HTA
Human Tissue Authority

HTA Board meeting, 19 September 2024

Agenda item	**6.2 Board Forward Plan**
For information or decision?	Information
Decision making to date?	The Board forward plan is a standing item for noting at Board meetings
Recommendation	N/A
Which strategic risks are relevant?	N/A
Strategic objective	Efficient and Effective
Core operations / Change activity	Core Operations
Business Plan item	Private Office – facilitating Board, Committee, and Senior Management functions, providing good governance support and compliance with Government requirements
Committee oversight?	N/A
Finance and resource implications	N/A
Timescales	N/A
Communication(s) (internal/ external stakeholders)	N/A
Identified legislative implications	N/A

HTA meeting papers are not policy documents.
Draft policies may be subject to revision following the HTA Board meeting

HTA Board Activity 2024-25: 'Plan on a page'

Activity	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 2025	Feb 25	Mar 25
Full Board meetings			27 Jun			19 Sep (public)			5 Dec			6 Mar
RemCo Meetings		cancelled	-			6 Sep				24 Jan		24
ARAC Meetings			12 Jun				17 Oct				TBC	

Activity	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 2025	Feb 25	Mar 25
Member Appraisal	Objective setting	Informal contact with Chair, self-assessment and reflection, post meeting washups etc.										End year reviews
BER	Board Effectiveness Review (BER) and BER Action Plan		Implement BER Action plan									
			Cttee appoint-ments			19 Sep HSSIB sessions		4 Nov BER session			Scope BER	Conduct BER

Activity	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 2025	Feb 25	Mar 25
Training Plan events			Post-Board sessions			Post-Board sessions			Post - Board sessions	*TBC: Cyber - Security DSPT*		Post Board sessions

Activity	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 2025	Feb 25	Mar 25
Other key events		KPIs circulated	20 Jun All staff Day			20 Sep S'holder event			17 Dec All staff day	28 Jan virtual All staff day		Mar TBC All staff day
			pre-election / general election (4 Jul) initial engagement with new Govt			24 Sep All Staff day						

Activity	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 2025	Feb 25	Mar 25
SMT/BDT meetings	Routine management meetings (Senior Management team, weekly; Business development fortnightly, Weekly meetings, Operational oversight, including (at SMT, informed by BDT) development and sign off of Board and Committee papers											
DCHS QAM			2 June				3 October		10 Dec			TBC

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Forward agendas for Board meetings 2024-25

	27 June 2024	19 September 2024	5 December 2024	6 March 2025
Logistics	2 Redman Place (remote joining back up). Morning meeting followed by lunch and afternoon development activity	2 Redman Place (remote joining back up, and for members of the public observing). Morning meeting followed by lunch and afternoon development activity. Board dinner with HSSIB. All day stakeholder event 20 Sep..	2 Redman Place (remote joining back up). Morning meeting followed by lunch and afternoon development activity	2 Redman Place (remote joining back up). Morning meeting followed by lunch and afternoon development activity
Attendees	Board, SMT, Private Office, Presenting/ observing staff as required, DHSC reps.	Board, SMT, Private Office, Presenting/ observing staff as required, DHSC reps. Public Observers. HSSIB observers.	Board, SMT, Private Office, Presenting/ observing staff as required, DHSC reps.	Board, SMT, Private Office, Presenting/ observing staff as required, DHSC reps.
Opening Admin	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of prev mtg • Matters arising	• Chair's introduction, welcome / context for guests • Apologies for absence • Declarations of Interest • Minutes of prev mtg • Matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of prev mtg • matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of prev mtg • matters arising
Assurance Reports	• Chair's report • DHSC Report • CEO's Report • HTA Performance	• Chair's report • DHSC Report • CEO's Report • HTA Performance	• Chair's report • DHSC Report • CEO's Report • HTA Performance	• Chair's report • DHSC Report • CEO's Report • HTA Performance
Items for Decision	• [no items]	• HTA activities to increase protections for the dignity of the deceased • Police Referral and Warrants Policy	• [strategic matters for decision as required]	• Standing Orders and RemCo and ARAC ToR • [any other strategic matters for decision as required]
Items for Discussion	• Strategic Risk Register • (Digital and IT Strategy update • Living our organisational values: Reflections on recent reports into managing the personal impact of regulatory decisions and actions	• "Duty to Report" Update	• Board Effectiveness Review 2024-25 • [strategic matters for discussion as required]	• strategic matters for discussion as required]

Governance Matters	• ARAC Chair's report • RemCo Chair's Report	• ARAC Chair's report • RemCo Chair's Report	• ARAC Chair's report • RemCo Chair's Report • [any other Governance matters not addressed elsewhere]	• ARAC Chair's report • RemCo Chair's Report • [any other Governance matters not addressed elsewhere]
Closing Admin	• Board Forward Plan • Any Other business • Closure / date of next meeting • Post meeting 'wash-up' session	• Board forward Plan • Questions from members of the public • Any Other business • Closure / date of next meeting • Post meeting 'wash-up' session	• Board Forward Plan • Any Other business • Closure / date of next meeting • Post meeting 'wash-up' session	• Board forward Plan • Any Other business • Closure / date of next meeting • Post meeting 'wash-up' session
Post-meeting Board Effectiveness, Training and development activity	• training session led by HTA staff: Regulation sector update: Post Mortem • training session led by HTA staff: Live Organ Donation training • Lunch / informal networking for members and staff.	• Lunch / informal networking for members and staff. • Training session led by DHSC staff: Sponsor and policy roles and responsibilities, public accountability structures / frameworks (including public bodies review) • HTA and HSSIB Board Exchange • Prep for Stakeholder event 20 September. • Board Dinner and informal networking *[plus attendance at stakeholder event on 20 September]*	• Training Session led by Staff: Business Plan; • Training session led by HTA staff: Finance, procurement and contract management • Training session led by HTA staff: Regulation Sector update (TBC); • Lunch / informal networking for members and staff. • (Additional Board effectiveness workshop 4 November) • Additional training TBC on Cyber Security and DSPT (January)	• Training session led by HTA staff: Risk Appetite / Tolerance • Training session led by HTA staff: Communications and Engagement (including media handling) • Training session led by HTA staff: Regulation Sector update (TBC) • Lunch / informal networking for members and staff. • Additional training TBC on Key Performance Indicators (April)

Forward agendas for ARAC meetings 2024-25

(to be updated after planning meeting with ARAC Chair, Autumn 2024 TBC)

	12 June 2024	17 October 2024	February 2025 TBC
Logistics	2 Redman Place (remote joining back up). Morning meeting	Virtual meeting	2 Redman Place (remote joining back up).
Attendees	ARAC members, SMT, Private Office, Presenting/ observing staff as required, DHSC reps; Auditors	ARAC members, SMT, Private Office, Presenting/ observing staff as required, DHSC reps; Auditors	ARAC members, SMT, Private Office, Presenting/ observing staff as required, DHSC reps; Auditors
Opening Admin	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of prev mtg • Matters arising	• Chair's introduction • Apologies for absence • Declarations of Interest • Minutes of prev mtg • Matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of prev mtg • matters arising
Regular items	• Assurance reports from Internal Audit • Audit recommendations tracker report • Strategic risk register review • Policies/procedures updates • Cyber security update • DSPT update	• Assurance reports from Internal Audit • Audit recommendations tracker report • Strategic risk register review • Policies/procedures updates • Cyber security update • DSPT update	• Assurance reports from Internal Audit • Audit recommendations tracker report • Strategic risk register review • Polices/procedures updates • Anti- Fraud Policy • Whistleblowing Policy • Cyber security update • DSPT update
Meeting - specific items	• Approval of the Annual Report and Accounts • Receipt of External Auditors ISA 260 management letter (final) • Consider key messages for the ARAC report on its activity and performance (to the Authority meeting in October) • Annual SIRO Report	• Approval of External Audit planning report • Review of the Audit & Risk Assurance Committee's Governance including Handbook and Terms of Reference	• Review and approval of the Internal Audit proposed Audit plan for the financial year • ARAC Effectiveness Review 2024-25 • Handbook and TOR (if any required changes need to be authorised)
Closing Admin	• Forward Plan • Any Other business • Closure / date of next meeting • Post meeting 'wash-up' session	• Forward Plan • Any Other business • Closure / date of next meeting • Post meeting 'wash-up' session	• Forward Plan • Any Other business • Closure / date of next meeting • Post meeting 'wash-up' session
Auditor briefing	• Confidential joint meeting with both sets of Auditors at start or end of meeting	• Confidential joint meeting with both sets of Auditors at start or end of meeting	• Confidential joint meeting with both sets of Auditors at start or end of meeting

Forward agendas for RemCo Meetings 2024-25 (At least 2 meetings per Calendar year are required)

	May 2024	19 September 2024	24 January 2024	May 2025 TBC
Logistics	Meeting cancelled	Remote Meeting 90 Mins, afternoon	Remote Meeting 90 mins, morning	Remote Meeting TBC
Attendees	-	RemCo Members, CEO, Director Resources, Private Office, HR business partner. Presenting/ observing staff as required. Recusals where required for staff-confidential matters.	RemCo Members, CEO, Director Resources, Private Office; HR business partner. Presenting/ observing staff as required. Recusals where required for staff-confidential matters.	RemCo Members, CEO, Director Resources, Private Office. HR business partner. Presenting/ observing staff as required. Recusals where required for staff-confidential matters.
Opening Admin	-	• Chair's introduction, welcome and context for new attendees • Apologies for absence • Declarations of Interest • Minutes of previous mtg • Matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of previous mtg • Matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of previous mtg • Matters arising
Remuneration Items	-	• Pay for Staff update *[additional special meeting in Autumn 2024 anticipated to sign off staff pay arrangements]*	• RemCo ToR review • [other items as required, related to RemCo's formal role of agreeing HTA's remuneration strategy]	• [items as required, related to RemCo's formal role of agreeing HTA's remuneration strategy]
Wider Culture and People Items	-	• Staff Survey Analysis • Staff Forum Update	• People Strategy: next steps • [other items as required relating to RemCo's role as a suitable forum to offer informal support and act - as a sounding board, to the Chief Executive, on wider culture and people issues.] • RemCo Effectiveness Review 2024-25	• [items as required relating to RemCo's role as a suitable forum to offer informal support and act as a sounding board, to the Chief Executive, on wider culture and people issues.]
Closing Admin	-	• Forward Plan • Any Other business • Post meeting 'wash-up' session	• Forward Plan • Any Other business • Post meeting 'wash-up' session	• Forward Plan • Any Other business • Post meeting 'wash-up' session