To: All members of the Annual UK Conference of LMCs

18 February 2019

Annual UK Conference of LMCs 2019

Dear all

I enclose the following documents for the annual UK Conference of LMCs on Tuesday 19 March and Wednesday 20 March 2019 at the ICC Belfast (previously known as Waterfront Hall), 2 Lanyon Place, Belfast, BT1 3HW. As with England conference, to reduce the carbon footprint of conference, we will only print essential documents to be provided on the day. The remaining documents will be sent electronically and enclosed herewith. Please note that the conference begins at 2pm on 19 March.

Electronic only and enclosed

1. Letter from the Chair of Conference
2. Letter from the Conference Staff Lead
3. FULL Conference Agenda – this will be available on the BMA website shortly
4. Ballot for chosen motions
5. Letter from GPDF
6. Defamation statement
7. Elections at LMC UK conference guidance and election timetable
8. A guide to LMC UK conference
9. How to be heard - Guidance for representatives
10. Map of venue and surrounding area

Hardcopy available on the day

1. Part 1 of the Conference Agenda (each representative will receive 1 copy)
2. Elections at LMC UK Conference Guidance
3. Voting Card
4. Emergency speaker slip
5. Seating plan
6. Tea/coffee vouchers
7. Badges

Forms available at Agenda Pen

1. Notification of rider
2. Notification of amendment
3. Speaker slips

The full agenda will be available via the BMA Events app in the near future – we will alert you once it is available. Please download the agenda on your device ahead of the conference to prevent an overuse of bandwidth at the conference venue and ensure the smooth running of WIFI facilities.
Arrangements for elections
The elections will take place using the BMA’s online election system. For information regarding election timetables and how to nominate yourself, please read the attached guidance document.

The following elections will be held at this year’s conference:
- Chair of conference
- Deputy chair of conference
- Seven members of the GPC
- Co-option to GPC of a doctor within five years of qualification
- Seven members of UK conference agenda committee

Attendance record and expenses
Individual representatives will no longer receive expense reimbursement directly from the GPDF, but each LMC will be able to claim for its representatives’ expenses within the prescribed limits. Please also make sure you sign the attendance sheet at the registration desk. Failure to do so could make it difficult to refund your expenses.

For each Representative, LMCs will be reimbursed the cost of return fares to the Conference as set out in letter from GPDF. Overnight accommodation may only be claimed for the night of 19 March and only in exceptional circumstances can additional nights be claimed with the prior approval by the GPDF. A claim for dinner on 20 March is only allowed where return home is after 2000; where dinner is provided as part of a ticket no claim is allowable. Arrangements for dinner on 19 March will be circulated separately.

Hotel rates are available at the priority website (event code is lmc19). Representatives are not limited to using these hotels, and better rates may be available by booking online. The accommodation reimbursement rate (including breakfast and VAT) is capped at £150 in Belfast.

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

More details can be found in the enclosed letter from the GPDF or on the BMA’s website.

Travel arrangements
The ICC Belfast is situated 10 minutes from the city centre. Further information on how to get to the venue is on the ICC Belfast website.

Catering facilities
Refreshments can be purchased throughout the day at the ICC Belfast. Vouchers for free refreshments will be included in the conference packs available on 19 March from the registration desk. There are numerous restaurants and cafes in the locality. A map of these is enclosed.

Electronic voting
We will be using electronic voting again this year. Please note that each of the handsets has a replacement cost of £250 and at the end of the conference you will be asked to register the return of your handset. In order to help to defray the cost of replacing lost handsets, a deduction of £100 will be made from the reimbursement of expenses for representatives whose handsets are not returned.

Seating plan
Members are reminded that a seating plan will be displayed at the registration desk on the day of the conference. It is particularly important that this is adhered to for voting purposes.

Prayer room
A prayer room is available at the ICC Belfast. Please ask for details from a member of staff should you wish to use it.
Website
Relevant documents, including the LMC Conference agenda, will be available on the BMA website shortly.

Thank you and I look forward to seeing you on 19 and 20 March in Belfast.

Yours faithfully

Catharina Ohman
LMC Conference Staff Lead
Senior Policy Advisor
General Practitioners Committee Secretariat

Encs.

Distribution: Representatives of LMCs – all documents
Observers and other members of conference - all documents except the ballot form for chosen motions.
CONFERENCE OF UK LMCs
19 and 20 March 2019

Ballot on motions to be given preference

Chosen ‘C’ motions

Representatives are invited to indicate on this voting paper those motions, amendments or riders (other than those already prioritised for debate in the agenda or marked as ‘A’ motions) which they would like to see given priority during debate, if time is available. Representatives are invited to select up to three items. This ballot form must be returned by Noon on Thursday 14 March 2019. Any form sent after this deadline will not be accepted.

The agenda committee hopes to be in a position to announce the result of this ballot on Tuesday 19 March. Those items selected should be marked with a ‘C’.

I propose that the following items* be chosen for debate under standing order 27.

Signature ........................................

LMC ....................................................

* Please write the numbers of motions or amendments in the boxes above.

This form should be returned to Cat Ohman at BMA House, Tavistock Square, London WC1H 9JP. We can accept forms that have been signed by hand, scanned and emailed to cohman@bma.org.uk. Forms must be returned by Noon on Thursday 14 March 2019, and be completed by one representative only.
Dear Representatives and LMCs

LMC Conference 2019 - reimbursement of expenses – Representatives of LMCs

The 2019 LMC Conference will be held in Belfast on 19 and 20 March 2019. 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 enables the GPDF to work more efficiently as we are very conscious that the funds entrusted to the GPDF to enable proper representation of the profession are given to us from the hard-earned income of our colleagues.

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 LMCs can demonstrate that innovative arrangements for transport make saving against the usual individual fares these do not require approval in advance.

LMCs will be reimbursed, for each Representative, the cost return fares to the Conference as set out in the attached schedule. Overnight accommodation may be claimed only for the night of 19 March. Only in exceptional circumstances can addition nights be claimed, and this must be agreed in advance. Arrangement for dinner on 19 March will be circulated separately. A claim for dinner on 20 March may only be claimed where return home is after 2000; where this is provided as part of a ticket no claim is allowable.

A rate card giving details of the hotel rates offered by PHR is at http://www.phrweb.co.uk/events.aspx?event=lmc (you need to put in lmc19 as the event code). Representatives are not limited to using these hotels, and better rates may be available by booking online. I urge you to make bookings soon and take advantage of online savings and I will not be prepared to offer additional reimbursement for those who book late. The accommodation reimbursement rate (including breakfast and VAT) is capped at £150 in Belfast.

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
Summary of reimbursement policy for Representatives attending the LMC Conference 2019

General

• No reimbursement will be made for expenses incurred by observers or where the LMC has been notified in advance it has not paid in full its voluntary levy for 2017 and previous years, or made arrangements to do so.
• Reimbursements will be made against an invoice from the LMC giving details of the Representatives and full details of their expenses with copies of the original receipts (not credit card slips).
• Claims must be submitted within 6 weeks of the end of conference, i.e. by Friday 4 May 2019; claims received after this date will not be paid.
• Where a Representative fails to return their electronic voting pad a deduction of £100 will be made from expenses reimbursed to cover the cost of the pad and associated administration.
• Invoices should be sent electronically to doo@gpdf.org.uk.

Travelling expenses

LMCs are able to claim for their representatives:

• 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 for those travelling via London.
• 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 I will not allow more than the face value of the ticket concerned; collection receipts should not be used unless these indicate the fare, class of travel and start and conclusion of the journey.

**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 £150 may be claimed for 19 March

Subsistence

- £35 for dinner for those unable to get home by 2000 on 20 March
- 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 GP Defence Fund where there are exceptional reasons for payment or where expenditure leads to higher costs being avoided.

- Taxi fares for travel within Belfast other than to/from the airports
- Additional non-conference related car mileage
- Accommodation costs for the night of 18 or 20 March

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 GP Defence Fund 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
- Locum costs will not be reimbursed.
Conference of UK LMC representatives – 19 and 20 March 2019

JOINT BMA and GPDF DEFAMATION STATEMENT

Members of the Conference of UK LMC representatives are asked to read the following statement and to act accordingly.

An individual making a public statement on behalf of the BMA, its GP Committee (including subcommittees) and/or GPDF needs to be aware of the potential pitfalls of the law of defamation. In general, a defamatory statement is one which

“tends to lower an individual’s reputation in the eyes of right thinking members of society, or which would cause him to be shunned or bring him into hatred, ridicule or contempt, or which tends to discredit him in his profession or trade.”

There are two forms of defamation - libel and slander. Libel is the publication in permanent form of a defamatory statement. Slander is its publication in transitory form. So, to give examples, typically slander is spoken unrecorded word, whereas libel includes the written form such as hard copy or electronic communications, but also spoken words that are recorded, for instance in video form, or even in a voice recording such as potentially on a voicemail. An individual can bring proceedings for libel in the absence of any proof of loss. Proceedings for slander, however, can only generally be brought if loss can be shown although there are limited exceptions such as the slander of an individual in his profession.

There are a number of defences to a claim of defamation these include:

(a) Justification - being able to show that what was said is true
(b) fair comment on a matter of public interest - the honest expression of opinion, and
(c) privilege - a statement fairly made in the discharge of a public or private duty.

An action for defamation can only be brought in the High Court. Legal aid is not available and proceedings are notoriously expensive.

Where it is necessary to mention individuals or organisations, great care should be taken to ensure that no gratuitous or unsustainable comment is made, this being so whether the discussion is on or off the record. Great care must also be taken to ensure that where an issue regarding an individual or organisation is the subject of rumour, it is not given weight or authority by being publicised by the BMA or GPDF to the detriment of that individual or organisation’s reputation. Similarly unsubstantiated comment should not be made about individuals and organisations.

Internet Postings
There is a common misconception that because of the informal and accessible nature of the Internet, different rules apply. The position is, quite simply, that the author of material posted over the Internet is every bit as liable in defamation as the author of off-line material.

Publication of defamatory material takes place once it has been posted on the Internet. It is not necessary for an aggrieved person to prove that anyone has actually read the material. There is the added danger that the material can be accessed anywhere in the world enabling anybody who is aggrieved to sue in that country as well as here.

Website hosts may also be liable, along with the author, for publishing defamatory material if they
have been made aware of its presence on a website and have failed to remove it within a reasonable period of time. People who hide behind anonymous postings will find that the website hosts can be required to disclose the identity of the author.

**Electronic Communications**
Under the Data Protection Act (DPA) data subjects are entitled to request the disclosure of information held on them by the BMA or GPDF. The DPA extends not only to electronic files (including external and internal email correspondence and including activity tracking) but to some manual files as well. The BMA and GPDF are legally obliged to provide the information requested. To avoid the risk of a claim for defamation, it is extremely important that all recorded information relating to individuals is accurately and properly expressed. Anything which could be regarded as offensive, insulting and defamatory must be avoided unless approved by the BMA’s Legal Department or other professional lawyers.

The best practical advice is that any reference to an individual or an organisation should be made in measured terms after a careful appraisal of the evidence available with legal advice being sought where appropriate. If this advice is followed there should be no difficulties with respect to defamation.

John Canning  
Director of Operations, GPDF  
Gareth Williams  
Senior Solicitor  
GPDF  
British Medical Association

February 2019  
February 2019
Conference of UK LMCs 2019 elections

Elections at LMC UK conference are changing.

Online elections
This year, elections will take place using the BMA’s online election system. This system has been successfully used at other BMA conferences and for the majority of BMA national committee elections.

The advantages of the system are clear:
- Staff can obtain the election results within minutes of voting closing. This means the results of all elections can be announced on the day of the conference.
- Much less resources are used, as there is no need to print off ballot papers or nomination forms.
- Significantly reduced risk of error, as nominations and voting will close automatically and all candidate information for the ballot is submitted directly by the candidate online.

How to take part
When nominations open, eligible representatives may nominate themselves using the following link: https://elections.bma.org.uk.

To take part in elections you must have a BMA website account. This can be created using the following link: https://www.bma.org.uk/about-us/website-help/website-registration. You do not need to be a BMA member to create a BMA website account.

It is strongly recommended that representatives obtain a BMA website account in advance of conference to ensure there are no complications on the day.

The online election system is easily accessible through smartphones, tablets and desktop computers and the BMA provides voting stands at conferences to ensure that all delegates are able to take part in the election process. Push notifications will be sent via the conference app on the day of the conference to remind attendees of the various deadlines. This will allow representatives to nominate themselves in advance of the conference as well as on the day.

If you require assistance on the day, please visit the registration desk or email elections@bma.org.uk.

Election methodology
All elections at conference will take place using Single Transferable Vote (STV), as has been the case for several years.

STV is a form of proportional representation where you rank the candidates in constituencies that elect multiple MPs.

Candidates don't need a majority of votes to be elected, just a known 'quota', or share of the votes, determined by the size of the electorate and the number of positions to be filled.
Each voter gets one vote, which can transfer from their first-preference to their second-preference, so if your preferred candidate has no chance of being elected or has enough votes already, your vote is transferred to another candidate in accordance with your instructions. STV thus ensures that very few votes are wasted, unlike other systems, especially First Past the Post, where only a small number of votes actually contribute to the result.

If you have any further questions about the election process, please contact elections@bma.org.uk.
# Summary of election deadlines for LMC UK conference 19-20 March 2019

<table>
<thead>
<tr>
<th>Election</th>
<th>Nominations made by</th>
<th>Eligible for nomination</th>
<th>Eligible to vote</th>
<th>Nominations open</th>
<th>Nomination deadline</th>
<th>Election statement</th>
<th>Voting opens</th>
<th>Deadline for voting</th>
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<tbody>
<tr>
<td>Chair of conference</td>
<td>All members of conference</td>
<td>All members of conference*</td>
<td>All members of conference*</td>
<td>12.00pm Tuesday 19 March</td>
<td>10.00am Wednesday 20 March</td>
<td>50 words excluding dates</td>
<td>11.00am Wednesday 20 March</td>
<td>12.00pm Wednesday 20 March</td>
</tr>
<tr>
<td>Deputy chair of conference</td>
<td>All members of conference</td>
<td>All members of conference*</td>
<td>All members of conference*</td>
<td>12.00pm Tuesday 19 March</td>
<td>1.00pm Wednesday 20 March</td>
<td>50 words excluding dates</td>
<td>1.30pm Wednesday 20 March</td>
<td>3.30pm Wednesday 20 March</td>
</tr>
<tr>
<td>Seven members of GPC</td>
<td>Reps only</td>
<td>Any qualifying GP</td>
<td>Reps only</td>
<td>12.00pm Tuesday 19 February</td>
<td>12.00pm Tuesday 12 March</td>
<td>50 words excluding dates</td>
<td>5.00pm Tuesday 19 March</td>
<td>12.00pm Wednesday 20 March</td>
</tr>
<tr>
<td>Co-option to GPC of doctor within five years of qualification</td>
<td>All members of conference</td>
<td>Any qualifying GP within five years of qualification on 19 March</td>
<td>All members of conference</td>
<td>12.00pm Tuesday 19 March</td>
<td>1.00pm Wednesday 20 March</td>
<td>50 words excluding dates</td>
<td>1.30pm Wednesday 20 March</td>
<td>3.30pm Wednesday 20 March</td>
</tr>
<tr>
<td>Seven members of conference agenda committee</td>
<td>All members of conference*</td>
<td>All members of conference*</td>
<td>All members of conference*</td>
<td>12.00pm Tuesday 19 March</td>
<td>1.00pm Wednesday 20 March</td>
<td>50 words excluding dates</td>
<td>1.30pm Wednesday 20 March</td>
<td>3.30pm Wednesday 20 March</td>
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* Except those appointed through standing order 3.7.

Notes

- Results for all elections are due soon after the close of voting
- These elections will be run using the BMA's online election system
- The results of the conference agenda committee election will be published after the ARM, as not more than one of its elected members may be a sitting member of GPC.
- The seventh seat of the GPC seats is reserved for a representative that has not sat on GPC before.
  - Representatives that have not sat on GPC before can be elected to one of the first six seats in addition to the seventh seat being reserved for a first-time member of GPC.
- The first five nomination deadline is later than others to accommodate for conference approving the election. It operates under the following conditions:
  - An ‘early career’ GP is defined as a GP within five years of their Certificate of Completion of Training (CCT) ie candidates must have gained their CCT after 19 March 2014.
  - Nominations may be made only by representatives of a LMC at conference.
  - The co-optee shall serve for one year from the conclusion of the ARM.
- If the elections to the Clare Wand Trust are included they will run to the same deadlines as deputy chair and agenda committee.
Guide to Conference of UK LMCs

This is intended as a guide to the Conference of UK LMCs and its many mysterious rituals and systems – a reminder for the old hands who know it all anyway and a beginner’s guide for the new attendees
**The Purpose of Conference**

For your colleagues left at the practice working their fingers to the bone, the Conference of UK LMCs is simply a wizard wheeze to get out of a days’ surgery.

For you, attending the Conference of UK LMCs is a serious business allowing the exchange of ideas with colleagues from other parts of the country, an opportunity for networking and, most importantly, the mechanism to set GPC UK policy. Indeed, it is the mechanism whereby LMCs representing grassroots GPs aim to set the direction for GPC UK for the coming year. It is the opportunity to register protest at the government, at the health departments and even, perhaps, at GPC UK.

The BMA is essentially our trade union, and Conference is the mechanism for us, the grass roots GPs, to tell the union what is important to us. It is also the opportunity to celebrate the successes of negotiations and to, perhaps, express our displeasure with the failures.

**Standing Orders**

The Conference Standing Orders are the legalistic words that determine who can attend, how business is conducted, who can speak and when. It has been written to facilitate the business of the Conference. Like all official documents of this kind it is written in specific legalistic way which can make it difficult to understand. If there is anything you do not understand in the document, ask an Agenda Committee member and they will do their best to explain it to you.

**Agenda Committee (AC)**

1. The highly professional elected members of Conference who order and collate the motions received into the document that becomes the agenda for the Conference.
2. The dreadful swine who destroyed my carefully crafted motion, cut it into bits and inserted it unceremoniously into some strange composite motion that I do not understand, or worse still, buried it in a bracket or consigned it to the dustbin of Part 2.
3. The unspeakable pedants who reject my motion just because a missing comma in some way makes it ambiguous or incompetent.

- delete which does not apply

**Agenda Committee Pen**

That box near the stage that the AC inhabit for the duration of Conference. The pen is where you can meet any AC member, where you hand in completed speaker slips, where you can enquire about any motion, standing order interpretation or seek any guidance.

**Agenda**

Far more motions are received from LMCs than can ever be debated.

The agenda is laid out in two parts:
- Part 1 being those motions prioritised for debate, and
- Part 2, those that the AC felt would not be reached, would not make impact or could not change policy, or were a restatement of already accepted policy 'A' motions or 'AR' motions

**Standing Order 25.** 'A' motions: Motions which the agenda committee consider to be a reaffirmation of existing conference policy, or which are regarded by the chair of the GPC as being non-controversial, self-evident or already under action or consideration, shall be prefixed with a letter ‘A’.

**Standing Order 26.** ‘AR’ motions: Motions which the chair of the GPC is prepared to accept without debate as a reference to the GPC shall be prefixed with the letters ‘AR’.

Definition: When a motion is accepted as a reference it means simply that the GPC will consider the sentiment rather than the detailed wording of the motion when formulating policy. This may be where we all wholeheartedly agree with the underlying sentiment, but the exact words may have adverse unintended consequences.
When a motion is accepted as written, it is the exact wording that is deemed GPC/BMA policy – hence the somewhat excessive pedantry of the AC when scrutinising wording of motions.

Part 2 of the agenda also has motions that, whilst the sentiment is good, the motions were in some way incompetent or were thought unlikely to be reached once more pressing matters were debated.

All motions chosen for debate are then collated into topics, and then those motions that are expressing the same views or sentiments are grouped together under one motion that is chosen as a lead motion – this is often either a composite motion pulling different ones together, of if there is a pithy, accurate, competent motion from an LMC that covers the topic, then that is chosen. This lead motion is highlighted in bold and all other motions that are related to that motion are placed into a bracket underneath.

If the bold motion is an AC composite, the motion will state which LMC will open the debate and that LMCs motion will appear next in the bracket.

**Request: If you are opening a debate you will be speaking to the bold motion not just your own LMC motion – please be prepared to speak to all parts of the bold motion. It is not good practice to either ignore part of the lead motion or to actively disagree with it.**

**Supplementary Agenda**

This lists any changes since time of printing the agenda, eg new business and chosen motions and any typos etc that have come to the notice of the AC after the printing of the motion. (Of course, with such a highly professional crew, this is rare!)

‘New Business’ is as it says – anything that was not known before the closing date for motions. For example, if the week before conference, the government announced that all GPs had to go to work every Monday dressed as Darth Vader, then we could consider any Star Wars related motion as new business and then decide whether it should be debated.

‘Chosen motions’. This is the mechanism that allows LMCs to drag their favourite motion out of Part 2 and into Part 1.

**Standing Order 27 - ‘C’ motions:** Prior to the conference, a ballot of representatives shall be conducted to enable them to choose motions, (‘C’ motions), amendments or riders for debate. Using only the prescribed form, which must be signed and received by the GPC secretariat by the time notified for the receipt of items for the supplementary agenda, each representative may choose up to three motions, amendments or riders to be given priority in debate. Chosen motions must receive the vote of at least ten representatives. The first three motions, amendments or riders chosen, plus any others receiving the vote of at least twenty representatives, shall be given priority.

**Speaking**

Having travelled all the way to Belfast you will of course be keen to speak. That process starts with the Speakers Slip – fill it in correctly and the AC will be your friends for life, miss out relevant detail and we will do our best to find you in the hall to correct it (this is why we ask you to put your seat number and telephone number on your slip).

See example of speaker slip below.

It’s not rocket science; it’s not even as complicated as a QOF or enhanced service report.
Annual Conference of UK LMCs
Speaker Slip
(see notes on completion overleaf)

<table>
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<th>MOTION NUMBER:</th>
<th>Section heading:</th>
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Request to speak in session (tick box)

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<th>Tuesday pm</th>
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Name: 

LMC/Constituency: 

Email address/ mobile tel no: 

Seat No: 

SPEAKING (tick one only or indicate parts below)

<table>
<thead>
<tr>
<th></th>
<th>Proposer</th>
<th>Does your LMC or constituency have a motion in the bracket?</th>
<th>Are you a first time speaker?</th>
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<tr>
<td>For</td>
<td></td>
<td>Yes</td>
<td>No</td>
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<td>Against</td>
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I represent

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<th>LMC</th>
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Special Expertise/ Information/ Declaration of interest: 

Please complete ALL boxes in BLOCK CAPITALS and hand in at the Agenda Committee desk as soon as possible (& before the session starts)

- For Motion Number, write the number of the motion you want to speak to.
- Constituency – which LMC do you represent – it allows the AC to create a balance of speakers from different parts of the country and it helps us to find you if there is a question or clarification needed.
- Seat number – again helps the AC to find you but less critical if you are prepared to look at the screen where the AC will post messages.
- If you are for or against the motion please note appropriately – it again helps to ensure a balanced debate.
- If you have specialist knowledge please note in next box – eg if the debate is about the influence of Time Lord regeneration on work load, and you are from Gallifrey, then that would be relevant.
- If you are a first-time speaker then let the AC know on the speaker slip as the Chair of Conference will try to give precedence to first time speakers over the old hands.
- Please write all details legibly – it really helps.
Your slip is accepted, you are called to speak – what next?

**If you are proposing the motion, then you have 3 minutes** to propose but please remember less is more, keep it short and pithy if possible as long rambling speeches both switch off the audience and will be truncated at the end of the three minutes. Lights will guide you - a yellow light when you have one minute to go and a red light to stop.

**All other speakers are limited to 2 minutes.** If, however, time is short and business is in danger of being missed, then the Chairman may decide to truncate all debates to fit more topics into the time available.

<table>
<thead>
<tr>
<th>Standing Order 62.</th>
<th>A member of the conference, including the chair of the GPC UK, moving a motion, shall be allowed to speak for three minutes; no other speech shall exceed two minutes. However, the chair may extend these limits.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing Order 63.</td>
<td>The conference may, at any period, reduce the time to be allowed to speakers, whether in moving resolutions or otherwise, and that such a reduction shall be effective if it is agreed by the chair.</td>
</tr>
</tbody>
</table>

Sometimes you submit slip after slip and never seem to be called. So just how do you get your voice heard? For the adventurous among you, please note a bizarre costume or other eye catching tricks do not work. There are some pointers in a separate handout - "How to be Heard", but here are a few tips:

- Pick the afternoon.
- Ask the AC about lists of contentious motions and those with large numbers of speakers and possibly avoid these. Instead try and speak to motions to which very few are wishing to speak.
- As mentioned above, let us know on the speaker slip if you have specialist knowledge or are a first-time speaker.

**Alterations to Motions - Amendments and Riders**

Sometimes motions are just not clear enough, so there is a desire to add words to clarify or there is wish to amend the motion to better reflect the original sense of the motion.

How this is done, and the rules of debate, are set out in the Standing Orders. Basically, requests for amendments and riders must be in writing and must be approved by the LMC originally proposing the motion. The final decision as to whether these can be debated rests with the Chair – speak to the AC, they will keep you on the right track.

This procedure may seem to be a bit of a pest but is to avoid mayhem and anarchy.

| Standing Order 31. | An amendment shall – leave out words; leave out words and insert or add others (provided that a substantial part of the motion remains and the original intention of the motion is not enlarged or substantially altered); insert words; or be in such form as the chair approves. |
| Standing Order 32. | A rider shall – add words as an extra to a seemingly complete statement, provided that the rider is relevant and appropriate to the motion on which it is moved. |
| Standing Order 33. | No amendment or rider which has not been included in the printed agenda shall be considered unless a written copy of it has been handed to the agenda committee. The names of the proposer and seconder of the amendment or rider, and their constituencies, shall be included on the written notice. Notice must be given before the end of the session preceding that in which the motion is due to be moved, except at the chair’s discretion. For the first session, amendments or riders must be handed in before the session begins. |
| Standing Order 34. | No seconder shall be required for any motion, amendment or rider submitted to the conference by the GPC, a local medical committee, or the joint agenda committee, or for any composite motion or amendment produced by the agenda committee under standing order 21. All other motions, amendments or riders, after being proposed, must be seconded. |
| Standing Order 35. | No amendments or riders will be permitted to motions debated under standing order 28. |
Rules of Debate

This is just mind bogglingly complex when you read the Standing Orders – Standing Order 36 – 53 - but there are a few simple guidelines:

Speakers represent the LMC or the GPC when speaking – if there is a conflict of interest then tell conference.

**Standing Order 36** - Members of the conference have an overriding duty to those they represent. If a speaker has a pecuniary or personal interest, beyond his capacity as a member of the conference, in any question which the conference is to debate, this interest shall be declared at the start of any contribution to the debate.

When speaking, stand up, when not speaking sit down, and listen.

**Standing Order 37** – A member of conference shall address the chair and shall, unless prevented by physical infirmity, stand when speaking.

If you ramble, repeat yourself or if you simply restate what another speaker has said then the Chair will politely ask you to refrain.

**Standing Order 42** - The chair shall take any necessary steps to prevent tedious repetition.

Riders and Amendments

Riders and amendments are dealt with on a first come, first served basis, i.e if there are two amendments they are dealt with in order. If there is an amendment to a motion, this is debated before the motion. If there is a rider, then the motion is debated first and the rider considered after the original motion voted on and carried.

**Standing Order 43** - Whenever an amendment or a rider to an original motion has been moved and seconded, no subsequent amendment or rider shall be moved until the first amendment or rider has been disposed of.

**Standing Order 44** - Amendments shall be debated and voted upon before returning to the original motion.

**Standing Order 45** - Riders shall be debated and voted upon after the original motion has been carried.

Chair of Committee

Following the debate, the Chair/Lead of the relevant GPC sub-committee or Policy Group has the opportunity to speak. He or she will use this time to set out relevant information and may ask for the motion to be taken as a ‘reference’ rather than as a straight vote.

Taken as a Reference

When a request is made to take the motion as a reference – see above – usually by the Chair/Lead of sub-committee/Policy Group, but sometimes from the representatives themselves, it remains the decision of the original proposer of the motion. So, if the debate is about the wearing of bow ties in the consulting room, and the Policy Lead asks it to be taken as a reference so the spirit of wearing a tie but not the actual type of tie be taken as GPC policy, then you can decide – is the wearing of ties important, or is your proposal to insist on bow ties the critical issue – do not be swayed by the protestations of the Policy Lead – it is up to you!

Summing Up

It is your conference, you are here to tell GPC what you want, so all debates allow for a final summing up by the original proposer of the motion, allowing you to address any issues raised in debate (succinctly please!), including the issue of taking the vote as a reference... and then you vote.
Voting

Firstly, only representatives of LMCs may vote, except in elections for Agenda Committee, Chair and Deputy Chair of Conference.

**Standing Order 64.** Except as provided for in standing orders 72 (election of chair of conference), 73 (election of deputy chair of conference), 75 (election of seven members of the agenda committee) and 76 (election of ARM representatives), only representatives of local medical committees may vote.

Secondly, not all motions reach the point of a vote – there may be occasions when the assembled LMC representatives feel the motion, if voted on, would be damaging or dangerous and a call may then be heard for a move to next business. This call means that debate stops, the motion proposer is asked to agree either that the whole motion or the part under consideration is ignored, that no vote on the motion is taken and that conference moves on to the next motion or part of the motion, or may oppose the call to move to next business. In the latter case, the proposer is invited to state why the debate and vote on the motion should continue. But, and here it gets confusing, he or she is not at this point to continue the debate on the motion, but only whether the motion be heard. Following the appeal by the proposer not to proceed to next business, there is a vote - not on the motion, just on the procedure for the cessation of debate. This vote requires a 2/3 majority.

**Standing Order 48** - If there be a call by acclamation to move to next business it shall be the chairman’s discretion whether the call is heard. If it is heard then the proposer of the original motion can choose to:

(i) accept the call to move to next business for the whole motion
(ii) accept the call to move to next business for one or more subsections of the motion
(iii) have one minute to oppose the call to move to next business.

Conference will then vote on the motion to move to next business and a 2/3 majority is required for it to succeed.

Now, all please get two paracetamol, a damp cloth for the furrowed brow and lie down in a darkened room... and if you understand all that, well done.

Voting itself is basically simple – most votes are by show of cards - no card, no vote – or occasionally by electronic key pad – no key pad, no vote – so please look after both. The choice of what type of vote is at the discretion of the Chair.

**Standing Order 66** - Voting shall be, at the discretion of the chair, by a show of voting cards or electronically. If the chair requires a count this will be by electronic voting.

Most votes are by simple majority, unless the motion being debated is one that relates to the constitution and organisation of either LMC Conference or GPC itself, or a matter that will cost the General Practitioners Defence Fund (GPDF) money – then a 2/3 majority is needed.

**Standing Order 65** - Except as provided for in standing order 48 and 49 (procedural motions), decisions of the conference shall be determined by simple majorities of those present and voting, except that the following will also require a two-thirds majority of those present and voting:

65.1 any change of conference policy relating to the constitution and/or organisation of the LMC/conference/GPC structure, or
65.2 a decision which could materially affect the GPDF Ltd funds.

**Themed debate**

Sometimes the agenda committee will group together a number of motions which they feel cannot be dealt with through traditional debate (for instance because there are particularly controversial or because there are such a high volume of motions on the same subject). These motions are then set aside in a themed motion session (in this case the themed debate is on GP or practice workforce), and representatives will have the opportunity to submit to the GPC Executive questions on that subject which representatives will then vote on (on the day of conference) those questions they want to hear the Executive answer.
Quorum

The Conference of UK LMCs is your conference - if you are not in attendance, then business cannot continue and when the numbers still in the hall fall below 1/3 of the appointed representatives, then business stops. So even if you are not interested in the latest dispensing, rural or inner city motion, please show respect for your colleagues and stay in the hall for the debates.

**Standing Order 61** - No business shall be transacted at any conference unless at least one-third of the number of representatives appointed to attend are present.

Suspension of Standing Orders

Sometimes things just get out of hand. At times, everything is so slick that we are way ahead of the timetable. Unusual circumstances may occur that require a procedure not covered by the drafted standing orders. In that situation the Chair can call for a ‘suspension of standing orders’. You, however, do not have to agree and indeed 2/3 of you must agree before this can happen, but the procedure exists.

**Standing Order 16** - Any decision to suspend one or more of the standing orders shall require a two-thirds majority of those representatives present and voting at the conference.

Finally, and probably the most important of all procedures, standing orders, etc – the Chair’s word is Law – not the Chair of GPC (who is an invitee to your Conference), but the Chair of Conference.

**Standing Order 81** - Any question arising in relation to the conduct of the conference, which is not dealt with in these standing orders, shall be determined at the chair’s absolute discretion.
How to be heard - Guidance for representatives

One of the major frustrations of conference is the fact that being called to speak is so unpredictable.

You have arrived at the hall. Long nights have been spent honing your speech to perfection, whittling it down and tightening it up so that, even with the adulation that it will induce it will still fit into 2 minutes. It expresses so clearly the arguments that you feel so passionately about and, when the motion is called you spring to your feet and joined the massed ranks in the tense queue.

Within a few minutes the motion has been processed and you are left standing there silent, holding in your hand a polemic that would have changed the course of the profession. You slouch back to your seat crestfallen. Join the club!

We have all seen our hard work destroyed by the chair’s gavel and yet there is so much debate to get through and so many speakers who wish to be called.

This guide aims to illustrate the ways that you can take part in the great debate that is conference.

1. Ordinary motions

The proposer is guaranteed to speak so why not make sure that your LMC submits well worded, relevant and topical motions which are more likely to get selected by the agenda committee.

Get your slips in

The earlier you get your speaker slip in the higher up the list it goes. It is really quite simple, the agenda committee lists the speakers on a piece of paper in the order that slips are received and, like most people, the chair is likely to start at the top of the list and work down. The earlier your slip is in the higher up the list you will be.

Speak the other way

By indicating that you are speaking against a popular concept or in favour of an unpopular one you are likely to be called to balance the debate. Often this is easier when there are a number of parts to a motion and you are speaking to a particular part.

This is tolerated by conference if there is a genuine point to be made or a forceful speech to be delivered but do not abuse this system. Those who frequently or inappropriately use this method of getting heard can quickly irritate conference.

You may not need to be devious; if your opinion is contrary to the majority of other speakers you are likely to get called to balance the debate. Be aware of this and make sure you have a speech ready.
Highlight your special interests

Priority is often given to representatives with a special position or interest in a subject. Educational and academic positions, governmental advisory roles, or other relevant interests will lead to a focus on what you have to say in debate.

**Top Tip** - Consider speaking to motions later on in the day or check with the agenda committee whether there are many or few speakers interested in speaking to a particular motion.

They have ruined our motion!!!

Everyone is aware of the fact that there are far more motions put forward than can be covered in debate. The Agenda Committee work hard to try and bracket similar motions together so that they are debated during conference. Their aim is to be inclusive and not destroy well written motions and they will always choose a well written motion to lead the bracket. However, there are times when the agenda committee will write a new ‘composite’ motion instead:

- where the motion may be inaccurate, restricted or open to failure on technical issues
- where the motion is incompetent - that is, may not be correct or make sense
- where the original motion is too narrow or too qualified in its proposal and where the incorporation of other motions will allow other facets of an issue to be included in a debate
- to be more inclusive and increase the topics for debate in the time available.

Where this is done the agenda committee will almost always use the actual wording of the constituent motions in creating the new composite.

The better the original motion the more likely it is to be chosen to lead a section and the less likely to be composited.

The agenda committee tries its best to balance the extra inclusiveness of bracketing motions against the dilution or weakening of any motion. Sometimes we get it spot on and sometimes we get it wrong and may bundle together too diverse a set of motions. We will always aim to do it better next time!

You have to take all or nothing!

If you are going to open a debate on an agenda committee composite motion you are proposing the whole motion. **You cannot oppose any part of the motion** even if it is not in your original submission. If you cannot propose the whole motion then tell the agenda committee and they will ask another LMC to open debate.

Timing of speech

It is well recognised that the maximum number of words that can be spoken is 3 per second and so when writing your speech bear this word count in mind. For a 3 minute opening speech with no interruptions, pauses or hitches the maximum written words will be 540, and for a 2 minute speech 360 words. You should write your speech to fit this time.

Use your agenda committee!

We are here to help you get the most out of conference as far as is possible. If you are not clear about an issue, speak to an agenda committee member.