



Department
of Health &
Social Care

Chair of the NHS Pension Board Information pack for applicants

Closing date: Midday on 19 December 2018

Reference no: PEN18-15



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SECTION 1 – The Role

1.1 Role and Responsibilities of the Chair to the NHS Pension Board

Introduction

Ministers are seeking to appoint the Chair of the NHS Pension Board. They are looking to appoint a candidate with a strong working knowledge of public and private sector pension schemes. The successful candidate should have good communication skills and be able to devise strategies to promote the value of the scheme as part of the NHS total reward offer, maximising its impact as a recruitment and retention lever. Candidates should be able to understand and utilise the potential of technology to improve the efficiency of scheme administration and create value for employers.

Role and Responsibilities of the Chair

The Chair of the NHS Pension Board is appointed by the Secretary of State for Health and Social Care, who is responsible for the NHS Pension Scheme, and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

The Chair will:

- provide leadership, challenge, scrutiny and support to the Secretary of State, by ensuring that the NHS Pension Scheme is compliant with scheme regulations, relevant legislation and The Pensions Regulator's public service schemes Code of Practice;
- work with the Board to provide on-going evaluation of the governance, delivery and monitoring mechanisms of the NHS Pension Scheme administration, and recommend improvements where required so that member and employer interests are safeguarded; and
- foster good working relationships with The Pensions Regulator, including the consideration of their annual report and provision of responses to its recommendations.

As Chair of the Board you will build, develop and improve the Board, providing guidance and leadership to all Board members, ensuring their effective induction, support and development and advising the Secretary of State on their performance.

Qualities required for the role of the NHS Pension Board Chair

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

- A sound understanding of public and private sector pension schemes.

Relevance to the role: The Chair should be able to lead the objective assessment and scrutiny of transactional services, and offer different perspectives, constructive suggestions and improvement recommendations where appropriate. It should be expected that the successful candidate understands the operation of a defined benefit pension scheme and the responsibility of managing public money.

- Strong communication skills and an understanding of how a pension offer fits in with the wider total reward offer made to staff, and an ability to gain the confidence of the Pension Board's stakeholders and members, including the Department of Health and Social Care.

Relevance to the role: The Chair should be prepared to contribute to and drive strategies to communicate the value of the NHS Pension Scheme to employers and staff, maximising the impact of the scheme as a recruitment and retention lever.

- Understand and be able to harness the potential of technology to drive efficiency, new ways of delivering the scheme and create value for employers.

Relevance to the role: The Chair must be able to work with the scheme administrator on their current agenda to use technology to improve flexibility of scheme administration; making it cheaper and more relevant.

- The ability to be comfortable using authority in a board environment, and making decisions.

Relevance to the role: The Chair should be able to use authority and make decisions that take account of best practice, scheme regulations, relevant legislation and The Pensions Regulator's public service schemes code of practice.

Remuneration

- The Chair is remunerated at £13,137 per annum for a time commitment of up to three days per month.
- 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 the Chair of the NHS Pension Board, in line with travel and subsistence policy

and rates for the NHS Pension Board. A copy of the policy and rates can be obtained from the NHS Pension Board.

Time commitment

Up to 3 days per month

Location

London

Tenure of office

Ministers determine the length of the appointment, will be up to 3 years.

Accountability

This Chair is appointed by the Secretary of State and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

For further information regarding the role of the NHS Pension Board and the role of **the Chair** please contact:

Tel: 0113 25 45775

Email: adam.stewart@dhsc.gov.uk

1.2 NHS Pension Board role and responsibilities

Body Role and Responsibilities

The NHS Pension Board was established from 1 April 2015. It exists to assist the scheme manager (Secretary of State) in securing compliance with all relevant pensions law, regulations and directions, as well as The Pensions Regulator's (TPR) codes of practice.

Main responsibilities:

- overseeing assurance and governance of the administration of the NHS Pension Schemes, including compliance with The Pensions Regulator's codes of practice
- ensuring the scheme administrator supports employers to effectively communicate the benefits to members of the NHS Pension Scheme and fully utilise it as part of the NHS total reward offer
- ensuring the scheme administrator supports members to improve their understanding of their pension benefits as part of the total reward offer, and to inform their personal financial and career planning
- supporting effective implementation of the Employers Charter
- consideration of the annual report from The Pensions Regulator, including any responses to recommendations
- produce an annual report that summarises the work of the Board

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of the Chair to the NHS Pension Board.

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

appointments.team@dhsc.gov.uk – please quote ref: PEN18-15 in the subject field.

If you are unable to apply by email you may send your application by post to:

George Hilton, Department of Health and Social Care, Room 1N09,
Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 11 December 2018**.

In making an application please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. 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.

Conflicts of interest

If you have any business or personal interests that might be relevant to the work of the NHS Pension Board, 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.

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 (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or the NHS Pension Board or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the 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 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:

<https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

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: Disqualification from Appointment.

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. Diversity monitoring information will not be seen by the Advisory Assessment Panel assessing your application.

Guaranteed Interview Scheme

The Department of Health and Social Care 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, please contact:

George Hilton
Appointments Team
Tel: 0113 254 5071
Email: George.Hilton@dhsc.gov.uk

For further information regarding the role of the NHS Pension Board and the role of **the chair** please contact:

Tel: 0113 25 45775
Email: adam.stewart@dhsc.gov.uk

Please quote reference PEN18-15 on all correspondence.

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

2.2 The Selection Process

Timetable:

- Closing date: Midday on 11 December 2018
- Shortlisting complete: 17 January 2019
- Interviews held: 12 February 2019

The selection panel will be:

- Tim Sands, DHSC senior sponsor for the NHS Pension Board as Panel Chair
- Alastair MacDonald, Chief Executive, NHS Business Services Authority as Panel Member
- Moira Rankin as the Independent Panel Member

After the closing date for applications:

- The Department of Health and Social Care may commission a pre-assessment of candidate applications which would then be provided to the 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 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. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.
- Interviews will be held on 12 February 2019
- The Advisory Assessment Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. 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 Appointments Team will email to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location.
- 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 panel believe are 'appointable', will be recommended to Ministers who will make the final decision. Ministers 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 Ministers appointing you as the Chair of the NHS Pension Board, which will confirm the terms on which the appointment is offered.
- If you are unsuccessful at interview, you will be notified by the Appointments 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**

Queries

For queries about your application, please contact George Hilton on 0113 254 5071

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*, you can access this document at: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

Diversity and equality of opportunity

The Department of Health and Social Care 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:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>.

If you are not completely satisfied

The Department of Health and Social Care 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 Julie Nichols in the Department of Health and Social Care by emailing Julie.Nichols@dhsc.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 the eligibility criteria can be provided by contacting Adam Stewart on 0113 254 5775 or Simon Arden-Davis on 0113 254 6778.

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 the Department of Health and Social Care 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
- 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 selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity 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.