



Department
of Health

Medicines and Healthcare
Products Regulatory Agency

2 Members to the Advisory Board on the Registration of Homeopathic Products (ABRHP)

Information pack for applicants

Closing date: 15 September 2015

Reference no: EC15-15

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2 Members to the Advisory Board on the Registration of Homeopathic Products (EC15-15)

Making an application

Thank you for your interest in the appointment of Members to ABRHP. The attached Annexes provide details on the role of the Members and the person specification, the role and responsibilities of ABRHP and the selection process.

The Department of Health's Appointments Team is managing this recruitment campaign on behalf of MHRA. To make an application please send a CV, supporting letter and completed monitoring form (attached) to the address below:

appointments.team@dh.qsi.gov.uk quoting the reference in the subject field, or post to:

Viona Pereira-Marron
Department of Health,
Room 1N09,
Quarry House,
Quarry Hill,
Leeds, LS2 7UE.

Applications must be received by 15 September 2015.

In making an application please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of ABRHP and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the “Eligibility Criteria” section in Annex A.

CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address

- similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview
- brief details of your current or most recent post and the dates you occupied these roles. Please identify any past or present Ministerial appointments

Monitoring form

Please complete the monitoring form. Diversity monitoring information will not be seen by the panel assessing your application.

All applications will be acknowledged by email after the closing date.

Indicative timetable

Advert:	w/c March 2015
Closing date:	15 September 2015
Shortlisting complete:	w/c 28 September 2015
Interviews held:	w/c 5 October 2015

Key facts about the post

Location -	London
Remuneration -	£325 per day
Time Commitment-	Approximately 6 meetings per year

Contacts:

For further information regarding the selection process, please contact:

Viona Pereira-Marron
 Appointments Team
 Tel: 01132 545 845

Email: viona.pereira-marron@dh.gsi.gov.uk For further information regarding the role of the ABRHP and the role of Members please contact:

Robin Fraser
 Tel: 020 3080 7406
 Email: ECS.appointments@mhra.gsi.gov.uk

Please quote reference **EC15-15** on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

Appointment of 2 Members to the Advisory Board on the Registration of Homeopathic Products

Role and responsibilities of the Members

Members of ABRHP are required to:

- possess or develop a working knowledge and understanding of the UK/European medicines regulatory procedures in relation to homeopathic medicines
- attend all scheduled and unscheduled meetings of ABRHP (and to be present for the whole meeting)
- consider, comment and contribute by drawing on their individual expertise and judgement, as appropriate, on all agenda items and to assist the ABRHP to frame clear and unequivocal advice to the MHRA in accordance with the ABRHP's terms of reference
- be able and prepared to speak on a range of relevant issues and not just on their own areas of specialism
- provide formal and informal advice to the MHRA between meetings when required
- contribute to and ensure that the ABRHP's advice takes account of a wider view of risk - benefit, particularly as it is perceived by patients, carers and other members of the public

Qualities required for the role of Members

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Professional Members - Community pharmacist with an interest in homeopathy

Essential criteria

Successful candidates will:

- have previous or current experience of committee membership
- be skilled communicators
- be able to assimilate complex scientific information at short notice
- be able and prepared to contribute actively to the work of the ABRHP

- be recognised by their peers as a leader in their field e.g. national academies and Royal Colleges. They should have extensive and recent experience as a **Community pharmacist with an interest in homeopathy**

Lay Members

Essential criteria

Successful candidates will:

- have previous or current experience of committee membership
- be skilled communicators
- be able and prepared to contribute actively to the work of the ABRHP
- The ability to understand and analyse often complex issues, including technical data, and use it to make decisions
- be able to take an objective view, seeing issues from all perspectives and challenging constructively
- be able to demonstrate how your knowledge, skills and abilities can actively contribute to the work of the committee and how this will enable you to participate effectively as a committee member

Remuneration

- £325 per day
- remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as Members of the ABRHP, in line with travel and subsistence policy and rates for the ABRHP. A copy of the policy and rates can be obtained from ABRHP

Time commitment

Approximately 6 meetings per year

Tenure of office

The MHRA Senior Responsible Officer determines the length of the appointment, which will be for up to a maximum of 4 years.

Accountability

Members are appointed by the MHRA Senior Responsible Officer and will be accountable to the Chair for carrying out their duties and for their performance.

Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
 - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - ii. that the person failed to attend a meeting of the body on three consecutive occasions
 - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
 - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about disqualification from appointment can be provided by contacting Viona Pereira-Marron on 01132545845

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Members of ABRHP, including any business interests and positions of authority outside of the role in ABRHP.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

Please specify if you are a civil servant employed by one of the Department's Executive Agencies. This may be following structural changes as part of the recent health and care reforms. Although we do not wish to prevent employees of the Department's Executive Agencies applying for posts, we need to be aware of any potential conflicts of interest.

Standards in public life

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principles of public life. All successful

candidates will be asked to subscribe to the Code of Practice for Scientific Advisory Committees (CoPSAC); you can access this document at:

<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

Diversity and equality of opportunity

The Department of Health values and promotes diversity and is committed to equality of opportunity for all.

ABRHP role and responsibilities

The ABRHP was established in 1994 under section 4 of the Medicines Act 1968 to give advice with respect to the safety and quality of any homeopathic medicinal product in the UK, now enshrined in the Human Medicines Regulations 2012/1916.

ABRHP was an Advisory Non-Departmental Public Body, but as a result of the ALB Review in 2010, the body changed status to become an MHRA Expert Committee on 1 November 2012. Appointments are now made by the MHRA Senior Responsible Officer (SRO).

The terms of reference are:

- a) To give advice on safety and quality in relation to any homeopathic medicinal product for human use, in respect of which a certificate of registration has been granted or an application has been made.
- b) To give advice on safety, quality and indications for use within the UK homeopathic tradition in relation to any homeopathic medicinal product for human use,
 - i) in respect of which a marketing authorization has been granted or an application has been made, or
 - ii) in respect of which a licence of right has been granted.

Discussion

The committee usually consists of around 12 members and a Chair. The membership is made up of individuals from a variety of specialisms and is balanced between those who practice homeopathy and those who do not.

Currently there are two ways in which new homeopathic products may be registered in the UK. They may be either registered under the 'Simplified Scheme' or, since 1 September 2006, registered under the 'National Rules Scheme'.

In 1992 the Simplified Scheme for homeopathic products was introduced. It is regarded as simplified because although the safety and quality of products has to be demonstrated, products are not permitted to make medical claims. The scheme is restricted to products for oral and external use and does not allow indications.

The National Rules Scheme was introduced on 1 September 2006, following a public consultation. This scheme enables homeopathic medicinal products to be registered with indications for the relief or treatment of minor symptoms and conditions (those that can ordinarily be relieved or treated without the supervision or intervention of a doctor). Applications under this scheme must be supported by a dossier of data on quality, safety and efficacy, together with appropriate product labelling and product literature.

Further information about the regulation of homeopathic medicines is available through the GOV.UK website :- <https://www.gov.uk/government/groups/advisory-board-on-the-registration-of-homeopathic-products>

The selection process

The Appointments Team and the MHRA will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- the panel will assess candidates' CVs and supporting letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- the selection panel will be chaired by the MHRA Senior Sponsor Policy Lead and the Chair of the Herbal Medicines Advisory Committee as a Panel Member and an Independent Panel Member with a background in Human Resources
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel
- we anticipate that by mid-end of May the panel will have decided who will be invited for interview
- the panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. If there is a strong field of candidates the panel may also look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit
- if you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- candidates who the panel believe are 'appointable', will be recommended to the MHRA Senior Responsible Officer who will make the final decision. The MHRA Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress
- if you are successful, you will receive a letter from the MHRA Senior Responsible Officer appointing you as the Members of ABRHP, which will confirm the terms on which the appointment is offered

- if you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish
- for further information on how we will manage the personal information that you have provided to us through your application, see Annex D

Queries

For queries about your application, please contact Viona Pereira-Marron 01132545845.

If you are not completely satisfied

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Lisa Clayton in the Department of Health by emailing lisa.clayton@dh.gsi.gov.uk

How we will manage your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at any stage.