

Highland LMC Guidance for LMC and GP Sub Members

Dear Member

Welcome to your stint as an LMC/GP Sub committee member. Your term of office is usually three years.

The following guidance is designed to help you in your role but if you have any suggestions for improvement please let us know.

Highland LMC

Each Health Board around the UK has LMC representation, whose members represent the interests of general practice. In Scotland, unlike the rest of the UK, the LMC is not a legally recognised negotiating body. In Scotland, the legally recognised negotiating body is the **GP Sub Committee** of which you may also be a member.

Highland LMC has been set up as a company limited by guarantee. Its income arises from levies charged to its members (general practices) and it is managed by two employed officers; the Lay Secretary (Lindsay Dunn) and a Medical Secretary (Dr Susan Hussey, a GP Partner).

The current Chairperson of the LMC is Doctor Jonathan Ball, a GP Partner from Nairn and the Vice Chair is Doctor Iain Kennedy – both of the positions are elected.

The LMC has a **Chairman's Group** which meets every two months to carry out the day to day work of the committee – the group comprises of the Chair, the Vice Chair, the Lay Secretary, the Medical Secretary and two other members, currently Doctor Chris Williams and Doctor Miles Mack.

The LMC provides members with advice and guidance, and represents the views of general practice on both Scottish and UK forums including the LMC Lay Secretaries Conference, the SGPC Conference, the UK wide conference and ad hoc meetings. Both employed officers meet regularly with representatives of the Health Board to ensure that the views of General Practice are heard.

A newsletter is distributed to members and the LMC has its own website which holds a host of useful information.

Highland GP Sub Committee

Highland GP Sub Committee is the formally recognised legal body to which the Health Board refers to on matters (contractual and otherwise) relating to General Practice. It meets, under the management of NHS Highland, every two months and the agenda is arranged via the Associate Medical Director, Dr Ken Proctor with input from the LMC employed officers.

A further group exists, called **GP Reps** (a smaller grouping of GP Sub representatives) who meet with representatives of the Health Board every two months to discuss both strategic and operational issues.

It is usual for GP Reps, GP Sub and the LMC Committees to all be held on the same day five-six times a year.

Members attending these meetings can claim for attendance and claim forms can be downloaded from the LMC website. Claim forms are also distributed at the meetings.

For attending GP Sub Committee, members can claim locum costs (if utilised), professional fees and travelling expenses. Claims are submitted direct to NHS Highland and payments are made direct to the practice where the GP works.

For attending LMC meetings members can claim an honorarium of £100. Claims are submitted to the LMC Offices for payment. Again payments are made to the practice where the GP works.

For attending LMC Chairman's Group meetings which are held in the evenings, members can claim an honorarium of £100 in recognition of this evening commitment. Again claims are submitted to the LMC Offices for payment.

Claims submitted to the LMC Lay Secretary will be paid on or around the 9th of each month either via BACS direct from the bank or by cheque. Members are encouraged to claim on a monthly basis.

Current (2015-2018) LMC and GP Sub membership can be found at the following link: [Click Here](#)

GP Sub Committee Members asked to represent general practice on other Health Board committees.

Part of the role of the GP sub committee is to provide representation on a host of other Health Board committees. At the beginning of each new committee cycle, members are elected to represent General Practice on different committees and their details provided to the committee Chairperson (via the Health Board GP Sub Committee Administrator, Ms Irene Robertson). Meeting dates and times will then be notified to the member due to attend and any relevant papers sent out to them direct. Sometimes it might be necessary for a deputy to be nominated particularly if the work of any particular committee is onerous, in recognition that GPs are busy people and it is sometimes more appropriate to spread the workload. It may also be appropriate for a GP not currently sitting on GP sub to represent the committee on another group, particularly if they have the skills needed for that group.

Attendance at Health Board meetings on behalf of GP sub should be claimed in the same way as attendance at GP sub.

Members (including other GPs) currently attending other Health Board committees can be found at the following link [Click Here](#)

GP Sub members attending other Health Board committees are asked to submit a brief report to each GP sub committee outlining the main points discussed during the meeting and alerting the Lay Secretary to any points that need to be relayed to colleagues via the newsletter (a template can be found below).

We really do hope that your time on the committee will be enjoyable – the work you are all doing is vital to the development and stability of general practice and your colleagues around the Highlands really do appreciate the work that you are all engaged in.

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Susan Hussey
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**Highland LMC
Proforma for reporting on
attendance at Health Board Committees
on behalf of GP Sub**

Name of GP Representative.....

Committee attended.....

Date of Committee.....

Please provide brief bullet point details of issues discussed and whether any further action will be necessary. Indicate if any issues discussed have now been resolved.

Is there any information you wish to go in the LMC newsletter regarding this issue.

Please remember to claim the appropriate reimbursement for attending this committee. Claim forms should be submitted direct to NHS Highland but are downloadable from the LMC website.