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Scotland

## **Scottish General Practitioners Committee**

### **Scottish Local Medical Committee Annual Conference**

**10 March 2017**

**Minutes**

# Scottish Local Medical Committee Conference

## 10 March 2017

### Minutes

#### Return of Representatives

- 1 The delegate list was received.

#### Minutes

- 2 The minutes of the Conference held on 11 March 2016 were approved in accordance with Standing Order 25.

#### Standing Orders

- 3 That the following amendments be made to the Standing Orders for Conference of Representatives of Scottish Local Medical Committees (GP) 2017:

- Changes to implement the BMA style guide including changing 'chairman' to 'chair' and reducing the number of words which are capitalised.
- Changing mentions of 'GPC' to 'GPC UK'.
- Amendment of item 4 as follows:

Both lay and medical secretaries of LMCs, who are not members of the conference, may, with the permission of the chair, attend as observers, but the cost of such attendance is to be met by the LMC.

- Addition of an item outlining the procedure for themed debate:

- 11 (m) In a major issue debate the following procedures shall apply:
  - (i) the agenda committee shall indicate in the agenda the topic for a major debate
  - (ii) the debate shall be conducted in the manner clearly set out in the published agenda
  - (iii) the debate may be introduced by one or more speakers appointed by the agenda committee who may not necessarily be members of conference
  - (iv) introductory speakers may produce a briefing paper of no more than one side of A4 paper

- (v) subsequent speakers will be selected by the chairman from those who have indicated a wish to speak. Subsequent speeches shall last no longer than one minute.
  - (vi) the chair of SGPC or his/her representative shall be invited to contribute to the debate prior to the reply from the introductory speaker(s)
  - (vii) at the conclusion of the debate the introductory speakers may speak for no longer than two minutes in reply to matters raised in the debate. No new matters may be introduced at this time.
  - (viii) the response of members of conference to any major debate shall be measured in a manner determined by the agenda committee and published in the agenda.
- Addition of an item outlining the procedure for a soapbox session:
- 12 (c) Soapbox session:
- (i) a period may be reserved for a 'soapbox' session in which representatives are given up to one minute to present to conference an issue which is not covered in the agenda.
  - (ii) other representatives shall be able to respond to the issues raised during the soapbox session, or afterwards via means to be determined by the agenda committee.
  - (iii) representatives wishing to present an issue in the soapbox should complete the form provided and hand to a member of the agenda committee at the time of the debate.
- Amendment of item 22 as follows:
22. Mobile phones should be in silent mode and used minimally in the conference hall. Phone calls may only be made in the precincts of, but not in, the conference hall.

#### **Report of the Agenda Committee**

- 4 The report of the agenda committee was approved.

#### **Report of the Chairman of SGPC**

- 5 The report of the Chairman of SGPC was received.