Leicester, Leicestershire and Rutland Local Medical Committee Election Pack

The Leicester, Leicestershire and Rutland Local Medical Committee’s has a vacancy within the governing body. We are looking for a committed and motivated GP who has a natural interest in playing an active part in supporting colleagues in primary care.

We have included further information on the role below for any GP wishing to be considered to stand for the vacancy on the LMC board. Term will run from August 2019 – October 2022. If you would like an informal conversation about this role, please contact Charlotte Woods (0116 2962950).

**Index:**

1. **Who we are and what we do**
2. **The Role**
3. **The responsibilities of the role**
4. **The election process and timetable**

**Attached: Nomination form**

1. **WHO WE ARE AND WHAT WE DO**

In being elected as a Committee Member of the Leicester, Leicestershire and Rutland Local Medical Committee (LLR LMC) you would be joining the governing body of an organisation that has roots going back to 1911. For over a century we have worked consistently to support our members. In line with good practice the LLR LMC uses the vehicle of a Limited Company (LLR LMC Ltd) to employ staff and limit liability.

**Advise – Support - Represent**

Advise, support and representation are the cornerstones of our work and as a governing body Committee Member you will play a key role in shaping the strategic development in these areas. We aim to deliver solutions for our members now as well as looking to the future and playing a key role in shaping the overarching strategy within which we all work. This is rewarding work, making a tangible difference to our members thus providing effective advice and support at both a local, regional and national level.

We are an organisation recognised by statute and understand and subscribe to the highest standards of corporate governance and accountability.

In summary, the purpose of the role is to add value to the LLR LMC’s organisation by contributing experience, expertise and insight to determine strategy, direction and control in the interests of our members.

The Governing Body have the ultimate responsibility for the governance of the LLR LMC and LLR LMC Ltd. The Board’s central role is to direct and control the work: that is, to determine strategic direction and policies to establish and oversee control and risk management frameworks that will ensure that the LLR LMC achieves its vision and corporate objectives. Management – that is the implementation of board policies – is delegated to staff.

The Governing Body will share responsibility for its decisions. Each Board member should act only in the interests of the LLR LMC and not on behalf of any practice, constituency or interest group. Board members should put the LLR LMC’s interests before their own interests.

Much of the Governing Body business is done at formal meetings – but the role of a board member could undertake on-going responsibilities and input. It is important that every Committee and Board member contributes, and adds value, in and out of Board and Committee meetings.

1. **THE ROLE**

* We need enthusiastic, strategic thinkers who want to play an active part in supporting colleagues in primary care
* Be ahead of the game contributing to the discussion before the decisions are made, shaping the future of primary care in Leicester, Leicestershire and Rutland
* Shape the strategy, think beyond the present to meet the needs of our members in the future as well as now

This is a challenging time for us all and at the LLR LMC we are committed to working with colleagues, partners and stakeholders to ensure that our members are advised, supported and represented in the most effective way possible.

**The Structure**

Each Committee Member will be a member of the Leicester, Leicestershire and Rutland Local Medical Committee (LLR LMC) governing body. The Committee member’s term of office will be for a period of four years; however, a Committee Member may choose to retire after two years in post.

**Legal Responsibility**

In addition to membership of the LMC Committee the successful candidate will be an employed Non-Executive Director of the Leicester, Leicestershire and Rutland Medical Committee Ltd (LLR LMC Ltd). This limited company holds the legal responsibility and appropriate indemnities for the actions of the Company and Committee.

**Remuneration**

All Committee members are required to take an active part in monthly board meetings. The Committee will be paid monthly by BACS, in arrears, via the payroll system for any board meetings and remunerated at the rate of £90.00ph (two hours meeting plus one hour of preparation).

Remuneration is taxable and NI contributions are payable. If you have any questions in respect of the remuneration you are advised to take appropriate financial advice.

Any additional duties will be carried out on an optional basis and remunerated at the rate of £90.00ph and will be paid to the GP’s practice on the production of an invoice and completed claim form.

1. **THE RESPONSIBILTIES OF THE ROLE**

**As an Elected Committee Member, you will be required to:**

* Consider and approve the Annual Report and Statutory Accounts
* Discuss and develop the strategic and business plans of the LLR LMC and LLR LMC Ltd
* Be an effective ambassador of the LLR LMC
* Facilitate development of the LLR LMC policies
* Actively participate at all Board meetings and the Annual General Meeting
* Actively participate in working groups or Sub-Committees of the Board, as required
* Review the LLR LMC’s performance against the Business Plan and Budget
* Support the activities of the LLR LMC in any way he or she is able
* Undertake and accept all duties and responsibilities as determined by the LLR LMC’s Articles of Association
* Work collectively with other members of the Board to give direction to, and ensure the smooth running of, all aspects of the LLR LMC
* Accept the duties and legal responsibilities as a Non-Executive Director of the limited company
* Conduct yourself in accordance with the Seven Principles of Public Life

**Attributes needed for the role**

* An ability to communicate effectively
* An ability to facilitate organisational growth
* High levels of energy, motivation, persistence and enthusiasm to promote the LLR LMC and enhance its position at local, regional and national levels
* Knowledge of the health economy and strategic planning and budgeting
* Knowledge and experience of the needs of the local health economy
* The ability to self-manage and work in a team, with individuals holding different interests and opinions

1. **THE ELECTION PROCESS**

The Constitution of the Leicester, Leicestershire and Rutland Local Medical Committee (LLR LMC) sets out the number of Committee members who may be elected to its Governing Body.

The Committee shall consist of no more than 11 Levy Paying Members elected in accordance with the provisions of this Constitution, of:

Which a minimum of 4 will be from the City and a minimum of 4 from the county. The exact constituent’s will be determined by the governing body from time to time reflecting the population of the area.

**Who is eligible to stand?**

A levy paying member is a GP on the Medical Performers register for Leicestershire and Rutland, who has a substantive role (Partner or Salaried GP) in a levy paying practice or was contract holder in the past and is currently working at least one session a week with LLR.

**PROCESS**

If you are interested in becoming an LLR LMC Committee Member you must be nominated by two levy paying GPs and confirm that you are willing to serve if elected.

All levy paying GPs will have the opportunity to vote.

The LLR LMC welcomes all nominees from across the area but recognises that women are currently underrepresented at Committee level. On that basis we particularly encourage women to consider nomination.

**MEETING DATES**

The Committee meetings will take place on the second Wednesday of every month, 1.30 – 3.30pm with a light lunch will be available from 1.00pm at the venue.

In addition to the Committee meetings, each Committee member will be expected to attend the annual AGM and any specific training sessions.