

BOARD FORWARD PLAN 2023
Blood and Transplant

HEADING	ITEM	RESPONSIBLE DIRECTOR	31-Jan-23	28-Mar-23	06-Jun-23	25-Jul-23	26-Sep-23	28-Nov-23	30-Jan-24
			London	Barnsley	London	Filton	Edinburgh	Manchester (tbc)	
STANDING ITEMS	Introduction and welcome	Chair	✓	✓	✓	✓	✓	✓	✓
	Apologies for absence	Chair	✓	✓	✓	✓	✓	✓	✓
	Register of Interest	Chair	✓	✓	✓	✓	✓	✓	✓
	Board Ways of Working (<i>no longer required from June</i>)	Chair	✓	✓					
	Draft minutes of the last meeting	Chair	✓	✓	✓	✓	✓	✓	✓
	Matters arising and Action Log	Chair	✓	✓	✓	✓	✓	✓	✓
	Patient Story	Chief Medical Officer/ Director of OTDT	✓	✓	GM	EP	✓	✓	✓
	CEO Report	Chief Executive Officer	✓	✓	✓	✓	✓	✓	✓
	Corporate Performance Report, incl. Strategic Risk Register	Interim CEO/ Strategy and Transformation Director	✓	✓	✓	✓	✓	✓	✓
	Committee Assurance Reports	Committee Chairs {Company Secretary}	✓	✓	✓	✓	✓	✓	✓
	Reports from UK Health Departments	Departmental Representatives	✓	✓	✓	✓	✓	✓	✓
	Any Other Business	ALL	✓	✓	✓	✓	✓	✓	✓
	Governance Update	Company Secretary	✓	✓	✓	✓	✓	✓	✓
	Finance Report	Chief Financial Officer	✓	✓	✓	✓	✓	✓	✓
	Forward Plan	Company Secretary	✓	✓	✓	✓	✓	✓	✓
	CQC Action Plan	Director of Quality	✓	✓	✓	✓	✓	✓	✓
	Review of Board Performance (private board)	Chief People Officer	✓	✓	✓	✓	✓	✓	✓
Update on complex cases (private board)	Chief People Officer	✓	✓	✓	✓	✓	✓	✓	
STRATEGY	Estates Strategy Road Map	Chief Finance Officer {AD Estates & Facilities}			✓				
	Net Zero (Sustainability) Strategy	Chief Finance Officer (AD Estates & Facilities)			✓				
	Estates Strategy	Chief Finance Officer {AD Estates & Facilities}							✓
	Data Strategy	Interim Chief Digital Officer					✓		
	Tissue and Eye Services Strategy	Director of OTDT		✓			✓		
	Pathology Strategy	Chief Medical Officer/Director of Clinical Services		✓		✓			
	NHSBT Strategy and service and functional strategies status	Strategy and Transformation Director			✓				
BLOOD, TISSUES & ORGAN	Health of the Organ Donor Registry	Director of Donor Experience		✓					
	Blood Pricing 2023/24	Chief Finance Officer	✓						
	Organ Utilisation Group Recommendations - Y1 update	Director of OTDT		✓					
	Blood Courier Services Re-Tender OBC	Director of Blood Supply		✓					
	Blood Courier Services Re-Tender FBC	Director of Blood Supply					✓		
	Blood Pricing 2024/5- Early update	Chief Financial Officer					✓		
	Therapeutic Apheresis Services – proposal for a new unit at Kings College London Hospital	Chief Medical Officer/Director of Clinical Services					✓		
	Medical Engagement	Chief Medical Officer/Director of Clinical Services					✓		
	Future Proofing Blood	Director of Blood Supply			✓	✓	✓	✓	✓

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BLOOD, TISSUES & ORGAN	Testing Development Programme Update	Director of Plasma for Medicines	√	√					
	Bacterial Screening Business Case	Director of Plasma for Medicines						√	
	Nucleic Acid Testing	Director of Plasma for Medicines							√
PEOPLE	Workforce Race and Equality Standard	Chief People Officer	√				√		
	Workforce Disability Equality Standard	Chief People Officer	√				√		
	Training and Education	Chief People Officer (Chief Scientific Officer)		√					
	Talent & Succession Planning (Risk 8)	Chief People Officer				√			
	Annual Staff Survey	Chief People Officer				√			
	Review of Organisational Capability & Health	Chief People Officer						√	
	Annual Health, Safety & Wellbeing Report	Chief People Officer				√			
	Executive Development/Leadership (Risk 8)	Chief People Officer		√					
	People and Culture Update	Chief People Officer			√	√	√	√	√
	Freedom to Speak Up	Chief People Officer (Freedom to Speak Up Guardian)				√			
BUSINESS PLANNING, STRATEGY AND TRANSFORMATION	Annual Portfolio Approval 2023/24	Interim CEO/Strategy & Transformation Director		√					
	2023-25 Investment Portfolio and Transformation Programme	Interim CEO/Strategy & Transformation Director	√	√			√		
	NHSBT Strategy - Annual Refresh	Interim CEO/Strategy & Transformation Director			√				
	NHSBT Business Plan 2023/24	Interim CEO/Strategy & Transformation Director		√					
	Half Year Progress Update on Business Plan	Interim CEO/Strategy & Transformation Director					√		
	Half Year Investment Portfolio Status	Interim CEO/Strategy & Transformation Director					√		
	Marketing Automation Tool	Director of Donor Experience						√	
	Clinical Biotechnology Centre Business Plan	Chief Medical Officer/ Director of Clinical Services					√		
FINANCE	Budget 2023/24	Chief Financial Officer		√					
	Annual Report & Accounts 2022/23	Chief Financial Officer			√				
	Standing Financial Instructions	Chief Financial Officer		√					
	Scheme of Delegation	Chief Financial Officer		√			√		
	Business Cases {as and when}	Relevant Director/ Commercial Director							
GOVERNANCE	Annual Review of Conflicts of Interest Policy	Company Secretary			√				
	Board Skills Analysis & Succession Plan (annual review)	Company Secretary				√			
	Annual Report of Board Committees	Company Secretary						√	
	Annual Review of Board Committees terms of reference	Company Secretary							
	Standing Orders review	Company Secretary	√						
	Board Effectiveness review	Company Secretary	√						
	Board Committee Membership	Company Secretary			√				
	Committee Effectiveness review	Company Secretary					√		
	Anti-fraud, Bribery and Corruption Policy	Chief Financial Officer						√	
	Safeguarding Policy	Chief Medical Officer							√
QUALITY, RISK & REGULATORY COMPLIANCE	PSIRF: Review of Recommendations & Implementation plan	Chief Medical Officer					√		
	Annual Management Quality Report and Update	Director of Quality			√		√		
	Annual Strategic Risk Register & Risk appetite review	Director of Quality				√			
	Annual Board Assurance Framework - Assurance Mapping & Legislation Mapping Review	Director of Quality		√					

IT/ DIGITAL	Blood Technology Modernisation Update	Interim Chief Digital Officer	✓	✓		✓	✓	✓	✓
	Annual Cyber Stocktake	Interim Chief Digital Officer			✓				✓

