

## **Roles and Responsibilities of Members**

### **Introduction**

Appointment as a member of Newcastle & North Tyneside Local Medical Committee (LMC) brings with it specific responsibilities to the role of representing GP colleagues. There are defined appropriate standards of conduct and behaviours outlined in this document.

Members are appointed to the committee through an electoral process as set out in the LMC Constitution and must be proposed and seconded by GP colleagues whom they will represent.

### **Attendance at meetings**

All members are expected to attend full LMC meetings, in addition to meetings at which they have been appointed or nominated to represent the LMC by the committee, on a regular basis.

Non-attendance at three successive LMC meetings, without good reason, should normally result in the member being required to resign from the committee and thus vacating their seat in accordance with the Constitution. Where non-attendance is an issue, members should discuss their individual circumstances with the LMC Secretary or Chairman, and the Chairman will determine whether that non-attendance requires the member to resign.

Members are expected to give apologies to the LMC office at the earliest opportunity before a meeting.

### **Declarations of Interests**

Members are expected to complete and adhere to the Members' Register of Interests in line with the policy of Newcastle & North Tyneside LMC's Constitution. They should ensure that every potential Conflict of Interest is declared, and that they advise the LMC office at the earliest opportunity if there are any changes in their personal circumstances. Members should also declare any pecuniary or other interest in any matter under discussion to allow the Secretary to determine any specific action.

Members who are uncertain what should be declared should seek the advice of the LMC Executive Team.

### **Specific Roles and Responsibilities**

1. Members should be prepared for all meetings by reading all the relevant papers. The LMC office will ensure, wherever possible, that papers are circulated a minimum of five

days prior to meetings either by post or in electronic format. Members should notify the LMC office of any perceived inaccuracies in the previous Minutes prior to the relevant meeting.

2. Members should keep themselves up to date with issues affecting GPs and general practice both local and nationally.
3. Members should not normally raise issues relating to them personally, or to their own practices, unless using the issue to introduce or illustrate a specific point.
4. Members should respond promptly to communications, including in electronic format, whether from LMC colleagues, constituents, or other organisations, and normally within five working days. Where there are issues discussed between LMC colleagues via email, members should ensure that both the content and identity of individuals remains confidential and communications should not be shared with third parties.
5. Members of the LMC are expected to follow established LMC policy and to fairly and properly represent the views of the committee to colleagues and outside organisations. They should ensure that if they do express a personal view, rather than LMC policy, this should be made clear in any discussion.
6. LMC members who may also hold a position in an outside organisation, such as a CCG, provider organisation or other representative body, should make it clear in which capacity they are acting when involved in discussions or attending meetings. Members should respect the opinion of the Chairman if he/she indicates that the member should not partake in a specific discussion or meeting.
7. Members should always demonstrate good professional behaviour in meetings, treat their colleagues with respect, and respect the decisions of the elected Chairman.
8. Where parts of meetings are indicated as being confidential/in camera, members should never reveal or discuss the content of the discussions to any third party.
9. Every document should be considered confidential by members prior to discussion at meetings when a decision may be made on continued confidentiality. For matters discussed in committee which are not specifically indicated as being confidential, members should nevertheless not reveal to a third party the opinion of a specific LMC colleague without their permission.
10. Members should always work in a manner consistent with Newcastle & North Tyneside LMC's Constitution and Roles and Responsibilities of Members and agree that failure to do so constitutes cause for being asked to rescind their membership.