

Human Tissue Authority Board Meeting

Annex A Standing Orders – changes made

Pg 1 – Updated the TOR details

Pg 2 – Updated table of contents page numbers

Pg 3 – Added in the additional appendix

Pg 4 (para 1) - Replaced the word “procrude” with “operations”; (para 2) replaced “he/she is” with “they are”

Pg 5 (para 6) – replaced “he/she has been” with “they are”; replaced “his/her” with “their”; replaced “his or her” with “their”

Pg 6 (para 9) replaced “he/she” with “they”; (para 10) - Capitalised the word Authority

Pg 7 (para 18) replaced “his/her” with “their”

Pg 8 – removed a para just above the heading “Closed meetings” which said “a meeting, as required by Regulation 14 (1) of the HT Act (Persons who Lack Capacity to Consent and Transplants) Regulations 2006, will be quorate if three Board Members are in attendance”; (para 21) replaced “his/her” with “their”; (para 22) replaced “his/her” with “their” (para 25) replaced “he/she” with “they”

Pg 11(para 44) replaced “his/her” with “they”; (para 45) replaced “his/her” with “their”

(para 48) replaced “he/she” with “they”; (para 49) replaced “his/hers” with their; replaced “he/she” with “they”; (para 50) replaced “he/she” with “they”; replaced “his/hers” with their

Pg 12 (para 52) replaced “his/hers” with their

Pg 14 (para 68) replaced “he/her” with they

Pg 15 (para 77) – inserted link to Annex 1; para 78 - inserted link to Annex 1

Pg 16 (para 79) – inserted links to Annex 2 and Appendix 1,2,3,4,5,6

Ph 17 (para 87) replaced “his/her” with “their”

Pg 18 (para 94) - inserted link to Annex 2 and Appendix 4,5

Pg 21 (para 5) – replaced “2021” with “2022”; (para 4) “replaced “his/her” with “their”

Pg 22 (para 9) – replaced “his/her” with “their”

Pg 26 – updated the page numbers in the table of contents

Pg 27 (para 2) – added in “and Social Care”

Pg 28 (para 6) – replaced “Secretary of State for Health” with “Secretary of State for Health and Social Care”

Pg 28 (para 7e) - replaced “Secretary of State for Health” with “Secretary of State for Health and Social Care”

Pg 29 (para 9) – replaced “his/her” with “their”

Pg 30 (para 11e) – Updated the link to the Cabinet Office’s guidance for public bodies, specifically, [Chapter 8: Policy – Openness and Accountability](#); **(para 12)** replaced “his/her” with “their”

Pg 31 (para 15) – inserted link to Appendix 1

Pg 32 (para 17) - inserted link to Appendix 6

Pg 35 (para 29) replaced he/she with they

Pg 36 (para 36) – replaced the word “issues” with “issued”

Pg 38 (para 41) - Updated the link to the Cabinet Office’s guidance for public bodies, specifically, Chapter 6: Financial Management – Accountability

Pg 40 – Updated the wording of the seven principles in Appendix 1 to reflect the wording on the Government website → [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](#)

Selflessness – removed “They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.”

Integrity – Replaced “Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties” with “Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships”.

Objectivity – replaced “In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merits” with “Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias”.

Accountability – replaced “Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office” with “Holders of public office are accountable to the public

for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this”

Openness – replaced “Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands” with “Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing”

Honesty – replaced “Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests” with “Holders of public office should be truthful”

Leadership – replaced “Holders of public office should promote and support these principles by leadership and example” with “Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs”.

Pg 43 – Updated the dates of the associated documentation as per their last review date; replaced the word “transplant” with “living organ donation” and clarified this panel is decision making; removed the various working groups (Histopathology Working Group, Stakeholder Group and Transplantation Advisory Group) and the associated document titled “HTA-TOR-003 Terms of Reference for Advisory Groups”; added the Insight Network as an Advisory Group to SMT

Pg 44 – Replaced “HTA Management Group (HTAMG)” with “Business Delivery Team” and updated the title of the associated document from “HTA-TOR-005 Terms of Reference for HTA Management Group (HTAMG) (April 2017)” to “HTA-TOR-010 Terms of Reference – Business Delivery Team (October 2022)”; **(para 44)** replaced “he/she” with “they”

- the Living Organ Donation Decisions Making Meeting group was removed from the Decisions Making Groups
- the words “transplant assessment” was replaced with “organ donation” from the individual decision-making section.

Pg 45 – Updated the ARAC TOR which was approved by the Board in March 2023

Pg 49 (para 23) – replaced “his/her” with “their”

Pg 58 (para 1) – replaced “his/her” with “their”; **(para 3)** replaced “his/her” with “their”

Other changes included paragraph formatting and moving the contents of the TOR onto the new template.