

## BDA UPDATE

BRITISH DENTAL ASSOCIATION (THE 'COMPANY')  
(REGISTERED IN ENGLAND AND WALES WITH COMPANY NUMBER 14161)  
**ANNUAL GENERAL MEETING**

**NOTICE IS HEARBY GIVEN** that the Annual General Meeting of the British Dental Association will be held at 3.45 pm on Thursday 10 May 2018 at the British Dental Association, 64 Wimpole Street, London, W1G 8YS, for transaction of the following business:

1. To receive and consider the audited accounts for the financial year ended 30 September 2017 including the Directors' and auditors' reports, as included in the 23 March 2018 edition of the *British Dental Journal*
2. To reappoint BDO Stoy Hayward, LLP ('BDO') as the company's auditors to hold office until the next Annual General Meeting and to authorise the Directors to fix their remuneration
3. That Dr Roz McMullan be elected President for 2019–2020
4. To consider and, if thought fit, approve (on recommendation of the Principal Executive Committee), changes in the Articles of Association as set out in **Appendix A**.
5. That the date and venue for the Annual General Meeting in 2019 be determined by the Principal Executive Committee

**DATED 23 March 2018**

BY ORDER OF THE PRINCIPAL EXECUTIVE COMMITTEE

Registered office: 64 Wimpole Street, London W1G 8YS

**NOTE:** A member entitled to attend, speak and vote at the Meeting is entitled to appoint a proxy who need not be a member to attend and exercise all or any of his rights at the meeting.

**Appendix A**

1. In Article 9 (C) (3), following the words 'A Roll of Fellows shall be established.' delete the words '...and there shall not at any one time be more than forty Fellows of the Association'
2. In Article 9 (F), following the word 'The.' delete the words '...award of the...'
3. Align the word 'Awards' to refer to the 'Certificate of Merit for Services to the Association', the 'Certificate of Merit for Services to the Dental Profession' and the 'Joy Harrild Award'
4. In Article 9 (F) (1), following the words '...who has given outstanding services to the Dental Profession or to the Association by...' delete the words '...awarding that person a...' and insert '...bestowing the...'
5. In Article 9 (F) (2), following the words 'The Medal shall be...' Delete the word 'awarded' and insert the word 'bestowed'
6. In Article 9 (J) remove the heading 'Emeritus Member' and also remove the subsequent text 'Any life member who has attained the age of 80 will become an Emeritus member in succession to his current category of membership'
7. In Article 9 (J) insert a new heading 'Joy Harrild Award for Young Dentists' and insert the subsequent text:

This shall be awarded to recognise young dentists who have made a significant contribution to the profession.

Any BDA member who is a young dentist (up to ten years post qualification), excluding the current members of BDA's Young Dentist Committee, who meets at least two of the following criteria:

1. Has made a significant contribution to the profession
2. Has demonstrated an outstanding commitment to continued training and professional development
3. Has raised the profile of dentistry
4. Has made a contribution to the BDA
5. Has made a positive contribution to wider society through 'good works'; working with a charity, their local community, or work abroad
6. Have demonstrated professional or clinical leadership qualities

shall be eligible for the Joy Harrild Award on the recommendation of the Honours and Awards Committee and agreement by the Principal Executive Committee

## Information Governance Toolkit publishing deadline reminder

Practices will have recently received an email reminder from NHS Digital about the deadline for publishing this year's Information Governance (IG) Toolkit.

All NHS practices are required to carry out all the appropriate processes to publish their version 14.1 assessment before the 31 March 2018 deadline.

The current IG Toolkit is being re-designed and revised as the Data Security and Protection Toolkit (DSP Toolkit). The new DSP Toolkit will be launched in April 2018.

The British Dental Association (BDA) will provide further updates on the development of the DSP Toolkit over the coming months.

The existing IG Toolkit (version 14.1) must still be completed by the end of March 2018.

Please note:

1. **The report for the Care Quality Commission is to be run 1 April 2018 and therefore any unpublished assessments will be included in the report with that status.**

Please ensure you take the following steps to publish your organisation's IG Toolkit assessment:

- Answer each IG Toolkit requirement (ensure a score is recorded for each requirement)
- Select 'Assessments' on the left-hand menu and then click the 'Publish' button (which only appears when all questions have been answered)
- Read and accept the 'IG Assurance Statement' and then your assessment will be published.

2. **When you publish your assessment you are confirming that this is the final version, no changes are needed and the assessment has been signed off by the senior management/partner. This is applicable to ALL organisation types.**

The BDA's guide to completing the toolkit can be found here: <https://www.bda.org/dentists/advice/a-z> – 'Information Governance Toolkit'.

If you need assistance please contact the Advisory Services team on [advice.enquiries@bda.org](mailto:advice.enquiries@bda.org) or call the NHS and Business team on 0207 935 0875.