

NHS Blood and Transplant

Finance & Performance Committee

Annual Report 2021/22

1 PURPOSE OF THE REPORT

The Finance & Performance Committee has prepared this report for the Board, to describe how the Committee has satisfied its Terms of Reference during 2021/22.

2 CONSTITUTION

The Finance & Performance Committee (the Committee) is constituted as a standing committee of the NHSBT Board. The Committee is a non-executive committee and has no executive powers, other than those specifically delegated to it through these Terms of Reference (ToR).

3 OVERVIEW

The Finance and Performance Committee is responsible for scrutinising NHSBT financial and planning reports, making recommendations to the NHSBT Board on financial performance, planning and pricing issues and supporting the Board with its financial and investment decisions. The specific duties of the Finance & Performance Committee are described in its Terms of Reference.

4 MEMBERSHIP

The Committee membership in respect of the financial year 2021/22 was:

Charles St John	Non-Executive Director / Chair
Phil Huggon	Non-Executive Director
Jo Lewis	Non-Executive Director
Prof. Paresh Vyas	Non-Executive Director

The following officers in regular attendance:

Rob Bradburn	Finance Director
Mark Taylor	Assistant Director – Planning & Performance

5 COMPLIANCE WITH TERMS OF REFERENCE

Formal meetings of the Finance Committee were held on:

- 29th April 2021
- 24th June 2021

- 1st November 2021
- 21st December 2021
- 1st March 2022

The quorum for any meeting of the Committee shall be attendance of a minimum of 2 Members and the Finance Director or nominated deputy. All meetings during 2021/22 were quorate.

6 DUTIES AND FINDINGS

The key actions undertaken by the Committee are described below.

- Reviewed and provided oversight on NHSBTs financial performance, providing overview and scrutiny on financial performance against budget, highlighting emerging risks to the Board. The committee also reviewed schedules on other areas of finance performance such as professional services expenditure, issues and risks, the 2021 spending review, overdue debt, and cash flow.
- Reviewed the content of the Annual Report and Accounts, ensuring the financial content described was consistent with what was presented to the Board during the year.
- Reviewed and added scrutiny to the development of the budget and pricing proposals throughout the year. In addition, the committee also reviewed and approved updates to the 2021/22 budget before finalisation.
- Regularly reviewed progress on Convalescent Plasma and Plasma for Medicines, including a in depth dive on the Convalescent Plasma closure report, probing costs that were allocated to the programme and emphasising the importance of embedding lessoned learned into Plasma for Medicine.
- Reviewed and acknowledged post completion reviews for large projects, which included reviewing costs, timescales and delivered benefits against the projects original business case and also highlighting the importance of embedding lessons learned into future projects and business as usual. The projects that were reviewed in 2021/22 included,
 - Pulse Database Hardware Replacement
 - Barnsley Estates project
 - Logistics Rationalisation Programme
 - Session Solution
- The committee also had flex in its agenda to included spotlight items that had been approved by Executive Team and / or Chief Executive Officer. The following topics were included in the Finance and Performance committee agenda, whereby, the committee reviewed and offered advice and feedback.
 - NHSBT Business plan
 - The new look Board Performance Report
 - The proposed scope and approach to the 'Our Future Health' bid for Genotyping.
 - The Tissue and Eye Services plan to achieve a break even position.
 - The future of the managed service and procurement pipelines, including inflation risk.
 - CBC income pipeline.
 - Blood Supply collection capacity and productivity opportunities.

7 WORKPLAN 2022/23

In accordance with its ToR, the Committee will meet five times in 2021/22, in the months between Board meetings (excluding August). The tasks of the Committee are established by a set agenda that primarily comprises a review of financial performance and tracking of major projects. The agenda is then flexed to reflect standard financial processes such as the development of the new budget or emerging themes.

8 CONCLUSION

The Finance Committee has complied with its terms of reference during 2021/22.

***Signed by Charles St John, Chair of the Finance & Performance Committee
June 2022***

Annual Register of Attendance

29th April 2021

Charles St John	NED / Chair
Joanna Lewis	NED
Rob Bradburn	Director of Finance
Katie Robinson	Director of Strategy and Transformation

24th June 2021

Charles St John	NED / Chair
Joanna Lewis	NED
Prof. Paresh Vyas	NED
Rob Bradburn	Director of Finance

1st November 2021

Charles St John	NED / Chair
Joanna Lewis	NED
Phil Huggon	NED
Rob Bradburn	Director of Finance

21st December 2021

Charles St John	NED / Chair
Joanna Lewis	NED
Phil Huggon	NED
Prof. Paresh Vyas	NED
Rob Bradburn	Director of Finance

1st March 2022

Charles St John	NED / Chair
Joanna Lewis	NED
Phil Huggon	NED
Rob Bradburn	Director of Finance