

# **ASSOCIATION OF LOCAL MEDICAL COMMITTEES IN GREATER MANCHESTER**

## **TERMS OF REFERENCE**

### **1. Title**

The group shall be known as the Association of LMCs across Greater Manchester.

### **2. Purpose and Duties**

- To provide LMC resource across Greater Manchester
- To co-ordinate representatives of the Association to meet with the Greater Manchester bodies, as required
- To formulate a network of LMCs to support LMCs in their work, when required.

### **3. Membership**

The Chairman and Secretaries (or their deputies) of Greater Manchester LMCs (and Managers at the discretion of individual LMCs) as follows

- Bolton LMC
- Manchester LMC
- Rochdale and Bury
- Salford and Trafford LMC
- Stockport LMC
- West Pennine LMC
- Wigan LMC

All Members should make an effort to attend or send a suitable representative to the meetings.

### **4. Co-opted Members**

The GPC representatives for Salford and Trafford, Manchester and Stockport; and Wigan, Bolton, Bury & Rochdale and West Pennine shall be invited to attend the whole or part of the Association meeting to allow the GPC to reflect the view of LMCs.

The Association may invite any person it thinks fit, to attend the whole or any part of any Association meeting.

### **5. Chair**

The Chair shall be appointed by and from the Association Members.

## **6. Meeting Arrangements**

The Association shall meet quarterly with e-mail/GM list-server communication in between meetings as required. Venue to be agreed and notified in advance.

The Chairman, with the support of at least 4 LMCs in Greater Manchester, may convene extra-ordinary meetings as required.

## **7. Administration**

Administrative support to be provided by the LMC of the appointed Chair, as follows.

Production of Agenda, following GMLMCs listserver invitation, 2 weeks prior to meetings, for agenda items. Agreed Agenda to be posted on the listserver at least 5 working days before meeting.

Production of draft minutes and action points to be posted on GMLMCs listserver within 10 working days of the meeting (and priority given to urgent actions). The minutes will then be considered for approval at the next meeting.

## **8. Accountability and Reporting Arrangements**

Draft minutes of the Association to be submitted to individual LMC meetings and any issues arising to be fed back to the next Association meeting.

Nicola Holland/GMLMC  
29/01/2014