Our Ref: CS/JN

To: Honorary secretaries of divisions and regional councils

Copy for information to: Honorary secretaries of regional councils, members of council, members of organisation committee, and coordinators of BMA regional centres and national offices.

Dear Secretary

May I firstly congratulate you if you have recently been elected or re-elected as division secretary. May I extend my congratulations to the successful new regional chair honorary secretaries:

Dr Mohammad M R Miah of East Midlands RC
Mr Andrew West of North East RC
Dr John Hughes of North West RC
Dr Julian Bashforth of South Central RC
Dr Robin Arnold of South West RC
Dr Shabana Alam-Zahir of West Midlands RC
Dr Cristina Costache of Yorkshire RC

I am looking forward to visiting more divisions and regions over the coming year and I shall prioritise coming to listen to attendees at divisional and regional meetings if invited.

Many of you are keen to engage in how we take forward the recommendations of the Romney report including the Women’s’ Support group. I am leading a workstream as a part of the BMA’s governance review on Representation, Committees and Culture and keen to understand what barriers there are to doctors from taking part in our representative activities so that we can evolve.
1. Conference of honorary secretaries of divisions and regional councils - Friday 13 March 2020, BMA House - online attendance booking form

The 2020 conference will take place on Friday 13 March and will be chaired by Chandra Kanneganti, honorary secretary of the North and Mid Staffordshire division.

Further information about the conference and theme will be sent in the December division circular. Once again, a dinner will be held on the evening before the conference to give honorary secretaries the opportunity to get together socially with the chief officers, staff from BMA House, member relations in England and the national offices.

I should be grateful if you would please let BMA conferences know you will be attending by completing the following online form by Friday 14 February 2020.

https://events.bma.org.uk/hon-secs-2020/sso

There are no paper nomination forms. If you have any queries regarding your submission or attendance please contact BMA conferences (confunit@bma.org.uk).

Attendance for the conference will only be accepted by completing the online form.

The conference will be held in the Bevan Suite (3rd floor meeting rooms). The registration desk will be open from 9.30 am and the meeting will begin at 10.00 am. Debates on motions to be referred to the joint ARM agenda committee will take place in the afternoon and I enclose a form for the submission of motions to the conference (appendix A). These will be grouped by subject within timed sections to create coherent debates. It may also enable division secretaries to form alliances to promote popular motions at the ARM. Please submit motions to Jesamine Noel JNoel@bma.org.uk. The deadline for motions to the conference is 17 February 2020.

Dinner - Thursday 12 March 2020

As in previous years, a dinner will be held on the evening before the conference to give honorary secretaries the opportunity to get together. I hope that you will be able to join us at the dinner and should be grateful if you would let us know by completing the appropriate section on the online reply form. Please include any dietary requirements and submit only one online reply form.

Travel arrangements

Please note that no reimbursement of travel and subsistence expenses will be made without a receipt. All claims must be processed via Concur, please see the Concur website for guidance https://www.bma.org.uk/about-us/how-we-work/committee-expenses

When claiming expenses on Concur for the conference, please note that the conference name is ‘hon secs’ and the budget code is S308 S1029.

Locum cover

Members who incur locum costs while they are on BMA business can reclaim the cost subject to a maximum limit of £550.00 per day. Reimbursement of locum costs may be claimed by all members (not just GP’s) who have to pay for locum cover. All claims must be claimed via
Concur and accompanied by an invoice from the Locum/Agency including their name, address, dates and daily/hourly rate charged otherwise claims will not be paid.

**Honoraria**

There is **no honoraria** for attendance at the conference of honorary secretaries of divisions and regional councils. This includes the pre-conference dinner.

2. **Appointment of representatives - Annual Representative Meeting.**

The 2020 ARM will be held at Edinburgh International Conference Centre from Monday 22 to Thursday 25 June 2020. Registration will open on Sunday 21 June from 3pm.

ARM representatives are nominated online via the ARM 2020 portal which will open mid-December. A link to the portal will be emailed to Honorary secretaries following the December D-circ.

Please note that as usual the list of ARM representatives is finalised a week before the ARM and **no late submission of names is permitted** - bye-law 30: **All representatives shall have been elected or appointed no later than one week (15 June 2020) before the annual representative meeting at which they are due to take up office.** Please note, this also applies to deputies.

The BMA will continue the e-voting and nominations for the elections held at the ARM. There will be no paper copies. The list of ARM voting representatives is used as the electorate.

The allocation of division seats for the 2020 ARM (appendix B) has been approved by the organisation committee and arrangements should now be made for your division to elect its representative(s) and deputy(ies). Divisions are now required to elect their representative(s) by 22 February each year and the nominations will need to be logged on the online system by **1 March 2020.** After this date unallocated division seats will be re-allocated to regional councils and national councils. Further guidance on the appointment of representatives and different routes in which members can attend the ARM is enclosed in appendix C.

Divisions are strongly encouraged to meet, elect and log their ARM reps well before this date. If they can be registered earlier, this will enable us to send details of hotel accommodation without delay to those appointed.
Appendix B to this circular sets out the seat entitlement of each division. Please check the list carefully to ensure that your division elects the correct number of representatives. There are some minor changes from last year as the number of representatives is based on the membership of each division as at 1 October 2019 but within the limitation of a total allocation of seats of 280.

Where a division is entitled to elect two representatives, those representatives shall not both be in the same branch of practice group. Where a division is entitled to elect three or more representatives not more than two of them shall be in the same branch of practice group. A deputy shall normally, but not necessarily, belong to the same category as the representative for whom he/she acts as deputy. It is particularly important that divisions elect deputy representatives in case the elected representative(s) cannot attend the ARM. Deputy representatives cannot deputise for part of the ARM i.e. it is not possible for a representative to attend part of the meeting and the deputy to attend another part (bye-law 35 refers). You can make changes to your division’s representatives via the ARM online portal and please don’t hesitate to contact Council secretariat ARMseats@bma.org.uk if you need any assistance.

3. Division annual reports and financial statements for the period 1 January 2019 to 31 December 2019

We enclose the annual report and financial statement form in appendix D for the period 1 January 2019 to 31 December 2019 and would be grateful if you would please complete and return this by 22 March 2020 (a copy should be kept for your division’s records). Please read the enclosed guidance notes in appendix E carefully before completing the form. If you have any questions, please get in touch with Jesamine Noel on 020 7383 6926 jnoel@bma.org.uk.

4. Division web pages

As you may already know, the BMA provides a facility on the main website that enables honorary secretaries (and other nominated officers) to upload content onto a specific area for their division and to send emails to everyone in the division for whom the BMA has a valid address. The BMA division webpage can be found at www.bma.org.uk/divisions (you will need to sign in first). For a handy step-by-step guide about setting up your web page please see appendix F.

Each divisional ‘home page’ contains a brief description of the division (e.g. its geographical boundaries) and details of its key divisional officers. Photos of divisional officers will no longer be included on the web pages. If you need assistance with updating the home page, please contact the BMA’s web team webcontent@bma.org.uk.

Nominated officers can upload additional content and send emails whenever they like and are encouraged to do so on a regular basis so that the pages are engaging. Example content includes:

- Agendas for upcoming meetings
- Minutes from previous meetings
- Medico-political news articles of local interest
- Consultation papers with request for feedback
- Invitations to social events
It would be of great help if you could also use your local networks and contacts to encourage members to register for the BMA website - the more email addresses we have, the more people to whom we can disseminate information. Your divisional webpage gives you access to "email statistics", telling you the percentage of members for whom we have email addresses and the list of names for whom we do not. Please help us to register more members by asking them to complete the form online: www.bma.org.uk/register. It only takes a few minutes and they will have full access to all the content and services on the website.

If your division doesn't yet have a web page and you would like us to set one up, please email Jesamine Noel JNoel@bma.org.uk, with your name and membership number. You will be notified when it has been set up, and given instructions on how to use the various features.

5. **Division model rules**

Please see attached appendix G for the division model rules. Please read these carefully and keep this version to hand.

6. **BMA Charities**

**Message on behalf of the BMA Charities chair**

“At this time of year, you may be thinking ahead to your division financial return and thinking about the Treasurer’s proposals for direct reimbursement of expenses to division officers. BMA Charities exists to support colleagues in difficulty, from medical students in training, to the retraining of refugee doctors. We work closely with the other medical benevolent charities to help these colleagues. If your division has funds which you no longer need, and you’re thinking of giving them to charity, please consider making that gift to BMA Charities. With your help, we can continue to invest in the future of the profession.”

7. **Updated conference meeting dates 2019-2020**

- **16 December**  Deadline for BMA awards and honours nominations  
  [www.bma.org.uk/bmahonours](http://www.bma.org.uk/bmahonours)
- **26 February**  Public health medicine conference
- **1 March**  Divisions must elect and register their ARM representatives. Any seats that are unfilled by 1 March will be reallocated by the regional and national councils. Regional coordinators and national secretaries will be informed of the numbers of unallocated seats soon after this date has passed.
- **4 March**  UK Consultants conference
- **13 March**  Conference of honorary secretaries of BMA divisions and regional councils
- **20 March**  Retired members conference
- **25 March**  Armed forces conference
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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>3 April (9.00 am)</td>
<td>Last date for the receipt of motions for consideration by joint agenda committee</td>
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<td>3 - 4 April</td>
<td>Medical students conference</td>
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<td>15 April</td>
<td>ARM Joint agenda committee</td>
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<td>1 - 2 May</td>
<td>Junior doctors conference</td>
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<td>4 - 5 May</td>
<td>ARM agenda committee</td>
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<td>6 - 7 May</td>
<td>UK LMC conference</td>
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<td>12 May</td>
<td>ARM agenda committee</td>
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<td>May/June</td>
<td>Issue of annual report of council to honorary secretaries and posting of the annual report of council on the website <em>(date to be arranged)</em></td>
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<td>15 May</td>
<td>Conference of medical academic representatives</td>
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<td>19 May</td>
<td>Staff and associate specialists conference</td>
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<td>22 May</td>
<td>Issue of ARM agenda and other documents to representatives</td>
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<td>22 May</td>
<td>Publication of ARM agenda on the BMA website</td>
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<td>10 June</td>
<td>ARM Augmented agenda committee</td>
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<tr>
<td>19 June</td>
<td>Publication of the supplementary agenda on the BMA website</td>
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<td>21 to 25 June</td>
<td>Annual Representative Meeting, Edinburgh International Conference Centre</td>
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Please note the closing time and date for motions to the ARM. For branch of practice conference motion deadlines please contact the relevant BoP secretariat. No motions arriving after the deadline can be accepted, regardless of when they are posted.

With kind regards
Helena

Dr Helena McKeown
Chair of the representative body