Dear Colleague


Thank you to those of you who have submitted the names of your LMC representatives and observers who will be attending LMC England conference this year. For those LMCs that haven’t sent in their names of attendees, please note that the deadline is Friday 5 October.

Hotels and travel arrangements
As you know, the Conference of England LMCs will be held on 23 November at the Mermaid exhibition centre in London (situated between the City and West End on the North Bank of the Thames). The rate card giving details of the hotel rates offered by PHR is fully accessible via this website http://www.phrweb.co.uk/events.aspx?event (enter Mermaid18 as the event code).

For further information and guidance regarding expenses, please refer to appendix 4. This letter applies only to Representatives of LMCs. Other members of Conference, including members of BMA committees, will make claims for expenses through the BMA. Further guidance for committee members will be sent separately.

In the interest of economy, members are encouraged to take advantage of the savings offered by booking in advance and to make every effort to obtain the cheapest train or air tickets and accommodation.

Crèche facilities
If representatives wish to book crèche facilities please contact Kathryn Reece by no later than Friday 26 October (kreece@bma.org.uk) Please note that there are financial implications for providing this service, and only firm commitments can be accepted.

Changes to LMC representatives or observers
If it is necessary to change the name of your LMC representative or observers please notify Karen Day (kday@bma.org.uk) as soon as possible. Please note that a name change may only apply to a seat/representative that has already been submitted.

Submission of motions to LMC conference
Enclosed (appendix 1) is a letter from the Chair of England LMC Conference on the process for submitting motions to this year’s conference. LMC motions must be submitted electronically through the BMA website. The process is simple and straightforward, however, instructions have been enclosed (appendix 2) for your convenience. The Agenda Committee has also produces guidance (appendix 3) on how to write competent motions, as well as general advice on submitting motions to BMA conferences.

Only the final version of the motion should be submitted. Please remember to only submit your motion once; an automatic confirmation message will be emailed to the registered email address within the hour. If you do not receive a confirmation message, please contact Karen Day for assistance. If you submit a motion and
notice an error, please do not send the motion again. Instead, please contact Karen Day who will be able to amend it for you.

Each LMC should designate one person to input motions on behalf of the LMC. The ‘designated person’ must have an LMC username and password to gain access to the motions database on the BMA website.

If you have previously set up a username and password, then this should be reused. If you have forgotten your username and/or password, please e-mail info.lmconference@bma.org.uk for a reminder, or for help in setting up a new account. Please remember that the closing date for the submission of all motions is Friday 21 September at midday. The motions database will be closed at noon exactly and any motions submitted after that time will not be accepted.

Motions related to new business will be accepted until Friday 16 November at midday. New business is defined as anything arising that is genuinely new business between the deadline for submitting motions (21 September) and 16 November. Such motions can be submitted via email to Karen Day (kday@bma.org.uk) (the timetable will be strictly adhered to and any questions on whether motions comprise new business will be determined by the Conference Agenda Committee).

Reimbursement of expenses
Please see the enclosed notes on reimbursement of travel and subsistence expenses. Any queries should be directed in the first instance to Karen Day (kday@bma.org.uk).

The Bribery Act 2010
The Bribery Act 2010 came into force on 1 July 2011, and the General Practitioners Defence Fund has adopted a No Tolerance Policy (the Policy) in relation to bribery. A copy of that policy is available on request.

Key GPC contacts for any queries and information:

Jacqueline Connolly jconnolly@bma.org.uk (Deputy Head of GPC - All queries relating to the business of conference and agenda)

Karen Day kday@bma.org.uk (Registering reps, conference attendees, motions database, expenses, crèche facilities, general admin)

Kathryn Reece kreece@bma.org.uk (Registering reps, conference attendees, motions database, expenses, crèche facilities, general admin).

We have produced some FAQs (appendix 5) about the LMC Conference which we hope you will find useful.

Yours sincerely

Jacqueline Connolly
Deputy Head of Secretariat
General Practitioners Committee
To:
Chairs of English LMCs, Secretaries of English LMCs
Members of GPC (England)
Members of the Conference Agenda Committee (England)
Members of the GPC Trainees Subcommittee (England)
Members of the GPC Sessional GPs Subcommittee (England)

22 August 2018

Conference of England LMCs 2018

Dear Colleagues

I am writing to tell you a little more about the details of preparing for the 2018 Annual Conference of England LMCs.

Motions
All LMCs are, and the GPC is, invited to submit motions for debate at conference (deadline: noon, 21 September 2018). These motions indicate what your Committee thinks is important at the current time, what it would like debated at the conference, and what new GPC England policies it wishes to form.

To make the process of submission and prioritisation for debate simpler, the Agenda Committee has employed a ‘heading system’ whereby committees select the heading most relevant to the subject matter of their motion (a list of the headings is provided in Appendix 2). Motions falling outside the current GPC England workload may be submitted in an ‘Other’ category. The Agenda Committee will then review, group and agree the motions for debate as per the standing orders.

As always, I’m sure you will be aware that due to the volume of motions submitted and the time constraints (also bearing in mind that the England conference is over only one day, rather than two), most submitted motions are not able to be debated as written, so I ask you to submit only motions that your LMC thinks should contribute to the agenda and could be useful in addressing and setting areas of new policy.
Format of Conference
The Conference of England LMCs will be held over the course of one day at the Mermaid centre in London. The agenda will be split into two parts consisting of a morning session, a brief break for lunch, followed by an afternoon session before the close of conference. If you have any further thoughts about the format of conference, please contact Karen Day (KDay@bma.org.uk).

Tone of Conference
We all know the pressures facing general practice. Debate at conference needs to be framed around how you want GPC England to deal with these pressures, rather than focussing on the pressures themselves; we need to guide GPC England on how we want to move forward as a profession. We cannot only continue to repeat the rhetoric about what the problems are, and instead need to work together to guide the GPC on what the solutions are. This is your opportunity to be innovative and debate your solutions with colleagues on a national platform.

An England LMC conference is something which many of you, and I personally, have worked towards for a long time. Our Celtic colleagues have long had the opportunity to discuss and make policy on the issues which are most relevant to them, and I urge you all to make the best possible use of this opportunity to make policy which is useful, clear, new, and most importantly of all, which will resound as meeting the key concerns and needs of the grassroots GPs we represent.

I, along with the conference agenda committee, look forward to receiving your motions and to the conference in November.

Yours sincerely

Rachel McMahon
Chair of England LMC Conference
Instructions for entering LMC Conference motions

Each LMC should have a single designated person to input their LMC Conference motions. These instructions are for that person. If you represent several LMCs then you can login using one password and then use the drop down menu for the relevant LMC.

Before going onto the website and inputting your motions you will need to:

- ensure that you have the correct email address registered on the database
- know your username and/or password.

Please ensure that you find out this information in plenty of time, do not leave it until you wish to input motions near the closing date. You can find out this information by emailing: kday@bma.org.uk.

Once you have the relevant information use your web browser to go to:


You will be asked to enter your username and password.

Once the system has logged you on you will be presented with a form to submit motions.

Individual motions must be submitted separately, ONE at a time. Motions not submitted separately will be rejected. You will receive a confirmation email (to the address you have registered with us) for each motion submitted.

The form looks like this:

Insert which LMC the motion is going to come from using the drop down menu.

Insert your subjecting heading, using the drop down menu, motions failing outside the current GPC workload may be submitted in an ‘Other’ category. The headings are:
Appendix 2

- Clinical (prescribing, dispensing and pharmacy)
- Commissioning / STP
- Education & Training, including GP Trainees
- GPC / GPDO
- GPFV
- Indemnity
- Information management and technology
- LMCs / LMC Conference
- NHS England
- Partnerships
- Practice based contracts
- Premises
- Primary / Secondary care interface
- Regulation (including CQC)
- Sessional GPs
- Workforce
- Working at scale
- Workload
- Other

Enter the text of the motion. **Please do not send duplicate motions** and make sure it is the **final wording of any motion you wish to submit** (please be careful with punctuation and grammar), as you cannot make amendments to motions through the database. If you wish to make an amendment to a motion already entered before the deadline please email info.lmcconference@bma.org.uk as soon as possible.

The motion text can be pasted from packages like 'Microsoft Word' but please be aware that some characters may not appear correctly due to software incompatibilities and you should always check.

Once the text for the motion has been entered, **you must confirm the following:**

- All motions need to have been agreed by the LMC, so you will need to confirm this by ticking the first compulsory check box below the motion box
- You must also confirm in the second check box that motions are new and are not existing conference policy (by checking the BMA database if necessary)

Once happy, you should click on the ‘submit form’ button to submit the motion. If you have not entered any text or ticked the necessary check boxes you will see an error message and you should use your web browser’s ‘back’ button to return to the form and fix the problem indicated.

After a successful submission you will be presented with a screen that lists your motion(s) and offers a link to submit another motion such as in the following example:
If the email address held on your account is valid, you will also be sent a copy of the motion text you have submitted as confirmation. No other confirmation will be sent from Committee Services. Please do not send motions via e-mail or fax to the office. If you fail to get a confirmation message please email info.lmcconference@bma.org.uk first as the motions may have been received, but the wrong email address received the confirmation.

Once you have completed all the motions you can either continue to browse the BMA website or you can log out using the 'Log out' link.

If you experience problems using the form please email info.lmcconference@bma.org.uk.

The LMC Conference motions database will be closed at 12 noon on Friday 21 September 2017. No further motions will be accepted once the database is closed.

Please try to avoid submitting motions at the very end of this period as it potentially slows the system and those motions risk not being received before the deadline.
Competence, Composite or Compost: Take a look at your motions

A guide from the Conference Agenda Committee

Undoubtedly there is some foundation to the criticisms that the LMC Conference Agenda comprises a large number of composite motions, but those who are quick to criticise perhaps do not realise the frustrations suffered by the Agenda Committee when motions that we would dearly like to use have been so badly, ambiguously or inaccurately written that we are forced to bin them - with a sigh of regret - and re-write a composite to take their place.

So - here is a plea to all LMCs to ensure that we can make use of the motions which you submit. Please follow the guidelines below to help make sure that the motions you send to the Conference of England LMCs are competent.

Above all, remember that if your motion is debated, it might be passed – and it will then form policy.

Anything that wouldn’t work as policy doesn’t work as a motion.

Please bear in mind the following points:

- **Is it new?** We need to best use the limited conference time. Consider current issues - what issues are new or have substantially changed? The Agenda Committee want an agenda that will help to form policy and make a positive difference to general practice in England but need your help to achieve this. If the motion asks for something that has already been agreed, it will be marked as an ‘A’ motion and won’t be debated. So please remember to focus your energy and valued expertise in writing motions that are innovative and can be debated. Prior to drafting a motion, please check all the existing policies in the policy database, to make sure that it is not existing policy.

- **Is your motion appropriate?** Is the subject of your motion something that is relevant to GPC policy specific in England. Broader GP topics should be submitted to the UK Conference of LMCs or to the ARM.

- **Is your motion didactic?** Narrow, constrained, didactic motions telling GPC to take specific actions may run the risk of asking for things that are undeliverable or not within the power of the GPC to give. Be more inclusive in your approach, and we can be more inclusive in ours.

- **What should be done?** Motions that include a proposal of action about a subject are far more useful in shaping policy, and therefore make better motions.

- **Write the motion, not the speech.** If you feel that GPC should negotiate QOF points for GPs’ sartorial elegance just say so - do not write 100 words arguing the subject and submit it as a motion.

- **Stick to the rules.** A motion should be one sentence, and there cannot be more than five parts to it. Motions must always begin with the phrase ‘That conference.....’.

- “**Grammar maketh man**”. Motions must be grammatically correct and unambiguous to be of any use. Please double check them before sending them off.

- **Check the language.** Please ensure that the motion actually makes sense!

- **Quote at your own risk!** Quotes run the risk of invalidating a motion if they contain any inaccuracy. Similarly, mentioning specific sums of money increases the risk of making a motion incompetent.
What makes an ideal motion?

Those motions which are pertinent, concise, well-constructed and concern a new and challenging issue, or include an attack on the status quo with minimal verbiage (and, possibly, those topped with a hint of humour!).

Although it might appear that we on the Agenda Committee love the look of our own well-crafted composites, we actually enjoy nothing more than heading a section of the conference agenda with a stonkingly good motion that says it all and says it well.

Motions headings

Please submit your motions under one of the following headings. If you are unsure about which heading to submit your motion then please use your best judgement and the Agenda Committee will review to see if they agree with where you have put it. If you are really unsure about which heading to submit your motion under then there is a heading marked “Other” which you can submit under. However, we would ask you to think hard and please do you best to submit your motion under a heading, even if you’re a bit unsure about it, as it does make the lives of the Agenda Committee and the secretariat much easier.

- Clinical (prescribing, dispensing and pharmacy)
- Commissioning / STP
- Education and Training, including GP trainees
- GPC / GPDF
- GPFV
- Indemnity
- Information management and technology
- LMCs / LMC Conference
- NHS England
- Other
- Partnerships
- Practice based contracts
- Premises
- Primary / Secondary care interface
- Regulation (including CQC)
- Sessional GPs
- Workforce
- Working at scale
- Workload
Dear Representatives and LMCs

**LMC Conference 2018 - reimbursement of expenses – Representatives of LMCs**

The 2018 LMC England Conference will be held on 23 November 2018 in The Mermaid Conference Centre London. This letter applies only to Representatives of LMCs. Other members of Conference will make claims for expenses through the BMA.

In a change to the previous arrangements, individual Representatives will not receive expense reimbursement directly from the GPDF, but each LMC will be able to claim for its Representatives’ expenses within the prescribed limits. This change from previous arrangements will enable the GPDF to work more efficiently and cost effectively.

I am sure you agree that Representatives and LMCs do have a responsibility to the fund and this can usually be achieved by booking accommodation in advance and using cheaper advance or split fares. Where alternative arrangements mean that LMCs can make arrangements for transport make savings against the usual individual fares these do not require approval in advance.

For each Representative, LMCs will be reimbursed the cost of return rail, or, if appropriate, air fares, to the Conference, for single journeys over 50 miles first class fares will be claimable. Overnight accommodation may be claimed where a Representative is required to leave home before 06.30 on the day of Conference. All Representatives should be able to return home on the day of Conference; therefore, a second night’s accommodation cannot be claimed. Dinner may be claimed for those travelling the evening before and where return home is after 20.00; where this is provided as part of the rail ticket no claim is allowable.

Hotel rates are available at the priority booking website: [http://www.priority.ltd/events.aspx?event=mermaid18; the event code is: mermaid18](http://www.priority.ltd/events.aspx?event=mermaid18). Lower rates may be found on individual hotel’s websites I urge you to make bookings soon and take advantage of online savings and I will not offer additional reimbursement for those who book late. The accommodation reimbursement rate (including breakfast and VAT) is capped at £205.

I hope these arrangements and the reasons behind them are clear. A summary is appended to this letter.

Yours sincerely,

J Canning

**Director of Operations**

General Practitioners Defence Fund Limited
General

- The GPDF will reimburse a LMC rather than individual claimants for expenses incurred by its Representatives attending the Conference.
- The LMC is required to send a single invoice for all costs for which it is seeking reimbursement within six weeks, in other words by no later than 4 January 2019. Invoices received after that date will not be paid.
- The invoice must list the names of Representatives who attended the Conference and the amount claimed by each individual together with copies of tickets and vouchers in support of each claim (credit card slips will not be accepted).
- No reimbursement will be made for expenses incurred by observers or where the LMC has been notified in advance that it is not in good standing.
- Where a Representative fails to return the their electronic voting pad a deduction of £100 will be made from expenses reimbursed to cover the cost of the pad and associated administration.

To facilitate processing, the LMC’s invoice and supporting documentation may be submitted electronically to doo@gpdf.org.uk.

- If sent by regular mail, the invoice and copy documents should be sent to Dr J Canning, c/o Lynne Wain, Pennington Manches LLP, 125 Wood Street, London EC2V 7AW

Travelling expenses

Eligible members of conference as defined in the Standing Orders will be able to claim:

- If travelling by air: at economy rate.
- If travelling by train*: First Class travel can be claimed for single journeys over 50 miles. The cost of a first-class overnight sleeper may be claimed for journeys over 250 miles.
- Off Peak, Advance Single tickets or group bookings should be used wherever possible.
- The cost of a standard class ticket only will be reimbursed for travel on the Heathrow, Gatwick or Stansted Express.
- If travelling by car**: mileage will be paid at 45p per mile for the round-trip journey to the home town, irrespective of engine size; carrying a passenger does not increase the amount per mile reimbursed.
- Bus/tube fares will be reimbursed at actual cost. Oyster cards should be used wherever possible/applicable if travelling via London.

*With some rail ticket purchases, it is often cheaper to buy two single tickets than a return. When purchasing rail tickets, Representatives are encouraged to get the best possible fare. This can often be achieved by booking as far in advance as possible; it may also be cheaper to buy two tickets (i.e. A to B and B to C so long as the train stops at B) whilst staying on the same train [see http://www.splityourticket.co.uk/]. As many train ticket websites now offer tickets without any form of service charge only the face value of the ticket will be reimbursed; collection receipts should not be used unless these indicate the fare, class of travel and start and conclusion of the journey. Railcards should be used whenever possible.

**Motor vehicle insurance

Whilst a vehicle used by you, of which you, your spouse, a relative or partner (whether civil or business), are the registered keeper, may be insured for Social, Domestic and Pleasure purposes, it is your responsibility alone to ensure that the vehicle is properly and adequately insured when used for a business purpose.

You should consult your insurer to confirm that the motor insurance policy covers you when on business for the GPC, its subcommittees and the GPDF. You may also wish to confirm that cover extends to journeys undertaken by you to your LMC and any LMC or BMA Conference.

Consequently, if you are the driver of a motor vehicle, including a motor bicycle, used to attend any of the meetings described, and this Conference in particular, you are solely responsible for ensuring that the vehicle and its passengers are properly covered by a motor insurance policy and that you have done nothing to invalidate that insurance policy. You are also responsible for ensuring that any person who is driving your motor vehicle with your permission is protected.

The GPDF and the GPC accepts no responsibility whatsoever for any damage caused to a third party, or to you or to the driver of the vehicle in the event of any loss sustained as a result of or during the use of the motor vehicle in question.
Overnight expenses (the rates shown below include breakfast and VAT)

- Up to £205 may be claimed for Representatives who would have to leave home before 06.30 on 23 November to get to the conference on time.

Subsistence

- £35 for those leaving home after 20.00 on 22 November
- £35 for Representatives unable to get home by 20.00 on 23 November
- No claims for reimbursement of the cost of lunch will be approved
- No claims for reimbursement of room service, internet access, newspapers or drinks will be approved

Excluded expenses

Please note that the following expenses will not be reimbursed unless agreed in advance by the Director of Operations of the GPDF where there are exceptional reasons for payment or where expenditure leads to higher costs being avoided.

- Taxi fares for travel within London
- Additional non-conference related car mileage
- Accommodation costs for the night of 23 November

Other items

- Taxis may be claimed for travel to a railhead/airport where the cost is less than mileage + parking
- Parking fees and/or Congestion Charge in London will only be reimbursed where the cost of driving + parking is less than rail + station parking or no reasonable rail journey is possible
- Internet access charges will not be reimbursed
- No other expenses will be reimbursed unless agreed in advance by the Director of Operations of the GPDF who will require evidence that there are exceptional reasons for payment or where expenditure leads to higher costs being avoided. If approved a copy of the approval email must be appended to the claim
- Virement between types of expenses is not permitted
- Members of GPCE attending the Conference ordinarily will not be entitled to claim an honorarium
- Locum costs will not be reimbursed
The Conference of England LMCs 2018 - Frequently Asked Questions (FAQs)

What is the purpose of the Conference of England LMCs?

Essentially the conference role is to create policy for future GPC England and BMA action. All LMCs are invited to submit motions based on their concerns about health care, government policy, pay and conditions etc.

Those motions that are debated and passed become policy for GPC England and or wider BMA in future negotiations with government policy makers.

How does the Conference of England LMCs link with other conferences?

Each ‘Branch of Practice’, ie Medical Students, Consultants, Junior Hospital Doctors, Medical Academics, Public Health Practitioners and the Armed Forces, holds a conference each year. Each conference debates motions submitted, and of those passed by conference, some form policy within the Branch of Practice negotiations and some are passed to the Annual Representatives Meeting (ARM) for further debate and to eventually formulate wider BMA policy.

Additionally, there are regional LMC Conferences held in Scotland, Wales and Northern Ireland. Motions passed from these conferences help formulate regional policy where there are differences between the GP contracts from the rest of the UK.

How do I submit a motion?

LMC motions must be submitted electronically through the BMA website. Information about how to submit motions is included (appendix 2) and all motions are submitted through your LMC.

LMCs are expected to seek motions from their members and for them to be discussed at one or more of their meetings. By submitting motions, LMCs are confirming that their motions have been endorsed by their members.

Please remember that proposers of motions should agree with the lead motion they are proposing.

What is the timescale for submitting motions?

The final deadline for submitting motions is noon on Friday 21 September 2018.

What happens once a motion is submitted?

All motions are collated by the BMA office staff into a database. Motions are then grouped into topics and each member of the Agenda Committee is allocated a number of different topics to scrutinise.

Motions are grouped further, with either one lead motion that summarises the topic or with a ‘composite’ motion put together by the Agenda Committee as lead motion. This lead motion is the one that is prioritised for debate and if passed is what forms policy for the future.
Why does the agenda have a part 1 and part 2?

There are always more motions received than can be debated over the one days. Those put in part 1 are the motions that the Agenda Committee has prioritised for debate.

How does the Agenda Committee decide which motions to put in part 2 of the agenda?

The first filter is competence – if a motion is not competent, by virtue of factual inaccuracy, ambiguous grammar, poor construction etc then it will be placed in part 2.

The next filter is existing policy – a motion that is already existing policy, unless it is felt necessary to restate it to, for example, make a point to government, is classed as an ‘A’ motion, placed in part 2 and will be accepted without debate. LMCs can check all existing policies in the policy database.

The final filter is relevance and topicality. If the subject of a motion has been finalised prior to conference and debating the issue would be unable to meaningfully change what has happened, then it is less likely to be debated. In other words, a motion that has the best chance of being debated is one that is topical, accurate, clear and concise; which prompts good debate with a call for action that the Association or branch of practice can take forward.

I wrote an absolute showstopper of a motion and it is nowhere to be seen – what has happened to it?

All motions received will be in one of three places – part 1 or 2 of the agenda, or passed directly to the ARM if it is relevant to wider BMA policy. One example from 2011 was a motion from Scottish Conference on “ethical procurement of surgical instruments”. This was considered to be much more relevant to wider BMA action than just GPC action and so was passed to the ARM agenda.

All LMCs are notified by the BMA office secretariat when a motion is passed to ARM, so if in doubt ask your LMC secretary.

If a motion has been lost (and we are only human after all and can occasionally make mistakes) please let the Agenda Committee know and we will track it down.

When motions are debated, occasionally the representatives are asked to “take it as a reference”. What does this mean?

A motion taken ‘as a reference’ means that the sentiment of the motion is what the BMA or GPC pursues for policy rather than the actual words of the motion. This may be because the actual wording is too restrictive or narrow or that the wording is ambiguous and so rather than lose the valuable sentiment, the motion is taken as a reference.

Where can I get more information?

Please go to the BMA website for copies of all the BMA mailings about conference.

For any further information please email kday@bma.org.uk