West Pennine Local Medical Committee

Standing Orders

Status	For adoption at the Committee meeting on 13 October 2026
Next review due	By October 2027
Area	Oldham and Tameside & Glossop

Draft for Committee review. Text highlighted in orange (sections 2, 3 and 4 on seats, elections and officer elections; sections 7 and 8 on delegation and finance) needs checking against current practice before adoption. Placeholders in **[square brackets]** need completing.

Introduction

These Standing Orders are made under the Constitution of West Pennine Local Medical Committee ("the LMC"). They set out how the Committee conducts elections, meetings, finance and day-to-day business. Where these Standing Orders and the Constitution differ, the Constitution prevails.

1. Status and Amendment

1.1 These Standing Orders are made under clauses 1.3, 6.9, 7.6 and 10.9 of the Constitution and shall be read with it.

1.2 These Standing Orders may be amended by a simple majority of voting members present and voting at a quorate meeting, provided the proposed amendment has been circulated with the agenda at least 7 days before the meeting.

1.3 Any Standing Order may be suspended for a particular item of business by a two-thirds majority of voting members present and voting, provided the suspension does not conflict with the Constitution or the law.

1.4 The Secretary shall keep the current Standing Orders, and the Committee shall review them at least annually.

2. Seats and Representation

2.1 The twenty-two elected seats shall be allocated as follows: Oldham **[X]** seats; Tameside & Glossop **[Y]** seats.

2.2 A candidate stands for the area in which they mainly work. A member who works in both areas shall choose one area for the purpose of each election.

2.3 The Committee shall review the allocation of seats before each election cycle, using the most recent available data on the number of general practitioners working in each area.

2.4 The Committee may invite up to two GP Registrars working in the LMC area to join the Committee, for a term of one year or until completion of training, whichever is sooner.

3. Elections

3.1 Electoral Roll

The Secretary shall maintain an electoral roll of general practitioners who are included in the Medical Performers List and working within the LMC area. The roll shall be compiled from information held by the LMC and confirmed by practices before each election. Any practitioner omitted from the roll may apply to be added up to the close of nominations.

3.2 Election Timetable

Elections shall normally be held every two years in **[MONTH]**. The next election is due in **[MONTH YEAR]**. The timetable shall be:

(a) Notice of election sent to all practitioners on the electoral roll and to all constituent practices at least six weeks before the close of the ballot;

(b) Nominations open for at least 21 days;

(c) Ballot open for at least 14 days; and

(d) Results declared within 7 days of the close of the ballot, and published to constituent practices.

3.3 Nominations

A nomination shall be made in writing or electronically by the candidate, supported by one other practitioner on the electoral roll for the same area. Each candidate may submit a statement of up to 200 words, which shall be circulated with the ballot.

3.4 Ballot

Where nominations for an area exceed the vacancies, a secret ballot shall be held, which may be conducted by post or electronically. Each voter shall have as many votes as there are vacancies in their area, and may cast no more than one vote for any candidate.

3.5 Tied Votes

Where two or more candidates tie for the last vacancy, the returning officer shall decide the result by drawing lots in the presence of at least one person who is not a candidate.

3.6 Returning Officer

The Committee shall appoint a returning officer for each election, who shall not be a candidate. The returning officer may be an LMC employee or an independent person. The returning officer's decision on any question about the conduct of the election shall be final, subject to review by the Committee if a formal complaint is made within 14 days of the result.

3.7 Term and Start Date

Newly elected members shall take office at the first Committee meeting after the declaration of the result.

4. Election of Officers

4.1 Officers shall be elected at the first Committee meeting following the Annual General Meeting in each alternate year, beginning in **[YEAR]**.

4.2 Nominations for each Officer role shall be made in writing to the Secretary at least 7 days before the meeting, proposed and seconded by voting members. Nominations may also be taken at the meeting if no written nomination has been received for a role.

4.3 Where more than one candidate stands for a role, the election shall be by secret ballot of voting members present. The Chair shall be elected first, followed by the Vice-Chair, Secretary and Treasurer.

4.4 A member may not hold more than one of the roles of Chair, Vice-Chair and Secretary at the same time. The Committee may agree that the role of Treasurer is held together with another Officer role.

4.5 An Officer vacancy arising between elections shall be filled at the next Committee meeting for the remainder of the term.

4.6 No member may serve as Chair for more than **[three]** consecutive terms without a break of at least one term, unless the Committee resolves otherwise by a two-thirds majority.

5. Meetings

5.1 Schedule

The Committee shall approve a schedule of meeting dates for the year at its first meeting after the Annual General Meeting. The Committee normally meets monthly, except in **[AUGUST]**.

5.2 Agenda and Papers

Items for the agenda shall be sent to the Secretary at least 10 days before a meeting. The agenda and papers shall be circulated at least 7 days before the meeting. Late items may be taken only with the Chair's agreement, and shall be recorded in the minutes as late items.

5.3 Standard Agenda

Each ordinary meeting shall normally include:

- Apologies and quorum;
- Declarations of interest;
- Minutes of the previous meeting and matters arising;
- Report of any Chair's action or urgent decisions;
- Officers' reports, including the Treasurer's report;
- Items for decision and discussion;
- Confidential business; and
- Any other business, with the Chair's agreement.

5.4 Conduct of Business

Members shall address the meeting through the Chair. The Chair shall ensure every member who wishes to speak has a fair opportunity to do so, and may limit the time for any item.

5.5 Voting

Voting shall normally be by show of hands, or by an equivalent electronic method at remote meetings. Any three voting members may request that the names of those voting for and against be recorded in the minutes.

5.6 Confidential Business

The Committee may resolve to consider any item in confidence. Confidential items shall be minuted separately and not published, and co-opted members, guests and observers may be asked to leave.

5.7 Minutes

Draft minutes shall be circulated to members within 14 days of each meeting. Minutes shall be approved at the next meeting, signed by the person who chaired that meeting, and retained permanently.

5.8 Annual General Meeting

The Annual General Meeting shall be held by **[MONTH]** each year. Its business shall include the annual report, the Treasurer's report and annual accounts, the appointment of the independent examiner, and any other business notified in advance.

5.9 Attendance

The Secretary shall keep a record of attendance. Where a member has been absent from three consecutive meetings, the Secretary shall contact them before the next meeting to ask about their continued participation, in line with clause 9.1(d) of the Constitution.

6. Urgent Decisions and Written Resolutions

6.1 Chair's action under clause 10.7 of the Constitution shall be taken only where a decision cannot reasonably wait until the next meeting. The Chair shall consult at least one other Officer who has no conflict of interest, record the decision and the reasons in writing, and report it to the next Committee meeting for ratification.

6.2 A written resolution under clause 10.6 of the Constitution shall be sent by email to all voting members, stating the proposal and the deadline for responses, which shall be at least 5 working days. A member who does not respond shall not be counted as voting in favour.

6.3 Any three voting members may require that a matter proposed for Chair's action or written resolution be deferred to a Committee meeting instead.

7. Officers' Group and Delegation

7.1 The Officers (Chair, Vice-Chair, Secretary and Treasurer) shall meet as an Officers' Group to manage the day-to-day business of the LMC between Committee meetings.

7.2 The Officers' Group may:

(a) Respond to routine consultations and correspondence consistent with existing Committee policy;

(b) Manage LMC staff, within approved budgets and policies;

(c) Approve expenditure within the approved budget up to £**[AMOUNT]** for any single item; and

(d) Appoint LMC representatives to external meetings, reporting the appointment to the next Committee meeting.

7.3 The following matters are reserved to the Committee: approval of the annual budget and levy rates; approval of policy positions on significant new issues; expenditure outside the approved budget or above the limit in clause 7.2(c); employment of new staff posts; approval of the annual accounts; and changes to the Constitution or these Standing Orders.

7.4 The Officers' Group shall report its decisions to each Committee meeting.

8. Financial Procedures

8.1 The LMC's bank accounts shall be held in the name of the LMC. Authorised signatories shall be approved by the Committee and shall include at least two Officers. The current signatories are: **[NAMES / ROLES]**.

8.2 Every payment shall be authorised by two authorised signatories, who shall not be the same person as the payee. For payments below £**[AMOUNT]**, authorisation by one Officer and one LMC employee with delegated authority is sufficient.

8.3 The Treasurer shall present the draft annual budget, including proposed levy rates, to the Committee for approval before the start of each financial year.

8.4 The Treasurer shall report income and expenditure against budget to the Committee at least quarterly.

8.5 Expense claims shall be submitted within three months, with receipts, in accordance with the remuneration and expenses policy. No person may approve their own claim.

8.6 The LMC shall aim to hold reserves of between **[X]** and **[Y]** months of normal running costs, as set out in the reserves policy.

8.7 The independent examiner or auditor shall be appointed at the Annual General Meeting and shall not be a member of the Committee or connected with any Officer.

9. Declarations of Interest

9.1 Every member shall complete a declaration of interests form on joining the Committee and at least annually, and shall notify the Secretary of any change within 28 days.

9.2 Declarations shall be recorded in the Register of Interests, which shall be published on the LMC website.

9.3 At the start of each meeting, the Chair shall ask for declarations of interest in any item on the agenda. The declaration, and any action taken under clause 13.4 of the Constitution, shall be recorded in the minutes.

10. External Representation and Communications

10.1 Only the Chair, or a member or employee authorised by the Chair or the Committee, may speak or write on behalf of the LMC.

10.2 Members representing the LMC at external meetings shall reflect Committee policy, and shall report back to the next Committee meeting.

10.3 Statements to the media shall be approved by the Chair, or by another Officer if the Chair is unavailable or conflicted.

10.4 Members may speak in a personal capacity, but shall make clear when they are not speaking on behalf of the LMC.

11. Concerns and Complaints About the Lmc

11.1 Any practitioner or practice may raise a concern or complaint about the LMC in writing to the Secretary. The Secretary shall acknowledge it within 5 working days and ensure a response within 28 days.

11.2 A complaint about an Officer shall be handled by another Officer with no conflict of interest. A complaint about the conduct of a member shall be dealt with under section 9 of the Constitution where it may lead to suspension or removal.

Adopted by the Committee

Chair	Signed: _____	Date: _____
Secretary	Signed: _____	Date: _____