

Constitution of Northumberland, Tyne and Wear General Practitioners Committee.

PREAMBLE

This document sets out the Constitution of the Northumberland, Tyne and Wear General Practitioners Committee for the area that includes the Northumberland Local Medical Committee together with Newcastle and North Tyneside Local Medical Committee and Gateshead and South Tyneside Local Medical Committee and Sunderland Local Medical Committee (hereinafter collectively called the Local Medical Committees or LMCs).

INTERPRETATION

The paragraph headings shall be taken into account in the interpretation of this Constitution and where the context so requires

- the male gender shall be deemed to include the female gender
- the singular number shall include the plural number
- references to statutes or parts or sections of statutes shall include any statutory modifications or re-enactments thereof or any regulations orders or directions made thereunder for the time being in force

DEFINITIONS

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| The Act | The National Health Service Act 1977 |
| Appointed Secretary | A person employed by the Committee to act as its Secretary and where the context so requires the words “appointed” and “appointment” shall be construed accordingly |
| Area | The Area of the LMCs |
| Committee member | A person nominated or co-opted onto the Committee in accordance with the provisions of this Constitution together with the Secretary who if an Appointed Secretary shall be a non-voting member. |
| Committee Year | Shall conclude on 31 March in each year and where an Officer of the Committee or a member of the Committee is nominated or co-opted for a term of office (whether the term shall be for one year or more) the said term shall conclude on the relevant 31 March |

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| Officers of the Committee | The Chairman, the Vice Chairman, the Treasurer and the Secretary if such persons be elected and/or appointed |
| Secretary | A person elected under Clause 3.9 or appointed under Clause 4.1 by the Committee to act as its Secretary |

RECOGNITION

The Local Medical Committees listed in the preamble recognise the Committee by formally adopting its constitution and recording such adoption in their minutes, a copy of which shall be forwarded to said Committee. The Committee is or also expects to be recognised by the Strategic Health Authority and the Primary Care Trusts that recognise the Local Medical Committees in accordance with the provisions of section 44 of the Act.

1. THE COMMITTEE

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| 1.1. Membership | The Committee shall consist of:- |
| 1.1.1 Nominated Members | Three Nominated Members from each of the LMCs nominated in accordance with the provisions of this Constitution. |
| 1.1.2 Co-opted Members | Any Practitioner can be co-opted at the absolute discretion of the Committee. provided always that the number of co-opted members does not exceed one quarter of the nominated members. |
| 1.2 Term of Office | The period during which an Officer of the Committee or a Committee Member holds office and which concludes at the end of a Committee's year. An Officer of the Committee shall not hold office for a period of more than 2 years before retiring and offering himself for re-election. |
| 1.3 Vacancies | Where the number of persons nominated under paragraph 1.1.1 is less than the number of persons mentioned in such paragraph then the Committee shall inform relevant LMC to forward further nomination within three months of said vacancy. Pending the filling of any vacancy the proceedings of the Committee shall not be invalid by reason of such vacancy. |

- 1.4 Retirement A member of the Committee whether nominated or co-opted may retire on giving written notice delivered to the secretary and the retirement shall take effect on the date specified in the notice if a date is given or if not on the date notice is received by the secretary.
- 1.5 Disqualification a nominated member of the Committee shall be disqualified if he is disqualified from his LMC under the provisions of that LMC's constitution.
- A co-opted member of the Committee shall be disqualified if he ceases to hold the office or qualification which entitled him to be a member of the class of co-opted members.
- 1.6 Functions The following are functions of the Committee:-
- i) to support the LMCs
 - ii) to share information between LMCs
 - iii) to facilitate problems for LMCs if requested
 - iv) to represent LMCs at Strategic Health Authority
 - v) to provide strategic overview and leadership
 - vi) other functions as determined by the Committee and agreed by the LMCs

2. NOMINATIONS

- 2.1 Nominations Shall normally be the chair, vice chair and secretary of the individual LMCs but others at the absolute discretion of the LMCs.

3. MEETINGS

- 3.1 First Meeting Notice shall be given with not less than seven clear days to the members of the Committee.
- 3.2 Quorum A quorum shall be one third of the Committee Members who are entitled to vote but if one third is not a whole number the next whole number above one third

- 3.3 Voting All Members of the Committee may vote at Committee meetings. An Appointed Secretary may not vote. If at any Committee meeting there is an equality of votes the presiding officer shall have a second and casting vote
- 3.4 Observers The Committee may in its absolute discretion invite such persons as it thinks fit to attend the whole or any part of any Committee meeting
- 3.5 In Camera The Committee may require all or any of the invited observers to withdraw from any meeting if it wishes to consider any business in camera
- 3.6 Chairman The Committee may elect a Chairman from amongst its number. For such part of any meeting that the Chairman be not present the Chair shall be taken by the Vice Chairman if one is elected
- 3.7 Vice Chairman The Committee may elect a Vice Chairman from amongst its number. If for any part of any meeting neither the Chairman or the Vice Chairman be present the Committee shall elect another of their number to act as the presiding officer for the duration of that meeting
- 3.8 Treasurer The Committee may elect a Treasurer from amongst its number
- 3.9 Secretary In the absence of there being an Appointed Secretary, the Committee may, from time to time and for such period and upon such terms as they determine, elect from amongst their member a person to act as Secretary
- 3.10 Minutes The Secretary on behalf of the Committee shall keep minutes of each meeting which shall be drawn up and submitted for agreement at the next meeting of the Committee where, if agreed, they shall be signed by the person presiding over it

4. THE SECRETARY

4.1 Appointment

The Committee shall either elect a secretary from amongst its number in accordance with paragraph 3.9 or shall from time to time and for such period and upon such terms as they determine employ a person to act as an appointed secretary.

4.2 Functions

The secretary, whether elected or appointed shall maintain the register of members and shall carry out such functions as the Committee from time to time request.

5. FUNDING

5.1 The Administrative Levy

The administrative expenses of the Committee may be collected on a voluntary basis from all Local Medical Committees

5.2 Collection

The method of collection of the voluntary contribution to the administrative expenses of the Committee shall be determined by the Committee.

5.3 Amount

The amounts of the voluntary contribution to administrative expenses shall be determined by the Committee having regard to the requirements of openness, transparency and equity.

5.4 Accounting

The Committee will maintain accounts which will be open to inspection to all members and LMCs at any reasonable time.

6. DISCLOSURE OF INTEREST

If an Officer of the Committee or a Committee Member has a pecuniary interest, direct or indirect, in any contract proposed contract or other matter and is present at a meeting of the Committee when the contract proposed contract or other matter is the subject for consideration he shall at the meeting and as soon as practicable after its commencement disclose that fact and shall not take any part in the consideration of the contract

proposed contract or other matter or vote on any question with respect to it

If any Officer of the Committee or a Committee Member has any doubts about whether or not he has such an interest he shall report the matter to the Chairman who shall advise as to whether or not the matter should be declared

7. AMENDMENTS TO CONSTITUTION

This Constitution may be amended in the following manner:-

i) a proposal for the amendment made by not less than 4 members shall be sent to the Secretary who shall place the same before the Committee for consideration at the earliest opportunity.

ii) after the proposals have been considered the Secretary, if requested to do so by the Committee or if required to do so by no less than two thirds of the electors, the Secretary shall circulate any proposed amendment together with its view thereon to all the members inviting the same to submit to the Secretary their comments

iii) at a further meeting the Committee shall consider all replies that have been received and shall determine whether the proposed amendment (either as circulated or as varied as the result of the consideration of such replies) shall be adopted and if so that the approval of the LMCs be sought

iv) if such approval is granted the Secretary shall notify the Committee at its next following meeting and thereupon the amendment shall take effect immediately.

8. WINDING UP

If upon any amalgamation or reorganisation of the Committee there remain any residual

funds or liabilities the same shall be distributed between such other Committees that may be involved in the amalgamation or reorganisation so as equitably to reflect the proportions in which members are transferred to other Committees