

### Your LMC Officers

Honorary Officers selected from the Committee enable it to function and form a Board. The Board provides leadership and accountability for the activities of the LMC, but the Executive Officers are the workforce of the Committee. Ours comprises of the Senior Executive Officers, Executive Officers and a Support Officer. All Honorary and Executive officer job descriptions are on our website.

#### Joint Chief Executive Officer: Mel Benfell

Prior to joining the NHS, to manage two Norfolk GP out of hours co-operatives, I had a career in retail office management. I then worked for Norfolk PCT in the Primary Care Directorate where my role focused on clinical governance. In 2004 I became a Practice Manager in Norwich, where I worked for 11 years, before joining the LMC in 2015.

#### Joint Chief Executive Officer: Naomi Woodhouse

Having family members in the profession I have always had an interest in general practice. Having completed my degree in Business Management, specialising in Economics and Law, I worked in a South Norfolk practice providing support on Enhanced Services, QOF, and read coding before joining the LMC in 2008.

#### Executive Officer: Joni Graham

Having worked within the NHS for 17 years I have obtained a breadth of knowledge and experience. Starting out at a large hospital trust I went on to work at a London PCT before spending 12 years as a Practice Manager. I was Business Manager at a multi-site South Norfolk dispensing practice for 5 years before joining the LMC in 2020.

#### Executive Officer: Nicky Watson

Before joining the LMC in 2021 I worked in the NHS for 26 years, 14 as a Practice Manager in Dorset, and more recently Norfolk, where I actively supported PCN peers with locality wide schemes. I previously worked with a local LMC as a locality PM Representative, which enhanced my understanding of the role of LMCs in supporting their constituents.

#### Support Officer: Jessica Dawson

I studied for a degree in Business and Human Resource Management and spent 4 years working in recruitment for both the construction and office support industries. I completed my AMSPAR qualification in 2008 and joined a Waveney practice as a Practice Administrator before joining the LMC in 2012.

#### Your LMC website

The Members area of our website contains a wealth of information and guidance including, Executive Officer job descriptions, Newsflashes and Event information.

Practices can add vacancies FOC and advise us of practice changes, including changes in GP or practice management.

Locum GPs are able to add themselves to a free listing and practices can access up to date locum availability.

#### Contact Us

The office is open Monday to Thursday, closed Friday to Sunday and Bank Holidays.

Email: [enquiries@norfolkwaveneylmc.org.uk](mailto:enquiries@norfolkwaveneylmc.org.uk)

Website: [www.norfolkwaveneylmc.org.uk/](http://www.norfolkwaveneylmc.org.uk/)



**Norfolk & Waveney**  
**Local Medical Committee**

Representing, supporting, advising GPs and practice teams

#### Your LMC is:

**A Statutory Body** which has rights and responsibilities defined in NHS Acts and Regulations, which serves as the local representative committee for all GPs.

**An Independent Body** which represents the interests of General Practice and acts as its Advocate, free from political constraints and the need to satisfy other interests.

**A Professional Body** that promotes quality and maintains standards of professional practice through support and educational activity in collaboration with other professional and educational bodies.

**A Representative Body** that listens to the views of local GPs, debates and represents these views to NHS England, CCGs and other organisations.

**A Democratic Body** elected by and comprising of GPs, representing the diverse range of local interests and experience.

**A Resource** that provides advice and support to all GPs in matters relating to their professional lives and activities.

## The roles your LMC undertakes can be divided into three broad categories:

### Representation

We are the only independent body recognised in statute that represents the interests and views of GPs in Norfolk & Waveney to various bodies including NHS England, CCGs, local authorities, NHS Trusts and national bodies such as the BMA General Practitioner Committee (GPC). We also negotiate on behalf of constituent GPs both individually and collectively.

### Advice

We provide advice on all aspects of GPs contracts including GMS/PMS/APMS, NHS Standard Contract, LCS', DES', and NHS Regulations, Statement of Financial Entitlements and complaints, partnership agreements, business planning and practice resilience, premises, fees and certification, CQC, IT, training.

We do not provide legal, clinical negligence, employment, investment or personal finance advice. **On anything else we should be GPs and Practice Managers first point of call.**

We strive to keep our constituents informed of local and national issues and initiatives. We provide timely appropriate information, guidance and advice on a wide range of subjects. We produce a range of publications for constituents, including a monthly Flyer, which is emailed to every GP and Practice Manager on our database. We also produce reports of meetings we attend, all of which are published on our website.

### Support

Our pastoral support service provides non-religious pastoral support to GPs and Practice Managers working in Norfolk & Waveney levy paying practices, including GP locums.

The objective of the service is to support GPs and Practice Managers to find positive solutions where they are encountering challenges in their work or personal lives.

Further information is available on our website.

### How your LMC is funded

A statutory levy funds the LMC to carry out its statutory functions and is collected from practices based on the number of patients registered on the 1<sup>st</sup> January each year.

Practices are also asked to contribute to a national levy, which is used to finance the LMC's contribution to the national GP Defence Fund, which pays for the General Practitioners Committee of the British Medical Association.

### General Practitioners Committee (GPC)

LMCs are the link between GPs and the GPC negotiating body which is a standing committee of the BMA and the negotiating body for NHS GPs. The GPC is responsible for advising the Secretary of State for Health, the Dept. of Health and NHS England with whom it negotiates GPs contract and pay.

Your local GPC representative is Dr Ian Hume who regularly attends full Committee meeting, but if you would like to make GPC aware of your views directly he can be contacted at: [IHume@mybma.org.uk](mailto:IHume@mybma.org.uk)

### Your LMC Members

Your Committee consists of local GP partners, Salaried GPs, Locum GPs and GPST representatives. We also co-opt members that have a specialist interest and whose input is deemed to be beneficial to aiding the committee.

Members are to provide leadership, representation and support for constituent GPs, and their practices, to secure a future for general practice that is properly funded, adequately resourced and appropriately regulated within a fair contractual framework.

Members have a responsibility to act as a conduit, alongside the Executive, between the LMC and their CCG. Members should engage with the local health environment, referring issues and constituent enquiries appropriately and ensure they are representing the views of local general practice (above their personal or own practice issues). Members also have a responsibility to communicate regularly with constituents using networking arrangements and explain LMC decisions and policies.

Members are expected to contribute to the formation of conference motions for the GPC England and UK annual conferences of LMCs. These conferences are the main GPC policy making events at which LMCs debate motions which reflect GPs concerns and objectives. Members are actively encouraged to attend conferences and report back to Committee.

### Are you a GP keen to make a difference and influence your health community?

We always welcome new members so get in touch today...