

**SOUTH STAFFORDSHIRE LOCAL MEDICAL COMMITTEE  
RESPONSIBILITIES AND SESSIONAL PAYMENTS FOR LMC MEMBERS  
AND OFFICERS, APRIL 2015**

**I. DUTIES OF LMC MEMBERS**

The following responsibilities for LMC members are recommended:

- a) **Communications**  
LMC Members have a responsibility to communicate regularly with their constituents using networking arrangements, and to explain LMC decisions to constituents. The LMC office should support members in this role.
- b) **Attendance**  
Regular attendance at LMC meetings. Representatives who miss more than three meetings without good reason may be asked to stand down from office.
- c) **Representation on outside bodies**  
Representatives should be clear on the LMC's policies on matters under discussion and should report back to the Committee regularly; written reports should be provided where possible.
- d) **Declaration of Interest**  
If matters are being discussed in which a member has a direct pecuniary interest, this should be declared and the member should be prepared to withdraw. Issues relating to members' own practices should not be raised at LMC meetings unless they illustrate a point of principle affecting other GPs.
- e) **Working with the LMC Office**  
By responding to requests for comments on documents, as required from time to time.
- f) **Maintaining the good name of the profession**  
By declaring (in confidence) if they are subject to investigation by the fraud squad, a complaint by another doctor, or investigation of serious professional misconduct. Under some circumstances this may lead to a request to stand down or 'suspension until the outcome of the investigation.

Members are required to maintain a professional approach in verbal and written communications with other NHS and private health bodies, mindful of the fact that they are representing their colleagues.

## **PAYMENTS TO LMC MEMBERS**

- a) Sessional payments and travel expenses will be paid to members for a minimum of two hours attendance at meetings. The sessional payment will be agreed at the first practicable meeting after April of each year.
- b) GP Trainees are to be paid travel expenses only.
- c) For attendance at meetings with the Health Authority and CCGs or successor bodies where representative GP advice is sought, it is expected that these bodies will pay members' expenses appropriately following negotiation with the LMC.
- d) For attendance at meetings with the Health Authority and CCGs or successor bodies which the LMC initiates and requests its members to attend, a payment at the sessional rate and expenses will be paid by the LMC.

## **RECOMMENDED SESSIONAL PAYMENT**

### **LMC Members**

The sessional payment for attendance at the LMC Meetings is £189.00 for 2015. Travel expenses are 60p per mile. Payment at committee attendance rate when speaking at annual LMC conference.

## **II. DUTIES OF LMC OFFICERS**

### **Introduction**

This job description provides the officers with an outline of what is expected, and the time commitment.

LMC Policy has been agreed to the effect that the LMC Chairman and Secretary should not also be the Chairman of a CCG or successor organisation, although membership of the Executive or Board of a CCG is no bar to office.

## **III. ROLE OF THE LMC CHAIRMAN**

### **a) Leadership**

Visible 'head of state' of the LMC. Chair 12 LMC meetings per year and ensure LMC policy is clarified and implemented. Attend pre-meetings with LMC Secretary.

### **b) Support LMC Secretary**

Support LMC Secretary in his role on the LMC. Attend the LMC office at least once per month especially during Secretary's absence or holidays. Respond to key documents that require policy decisions from LMC. Access the LMC office and list server facilities via computer or laptop.

- c) **Attend GPC West Midlands and LMC Conference Annual Meetings**  
Attend such meetings as the Committee feel necessary, e.g. CCG Leads/LMC meetings.
- d) **Lead Member of LMC on Contractor Performance Reviews**  
Lead member of LMC on Contractor Performance Reviews and doctors in difficulty.
- e) **Payment to Chairman**  
Payment for one session per year at £13,770.34 for 2015. Travel expenses on LMC business will be met. Chairman should also receive the committee attendance sessional rate and expenses for all meetings attended on behalf of the LMC. Payment at members' rate for attending LMC meetings. Payment at committee attendance rate when speaking at annual LMC conference.
- f) **Term of Office**  
Term of office maximum 4 years then yearly appointment.

#### IV. **ROLE OF THE LMC SECRETARY**

- a) **LMC Meetings**
  - 1. **LMC Meetings**  
Usually 12 per year.
  - 2. **Preparation for LMC Meetings**  
Commenting on the draft agenda preparation by the Administrative Officer and participating in a pre LMC briefing with the LMC Chairman.
  - 3. **Following LMC Meetings**  
Agreeing reports of LMC meetings, make necessary communications and letters and prepare content of Newsletters.
- b) **LMC Policy**  
Acting as an advocate of LMC policies and ensuring that these are accurately reflected in internal and external meetings, and that LMC decisions are founded on regular consultation with constituents.
- c) **Other Meetings**  
Attending LMC Annual Meetings, conferences, meetings with the Strategic Health Authority/CCGs and successor bodies as appropriate. The Secretary is also a member of West Midlands General Practitioner Committee.

- d) **Availability to the Administrative Officers**  
Being available to the Administrative Officers for advice, attending the office weekly. Every effort will be made to use the Secretary's time judiciously.
- e) **Availability to Constituents**  
Constituents may contact the Secretary directly on matters of personal or general concern. The Administrative Officers will support the Secretary in responding to these.
- f) **On Fiscal Matters**  
The Secretary will be accountable to the Treasurer of South Staffordshire LMC.
- g) **Contribution to Annual Report**  
To prepare a summary report of LMC Committee activities and issues for inclusion into the Annual Report.

#### **PAYMENTS TO THE SECRETARY**

- a) The Secretary will receive payment for 5 sessions at £13,770.34 per session for 2015. The sessions include 4 for office work and meetings with 1 for reading and preparation.
- b) All travel expenses incurred on LMC business will be met.
- c) The Secretary should also receive the committee attendance sessional payment for all meetings attended on behalf of the LMC with respect to poorly performing doctors and complaints when in addition to the 5 sessions.
- d) Payments at members rate for attending LMC meetings.
- e) Payment at LMC committee meeting rate when attending or speaking at annual LMC conference.
- f) Locum cover expenses reimbursement when expected to work more than 5 sessions in a week with prior approval of Treasurer.

#### **V. DUTIES OF EXECUTIVE OFFICERS OF LMC**

Includes:

- a) Attendance at 6 meetings per year with AT and 6 meetings with LMC only.
- b) Carry out duties as agreed by LMC to cover key areas of activity e.g. CCG liaison, PCT owned Health Centre Group, Out of Hours etc.
- c) Feedback to LMC Chairman, Secretary and members about activities as required.
- d) Decisions made by Executive Officers after their meeting with the PCT should be confirmed by the full LMC Committee. If Executive Officers feel an issue cannot wait it is communicated to all LMC members for views.

## **PAYMENTS TO EXECUTIVE OFFICERS**

Payment of 1 session per year at £13,770.34 for 2015. Payment at committee rate for attendance at meetings which the LMC initiates together with expenses.

Committee will decide on number of Officers to be appointed. Job shares are permitted e.g. ½ session.

## **VI. VICE CHAIRMAN OF LMC**

Role is to deputise in the absence of the Chairman at meetings. Extra attendance payment at Committee attendance rate when this occurs.

## **VII. TREASURER**

Duties include:

- a) Act independently of Officers to ensure financial probity of LMC.
- b) Meet with Administrative Officer once per month.
- c) Oversee accounts and their preparation annually.

## **PAYMENTS TO TREASURER**

The Treasurer receives a one-third session payment of £4,590.11 for 2015.

## **VIII. PERFORMANCE MANAGEMENT**

Concerns about Performance of Officers and LMC members should normally be raised with LMC Chairman or Secretary. The LMC supports the NHS whistle-blowing policy. The aim is to discuss concerns before a decision is made on future membership or Officer position by the full LMC committee.