



GLOUCESTERSHIRE

LOCAL MEDICAL COMMITTEE

CONSTITUTION AND STANDING ORDERS

31 January 2008

(Amended to Amdt 4 dated 13th September 2018)

REVISION SHEET

Date	Amdt No.	Summary of the changes
31 st January 2008	-	Original
16 th September 2010	1	Amendments to Standing Orders to increase numbers and roles of the LMC Officers, with consequential amendments and updating
14 th March 2013	2	Reflects the removal of PCTs from the NHS and the introduction of Clinical Commissioning Groups (CCGs) and a change to the constituencies for members
10 th March 2016	3	Includes constitutional guidance from the GPC, changes to reflect the membership and duties of the Executive and of the main Committee
13 th September 2018	4	Includes the Chief Executive of GDoc Ltd as an <i>ex officio</i> member of the LMC with minor consequent and additional amendments, particularly to remove references to one sex in favour of another.

GLOUCESTERSHIRE LOCAL MEDICAL COMMITTEE

CONSTITUTION

PREAMBLE

1. This document sets out the Constitution of the Gloucestershire Local Medical Committee. For as long as the Committee has been recognised by NHS England as being representative of the practitioners in an area, this Constitution shall not be rendered invalid by any changes to the structures and boundaries of the NHS or delegation of powers and responsibilities from NHS England to other bodies.

RECOGNITION

2. In accordance with paragraph 97 of the National Health Service Act 2006 (as amended by paragraph 41, part 4 of Schedule 4 of the Health and Social Care Act 2012 and any subsequent amendments, NHS England formally recognises the Committee formed for its area as representing the general medical practitioners (GPs) in its area.

DEFINITIONS

3. In what follows, unless the context otherwise requires:

'The PCO' means the primary care organisation covering Gloucestershire (As at the date of this Amendment the duties and responsibilities of NHS England have been largely devolved to Gloucestershire Clinical Commissioning Group (GCCG) which organisation is, at least for the present, the PCO).

'The Committee' means the Gloucestershire Local Medical Committee for the county of Gloucestershire.

'GP' means a registered general medical practitioner¹ whose name is included in the current performers list for the area.

'GP Provider and Performer' means a GP alone or in partnership in a practice which has a contract with the PCO to provide GP services and also perform GP work.

'GP Performer' means a GP who is not a provider of GP services.

'Freelance GP' means a GP Performer who is not regularly employed by a practice but instead undertakes work on a fee basis.

'Ophthalmic Practitioner' means a registered medical Practitioner on the general Ophthalmic list for Gloucestershire who is under agreement with the PCO to provide general ophthalmic services.

'Constituency' shall have the definition given to it in paragraph 8.

The singular number shall include the plural number and vice versa.

References to statutes or parts or sections of statutes shall include any statutory modifications or re-enactments thereof or any regulations orders or directions made thereunder for the time being in force.

TITLE

4. The Committee shall be known as the Gloucestershire Local Medical Committee.

ELIGIBILITY FOR MEMBERSHIP

5. Only GPs shall be eligible for election to the Committee.

CONSTITUTION OF THE COMMITTEE

6. The Committee shall consist of:

¹ As defined by the Standard General Medical Services Contract

a. Elected members. Up to 18 GPs, who should ideally be representative of the diversity of the GP workforce and be members from both the GP Provider and Performer and the GP Performer workforces.

b. Non-Elected Members.

(1) Co-opted members.

(a) A GP, ideally salaried, specifically to represent the interests of salaried GPs, especially in the event of a dispute between salaried GPs and their employers.

(b) The current member of the General Practitioners Committee of the British Medical Association representing Gloucestershire.

(c) A representative GP Registrar undergoing training for general practice within Gloucestershire.

(d) One Ophthalmic Practitioner.

(e) A representative of the practice managers in the county.

(f) The Chief Executive for the time being of GDoc Ltd.

(2) Invited Members.

(a) The Clinical Chair of the Gloucestershire Clinical Commissioning Group, or a suitable appointee.

(b) The Medical Director for the time being of Gloucestershire Care Services

(c) A representative of each of the NHS Trusts in Gloucestershire, whether a Medical Director or a medical practitioner of consultant status nominated by the respective Medical Staff Committee.

c. Attendees. The Committee shall have the right to invite others, who shall not have the right to vote, to attend a meeting or meetings, e.g. to provide experience to Registrar GPs during their training.

7. Proviso. The number of non-elected members shall not exceed one quarter of the total members of the Committee.

REPRESENTATION

8. Constituencies. For the purposes of electing members of the Committee there shall be Geographical and Freelance constituencies. In this Constitution the word 'constituency' on its own can be used to apply to either type of constituency.

a. Geographical Constituencies. The area shall be divided into 6 geographical constituencies. The area of each geographical constituency and the number of persons to be elected by each constituency are set out in columns (a) and (d) of Table A1 of the Schedule at Annex A to this Constitution.

b. Freelance Constituency. The Freelance GPs will collectively form a constituency. The number of persons to be elected to represent that constituency is set out in Table A2 of the Schedule at Annex A to this Constitution. The member so elected will also represent those GPs who work for the Out of Hours organisation in the event that they may not be represented by one of the geographical constituencies.

9. Modification of Membership Numbers. In the month of January in each year in which an election is to be held the Committee shall consider the constituencies and the number of members serving or to be elected in each constituency:

a. The Committee shall have power to modify the figures in column (d) of Table A1 of the Schedule if necessary to restore a fairer representation in relation to the number of patients registered to the practices in each area on the 1st of January of that year.

b. The Committee shall have power to modify the figure in column (c) of Table A2 of the Schedule if the number of Freelance GPs to be represented has so changed that it would be fairer to increase or decrease the number of members elected by that constituency.

METHOD OF ELECTION OF COMMITTEE

10. The Returning Officer. The Returning Officer shall be a person, other than an elector, appointed by the Committee for the purpose and in the event of any absence or inability to act the Returning Officer shall appoint some person other than an elector to act as such instead.

11. General Outline. A full election will be held every leap year in February/March. Voting shall be by postal ballot. There will be 2 groups of electors – those GPs voting for members from geographical constituencies on the one hand and the Freelance GPs on the other.

12. Electors. The location of the practice (and if a practice shall have more than one surgery, its main surgery) will dictate the geographical constituency in which that practice's electors can vote. Freelance GPs will vote in the Freelance GP constituency. If any doubt arises under this paragraph the decision of the Returning Officer shall be final.

13. The List of Electors. The Returning Officer shall prepare a list of all the persons entitled to vote ('the electors') as at the 1st day of January of the year in which the election takes place, giving the following detail:

- a. The GP's address, which will be:
 - (1) For GPs voting in geographical constituencies, their primary place of work.
 - (2) For Freelance GPs, their home address, unless they have specified otherwise.
- b. The type of election (Geographical or Freelance) in which they are entitled to vote. Members of each category may only vote for a member in that category.
- c. The constituency in which they are entitled to vote.

It shall be the responsibility of each GP to ensure that their name is included in the correct list of electors.

14. Notice of Elections. The Returning Officer shall send written notice of the election to each elector, to be delivered to the elector not less than 28 clear days before the date of the election. Such notice shall:

- a. State the date of the election.
- b. State for which group the elector is entitled to vote (GP or Freelance GP).
- c. State in which constituency the elector is entitled to vote.
- d. State the day by which nominations for election must be submitted to the Returning Officer.
- e. Set out the provisions with regard to nomination.
- f. Enclose a nomination form.

15. Nominations. Every candidate for election shall be nominated by at least two electors who must be entitled to vote for them. Every nomination form must be accompanied by a statement in writing signed by the candidate that the candidate is prepared to accept office. A candidate nominated for election for a constituency must also be entitled to vote in that constituency.

16. Voting Procedure. If the number of nominated candidates qualified for election does not exceed the number of vacancies the Returning Officer shall declare those candidates to be elected. If there are more nominated candidates than vacancies in a given constituency a vote shall be taken in that constituency as follows.

- a. Each elector shall be entitled to cast a number of votes equal to the number of vacancies to be filled by those for whom the elector is entitled to vote but the elector may not cast more than one vote for any one candidate.
- b. Voting shall be in accordance with the following rules:
 - (1) Voting Papers. Separate voting papers, containing the names of the duly nominated candidates in alphabetical order by surname, shall be prepared by the Returning Officer and sent to each elector.

- (2) Format of Voting Papers. Each voting paper shall contain:
 - (a) A statement of the number and names of candidates for whom the elector may validly vote.
 - (b) A statement that the voting paper must be returned to the Returning Officer so as to reach the Returning Officer by the date of the election (which shall be specified in the voting papers and shall be not more than 28 days after the issue of such papers).
- (3) Invalid Votes. A voting paper shall be invalid if:
 - (a) The elector has purported by it to cast more votes than is permitted under paragraph 14.a.
 - (b) It is not signed.
 - (c) In any other respect it does not comply with this Constitution or is marked in such a manner as to cause uncertainty as to the candidates for whom the elector desires to vote - except that the Returning Officer may, if he/she thinks fit, treat a voting paper so marked as valid for the purpose of any vote other than in connection with which the uncertainty arises.
 - (d) It is received by the Returning Officer after the date of the election.

c. Counting the Votes. The Returning Officer shall examine the voting papers received on or before the date of the election and after rejecting any that are invalid shall count the votes recorded on the remaining papers and shall prepare a return for the candidates according to the number of votes which each has received, the person receiving the greatest number of votes being placed highest in the return. Also:

- (1) If the votes received by any two or more candidates are equal and the addition of one vote to any one of such candidates would enable that candidate to be declared elected the Returning Officer shall decide by lot which of the candidates shall take the highest place.
- (2) Any question as to the validity of any nomination or voting paper or otherwise in connection with an election shall be determined by the Returning Officer.

d. Administrative Matters.

- (1) Publicising the Results. The Returning Officer shall immediately give notice of the result of the elections to all candidates. The number of votes cast for each candidate will only be revealed to those candidates at their request.
- (2) Delivery of Documents. Where any document is under this Constitution required to be sent to an elector it shall be deemed to have been duly sent if it has been delivered or posted direct to the address of the elector on the list of electors prepared in accordance with paragraph 13.
- (3) Dealing with Irregularities. No election shall be invalid by reason of any misdescription, or non-compliance with the provisions of this Constitution, or by reason of any miscount, or of the non-delivery loss or miscarriage of any document required or authorised by this Constitution, if the Returning Officer is satisfied that the election was conducted substantially in accordance with the provisions of this Constitution.

FIRST MEETING OF THE COMMITTEE

17. The Returning Officer shall give not less than seven clear days' notice to the members of the Committee of the time and place of the first meeting.

18. It shall be the duty of the Committee to inform the electors of the identity of its members and the Committee shall decide at its first meeting by what means this shall be done and shall give appropriate instructions for the decisions to be implemented.

UNFILLED VACANCIES

19. Where an elected membership vacancy exists after an election the Committee may appoint by co-option a duly qualified person to fill the vacancy (who shall then be considered elected) to serve until the next election. Pending any such appointment, the proceedings of the Committee shall not be invalid by reason of a vacancy.

APPOINTMENT OF SECRETARY

20. The Committee shall appoint a person to act as Secretary to the Committee; and in the event of the death, resignation or removal from office of the Secretary so appointed, the Committee shall appoint a person to act as Secretary; and the appointment of a Secretary shall be notified to the PCO.

TERMS OF OFFICE

21. The elected members of the Committee shall hold office for four years.

CASUAL VACANCIES

22. How a Casual Vacancy May Arise. A member of the Committee shall cease to be a member, thereby creating a casual vacancy, if:

- a. They cease to be on the performers list.
- b. As a GP Registrar they cease to be so.
- c. They have been absent from 3 consecutive meetings of the Committee unless the Committee, being satisfied that their absence was due to illness or other reasonable cause, resolve that they shall continue to be a member of the Committee.
- d. They resign their office by notice in writing, signed and delivered to the Secretary of the Committee, which resignation shall take effect immediately.

23. Method of Filling Casual Vacancies. Where a casual vacancy in the membership of the Committee arises, the Committee may fill the vacancy by the appointment of a duly qualified GP who shall then be considered elected, and shall hold office for the remainder of the period for which the member in whose place he is appointed would have been entitled to hold office. Pending any such appointment, the proceedings of the Committee shall not be invalid by reason of any vacancy.

INFORMATION TO BE SENT TO THE PCO

24. The Secretary of the Committee shall, as soon as may be, inform the PCO of the names and addresses of all newly elected, appointed and/or co-opted members of the Committee, and of any casual vacancies in the membership of the Committee which may from time to time occur, and of the names and addresses of the persons, if any, appointed to fill those vacancies.

QUORUM

25. One-third of the number of members of the Committee or, if one-third is not a whole number, the next whole number above one-third shall form a quorum of the Committee, provided that at least three-quarters of the members present shall be elected members.

STANDING ORDERS

26. The Committee will be organised and will conduct itself in accordance with the Standing Orders at Annex B.

ANNUAL REPORT

27. The Committee shall prepare in each year a report of their proceedings since the publication of their last report, together with a statement of accounts, and this report and statement of accounts shall be circulated to those on the list of electors not later than three months after the Committee shall have approved the same. A copy shall also be sent to the PCO.

FUNDING

28. The administrative expenses of the Committee may be collected on a statutory basis from all GP electors except Freelance GP electors. The Committee may raise an additional voluntary levy from GP electors to cover its other expenses. Each levy shall be collected as determined from time to time by the Committee. The amounts of each levy shall be determined by the Committee, having regard to the requirements of openness, transparency and equity, and upon an estimation of the expected administrative and other expenses. The Committee shall cause proper accounts to be kept.

WINDING UP

29. If upon any amalgamation or reorganisation of the Committee there remain any residual funds or liabilities, these shall be distributed between such other Committees as may be involved in the amalgamation or reorganization so as to reflect the proportions in which electors are transferred to other Committees, and in default of that the residual balance is to be transferred back to the practices which contributed to it.

AMENDMENT OF CONSTITUTION AND STANDING ORDERS

30. Amendment of the Constitution. This Constitution may be amended in the following manner but not otherwise:

- a. Initial Consideration by the Committee. Proposals for such amendment shall be sent to the Secretary who shall place them before the Committee for consideration at the earliest opportunity but the Committee shall not consider the same until at least seven clear days' notice of such proposals shall have been received by the members of the Committee.
- b. Circulation to the Electorate. After such proposals have been considered by the Committee the Secretary shall, if requested so to do by not less than two-thirds of the members of the Committee or twenty of the electors, embody in a letter any proposed amendment of these Sections of which the Committee has approved and circulate such letter to all GPs on the electoral rolls with an invitation to such GPs to submit to the Secretary their comments on the proposals within 14 days of the despatch of the letter.
- c. Final agreement by the Committee and PCO Endorsement. The Committee shall at a meeting held not later than four months after the date of despatch of such letter consider all replies received by the Secretary within such period of 14 days and shall decide whether the proposed amendment (either as circulated in the letter or as varied as a result of consideration of the replies) shall be adopted. If so the approval of the PCO shall be sought by the Secretary.
- d. Taking effect at next Committee Meeting. Any such amendment duly carried and approved by the PCO shall be notified to the Committee at the next meeting of the Committee and shall forthwith take effect.
- e. Feedback to Proposer. The Secretary shall tell the amendment's proposer the outcome when known.

31. Amendment of the Standing Orders. The Standing Orders at Annex B may be amended as follows.

- a. Notice of a motion to amend these Sections shall be sent to the Secretary to reach the office no less than fourteen clear days before the date of a meeting of the Committee, and the Secretary shall include such notice of motion in the Agenda circulated with the notice of the meeting.
- b. The motion shall make clear the exact terms of the amendment whether by alteration of, addition to, or deletion from the terms of the Standing orders.
- c. A majority of not less than three-fourths of those present at the meeting and voting shall be required for the carrying of such a motion.

List of Annexes:

- A. The Schedule.
- B. Standing Orders of the Committee

ANNEX A TO
GLOUCESTERSHIRE LMC CONSTITUTION

THE SCHEDULE

The number of GPs elected to a given constituency is to be proportional to the number of GPs working in the practices within the constituency. This table will be updated as at 1 Jan in each leap year, prior to an election.

As at 1 Jan 16 the numbers were as in Table A1 below:

GPs other than Freelance GPs	Number of GPs	Percentage of total GPs	Number of members	Average number of 'GPs per LMC Member'	Difference from the overall average
(a)	(b)	(c)	(d)	(e)	(f)
Cotswolds	74	13.5%	2	37	+4.82%
Cheltenham, Bishops Cleeve & Winchcombe	106	19.4%	4	26.5	-5.68%
Forest of Dean (incl Newent and Corse)	68	12.4%	2	34	+1.82%
Gloucester City	129	23.6. %	4	32.25	+0.07%
Stroud	109	19.9%	4	27.25	-4.93%
Tewkesbury	21	3.8%	1	21	-11.18%
TOTALS	547	100.00%	17	32.18	

Table A1 – Geographical Constituency Sizes and Representation

The number of members representing Freelance GPs is set by what seems fair to the Committee, bearing in mind the number of Freelance GPs to be represented. The current figure is as in Table A2 below.

Number of Freelance GPs sharing their contact information with the LMC	Number of Members
120	1

Table A2 – Freelance GP Representation

STANDING ORDERS OF THE COMMITTEE

A. OFFICERS OF THE COMMITTEE

A1. The officers of the Committee shall be the Chairman, Vice Chairman, Treasurer, two further Executive Officers and the Secretary. These officers will comprise an Executive. The roles of the Executive, each of the officers and individual members of the committee are defined in the following Appendices to this Annex:

The Chairman	Appendix 1
The Vice Chairman	Appendix 2
The Treasurer	Appendix 3
An Executive Officer	Appendix 4
The Secretary	Appendix 5
The LMC Members	Appendix 6

A2. Only elected members of the Committee shall be eligible for office, except the office of Secretary.

A3. GP Governing Body members of the Clinical Commissioning Group may be members of the LMC but are not eligible to be officers of the LMC.

A4. All elected members of the Committee shall be entitled to vote in the election of officers.

A5. An election of officers will be held biennially for all posts (less that of Secretary which is not an elected post). These officers serving at the time of a full Committee election can, if willing, continue in their posts until the first meeting after an election, in order to provide continuity.

A6. Between the date of formation of the Committee and its first meeting the Returning Officer shall invite nominations for the offices of Chairman and Treasurer and, in the event of there being more than one candidate for an office, shall conduct a postal ballot. Each nomination shall be by any one member of the Committee and shall indicate that the nominee has given their consent to the nomination. The Returning Officer shall attend the first meeting of the Committee to announce the names of the members elected to those offices.

A7. The Secretary shall be appointed according to the terms of the Secretary's contract.

A8. Remuneration and all expenses necessarily incurred in fulfilling the duties of the office shall be paid and reimbursed by the Committee at an agreed rate, subject to annual review.

A9. Immediately after the first meeting of the newly constituted Committee the Returning Officer shall invite nominations for the office of Vice Chairman, fourth officer and two negotiators for the Executive and for persons to serve as Representatives to the Conference of Local Medical Committees. In the event of there being more than the requisite number of candidates a postal ballot shall be conducted. The result of the election shall be communicated by the Returning Officer to the Secretary before the next ensuing meeting of the Committee.

A10. Thereafter the term of office for the Representatives to the Conference of Local Medical Committees will be two years, running from a convenient date after one such Conference to a convenient date after the next but one Conference, and elections will be held accordingly every two years.

A11. A casual vacancy in any office, from whatever cause, shall be filled by election and until that can take place the Executive will fill the functions of that post. The election shall be conducted by the Secretary

A12. In the event of two or more candidates for an office receiving an equal number of votes, the Returning Officer shall decide by lot which of the candidates shall take the highest place.

B. MEETINGS OF THE COMMITTEE

B1. Ordinary meetings of the Committee shall be held at such place and at such time as the Committee shall from time to time determine, but so that meetings shall be held not less than once in every three months.

B2. The Chairman may, or if so requested in writing by fewer than five members of the Committee, shall, summon immediately a Special or Extraordinary Meeting of the Committee. If the Chairman after such request does not within seven days call a meeting, any five members of the Committee may on the expiration of those seven days call a meeting.

B3. Want of service of a notice of meeting on any member of the Committee shall not invalidate the meeting.

B4. Every member of the Committee attending a meeting shall sign their name on the attendance sheet.

B5. Minutes of the proceedings of every meeting of the Committee shall be circulated prior to the next ensuing Ordinary Meeting and at that meeting, after confirmation, shall be signed by the Chairman.

B6. Notice of all meetings of the Committee shall be delivered or sent by post so as to reach each member not less than six clear days before the day of the meeting.

B7. If the Chairman and Vice Chairman or Secretary be absent from a meeting of the Committee, the members present shall elect from among themselves a person to act as Chairman or Secretary respectively for that meeting.

B8. Only elected members of the Committee may vote. In the event of an equal number of votes being cast for and against a motion or amendment before the meeting, the Chairman shall have a second or casting vote.

B9. Elected members of the Committee shall be paid at a rate to be agreed from time to time by the Committee for attending the monthly meeting of the Committee, for representing the Committee at various meetings and for work performed at the request of the Committee.

C. CONDUCT OF MEETINGS

C1. Every member shall address themselves to the Chair. During the time any member is speaking all other members shall remain silent.

C2. Any motion or amendment shall, if required by the Chairman, be submitted in writing, and after being seconded it shall not be withdrawn or modified without concurrence of the seconder and the consent of the meeting. No motion or amendment shall be spoken upon, except by the mover, until it has been seconded.

C3. A member shall speak strictly to the motion or subject under discussion, or to a motion or amendment to be proposed by that member, or to a question of order.

C4. When an amendment has been moved and seconded, no other amendment shall be moved until the first amendment shall have been disposed of.

C5. If an amendment be rejected, other amendments may be moved on the original motion. If an amendment be carried, the amendment, or the motion as amended, shall take the place of the original motion and shall become the question upon which any further amendment may be moved.

C6. Any member whose practice or the conduct of whose practice is the subject of discussion by the Committee shall retire from the meeting while the discussion is in progress.

C7. In the event of the conduct of a member or members rendering the orderly despatch of business impossible, the Chairman may suspend such member or members for the remainder

of the meeting, or may suspend the sitting for a reasonable period or adjourn it to a date not later than a calendar month from the date of the sitting.

D. CONSIDERATION OF FINANCIAL MATTERS

D1. The Secretary shall maintain a register of interests and any changes to that register should be announced by members at the beginning of each meeting.

D2. Any motion concerning the principle of collection, management or distribution of the Committee monies shall require a majority of not less than two-thirds of those present and voting for the carrying of such a motion.

E. EXECUTIVE COMMITTEE

E1. The Executive Committee has four main functions:

- a. To negotiate with outside bodies as directed and empowered by the full LMC.
- b. To reduce the volume of routine work that would otherwise have to be dealt with by the full committee at its regular meetings.
- c. To deal with any unplanned contingencies requiring urgent consideration.
- d. To make decisions on behalf of the LMC when it is not appropriate to wait until the next full LMC meeting.

E2. Decisions made should be congruent with the values and policies of the LMC.

E3. Any decisions made by the Executive shall be reported to the Committee at its next meeting.

F. ADMINISTRATIVE MATTERS

F1. For the avoidance of doubt, wherever under this Constitution and its Standing Orders a communication has to be made in writing then this is understood to include sending it by e-mail, by fax or by post.

G. SUSPENSION OF STANDING ORDERS

G1. Any one or more of the Standing Orders, in any case of urgency or after notice duly given, may be suspended at any meeting, provided that three-fourths of those present and voting shall so decide.

H. SUB-COMMITTEES OF THE LOCAL MEDICAL COMMITTEE

H1. The Chairman shall be a member ex-officio of all sub-committees, but the chair ex-officio of any negotiating sub-committee.

List of Appendices:

- 1. The Chairman.
- 2. The Vice Chairman.
- 3. The Treasurer.
- 4. The Fourth Officer. An Executive Officer
- 5. The Secretary.
- 6. The LMC Member.

APPENDIX 1 TO
ANNEX B TO
GLOUCESTERSHIRE LMC CONSTITUTION

THE CHAIRMAN

1. The primary duty of the Chairman is to direct and lead the LMC. This involves:
 - a. Developing and maintaining close relations with local and national GP organisations, especially the GPC and neighbouring LMCs.
 - b. Developing and maintaining close relations with local and national NHS organisations, especially the NHS England, the Clinical Commissioning Group, NHS Trusts and Foundation Trusts and Local Government.
 - c. Encouraging the development of LMC members in the work of the LMC.
 - d. Line management of the Secretary. The Chairman will be the normal first point of contact for the Secretary when seeking advice and guidance.
 - e. Ad hoc chairing of the Executive Committee Meetings.
 - f. Chairing of the full LMC Meetings.
 - g. Leading negotiations with any outside bodies.
 - h. Developing and maintaining close relationships with the GP constituents and elected LMC members.
2. In exceptional circumstances, the Chairman may make executive decisions on behalf of the LMC, congruent with the LMC's values and policies.

APPENDIX 2 TO
ANNEX B TO
GLOUCESTERSHIRE LMC CONSTITUTION

THE VICE CHAIRMAN

The Vice Chairman:

- a. Provides support and advice to the Chairman.
- b. Stands in for all the Chairman's duties should the need arise.
- c. Is a member of the negotiating group and chairs negotiating meetings with the CCG and other organisations.

APPENDIX 3 TO
ANNEX B TO
GLOUCESTERSHIRE LMC CONSTITUTION

THE TREASURER

1. Overall responsibility for the LMC finances, ensuring resources are used efficiently, effectively and ethically. To liaise with Office staff and the Accountant, and involving thence the Executive and full Committee as required.
 - a. Annually reviewing and setting the budget in liaison with the Accountant and Office Manager.
 - b. Consultation to set GP levy.
 - c. Reviewing the quarterly and annual GLMC budgetary position as presented by the Office Manager.
 - d. Being available to discuss financial matters when necessary with other members of the Executive and Office Staff.
 - e. Reporting financial matters to the full Committee for consideration.
 - f. Presenting the Annual accounts to the full Committee for discussion and ratification.
2. Overseeing the Charitable trust.
3. Acting as a Negotiator should the need arise.

APPENDIX 4 TO
ANNEX B TO
GLOUCESTERSHIRE LMC CONSTITUTION

AN EXECUTIVE OFFICER

The two Executive Officers are appointed to add balance and breadth to the Executive Committee, and to act as negotiators should the need arise.

As a negotiator an Executive Officer's role is to assist the Chairman in obtaining through negotiation the best possible terms for the LMC's constituents within any guidelines laid down by the General Practitioners Committee of the British Medical Association or elsewhere.

- a. As a potential negotiator the officer will be expected to obtain the necessary training in negotiating skills, not only 'on the job' but also from the BMA's courses run especially for LMC negotiators, and to pass on any knowledge and skill so gained to any fellow officers who may not yet have had the benefit of this training.
 - b. An officer is expected to attend the meetings of the Executive at which negotiating policies and plans will be decided, and then to bear a full part in the actual negotiations that follow, and to be available to report back on those negotiations at the next full LMC meeting.
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APPENDIX 5 TO
ANNEX B TO
GLOUCESTERSHIRE LMC CONSTITUTION

THE SECRETARY

The LMC employs a Secretary. The post is not elected but contracted. The Secretary's terms of service are set out in the contract.

For ease of reference, the Secretary's duties are reproduced here:

- a. Administration. The Secretary is line manager for the Office Manager. The Office Manager is responsible for the day-to-day work of the office, planning and reporting on meetings. The Office Manager handles the Committee's financial affairs, and is accountable for that to the Treasurer. The Office Assistant is accountable to the Office Manager. The agendas for meetings are put together by the Secretary in consultation with the appropriate chairman.
- b. Communication. The Secretary shares with the Office Manager the job of communication with GPs. This includes production and circulation of the Minutes and monthly newsletter. The Secretary usually decides the theme of each Newsletter and usually writes the main articles. The Secretary may also arrange constituency meetings to meet GPs. The Secretary may from time to time issue press releases and is often approached by the local and medical press.
- c. Information Gathering. An important part of the Secretary's role is to assimilate the regulations and guidance for primary care that emanate from the centre, so as to be able to guide GPs locally. This requires a facility with the Internet and an ability to précis documents to make them easier for busy GPs to digest.
- d. Advising. Advice on routine matters arising from GPs or Practice Managers is given by the Office Manager or the Secretary. Most requests are dealt with on the basis of policy formed by the LMC or national guidance. If not we seek advice from the GPC at national level, or arrange for an item to be raised with the full LMC.
- e. Assistance to Practitioners. The Secretary is often asked to help GPs with problems of under-performance, complaints, partnership difficulties or sickness. Most contacts of this kind are handled on a confidential basis by the Secretary and/or the LMC Chairman or one of the LMC Advocates.
- f. Policy development. The LMC has developed a number of policy documents to deal with specific issues concerning primary care. The policies are formed in response to problems arising from general practices, or on the initiative of LMC members. The Secretary is expected to anticipate, initiate and update policies for discussion by the LMC as the need arises.
- g. Relating to other bodies. The Secretary has strong personal links with CCG managers concerned with primary care. These links enable most problems to be sorted out quickly and easily. The LMC is served at national level by the GPC. The Secretary attends the national Meeting of LMC Secretaries and, as an observer, the Annual Conferences of LMCs.

THE LMC MEMBER

1. The primary duty of the LMC Member is to represent constituency members and their interests. The following tasks are involved:
 - a. Relaying important Committee news and views affecting constituents.
 - b. Canvassing views from constituents on specific issues raised by the Committee and feeding back.
 - c. Keeping abreast of national and local issues which may affect GP Practices and ensuring these are raised when and where necessary.
 - d. To represent and to report back to the LMC, whether as lead or deputy, in any subject or subjects which the LMC has requested. (See the Roles and Responsibilities paper on the website).
 - e. Serving on sub-committees.
 - f. Regular attendance at full Committee meetings to fulfil the above.
2. Members of the LMC are expected to adhere to established LMC policy when representing the LMC's view to outside organisations. If members express a personal or constituency member's view, rather than LMC policy, this should be made clear in any discussion. If unclear on matters of policy the matter is to be referred to the LMC Office.

ADMINISTRATIVE

3. All members are expected to:
 - a. Attend regularly at full meetings of the LMC and, if appointed, to a specific sub-group and speciality group meetings.
 - b. To give their apologies in advance of the meeting to the office if unable to attend a meeting.
 - c. Read all the relevant papers prior to attending the meeting. The office will ensure wherever possible to send out (physically or by posting them to a meeting-specific webpage) all papers in advance of the meeting.
 - d. Keep abreast of issues affecting their constituents.
4. If papers are tabled at the meeting, members have the right to request time to digest the contents before they comment.