

Guidance for Managers

Dear Sir/Madam

As you will be aware, a member of your team has been appointed as a BMA Representative within the Trust.

As part of this role, representatives will undertake duties and activities, for which they are legally entitled to time off during their normal working hours. These will include training, negotiations and other BMA activities.

Time off for Training

BMA representatives complete their training in 3 stages. The first is undertaking a mandatory online module which the BMA has in place and will take around 30 minutes to complete. This is followed by a meeting with their local Industrial Relations officer which, again, may take around 30 minutes. Finally, representatives attend a full day face to face or virtual training event arranged regionally.

Please note that BMA representatives are entitled to **paid** time off, during their normal working hours, for training under S168 (2) of the Trade Union and Labour Relations Act 1992.

Time off for carrying out Trade Union Duties

Under S168(1) of the Trade Union and Labour Relations Act 1992, BMA representatives are entitled to **paid** time off, during their normal working hours, for carrying out Trade Union Duties. This includes all matters related to negotiations or consultations with the local or national NHS.

Examples of such duties may include, but are not limited to, meetings with members to discuss consultations or negotiations, preparations for consultations or negotiations, attendance at LNC / JLNC meetings, BMA UK SAS, UK CC, UK JDC and attendance at other BMA Regional / National meetings or conferences related to consultations or negotiations.

Time off for carrying out Trade Union Activities

Under s170 of the Trade Union and Labour Relations Act 1992, BMA representatives are entitled to time off for taking part in the activities of a Trade Union.

If you require any further information, please do not hesitate to contact the local BMA industrial Relations Officer or your HR department.

You may also find this helpful: [ACAS Code of Practice on time off for trade union duties and activities](#)

Yours faithfully

British Medical Association

Chief executive officer: Tom Grinyer

