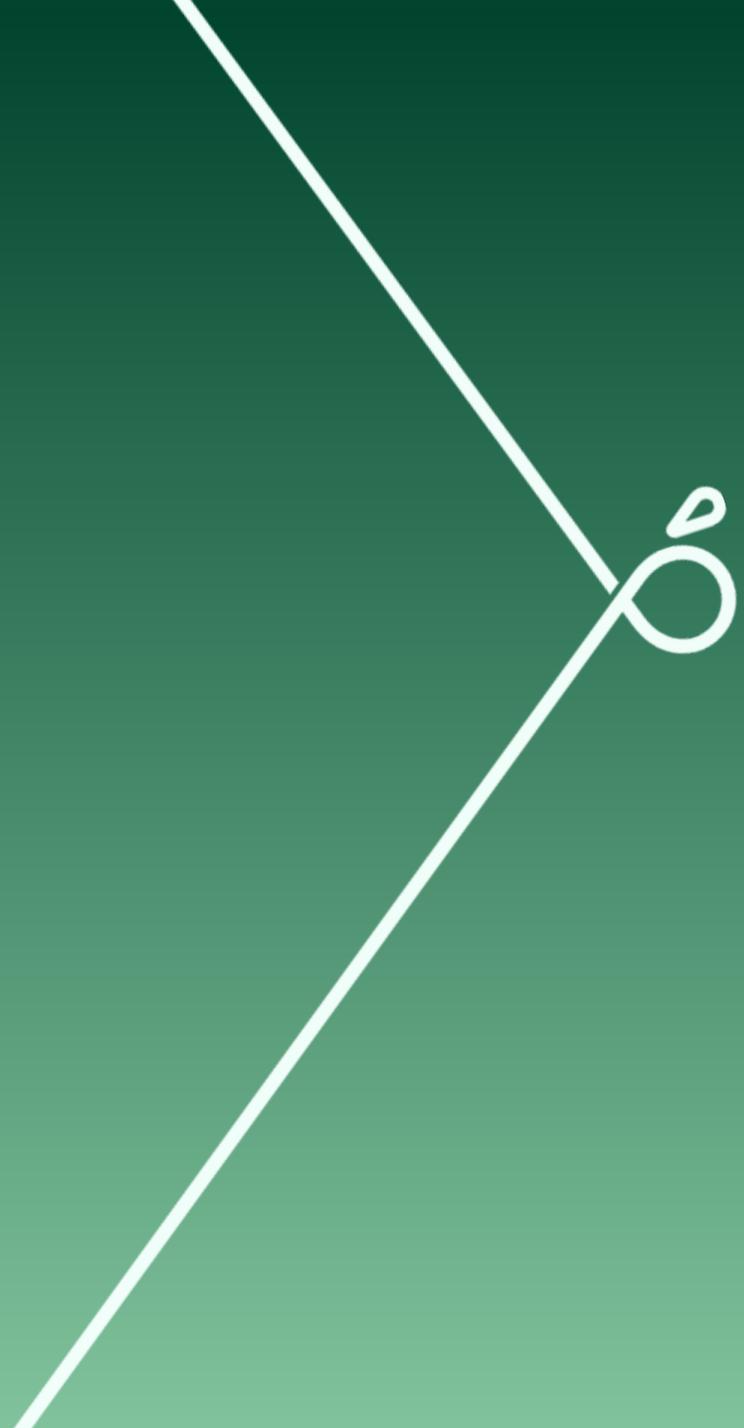




NATIONAL
INSTITUTE OF
MEDICAL
HERBALISTS

Governance

November 2020



Governance overview

Having initiated our new governance structure in 2019, we have now taken time to review the structure and how it operates, and to reflect on how it feels in practice.

With a year of use by the Institute, a number of updates have been made to reflect what we have learned.

It is also important to document what these changes mean for the Institute's Council.

Full Council:

At the top of our structure is Full Council. This committee has overall responsibility for managing the business of the Institute.

This can however be carried out through delegation of authority. This means that although Full Council and its members will always retain responsibility for the Institute's actions and decisions, the process of taking these decisions can be delegated to individuals and sub-committees.

The advantage of this approach is that it allows more decisions to be taken by delegating to a wider group, enables them to use the skills and experience of people who are not directors, and also allows Full Council to retain a broader and less involved perspective on the Institute's activity as they do not have to make every decision themselves.

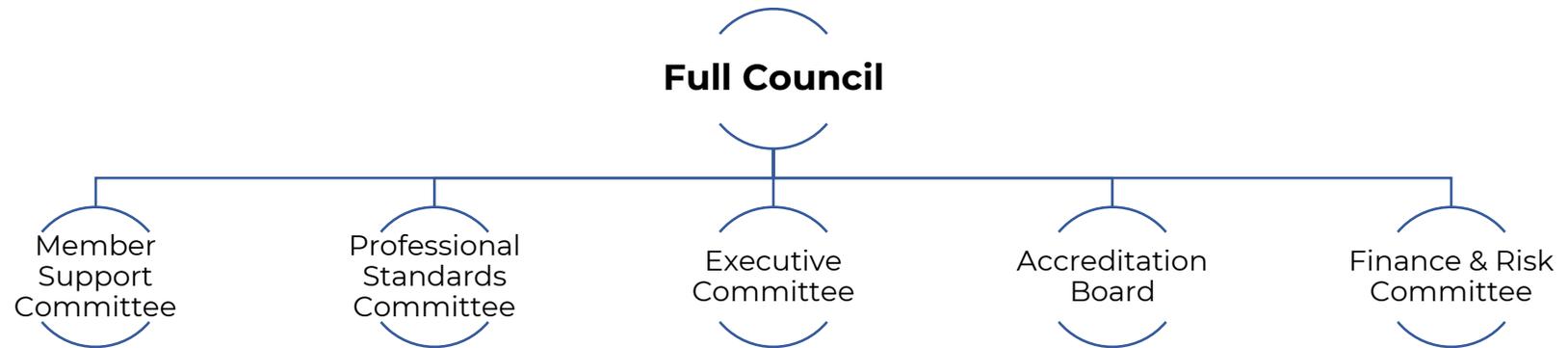
As part of this there are a number of controls in place to ensure Full Council has sufficient oversight of the decisions that are taken on their behalf. These controls include:

- Detailed terms of reference for each sub-committee
- A scheme of delegation setting out the authority delegated to each sub-committee
- An agreed process for communicating between Full Council and sub-committees (in both directions)

Delegated committees

For setting direction and making decisions

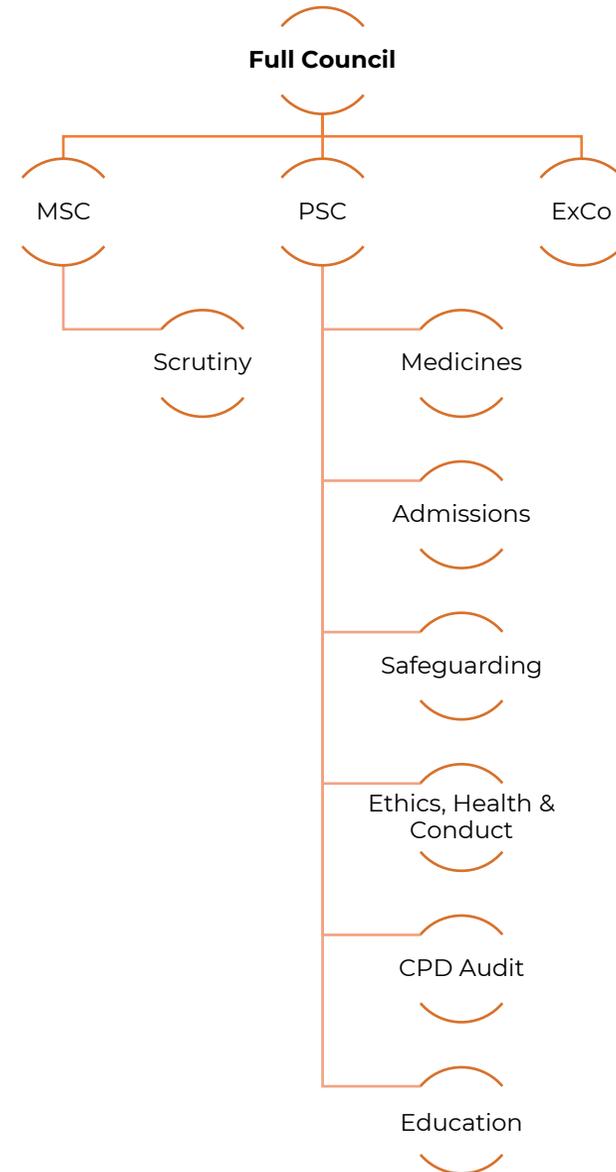
- These committees have specific authority and decision making powers delegated from Full Council.
- They require formal documentation of their activity, including Terms of Reference (ToR), agendas, minutes etc
- The extent of delegated authority should be recorded
- They should sit regularly and manage their activity to meet the obligations delegated to them
- Full Council should be informed of their decisions and activity by a full set of minutes, and ToRs (or minuted agreements) may require certain decision to be ratified by Full Council (although this should not be the default process for all decisions)



Decision making panels

For ensuring accuracy and standards

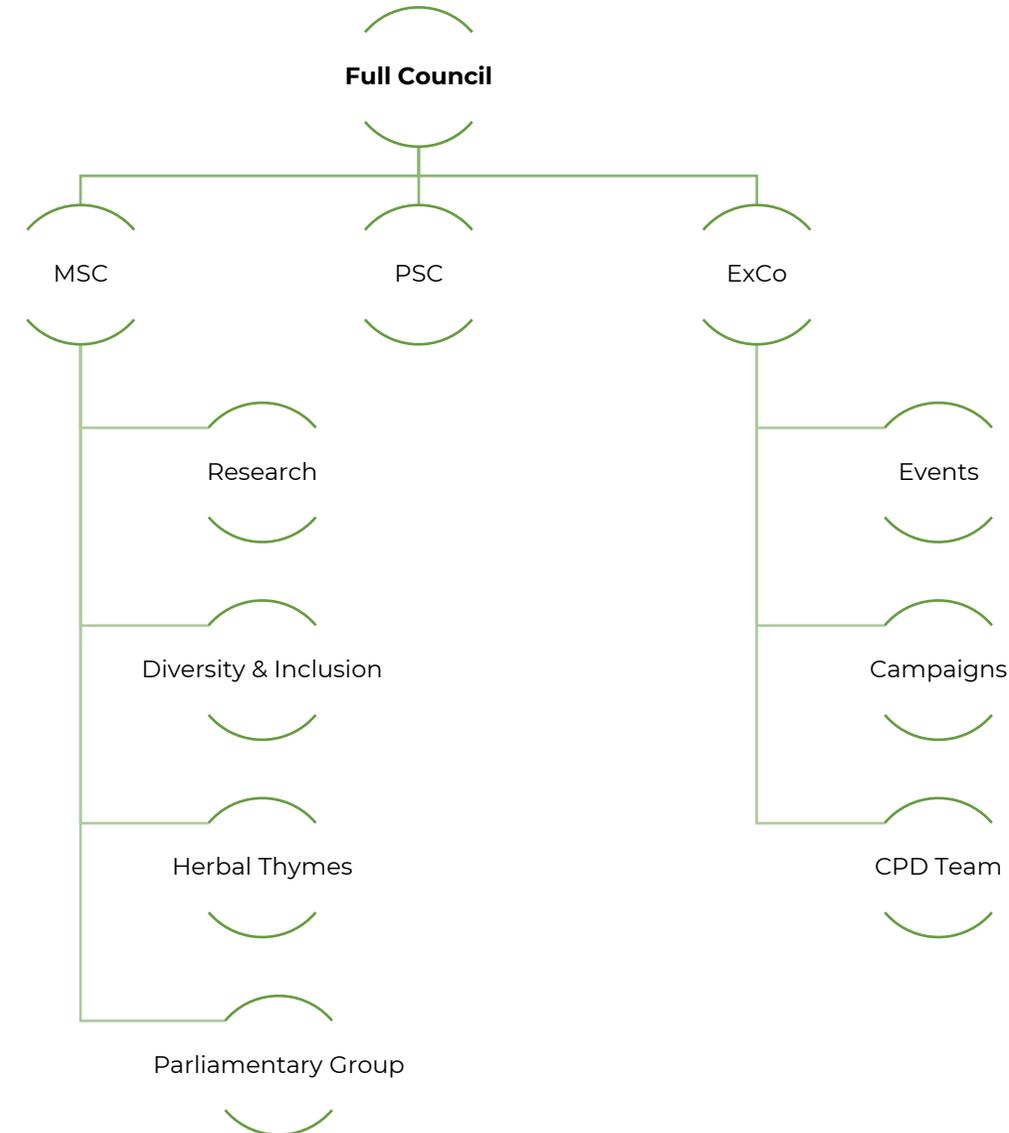
- These panels have a very specific and defined power to make decisions.
- They will usually offer a degree of independence from the permanent committees, and often include specialist experience or skills
- They will not tend to sit regularly, but be convened as required
- Their Terms of Reference should be documented, and decisions minuted, but full minutes and agendas will not normally be required



Working groups

For making things happen

- These are task focussed groups, formed, disbanded and rested as required based on the Institute's needs
- They will tend to be established and supervised by a delegated committee
- No ToR or formal documentation is required – these are informal groups, and will tend to work to a brief or briefs
- Membership can be changed as necessary, and they can meet as often or as little as required, with no quorate numbers



Scheme of delegation

AREA OF COUNCIL RESPONSIBILITY	AUTHORITY DELEGATED	DELEGATED TO	FURTHER DELEGATION	NOTES
FINANCE	Setting the Institute's budget	Finance & Risk Committee	ExCo may undertake initial drafts	Subject to approval by Full Council
	Managing the Institute's financial performance	ExCo	Finance and Risk will undertake bi-annual in depth analysis	Full Council receive a performance update at every meeting
	Definition & oversight of financial controls	Finance & Risk Committee		
OPERATIONS	Maintaining the professional standards of members	Professional Standards Committee	Education Panel, Ethics, Health & Conduct Panel	
	Management of operational risk	Finance & Risk Committee	Managed day to day by ExCo	
	Continuing Professional Development	ExCo	CPD Team	
	Admissions	Admissions Panel		
EXTERNAL ENGAGEMENT	Public relations activity	ExCo		More significant or contentious matters may be escalated to Full Council
	Parliamentary relationship building	Member Support Committee	Parliamentary Group	
MEMBER ENGAGEMENT	Member Communications	ExCo	Herbal Thymes team	MSC will also contribute
	Event management	ExCo	Conference Panel	
	Defining & delivering member benefits	Member Support Committee		
EDUCATION & DEVELOPMENT	Accreditation of courses	Accreditation Board		
	Educational Standards	Education Panel		



**OUR
DETAILED
STRUCTURE**

Remit

- The role of Council is to oversee the business of the Institute, and ensure its adherence to legal and regulatory requirements, as well as ensuring that actions reflect the interest of the membership.
- Council is responsible for:
 - Establishing the vision and values of the Institute
 - Setting the strategy and structure to deliver the vision
 - Appropriately delegating responsibility to ensure the strategy progresses
 - Monitoring the performance of the Institute
- Council has a number of standing committees to which it can delegate responsibility, with Council's primary responsibility being oversight of their activity.

Composition

Name	Role	Term Expires
Phil Deakin	President	October 2021
VACANCY	Vice-President <small>* Emma Dalton Acting VP</small>	-
Emma Dalton	Honorary Treasurer	October 2021
Emma Barker	Honorary General Secretary	October 2021
Hananja Brice-Ytsma	Director	October 2021
Nick Hardiker	Director	October 2021
Melinda McDougall	Director	October 2022
Martin Schoenbeck	Director	October 2022
Anke Wellhausen	Director	October 2021

[Return to Delegated Committees](#)

Remit

- The role of ExCo is to manage the day to day business of the Institute on behalf of Council, providing direction and advice to Council, as well as overseeing sub-committees
- The committee is responsible for:
 - Supporting Council decision making by providing recommendations and proposals for ratification
 - Developing and implementing strategy, operational plans, policies, procedures and budgets
 - Driving and monitoring operating and financial performance
 - Assessing and controlling risk
 - Prioritising and allocating resources
 - Providing governance across the subcommittees
 - Day to day decision making
- ExCo works with and oversees the work of the
 - Professional Standards Committee
 - Member Support Committee
 - Finance & Risk Committee
 - The CPD team

[Return to Delegated Committees](#)

Composition

Name	Role
James Wiltshire (Chair)	Chief Executive
Phil Deakin	President
Emma Dalton	Honorary Treasurer
VACANCY	Director

Remit

- The role of the PSC is to maintain, develop and oversee standards in all aspects of the professional practice of herbal medicine
- The committee is responsible for standards in
 - Education and training
 - Professional conduct
- The PSC keeps abreast of professional standards and legislation in healthcare and medicine which affect herbal medicine.
- The PSC works with and oversees the work of the
 - Admissions Panel
 - Ethics, Health and Conduct Committee
 - Education Committee
 - Medicines Committee including the Yellow Card Scheme

Composition

Name	Role
Emma Barker (Chair)	Honorary General Secretary
Phil Deakin	President
Hananja Brice-Ytsma	Director
Martin Schoenbeck	Director
Emma Dalton	Acting Vice-President
VACANCY	-

Remit

- The role of the MSC is to ensure our members have freedom to practice as they wish (subject to the constraints of the Professional Standards Committee), and ensure that the correct support is in place to develop our members and the profession
- The MSC works with and oversees the work of the
 - Research Committee
 - The Diversity and Inclusion Panel
 - NMSS Registrar
 - The Institute Archives and Library

Composition

Name	Role
James Wiltshire (Chair)	Chief Executive
Emma Barker	Honorary General Secretary
Nick Hardiker	Director
Hananja Brice-Ytsma	Director
Emma Dalton	Honorary Treasurer
Melinda McDougall	Director
Vacancy	Member

Remit

- The role of the FRC is to ensure that the financial performance of the institute is properly monitored, and that risks are identified and managed
- The committee is responsible for
 - Setting and monitoring the financial budgets
 - Agreeing any changes to budgets
 - Setting and monitoring the financial controls in place to protect the Institute
 - Monitoring the long-term financial sustainability of the Institute
 - Monitoring risks and the plans in place to mitigate them

Composition

Name	Role
James Wiltshire (Chair)	Chief Executive
Phil Deakin	President
Emma Dalton	Honorary Treasurer
Nick Hardiker	Director
VACANCY	Director

Remit

- The Board was established in 1996 by the National Institute of Medical Herbalists (the Institute) to accredit training courses in herbal medicine which lead to entry to the Institute. It consists of lay and herbalist members who direct and undertake the process of accreditation of courses in herbal medicine leading to membership of the Institute.
- The composition of the Board is described in the Institute's Memorandum and Articles of Association and is made up of:
 - A lay Chair
 - The Institute's Director linked to Accreditation
 - 4 Ordinary lay members
 - 4 Ordinary Institute members

Composition

Name	Role	Term Expires
Jennifer Woods (Chair)	Lay member	-
Emma Barker	Linked Director	October 2022
Gloria Dillon White	Lay member	-
Dilis Clare	Member	-
Roisin McLaughlin	Member	October 2022
Dalbinder Bains	Member	October 2022
Gemma Wild	Member	October 2022
VACANCY	Lay member	-
Sarah Stanton	Lay member	September 2022
VACANCY	Lay member	-

[Return to Delegated Committees](#)

SCRUTINY PANEL

Remit

- The remit of the Scrutiny Panel is to scrutinise motions presented to general meetings of the Institute for wording, ambiguities and other technical issues that could cause a motion to fall, and to make suggestions that will improve clarity.
- The committee has no powers to make changes to proposed motions. The committee will undertake to make suggestions only as to how a particular motion may be clarified. The decision as to whether to change the wording of the motion lies with the proposer of the motion.
- It is also outside of the committee's remit to recommend the order in which motions are eventually proposed to the membership at the general meeting.

Composition

Name	Role
Jane Gray	Member
Krystyna Kryzak	Member
VACANCY	Member

[Return to Decision
Making Panels](#)

Remit

- To keep updated and informed on all matters concerning herbal medicines and the regulation of on behalf of the membership
- To seek membership's opinion before preparing a response on Herbal Medicines, especially in response to proposals to change the Medicines Act.
- To ensure that committee members represent the diversity of membership and their views on Herbal Medicines e.g. manufacturers, making medicines at home, owner of small shop/dispensary, traditional usage, orthodox science
- Includes Yellow Card Scheme

Composition

Name	Role
Max Drake (Chair)	Member
Vacancy	-
Vacancy	-

Remit

- To review all applicants for membership and confirm that they have met the required standards for admission to membership

Composition

Name	Role
Phil Deakin	President
Hananja Brice-Ytsma	Director
Anke Wellhausen	Director

Remit

- To create, produce, maintain and update the Institute policy documents around all aspects of safeguarding.
- May also include signposting safeguarding resources for study and training, and working with other panels and teams to advise on safeguarding issues.
- May also be called on to offer guidance to members who ask for assistance with safeguarding issues.

Composition

Name	Role
Phil Deakin (PSC liaison)	President
Trudy Norris	Member
Alison Morton	Member
Paula McCreary	Member

Remit

- The primary aims of the Ethics Committee are to ensure the protection of patients' interests, to promote the highest ethical standards in the practice of herbal medicine, and to maintain ethical safeguards for practitioners.

Composition

Name	Role
VACANCY(Chair)	-
Phil Deakin	President
Sarah Carr-Baugh	Member
Hananja Brice-Ytsma	Director
Gemma Wild	Member

EHC Officers

Name	Role
Laura Stannard	Member
Karl Bedson	Member

Remit

- Under development

Composition

Name	Role
VACANCY	-

Return to Decision
Making Panels

Remit

- To define the educational standards used for:
 - Institute Accreditation
 - Individual Accreditation
 - Clinical Skills Updates

Composition

Name	Role
Hananja Brice-Ystma(Chair)	Director
Nic Rowley	Lay member
Robyn James	Member

Remit

- To define the Institute's research strategy, and to work with partners to engage in research opportunities which support this strategy

Composition

Name	Role
Nick Hardiker (Chair)	Director
VACANCY	Member

Remit

- Under Development

Composition

Name	Role
VACANCY	-

[Return to Working
Groups](#)

Remit

- To curate content for a quarterly members magazine
- Design is outsourced so this team are able to focus on content

Composition

Name	Role
VACANCY (Editor)	-
Emma Barker	Director
Jean-Louis Roils	Student
Anita Wasik	Student
Janet Alton (proofreader)	Member

Remit

- To attend political events and meetings representing the Institute's interests and that of herbal medicine including but not limited to: The All Party Parliamentary Group for Integrated Healthcare (APPG IH) and The Integrated Healthcare Collaborative (IHC).
- The Committee may provide background information and provide contribution to documents to be submitted to Government with regards to Herbal Medicine.

Composition

Name	Role
Emma Dalton (Chair)	Honorary Treasurer
Gina Webley	Member
Kirsten Hartvig	Member

Remit

- To be established on an 'as required' basis to assist with specific events
- This could be to arrange content/supporting materials , to aid with logistics or to resource the event itself
- Membership can change with any given event

Composition

Name	Role
Non-permanent	

Remit

- To be established on an 'as required' basis to assist with specific internal and external communication campaigns
- Membership can change with any given campaign

Composition

Name	Role
Non-permanent	

[Return to Working
Groups](#)

Remit

- To create a schedule of CPD events which support the Institute's members
- The team are responsible for agreeing topics, speakers and event logistics, with the office team providing administrative support

Composition

Name	Role
Stephaney Allinson (Lead)	Member
Sara Rooney	Member
VACANCY	Member
Emma Dalton	ExCo liaison