

September 2016

NHS Blood and Transplant
NATIONAL ADMINISTRATIONS COMMITTEE - TERMS OF
REFERENCE

1 Constitution

The Board hereby resolves to establish a Committee of the Board to be known as the National Administrations Committee (the Committee). The Committee is a non-executive committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference.

3 Membership

The Committee is appointed by the Board and consists of four Non-Executive Directors, one of whom chairs the meetings; three NHSBT Directors, the Director of Organ Donation and Transplantation, the Director of Communications and the Director of Quality; and the Associate Medical Director (Organ Donation and Transplantation). A quorum at a meeting is three members, two of whom must be a Non-Executive Director.

3 Attendance

Other NHSBT Directors or senior managers may attend by invitation of the Committee. External representatives of the UK Health Departments may also be invited. The Secretary to the Committee is the Director of Communications, who may delegate this task.

4 Frequency

The Committee meets as frequently as it may determine to be necessary to complete its tasks. It typically meets three times each year and this may be by teleconference.

5 Authority

The Committee has full executive powers, on behalf of the Board, to oversee the on-going review and development of arrangements in place to advise on, and implement effectively, the policies of all four Health Departments in the United Kingdom.

6 Duties

The Objectives of the National Administrations Committee are to:

- Foster and support the maintenance of excellent working relationships and partnerships with the Health Departments of the three devolved administrations
- Provide challenge and scrutiny of detailed proposals and plans to implement the policies of the three devolved Health Departments
- Monitor risks to delivery and provide a forum to manage competing and/or contradictory requirements across the four UK Health Departments
- Oversee relationships with the four UK Health Departments on post EU referendum activity
- Review any specific issues the Board may ask the Committee to scrutinise.

7 Reporting

The minutes of the Committee meetings shall be formally recorded and submitted to the Board. The Chair of the Committee shall draw to the attention of the Board any issues that require disclosure to the full Board, or require executive action.