


Members of the Advisory Board on the Registration of Homeopathic Products

Information pack for applicants

Closing date: Midday Monday 11 September 2023

Reference no: ABRHP23-1

 Follow us on Twitter
[@mhragovuk](https://twitter.com/mhragovuk)

Contents	Page
Section 1: The Role	3
1.1 Role and responsibilities of a Member of Advisory Board on the Registration of Homeopathic Products (ABRHP)	3
1.2 ABRHP role and responsibilities	4
Section 2: How to Apply	5
2.1 Making an application	5
2.2 The selection process	7
2.3 Eligibility Criteria.....	9
2.4 How we will manage your personal information	9

SECTION 1 – The Role

1.1 Role and responsibilities of a Member of Advisory Board on the Registration of Homeopathic Products (ABRHP)

Introduction

The Medicines and Healthcare products Regulatory Agency (MHRA) is seeking to make five appointments to the Advisory Board on the Registration of Homeopathic Products (ABRHP).

These are for:

- a registered pharmacist (with an interest in homeopathy)
a nurse practitioner (with an interest in homeopathy)
- a general practitioner/physician (with an interest in homeopathy)
- a general practitioner (not requiring an interest in homeopathy)
- a consultant paediatrician (not requiring an interest in homeopathy)

Role and Responsibilities of the Members

Members of ABRHP are required to:

- possess or develop a working knowledge and understanding of the UK medicines regulatory and
- 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 ABRHP to frame clear and unequivocal advice to the MHRA in accordance with 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 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.

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 ABRHP
- be recognised by their peers as a leader in their field and/or be Fellows of the relevant Royal Colleges

In addition, for the five specialist posts successful candidates should have extensive and current experience in one of the following areas: registered pharmacist (with an interest in homeopathy), a nurse practitioner (with an interest in homeopathy), a general practitioner/physician (with an interest in homeopathy), a general practitioner (not requiring an interest in homeopathy) and a consultant paediatrician (not requiring an interest in homeopathy).

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 ABRHP, in line with travel and subsistence policy and rates for the MHRA. A copy of the policy and rates can be obtained from MHRA.

Time commitment

Up to 6 meetings per year

Location

Meetings will either be held in London or virtually via MS Teams.

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.

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

Committee Services Recruitment Team
Tel: 020 3080 6060
Email: CSTRecruitment@mhra.gov.uk

1.2 ABRHP role and responsibilities

1. The ABRHP was established in 1994 to give advice with respect to the safety and quality of any homeopathic product in the UK. The functions of the Committee are now set out in Part 1 of Schedule 11 to the Human Medicines Regulations 2012. It is an MHRA Expert Committee.

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 authorisation has been granted or an application has been made, or
- ii) in respect of which a licence of right has been granted.

2. 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 the 'National Rules Scheme'. The Simplified Scheme for homeopathic products 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.
3. The National Rules Scheme was introduced in 2006. This enables homeopathic medicinal products to be registered with indications for the relief or treatment of minor symptoms and conditions. Applications under this scheme must be supported by a dossier of data on quality, safety and information to demonstrate that UK homeopathic practitioners would accept the use of the product within the indications sought, together with appropriate product labelling and product literature.
4. 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.
5. Each year the Committee publishes an annual report; the report is available through the following [link](#).

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of Members to the ABRHP.

To make an application please email your CV, a supporting letter, completed monitoring forms and declaration of interest form to:

CSTRecruitment@mhra.gov.uk – please quote **ABRHP23-1** in the subject field.

Applications must be received by **Midday on Monday 11 September 2023**.

In making an application please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the essential and specific criteria set out on page 3 and 4 of this booklet.

It is important that you provide a supporting letter. It will benefit the Advisory Assessment 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 write all acronyms in full first.

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

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 if you were to be appointed, please provide details in your supporting letter and the declaration of interest form provided.

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

Standards in public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or Board or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue/s in your supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The Advisory Assessment Panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct and are required to subscribe to the Code of Conduct for Board Members of Public Bodies, as part of agreeing to the terms and conditions of appointment. You can access this document at: [Code of conduct for board members of public bodies - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.3: Eligibility Criteria.

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

Guaranteed Interview Scheme

The MHRA 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.

Contacts:

For further information regarding the selection process, role of the ABRHP and the role of Members please contact:

Committee Services Recruitment Team

Tel: 020 3080 6060

Email: CSTRecruitment@mhra.gov.uk

Please quote ABRHP23-1 on all correspondence.

2.2 The Selection Process

The MHRA will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Timetable:

- Closing date: Monday 11 September 2023
- Shortlisting complete: September 2023
- Interviews: September/October 2023

The selection panel will be:

- Professor Angus Mackay OBE, Chair to ABRHP
- Dr Elizabeth Griffiths, Principal Assessor
- TBC, Independent Panel Member

The Independent Panel member is independent of both the MHRA and ABRHP.

After the closing date for applications:

- MHRA may commission a pre-assessment of candidate applications which would then be provided to the Advisory Assessment Panel for consideration and to inform the shortlisting process. By submitting an application you are agreeing to your application being shared with another party for the purpose of pre-assessment. The pre-assessor and the Advisory Assessment Panel are reliant on the information you provide in your CV and supporting 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 in your supporting letter. It is the responsibility of the Advisory Assessment Panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.

- The Advisory Assessment Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the essential and specific post criteria set out on page 3 and 4 of this booklet. 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 if you are unable to attend on the set date then an alternative date can only be offered at the discretion of the Advisory Assessment Panel.
- The Committee Services Recruitment Team will email to let you know whether you have been invited to be interviewed. It is our intention that interviews will take place virtually.
- If invited to interview, the Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post.
- The Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see section 2.1 for further details).
- Candidates who the Advisory Assessment Panel believe are 'appointable', will be recommended to the Senior Responsible Officer who will make the final decision. The Senior Responsible Officer may choose to meet with shortlisted candidates, before or after interview, before making a decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.
- If you are successful, you will receive a letter from the Senior Responsible Officer appointing you as a Member 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 Committee Services Recruitment 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 **Section 2.4**.

Standards in public life

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the key principles of public life. All successful candidates will be asked to subscribe to the Code of Practice for Scientific Advisory Boards (CoPSAC); you can access this document at: [Scientific advisory committees: code of practice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/272222/scientific_advisory_committees_code_of_practice.pdf)

Diversity and equality of opportunity

The MHRA values and promotes diversity and encourage applications from all sections of the community.

Governance Code on Public Appointments

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at [Governance Code for Public Appointments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/272222/governance_code_for_public_appointments.pdf).

If you are not completely satisfied

MHRA 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 Panayiota Nicola at the MHRA by emailing Panayiota.Nicola@mhra.gov.uk.

2.3 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 the eligibility criteria can be provided by the Committee Services Recruitment Team at CSTRecruitment@mhra.gov.uk.

2.4 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 MHRA 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

Members of the Advisory Board on the Registration of Homeopathic Products

- 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 Advisory Assessment Panel, so that your CV, declaration of interest form and supporting letter can be assessed.

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