

# Health & Care Practice Executive Committee<sup>1</sup>

## Terms of Reference

**Reports to:** N/A – created by Joint Councils and its work is overseen by the Member Support Executive Committee.

**Purpose:** Supports members, primarily those in the UK but including those overseas, and promotes high standards of actuarial practice in Health & Care. Health & Care covers actuarial issues related to morbidity. It covers both the public and private health care sectors. In the private sector it includes short-term products such as private medical insurance and hospital cash plans and long-term products such as critical illness, income protection and long-term care. All products are available on an individual and group risk basis.

### Key responsibilities:

1. Provides expertise within the Profession on matters relating to Health & Care.
2. Nurtures an environment in which Health & Care can flourish and the public can have confidence in members practicing in Health & Care.
  - by co-ordinating developments in the profession's contribution to health and care topics
3. Fosters a sense of community amongst members practising in Health & Care, for example by providing networking opportunities and sponsoring the establishment of member interest groups (MIGs) allied to Health & Care.
4. Stimulates and provides a focal point for knowledge development, particularly research, identifying developments in the UK and overseas.
  - by commissioning and supervising the conduct of research work to agreed timetables and ensuring the appropriate publication of the results.
  - by contributing to relevant research by other bodies e.g. universities, medical departments, HMG.
5. Provides CPD opportunities and generally disseminates knowledge, for example through conferences, seminars, physical and internet-based open forum discussions, newsletters, the Knowledge Access Network (KAN), and other web-based publications.
  - by organising suitable CPD events and developing appropriate education standards..
6. Develops Information and Assistance Notes (IANs) subject to the provisions of Paragraph 19 below.
  - by advising Professional Regulation Executive Committee(PREC) on feedback for the BAS on actuarial standards
  - by recommending IANs to PREC.
7. Maintains a watching brief on BAS standards relating to Health & Care.

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<sup>1</sup> Recommendations to amend these generic terms of reference may be made to the Management Board by a Practice Area Executive Committee.

8. Identifies new opportunities for the profession in Health & Care.
9. Promotes the value of actuarial services in Health & Care to current and potential users.
  - by demonstrating to government and the NHS the contribution of actuarial knowledge and skills to the financial management of the NHS;
  - by promoting the value of actuarial advice in this field to potential users including health care providers, other professionals, government, employers, the media, insurers and consumers.
10. Scans the environment, identifying the emerging issues of critical importance to:
  - the Profession, including those of a public interest nature
  - members, including issues of a commercial nature, where these might impact on the Profession
  - by keeping a watching brief on relevant developments worldwide and on U.K. legislation and to recommend to the Public Affairs Advisory Committee(PAAC) and the Management Board any relevant actions and to generate any appropriate representations to Government.
11. Develops the Profession's view on issues in Health & Care, subject to the caveat in Paragraph 19 below.
12. Works with the Management Board and the Communications Division on responses to external consultations relating to Health & Care.
13. Works with the Head of Communications on matters relating to Health & Care and reports any contact with the media.
14. Works with the Qualifications Executive Committee of developments in Health & Care which impact on the examinations syllabus.
  - By promoting the health and care educational aims of the actuarial profession, specifically the development and maintenance of the health and care syllabus and allied reading material for the current education strategy.
15. Works with relevant representatives on GC and IAA groups, ensuring that those representatives are aware of developments in Health & Care to ensure that a consistent line is taken.
16. Maintains a watching brief on issues related to Health & Care in overseas actuarial associations.
17. Maintains, at its discretion, a liaison with external bodies (Government departments, regulators, trade associations, other professions etc, e.g. ABI, ILAG, CMI, ILC, NHS, CCRC), on matters relevant to Health & Care, subject to the caveat in Paragraph 19 below.
18. Maintains a liaison with other practice area executive committees and MIGs as necessary to foster cross-practice activity where relevant and to minimise the risk of conflicting views developing.
19. Makes operational decisions about its own business but may not 'bind' the Profession to a new policy or obligation. In this context, the Executive Committee should maintain a liaison with bodies within the Professional Administration and must refer to

the appropriate body for decision those matters which fall within that body's terms of reference<sup>2</sup> and follow relevant published rules, protocols, and guidelines.

20. Establishes standing committees and working groups, so long as they do not create additional resource requirements, for which the Member Support Executive Committee's authority is required.
21. Complies with relevant parts of the Governance Manual.

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<sup>2</sup> In this context, bodies within the 'Professional Administration', and the Presidents and others speaking on behalf of the Profession, will always consult the Chairman of the Executive Committee when a matter which they are considering relates to Health & Care.