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E info.lmconference@bma.org.uk

To:

Chairs and Secretaries of LMCs
Members of GPC (UK)
Members of the LMC UK Conference Agenda Committee
Members of the GP Registrars Committee
Members of the Sessional GPs Committee

8 December 2023

Dear Colleagues,

[Annual Conference of Representatives of Local Medical Committees 2024](#)

I am delighted to invite you to the Annual Conference of Representatives of LMCs (UK) 2024 which is due to take place on **23 and 24 May** and will be held face to face in Newport at [Celtic Manor Resort](#). I would appreciate it if you could circulate this information to your members as soon as possible, so they can start thinking about UK motions now. Information about submitting motions (including motions amending standing orders) to conference is attached (**Appendix 2 and 3**), which should be [done via this link](#) by **12 noon, on 1 March 2024**.

Motions

All UK LMCs; GPC UK, the GPC Sessionals Committee, GPC Registrars Committee; and the Chairs of the Devolved Nations' LMC Conferences, are invited to submit motions for debate at this UK Conference. These motions will reflect your committee's priorities for debate and determine what new GPC UK policies it wishes to form, which may then ultimately influence or change wider BMA policy through the Annual Representatives' Meeting later in the year.

To make the process of submission and prioritisation for debate more straightforward, we are using a 'heading system' whereby LMCs select one of the suggested headings under which their motion falls. However, if you think any of your motions fall outside the subject areas, please submit them in the 'Other' category. The agenda committee will then review the motions for debate, as per the standing orders.

To avoid potential disappointment, please ensure that the motions you submit address **UK relevant issues**. Motions specific to a single nation are highly unlikely to be prioritised for debate. Hence, be careful about single-nation language used eg ICBs, Health Boards, NHS England, CQC etc.

Registration – Members of conference

365 seats have been allocated for representatives allocated according to Standing Orders 3.2, 4, 5, 6, 7 and 8, and the number of representatives to be appointed to attend by each LMC is listed in **Appendix 1**. We have decided to use the same numbers for representative allocations as last year, rather than seek up to date numbers from LMCs. This has been necessary due to time constraints around accommodation booking. If you have any queries or concerns about the allocation process, please email the secretariat at info.lmconference@bma.org.uk

Representatives shall be registered medical practitioners appointed at the absolute discretion of the appropriate LMC. LMCs may appoint a deputy for any of their representatives who are unable to attend. **LMCs are asked to complete the registration form by the following link no later than 1 May 2024:**



[Please click here to access the registration website.](#)

Please note that we cannot fulfil registration requests beyond the deadline even if hotel / trains etc have been booked. Instructions for how to complete the registration form are available in **Appendix 4**. If you are registering for more than one person, please do not use a generic email address. Each person must have their own email address.

Please note that this is a registered event and it is the LMC's responsibility to ensure that their LMC attendees have registered to attend conference. Every registration will receive confirmation, so please ensure attendees receive this. We will not be accepting people turning up on the day. Please also remember to include your BMA membership number if you have one. This is important if you wish to vote in the conference elections.

ARM 2024

Elections will be held for the seats to attend the ARM 2024, there are a limited number of seats and LMC representatives, members of GPC UK, Agenda Committee, GP Registrars and Sessional GPs committee members will be eligible to stand for these seats. These elections will be conducted along with the other LMC UK conference elections. Further details will be provided nearer the time.

Travel and accommodation – reimbursement of expenses

A letter from the GPDF Director of Operations, explaining the arrangements for the reimbursement of expenses, is attached (**Appendix 5**) – hotel rates are available at the priority booking website:

<http://www.priority.ltd/events.aspx?event=BMAA008>

Guests can also book by telephoning PRIORITY on 0845 6123 611 or +44 1473 550 620 and quoting Event Code: **BMAA008 24**

PRIORITY will always negotiate the best available rate at the time of booking and if there are better rates than those shown on the rate card, guests will be informed prior to booking.

*Bedroom allocations at the Celtic Manor Resort, Manor House and other local hotels are being held on our behalf by Priority. We strongly recommend that you contact them as soon as possible to make your reservation: bedroom allocations at a number of hotels can only be held until **Friday 12 January** and availability will be more limited after this time. Please note that availability at hotels is limited and on a first come, first served basis. Reservations at a number of hotels must be paid in advance and are non-refundable and non-transferable, although name changes are permitted.*

Format of Conference

While the structure of conference is still being finalised, I can tell you that conference will be a **two-day event** starting on the morning of **Thursday 23 May at 11am** and concluding **Friday 24 May 2024 at 3.30pm**. I look forward to sharing more details with you in due course.

Given the narrow window of opportunity for debate across the two days, (as well as the need to receive several additional reports in line with our standing orders) may I remind colleagues of the need for timely, relevant, and focused motions which are not specific to a single nation, and which will potentially be useful in addressing and setting UK wide policy.

Please use the headings to guide your motion themes which are shown in the motion guidance (**Appendix 3**). The national conference chairs can also submit motions from their national conferences to this the annual conference, and thus onto the ARM.

As you will recall from the 2023 conference, your Agenda Committee are committed to reforming the UK conference to make it truly four-nation, collaborative, fit for the future, and to create policy in the interests of GPs across all nations of the UK. To that end, based on the feedback you gave us in the conference workshops in 2023, we aim to bring proposed reforms to conference to you in Newport, for you to debate and vote on.

We on the Agenda Committee, are always happy to receive suggestions from LMCs on ideas of how to format the Conference going forward. If you have any ideas about on how conference can be improved, please contact us with your suggestions by emailing info.lmconference@bma.org.uk.

Tone of Conference

The Annual Conference is our unique opportunity to enable the collective, professional voice of LMCs, GPs, and their practice teams across the United Kingdom to be heard. It is also a wonderful chance to listen and learn from each other: to network, to influence, and share the successes we have had, and to counsel and warn others from potential challenges ahead. We hope to galvanise a sense of purpose and constructive challenge from you: the best and brightest leaders of our profession. Bring solutions, fresh perspectives, and challenging ideas for LMCs and GPC to take forward.

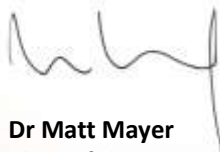
We fully appreciate the extraordinary pressures facing general practice currently across the UK. Conference needs to rise to these challenges by focusing on how it wishes to instruct GPC UK to meet them with potential solutions, rather than focussing on the pressures themselves. Your Agenda Committee are keen to continue to shape and structure a conference that is forward-looking. Please consider this when submitting your motions – be strategic, constructive, and creative.

Conference Dinner

Finally, I am excited to share with you that we are planning a conference dinner to be held on the Thursday evening. The format of this event is set to be a seated formal meal, similar to last year's conference, but with the very welcome benefit of being able to accommodate far more of us. Final details are being discussed with the venue, but we are hopeful that everyone who wishes to attend the dinner will be able to do so. Further details on booking for this event will follow in due course.

On behalf of your Agenda Committee, I look forward to receiving your motions and seeing you again in Newport on 23 and 24 May 2024.

Yours sincerely,



Dr Matt Mayer

Chair of the Annual Conference of Representatives of LMCs (UK)

**Number of representatives to be appointed to attend
the 2024 Annual Conferences of LMCs by each LMC**

England

Avon	6	Lancashire Pennine	3
Barking, Dagenham & Havering	1	Leeds	5
Barnet	3	Leicestershire & Rutland	4
Barnsley	1	Lewisham	2
Bath & North East Somerset, Swindon & Wiltshire	6	Lincolnshire	4
Bedfordshire	3	Liverpool	3
Berkshire	6	Manchester	3
Bexley	1	Merton	1
Birmingham	7	Mid Mersey	3
Bolton	1	Morecambe Bay	2
Bradford & Airedale	5	Newcastle & North Tyneside	2
Brent	2	Newham	2
Bromley	1	Norfolk & Waveney	4
Buckinghamshire	4	North & North East Lincolnshire	1
Calderdale	1	North Essex	4
Cambridgeshire	5	North Staffordshire	2
Camden	3	North Yorkshire	6
Central Lancashire	3	Northamptonshire	4
Cheshire	5	Northumberland	2
City & Hackney	3	Nottinghamshire	5
Cleveland	2	Oxfordshire	5
Cornwall & Isles of Scilly (Kernow)	4	Redbridge	1
County Durham & Darlington	4	Rochdale & Bury	2
Coventry	2	Rotherham	1
Croydon	2	Salford & Trafford	2
Cumbria	2	Sandwell	2
Derbyshire	6	Sefton	1
Devon	7	Sheffield	3
Doncaster	1	Shropshire	3
Dorset	4	Solihull	1
Dudley	1	Somerset	4
Ealing, Hammersmith & Hounslow	5	South Essex	3
East Sussex	5	South Staffordshire	2
Enfield	2	Southwark	1
Gateshead & South Tyneside	2	Stockport	2
Gloucestershire	4	Suffolk	3
Greenwich	1	Surrey	6
Hampshire & Isle of Wight	8	Sunderland	1
Haringey	2	Sutton	1
Harrow	2	Tower Hamlets	2
Herefordshire	1	Wakefield	1
Hertfordshire	6	Walsall	1
Hillingdon	1	Waltham Forest	1
Hull and East Yorkshire	3	Wandsworth	2
Islington	2	Warwickshire	2

Kensington & Chelsea & Westminster	3	West Pennine	2
Kent	9	West Sussex	4
Kingston & Richmond	2	Wigan	2
Kirklees	2	Wirral	2
Lambeth	2	Wolverhampton	1
Lancashire Coastal	2	Worcestershire	3
Scotland		Wales	
Ayrshire & Arran	2	Bro Taf	5
Borders	1	Dyfed Powys	4
Dumfries & Galloway	1	Gwent	3
Fife	2	Morgannwg	3
Forth Valley	2	North Wales	4
Glasgow	8		
Grampian	4		
Highland	4	Northern Ireland	
Lanarkshire	3	Eastern	5
Lothian	6	Northern	3
Orkney	1	Southern	2
Shetland	1	Western	2
Tayside	3		
Western Isles	1		
		Total	365

Instructions for entering UK LMC Conference motions 2024

Each LMC should have a single designated person to input their LMC Conference motions. These instructions are for that person. **If you represent several LMCs then you can login using one password and then use the drop down menu for the relevant LMC.**

Before going onto the website and inputting your motions you will need to:

- ensure that you have the correct email address registered on the database
- know your username and/or password.

Please ensure that you find out this information in plenty of time, do not leave it until you wish to input motions near the closing date. You can find out this information by emailing: kday@bma.org.uk.

Once you have the relevant information use your web browser to go to:

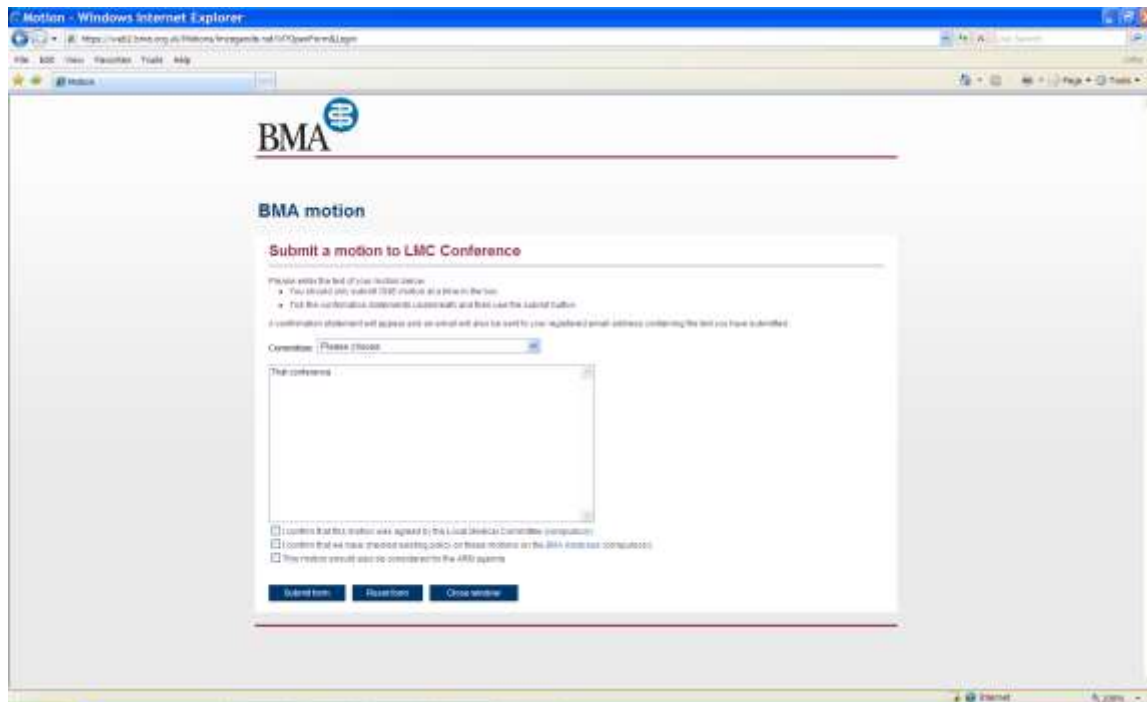
<https://web2.bma.org.uk/Motions/lmcagenda.nsf/W?OpenForm&Login>.

You will be asked to enter your username and password.

Once the system has logged you on you will be presented with a form to submit motions.

Individual motions must be submitted separately, ONE at a time. Motions not submitted separately will be rejected. You will receive a confirmation email (to the address you have registered with us) for each motion submitted.

The form looks like this:

A screenshot of a web browser window showing the BMA motion submission form. The browser title is "Motion - Windows Internet Explorer". The address bar shows the URL: "https://web2.bma.org.uk/Motions/lmcagenda.nsf/W?OpenForm&Login". The page features the BMA logo at the top left. The main heading is "BMA motion" followed by "Submit a motion to LMC Conference". Below this, there are instructions: "Please enter the text of your motion below." and "You should only submit ONE motion at a time in the box." It also states: "Put the conference name in the dropdown menu and then use the Submit button." A note says: "A confirmation statement will appear on your email and also be used to create a registered email address containing the text you have submitted." There is a dropdown menu labeled "Conference: (Please choose)" and a text area labeled "The conference:". At the bottom, there are three checkboxes: "I confirm that this motion was agreed by the Local Medical Committee (mandatory)", "I confirm that we make no prior warning of this motion to the BMA Institute Committee", and "We require approval from the committee for the BMA agenda". At the very bottom, there are three buttons: "Submit form", "Reset form", and "Close window".

Insert which LMC the motion is going to come from using the drop down menu.

Insert your subject heading, using the drop down menu, motions falling outside the current categories may be submitted in an 'Other' category. You will also see headings for the Statements.

Enter the text of the motion. **Please do not send duplicate motions** and make sure it is the **final wording of any motion you wish to submit** (please be careful with punctuation and grammar), as you cannot make amendments to motions through the database. If you wish to make an amendment to a motion already entered before the deadline (**Noon Friday 1 March 2024**) please email kday@bma.org.uk as soon as possible.

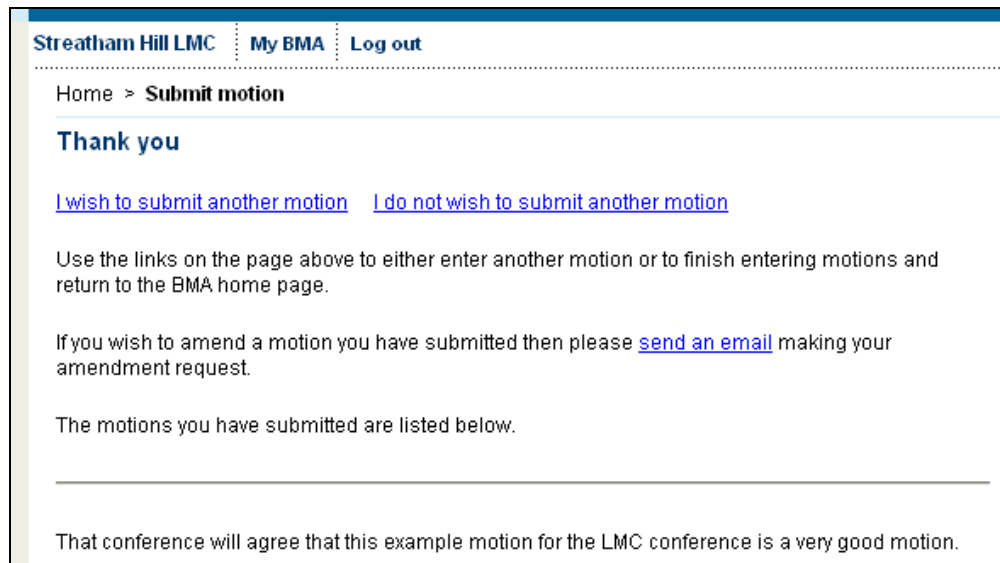
The motion text can be pasted from packages like 'Microsoft Word' but please be aware that some characters may not appear correctly due to software incompatibilities and you should always check.

Once the text for the motion has been entered, **you must confirm the following:**

- All motions need to have been agreed by the LMC, so you will need to confirm this by ticking the first compulsory check box below the motion box
- You must also confirm in the second check box that motions are new and are not existing conference policy (by checking the [BMA database if necessary](#))

Once happy, click on the **'submit form'** button to submit the motion. If you have not entered any text or ticked the check boxes you will see an error message - use your web browser's 'back' button to return to the form and fix the problem indicated.

After a successful submission you will be presented with a screen that lists your motion(s) and offers a link to submit another motion such as in the following example:



If the email address held on your account is valid, you will also be sent a copy of the motion text you have submitted as confirmation. No other confirmation will be sent from Committee Services. **Please do not send motions via e-mail to the office.** If you fail to get a confirmation message please check with kday@bma.org.uk first as the motions may have been received, but the wrong email address received the confirmation.

Once you have completed all the motions you can either continue to browse the BMA website or you can log out using the 'Log out' link.

If you experience problems using the form, please contact kday@bma.org.uk.

The LMC Conference motions database will be closed at 12 noon on Friday 1 March 2024. No further motions will be accepted once the database is closed.

Please try to avoid submitting motions at the very end of this period as it potentially slows the system and those motions risk not being received before the deadline.

Competence, Composite or Compost: Take a look at your motions

In order to help LMCs getting their motions accepted to the Agenda, and to try to avoid the criticisms that the LMC Conference Agenda comprises a large number of composite motions, we have written some guidelines to help make sure that the motions you send to the Conference of UK LMCs are competent.

Above all, remember that if your motion is debated, it might be passed – and it will then form policy. **Anything that wouldn't work as policy, doesn't work as a motion.**

Motion headings

First of all, we would ask that you submit your motions under one of the following headings.

If you are unsure about which heading to submit your motion, then please use your best judgement and the Agenda Committee will review to see if they agree with where you have put it.

If you are unsure about which heading to submit your motion under, then there is a heading marked "Other". However, we would ask you to try to submit your motion under a heading, even if you're a bit unsure about it, as it does make the lives of the Agenda Committee and the Secretariat much easier.

The headings are:

Capacity demand and mismatch	Health inequalities and population health
Clinical, prescribing and dispensing	Non NHS and private GP work
Digital, technology and data	Partnership and contractor models
Equality, inclusion and diversity in general practice	Pensions
Funding principles, pay / DDRB and resources	Primary / secondary interface
Future proofing the role of the GP	Professional standards, medico legal and regulation
General practice estates	Sessionals and portfolio ways of working
GP Registrars and training	Wider practice team (clinical roles)
GPC / LMCs /BMA political structure	Wider practice team (non-clinical roles)
Greener general practice	Other

When writing your motions, please bear in mind the following points:

- **Is it new?** We need to best use the limited conference time. Consider current issues - what issues are new or have substantially changed? If the motion asks for something that has already been agreed, it will be marked as an 'A' motion and won't be debated. So please remember to focus your energy and valued expertise in writing motions that are innovative and can be debated. Prior to drafting a motion, please check all the existing policies in [the policy database](#) to make sure that it is not existing policy.
- **Is your motion for UK Conference?**
As this is a UK conference, please ensure that your motion is for the UK – any nation specific motions will be rejected and automatically placed in part two.
- **Is your motion didactic?**
Narrow, constrained, didactic motions telling GPC to take specific actions may run the risk of asking for things that are undeliverable or not within the power of the GPC to give. Be more inclusive in *your* approach, and we can be more inclusive in ours.
- **What should be done?**
Motions that include a proposal of **action** about a subject are far more useful in shaping policy, and therefore make better motions.
- **Write the motion, not the speech.** If you feel that GPC should negotiate a certain issue just say so - do not write 100 words arguing the subject and submit it as a motion.

- **Stick to the rules.** A motion should be one sentence, and it **cannot have more than five parts**. Motions must always begin with the phrase **‘That conference....’**.
- **“Grammar maketh man”.** Motions **must be** grammatically correct and unambiguous to be of any use. Please double check the motions for grammar, spelling and punctuation before submitting them, as technically the Agenda Committee have to use the motion as written.
- **Check the language.** Please ensure that the motion actually makes sense!
- **Please do not reference nation specific bodies** like NHS England, ICBs, CQC or Health Boards, for example, as that will also likely lead to your motion being rejected.
- **Quote at your own risk!** Quotes run the risk of invalidating a motion if they contain any inaccuracy. Similarly, mentioning specific sums of money increases the risk of making a motion incompetent.

What makes an ideal motion?

Those motions which are pertinent, concise, well-constructed and concern a new and challenging issue, or include an attack on the status quo with minimal verbiage (and, possibly, those topped with a hint of humour!).

Although it might appear that we on the Agenda Committee love the look of our own well-crafted composites, we actually enjoy nothing more than heading a section of the conference agenda with a stonkingly good motion that **says it all and says it well**.

Events Air

Instructions for completing the form

Individuals who are attending the conference should complete their own forms to ensure correct and up to date information is supplied, and your confidentiality, linked to GDPR, is upheld.

Please use the link from the letter to open the registration form.

You will land on this page, using the tabs, please complete the information required.

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BMA

UK conference of LMCs

Contact Details

* Title

* First Name

* Last Name

* Verify Email Address

Work

Boxes with * are required and will not let you move forward if they are not completed

All information, including the agenda for the conference will be sent out by email. Please provide us with the best email address to ensure you have all the information needed up to and for the conference

Attendance

I will be attending the conference as:

- LMC representative
- LMC observer
- Observer
- Committee
- BMA staff

Please indicate in what capacity you will be attending the conference

Once you have indicated your selections, please click on next

Next

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Your LMC

Please indicate which LMC you are representing

LMC Representatives

* PLEASE SELECT
Bromley

Berkshire
Bexley
Birmingham
Bolton
Bradford & Airedale
Brent
Bromley

LMC Observers

* Please select

Avon
Barking, Dagenham & Havering
Barnet
Barnsley
Bath & North East Somerset, Swindon & Wiltshire
Bedfordshire
Berkshire

Committee

* Please select




Agenda Committee
GP trainees
GPC England
GPC Northern Ireland
GPC Scotland
GPC Wales
Sessional GPs

Next

Depending on how you are attending, using the drop-down menus, please indicate what LMC/ Committee you are representing.

Attendance days

Attendance

<input type="radio"/>	Attending both days	
<input checked="" type="radio"/>	Attending Thursday only	
<input type="radio"/>	Attending Friday only	

Please indicate if you are planning to attend both days of the conference or only one of the days.

Consents

I agree to my participation in the UK conference of LMCs being webcast or otherwise recorded and hereby grant the BMA and GPDF Ltd all consents necessary for the use of such material in all forms of media worldwide without limitation.

<input type="radio"/> Yes I agree	<input type="radio"/> No I do not agree
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The UK conference of LMCs is webcast and photographs will be taken, linked to GDPR, we need to ask your permission. Please can you indicate if you agree to your participation in the conference. If you indicate that you do not agree, you will be asked to wear a red card on the day to indicate your wishes.

Once you have provided all your information you will see a summary page, which will provide you with an overview of the form that will be submitted. If you need to go back to change anything, you can use the back button to go to the section you need to amend.

This is what your summary page will look like.

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BMA

85%

Summary

UK conference of LMCs [Edit](#)

Contact Details [Edit](#)

TITLE	FIRST NAME
Miss	Kathryn
LAST NAME	EMAIL ADDRESS
Reece	kreece@bma.org.uk
MOBILE	WORK
07777777777	

Attendance [Edit](#)

Consents [Edit](#)

Photography [Edit](#)

Photography

YES I AGREE

This conference is jointly administered by the BMA and GPDF Ltd (joint data controllers). Your personal data will only be used for the purposes of administering this event.

Terms and Conditions

I accept the terms and conditions of booking.

* I accept the terms and conditions of booking

[Back](#) [Submit](#)

If you have any amendments or changes to make, use the back button, to return.

Once you are happy with your completed form, you will be asked to accept the terms and conditions of the booking, which is a required field. Please read over the terms and conditions and click in the box *I accept the terms and conditions of the booking.

This conference is jointly administered by the BMA and GPDF Ltd (joint data controllers). Your personal data will only be used for the purposes of administering this event.

Terms and Conditions

I accept the terms and conditions of booking.


* I accept the terms and conditions of booking

[Back](#) [Submit](#)


If you agree to the terms and conditions, please a tick in the box, by clicking in the box.

Once you have agreed to the terms and conditions, click on the submit button, which will be sent to the event organisers.

The system will record your IP address, if you start an application and need to continue later, you may receive this message, it is better to use an incomplete registration to avoid any duplications.



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An incomplete registration was detected

Would you like to:

Use the incomplete registration

Or, restart this registration

[Incomplete registration option](#)

When you have submitted your form, you will receive a thank you message to confirm your form has been received.

Thank You

Thank you for submitting your application to attend the UK conference of LMCs.



You will be contacted if there are any questions about your application.

If you have any questions or require further information please contact Karen Day or Kathryn Reece at info.lmconference@bma.org.uk

Continue

You will receive an email to confirm that your booking has been received, [please only register once.](#)


Conference of UK LMCs - booking received

 UK LMC conference <info.lmconference@bma.org.uk>
To:  Kathryn Reece


Retention Policy: BMA 7 Year Retention & Delete (7 years) Expires: 19/01/2030

🔧 if there are problems with how this message is displayed, click here to view it in a web browser.

[↩ Reply](#) [↩ Reply All](#) [→](#)



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Dear Miss Reece



Conference of UK LMC representatives

Thank you for your registration for the conference, which has been received. We will be in touch with a detailed confirmation email in due course.


In the meantime, if you require any further assistance, please contact Karen Day or Kathryn Reece at info.lmconference@bma.org.uk



Once your booking has been reviewed, the conference organisers will confirm your booking, and you will receive a confirmation email, which will look like this:

Conference of UK LMCs confirmation

 UK LMC conference <info.lmconference@bma.org.uk>
To  Kathryn Reece

Retention Policy BMA 7 Year Retention & Delete (7 years) Expires 18/01/2030

 You forwarded this message on 19/01/2023 12:54.
If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Miss Reece

Conference of UK LMC representatives

Thank you for your application to the Conference of UK LMC representatives

We can now advise you that your application has been confirmed, you are attending the conference as follows:

Registration

Details	LMC representative
---------	--------------------

Attending from

LMC	Attending Thursday only
-----	-------------------------

If you require any further assistance, please contact the event organisers, Karen Day and Kathryn Reece on info.lmconference@bma.org.uk

Please reply to:

c/o Attend
11-13 Cavendish Square
London
W1G 0AN

E: mail@gpdf.org.uk

T: 020 7307 2570

UK LMC Conference 2024: If you want to claim Expenses

The 2024 LMC Conference will be held on 23 and 24 May 2024 at The Celtic Manor Resort, Newport.

GPDF don't want the process of following the expenses policy to be complex or difficult and are always happy to discuss individual circumstances with reps or LMCs. If a representative has additional needs, we are very happy to discuss how GPDF can best support them to attend. The GPDF has been working hard at reducing its own expenses and costs and know that LMCs have indicated strong support for this. This extends to our expenses policy which has the key principles of:

- Reasonable, business-related expenses will be reimbursed.
- Expenses not related to attending conference, or that are excessive will not be paid.
- Please consider using <http://www.splityourticket.co.uk/> for your rail journeys. Considerable savings can be made by using split-tickets especially for longer rail journeys.
- Train tickets purchased at short notice, same day or open tickets will not be reimbursed.
- Alcohol will not be reimbursed.

Examples:

You forget to book your train ticket, so purchase an open 1st class ticket on the train the morning of conference – declined. Tickets need to be booked in advance to avoid excessive cost.

Your surgery ran late, you missed your train for your pre-booked ticket, and had to get a last-minute ticket on the train – approved. Sometimes life happens and we understand that.

You have health problems that mean navigating public transport is challenging so use a taxi to get between your hotel and the conference venue – approved. Please talk to GPDF in advance if you have representatives who will need special consideration to allow them to attend conference.

You eat dinner with a friend. The total bill is £40. You submit a claim for £35 – declined. The reimbursement is for the conference representative, so only the cost of their meal will be reimbursed up to a maximum of £35.

You decide to treat yourself and upgrade your hotel room. You submit expenses claim for £300 – approved but only £190. You're welcome to treat yourself, but please don't expect reimbursement.

As in recent years, individual Representatives will not receive expense reimbursement directly from the GPDF, but LMCs will be able to claim for Representatives' expenses within the prescribed limits. Details of how to claim are included in the summary below.

For each Representative, LMCs will be reimbursed the cost of return rail, or, if appropriate, air fares, to the

Conference. For single journeys over 50 miles first class fares will be claimable. Overnight accommodation may be claimed for all Representatives for the night of 23rd May 2024.

Representatives will only be able to claim for overnight accommodation on 22nd May should they be required to leave home before 06.30 on the day of Conference. Accommodation for the night of 24th May will only be reimbursed if agreed in advance by emailing mail@gpdf.org.uk

The total accommodation reimbursement rate (including breakfast and VAT) is capped at **£190**. Details of the Corporate hotel rates for BMA members may be found at www.prioriTY.ltd using the event passcode: BMAA008. The link is: <http://www.prioriTY.ltd/events.aspx?event=BMAA008>

If you have any questions about expenses for conference, please do get in touch with the GPDF at mail@gpdf.org.uk

Summary of reimbursement policy for Representatives attending the LMC Conference 2024

General

- The GPDF will reimburse the LMC rather than individual claimants for expenses incurred by its Representatives attending the Conference.
- The LMC is required to send a single invoice for all costs for which it is seeking reimbursement within six weeks, i.e. by no later 28th June 2024. Invoices received after that date may not be paid.
- The invoice must list the names of Representatives who attended the Conference and the amount claimed for each individual together with copies of original tickets and vouchers in support of each claim (credit card slips will not be accepted).
- No reimbursement will be made for expenses incurred by observers or where the LMC is not up to date with levy payments unless there is an agreed arrangement for repayment in place with the GPDF board.
- Where a Representative fails to return their electronic voting pad a deduction of £100 will be made from expenses reimbursed to cover the cost of the pad and associated administration.
- Expense claims should be sent only by email to Russell & Russell at gpdf@russell-russell.co.uk. It would be helpful if these are sent as PDF documents.

Travelling expenses

Representatives of LMCs, as defined in the Standing Orders, will be able to claim:

- If travelling by air: at economy rate where this is cheaper than the cost of train fare + hotel stay.
- If travelling by train, First Class travel can be claimed for single journeys over 50 miles. Advanced tickets must be purchased – those purchased at short notice or same day will not be reimbursed. Open tickets will not be reimbursed without prior agreement.
- Off Peak, Advance Single tickets or group bookings should be used wherever possible.
- The cost of a standard class ticket only will be reimbursed for travel on the Heathrow, Gatwick or Stansted Express.
- If travelling by car: mileage will be paid at 45p per mile for the round-trip journey to your home address.
- Bus/tube fares will be reimbursed at actual cost.

Overnight expenses (the rates shown below include breakfast and VAT)

- Up to £190 may be claimed for Representatives staying on 23rd May 2024.
- Reimbursement for 22nd May 2024 is only available if agreed in advance. Please contact us at mail@gpdf.org.uk no later than 1st February 2024 to discuss.

Dinner

- Up to £35, or if less the actual cost, when traveling is necessary on 22nd May 2024.
- £35, or if less the actual cost, on 23rd May 2024 for all representatives.
- Up to £35 for those unable to return home by 2000 on 24th May 2024 unless provided as part of a rail ticket.
- No claims for reimbursement of the cost of lunch will be approved.
- No claims for reimbursement of room service, internet access, newspapers or drinks other than with a meal will be approved.

Excluded expenses

Please note that the following expenses will not be reimbursed unless agreed in advance by the board of GPDF:

- Taxi fares for travel unless required for the traveller's safety or health
- Additional non-conference related car mileage
- Accommodation costs for the night of 24th May 2024.

Other items

- Taxis may be claimed for travel to a railhead/airport where the cost is less than mileage + parking
- No honoraria or locum reimbursement is made by the GPDF

The GPDF asks all LMCs to review and abide by the reimbursement policy above. In the event that claims are submitted that do not adhere to this, they will be returned to the submitting LMC for amendment.