



ROLES AND RESPONSIBILITIES OF MEMBERS OF YORLMC LTD

Introduction

Appointment as a member of YORLMC Ltd brings with it particular responsibilities and an expectation from colleagues that certain standards of representation will be met. This paper sets out the roles and responsibilities of YORLMC members and defines the standards expected of them.

Appointment to YORLMC Ltd

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.

Meetings

Attendance

All members are expected to attend regularly at full Branch meetings and their respective Division meetings and YORLMC Liaison meetings with other NHS organisations if appointed to that group. In accordance with the Constitution, 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.

Declaration of Interests

In accordance with YORLMC's Management of Interests Policy:

Members are expected to complete the Members' Register of Interests in line with YORLMC policy.

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.

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

Payment of Levies

It would be expected that members' practices would be regular payers of the additional levy. Members would be expected to encourage other practices to do the same.

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 a 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.

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 attached document.

Management of Interests

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 not be raised unless they illustrate a point of principle affecting other constituent GPs.

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

Please refer to YORLMC's Management of Interests Policy for full details

Communications

The Corporate Affairs Team will routinely communicate by email only.

Members are expected to respond promptly to all communications, whether from the Corporate Affairs Team, constituents or other organisations. Communication should be in the electronic format wherever possible with the disclaimer clearly displayed and copies sent to the Corporate Affairs Team.

If a member wishes to send a letter or email to a third party regarding a YORLMC matter, a draft version should be sent to the Corporate Affairs Team, stating the preferred method of delivery (post / email) and outlining the suggested recipient(s) for the correspondence. The Chief Executive of YORLMC reserves the right to amend the wording if he feels the reputation or views of YORLMC could be misinterpreted or if the correspondence could be deemed to be defamatory. Wherever possible, the Chief Executive will discuss with the member any suggested amendments prior to distribution, although this will be dependent on the urgency of the correspondence and availability of the member.

The Corporate Affairs Team will ensure that all outgoing correspondence from members is reproduced on company stationery where appropriate, including disclaimers where necessary, and distributed from our office to ensure we receive any responses when they arrive. Members will be notified of responses at the earliest opportunity.

Requests for Information

Requests for information made by the Corporate Affairs Team to members should in normal circumstances be answered within five working days, unless otherwise indicated.

Confidentiality and Data Security

In accordance with the YORLMC Confidentiality and Data Security policy, Members of YORLMC Ltd are reminded that meeting papers issued by the Corporate Affairs Team and information issued by the Corporate Affairs Team solely for the attention of YORLMC Members must not be circulated to or shared with non-Members.

Information whether in hard copy or electronic should be stored in a place not accessible to non-Members. Members are reminded that they must take all papers away with them after meetings and when no longer needed papers should be disposed of securely.

Members are reminded that where discussions at YORLMC meetings and meetings with other organisations such as CCGs are identified as confidential or “not for minuting”, details must not be shared outside the membership of the meeting.

Honoraria & Travel Expenses

1. Members are paid a fee for attending Branch and Division meetings and are reimbursed travel expenses
Members are expected to attend for an entire meeting
Members are responsible for ensuring that information relating to expenses is accurate and up to date.
Expenses will be paid by bank transfer into a bank account at the end of each quarter.
2. Other Expenses
Expenses incurred as a result of attending meetings in a YORLMC capacity at the request of the Committee/Corporate Affairs Team, other than those defined in 1) above, should be notified to the Corporate Affairs Team within three months of the meeting. Although voluntary, it is the expectation that Members will attend GPC Roadshows to aid representation of constituents. Members are expected to pay any fee for attendance at educational events organised by YORLMC, unless assigned a specific role.

Date	Author	Document History
July 2009	Corporate Affairs Team (CAT), YORLMC Ltd	Document finalised and circulated to YORLMC Members
April 2011		Addition of Confidentiality requirements – revised document circulated to YORLMC Members
May 2013		Document updated to reflect the end of PCTs Updates and additions to the following sections: <ul style="list-style-type: none"> • Attendance at Meetings • Conduct at Meetings • Representation of YORLMC • Management of Interests • Communications
March 2014		Document reviewed by CAT
Oct 2015		Document updated re Division commitment
April 2016		Document reviewed by CAT
Aug 2017		Document reviewed by CAT
April 2018		Date of next review