



Department  
of Health



## **4 Members to the Herbal Medicines Advisory Committee (HMAC)**

### **Information pack for applicants**

**Closing date: Midday on 11 December 2015**

**Reference no: EC15-12**

## Contents

	<b>Page</b>
Making an Application	3
Annex A: The role of Members	6
Annex B: The role and responsibilities of HMAC	10
Annex C: The selection process	11
Annex D: How we will manage your personal information	13

## **Four Members of the Herbal Medicines Advisory Committee (HMAC) – EC15-12**

### **Making an application**

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

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

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.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 **midday on 11 December 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 specialism of post you have applied for and 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 the HMAC 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 personal or 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 this role. 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.

### **Guaranteed Interview Scheme**

The Department of Health operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.

If you wish to apply under the GIS please complete the GIS form and return it with your application.

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

### **Indicative timetable**

Closing date:	Midday on 11 December 2015
Shortlisting complete:	18 December 2015
Interviews held:	14 & 15 January 2016

### **Key facts about the posts**

Location:	London
Remuneration:	£325 per day
Time Commitment:	Monthly meetings are scheduled but only take place if needed. 6 meetings were held during the last year.

### **Contacts:**

For further information regarding the selection process, please contact:

Viona Pereira-Marron  
 Appointments Team  
 Tel: 0113 254 5845  
 Email: [viona.pereira-marron@dh.gsi.gov.uk](mailto:viona.pereira-marron@dh.gsi.gov.uk)

For further information regarding the role of the HMAC and the role of Members please contact:

Robin Fraser

Tel: 020 3080 7406

Email: [ECS.appointments@mhra.gsi.gov.uk](mailto:ECS.appointments@mhra.gsi.gov.uk)

Please quote reference **EC15-12** 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 4 Members to the Herbal Medicines Advisory Committee (HMAC)**

### **Role and responsibilities of the Members**

Members of HMAC are required to:

- possess or develop a working knowledge and understanding of the UK/European medicines regulatory procedures in relation to herbal medicines
- attend all scheduled and unscheduled meetings of HMAC (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 HMAC to frame clear and unequivocal advice to the MHRA in accordance with HMAC'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 HMAC'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**

##### **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 HMAC
- 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 in one of the following:

- **Practitioner in Traditional Chinese Medicine**
- **Gastroenterologist with a recognised leading role in medical education**
- **Paediatrician (medically qualified) at consultant or equivalent level who is not a herbal practitioner**

## **Lay Member**

### **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 HMAC
- 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 HMAC, in line with travel and subsistence policy and rates for HMAC. A copy of the policy and rates can be obtained from the HMAC secretariat

### **Time commitment**

Monthly meetings are scheduled but only take place if needed. 6 meetings were held during the last 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 0113 2545845.

## **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 HMAc, including any business interests and positions of authority outside of the role in HMAc.

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>

There is a Code of Practice for chairmen and members of all advisory committees established to contribute advice to the Licensing Authority on the regulation of medicines available on the UK market; you can access this document at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440853/CHM\\_code\\_of\\_practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440853/CHM_code_of_practice.pdf)

### **Diversity and equality of opportunity**

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

### HMAC role and responsibilities

1. The Herbal Medicines Advisory Committee (“the Committee”) was established under the powers contained in section 4 of the Medicines Act 1968 as amended by the Part 1 of Schedule 11 to the Medicines Regulations 2012, and the Committee was formally created on 30 October 2005. The functions of the Committee are set out in the Herbal Medicines Advisory Committee Order 2005.

The Committee changed on the 1st November 2012 from being an Advisory Non-Departmental Public Body (ANDPB) to an MHRA Expert Committee. Its terms of reference are:

The Herbal Medicines Advisory Committee advises on the safety, quality and efficacy, in relation to human use, of:

- (a) herbal medicinal products eligible for registration under the simplified traditional use registration procedure established under European Directive 2004/24/EC and;
  - (b) unlicensed herbal medicinal products (unless it is subject to an application for a marketing authorisation, product licence or a homeopathic certificate of registration).
2. The Committee may also advise on the safety, quality and efficacy, in relation to human use, of herbal medicinal products which have a marketing authorisation, product licence or certificate of registration, or which are the subject of an application for such authorisation, licence or certificate, if Health Ministers or the licensing authority request such advice, or provide the Committee with information relating to that product.
3. The primary role of the Committee will be issues relating to safety and quality, since there is not a requirement for efficacy to be separately demonstrated in relation to registered traditional herbal medicines or unlicensed products sold under section 12 of the Medicines Act. However, efficacy is still relevant - under the traditional herbal registration scheme, the pharmacological effects or efficacy of the medicinal product must be plausible on the basis of long-standing use and experience.
4. The Committee usually consists of around 17 members and a Chair. The membership is made up of individuals from a variety of specialisms and is balanced across a number of relevant specialisms.
5. Each year the Committee publishes an annual report and the 2014 report is available through the following link  
<https://www.gov.uk/government/publications/annual-reports-of-the-abrhp-and-the-hmac>

### The selection process

The Department of Health's Appointments Team and 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 roles, 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 Linda Anderson, the MHRA Senior Sponsor Policy Lead and will also comprise Philip Routledge, Chair of the Herbal Medicines Advisory Committee as a Panel member and Hilary Randall, as 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 end of December the panel will have decided who will be invited for interview on **14 and 15 January 2016**
- 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. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview
- if you are invited to interview and 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
- if invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the posts
- 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 a Member of HMAc, 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 on 0113 254 5845.

### **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 Permjeet Butler in the Department of Health by emailing [permjeet.butler@dh.gsi.gov.uk](mailto:permjeet.butler@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.