# LOTHIAN NHS BOARD

**LOTHIAN AREA NURSING AND MIDWIFERY ADVISORY COMMITTEE (LANMAC)**

**CONSTITUTION**

1. **Name**
   1. The Committee will be known as the Lothian Area Nursing and Midwifery Advisory Committee (LANMAC) and is a mandatory Professional Advisory Committee reporting to the Area Clinical Forum and thereafter to the NHS Lothian Board.

# Main Functions of the Committee

* 1. To independently advise and alert the Board via the Area Clinical Forum and the Executive Nurse Director on professional nursing and midwifery issues.
  2. To advise the Board and its sub committees on the contribution of the profession to the design and delivery of safe, effective, person centred care and corporate objectives and strategies
  3. To independently review, advise or request evidence of the quality of nursing/midwifery, professional practice, education, research, management and leadership.
  4. To work collaboratively within the professional advisory structure in NHS Lothian and across Scotland, UK and be alert to international perspectives.
  5. To continually strive to be a robust professional forum representing all aspects of nursing and midwifery interests
  6. To undertake specific professional consultative reviews
  7. To respond to requests for advice from Lothian NHS Board and/or the Executive Nurse Director

# Membership

* 1. Membership should reflect the various settings in which nurses and midwives work and include a balance of representatives from the various divisions / partnerships across the organisation and partner organisations (e.g. universities) and other interested parties (e.g. care home / nursing homes, nurses in independent GP primary care setting). Membership should encompass a mixture of grades and levels of seniority.
  2. All members (except lay/Healthcare Support Workers) must have current registration with the NMC and be employed in a position where that registration is required.
  3. All members of the committee will be expected to participate fully in the work of the committee - e.g. networking, consulting, report writing etc.
  4. Any nurse / midwife can be co-opted onto the committee for specific pieces of work.
  5. Nominations should be sought to ensure representation includes **as a minimum**:

By NMC Registration Status:

* + - 1 Adult Nurse
    - 1 Children’s Nurse
    - 1 Midwife
    - 1 Specialist Practitioner (PH, HV etc)
    - 1 Learning Disabilities Nurse
    - 1 Mental Health Nurse

By Role:

* + - 1 Practice Nurse
    - 1 District/Community Nurse
    - 1 ANP/Nurse/Midwife Consultant
    - 1 Nurse Educators from each local HEI providing nurse training
    - 1 Off Ward Nurse (Infection Control/Occupational Health/Tissue Viability)
    - 1 Research Nurse
    - 1 Nurse from the Care Home Sector
    - 1 Nurse from the Independent (other than Care Home) Sector
    - 1 Healthcare Support Workers (1 adult/1 community)

By Experience/Band:

* Band 2, 3, 4 Healthcare Support Workers
  + - Band 5 Nurses Midwives
    - Band 6 Nurses Midwives
    - Band 7 Nurses Midwives
    - Band 8 Nurses Midwives

Additionally

NMAHP Leadership Group members are all considered to be members of LANMAC but will not necessarily attend all meetings

# Method of Nomination

* 1. Adverts will be placed on the NHS Lothian Internet and Intranet and targeted mailing.
  2. Application will be by means of a nomination form.
  3. NHS nominations will need 2 signatures of support, one of whom should be the line manager, the second the AND / Chief Nurse / Midwife. These people supporting participation are confirming that they will enable attendance and promote engagement and networking.
  4. The selection process will include 3 members of LANMAC including the Chair and / or Vice Chair and one or two other members.

# Annual Appointment of Office Bearers

* 1. The Chair and Vice-Chair will be elected annually by the committee and may serve a maximum of 2 terms of four years.
  2. Only one position of Chair / Vice Chair may be elected from the NMAHP Leadership Group representatives on the committee
  3. The Chair and Vice-Chair should not demit office in the same year.
  4. A Committee Administrator will be provided by the Corporate Nursing department of NHS Lothian.

# Term of Office

* 1. For non DNG members this will normally be for a period of four years, and for a maximum of two periods or terms of office. After the maximum term of office a two year long break will be necessary before being re-elected to the committee, unless returning as a DNG member.
  2. Non DNG members should give notice of their intention to stand down, out with cessation of their normal term of office, to the Chair of the committee,

# Notice of Meetings

* 1. Notice of meetings will be sent to every member at one week before the day of the meeting.

# Quorum

At least five members must be present at any meeting before business may be enacted.

# Meetings

* 1. A minimum of four meetings will be held per year, but the committee must be available to give specialist advice to Lothian NHS Board as and when necessary.
  2. LANMAC will meet once or twice per year in association with the NMAHP Leadership Group whose Associate Nurse Director and Chief Nurse members are all members of LANMAC). The joint NMAHP Leadership Group / LANMAC Committee can agree to establish sub-groups and co-opt members with specialist expertise to fulfil its remit.
  3. All DNG members should have named deputies. It is the responsibility of the DNG member to advise their deputy when they would be unable to attend a meeting, and to forward the relevant papers to the deputy.

# Relationship of the Committee

* 1. The Chair and Vice Chair will represent LANMAC at meetings of the NHS Lothian Area Clinical Forum. LANMAC minutes will be circulated to members of the ACF.
  2. Where specific professional business is being discussed at a meeting of the Board of NHS Lothian, the chair or vice chair of LANMAC may be invited to attend the relevant section of the Board meeting by the Executive Nurse Director or another Board member.
  3. The Chief Executive, and Senior Officers of NHS Lothian may be invited to attend NMAHP Leadership Group / LANMAC when appropriate.

Corporate Nursing

January 2022