

## NHS Pensions - Terms of Reference for the Service Improvement and Development Board

This document outlines the Terms of Reference for the Service Improvement and Development Board.

It sets out in turn:

- the purpose of the board
- membership of the board
- standard meeting agenda items
- governance arrangements of the board

### Purpose of the board

The board allows for engagement between NHS Retirement Services, regional employer leads, ESR, NHS Employers and other key stakeholders.

The purpose of the board is to:

- Provide a forum to collaboratively discuss statutory change and related impact.
- To review and discuss service enhancement requests.
- Provide a forum for employers to be ambassadors of the solution.
- To represent the views of NHS employers within your region.
- Recognising good practice of record management through data and identify any support that is required.

This will enable:

- The Chair / Representative of each regional employer group to feedback to their respective membership in terms of the discussion and actions of the Service Improvement and Development Board.
- Collaborative discussions between board members about current and future scheme

administration, establishing a solid base from which to work in partnership to successfully manage the Scheme and support the implementation of future changes effectively.

- Enable collaborative discussions between employers via a breakout room to share best practice and local issues.
- This will enable the opportunity to contribute freely with the ability to share their views openly and honestly without hindrance.

## Membership of the board

- NHSBSA representatives
- NHS Employers
- ESR
- Regional Employer representatives (Chair or delegate) for:
  - Approved Employers (Directions)
  - East Midlands
  - East of England
  - London
  - Northern, Yorkshire and Humber
  - Northwest
  - Southeast
  - Southwest
  - Wales
  - West Midlands
  - Shared Business Services
- Other key stakeholders will be invited by exception, dependent upon agenda items.

## Meeting agenda

The standing agenda items for the meeting are as follows:

- Introductions
- Overview of agenda (noting AOB and time management)
- Approval of minutes from last meeting
- Review of actions from last meeting
- Review business justifications
- Provide progress update on agreed business justifications
- Break-out session for sharing best practice (employers only forum)
- Relevant strategic updates
- Review of record management progress
- AOB
- Confirm actions captured
- Date of next meeting.

## Governance arrangements

- NHSBSA will schedule, chair and minute the meeting, recording associated actions. Minutes and actions will be distributed to all attendees by email as soon as possible following the meeting (within a maximum of two weeks). Remote meetings will be recorded for wider distribution.
- Attendees are requested to submit business justifications and agenda items at least two weeks before the meeting.
- An agenda will be issued one week before the meeting is scheduled.
- The meeting will be held on a quarterly basis with dates set in advance. The NHSBSA will organise the meeting with invites sent to attendees.
- An email list of attendees will be held and managed by the NHSBSA. This will be main source used for distribution of papers and will be used for any correspondence between board members.
- Employers will share the outcomes of the meeting with their regional groups.
- The terms of reference will be prepared and updated by the NHSBSA. These will be reviewed by the board on an annual basis.

## Development requests

- Pension SIG representatives will forward the business justifications to be considered by the board to [stakeholderengagement@nhsbsa.nhs.uk](mailto:stakeholderengagement@nhsbsa.nhs.uk)

Justifications must be forwarded at least two weeks before the meeting. Any requests received after this time will be submitted at the following meeting.

- NHSBSA will provide business updates on agreed business justifications.