Being Prepared Continuous Compliance Scheme

Co-owner Handbook

November 2026

1. What is Being Prepared?

Being Prepared recognises co-owners who keep their statutory and mandatory training up to date throughout the year, referred to as the Scheme period.

Being Prepared rewards compliance. It does not make compliance optional. If training becomes overdue without an approved exception, this will affect your Being Prepared payment and your manager will take action to get you back into compliance.

Compliance is not optional

Statutory and mandatory training is a requirement of working for BrisDoc. Being Prepared does not create that requirement.

Being Prepared rewards sustained compliance; it does not make compliance optional.

If one of your required training components becomes overdue without an approved exception, this will:

1. affect your Being Prepared position; and
2. trigger management action.

Your manager will establish why the requirement became overdue, agree how compliance will be restored and consider whether any further management action is necessary.

Repeated, deliberate or unresolved non-compliance may be addressed through an appropriate formal management process.

Losing some or all of your Being Prepared payment does not remove your responsibility to restore compliance.

2. What is changing?

From 1 January 2027, we are moving away from the previous 31 October training deadline. Each training requirement will instead have its own due date, and you will need to remain compliant throughout the scheme period.

This means:

- you are expected to remain compliant throughout the scheme period;
- completing outstanding training immediately before 31 October will no longer remove earlier unapproved periods of non-compliance;
- compliance will be considered across the whole Scheme period; and

- genuine barriers outside your reasonable control may be considered through the Grace and Recovery arrangements.

31 October remains important because it marks the end of the Scheme period. It will no longer be an annual training completion deadline.

3. When does the new Scheme start?

1 November–31 December 2026: soft launch.

We will start working to the new continuous compliance approach but lapses during this period will not affect your 2027 Being Prepared payment.

1 January 2027: the new Scheme rules go live.

31 October 2027: the first live scheme period ends.

December 2027: Being Prepared payment date is December payroll.

The first full Scheme period will run from 1 November 2027 to 31 October 2028.

4. Who is included?

Being Prepared applies to BrisDoc co-owners, including permanent, fixed-term, bank and zero-hours employees. It does not apply to self-employed clinicians or contractors, agency workers, non-employed locums, consultants, honorary contract holders, volunteers, or Non-Executive Directors.

The same continuous compliance rules apply to eligible bank and zero-hours co-owners. Not working shifts for a period does not automatically suspend your training due dates. Where something genuinely outside your control prevents timely completion, the normal Grace and Recovery arrangements apply.

5. What counts towards Being Prepared?

From 1 January 2027, Being Prepared will cover:

- all statutory and mandatory training assigned to your role; and
- the annual Policy Compliance Declaration.

We plan to bring other compliance requirements, such as DBS, occupational health, driving licence and professional registration checks, into Being Prepared in future. We will tell you in advance before any additional requirement begins to affect your payment.

6. What do I need to do?

You are responsible for knowing what training you need and when it is due.

The Development Hub lets you see your statutory and mandatory training requirements and due dates. Three months before a requirement expires, you will normally receive a reminder.

The reminder is a support, not a substitute for your own responsibility. Not receiving or reading a reminder, not checking the Development Hub, or your manager not personally reminding you will not normally excuse an overdue requirement.

Your manager is responsible for monitoring their team's compliance and giving you a reasonable opportunity to complete required training, including operational release where needed.

If something is likely to prevent you completing a requirement on time, raise it with your manager as early as possible.

7. What happens if I cannot complete something on time?

If something outside your reasonable control genuinely prevents you completing a requirement by its due date, a Grace and Recovery arrangement may be approved.

This could include sickness or authorised absence, statutory family leave, disability or a health condition, an organisational barrier or a system failure.

It is not automatic. Your manager will establish what happened and the relevant Head of Service or Director will decide whether Grace and Recovery applies.

The normal recovery period is 30 calendar days. If face-to-face training is required and no suitable course is available within 30 days, you must attend the next suitable available course.

An approved Grace and Recovery arrangement does not count as an unapproved lapse provided you complete the requirement within the approved recovery arrangements. If you do not complete it within the approved recovery arrangements, you will lose your Being Prepared payment for that Scheme period.

If a requirement becomes overdue without an approved exception, it is an unapproved lapse. You must still restore compliance, and your manager will take appropriate action.

8. How does compliance affect my payment?

Your Being Prepared payment depends on both:

- the number of unapproved compliance lapses during the Scheme period; and
- whether each lapse is restored within the applicable recovery period.

Compliance during the Scheme period	Being Prepared payment
No unapproved compliance lapses	100%
One unapproved lapse, restored within the applicable recovery period	75%
Two unapproved lapses, with both restored within the applicable recovery period	50%

Three or more unapproved lapses during the Scheme period	0%
Any unapproved lapse not restored within the applicable recovery period	0%

The normal recovery period is 30 calendar days, or the next suitable available face-to-face course where no suitable course is available within that period.

Losing some or all of your Being Prepared payment does not remove your responsibility to become compliant. Management action will continue until the issue is resolved.

9. Examples

Example 1 – one short lapse

Training is due on 10 February. It is not completed until 20 February and there is no approved exception.

This is one unapproved lapse, restored within 30 days.

If there are no further lapses during the Scheme period:

Being Prepared payment impact: 75%.

Example 2 – missed face-to-face course because of sickness

You are booked onto the last available face-to-face course before your training expires but are unexpectedly unwell and unable to attend.

The circumstances are reviewed and Grace and Recovery is approved.

You attend the next suitable available course.

Being Prepared payment impact: this does not count as an unapproved lapse and will not reduce the Being Prepared payment.

Example 3 – requirement not restored in time

A training requirement becomes overdue and there is no approved exception.

You do not restore compliance within 30 calendar days, despite being able to do so.

Being Prepared payment impact: 0% for that Scheme period.

The requirement must still be completed, and the non-compliance will continue to be managed.

10. Am I eligible for a payment

To receive the December 2027 Being Prepared payment you must:

- be covered by the Scheme;
- have started continuous employment with BrisDoc on or before 30 April 2027;
- have successfully completed probation by 31 October 2027;

- meet the relevant Being Prepared compliance level; and
- still be employed by BrisDoc when the payment is made in December 2027.

The payment is intended to support readiness for the period ahead rather than reward past contribution. If you leave BrisDoc before the payment date, no payment will normally be due.

11. What if I think my outcome is wrong?

If you believe your Being Prepared outcome has been calculated incorrectly, you can ask the People Team for a review within 10 working days of being notified.

Explain what you believe is incorrect and provide any relevant evidence.

12. Scheme status and review

Being Prepared is a discretionary, non-contractual scheme. The Board determines the value of the payment each year. Full Scheme rules are available on Radar.