

BMA Committee (excluding GPC) Honoraria Policy

26th June 2024 – 30th June 2025



Scrutiny of expenses and honoraria

Please note, as per the BMA's policy on the scrutiny of honoraria and expenses, all BMA expenses and honoraria shall be open to scrutiny by BMA members on their request. In consideration of my entitlement to receive BMA expenses and or honoraria, I acknowledge and agree that the details of my expenses and or honoraria shall be open to scrutiny by members of the BMA. I note, however, that such scrutiny shall be subject to strict confidentiality undertakings and access shall only be given by secure confidential email with an attachment watermarked with the requestor's (BMA member's) personal details.

The BMA Board have stated that going forward no more than 50% of committee meetings should be physical and that the use of MS Teams meetings should be encouraged. This will reduce travel costs and the BMA's carbon footprint.

Honorarium for BMA committee members is only payable after attending 24 meetings days from the beginning of the BMA's political year without payment. The rate per day Honoraria is £250.

Members of committees are eligible to claim honoraria payments for attending meetings subject to the following rules:

1. If you are a member of a BMA or GPC committee appointed or elected by an external organisation, you are not eligible to receive honoraria payments.
2. Members must attend 24 meeting days in any one session without payment. The BMA political session runs from the end of each ARM (Annual Representatives Meeting) to the beginning of the next ARM. Honoraria will only be paid from the twenty fifth attendance. The BMA daily honorarium is an *ex-gratia* payment made to members for work done outside meetings and, although it is triggered by attendance at a meeting, it is not an attendance payment. It is recognition for those members who contribute most to the work of the BMA. Upon attending 24 meetings, honoraria will be paid in respect of the preparation time for subsequent meetings, provided this is carried out in the doctor's own time. It is neither reimbursement for lost earnings nor income for work done.
3. Attendance at GPC meetings do not count towards the 24-meeting threshold before honoraria payment is made in respect of attendance at BMA committee meetings.
4. Members must be present at the meeting for at least an hour to be eligible to claim honoraria. This includes attendance via video conferencing or by telephone.
5. Meetings scheduled for 1 hour or less do not qualify for honoraria.
6. For the purpose of honoraria records, an attendance roll call will be taken at each standard meeting by the BMA committee secretary and payment will automatically be made to members who attend those committees, if applicable.
7. For meetings which qualify for non-standard honoraria, **attendance must be approved in advance by the committee secretary before honoraria may be claimed.** These meetings are likely to be when you are acting on behalf of the BMA as a representative of one of the BMA committees that qualifies for honoraria payments in your capacity as a member of that committee or deputising for the chair at formal meetings with representatives of external organisations and bodies but may also include significant pre-arranged meetings with the secretariat. For all of these meetings non-standard honoraria claim form (see **Appendix 2**) must be completed and claimed within 90 days of the meeting. This deadline will be strictly monitored by committee secretariat.
8. To ensure all meetings are recorded, for any meeting which is outside of the standard scheduled meetings, a non-standard honoraria form must be completed.
9. Members will only receive one honoraria payment per day regardless of the number of BMA Committee meetings attended.

10. However, if on the same day a member attends both a BMA and GPC meeting, honoraria will be paid for both meetings, up to a combined amount of £607.
11. Any claims submitted later than 90 days will be referred to the treasurer and may not be paid. Such late claims will only be considered in exceptional circumstances. Please ensure all claims are submitted on time as there is no guarantee they will be approved otherwise.
12. Claims cannot be carried over to the next political session. The BMA political session runs from the end of each ARM to the beginning of the next ARM and then starts over again.
13. All claims must be authorised by the end of each month for payment to be made directly to your personal bank account on the 15th of the following month.
14. All honoraria payments are paid through the payroll system, tax and national insurance will be deducted where applicable.
15. For those members who have backfill agreements, please check the agreement as different rules will apply regarding eligibility for honoraria. In general, honoraria will not be payable where employers are reimbursed for your time.
16. The Treasurer with the agreement of the Group CFO and Remuneration Committee Chair can implement temporary measures to vary the policy so that the association can meet specific challenges.
17. Payment will not be made in any other circumstance; this includes attendance at the ARM; branch of practice conferences; attendance at local or regional meetings (with the exception of regional council officers); attendance at dinners; attendance at lectures; un-planned visits to a BMA office; social and training events.
18. Queries regarding authorisation of payment must be made to the committee secretary.
19. Breaches of the policy will be managed under the BMA Code of Conduct and Resolution Process. For further details, please refer to the BMA's Code of Conduct and Resolution Process.
20. If you have not claimed honoraria previously, please supply us with the information below for payments to be processed once you have reached the twenty-four-meeting threshold by emailing info.yourpayroll@bma.org.uk

The account holder name(s) as it appears on the bank records

The trading name of the bank

The six-digit account sort code

The eight-digit account number

If, however you do not wish to receive honoraria payments, please confirm this by emailing info.yourpayroll@bma.org.uk

Governance

The BMA committee (excluding GPC) honoraria policy is the remit of the BMA remuneration committee, which reports to the BMA board of directors.

Policy title:	BMA Committee (excl. GPC) Honoraria Policy
Supersedes:	All previous BMA committee honoraria policies
Version:	Sessional year 2024 - 2025
Name of sponsor:	BMA treasurer
Approved by:	Treasurer / Remuneration Committee
Effective date:	26 June 2024 - 30 June 2025
Next review date:	June 2025
Target audience:	BMA committees, GPC, BMA chief officers (excluding BMA President)

Appendix 1

Meetings which are eligible for BMA honoraria:

Appointments Oversight Subcommittee
ARM (Augmented Agenda) Committee
ARM Agenda Committee
Armed Forces Committee
Audit & Risk Committee
BMA Aspiring Doctors Programme
BMA Board
BMA Corporate L&D Programmes
BMA EDI Advisory Group
BMA National FREE (Forum for Racial and Ethnic Equality)
Board of Science
Civil & Public Services Committee
Committee of Medical Managers
Committee of Regional Council Officers
Community Care Committee
Conferences Subcommittee
Consultants Clinical Excellence Awards
Consultants Committee
Consultants Conference Agenda Committee
Consultants Contract Negotiation
Consultants Executive Subcommittee
Council (UK)
East Midlands Region Council (regional council officers only)
Eastern Regional Council (regional council officers only)
Finance Committee
Finance Committee Charitable Purposes Subcommittee
Forensic & Secure Environment Committee
Gender Pay Gap Review
Interim Measures Panels (Council UK)
International Committee
JDC Conference Agenda Committee
JDC Education and Training Team
JDC Executive Subcommittee
JDC Junior Doctors Committee
JDC LTFT Forum
JDC Multi Specialty Working Group
JDC Regional Services Liaison Group
JMF Executive Committee
JNC SASC
London Regional Council (regional council officers only)
MASC/JDC: Joint Academic Trainees Subcommittee
MASC COMAR Agenda Committee
MASC UK
MASC Executive Subcommittee
MASC Medical Academic Staff
MASC Women in Academic Medicine Group
Medical Ethics Committee
Medico-Legal Committee
MSC UK
MSC Conference Agenda Subcommittee
MSC Executive Subcommittee
MSC Medical Students Committee
National/Regional JDC Chairs Committee
Northeast Region Council (regional council officers only)
Northwestern Region Council (regional council officers only)
Northern Ireland Consultants Committee

Northern Ireland Consultants Executive Subcommittee
Northern Ireland Council
Northern Ireland Council Executive Subcommittee
Northern Ireland Council IT Subcommittee
Northern Ireland JDC
Northern Ireland JDC Negotiating Subcommittee
Northern Ireland LNC Forum
Northern Ireland MASC
Northern Ireland Medical Students Committee
Northern Ireland SASC
Northern Ireland SASC Executive Subcommittee
Northern Region LNC Forum
Occupational Medicine Committee
Organisation Committee
Patient Liaison Group
Pensions Committee
Private Practice Committee
Professional Fees Committee
Public Health Medicine Committee
Public Health Medicine Conference Agenda Committee
Public Health Medicine Consultative Committee
Public Health Medicine Registrars Subcommittee
Remuneration Committee
Retired Members Committee
SASC Certification Guidance Group
SASC Conference Agenda Subcommittee
SASC Staff Assoc. Specialists and Doctors Committee
Scottish Consultants Committee
Scottish Consultants Committee Executive
Scottish Council
Scottish Council Executive Committee
Scottish JDC
Scottish JDC Executive Subcommittee
Scottish LNC Forum
Scottish Medical Students Committee
Scottish SASC
Scottish SASC Executive Subcommittee
South Central Regional Council (regional council officers only)
Southeast Coast Regional Council (regional council officers only)
Southwest Regional Council (regional council officers only)
Trade Dispute Preparedness Group
Welsh Committee for Public Health Medicine
Welsh Committee for Public Health Medicine Executive Subcommittee
Welsh Consultants Committee
Welsh Council
Welsh Council Executive Subcommittee
Welsh Council IM&T Subcommittee
Welsh Council Legislation Subcommittee
Welsh Council Rural Health Subcommittee
Welsh Honorary Secretaries Forum
Welsh Junior Doctors Committee
Welsh Joint Consultants Contract Committee
Welsh LNC Forum
Welsh Medical Students Committee
Welsh SASC
West Midlands Region Council (regional council officers only)
Yorkshire Region Council (regional council officers only)

Appendix 2

Members claim for non-standard BMA honoraria

Honoraria claims can only be accepted within 3 months of the meeting date.

Name: (mandatory)

Personal Account Number as on BMA remittance advice:

Address

Postcode

All payments will be made by BACS. Please provide the following details:

Bank Account Number:

Bank Sort Code: --

Bank Account Name:

This form should be used for non-standard BMA honoraria claims **ONLY**. This form should be sent to the committee secretariat for approval. For a list of standard and non-standard meetings, see reverse.

ONE CLAIM PER FORM

Date	For GPC – time absence Over 6 hours absence 3 to 6 hours absence 1-3 hours absence 1 hour or less	Description of meeting or claim	Name of committee secretary

Signature of claimant:

Date:

Signed committee sec:

PRINT NAME committee sec:

Date:

BMA

British Medical Association, BMA House,
Tavistock Square, London WC1H 9JP
bma.org.uk

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