

BOARD FORWARD PLAN 2023/24



Blood and Transplant

HEADING	ITEM	RESPONSIBLE DIRECTOR	06-Jun-23	25-Jul-23	26-Sep-23	28-Nov-23	30-Jan-24	26-Mar-24
			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 (no longer required from June 2023)	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	Chief Executive Officer	√	√	√	√	√	√
	Committee Assurance Reports	Committee Chairs (Company Secretary)	√	√	√	√	√	√
	Reports from UK Health Departments	Departmental Representatives	√	√	√	√	√	√
	Any Other Business	ALL	√	√	√	√	√	√
	Governance Update	Director of Quality	√	√	√	√	√	√
	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 (tbc)	Chief Finance Officer (AD Estates & Facilities)						tbc
	Data Strategy (tbc)	Chief Digital and Information Officer						tbc
	Tissue and Eye Services Strategy	Director of OTDT			√			
	Pathology Strategy	Chief Medical Officer		√				
	NHSBT Strategy and service and functional strategies status	Chief Executive Officer	√					
	NHSBT Strategy Refresh	Deputy Chief Executive Officer	√			√	√	√
People Plan	Chief People Officer					√	√	
<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 (This has stalled at KCL's end); therefore will be removed from the forward plan.	Chief Medical Officer						
	Marketing Automation Tool Full Business Case	Deputy Director of Donor Experience						
	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 {Director of Blood Supply from January 2024}						
	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 Officer						
	2023-25 Investment Portfolio and Transformation Programme	Deputy Chief Executive Officer				√		√
	2024/25 Business Plan approval	Deputy Chief Executive Officer						√
	Half Year Investment Portfolio Status	Deputy Chief Executive Officer			√			
	Clinical Biotechnology Centre Business Plan	Chief Medical Officer			√			
<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 (June 2024)	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	Director of Nursing					√	
	Environment and Sustainability Statement	Chief Financial Officer			√			
	Risk Management Policy	Director of Quality			√			
	Fit and Proper Persons Policy	Company Secretary			√			
	Confidentiality and Data Protection	Chief Digital and Information Officer						√
	Dignity At Work Policy	Chief People Officer						√
	Disciplinary Policy	Chief People Officer						√
Grievance Policy	Chief People Officer						√	
Freedom to Speak Up (Whistleblowing) Policy (tbc)	Chief People Officer						√	
<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)						√
	Financial sustainability and 2024/25 prices	Chief Financial Officer (AD Financial Planning)			√	√	√	

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QUALITY, RISK & REGULATORY COMPLIANCE	PSIRF: Review of Recommendations & Implementation plan	Director of Nursing						√
	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/ Full Business Case	Chief Digital and Information Officer		√	√	√		√
	Pulse Contract Outline Business Case	Chief Digital and Information Officer						√
	Annual Cyber Stocktake	Chief Digital and Information Officer	√					
BOARD SEMINAR	Board Effectiveness review							
	Risk Management Workshop							
	Universal Platelets		√					
	Equality, Diversity and Inclusion Priorities			√		√		
	Strategy Review					√		
	Anti-racism workshop					√		
	Organ Utilisation (tbc)							
	Cellular Therapies (tbc)							