



Complementary & Natural  
Healthcare Council

## Professional Committee Members Information Pack

### The appointment of five lay Members

The closing date for receipt of applications for these posts is

**7 October 2025 at 5pm**

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## About the Complementary and Natural Healthcare Council (CNHC)

CNHC is the UK-wide voluntary regulator of 18 Complementary Therapies, established in 2008 with Government support. Our sole purpose is public protection. Our Register is accredited by the Professional Standards Authority for Health and Social Care.

All CNHC registrants are required to comply with our Code of Conduct, Ethics and Performance and we investigate complaints about breaches of the Code.

**The Professional Committee** is a pool of independent lay members from which we draw:

- Case Examiners
- The Investigating Committee
- The Health Panel
- The Conduct and Competence Panel.

**Case Examiners** consider all complaints against registrants received by CNHC. If they conclude that there is a case to answer, they will formulate allegations which are then referred to either the Health Panel or the Conduct and Competence Panel.

**The Investigating Committee** considers applications by CNHC for interim suspension orders.

**The Health Panel** considers allegations against registrants relating to their mental or physical health. Where the Health Panel upholds a complaint against a registrant it may impose a 'Conditions of Practice' order or suspend the registrant's registration.

**The Conduct and Competence Panel** considers allegations of personal or professional misconduct or incompetence. Where the Conduct and Competence Panel concludes that the allegations are found proved it may Caution the registrant, impose a 'Restriction of Practice' order, suspend the registrant's registration, or order the Registrar to remove ("strike off") the registrant from the Register.

We are seeking five lay members for the Professional Committee. By lay we mean someone who has never trained or practised as a Complementary Therapist.

# Competencies required

In order for the Council, the public, and practitioners to have confidence in the consistency of investigation, hearing and determination of complaints against registrants, it is necessary to have clear benchmarks for the effective performance of members of the Professional Committee.

The following competencies have been developed to serve as those benchmarks.

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## Competency Framework

The CNHC requires that the following competencies must be demonstrated by all candidates:

### **COMPETENCY 1: Understanding and commitment to the role of the CNHC**

- 1.1 Demonstrates a clear understanding of the role and purpose of the CNHC.
- 1.2 Understands the need to put public and patient protection to the fore in all decision making.
- 1.3 To work within a framework of rules, guidance and standards and to understand complex legal and procedural issues to achieve consistent sound decisions and reasoning.
- 1.4 Demonstrates an appropriate motivation for undertaking the role.

### **COMPETENCY 2: Collaborative and communication skills**

- 2.1 Listens to and shows respect for the opinions of others.
- 2.2 Is able to communicate clearly orally and in writing, appropriate to the intended audience.
- 2.3 To behave co-operatively and accept corporate responsibility when a decision has been made.
- 2.4 Respects the need to maintain confidentiality.

### **COMPETENCY 3: Assessing evidence and making decisions**

- 3.1 Assimilates and engages with the detail of written material or oral evidence, processing information quickly, accurately and effectively.
- 3.2 Is able to present an argument and articulate reasons for reaching decisions.
- 3.3 Exercises independent judgement and is able to use information to make objective, proportionate and reasoned decisions.
- 3.4 Is able to work under pressure of time to reach decisions.

**COMPETENCY 4: Personal development**

- 4.1 Shows a commitment to personal reflection and development.
- 4.2 Responds positively to feedback from others.
- 4.3 Takes responsibility for keeping up to date with legislative and regulatory changes.
- 4.4 Shows a demonstrable commitment to continuous improvement/personal reflection and learning.

**COMPETENCY 5: Demonstrating fairness**

- 5.1 Behaves in a fair, balanced and non-discriminatory fashion.
- 5.2 Demonstrates an understanding and commitment to equality and diversity.
- 5.3 Shows a commitment to the principles underpinning the work of the CNHC.
- 5.4 Demonstrates a commitment to the principles enshrined in the Standards in Public Life.
- 5.5 Has an understanding of the importance of acting in the public interest.

**COMPETENCY 6: Demonstrable ability of conducting meetings in public and/or drafting formal decisions**

- 6.1 Demonstrates an ability to facilitate the contributions of Professional Members present/involved and to support the creation of a way forward in the outcome of the meeting/formal decision.
- 6.2 Ensure meetings are planned and conducted with a clear objective in mind and once begun are kept moving and focussed, maintaining control and minimising disruption.
- 6.3 In drafting a formal decision, summarise what was covered, what has been resolved and what actions need to be taken.

## Equal opportunities

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience. We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

The CNHC has an absolute commitment to the principles of equality, diversity and inclusiveness and the Council is determined to ensure that its governance structure reflects that commitment.

# On appointment

## Remuneration

Daily fee for members **£300**

Professional Committee members are reimbursed directly and must make their own arrangements for any payment of tax or National Insurance contributions.

Those appointed will also be eligible to claim expenses, at rates set centrally, for travel and subsistence costs necessarily incurred on CNHC business. Remuneration and expenses are subject to periodic review.

***Warning: impact of appointment on people in receipt of benefits.*** *Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Benefits Agency.*

## Appointment and tenure of office

Members are appointed to the Professional Committee for a period of five years, subject to Council approval.

Reappointments can be made at the end of the first period of appointment for a further period not exceeding five years, subject to consistently high performance and the needs of CNHC. However, a degree of change is often sought and there should therefore be no expectation of automatic reappointment.

CNHC does not guarantee a minimum number of days' work per annum. Attendance is solely at the invitation of CNHC.

## Location

Meetings are usually held at the School of Economic Science and Philosophy in central London.

## Availability

Candidates will be asked to confirm they are able to offer reasonable availability for CNHC work in the light of their other professional commitments.

## Training

Appropriate training for Committee members will be provided. Successful candidates will be required to attend induction and training on dates to be arranged as soon as possible after appointment.

## Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. The successful candidates will be asked to sign the CNHC Corporate Code of Conduct and complete a Declaration of Interests form.

**Applicants must also confirm that they subscribe to the standards of probity required by public appointees outlined in the 'Seven Principles of Public Life' set out by the Committee on Standards in Public Life (see Appendix 1).**

### **Disqualification from appointment**

There are circumstances in which an individual will not be considered for appointment and these are set out in Appendix 2.

### **Conflicts of interest**

**You should note particularly the requirement, if appointed, to declare any conflict of interest that arises in the course of CNHC business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of CNHC.**

# Applying for a post

CNHC will ensure that the appointment is made in a way that is open, transparent and fair to all applicants. All appointments are made on merit.

**Equality of opportunity** – we welcome applications from all sections of the community and from people with diverse experience and backgrounds.

How to apply – all applicants are required to complete the [application form](#) and [the Equality, Diversity and Inclusion data collection form](#)

We must receive your completed application form no later than 5pm on 7 October 2025. **Late applications will not be accepted.**

Do not send your CV. Please complete the application form in full. **Application forms that are not filled in in accordance with the instructions or where only a CV has been sent will not be accepted.**

Electronic applications – which must be in Microsoft Word or PDF format – should be returned to [info@cnhc.org.uk](mailto:info@cnhc.org.uk) and these will be acknowledged.

We prefer to receive applications electronically, but if you need to send in a paper application please do so to:

CNHC  
PO Box 428  
Bristol  
BS9 0FB  
and receipt will be acknowledged.

## How we will handle your application

We 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:

- Applications received by the CNHC after the deadline date will not be accepted or considered.
- Your application will be assessed to see whether you have the competencies and skills required at the appropriate level for the post. We will rely on only the information you provide on your application form to assess whether you have the experience required. **Please ensure that you provide evidence to support how you meet all of the relevant criteria**, which are identified in the ‘Competencies required’ section of the application form.

## Interviews

- Interviews for shortlisted candidates will be held on 9 or 10 November 2023 at a venue in central London (TBC). If you are unable to attend an interview on either of these dates we will be unable to accommodate you.
- If you are shortlisted for interview, we will contact you with details of the date and time. We will confirm the interview arrangements by letter.
- Candidates are entitled to be reimbursed reasonable expenses in relation to the selection process. Further guidance will be provided for candidates invited for interview.
- You will be asked questions by the interview panel to assess whether you can demonstrate that you have the specified competencies and skills required for the post.

## The outcome of your application

- If, in the view of the panel you have the specified competencies and skills for the post and are one of the best candidates, your name will be recommended to the CNHC Council, who will make the final decision;
- If you are successful, you will receive a letter from CNHC appointing you as a member of the committee;
- If you are unsuccessful, you will be notified by CNHC
- if you have a complaint about the way your application has been handled at any stage, please see the section on '**Dealing with your concerns**'.

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

# 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 us 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:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible 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 apply, so that your application form can be assessed. The monitoring information you provide is not used in the selection process and will not be shared with the selection panel assessing your application.

## Information management

If you submit an application form (in hard copy, alternative format or electronic form), your form and any supporting documentation will be retained for up to one year after the closing date for applications. The successful candidate's application materials will be kept for six years from the end of the term of appointment.

If at any time you wish your personal information to be removed from our records, please contact us.

# Dealing with your concerns

## **In the first instance**

For queries about your application, please email CNHC at [info@cnhc.org.uk](mailto:info@cnhc.org.uk)

## **If you are not completely satisfied**

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you feel that you have any complaints about the way your application has been handled, we would like to hear from you.

Please write to:

CNHC

PO Box 428

Bristol

BS9 0FB

## **The seven principles of public life**

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Disqualification

A person is disqualified from appointment as a member of the CNHC Professional Committee if that person:

- ◆ has at any time been convicted of an offence involving dishonesty or deception in the United Kingdom and the conviction is not a spent conviction;
- ◆ has at any time been convicted of an offence in the United Kingdom, and—
  - the final outcome of the proceedings was a sentence of imprisonment or detention, and
  - the conviction is not a spent conviction;
- ◆ has at any time been removed from the office of charity trustee or trustee for a charity on the grounds of any misconduct or mismanagement in the administration of the charity
  - for which the person was responsible or to which the person was privy, or
  - which the person by their conduct contributed to or facilitated
- ◆ has at any time been removed from office as the chair, member, convenor or director of any organisation on the grounds, in terms, that it was not in the interests of, or conducive to the good management of, that organisation that the person should continue to hold that office;
- ◆ is subject to—
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(c),
  - a disqualification order under Part II of the Companies (Northern Ireland) Order 1989(d) (company directors disqualification),
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002(e) or,
  - an order made under section 429(2) of the Insolvency Act 1986(f) (disabilities on revocation of a county court administration order);
- ◆ has been included by—
  - the Independent Barring Board in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006(g) or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007(h)) or,
  - the Scottish Ministers in the children's list or the adults' list (within the meaning of the Protection of Vulnerable Groups (Scotland) Act 2007(i));
- ◆ has at any time been subject to any investigation or proceedings concerning their fitness to practise by any licensing body, the final outcome of which was—
  - the person's suspension from a register held by the licensing body,

- the person's erasure from a register held by the licensing body or a decision that had the effect of preventing the person from practising the profession licensed or regulated by the licensing body, or
  - a decision that had the effect of only allowing the person to practise that profession subject to conditions;
- ◆ has at any time been convicted of an offence elsewhere than in the United Kingdom and the Council is satisfied that the person's membership of the Professional Committee would be liable to undermine public confidence in the regulation of Complementary Therapists.