

Being Prepared Discretionary Bonus Scheme 2026

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Introduction

This document sets out the operation of BrisDoc's Being Prepared Discretionary Bonus Scheme for 2026.

The scheme recognises eligible co-owners who meet BrisDoc's required compliance standards, supporting safe practice, regulatory assurance and professional accountability.

It is non-contractual and both the operation of the scheme and any payment under it are discretionary. The scheme does not form part of any contract of employment and may be amended, suspended or withdrawn by BrisDoc at any time.

Scope

This scheme applies to those eligible to receive a Being Prepared payment in accordance with the criteria set out below.

- Being Prepared applies to employed co-owners.
- It does not apply to self-employed or honorary contract holder colleagues or Non-Executive Directors.

Any payment remains discretionary and subject to organisational affordability and Board approval.

Context

Being Prepared recognises individual compliance with required standards.

The Being Prepared payment is separate from the Employee Owners Bonus Scheme, which recognises organisational performance.

Historically, eligibility has been based on completion of statutory and mandatory training by 31 October, with payment made in December. For 2026, this structure remains in place, with enhancements to strengthen compliance assurance and support a future move to continuous compliance.

Being Prepared Payment

The Being Prepared payment is a discretionary, non-contractual, payment linked to individual compliance.

The value of the payment is determined annually by the Board and may be subject to a cap.

Payment is normally made in December payroll, although BrisDoc reserves the right to amend this.

Eligibility to receive Being Prepared Payment

To be eligible, individuals must meet all of the following:

- Have commenced employment with BrisDoc on or before 1 May 2026
- Have passed probation by 31 October 2026
- Continue to be in employment with BrisDoc on 22nd December 2026
- Have completed:
 - all required **Statutory and Mandatory training** for their role(s) by 31 October 2026
 - the annual **Policy Compliance Declaration**
 - any **Additional Compliance Requirements** applicable to their role

Policy Compliance Declaration

All co-owners must complete an annual Policy Compliance Declaration. By completing the declaration, individuals confirm that they:

- have reviewed the policies listed
- understand their purpose and the parts relevant to their role
- agree to comply with them in their work for BrisDoc
- understand that non-compliance may be addressed through clinical governance, management, conduct or performance processes
- agree to remain compliant with any policy updates

Policies are available on Radar. The Declaration is completed via the Development Hub.

Individuals are not expected to memorise every policy in full but must understand their purpose and comply with relevant guidance in practice.

Additional Compliance Requirements

To strengthen organisational assurance, the Being Prepared scheme for 2026 includes a small number of additional compliance requirements for relevant roles.

- valid DBS status for co-owners whose role requires a DBS check
- up-to-date immunisation compliance for co-owners whose role requires this
- completed driving licence check for co-owners who drive as part of their role

These requirements are role specific and do not apply to all co-owners.

These requirements already exist and should already be completed. They have however not previously been part of Being Prepared.

For 2026, they are brought into scope for the Being Prepared scheme.

These requirements will continue to be recorded and monitored through RotaMaster, which remains the system of record.

Allocation of Being Prepared Payment

The percentage value of the Being Prepared payment is determined annually by the Board.

This is typically based on organisational financial performance and affordability.

As a guide, previous payments have been based on a percentage of salary or earnings up to a capped value.

Co-owners in Formal Process

Colleagues who, within the preceding 12 months, have received one of the outcomes below, or are currently in one of the active formal processes below, will receive 50% of the maximum Being Prepared payment:

- formal sickness review at stage two for poor attendance, where this is not related to an underlying health condition
- a formal disciplinary sanction, or where a disciplinary investigation is ongoing
- a formal performance or capability (non-health related) management outcome, or an active formal performance or capability (non-health related) process

This does not include capability processes that relate to underlying health conditions or disability.

Where the outcome of a disciplinary process is a finding of gross misconduct, no Being Prepared payment will be made, even where dismissal is not the sanction.

For the avoidance of doubt, this does not include:

- grievance processes, unless the individual is separately subject to one of the formal processes above
- organisational change, consultation or redundancy processes
- acting as a witness or participant in another person's process

Where an individual is fully exonerated through a disciplinary process, any applicable payment will be made in the next available payroll after the process has concluded.

Maternity, Adoption, Paternity and Long-Term Sickness

Individuals commencing maternity, adoption, paternity or long-term sick leave must be up to date with training by:

- the start of their leave, or
- 31 October, whichever is earlier

If an individual returns from an absence of more than 4 weeks with less than 2 months before 31 October, their pre-absence position will be considered and completion by 30 November will be accepted.

This principle may also apply to policy and additional compliance requirements where appropriate.

Systems of Record

- Development Hub is used for statutory and mandatory training and policy declaration
- RotaMaster is used for additional compliance requirements

Together, these provide the compliance position for Being Prepared.

Review

The 2026 scheme is an interim position. During 2026, BrisDoc will develop proposals to redesign Being Prepared.

Version Control

Date	Version	Change
May 2021	1.0	Original policy
Sep 2024	1.1	Removed PDR requirement
Sep 2024	1.2	Removed discretionary % guidance
Oct 2025	1.3	Six-month extension
Apr 2026	1.4	Removed Sharing Success. Updated to include policy compliance, additional compliance requirements