skills/personal attributes

Describe skills necessary for election/appointment

Describe personal attributes necessary for election/appointment

- Panel members cannot currently be part of the BMA’s democratic structures (i.e. committees, councils etc.)
- Ability to communicate clearly with a diverse range of people.
- Ability to make objective decisions based on the facts and evidence of each complaint.
- Ability to be analytical in applying the BMA policies and procedures, including the articles and bye-laws of the Association, to each complaint.
- Ability to treat people fairly and follow fair process.
- Experience of conflict management and/or mediation.
- Legal or HR experience at a senior level is an advantage.
- Panel members must declare any potential conflicts of interest in advance of panel meetings.

Member training requirements

You will be required to attend the following BMA training programmes:

- Panel members will receive training on the BMA code of conduct, resolution process and any other relevant BMA policies to ensure familiarity with these processes.
- BMA valuing difference training (equality, diversity and inclusion training).
- BMA Online equality, diversity and inclusion training modules
### Key relationships

**List the key relationships of the postholder**

- BMA Corporate support and resolution manager
- Chief executive officer
- BMA legal team

### Meetings/time commitment

**List number of meetings and possible weekly/monthly time commitment – eg 1 day a week**

Panel members are appointed for a per case basis.

Panel members must be able to commit to:

- Complaints hearings at BMA House (VC/TC available) – one full day, no more frequently than every other month
- Preparation time for hearing, adequate to ensure all evidence gathered in the investigation process is read prior to the complaints hearing – half a day, no more frequently than every other month

Total time: up to nine full days per year

### BMA mission, vision and values

**By standing for elections/being elected/appointed to a BMA committee/representative role you agree to the BMA mission, vision and values**

**Our mission**

We look after doctors so they can look after you.

**Our vision**

A profession of valued doctors delivering the highest quality health services.

BMA behaviour principles:
Sign-off

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<th>Role holder:</th>
<th>Date:</th>
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- Be professional
- Be accountable
- Be representative
- Be kind
- Respect others