

**BOARD FORWARD PLAN 2023/24**
**Blood and Transplant**

HEADING	ITEM	RESPONSIBLE DIRECTOR	28-Mar-23	06-Jun-23	25-Jul-23	26-Sep-23	28-Nov-23	30-Jan-24	26-Mar-24
			Barnsley	London	Filton	Edinburgh	Liverpool	London	Newcastle
<b>STANDING ITEMS</b>	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	✓	✓	✓	✓	✓	✓	✓
<b>STRATEGY</b>	Estates Strategy Road Map	Chief Finance Officer {AD Estates & Facilities}		✓					
	Net Zero (Sustainability) Strategy	Chief Finance Officer (AD Estates & Facilities)		✓					
	Estates Strategy ( <i>tbc</i> )	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	Interim Chief Executive		✓					
	NHSBT Strategy Refresh	Deputy Chief Executive					✓	✓	
<b>BLOOD, TISSUES &amp; ORGAN</b>	Health of the Organ Donor Registry	Director of Donor Experience and Communications	✓						
	Blood Pricing 2023/24	Chief Finance Officer							
	Organ Utilisation Group Recommendations - Y1 update	Director of OTDT	✓						
	Blood Courier Services Re-Tender Outline Business Case	Director of Blood Supply	✓						
	Blood Courier Services Re-Tender Full Business Case	Director of Blood Supply				✓			
	Therapeutic Apheresis Services – proposal for a new unit at Kings College London Hospital ( <i>tbc</i> )	Chief Medical Officer/Director of Clinical Services						✓	
	Marketing Automation Tool Full Business Case ( <i>tbc</i> )	AD Donor Experience Services					✓		
	Future Proofing Blood	Director of Blood Supply		✓	✓	✓	✓	✓	✓

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<b>BLOOD, TISSUES &amp; ORGAN</b>	Testing Development Programme Update	Director of Plasma for Medicines	√						
	Bacterial Screening Full Business Case	Director of Plasma for Medicines				√			
	Microbiology Serology Outline Business Case	Director of Plasma for Medicines					√		
	Nucleic Acid Testing	Director of Plasma for Medicines						√	
<b>PEOPLE</b>	Workforce Race and Equality Standard	Chief People Officer				√			
	Workforce Disability Equality Standard	Chief People Officer				√			
	Gender Pay Gap Report	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)			√				
<b>BUSINESS PLANNING AND INVESTMENT PORTFOLIO MANAGEMENT</b>	Annual Portfolio Approval 2023/24	Deputy Chief Executive	√						
	2023-25 Investment Portfolio and Transformation Programme	Deputy Chief Executive	√				√		
	NHSBT Strategy - Annual Refresh	Deputy Chief Executive		√					
	NHSBT Business Plan 2024/25 - draft update prior to March approval	Deputy Chief Executive					√		
	Half Year Progress Update on Business Plan	Deputy Chief Executive							
	Half Year Investment Portfolio Status	Deputy Chief Executive				√			
	Clinical Biotechnology Centre Business Plan	Chief Medical Officer/ Director of Clinical Services				√			
<b>FINANCE</b>	Budget 2023/24	Chief Financial Officer	√						
	Annual Report & Accounts 2022/23	Chief Financial Officer		√					
	Standing Financial Instructions	Chief Financial Officer (AD Financial Control)	√				√		
	Scheme of Delegations	Chief Financial Officer (AD Financial Control)	√				√		
	Business Cases (as and when)	Relevant Director/ Commercial Director							
	Financial sustainability and 2024/25 prices	Chief Financial Officer (AD Financial Planning)				√	√	√	
<b>GOVERNANCE/ POLICIES</b>	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						√	
	Environment and Sustainability Statement	Chief Financial Officer				√			
	Risk Management Policy	Director of Quality				√			
	Fit and Proper Persons Policy	Company Secretary				√			
	Freedom to Speak Up (Whistleblowing) Policy (tbc)	Chief People Officer							√

