Commitees 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.

2019-20
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.
About the committee

Remit, subcommittees and where it sits in the BMA structure

Remit of the committee

SSASC’s (Scottish staff, associate specialist & specialty doctors committee) role is to consider and act in matters affecting those doctors working in NHS boards in Scotland who are not general practitioners, nor in the training grades and whose posts do not require their names to be on the specialist register, including matters arising under the National Health Service (Scotland) Acts or any Act amending same or relating thereto save insofar as the above matters fall within the powers and duties of the Scottish consultants committee.

The committee shall have power to report on any devolved matters to the Scottish council of the BMA and on any other matters to the UK staff, associate specialists and specialty doctors committee and the public health medicine committee (UK).

The committee shall have full delegated authority to negotiate on devolved matters. It shall take all reasonable steps to implement policy decisions of the BMA and no action shall be taken by the committee that might affect materially the interests of another part of the profession without prior consultation with the interested parties concerned (and where necessary with the BMA Scottish council), and on the understanding that the delegated authority will be so used as to expedite the work of the BMA.

You can find out more about the committee on the BMA website bma.org.uk/sasc

Subcommittees

SSASC 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 SSASC and to provide representatives to attend meetings in addition to the SSASC office bearers.
Constitution
The constitutions of SSASC is as follows:

Voting members
– 14 representatives from the following NHS board areas:
  – Ayrshire & Arran 1
  – Borders 1
  – Dumfries & Galloway 1
  – Fife 1
  – Forth Valley 1
  – Grampian 1
  – Greater Glasgow & Clyde 3
  – Highland 1
  – Lanarkshire 1
  – Lothian 2
  – Tayside 1
  – 1 SAS group member appointed by the British Dental Association
  – The member elected to the SAS seat on Scottish council, unless already a voting member of the committee in another capacity

Non-voting members
– Those members, resident in Scotland, appointed by the BMA’s representative body to the UK staff, associate specialist and specialty doctors committee, unless already a member of the committee in another capacity
– Any staff and associate specialist doctor elected to a ‘Scotland’ seat on Scottish council, unless already a member of the committee in another capacity
– Chair of Scottish council (ex officio)
– Chair of the UK staff, associate specialist and specialty doctors committee (ex officio)
– Chair (or nominee) of the Scottish consultants committee (SCC)
– Nominee of the Scottish junior doctors committee (SJDC)
– Immediate past chair of SSASC, for one year after demitting office as chair
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 bma.org.uk/collective-voice/committees/committee-policies

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

- contribute to the work of the committee
- assume various roles as the need arises, for example, providing particular assistance with projects in your area of expertise
- provide a steer to the work of the secretariat
- 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 SSASC. During the meeting, it is his/her responsibility to:
- 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 chair**
Like the chair, the deputy SSASC chair is appointed on an annual basis prior to the first meeting of session from the voting members of the committee. The maximum term of office is three years, with a possible extension of one year in exceptional circumstances.

The deputy chair deputises for the chair at meetings when the chair is not available and also represents SSASC, along with the chair, at certain meetings. The deputy chair works closely with the chair and secretariat, providing advice on any necessary decisions that need to be taken on behalf of SSASC.

**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 SSASC UK 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**
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 is also entitled, in the case of equality of votes, to give a second or ‘casting’ vote. Ex-officio, co-optees and observer members do not have the right to vote at meetings, but can offer valuable advice to help members reach decisions.
Key committee dates

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

SSASC 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 SSASC meeting dates for session 2019-2020 are:
- Thursday 5 September 2019
- Tuesday 12 November 2019
- Thursday 27 February 2020
- Tuesday 26 May 2020

All meetings are held at the BMA Scotland Office, 14 Queen Street, Edinburgh, EH2 1LL. They usually commence at 11.30am, with 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 committee meeting. See below for contact details.
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

**Justine Penny**  
Administrator  
T 0131 247 3021  
E JPenny@bma.org.uk

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

**Janette Moran**  
Senior policy executive  
SJDC secretariat  
T 0131 247 3026  
E JMoran@bma.org.uk

**Sean Gallimore**  
BMA Scotland head of policy  
T 0131 247 3017  
E SGallimore@bma.org.uk
Key priorities for the committee for the 2019-20 session

Improving the working lives of SAS doctors
SSASC has progressed work with the Scottish Government and NHS employers in Scotland as part of the Improving SAS Doctors’ Working Lives Group, set up last year to look at the attractiveness of the SAS grade in Scotland.

The group’s remit has been broadened to include exploratory discussions on potential changes to the SAS pay and grading structure. The group will continue to explore how to ensure full implementation of the Scottish SAS Charter and has agreed that as an initial step a formal communication will be sent to all NHS boards in Scotland, emphasising the need for compliance with the SAS Charter, and with a focus on specific priority areas.

SAS doctor training and development
The SAS professional development fund in Scotland provides funding to support SAS doctors in Scotland pursue development and education opportunities. It is overseen by NHS Education for Scotland (NES), supported by an Associate Postgraduate Dean and has BMA SAS doctor representation on its Programme Board whose function is to provide strategic overview and direction for the SAS development programme, and to act as a decision-making panel to prioritise applications to the fund. There is a network of regional educational advisers, all of whom are SAS doctors, as is the Associate Postgraduate Dean.
**Shape of training**
Shape of training is a UK-wide review into whether changes in postgraduate medical training are required to ensure it continues to meet the needs of patients and health services in future. The BMA is represented by Lewis Morrison, the chair of Scottish Council on the Scottish shape of training transition and implementation groups — looking at what may be the implementation plan of the recommendations from the UK-level report of the Shape of training Steering Group for Scotland. The BMA is also represented at a UK-wide level.

SASC will continue to monitor any effects on SAS colleagues as the development plan evolves for the workstreams in Scotland.

**Credentialing**
The GMC are planning to introduce a process of credentialing in 2019 and have consulted on a draft framework with stakeholders, including the BMA. They will now analyse the feedback and refine their proposals in preparation for launch later in the year. SSASC will continue to monitor this work closely considering what it means for SAS doctors, with input to BMA representation on the 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.

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 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 Justine Penny on jpenny@bma.org.uk or call on 0131 247 3021.
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 Janette Moran at JMoran@bma.org.uk 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: [bma.org.uk/collective-voice/committees/committee-policies/committees-expenses-and-honoraria](bma.org.uk/collective-voice/committees/committee-policies/committees-expenses-and-honoraria)

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**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/membership/hotel-rates-for-staff-and-members](bma.org.uk/membership/hotel-rates-for-staff-and-members)
Key links
and other useful information

Committee webpages
bma.org.uk/collective-voice/committees/staff-associate-specialists-and-specialty-doctors-committee/scotland-sasc-overview

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
ssasc-li@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.
**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.