



Kent Local Medical Committee

**Election of Representatives
2020-2023**

Information Pack

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Introduction: What is a **Local Medical Committee (LMC)**?

The LMC is the only body that has a statutory duty to represent GPs at a local level. This statutory duty was first enshrined in Law in 1911 and has been included in the various NHS Acts and is included in the 2012 Health and Social Care Act. The LMC has a constitution that ensures it is representative of GPs, this is updated regularly following consultation with GPs. In every area of the country there is a local representative committee called a Local Medical Committee. GPs are nominated by their peers and elections to these roles take place regularly (in Kent every 3 years). Kent LMC also ensures there is a balance in terms of representation (75% contract holders and 25% sessional (salaried/locum) GPs).

Whilst recognised by statute and having statutory functions, unlike CCGs, LMCs are NOT themselves statutory bodies, they are independent. It is this unique status as independent representative bodies recognised by statute that allows them to be so effective in standing up for and supporting their GPs. They are accountable to the GPs they represent, unlike CCGs who are answerable to NHS England and the Department of Health leaving LMCs free to speak up on behalf of GPs, practices and their patients when others cannot.

The Health and Social Care Act reinforces the requirement for NHS Bodies to consult with the LMC on issues that relate to general practice. It is important to understand that the LMC is not a trade union and cannot act as such, (this is the role of the British Medical Association (BMA)). The LMC therefore considers itself the voice of general practice at a local level. Kent LMC works for and supports individual GPs and practices and are also the wider professional voice of general practice.

The **LMC** in the wider context

Kent LMC represents local GPs' views nationally through representation on and to the General Practitioners Committee (GPC) and by submitting proposals to the England and UK Conferences of LMCs.

GPC membership consists of 51 GPs elected from regional seats and the Annual Conference of England LMCs. The GPC is responsible for advising the Secretary of State, the Department for Health and NHS Employers, with whom it negotiates GP's terms and conditions. It is guided by policy decisions determined at the Annual Conference of LMCs England.

The Annual Conferences of LMCs are the main policy-making event where representatives from LMCs nationally attend to debate motions that reflect local GP concerns and objectives. The Conference of LMCs is the body to which the GPC is directly accountable. In Kent we are currently represented on the GPC by Drs Gaurav Gupta and Sarah Westerbeek.

How are we **Funded**?

The LMC is funded from Statutory & Voluntary Levies. We raise levies to cover the expenses of the office function as below:

The Statutory Levy

This sum, collected from all practices based on a number of pence per patient, is reviewed annually. This ensures LMC independence from any other NHS body and enables us to represent and work neutrally on behalf of our GP constituents. This funding is used exclusively for the running of the local LMC office and its functions.



The Voluntary Levy

A separate levy, called the Voluntary Levy, is collected to contribute Kent's share of the cost of the operation of the national negotiating committee and the GP Defence Fund. The rate is set by the GP Defence Fund, based on an amount per patient and reviewed annually. Access to services funded from this levy will be made available to those who contribute. In Kent this levy has an additional price per patient for the delivery of GP staff training and the Employment Law helpline.

The 6 main functions of the LMC

Body Recognised by Statute	Has rights and responsibilities defined in the NHS Acts & Regulations and serves as the local representative committee for all NHS GPs
An Independent Body	Represents the interests of general practice solely and acts as its advocate, remains independent from political constraints and the need to satisfy other interests
A Professional Body	Promotes quality and maintains standards of professional practice through support and demonstration in collaboration with other professional and educational bodies
A Representative Body	Listens, debates and responds to feedback and represents the majority view of its GPs to NHS England, CCGs and other national and local organisations
A Democratic Body	Elected by and consisting of local GPs who represent their local and diverse interests
A Resource	Provides advice and support to all GPs in all matters relating to their professional lives and actions.

Supporting Individual GPs and Practices



LMC Representative Job Description

Job title:	Representative of Kent Local Medical Committee
Responsible to:	The Chair and Vice-Chairs of the Kent Local Medical Committee.
Tenure:	<p>Representatives are elected to the Committee by their GP constituent members and serve a three-year term. They may be re-elected for subsequent terms of office.</p> <p>Representatives must work predominantly in the constituency to which they are elected and remain on the Performers List. Where either of these conditions is not met, a vacancy may be declared. A change of status may prompt a vacancy depending upon the length of term served.</p>
Representation:	The Committee's structures mirror the geographical areas covered by Kent & Medway Integrated Care Partnerships (ICPs) with Local Constituency Committees (LCCs) as from time to time constituted. Representatives will be elected by LCCs, their number being determined from time to time with reference to the population of the ICP area.
Dimensions:	Population covered: approximately 1.8 million people, 1,533 GPs, 1 Integrated Care System (ICS), 4 ICPs, NHS England (NHSE), 1 County Council, 1 Unitary Council.
Base:	Representatives base will be either home or practice premises. Representatives will be required to attend 5 full LMC Meetings and 3 Local Constituency Committee meetings with the ICP, plus other LMC committees as required. Travel expenses may be claimed for attendance at full LMC meetings.
Liaison:	<p>Local Constituent GPs (contract holders and sessional GPs)</p> <p>LMC Representatives</p> <p>Secretariat - Executive Staff Chair and Vice Chairs</p> <p>ICPs, ICS and NHS England</p> <p>Practice Managers (GMS, PMS and APMS practices)</p> <p>Local Trusts and other providers</p>
Job purpose:	Work with members of the LMC Secretariat to identify the views of local GPs, particularly with regard to the development of Primary Care and General Practice.



	<p>Promote the views and opinions of the LMC by developing and maintaining effective working relationships with members of your own constituency and working with NHS England, ICS and ICP officers.</p> <p>Use all appropriate means to promote the views of the LMC and promote the interests of the profession.</p> <p>Provide effective feedback to constituency GPs following meetings of the Full Committee and Local Constituency Committees.</p> <p>Represent the LMC on other Bodies as agreed with the LMC.</p> <p>Develop expertise in areas of interest or special knowledge to assist the LMC in its work.</p> <p>Act as the “eyes and ears” of the LMC to bring to the attention of the Committee and/or Secretariat all issues of interest or concern.</p>
<p>Responsibilities:</p>	<p>Work with members of the LMC Secretariat and others to identify the views of local GPs in respect to agenda items for the LMC/ICS/ICP/NHSE Liaison and full LMC meetings, submitting items for discussion from “grass roots” GPs.</p> <p>Read agendas and meeting papers in preparation for all meetings in order to contribute and represent the views of constituents. If a representative is unable to attend a meeting they must inform the LMC secretariat at the earliest opportunity. Where a representative has been absent for 2 or more consecutive meetings, with no explanation or prior agreement, the Chair may wish to discuss how you are able to continue to fulfil your role.</p> <p>Work with the LMC Secretariat and other representatives to assist ICS/ICPs/NHSE in their decision making by reading and commenting upon strategic and local plans that affect your colleagues and Primary Care.</p> <p>Provide effective and timely feedback to constituent GPs following meetings of the LMC – utilising where appropriate the notes and newsletters produced by the Secretariat following representative input.</p> <p>Respond to queries from constituent GPs and/or signpost as appropriate to LMC office or elsewhere. Provide pastoral direction for individuals, signposting those who require further help as appropriate to the LMC secretariat.</p>



	<p>Keep knowledge base up to date in order to provide support to constituent members.</p> <p>Maintain awareness of local press and respond to local issues and/or bring them to the attention of the secretariat.</p> <p>Propose items for resolutions to the Annual Conference of LMC's on behalf of constituents.</p> <p>Encourage constituents to attend meetings/seminars etc. organised by the LMC.</p>
<p>Remuneration:</p>	<p>Representatives are paid an attendance fee of £341.70 for each meeting attended (plus travel expenses for attendance at full Committee Meetings). £214.20 is paid for shorter meetings of less than 2 hours duration. This fee is kept under review by the Finance Committee. (Representatives are appointed officers of the LMC and are covered by professional indemnity insurance but must not act inappropriately or recklessly putting the LMC at risk).</p> <p>LMC representatives attending meetings on behalf of the LMC must send a feedback/claim form as required within one calendar month of the meeting. Failure to do so may result in non-payment.</p> <p>Any claims relating to the current three-year term of office will have to be concluded within one month following the end of that term, and must not be carried into the next term of office.</p>
<p>Confidentiality:</p>	<p>Representatives must keep confidential all matters considered by the committee save for those matters deemed by the committee to be suitable for public disclosure. Representatives may disclose any information that might otherwise be confidential under this clause to such professional advisers, employees or other third parties as reasonably necessary with the written consent of the Chair or Vice-Chairs.</p>

Note:

This job description provides an outline of the main responsibilities associated with the role but is not exhaustive. The range of activities and areas of responsibility will evolve over time. The content of this job description will therefore be subject to regular review and amendment in line with any resulting change to the NHS agenda in the need to fulfil and meet the organisation's needs.



Kent LMC Representatives

Following a review of the Constitution of Kent LMC in January 2020, the number of members to be elected is now based on the registered patient population in each constituency.

The Committee shall consist of Local Constituency Committees (“LCCs”) as stated in Schedule 1 Part 3 of the LMC Constitution which shall each represent their ICP areas.

Each LCC shall have a number of Members who are Type A Constituents and a number of Members who are Type B Constituents to be determined from time to time with reference to the population of the ICP Area. A separate election will be held in respect of each Integrated Care Partnership area.

The Constitution of the Kent Local Medical Committee is available on the LMC website www.kentlmc.org or alternatively a copy can be obtained from the LMC office.

ICP Area/Local Constituency Committees (LCCs)

Dartford, Gravesham and Swanley (DGS)
East Kent
Medway and Swale
West Kent

Number of LMC Representatives for each LCC

ICP	Patient Population	% of total population	Contract Holder (Type A)	Sessional GP (Type B)	Total
DGS	275,865	14%	5	1	6
East Kent	721,325	38%	11	4	15
Medway & Swale	419,255	22%	7	2	9
West Kent	501,933	26%	7	3	10
Total	1918,378	100%	30	10	40

Term of Office

The term of office for will run for three years from 1st April 2020 until 31st March 2023.

Definitions

Contract Holder (Type A)

A practitioner registered on the Performers List, practising within the areas of Dartford, Gravesham and Swanley, East Kent, Medway and Swale and West Kent ICPs will be regarded as a constituent in the ICP area in which they practise. A practitioner may nominate any registered medical practitioner ordinarily providing general practitioner services who practise predominantly in the nominator’s area.



Sessional GP (Type B)

A Sessional GP (Non-Contract Holder), registered on the Performers List, practising within the areas of Dartford, Gravesham and Swanley, East Kent, Medway and Swale and West Kent ICPs will be regarded as a constituent in the CCG area in which they practise.

A Sessional GP (Non-Contract Holder) may nominate any registered Sessional GP ordinarily providing general practitioner services, who practise predominantly in the nominator's area.

Professional Development

As an LMC representative you will be offered access to a package of training over your three-year term. This will be fully funded and include Representing General Practice and core values of LMC Representatives, the current NHS, LMC, and GPC structure, GMS contract basics and BMA model contract, Primary and secondary care interface standards, How to Chair a meeting, negotiation training and media training.

Election Process

Nominations & Eligibility Criteria

Each candidate for election must be nominated by three practitioners within the category of practitioner of which they are deemed to be part (ie. Contract Holder or Sessional GP (Non-Contract holder)), and by submitting the declaration he/she consents to being nominated and if elected he/she is willing to serve.

All Contract Holders, Salaried and Locum GPs working in the constituency are eligible to seek nomination, (Locum GPs should seek nomination in the constituency in which they predominantly work). If you are in any doubt as to which constituency you are eligible to stand/vote in, please contact the LMC office.

2020 Meeting Dates

Full Local Medical Committee (LMC) Meetings

The Full LMC will meet five times per year on a Thursday for the remainder of the three-year term, the dates for 2020 are:

17 th September 2020 (14.15-17.30)	TBC
19 th November 2020 (14.15-17.30)	TBC

Sessional GP Sub-Committee Meetings

LMC Sessional GPs also meet five times a year, on the dates detailed above prior of the Full LMC meeting, from 13.15-14.15. The Sessional Sub-Committee includes all LMC Sessional GPs, from whom a Chair will be elected at the inaugural Full LMC meeting.



LMC/ICP Liaison Meetings

Meetings between the LMC and ICP officers will be held approximately every four months.

LMC/Acute Trust Interface Meetings

Meetings between the LMC and Acute Trusts will be held approximately every six months.

The Liaison and Interface meetings are most important meetings, as they will enable you, the local representatives, to work with, influence and scrutinise the decisions of the above bodies and their committees.

