

10 July 2024

Dear Friends and Colleagues

**The Conference of England LMCs 2024
Friday 22 November 2024**

[The Light at Friend's House, 173-177 Euston Road, London SW1 2BJ](#)

I am delighted to inform you that the 2024 Annual Conference of England LMCs will be taking place on Friday 22 November at The Light at Friend's House in London. With the current GPC England campaign relating to collective action, this conference is a key opportunity for LMCs to represent their constituents and help to influence further actions. As such, I would ask that you now start to consider your motions. As an agenda committee we recognise the challenge of submitting all motions by noon on Wednesday 11 September 2024, especially with the summer holiday period fast approaching but unfortunately, we are unable to extend this date further. Please see below for further details about motion submissions.

What is new this year?

This year, the annual England LMC Conference will take place on Friday 22 November. For those who attended the 2022 and 2023 conference, you will recall that the annual conference and a special conference were held coterminously, lasting two days in total. As there is not a special conference this year, we are reverting to a 1-day conference.

This is an outline of what you need to do to prepare for the 2024 Annual Conference of England LMCs.

Coming to conference

Registration is now open - to complete your form please follow the link – <https://events.bma.org.uk/england-lmc-conference-2024/registration>

The deadline for registration is noon Friday 1 November.

Please see the attached guidance (appendix 1) on how to register your LMC representatives and observers. Please also see appendix 2 for the number of representatives your LMC is entitled to send.

Please note that this a registered event, if you have not registered you will not be able to gain access to the conference. It is most important that LMCs ensure that their representatives and observers are registered correctly.

We would advise that until you have confirmation of registration you do not book any travel or hotel reservations. Hotel priority booking links will be sent in your registration confirmation email. As per the GPDF policy, hotel accommodation the night prior to conference will be funded if to attend conference you would need to leave your home prior to 6.30am. Conference will provisionally start at 9 and finish at 5pm, we will, of course, let you know definite timings as soon as we can.

Submission of motions

The first day of conference will be like previous annual conferences and you will need to submit motions under headings, which will be considered for debate by the agenda committee.

The headings are:

- GP contract and GPCE collective action
- PCN workforce
- GP models of care
- GP capacity and demand management
- Primary / secondary care Interface
- GP access

- ICB / ICS
- GPCE / GPDF / LMC
- Digital / IT
- Workforce including the NHSE long term workforce plan
- Clinical / Prescribing /Dispensing
- Sessionals (pertinent to England contract)
- GP training
- Other

Motions deadline: noon, Wednesday 11 September 2024

Top tips to remember when submitting motions:

- The motions you submit should highlight important subjects that are affecting the profession at the current time, they should be what you as a conference attendees want to see and get involved in debating at the conference.
- If a motion is already existing policy, it is unlikely to be prioritised. You can check the [policy database](#) for England motions passed at previous conferences.
- If everyone is likely to agree with a motion, it is unlikely to be prioritised for debate. Sometimes this may be accepted as an “A” or “AR” motion which means the motion, or the sentiment of the motion, is accepted as policy without debate. All “A” and “AR” motions are approved by the Chair of GPC England.
- A motion reflecting solutions or action is more likely to be prioritised than a motion reflecting sentiment. This will offer a concrete plan for the GPC England Committee to work with.

Remember that this is your time to prepare and be part of the work you want GPC England to work on and take forward on your behalf.

How to....

How to submit motions

LMC motions must be submitted electronically through the BMA website. Instructions to assist you are enclosed (appendix 3). The Agenda Committee has produced [guidance](#) (appendix 4) on how to write competent motions, as well as general advice on submitting motions to BMA conferences.

Only the final version of the motion should be submitted. Please remember to only submit your motion once; an automatic confirmation message will be emailed to the registered email address within the hour. If you do not receive a confirmation message, please contact Karen Day for assistance. **If you submit a motion and notice an error, please do not send the motion again.** Instead, please contact Karen Day (kday@bma.org.uk) who will be able to amend it for you.

Each LMC should designate one person to input motions on behalf of the LMC. The ‘designated person’ must have an LMC username and password to gain access to the motions database on the BMA website.

If you have previously set up a username and password, then this should be reused. If you have forgotten your username and/or password, please e-mail info.lmconference@bma.org.uk for a reminder, or for help in setting up a new account. Please do not leave it until the last minute to request a reminder for your login details.

Please remember that the **closing date for the submission of all motions is Wednesday 11 September at midday.** The motions database will be closed at noon exactly and any motions submitted after that time will not be accepted.

Motions related to new business will be accepted until **Wednesday 20 November at midday.** New business is defined as anything arising that is genuinely new business between the deadline for submitting motions (11

September) and 20 November. Such motions can be submitted via email to Karen Day (kday@bma.org.uk) (the timetable will be strictly adhered to and any questions on whether motions comprise new business will be determined by the Conference Agenda Committee).

How to be representative

Each LMC has a specific number of representatives that they are allocated to attend the conference (appendix 2). The makeup of your delegation – and the selection process you use is, of course, for you to decide, but the agenda committee have requested that you take account of the groups that are often underrepresented at conference – younger GPs, women and sessional GPs.

How to change LMC rep or observer

If you need to make any name changes to LMC representative or observers please let Karen Day (kday@bma.org.uk) know as soon as possible. Please be aware that a name change can only apply to a seat/representative that has already been submitted.

How to request crèche facilities

If representatives need to arrange childcare during the conference, please contact the team no later than Thursday 4 October 2024, (info.lmcconference@bma.org.uk). Due to financial implications, only firm commitments can be accepted.

How to claim expenses

Any queries for LMC representatives and observers should be directed to David Wood (david.wood@attend.org.uk and for GPC, Sessional GPs and GP trainee members to GPC Secretariat (info.lmcconference@bma.org.uk). Further information will be provided closer to the event on reimbursement of travel and subsistence expenses.

Key GPC contacts for any queries and information:

Jocelyn Smith - Jocelyn.Smith@bma.org.uk (Deputy Head of GPC - All queries relating to the business of conference and agenda)

Karen Day kday@bma.org.uk (Registering reps, conference attendees, motions database, expenses, facilities, general admin)

Kathryn Reece kreece@bma.org.uk (Registering reps, conference attendees, motions database, expenses, childcare, general admin).

On behalf of the conference agenda committee, we look forward to receiving your motions and to the conference in November.

Yours sincerely



Elliott Singer
Chair of England LMC Conference