**Leeds Local Medical Committee (LMC) - Conflict of Interest Policy**

Leeds LMC has a policy of openness and transparency and the highest standards of probity. This policy is to ensure actual or perceived potential conflicts of interest to do not influence advice given by the LMC. The policy not only protects the integrity of the LMC, but also individuals against the perception that they have undeclared interests or are acting for personal gain, and has the additional benefit of making different areas of expertise known to other members.

Leeds LMC is the professional statutory body which represents and supports the interests of General Practitioners in the Leeds area. We work closely with other LMCs in West Yorkshire and the BMA’s General Practitioners Committee England (GPCE) to ensure that there is close liaison between the national and local representation of general practice.

**Conflict of interest policy details:**

1. **Leeds LMC Members attend meetings as representatives of their constituents:**

* At LMC meetings, a committee member is assumed to be speaking in their capacity as a LMC representative unless specifically requested by the committee to speak in another capacity or they specifically state that they are speaking in a different capacity (in such a circumstance, it is incumbent upon the representative to say in which capacity they are speaking).
* The default position is accepted that at LMC meetings, the committee member is voting in their capacity as a LMC representative. If the potential conflict is significant, in the view of the chair, then the LMC representative will be asked to abstain from voting and/or to leave the meeting.

1. **Leeds LMC will keep a ‘Declaration of Interests’ register of committee members:**

* Committee members will be responsible for ensuring that their entry on the register is kept up to date by notifying the Medical Secretary of any conflict of interest (and any changes) as soon as possible and not longer than within four weeks of the change occurring
* Committee members will be responsible for declaring interests of first degree relatives (parents, siblings and children) if there is any chance that an actual or perceived conflict of interest might exist
* To ensure information is as accurate as possible, in addition to the above, Leeds LMC will contact committee members once yearly (April) to ensure their data relating to the member is correct.
* A copy of the register will be made available to all committee members once a year after it has been updated
* Committee members will not be allowed to speak or vote at committee meetings until their declaration of interests has been received by the Medical Secretary

1. **There shall be a standing item at the beginning of each meeting which asks members to declare any conflict of interest not already covered by the register pertaining to the agenda for that meeting.**

* Should a member declare a conflict of interest the chair will decide whether that member should participate in the debate, remain silent or withdraw completely

**iv) The LMC promotes a culture whereby potential conflicts of interest can be explored with individual members by the Chair, Secretary or other members without offence.**

**Appendix A – Categories of information that should be declared**

The categories of information which members should consider declaring as potential conflicts of interest are as follows (but not restricted to):

* **Directorships:** Both paid and unpaid directorships of public or private companies, including Medical Directorships of public or private organisations.
* **CCG, ICS or other NHS organisation positions:** including officers, board and executive management positions, or paid clinical advisor
* **Other remunerated work:** Any paid employment or other sources of income outside their normal medical work with any relevance to healthcare of LMC business. Examples might be paid consultancy or advisory positions with government departments, pharmaceutical companies, medical press, remunerated speaking engagements.
* **Gifts, benefits and hospitality:** This includes any substantial gift or material advantage received by a member which in any way relates to his/her membership of the LMC.
* **Shareholdings:** Declaration of the name of any public or private company, active (holds or has the potential to hold a relevant contract) in the field of healthcare, in which the member holds significant shareholdings. Significant is defined as either (a) greater than 1% of the issued share capital of the company or body, or (b) less than 1% of the issued share capital but more than £25,000.
* **Family interests:** These would include financial and other interests of close family members that might be considered relevant to an individual’s position as a member of the LMC.
* **Miscellaneous and unremunerated interests:** This includes other interests which do not fall clearly within any of the above categories, for example, an active role within a political party. Membership of, or work for, other bodies such as charities or trusts which could possibly influence a member’s position with regard to his/her LMC activities should also be included.

**Administrative arrangements**

The administrative arrangements for the establishment and maintenance of the register of interests are as follows:

* The Executive Officers will hold the information submitted. It will be made available on request for inspection by any member.
* Information held in the register will not be processed in any way or disseminated outside the process outline above.

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