**The Secretariat of the Local Medical Committees for**

**Berkshire, Buckinghamshire & Oxfordshire**

Mere House, Dedmere Rd, Marlow, SL7 1PB

Tel: 01628 475727

Fax: 01628 487142

**Chief Executives** Dr Matt Mayer & Dr Richard Wood

**Chair** Dr Simon Ruffle

Web: <http://www.bbolmc.co.uk>

Email: ceo@bbolmc.co.uk

Role Description & Self-Nomination Form for the position of:

Practice Manager LMC Representative

2024-2028 Election Cycle

Summary:

|  |  |
| --- | --- |
| Time Commitment | Approx. 10x LMC meetings (2hrs) per annum 5x virtual, 5x face-to-faceOccasional emails |
| Payment | £200 per meeting (virtual) or £300 per meeting (face-to-face)£400 p.a. for emails/prep associated with this role |
| Term | Until 31st March 2028 |
| Eligibility Criteria | Any Practice Manager employed in a BBO practice covered by the statutory levy. |

Key Duties/Responsibilities:

**Preparation for Meetings**

* To read all relevant papers prior to a meeting and come prepared to discuss all agenda items.
* To declare any conflicts of interest at the beginning of the meeting.

**Attendance at Meetings**

* To attend regularly at full meetings of the LMC and any additional groups as required by the LMC.
* Non-attendance at three successive meetings to which they have been invited without good reason may result in being asked to stand down. If unable to attend a meeting, reps are expected to give their apologies to the BBO LMC Office before the meeting.

**Role and Responsibilities**

Practice Managers have speaking rights but not voting rights.

* Represent the views of their constituent practice manager colleagues.
* Make themselves available to them (does not include individual practice issues).
* Listen to and seek their views and bring to the attention of the LMC.
* Refer practices needing individual support to BBO LMC for confidential advice.
* Respond promptly to all relevant communications, including emails, whether from the LMC, constituents or other organisations.
* Follow established LMC policy and fairly represent the LMC’s views to outside organisations. Any members who express a personal view, rather than LMC policy, should make this clear in any discussion.
* Ensure attendance at all meetings as directed by the Committee.
* Keep themselves up to date with local policies, proposals and processes, including any identified LMC priorities affecting their constituents and to be aware of national issues affecting the whole profession and the impact locally.
* Work and behave in an inclusive and collaborative manner and to be respectful of committee members, the committee Chair and BBO LMC Office both at meetings and in all their communications in their capacity as Practice Manager representative.
* To adhere to the minuted outcome of meetings, in their LMC capacity, once it has been agreed.
* To adhere to confidentiality where appropriate.
* To use email as the primary method of communication outside of committee meetings and to participate fully in LMC email discussions.
* To complete the Register of Interests form in line with the policy of BBO LMCs and advise the BBO LMC Office of any changes in their interests.
* To make their conflicts of interest clear, by declaring any pecuniary or other interest in any matter under discussion. Declaration of conflicts of interest must be made at the beginning of their attendance at the meeting.
* Not to raise issues relating to them personally, or to their practice, unless using the issue to introduce or illustrate a point.
* If contacted by the media for an LMC view, refer to BBO LMC Office.

Practice Manager Reps are not expected to:

* Provide direct advice to constituents on contractual matters
* Be involved in dispute resolutions or facilitation
* Negotiate directly with system partners
* Limit their input to their own issues and problems
* Share the content of meetings prior to formal release of minutes, unless approved by the Chair

**Payments**

* Paid in arrears on a quarterly basis, based on attendance records from meetings, reps do not need to send in claims.

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| **FACTOR** | **ESSENTIAL** | **DESIRABLE**  |
| **EXPERIENCE** | * Current BBO Practice Manager with substantial experience within this role
 | * Experience of working with relevant groups outside own organisation
 |
| **SKILLS AND ABILITIES** | * Leads a team within a well-run practice
* Effective communicator
* Ability to build and maintain personal relationships with peer group
* Excellent listening and networking skills
* Reflective, self-analytical and open minded
* Confident in giving constructive positive and negative feedback
* Up to date on best management practice
 | * Active in Practice Manager training/education or mentoring
* Awareness of limitations of skills/abilities and how/where to get additional assistance
 |
| **DISPOSITION** | * Demonstrates professional integrity and confidentiality
* Offers a committed, positive and enthusiastic approach to Practice Management
 | * Leadership qualities
* Motivational skills
 |
| **PRACTICE**  | * Can provide evidence that Practice is committed to their PM undertaking this role
* Adequate time commitment to this role and consideration to the impact of it
 | * GP Training Practice
 |
| **OTHER** | * Demonstrates a desire to advocate on behalf of local PMs and practices
 |  |

Application Form:

**Your Details:**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Practice Address |  |
| Email |  |
| Telephone  |  |

*Please mark with an X the area you are interested in representing:*

|  |  |
| --- | --- |
| Buckinghamshire (2 posts available) |  |
| Oxfordshire (2 posts available) |  |
| Milton Keynes (1 post available) |  |
| Berkshire West (1 post available) |  |
| East Berkshire (1 post available) |  |

**Statement:**

Please let us know, in no more than 750 words, why you think you are best placed to represent the views of practices in your chosen area. If BBOLMC needs to shortlist applicants, your statement will be used to select applicants who demonstrate they can fulfil the key duties and responsibilities.

*Please complete below, up to 750 words, including current roles/experience:*

Name: Signed: Date:

Please return completed forms to the BBOLMC, assistance@bbolmc.co.uk by 30th April 2024