College Of Integrated Chinese Medicine

Mission And Code of Conduct for Management Committee and Council

**Introduction**

The College of Integrated Chinese Medicine aims to provide a safe, guided, high quality professional learning environment in which students can be educated to study acupuncture. This is within the context of an integrated approach to Chinese Medicine and so that upon completion of the course graduates are awarded a BSc (Hons) degree in acupuncture from Kingston University.

**Structure of the MC**

There are four directors and two non-executive members of the Management Committee (MC). We seek to ensure as diverse a mix of members as possible given the size of our College. It is desirable that the MC is composed of a broad skills mix. At least half of the MC are to be Integrated Acupuncturists, with other specialisms in Finance, Quality, Law and/or Education where possible. MC members and non-executive members will have a term of office for 3 years, when they may step down or seek re-election by writing to the MC.

A review of the Governance arrangements and the effectiveness of the MC, will take place regularly with the involvement of the Council and MC including non-executive members.

**Role of the College**

The College Management Committee (MC):

* Provide oversight over the general running of the College, especially in respect to curriculum and teaching staff, the organization, management and operation of all matters relating to the delivery, monitoring and evaluation of assessment for the BSc (Hons) degree course. It also provides oversight into marketing, building and maintenance and the management of budgets within these areas.
* Are fully committed to a pedagogy as expected of an Institute of Higher Education and particularly by BAAB and the University of Kingston and to the frequent monitoring of the quality and nature of the College’s learning and teaching environment by all those who work, advise and/or study at the College.
* Value the contribution that all people make to the life and development of the College and intends to maintain an ethos in which all those involved in the work of the College have opportunities to provide feedback about the day-to-day and longer-term operations of the College.
* Are committed to equality of opportunity, freedom of speech and diversity manifest through culture, gender, marital status, disability, political beliefs, race, religion, responsibility for dependents, sexual orientation or social class.

**Fit and proper person for College MC and director**

An MC member must show her/himself to be a fit and proper person in order to fulfil the governance role of the College and abide by the ‘fit and proper public interest governance principles laid down by the Office for Students (OfS)[[1]](#footnote-1).

Accordingly, a fit and proper person must:

* Be of good character
* Have the qualifications, competence, skills and experience that are necessary for their role
* Be able by reason of their health, after reasonable adjustments are made, to properly perform the tasks of the office or position for which they are appointed
* Have not been responsible for, been privy to, contributed to, or facilitated any serious misconduct or mismanagement (whether unlawful or not) in their employment or in the conduct of any entity with which they are or have been associated.

I declare that I have not had:

* Disqualification from acting as a company director, or from acting as a charity trustee, as set out in the Company Directors Disqualification Act 1986 or the Charities Act 2011 **Yes/No**
* A conviction for a criminal offence anywhere in the world subject of any adverse finding in civil proceedings, where relevant, including, but not limited to bankruptcy or equivalent proceedings (in the last three years) **Yes/No**
* Any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies **Yes/No**
* Involvement in any abuse of the tax systems **Yes/No**
* Involvement with any entity that has been refused registration to carry out a trade or has had that registration terminated **Yes/No**
* Involvement in a business that has gone into insolvency, liquidation or administration while the person has been connected with that organisation or within one year of that connection;
* Dismissal from a position of trust or similar **Yes/No**
* Involvement with a higher education provider that has had its registration refused or revoked by the OfS or has had similar action taken against it by another regulator (this includes, but is not limited to, serving on a board/governing body, having voting rights, being a significant shareholder/owner, serving in a senior position, etc.). **Yes/No**

**Principles of Public Life**

To deliver the College vision and values all MC and Council members agree to be committed to the *Seven Nolan Principles of Public Life*. These overarching principles underpin this Code and apply to all aspects of public life and to all those who serve the public in any way. All MC and Council members are expected to abide by the Nolan principles of public life:

The table below describes the principles, what they mean and how the College upholds them:

|  |  |
| --- | --- |
| **Principle** | **Meaning** |
| Selflessness | Holders of public office should act solely in terms of the public interest. They will not do so in order to gain financial or other material or professional benefits for themselves, their family or their friends. |
| Integrity | MC and Council members 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 material benefits for themselves, their family, or their friends. They must declare and resolve any interests or relationships. |
| Objectivity | In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit. |
| Accountability | MC and Council members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office. |
| Openness | MC and Council members should be as open as possible about all the decisions and actions they take: they should give reasons for their decisions and restrict information only when the wider public interest clearly demands. |
| Honesty | MC and Council members should be truthful. |
| Leadership | MC and Council members should promote and support these principles by leadership and example and challenge poor behaviour if it occurs. |

I declare that I understand and agree to the College of Integrated Chinese Medicine, ‘Mission and Code of Conduct’. I agree to abide by the Seven Nolan Principles of Public Life. I declare that I am a fit and proper person to be a member/non-executive member of the College’s Management Committee.

Name of MC member/Council member ......................................……….............................

Signed ............................................................................ Date ....................................................

1. for more information see <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/public-interest-governance-principles> [↑](#footnote-ref-1)