



**AVON LOCAL
MEDICAL COMMITTEE**

Constitution of Avon Local Medical Committee

September 2025

Amendments/Revisions

October 2023: Original document

September 2024 Amendments

Bullet Point	Explanation	Commentary
5.1	Practice Manager elected rather than appointed One practice manager election from each of the 3 BNSSG constituencies	Election offers fair/democratic process Geographical coverage of whole of BNSSG
6.1.4.	Practice Manager has voting rights	Made more explicit as previously ambiguous
7.3	Maximum number consecutive terms for Board members starts from October 2023	Reflects date this change was made within new constitution
8.1.	Board Director roles (excluding Chair) will come from membership pool and not Committee pool	Allows for a wider pool for Board Director within each membership constituency
8.3.	Chair to be voted in by entire membership, and not just Committee	Increased influence of entire membership for Chair selection
8.4.	Nominations for Board roles will come from membership of that constituency	Reiterates 8.1.

September 2025 Amendments

Bullet Point	Explanation	Commentary
5.1. 6.1.1. 7.2. 7.5. 8.2. 8.4. 10.2. 12.	Title Change from General Manager to Managing Director	More reflective of roles/responsibilities
5.1.	Included Managing Director in Committee exception list	Reflects 6.1.
6.1.4.	Practice Manager committee rep to have a 3-year term	Existing policy articulated within constitution
6.1.5.	Included GPCB chair/rep as non-voting committee member	Reciprocates non-voting LMC Board Director role on GPCB
8.1.	Chair (as well as Board Directors) selected from membership pool	Allows for a wider pool of candidates for Chair succession planning
8.5.	No more than one Board Director per Contract Holder/GP Partnership	Prevent dominance of one GP contract holder/GP Partnership on the Board
Appx 1	Updated PCN population list	Reflects changes to PCN groupings and population
Appx 2	PCN committee representation to be reviewed every three years	Allows for wider membership engagement on committee and reflects PM terms

1. General

1.1. In the following paragraphs, unless the context otherwise requires:

- 1.1.1. “The Committee” means Avon Local Medical Committee formed by this Constitution.
- 1.1.2. “The area served by the Committee” shall be the area of Bristol, North Somerset and South Gloucestershire, or such area as agreed between the Committee and NHS England from time to time.
- 1.1.3. “NHS England” includes the South West Regional Team, or successor organisations, that hold the contract with the General Medical Practitioners in the area served by the Committee
- 1.1.4. “The commissioner” means the Bristol, North Somerset and South Gloucestershire Integrated Care System that commissions services from the General Practitioners in the area served by the Committee.
- 1.1.5. “Local GP” means a General Practitioner whose name is included on the Performers List within the area served by the Committee.
- 1.1.6. “Constituency” shall mean one of the three constituencies of Bristol, North Somerset, and South Gloucestershire
- 1.1.7. “ICB” means the body corporate known as an Integrated Care Board established as part of the Health and Care Act 2022
- 1.1.8. “GPC” means the General Practitioner Committee of the British Medical Association

2. Recognition

2.1. In accordance with section 97 of the Act as amended by paragraph 41, Part 4 of Schedule 4 of the Health and Social Care Act 2012 (and any subsequent amendments), the NHSE formally recognises the Committee formed for its Area as representing the general medical practitioners (GPs) in its Area. For the avoidance of doubt, the Committee is also independently recognised and has the relevant authority to act on behalf of Local GPs as set out in this Constitution.

3. Title

3.1. The Committee shall be known as the Avon Local Medical Committee.

4. Functions

- 4.1. Save where the Committee shall otherwise determine, the services provided by the Committee shall not be provided to practitioners who do not make a full contribution in accordance with this Constitution to the expenses of the Committee.
- 4.2. For the avoidance of doubt, the Committee shall represent Local GPs in any given relevant capacity in the Area, who are on the NHS England GP Performer’s List.

5. Persons eligible for membership

5.1. All members of the Committee shall be Local GPs, with the exception of three elected local Practice Managers and the Managing Director.

- 5.2. Any member of the Committee shall, notwithstanding any other clause of this Constitution, be eligible for re-election.

6. Constitution of the Committee

- 6.1. The Committee shall consist of:

- 6.1.1. The Managing Director for the Avon Local Medical Committee who will be an employee of the organisation.
- 6.1.2. The Board, which shall be made up of one representative from each Constituency, who shall be elected, together with the Chair.
- 6.1.3. One representative who shall be appointed from each Primary Care Network (PCN) within each Constituency. (see appendix 1) The method of appointment will remain the decision of the individual PCN, with some principles for guidance (see appendix 2) All PCN committee representatives must come from a levy paying GP practice.
- 6.1.4. Three voting Practice Managers, who shall be elected from each constituency, for a duration of 3 years.
- 6.1.5. Non-voting ex-officio members, who shall be co-opted by virtue of their position and/or experience, where, in the opinion of the Board, this is felt to be of benefit to the Committee. Generally, such ex-officio members could include:
 - The elected GPC Regional Representative for Avon
 - The Chair of One Care's GP Collaborative Board (or their deputy)
 - The Chief Medical Officer of Bristol, North Somerset, and South Gloucestershire ICB (or their deputy)
 - The Medical Director (or similar) of the Bristol, North Somerset, and South Gloucestershire Out of Hours provider
 - A doctor in training within the Severn Postgraduate Medical Education School of Primary Care
 - A levy paying representative of the local locum/sessional GP organisation, subject to annual review. (the only ex-officio member with voting rights)
- 6.1.6. Observers: all Committee meetings shall also be open to Observers who may be Members or lay persons having a legitimate interest in the business of the Committee and whose presence is deemed appropriate at the discretion of the Chair. Observers will not be paid or have voting rights.

7. The Board

- 7.1. The Board will comprise a Chair, a Deputy Chair and two Board Directors. The Deputy Chair and the two Board Directors will need to represent each of the three constituency areas and this constituency should be their main place of work.
- 7.2. With the exception of the Managing Director role, all other Board roles will be appointed through an election process.
- 7.3. The term of office for the Chair, Deputy Chair and Board Directors shall be 3 years. The term of office for the Chair will be re-set when they are elected from the Board. From October 2023, the maximum number of consecutive terms that can be served is two, (so a maximum of six consecutive years in role) unless there is no other member standing for the role.

- 7.4. In the event of the death, resignation, or removal from office of any member of the Board, the Board shall co-opt another Member to fill such vacancy under such terms and conditions as the Committee may determine.
- 7.5. In the event of The Committee wishing to remove the Chair or any Board Director, a proposal supported in writing by a minimum of five members of The Committee should be sent to the Managing Director who will arrange for a General Meeting of The Committee to take place, giving no less than three weeks' notice. A two-thirds majority of the voting Members present is required for such a proposal to be carried.

8. Elections for the Board

- 8.1. The Chair will be selected from the entire membership pool. Board Directors will be selected from the membership pool representing their respective constituencies.
- 8.2. Nominations for the post of Chair shall be sought by written invitation (including via email) to voting members of The Committee by the Managing Director (as Returning Officer), or their nominated deputy.
- 8.3. If there is more than one nomination for the post of Chair, there shall be an election within the membership under the direction of the Returning Officer.
- 8.4. Nominations for the Board Director roles shall be sought by written invitation to the membership of that constituency by the Managing Director (as Returning Officer), or their nominated deputy.
- 8.5. If there is more than one nomination for a Board Director position within a constituency, an election will be held among that constituency's members, overseen by the Returning Officer. Each contract holding organisation/GP Partnership may have no more than one Board Director.
- 8.6. Uncontested Board roles will be ratified by The Committee at the next scheduled committee meeting.
- 8.7. Following election/ratification of any new Board roles by the Committee, the Board (excluding the Chair) will reach a consensus to appoint a Deputy Chair. In the event that a consensus is not reached, the Chair will make the final decision for the appointment of a Deputy Chair.

9. Meetings of the Committee

- 9.1. General Meetings shall be held at such time as deemed necessary by the Board and/or the Committee, subject to written notice to the Members of no less than 3 weeks.
- 9.2. The Committee will meet no less frequently than four times in any twelve-month period.
- 9.3. At the invitation of the Board, other parties with legitimate interest in The Committee may attend a General Meeting as Observers only (with no voting rights).
- 9.4. The Committee will hold an Annual General Meeting each year, which is open to all voting members. There is one vote for each levy payer. The purpose of the meeting is to:
 - Receive and ratify the Annual Statement of Accounts
 - Receive an Annual Report from the Chair and other Board Members as appropriate.
 - Review the ex-officio membership.

10. Quora and Voting Procedures of the Committee

- 10.1. One-half of existing Members with voting rights of The Committee, or if one half is not a whole number, the next whole number above one half shall form a quorum of the Committee.
- 10.2. Other than as stipulated in this Constitution any matters requiring a formal vote of Members of The Committee shall be decided by simply majority. Such votes shall be taken by show of hands unless a proposed and seconded motion is recorded for such decision to be taken by secret ballot. Such ballots shall be conducted by the Managing Director.

11. Disqualification or retirement of members

- 11.1. A member of the Committee may be disqualified if:
 - S/He ceases to be a registered medical practitioner or is removed from the Medical Register
 - S/He ceases to perform primary medical services under any primary medical services contract under the Act.
 - S/He has had their name removed from a Performers List and has not subsequently had their name included in such a list.
 - If within three months of receiving a due call s/he fails to pay to the Committee any current statutory or voluntary levy due to the Committee together with any arrears that may be outstanding
 - S/He fails to disclose a pecuniary or other significant interest in a matter which is the subject of consideration at a meeting of the Committee and takes part in the consideration or discussion of that matter or votes on any question with respect to that matter
- 11.2. If the Committee Member's registration with the General Medical Council is suspended s/he shall not be entitled to resume membership of the Committee for the remainder of the period for which s/he was originally appointed unless the suspension is revoked.

12. Amendment of the Constitution

This Constitution may be amended in the following manner, but not otherwise:

- Amendments to the constitution will need to be submitted in writing by any LMC member and will require a proposer and seconder.
- Proposals for amendments shall be sent to the Chair of The Committee or Managing Director who shall highlight them to the Board.
- These proposals will then be debated at the next Annual General Meeting (open to all levy paying members) when voting will take place.
- Any amendment of the Constitution will be effective only if supported by at least two thirds of the voting members of the Annual General Meeting.

Appendix 1 (referred to in clause 6.1.3)

PCN	POPULATION (approx. as of September 2025)	PERSONS TO BE ELECTED
BRISTOL		
Bristol Inner City	59,000	1
Brisdoc	30,000	1
Bristol FABB	39,000	1
Bristol FOSS	55,000	1
Bristol Affinity	24,000	1
Bristol Healthwest	72,000	1
Bristol Northern Arc	35,000	1
Bristol Phoenix	53,000	1
Bristol Swift	81,000	1
Bristol Bridge View	39,000	1
Bristol Connexus	56,000	1
NORTH SOMERSET		
North Somerset Gordano Valley	52,000	1
North Somerset Tyntesfield	34,000	1
North Somerset Mendip Vale	46,000	1
North Somerset Pier Health	100,000	1
SOUTH GLOUCESTERSHIRE		
S Glos Yate and Frampton	63,000	1
S Glos Concord and Mendip Vale	56,000	1
S Glos 4 PCN	54,000	1
S Glos Network 4	70,000	1
S Glos The Stokes	39,000	1
S Glos Severnvale	34,000	1

Appendix 2 (referred to in clause 6.1.3)

General Principles for PCN Representation to Avon LMC Committee

- Equality, Diversity, and Inclusion: ensure GPs with protected characteristics have the opportunity to represent The Committee
- Contractual status: ensure representation from GP Partners, Salaried GPs and Locum GPs
- Engagement: have systems in place to ensure all GPs are aware of any vacancies for The Committee within the PCN
- Communication: create a robust infrastructure for two-way communication between the LMC Committee representative and the rest of the PCN
- Election: if more than one GP expresses an interest in LMC Committee involvement, hold a transparent and fair elections process
- Stability: balance the stability of LMC Committee membership with the need to offer other GPs the opportunities to engage with The Committee. It is recommended that PCN committee representation is reviewed every **three years**.