

BOARD FORWARD PLAN 2024/25



Blood and Transplant

HEADING	ITEM	RESPONSIBLE OFFICER	06-Jun-24	30-Jul-24	24-Sep-24	26-Nov-24	28-Jan-25	25-Mar-25
			Barnsley	Filton	N. Ireland	Liverpool	London	TBC
STANDING ITEMS	Introduction and welcome	Chair	✓	✓	✓	✓	✓	✓
	Apologies for absence	Chair	✓	✓	✓	✓	✓	✓
	Register of Interest	Chair	✓	✓	✓	✓	✓	✓
	Draft minutes of the last meeting	Chair	✓	✓	✓	✓	✓	✓
	Matters arising and Action Log	Chair	✓	✓	✓	✓	✓	✓
	Patient Story	Chief Nursing Officer	✓	✓	✓	✓	✓	✓
	CEO Report	Chief Executive Officer	✓	✓	✓	✓	✓	✓
	Corporate Performance Report, incl. Strategic Risk Register	Chief Executive Officer	✓	✓	✓	✓	✓	✓
	Committee Assurance Reports	Committee Chairs	✓	✓	✓	✓	✓	✓
	Reports from UK Health Departments	Departmental Representatives	✓	✓	✓	✓	✓	✓
	Any Other Business	ALL	✓	✓	✓	✓	✓	✓
	Governance Update	Director of Quality	✓	✓	✓	✓	✓	✓
	Finance Report	Chief Financial Officer	✓	✓	✓	✓	✓	✓
	Forward Plan	Chair	✓	✓	✓	✓	✓	✓
	Update on complex cases (private board)	Chief People Officer	✓	✓	✓	✓	✓	✓
STRATEGY/ BUSINESS PLANNING AND INVESTMENT PORTFOLIO	Estates Strategy	Chief Finance Officer	✓					
	Data Strategy	Chief Digital and Information Officer	✓					
	Pathology Strategy (tbc)	Chief Medical Officer						✓
	NHSBT Strategy Refresh	Deputy Chief Executive Officer				✓	✓	✓
	2024-26 Investment aPortfolio and Transformation Programme	Deputy Chief Executive Officer					✓	✓
	2025/26 Business Plan approval	Deputy Chief Executive Officer						✓
	Half Year update on Business Plan and Investment Portfolio	Deputy Chief Executive Officer		✓	✓			
FINANCE	Budget 2025/26	Chief Financial Officer						✓
	Annual Report & Accounts 2023/24	Chief Financial Officer	✓					
	Standing Financial Instructions	Chief Financial Officer						✓
	Scheme of Delegations	Chief Financial Officer						✓
	Financial sustainability and 2025/26 prices	Chief Financial Officer			✓	✓	✓	
BLOOD, ORGANS, PLASMA, PLATELETS & TISSUES	Health of the Organ Donor Registry	Director of Donor Experience	✓					
	Blood Pricing 2024/25	Chief Finance Officer						
	Organ Utilisation Group Recommendations - Y1 update	Director of OTDT						
	Infected Blood Inquiry	Chief Medical Officer		✓				
	Marketing Automation Tool Full Business Case (tbc)	Deputy Director of Donor Experience						
	Future Proofing Blood	Director of Blood Supply						
	Testing Development Programme Update	Director of Blood Supply						
	Microbiology Serology Full Business Case	Director of Blood Supply			✓			
	Therapeutic Apheresis Services Machine Procurement	Chief Medical Officer	✓					
	Platelet Supply Full Business Case	Director of Blood Supply		✓				
Nucleic Acid Testing Full Business Case	Director of Blood Supply	✓						

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PEOPLE	Workforce Race and Equality Standard	Chief People Officer			√			
	Workforce Disability Equality Standard	Chief People Officer			√			
	Gender Pay Gap Report	Chief People Officer			√			
	Forward Together Programme (incorporated into CEO report)	Director of OTDT	√	√	√			
	Talent & Succession Planning	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		√				
	People Plan (tbc if further updates are needed)	Chief People Officer						
Anti-racism Framework	Chief People Officer	√						
GOVERNANCE AND POLICIES	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						√
	Committee Effectiveness review	Company Secretary						√
	Fit and Proper Persons Regualtion Annual Report	Company Secretary		√				
	Safeguarding Policy	Chief Nursing Officer	√					
	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	Chief People Officer		√				
QUALITY, RISK & REGULATORY COMPLIANCE	PSIRF: Review of Recommendations & Implementation plan	Chief Nursing Officer			√			
	Annual Management Quality Report and Update	Director of Quality	√					
	Annual Strategic Risk Register & Risk appetite Review	Director of Quality		√				
	Board Assurance Framework	Director of Quality			√			
DIGITAL	Pulse Contract Outline Business Case	Chief Digital and Information Officer	√					√
	Annual Cyber Stocktake	Chief Digital and Information Officer	√					
BOARD SEMINAR	Arm's Length Bodies Review	Deputy CEO	√					
	Cyber Security Exercise	Chief Digital and Information Officer	√					
	Clinical Update - Health Inequalities	Chief Medical Officer		√				
	Artificial Intelligence	Chief Digital and Information Officer				√		
	Organ Utilisation (tbc)							