



Cleveland Local Medical Committee

Chairman: Dr I Bonavia
Vice Chairman/Medical Director/Asst Secretary: Dr J-A Birch
Secretary: Dr J T Canning
Development Manager: Ms J Foster
Office Manager: Ms C A Knifton

First Floor
Yarm Medical Centre
Worsall Road
Yarm
Stockton on Tees
TS15 9DD

LMC office email: christine.knifton@tees.nhs.uk
Web: www.clevelandlmc.org.uk

Tel: 01642 745811
Fax: 01642 745812

Minutes and report of the meeting of the Cleveland Local Medical Committee commencing at 7.00 p.m. on Tuesday, 16 September 2014 in The Maureen Taylor Conference Suite, Stockton Riverside College TS17 6FB.

Present:

Dr I Bonavia (Chairman)	Dr S H M Arifulla	Dr W J Beeby
Dr M Betterton	Dr J-A Birch	Dr A Boggis
Dr J T Canning	Dr G Chawla	Mrs V Counter
Dr R Craven	Dr H El-Sherif	Dr I Guy
Dr J Hameed	Dr E K Mansoor	Dr R McMahon
Dr T Nadah	Dr R Roberts	Dr O Sangowawa
Dr S Selvan	Dr P Singh	Dr R Singh
Dr M Speight	Dr H Waters	Dr D White
Ms A Wilson	Dr C Wilson	

In attendance: Ms J Foster : Development Manager
Mrs C A Knifton : Office Manager

14/09/1 APOLOGIES

Apologies had been **RECEIVED** from Dr K Ellenger, Dr J Gossow, Dr C Harikumar, Dr M Hazarika, Dr M Hulyer, Mrs C Hurst, Dr N Miller, Dr B Posmyk and Dr A Thornley.

NOTED

14/09/2 MINUTES OF THE MEETING HELD ON 15 JULY 2014

These had been previously circulated to members and were **AGREED** as a correct record and duly signed by the Chairman.

14/09/3 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

There were no matters arising.

14/09/4 CLEVELAND LMC MOVING FORWARD

The Secretary went through the paper which had been distributed to all members which gave the background, business needs and opportunities, options considered, changes proposed, etc. The Office Manager will retire in April 2015. The Secretary will be reducing his medical and LMC commitments in March/April 2015. The Development Manager had been increasingly taking on the administrative/negotiation roles and responsibilities formerly undertaken by the Secretary.

Changes proposed included:

- Promoting the Development Manager to the role of Chief Executive in order to take account of the change in responsibilities – no external advertising was necessary as this was an internal structural change. This would also raise the profile of a non-GP person negotiating on behalf of CLMC which would be of benefit when dealing with external organisations. Non-clinical Chief Executives run a number of other LMCs with clinical support from their GP Executive.
- The roles of the GP Executive (Chair / Vice Chair / Secretary) would be reduced and CLMC would be secretariat-led with clinical support from the GP Executive
- The GP Executive would receive a small retainer plus an items of service payment rather than an annual honorarium
- The GP Executive would have Job Descriptions which was important for accountability
- The Chief Executive would report to the Board
- Decision making process remains unchanged in line with the Constitution relating to decisions impacting directly on the LMC receiving appropriate GP Executive and/or Board approval
- Constituents will not see any change in service provided by CLMC
- A better use of current funding levels
- Office administrator will be appointed and report to Chief Executive

After a full discussion, Members **AGREED** with the proposed changes and the Secretary said that further details would be brought for discussion at the next CLMC meeting in November.

14/09/5 ANY OTHER BUSINESS

There was no other business.

14/09/6 DATE AND TIME OF NEXT MEETING

18 November 2014.

There being no further business to discuss, the meeting closed at 7.15 p.m.

Date: Chairman: