HTA Board meeting, 5 December 2024

Agenda item	**6.1 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 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 25	Feb 25	Mar 25
Full Board meetings			27 Jun			19 Sep (public)			5 Dec			6 Mar
RemCo Meetings		cancelled				6 Sep 20 Sep	24 Oct			24 Jan		
ARAC Meetings			12 Jun				17 Oct				TBC	
Member Appraisal	Objective setting	Informal contact with Chair, self-assessment and reflection, post meeting washups etc.										End year reviews
Board Effectiveness	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
Training Plan events			Post-Board sessions			Post-Board sessions			Post - Board sessions	*TBC: Cyber - Security*		Post Board sessions
Other key events		KPIs circulated	20 Jun All staff Day / pre-election / general election (4 Jul) initial engagement with new Govt			20 Sep S'holder event / 24 Sep All Staff day			17 Dec All staff day	28 Jan virtual All staff day		Mar TBC All staff day
SMT/BDT meetings	Routine management meetings (Senior Management team, weekly; Business development fortnightly, PSMT) Operational oversight, including (at SMT, informed by BDT) development and sign off of Board and Committee papers											
DCHS QAM			2 June				3 Oct			30 Jan		TBC

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, joint development activity with HSSIB, and Board dinner.	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 (for afternoon sessions)	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 previous meeting • Matters arising	• Chair's introduction, welcome / context for guests • Apologies for absence • Declarations of Interest • Minutes of previous meeting • Matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of previous meeting • matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of previous meeting • 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	• Budget Setting	• Standing Orders and RemCo and ARAC ToR • Police referral and warrants policy • *Other strategic decision items 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	• People Strategy • Code Review	• Horizon Scanning • *Other 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	• ARAC Chair's report • RemCo Chair's Report • *other Governance matters not addressed elsewhere as required*
Closing Admin	• Board Forward Plan • Any Other business • Closure / date of next meeting • Post meeting 'wash-up'	• Board forward Plan • Questions from members of the public • Any other business • Closure / date of next meeting • Post meeting 'wash-up'	• Board Forward Plan • Any other business • Closure / date of next meeting • Post meeting 'wash-up'	• Board forward Plan • Any other business • Closure / date of next meeting • Post meeting 'wash-up
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]*	• Lunch / informal networking for members and staff. • Briefing for staff: legal update (specific operational matter). • Training/Briefing led by Staff: Business Plan; • Training session led by HTA staff: Regulation Sector update (Anatomy); • Regulatory Insight model and Index (RIMI) demonstration, by HTA staff. • *(Additional Board effectiveness workshop 4 November)* • *Additional training TBC on Cyber Security and Cyber Assessment Framework (January)*	• Lunch / informal networking for members and staff. • 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) • *Additional briefing on Key Performance Indicators (April)*

Forward agendas for ARAC meetings 2024-25

	12 June 2024	17 October 2024	11 February 2025
Logistics	2 Redman Place (remote joining back-up).	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 previous meeting • Matters arising	• Chair's introduction • Apologies for absence • Declarations of Interest • Minutes of previous meeting • Matters arising	• Chair's Introduction • Apologies for absence • Declarations of Interest • Minutes of previous meeting • 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, supplementary materials ,and Final opinion • Audit recommendations tracker report • Strategic risk register review • Policies/procedures updates • Cyber security update • DSPT/CAF update	• Internal Audit update and supplementary information • External Audit update • Audit recommendations tracker report • Polices/procedures updates • Cyber security update • Cyber Assessment framework (CAF)Update • Strategic risk register review
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 ARAC Governance including Handbook and Terms of Reference • GIAA ARAC Handbook • Functional Standards Update	• Review and approval of the Internal Audit proposed Audit plan for the financial year • ARAC Effectiveness Review 2024-25
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	6 September 2024	a) **20 Sep 2024:** Staff Pay settlement mtg b) **24 Oct 2024:** ESM pay settlement mtg	24 January 2025	May 2025 TBC
Logistics	*cancelled*	Remote 90 Mins	(a) In-person, Redman Place 30 mins (b) Remote 30 mins	Remote 90 mins	TBC
Attendees	-	RemCo Members, CEO, Director Resources, Private Office, HR business partner. Business Manager.	(a) RemCo Members, CEO, Director Resource (b) RemCo Members, Private Office.	RemCo Members, CEO, Director Resources, Private Office, HR business partner. Presenting/ observing staff as required. Recusal where required.	RemCo Members, CEO, Director Resources, Private Office, HR business partner. Presenting/ observing staff as required. Recusal where required.
Opening Admin	-	• New attendees' welcome • Apologies for absence • RemCo ToR review • Declarations of Interest • Minutes of previous mtg • Matters arising	(a) and (b) Chair's introduction and declarations of interest	• 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	(a) 2024-25 Staff Pay settlement (b) 2024-25 Executive Senior Managers' (ESM) pay settlement	*Any matters related to RemCo role of agreeing HTA's remuneration strategy, if required*	*Any matters related to RemCo role of agreeing HTA's remuneration strategy, if required*
Wider Culture and People Items	-	• Staff Survey Analysis • Staff Forum Update	-	• People Strategy: next steps • RemCo Effectiveness Review 2024-25 • *other items as required relating to RemCo's role as CEO's sounding board on wider culture and people issues.*	• *items as required relating to RemCo role as CEO's sounding board on wider culture and people issues.*
Closing Admin	-	• Forward Plan • Any Other business • Post meeting 'wash-up'	-	• Forward Plan • Any Other business • Post meeting 'wash-up'	• Forward Plan • Any Other business • Post meeting 'wash-up'