**Highland LMC**

**Guidance for LMC and GP Sub Members**

Dear Member

Welcome to LMC/GP Sub Committee. A full term of office is three years. If you have joined us part way through it will be less than this.

The following guidance is designed to help you in your role but if you have any suggestions for improvement please let us know.

**Highland LMC**

Each Health Board around the UK has LMC representation, whose members represent the interests of general practice. In Scotland, unlike the rest of the UK, the LMC is not a legally recognised negotiating body. In Scotland, the legally recognised negotiating body is the **GP Sub Committee** of which, in Highland you are also a member.

Highland LMC has been set up as a company limited by guarantee. Its income arises from levies charged to its members (general practices and individual sessional GPs) and it is managed by two employed officers - the Business Coordinator (Lindsay Dunn) and a Medical Director (Dr Paul McMullan, an elected GP representative).

The current Chairperson of the LMC is Doctor Al Miles, the GP representative for Badenoch and Strathspey, and the Vice Chair is Doctor Lorien Cameron-Ross, a sessional and salaried GP representative. Both of these positions are elected.

The LMC has a **Chairman’s Group** which meets every two months to carry out the day to day work of the committee – the group comprises of the Chair, the Vice Chair, the Business Coordinator, the Medical Director and two other members, currently Doctor Chris Williams, Treasurer and Doctor Jonathan Ball, 5th Person.

The LMC provides members with advice and guidance and represents the views of general practice on both Scottish and UK forums, in ad hoc meetings and at conferences. There is a list of some of these conferences in an annex at the end of this document.

**Highland GP Sub Committee**

Highland GP Sub Committee is the formally recognised legal body to which the Health Board refers to on matters (contractual and otherwise) relating to General Practice.

Members attending these meetings can claim for attendance and claim forms can be downloaded from the LMC website.

For attending GP Sub Committee, members can claim locum costs (if utilised), professional fees and travelling expenses. Claims are submitted direct to NHS Highland and payments are made direct to the practice where the GP works. If the GP is sessional then they submit their own personal claim and are paid through PAYE at NHS Highland.

For attending LMC meetings members can claim expenses of £100. Claims are submitted to the LMC Office for payment. Payments are made to the practice where the GP works or to the GP directly if the GP is sessional. If a payment goes to the GP directly, the strict legal position is that payments to office holders by LMCs are taxable as employment income. PAYE should be operated.

For attending LMC Chairman’s Group meetings which are held in the evenings, members can claim expenses of £100 in recognition of this evening commitment. Again, claims are submitted to the LMC Office for payment or to the GP directly if the GP is sessional.

Claims submitted to the LMC Business Coordinator will be paid at the end of each month either via BACS direct from the bank or by cheque. Members are encouraged to claim on a monthly basis.

Current (2018-2021) LMC and GP Sub membership can be found at the following link [**Committee 2021 - 2024**](file:///C%3A%5CUsers%5Chighl%5CDesktop%5CLindsay%5CWebsite%5CInternet%20Documents%5CLMC%20and%20GP%20Sub%20Committee%202021%20-%202024.doc)**.**

**GP Sub Committee Members are asked to represent general practice on other Health Board committees.**

Part of the role of the GP Sub Committee is to provide representation on a host of other Health Board committees. At the beginning of each new committee cycle, members are elected to represent General Practice on different committees and their details provided to the committee Chairperson (via the Health Board GP Sub Committee Administrator. Meeting dates and times will then be notified to the member due to attend and any relevant papers sent out to them direct. Sometimes it might be necessary for a deputy to be nominated particularly if the work of any particular committee is onerous, in recognition that GPs are busy people and it is sometimes more appropriate to spread the workload. It may also be appropriate for a GP not currently sitting on GP sub to represent the committee on another group, particularly if they have the skills needed for that group.

Attendance at Health Board meetings on behalf of GP sub should be claimed in the same way as attendance at GP sub.

GP Sub members attending other Health Board committees are asked to submit a brief report to each GP Sub Committee outlining the main points discussed during the meeting and alerting the Business Coordinator to any points that need to be relayed to colleagues. A copy of the template form is attached as an annex at the end of this document.

We really do hope that your time on the committee will be enjoyable – the work you are all doing is vital to the development and stability of general practice and your colleagues around the Highlands really do appreciate the work that you are all engaged in.

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 Revised February 2022

Annexes

Annex A - List of conferences

Annex B - Template for meeting reports

ANNEX A - List of Conferences

**Name of Conference Frequency Next Attendees**

UK LMC Secretaries Conference Annual TBC Secretaries Only

Scottish LMC Conference - Virtual Annual 03/12/2021 5 members of LMC\*

UK LMC Conference Annual TBC 5 Members of LMC\*

Annual Representative Meeting

\* Chairs group will be prioritised for places before it is opened out to whole Committee

**Annex B - Template for reporting meetings**

**Highland LMC**

**Proforma for reporting on**

**attendance at Health Board Committees**

**on behalf of GP Sub**

**Name of GP Representative……………………………………………..**

**Committee attended……………………………………………………….**

**Date of Committee…………………………………………………………**

**Please provide brief bullet point details of issues discussed and whether any further action will be necessary. Indicate if any issues discussed have now been resolved.**

**Is there any information you wish to go in the LMC newsletter regarding this issue.**

**Please remember to claim the appropriate reimbursement for attending this committee. Claim forms should be submitted direct to NHS Highland but are downloadable from the LMC website.**