

## London Medicine Group

A Special Interest Group of London Higher (Registered Company Number: 05731255;  
Registered charity Number 1114873)

### Terms of Reference

**Date: 10 February 2010.**

#### **Background:**

- A. London Medicine Group is established as a Special Interest Group of London Higher (“LH”), with these Terms of Reference, under the delegated authority of the London Higher Board of Trustees (“*the LH Board*”) by resolution dated 14 May 2008.
- B. LH through the London Healthcare Education Unit (an integral part of LH) promotes the collaboration of London region Higher Education Institutions (“*HEIs*”) and other organisations with an interest in healthcare matters. The London Medicine Group will form part of the London Higher Education Unit and focus on matters related to medicine, dentistry and associated clinical academic disciplines.
- C. These Terms of Reference are subject to amendment by further resolutions of the LH Board.
- D. The London Medicine Group shall:
  - a. hold meetings and dinners in succession to the former *Heads of School Medicine Committee* and LONDRO dinners;
  - b. monitor the healthcare policy environment as it applies to the membership of London Medical Group and identify opportunities and issues of shared concern;
  - c. where appropriate liaise with outside bodies to deliver timely interventions in line with (b) above;
  - d. promote the regional, national and international contributions made by the London Medicine Group;
  - e. coordinate initiatives approved by the London Medicine Group;
  - f. promote dialogue between those that develop healthcare policy and higher education policy.
- E. The Heads of Medical Schools or the equivalent in HEIs shall, after receiving due authorisation from the Executive Head of their Institution, sign these Terms of reference on behalf of the relevant member.

## **1. Name**

The name of the Special Interest Group is the London Medicine Group ("*LMG*")

## **2. Administration**

2.1 LMG is established under the auspices of and is an integral part of LH.

2.2 LMG shall be administered and managed in accordance with these Terms of Reference and with any instructions, regulations or guidelines issued from time to time by the LH Board (which intends to consult the LMG Committee in relation to any substantive changes).

## **3. Objects and Operational Plan**

3.1 LMG shall promote education in the discipline of medicine, dentistry and associated clinical academic disciplines through the collaboration of HEIs and other organisations within the London region with a specialisation in healthcare.

3.2 LMG shall pursue its objects in accordance with an Operational Plan (incorporating an annual budget) recommended by LMG Committee and approved by the LH Board.

## **4. LMG membership**

4.1 Membership of LMG is by invitation of the LH Board on the recommendation of the LMG Committee and (subject to 4.2) is intended to include, as comprehensively as possible, HEIs in the London region with a specialisation in medicine, dentistry and associated clinical academic disciplines and other organisations with a similar interest.

4.2 The majority of members of LMG shall be company members of LH, but LMG membership does not itself constitute company membership of LH.

4.3 LMG membership is conditional on the prospective member's authorised representative signing a copy of these Terms of Reference.

4.4 Recognising the LMG's success is dependent on commitment from its members and reasonably comprehensive representation from London region HEIs, an LMG member must give at least one calendar year's notice to 31<sup>st</sup> March of the resignation of its membership.

4.5 The initial members of LMG are listed in Schedule 1 to these Terms of Reference.

## **5. LMG Committee**

5.1 The LMG Committee shall consist of a chair, a nominated representative(s) of each LMG member and agreed stakeholders (which provision may be reviewed periodically taking account of the size of the LMG Committee).

5.2 The chair of the LMG committee shall be the nominated representative of an HEI member of LMG chosen by the nominated representative(s) of the HEI members of the LMG Committee and subject to the approval of the LH Board.

5.3 The LMG shall be principally serviced by a nominated member of LH's staff, who shall be the LMG Secretary.

## **6. Proceedings of the LMG Committee**

6.1 Meetings of the LMG Committee are intended to be termly (3 per year) and may otherwise be called for at any time by the Chair, or by any three members of the LMG Committee, through reasonable notice to the LMG Secretary, who shall issue a notice of the meeting to LMG members on prompt and reasonable notice.

6.2 There shall be a quorum when three members of the LMG Committee or one-third of their number, whichever is the greater, are present at a meeting.

6.3 The Chair shall preside at meetings of the LMG Committee. If the Chair is unable to preside, the LMG Committee members present shall appoint one of their number to preside before any other business is transacted.

6.4 Any matter requiring a vote within the LMG's remit shall be determined by a simple majority of votes of the LMG Committee members present and voting on the question.

6.5 For this purpose, every LMG Committee member shall have one vote and in the case of an equality of votes the Chair of the meeting shall have a second casting vote.

6.6 The LMG Committee shall keep minutes of the proceedings at its meetings (and of any advisory sub-committee), as appropriate (and subject to "Chatham House" rules as applicable to LONDRO dinners) and shall promptly send a copy of all minutes through the LMG Committee Secretary to the LH Board.

6.7 The LMG Committee may make and alter further procedural rules for LMG which are consistent with these Terms of References.

## **7. LMG Committee members not to be personally interested**

7.1 No member of the LMG Committee shall acquire any interest in property belonging to LH, or receive remuneration, or be personally interested (otherwise than as a member of the LMG Committee), in any decisions of the LMG Committee (subject to LH's conflict of interest management procedures).

## **8. Finance and member contributions**

8.1 LMG shall operate in accordance with an annual budget recommended by the LMG Committee and approved by the LH Board.

- 8.2 The LMG Committee may only incur expenditure in accordance with (general or specific) authorisations from the LH Board and within the scope of the approved LMG Operational Plan and the approved LMG budget.
- 8.3 Funding of LMG is intended to be principally through LMG member contributions to the collective activities of LMG, which are additional to and distinct from company member contributions to LH. The initial contributions for 2009 – 2010 are listed at Schedule 2 against the name of each member.
- 8.4 The provisions concerning member contributions shall be set by a recommendation of the LMG Committee, approved by the LH Board (and may include different levels of contribution by different LMG members).
- 8.5 Annual member contributions shall be payable prior to the beginning of the relevant tax year on 1<sup>st</sup> April and the LH Board shall otherwise determine the payment requirements. The contributions, at the LH Board's discretion, may increase at the statutory interest rate in respect of overdue contributions.
- 8.6 Any funding from LH general funds (beyond those applied to LH's general operational overheads) will be subject to approval of LH members.
- 8.7 The funds of LMG, including all LMG member contributions, contributions from LH general funds and funding from other sources, shall be paid into an account in the name of the LH, appropriately designated as relating to LMG. The account shall be operated in accordance with the instructions of the LH Board.
- 8.8 The LMG Committee shall keep proper accounting records for LMG in a form required by the LH Board and shall prepare annual statements of account for consolidation into LH's annual accounts.

## **9. Intellectual Property**

- 9.1 Subject to 9.2, all Intellectual Property (including research) generated by LMG shall be the property of London Higher.
- 9.2 Any pre-existing Intellectual Property (including research) owned and contributed to LMG by the members shall remain the property of the members

## **10. Financial Surpluses**

- 10.1 Any financial surpluses created by LMG are the property of LH but are intended to remain under the administration of the LMG committee. LH intends to only transfer funds away from LMG after prior consultation with the LMG Committee.

## **11. Alterations to these Terms of Reference and LMG dissolution**

- 11.1 LH will conduct an evaluation of LMG and its output within three years of its establishment and thereafter from time to time.

11.2 The provisions of these Terms of Reference may be reviewed and/or amended from time to time and LMG may be dissolved, by resolution of the LH Board (which intends to consult the LMG Committee in relation to any such resolution).

## **Schedule 1**

### **LMG Committee Members**

The Heads of the Medical Schools of:

- Barts and the London School of Medicine and Dentistry, Queen Mary College;
- Imperial College London;
- King's College London;
- University College London.

The Heads of:

- St George's, University of London;
- London School of Hygiene and Tropical Medicine;
- Institute of Cancer Research;
- School of Pharmacy

The Dean of Dentistry of:

- Barts and the London School of Medicine and Dentistry, Queen Mary College;
- King's College London;
- The Eastman Dental Institute

The Dean Director of the London Postgraduate Deanery.

The Secretary to the Group appointed by London Higher

Co-opted

Up to five members co-opted by the Group, currently:

The Chairman of the London Higher Healthcare Education Group

The Chairman of the London Medical School Secretaries Group

Director of Medical and Dental Education of NHS London