



YOR LOCAL MEDICAL COMMITTEE LIMITED (YORLMC)

Roles & Responsibilities – LMC Members

YOR Local Medical Committee Limited (YORLMC Ltd)

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LMC Member Handbook Issues and Updates

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	1	March 2020
7,8	2	April 2020
7	3	April 2020
8,9	5	September 2020
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Being an LMC Member

LMC Members are elected to actively participate in YORLMC's work supporting and representing General Practice. Members are expected to attend and contribute to locality meetings, represent and speak up on behalf of constituents and to make decisions on behalf of local General Practice. It is an opportunity to be part of a forward-thinking organisation, working to support 1,600 local GPs across 160 practices.

YOR Local Medical Committee Limited (YORLMC Ltd) is the brand name for Bradford & Airedale and North Yorkshire LMCs, also referred to as Branches of YORLMC. It is the professional voice for all NHS GPs and practice teams across the areas of North Yorkshire & York and Bradford, Airedale, Wharfedale & Craven. YORLMC Ltd is a gateway to pastoral care and provides personal and totally confidential support for GPs and practices in difficulty or experiencing major change. It also provides personal advice and support for practices on a wide range of issues.

This handbook sets out the roles and responsibilities of YORLMC members and defines the standards expected of them.

The handbook will be reviewed regularly, and any amendments made as necessary. It is important to remember that it is a record of YORLMC's working practices and should accurately cover how it operates in each area of work. Any amendments to this handbook or its appendices will be notified to Members.

Introduction

YORLMC's Core Values:

- to support and advise individual constituent GPs and practice teams on all matters that affect them in their professional lives
- to provide individual constituent GPs and practice teams with a variety of services to give modern General Practice the support it needs
- to ensure the development of General Practice to ensure a high quality service is delivered to patients within the resources available
- to encourage equality, diversity and inclusion in all its activities and eliminate unlawful discrimination
- to be truly representative of all sections of General Practice, and for everyone to feel respected and able to give their best

YORLMC Ltd currently supports approximately 1600 GPs, and 160 practices across Bradford, Airedale Wharfedale & Craven and North Yorkshire and the City of York.

YORLMC represents and supports General Practice to all stakeholders who wish to work with or alongside General Practice. This includes a wide range from within the NHS and external stakeholders. YORLMC's footprint includes 7 hospital Trusts and 31 Primary Care Networks. External stakeholders include CQC, LPCs, AHSN, Public Health England and many others. YORLMC has a positive, collaborative style of working to produce the best outcomes for its constituent GPs and their practice teams.

YORLMC is highly respected at both a local and national level. It is supported by a Corporate Affairs Team, (CAT) which is responsible for the administration of all aspects of YORLMC's work. The CAT is also responsible for keeping GPs and practice teams informed of current issues relating to General Practice, primary care and beyond. It leads on communicating important messages, producing regular guidance and a monthly newsletter for each LMC area. It issues press releases where appropriate and also maintains the YORLMC website - www.yorlmcld.co.uk. The CAT is also responsible for corporate administration, membership, electoral services and finance.

The CAT is a small, highly focused and cross-supporting unit where individuals are expected to work autonomously and support colleagues as much as possible. The CAT handles and has access to personal and sensitive information so all members of the team are required to maintain confidentiality at all times.

The Corporate Affairs Team provides dedicated support to all LMC Officers and Members. For clarity access to YORLMC systems and databases is restricted to staff employed within the Corporate Affairs Team.

1. Main Purpose of an LMC Member's role:

An LMC Member's role is a wide ranging.

LMC Members are elected by constituents, generally for a term of 4 years and are expected to make themselves available to them, to listen to their views and to ensure that those views are fairly represented. Members must be aware that they have a mandate to make decisions on behalf of their constituents. Members are expected to debate issues and vote where appropriate in their capacity as an LMC Member representing constituent GPs and not as Member of a CCG or individual GP practice.

Members are appointed to YORLMC following an election process to the respective LMC. Some members will be appointed by co-option because of their special experience or expertise.

The work of YORLMC is constantly evolving and will offer individuals the following opportunities to:

- Use and develop their experience to be a positive, passionate voice and face for General Practice, representing their colleagues and making a difference at local, regional and national levels.
- Demonstrate clinical leadership advising across a range of areas including commissioning, workforce planning and developments, Primary/Secondary care interface, ICSs, primary care management, system change, resilience of general practice and the primary care networks to name but a few.
- Develop their network of contacts across the local landscape.
- Develop an ability to influence the direction of General Practice to ensure a continued high quality and sustainable service for both the workforce and the patients

2. LMC Member's Role Responsibilities:

Representation is a significant area of work undertaken by YORLMC and LMC Members specifically will be required to:

- maintain a thorough knowledge of or demonstrate a willingness to learn about NHSE finance and contractual mechanisms
- maintain a thorough knowledge of or demonstrate a willingness to learn about NHSE performance procedures

- be available to meet with any GP or practice manager needing help, and where appropriate, others concerned about their welfare
- Regularly attend LMC locality and committee meetings and be comfortable with speaking in such forums and able to ensure good working relationships with key individuals are developed and maintained
- Work with CDs to support the development of PCNs
- Communicate with LMC Officers, Members and the CAT via YORLMC hosted list servers between meetings
- Bring an autonomous, confident, positive and proactive approach to problem solving in a collaborative style
- Demonstrate a flexible approach to work
- Demonstrate leadership and the ability to encourage and manage debate
- Act as link between GP constituents and practices and YORLMC
- Demonstrate medico-political awareness
- Manage potential conflicts of interest
- Demonstrate equity, fairness and representativeness in undertaking all duties

Where possible LMC Members are asked to give reasonable notice to the Corporate Affairs Team if it is their intention to stand down.

3. LMC Meetings

Attendance

All members are expected to regularly attend for the full duration of their LMC Locality and Committee meetings.

In accordance with the Constitution, repeated non-attendance without good reason may result in the member being asked to stand down.

Apologies

Members are expected to give their apologies to the Corporate Affairs Team before a meeting if unable to attend. Should a member need to leave a meeting early the Chair should be advised of this before the start of the meeting – this should not be a frequent occurrence.

Preparedness

Members are expected to have read all relevant papers prior to a meeting. The Corporate Affairs Team will ensure wherever possible that papers are sent out five days before a meeting (in electronic format).

Members are expected to keep themselves up to date with issues affecting their constituents, their constituencies and to be aware of national issues affecting the profession.

Personal and Practice Issues

Members are not expected to raise issues relating to them personally, or to their practices, unless using the issue to introduce or illustrate a point.

Conduct at Meetings

Members are expected to request to speak at meetings through the Chair

Members are expected to show courtesy to fellow Members and members of other organisations in attendance at meetings.

Members are expected to seek approval of the Chair, prior to the start of the meeting, to raise any item of business which is not covered by the agenda.

Representation of Constituents

Members are elected by constituents and are expected to make themselves available to them, to listen to their views and to ensure that those views are fairly represented.

Members must be aware that they have a mandate to make decisions on behalf of their constituents.

Members are expected to debate issues and vote where appropriate in their capacity as a LMC Member representing constituent GPs and not as Member of a CCG

4. Payment of Levies

It would be expected that members' practices are contributors to the GPDF quota. Members would be expected to encourage other practices to do the same.

5. Representation of YORLMC

Members of YORLMC are expected to follow established policy and interpretation of relevant documents and to fairly represent YORLMC's views to outside organisations. If members express a personal view, rather than YORLMC policy, this should be made clear in any discussion or written material. Members should be aware that in stating in such discussions or written material that they are a member of an LMC, it may be assumed that the views expressed are those of that LMC and therefore it must be made clear that this is not necessarily the case.

6. Communications

Members are required to familiarise themselves with YORLMC's LMC Member Communication policy. This policy provides specific guidance on:

- Member Communications Systems Policy
- Use of email footers
- Listservers and their terms of use
- Request for information by the CAT
- Working with the media
- Use of social media
- LMC meetings
- GDPR & Data Security
- Confidentiality

7. YORLMC policies

LMC Members whether elected or co-opted should familiarise themselves with the responsibilities of Membership as set out in the enclosed documents.

- [Company Articles of Association](#)
The Board of YORLMC Ltd has a duty to make decisions in the best interests of the Company, both in the short and longer term. The responsibilities and decision-making powers of the Board are outlined in the Company Articles of Association
- [LMC Constitution](#)
Members are also required to familiarise themselves with their Committee's Constitution
In line with the LMC Constitution, it shall be the duty of each Member to inform the Committee as soon as reasonably practicable of any change in status that may invalidate his/her position on the Committee and may potentially lead to that individual's disqualification. Section 1.5 and [YORLMC's Dispute Resolution policy](#) refer.
- [Managing Conflicts of Interest](#)
In accordance with YORLMC's Managing Conflict of Interests Policy:

Members are expected to complete the Members' Register of Interests annually in line with YORLMC policy. Members who do not complete the declaration are not able to speak or vote at meetings until they have returned their form.

Members are expected to advise the Corporate Affairs Team of any changes in their interests.

Members are expected to declare any pecuniary or other interest in any matter under discussion.

YORLMC members who also sit on other groups such as Clinical Commissioning Groups should make it clear in which capacity they are acting when involved in discussions or attending meetings. Once stated it is expected that a member will represent the views of that organisation during any meeting or ensuing discussion.

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 a Member's own practice should be raised via the Corporate Affairs Team so it can be assessed and if needed presented anonymously at meetings.

Any member who feels unable to avoid a conflict of interest should withdraw from that discussion or meeting.

All Members are required to familiarise themselves with YORLMC's Managing Conflict of Interests Policy

- **Anti-Harassment, Bullying & Discrimination Policy**

YORLMC is committed to providing an environment free from harassment, bullying and discrimination and wishes to ensure that all those operating within the organisation are treated, and treat others, with dignity and respect.

It applies equally to:

- YORLMC Ltd Bradford & Airedale
- YORLMC Ltd North Yorkshire
- Employees based within the Corporate Affairs Team, YORLMC Ltd

If you feel you are being harassed, bullied or otherwise discriminated against by someone associated with YORLMC Ltd, or you are aware of others being subjected to such treatment, we strongly encourage you to raise this with us.

- **Whistleblowing policy**

Section 43K of Public Interest Disclosure Act 1998 grants protection to employees, as well as certain workers, contractors, trainees and agency staff who raise concerns about wrongdoing, risk or malpractice which it is in the public interest to disclose. and where the disclosure falls into one of more of the following categories:

- A criminal offence that has, is being, or is likely to be committed.
- Unauthorised or inappropriate disclosure, misuse or loss of confidential, personal and / or sensitive information
- A miscarriage of justice
- Risk or damage to the environment
- A danger to the health and safety of employees or others

- Attempts to suppress or hide information relating to wrongdoing.

If you see or find out about something you think is wrong at YORLMC Ltd you should report it. YORLMC's Whistleblowing policy provides further guidance.

- **YORLMC Expenses Policy**

Information relating to honoraria rates, travel expenses and payroll arrangements is available [here](#)

8. Confidentiality

Both during and after

- your term of office as a Member, Officer, Director
- term of engagement as a contractor
- your employment within the CAT

you have a personal responsibility to protect and maintain the confidentiality of YORLMC's information and that relating to any YORLMC stakeholders of which you become aware in the course of your role. Accordingly you must not, except as required by law, by way of necessary discharge of your obligations to any regulatory authority or body, or as authorised or required by your duties, reveal to any person any trade secret or confidential information in whatever form belonging or relating to YORLMC, its stakeholders or its or their business or other operations. This obligation will continue after the termination of

- your term of office as a Member, Officer, Director
- term of engagement as a contractor
- your employment within the CAT

unless and until any such information comes into the public domain other than through any breach of this provision by you.

Confidential information consists of information not generally known to the public and will include (but not be limited to) financial information, details of negotiations between YORLMC and third parties, terms of any arrangements entered into by YORLMC, proposed initiatives and opportunities, sensitive information provided to it by other stakeholders and any information which you have been told is confidential or which has been obtained in circumstances in which YORLMC is subject to a duty of confidentiality in relation to that information. For the avoidance of doubt, information need not be expressly designated as confidential to fall within the scope of this clause.

All confidential information is imparted to YORLMC Member, Officer, Directors, contractors and employees in a relationship of confidence. This means that you should exercise a particularly high standard of care with regard to all confidential information. Specifically, you must use your best efforts to keep confidential information from possession or review by any unauthorised person. You may not disclose such information except to your colleagues or directors with a business need to know the information or to those persons outside of YORLMC to whom you are expressly authorised to make the disclosure. You must make sure you know to whom you are speaking before giving out any information. In addition, you may use the information known to you only in the manner authorised by YORLMC. Outside of this

- term of office as a Member, Officer, Director
- term of engagement as a contractor
- employment within the CAT

you are restricted from using your knowledge of confidential information to suit your personal purposes or to the detriment of YORLMC.

You are responsible for the security of any YORLMC documentation obtained by you in the course of your role. Extra care should be taken to maintain the confidentiality of any documents of a sensitive or otherwise confidential nature.

YORLMC's Confidentiality & data security policy for LMC Members, Officers, Directors and Contractors is available [here](#)

The General Data Protection Regulation introduced wide ranging and significant changes to UK data protection legislation. Further information and guidance is also available via the above link.