

# Blood Stocks Management Scheme Steering Group Terms of Reference

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## 1. PURPOSE OF BSMS STEERING GROUP

The BSMS Steering Group was established in 2002 to provide professional ownership and strategic direction for the BSMS. It monitors the performance of BSMS and is accountable to the UK Forum, through the BSMS Manager, for the use of resources and management of the budget and with BSMS Lead Specialists, to develop themes for the annual educational meetings.

The Steering Group are the 'user advocates' for the BSMS and are responsible for bringing the views of the area (geographical or professional) which they represent and in turn seeking endorsement from their colleagues for any BSMS major initiatives / developments.

## 2. BSMS STEERING GROUP AIMS AND RESPONSIBILITIES

- To develop strategic direction of the BSMS and support with annual workplan
- To assist in the development of the BSMS to meet the needs of the participants including those in the devolved nations.
- To provide feedback and expertise to the BSMS team; by providing current opinions and challenges to stock management; from their specific area of activity
- To report to the UK forum (via the BSMS manager)
- To provide support and operational direction to the BSMS team

- To support BSMS in developing improvements to software platforms as required
- To support in the development of and subsequently endorse recommendations, papers and guidelines from the BSMS
- To support with the monitoring of participant performance (activity and inventory management)
- To support the BSMS in developing monthly component reports and other outputs
- To monitor the impacts of operational supply and component changes within the supply chain.
- To ensure integrity and confidentiality of the data received by the BSMS
- To be a link between the participants and the BSMS team and give feedback
- Formulate recommendations based on BSMS findings and ensuring that these are endorsed and disseminated via professional bodies
- To support the Lead Specialists and BSMS Manager in planning research within the field of blood inventory management.
- To promote educational aspects of blood inventory management and the BSMS
- To assist the Lead Specialists and BSMS manager on the subject of inventory practice surveys
- Promoting and supporting BSMS recommendations and activities through professional networks
- Maintain academic links with institutions in supply chain research (such as Cranfield University)
- Review the relevance and value of the BSMS
- Review and ratify the BSMS Steering Group Terms of Reference

### 3. STEERING GROUP MEMBERSHIP

Membership of the Steering Group will consist of appointed representatives from participant blood services and associated hospitals.

The Steering Group may include:

- Chair (elected from the membership of Steering Group)
- Facilitator (member of BSMS team)
- BSMS Manager
- BSMS Lead Specialist
- BSMS Data Analyst
- Representative from Customer Services (NHSBT)
- Consultant Haematologist (NHSBT Patient Clinical Team)
- Representative from the Supply Chain Team, NHSBT
- Representative from Patient Blood Management (PBM) team, NHSBT
- Consultant Haematologist (NHS hospitals)
- One representative from either hospitals or the Blood Service in each of the 3 countries: Wales, Northern Ireland, Republic of Ireland.
- At least three ordinary members (clinicians, laboratory managers, transfusion practitioners or other interested staff) from BSMS served hospitals.
- A representative from UK Forum

## 4. ELECTION TO BSMS STEERING GROUP

As vacancies arise, approaches will be made through the relevant representative bodies, with a request for expressions of interest. If applications exceed the number of vacancies, a short curriculum vitae should be submitted, and the BSMS Steering Group Chair will appoint.

### 4.1 Terms of Office

An individual's initial membership term will be one year, followed by a standard three-year term if continued engagement and commitment are feasible. This may be renewed for further periods, subject to agreement with the body they represent.

A chair is elected by a simple majority from among the membership of the Steering Group. This appointment will be held for 3 years and will be renewable for further three-year terms, but with flexibility to act as an ex officio chair to allow some overlap with the incoming chair. Members of the BSMS team cannot become Chair.

Although one representative is expected for each of the roles on the BSMS Steering Group there could be occasions when more than one representative is in place to fulfil a role.

### 4.2 Voting

Voting rights are held by the members listed above. Voting on policy matters will be majority by show of hands at the discretion of the Chair. The Chair has the right to cast an additional deciding vote in the event of a tied vote.

#### 4.2.1 Election of Chair

Election of chair of the group will take place by private submission of EOI via email to the facilitator. Should more than one member express interest then the EOI will be shared anonymously to the group by the facilitator. Members will inform the facilitator of preference chair and election by majority.

#### 4.2.2 Role of Chair

- Lead future meetings with admin support from BSMS facilitator and ensure flow of discussion and keep to agenda
- Election of future members when more applicants than vacancies
- Cast deciding vote in event of tie on policy matters
- Ensure quorum is met
- Ultimately responsible for strategic oversight of the group
- Report outwards when required

### 4.3 Quorum

A quorum shall be :

The Chair

- BSMS Manager
- Three other members to include at least one ordinary member
- In the absence of the Chair, the Chair will be taken by the BSMS Manager.

## 5. BSMS STEERING GROUP MEETINGS

The BSMS Steering Group meets at least three times every year. Meetings will be held virtually via MS teams.

Meetings will be organised by the facilitator.

The BSMS team will provide at least four weeks' notice of each meeting and will post an agenda and supporting papers two weeks before a meeting is held.

Members of the BSMS Steering Group will bring to the meeting the views of the professional group which they represent and in turn seek endorsement from their professional body of major initiatives of the BSMS scheme.

Members will attend at least half of the meetings per year otherwise membership will be withdrawn.

## 6. BSMS STEERING GROUP REPORTING

The BSMS Steering Group is responsible for reporting to different groups

- The BSMS Steering Group will report to the UK Forum annually.
- The BSMS reports internally with NHSBT to Transfusion team within Clinical Services via the Assistant Director – Business Development & Strategy, Transfusion.

The BSMS Steering Group may also convene working groups for specific functions as required and co-opt additional members as agreed. BSMS Steering Group meeting summaries will be provided to all members.

## 7. SUMMARY OF CHANGES

This section records the history of significant changes to this document. Only the most significant changes are described here.

Version		Description of change	
	Date	Author/Reviewer	
2.1	24/11/2025	Ness Hayes Lead Specialist BSMS	Formatting changes.
2.0	16/06/2025	Ness Hayes Lead Specialist BSMS	Full review to be ratified by group
1.1	01/06/21	Jill Caulfield Lead Specialist BSMS New template	Reviewed Matthew Bend as BSMS Manager
1.0	04/12/17	Sue Cotton BSMS Manager	Document signed off by BSMS Steering Group members

Where significant changes are made to this document, the version number will be incremented by 1.0.

Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.