

## Highland Local Medical Committee

### Observers' Aide Memoire

The Highland Local Medical Committee (LMC) would like to welcome you to the meeting, as an observer. Information about Highland LMC structure and function can be found at <https://www.highlandlmc.org.uk/>

In order to make this as valuable an experience as possible for you, we wanted to share some information with you in advance of the meeting.

**LMC runs on directly after GP Sub Committee (with a short comfort break). The committee members are the same for both, but LMC is held without the health board staff present.**

The meeting should be considered confidential. There is an expectation that you maintain this and do not discuss what is said within the meeting, out with the committee, unless expressly tasked or permitted to do so. Should you have any doubt or questions, please contact a member of the Chairs' group to seek further guidance.

Prior to the meeting you should receive an electronic calendar invitation (with a link to join using MS Teams and details of any physical location), an agenda, any associated papers and the minutes from the previous meeting. GP sub and LMC meetings use separate virtual MS Teams links. If you do not have these 48 hours before the meeting, please contact Lindsay Dunn [admin.highlandlmc@nhs.scot](mailto:admin.highlandlmc@nhs.scot).

As an observer, we would welcome your contribution during the meeting. Any request to speak should be made to the Chair of the meeting- if you are a virtual participant, this should be done using the "Raise Hand" function, or typing "RTS" or "request to speak" in the meeting chat). Please lower your hand after you have finished speaking.