

CONSTITUTION
of
THE LOCAL DENTAL COMMITTEE
(GENERAL DENTAL PRACTITIONERS)
of the
GREATER GLASGOW and CLYDE AREA



302 St Vincent Street
Glasgow
G2 5RZ

DX: GW 129
Tel: 0141 248 3434
Fax: 0141 204 2326

www.wjm.co.uk

enquiries@wjm.co.uk

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1 **General**

In this Constitution, unless the context otherwise requires:

“the A.D.C.” means the Greater Glasgow and Clyde HB Area Dental Committee;

“the Area” means Greater Glasgow and Clyde NHS Board Area;

“the Committee” means the Greater Glasgow & Clyde Area Local Dental Committee (General Dental Practitioners);

“the H.B.” means the NHS Greater Glasgow and Clyde Health Board; and

“the GDP Sub-Committee” means the General Dental Practitioner Sub-Committee of the Greater Glasgow and Clyde Area Dental Committee.

2 **Title**

The Committee shall be known as the “Greater Glasgow & Clyde Health Board Local Dental Committee (General Dental Practitioners)”.

3 **Objects**

The objects of the Committee shall be:-

- (a) to promote the dental health of the community within the HB Area;
- (b) to promote the interests of the dental profession (including independent practice);
- (c) to advise any general dental practitioner who appeals to the Committee for help or advice in any clinical dental or dental political matter;
- (d) to obtain, correlate and present to appropriate bodies the opinions of general dental practitioners within the HB Area of the Committee;

- (e) consider matters raised by the GDP Sub-Committee;
- (f) to co-operate with other Local Dental Committees (General Dental Practitioners) and other bodies where appropriate to facilitate the above; and
- (g) to appoint by election or other means representatives to the Area Dental Committee, the Conference of Scottish Local Dental Committees and any other relevant organisations.

4 Funds

- 4.1 The Committee shall be entitled to derive its funds from monies obtained by means of voluntary levy on dentists on the Dental List of the H.B. and also from other sources as it may determine.
- 4.2 Proper books of account will be kept by or on behalf of the Committee. The Committee shall procure that there is prepared for each year to 31st March a Statement of Accounts which includes an income and expenditure account and a balance sheet.
- 4.3 The Committee shall be entitled to pay from its funds to the Scottish Dental Fund (or any successor), the Conference of Scottish Local Dental Committees and/or to any other organisation or body it deems appropriate such sum or sums by way of subscription, levy, donation or otherwise as the Committee may from time to time and at any time in its entire discretion consider appropriate or desirable.

5 Membership

- 5.1 The Committee shall consist of up to thirty dental practitioners currently engaged in General Dental Practitioner Services under the Health Service Acts in the Area and on the Dental List of the H.B. Members of the Committee must have signed or otherwise confirmed to the satisfaction of the Committee that they have in place an appropriate voluntary levy mandate in favour of the Committee.
- 5.2 Practitioners shall be elected from each of the following Constituencies:-
 - 5.2.1 Renfrewshire and Inverclyde Constituency (comprising Renfrewshire HSCP District and Inverclyde HSCP District);
 - 5.2.2 Dunbartonshire Constituency (comprising West Dunbartonshire HSCP District and East Dunbartonshire HSCP District);
 - 5.2.3 Glasgow North Constituency (comprising Glasgow City HSCP North West Locality and Glasgow City HSCP North East Locality); and

5.2.4 Glasgow South Constituency (comprising Glasgow City HSCP South Locality and East Renfrewshire HSPC District).

The Constituency boundaries will mirror the boundaries of the Health & Social Care Partnerships (or successors thereto) in the H.B. area as defined by the H.B. The number of members representing each Constituency will broadly reflect the resident population in such Constituency from time to time.

- 5.3 The Constituencies and individual seats (with the name of the member holding same with effect from the date that this Constitution comes into force) under this Constitution are as set out in Column 1 of Appendix 1 hereto. First retiral dates hereunder are as set out in Column 2 of the said Appendix 1 opposite the seat/member listed in Column 1.

6 Term of Office

The Members of the Committee shall hold office for three years but the Committee may (in order to ensure that at least one third of members retire each year) select one or more members to serve less than a full three year term. Retiring members shall be eligible for re-election. The Committee year shall commence on 1 April and end on 31 March in the following calendar year.

7 Method of Election

7.1 Electorate/Candidates

The Electorate shall consist of all dentists on the H.B. Dental List. Elections shall be held annually. Any registered General Dental Practitioner practising in the Constituency concerned whose name is on the Dental List may be a candidate for election. If a dental practitioner practises in more than one Constituency they may vote and/or stand as a candidate in only one Constituency of their choosing. No dental practitioner shall have more than one vote by virtue of practising in more than one Constituency and/or having more than one list number.

7.2 Returning Officer

For the purposes of elections to the Committee, the General Secretary shall be the Returning Officer and in the event of their absence or inability to act the Returning Officer shall appoint some person, other than an elector, to act as their deputy or in their place. The Returning Officer shall be reimbursed all expenses properly incurred by them in the conduct of the election.

7.3 Voting

- 7.3.1 Elections to the Committee shall be conducted by such means, whether postal and/or via electronic means, as the Committee may from time to time determine. Where a

vacancy (other than a casual vacancy) arises or will arise in a Constituency, the Returning Officer shall, not later than 31 January, in the calendar year of election, write to or otherwise communicate via postal and/or electronic means with every dentist in the Constituency whose name is on the Dental List, inviting them, by a specified date, to submit nominations duly proposed by them and seconded by another dentist in the Constituency whose name is on the Dental List for candidates in the Constituency whose names are on the Dental List up to a number not exceeding the number of vacancies on the Committee for representatives of the Constituency. A candidate must practise at an address in the Constituency concerned. Each nomination shall be accompanied by a certificate by the candidate of their willingness to stand for election.

- 7.3.2 If the number of nominations received by the specified date does not exceed the number of vacancies on the Committee for any Constituency the Returning Officer shall declare the nominees returned unopposed, and shall inform all candidates in writing to that effect. If the number of candidates is less than the number of vacant places, the Committee may at any time thereafter appoint one or more practitioners (providing each practitioner is on the H.B. Dental List and practises at an address in the Constituency concerned) to fill the vacancy or vacancies for the unexpired term, and the person or persons so appointed shall be deemed to be elected members.
- 7.3.3 If the number of nominations received by the specified date exceeds the number of vacancies for any Constituency or Constituencies the Returning Officer shall prepare voting papers and issue them by post or via electronic means to every dentist on the Dental List in the Constituency or Constituencies concerned, specifying the date for their return and indicating the names of all candidates nominated for the Constituency or Constituencies concerned.
- 7.3.4 Every dentist on the Dental List in the Constituency shall be entitled to vote by placing a cross on the voting paper against the name(s) of the candidate(s) of their choice, signing or otherwise validating the voting paper to the satisfaction of the Returning Officer, and returning it to the Returning Officer. Voting papers may be returned by post or electronically by such method as is determined by the Returning Officer. A voting paper shall be invalid if it is not returned by the specified date, is not signed or otherwise validated, contains more than one vote for any one candidate, or is marked in such a manner as to cause uncertainty as to the candidate or candidates for whom the elector desires to vote.
- 7.3.5 As soon as may be after the specified date, the Returning Officer shall examine the returned voting papers and, after rejecting any that are invalid, count the votes dealing separately with each Constituency. They shall prepare a list for each Constituency of the candidates according to the number of votes which each has received, the persons receiving the greatest number of votes being placed first on the list. The Returning Officer shall declare elected any such number of candidates highest on the list as will fill the number of vacancies on the Committee for each Constituency. In the event of an equal number of votes being cast for two or more candidates in respect of one or more vacancies, the successful candidate shall be determined by drawing lots. The

Returning Officer shall inform all candidates, in writing of the election results and shall make election results available to all dentists in the Area including by means of being published on a website designated by the Committee.

8 **Meetings**

The Committee shall meet at least eight times per year. Meetings may be suspended during the months of July and August. Meetings may be conducted electronically at the discretion of the Committee. Members of the Committee are also expected to attend meetings of the GDP Sub-Committee.

9 **Vacancies etc. not to Invalidate Proceedings**

The proceedings of the Committee shall not be invalidated by any vacancy in membership, nor by any defect in the appointment of any member of the Committee.

10 **Appointment of Chair and Office Bearers**

- 10.1 At its first monthly meeting each year the Committee shall elect a Chair, Vice-Chair, Dental Secretary, General Secretary and Treasurer. They shall hold office for one year and shall all be eligible for re-appointment. The Chair shall not be eligible to serve more than three years in succession but may be re-appointed subsequently.
- 10.2 The Committee may, as and when it sees fit, set-up any number of sub-Committees to consider and report back on any aspect of the Committee's business. The Chair of the Committee shall be an ex officio member of all sub-Committees of the Committee.
- 10.3 The roles and responsibilities of the office bearers shall be as specified in Appendix 2 hereto.
- 10.4 The Chair, Vice Chair, Dental Secretary and Treasurer shall all be members of the Committee. The General Secretary shall not be formally a member of the Committee and need not be a dental practitioner but shall be entitled to attend all meetings of the Committee and all sub-Committees of the Committee.
- 10.5 On or before 31st March in each year, any member of the Committee who wishes to stand as an office bearer shall intimate such fact to the General Secretary who shall then advise the Committee on or before its first monthly meeting of the relevant year.
- 10.6 In addition to the office bearers specified at clause 10.1 above, the Committee may, but shall not be obliged to, appoint one or more Liaison Officers. The roles and responsibilities of any Liaison Officer(s) shall be as detailed in Appendix 2 hereto.
- 10.7 The Committee shall make such arrangements for the remuneration of office bearers and Liaison Officer(s) as it shall see fit. Such arrangements shall be discussed at the first monthly meeting in each year. Other members of the Committee may be entitled

to reimbursement from the funds of the Committee for loss of remunerative time and for expenses incurred while on Committee business and, where appropriate, business of any sub-Committee on such terms as may be approved by the Committee from time to time. Remuneration (other than for the General Secretary) shall normally be based on multiples of sessions or half sessions at the dental guild rate applicable at the time as recommended by the Finance sub-committee. Members of the GDP Sub-Committee shall be reimbursed separately by the H.B. and/or the GDP Sub-Committee itself for attendance at meetings of the GDP Sub-Committee and for loss of remunerative time and for expenses incurred while on GDP Sub-Committee business.

- 10.8 In the event of the absence of an office bearer and/or Liaison Officer(s) and/or in order to permit succession planning and orderly handovers of responsibilities, the Committee may, at its discretion and whether by election or such other method as it deems appropriate, appoint deputies in respect of all or any such roles and may also permit such roles to be held jointly by two persons.

11 **Quorum**

A majority of the members serving on the Committee from time to time shall form a quorum of the Committee.

12 **Voting**

Voting at all meetings shall be by show of hands or by secret ballot or by such other means as the Chair of the meeting shall determine. All matters requiring a decision of the Committee shall be decided by a simple majority of those present. The Chair shall have a casting vote as well as a deliberative vote. Observers attending meetings of the Committee shall not have a vote.

13 **Disqualification or Resignation of Members**

- 13.1 A duly appointed dental practitioner whose name ceases to be on the Dental List and/or who ceases to practise at an address in the Constituency in respect of which such practitioner was elected or appointed shall be deemed to have vacated their seat on the Committee and a casual vacancy shall, as a consequence, arise.
- 13.2 Where a member of the Committee has been absent from three consecutive meetings of the Committee or the GDP Sub-Committee or more than five such meetings in any year in aggregate, the Committee may, unless they are satisfied that absence was due to illness, maternity or paternity leave, bereavement or other reasonable cause, declare that their seat on the Committee has been vacated, and thereupon a casual vacancy shall be deemed to have occurred.
- 13.3 A member of the Committee may at any time, by one calendar month's notice in writing signed by them and delivered to the General Secretary, resign their office.

14 Method of Filling Casual Vacancies

- 14.1 Where by reason of the resignation, death, or disqualification of a member of the Committee, a casual vacancy in the membership of the Committee occurs, the Committee may appoint a dental practitioner on the Dental List practicing in the Constituency concerned to fill the vacancy.
- 14.2 The person so appointed shall hold office for the remainder of the term of office of the member in whose place they are appointed.

15 Co-option & Observers

- 15.1 The Committee may appoint up to three dentists to serve as co-opted members. Co-opted members shall be counted towards the maximum membership of the Committee specified in clause 5.1.
- 15.2 A co-opted member must be a dental practitioner currently engaged in general dental practitioner services under the Health Service Acts and on the Dental List of the H.B.
- 15.3 The Committee may invite observers to attend and advise on the affairs of the Committee or sub-Committee appointed by the Committee. An observer may be a dental practitioner (but need not be currently engaged in general dental practitioner services under the Health Service Acts or on the Dental List of the H.B) or engaged in any related discipline.
- 15.4 The Committee may determine that any co-opted member and/or observer shall have a specific role and/or fixed duration to their appointment (which cannot, in any event, exceed a period of three years).

16 Alterations to Constitution

- 16.1 This Constitution shall be altered or amended only by a two-thirds majority of votes passed by those attending a General Meeting of the Electorate called for the purpose, of which at least twenty one days' notice shall be given, setting out the proposed alteration or amendment.
- 16.2 No such alteration or amendment shall be put to a General Meeting of the Electorate unless it shall first have been approved by the ADC.

17. AGM & General Meetings

- 17.1 An Annual General Meeting (AGM) shall be held once per year and not more than 15 months shall elapse between one AGM and the next). Notice of AGMs shall be given

to all members of the Electorate and may be given by post or by electronic means. Not less than 21 days' notice of each AGM shall be given.

- 17.2 The principal purpose of the AGM shall be to report on the activities of the Committee and to consult with general dental practitioners on the Dental List in the Area. In addition, at each AGM the Statement of Accounts of the Committee shall be presented.
- 17.3 A General Meeting other than an AGM shall be held if called by the Committee or requisitioned in writing by not less than 50 members of the Electorate giving notice to the General Secretary. Notice of AGMs and General Meetings shall be given to all members of the Electorate and may be given by post or by electronic means. Not less than 21 days' notice of each AGM and General Meeting shall be given.
- 17.4 AGMs and General Meetings may be held remotely by electronic means as determined by the Chair.
- 17.5 The Chair shall have a casting vote as well as a deliberative vote at AGMs and General Meetings.

18. Rules & Regulations

The Committee shall have the power to make, vary and revoke any rule or regulation or policy binding on the members of the Committee as they see fit for the better administration of the Committee including (without limitation) on:

- (a) the terms of reference as to the function, role and operation of any sub-committees;
- (b) conflicts of interest;
- (c) conduct rules and disciplinary and appeal procedures for members;
- (d) equity and equality policies; and
- (e) such other rules, regulations or policies as the Committee thinks fit.

Rules, regulations and policies made under this Clause 18 must be compliant with applicable laws and this Constitution in order to be valid.

APPENDIX 1

COLUMN 1	COLUMN 2
Glasgow North (10)	
Alexandra Paton	2022
Vacant	2022
Vacant	2022
Vacant	2022
Helen Dennison	2023
Vacant	2023
Vacant	2023
Naomi Byrne	2024
Vacant	2024
Clare Murphy	2024
Glasgow South (9) (including East Renfrewshire)	
Vacant	2022
David McColl	2022
Mhairi-Claire Hinds	2022
Anita Belbin	2023
Hari Lal	2023
Judith Brady	2023
Fern Stewart	2024
Emma Foggo	2024
Lindsay Milton	2024
Renfrewshire & Inverclyde (6)	
Jacqueline Frederick	2022
Simon Kidd	2022
Seema Luthra	2023
Philip Larmour	2023
Josephine Weir	2024
Lyall Dominick	2024

Stuart Davidson	Co-opted
Dunbartonshire (5)	
Elizabeth Glass	2022
Kenneth McDonald	2023
Stuart Fullerton	2023
Graeme Marshall	2024
Kirsty MacKenzie	2024

APPENDIX 2

Chair: the Chair shall chair all meetings of the Committee and shall be entitled to attend and chair all sub-Committees of the Committee. The Chair shall represent the Committee externally and shall be the principal point of contact as between the Committee and the H.B. Subject to the terms of the Constitution and to any direction to the contrary from the Committee, the Chair shall have the final decision on procedural, administrative and organisational matters affecting the Committee and its business.

Vice Chair: the Vice Chair shall deputise for the Chair including in the absence of the Chair for whatever reason.

General Secretary: the General Secretary shall have responsibility for:

- preparing Minutes of meetings of the Committee;
- preparing collating and circulating the Agenda for each Committee Meeting;
- liaising with the BDA and other organisations as required to communicate effectively with the Committee;
- organisation and scheduling of meetings of the Committee;
- undertaking the role of Returning Officer;
- advising the Committee on constitutional and related matters;
- liaising with the Secretariat of the HB in relation to the organisation, scheduling and agendas of meetings of the GDP Sub-Committee;
- collating and processing attendance claim forms;
- general administration of the Committee.

Dental Secretary: the Dental Secretary shall have responsibility for:

- advising the Committee on dental political issues;
- acting, whether with the Chair or others, as an interface with the H.B;
- communication between the Committee and the H.B. on dental related matters;
- maintaining, populating and refreshing the website of the Committee;
- maintaining any social media accounts as determined by the Committee.

Treasurer: the Treasurer shall have responsibility for:

- the production of the Statement of Accounts;
- maintaining accurate books and records in order to record all financial dealings of the Committee;
- maintaining records of voluntary levy mandates and mandate holders;
- organising meetings of the Finance sub-Committee of the Committee;
- liaising with external accountants in order to finalise the Statement of Accounts.

Liaison Officer: the Liaison Officer(s) shall have responsibility for:

- organising CPD, educational and social events for dental practitioners and related and ancillary dental professions in the Area;

- assisting the Dental Secretary in respect of the website of the Committee;
- assisting the Dental Secretary in respect of any social media accounts as determined by the Committee;
- external communications for the Committee.