

United Kingdom Blood Transfusion Services' Forum Constitution

1.0 Core Purpose

The UK Forum (UKF) exists to co-ordinate and promote consistency and collaboration between the UK Blood Services, to develop co-ordinated professional advice and to provide a means for representing the UK to European Bodies and other international bodies as appropriate.

2.0 Objectives

The UKF was established in 1999 on the instruction of the UK Departments of Health with the objective of providing a means by which the constituent UK Blood Services can work together on matters of common interest. The Forum will provide a means by which joint professional advice, standards, reports and programmes can be commissioned which the UK Blood Services can rely upon in the development and implementation of policy. The UKF shall provide a means to represent UK Blood Services to UK governments/devolved administrations and related bodies. This will be achieved by:

- Reducing unnecessary duplication of effort
- Improving the resilience of service throughout the UK
- Facilitating the movement of products within the UK (both routinely and in emergencies)
- Reducing non beneficial variations in products and services at the point of use
- Reducing risks associated with medico-legal challenge
- Reducing risks associated with adverse publicity
- Mandating representatives of the UKF to speak on behalf of the UKF constituents
- Identifying opportunities to maximise efficiencies across the UK Blood Services in ways that are consistent with the autonomy of each service.

Each service is to report progress back to its sponsoring Department on a frequency determined between Blood Establishments and their respective Departments.

3.0 Recognition of Individual UK Blood Service Accountability and Responsibility

In the development of UKF activities, the UKF recognises that each UK Blood Service is accountable through their Chief Executive/Director, their relevant Board and their respective Health Department for the implementation of both mandatory and discretionary policy.

Each member of the UKF also recognises that it is the principal responsibility of each Service to ensure self-sufficiency in blood and blood components

within the territories defined by the respective Health Departments. Further, that each UK Blood Service recognises that, for the provision of blood, blood components, related products or transfusion services for the purpose of human therapy by one UK Blood Service in the territory of another UK Blood Service, that this shall be by the agreement of that Service.

With respect to these territorial arrangements specifically and for the avoidance of doubt, the UKF recognises that plasma products and certain diagnostic products are supplied commercially and subject to competitive supply where relevant. Therefore, the agreement of other Services is not relevant to this commercial supply.

4.0 Administration of United Kingdom Blood Transfusion Service's Forum

The UKF will meet no less frequently than four times per calendar year. The meetings may be held at any venue in the four constituent countries or through teleconferences.

4.1 The Core Membership of the UKF is

- The four Chief Executives/Directors of the constituent UK Blood Services
- The four Medical Directors of the constituent UK Blood Services

Additional membership, where appropriate, of the UKF will be by agreement of the core membership.

Alternates may attend in the event that members are unavailable. Such alternates will have the full rights and privileges of the substantive member.

4.2 Chair

One of the core members of the UKF will be elected as Chair. The term of office for the Chair is for an initial two years renewable up to a maximum of five years. This period of office may be extended by agreement of the core members of the UKF.

4.3 Secretarial Support

Secretarial support for the UKF will be provided by the UKF Chair with additional support (venue co-ordination, minute taking etc.) provided by local services for face to face meetings.

4.4 Other Considerations

There will be a standing invite to the Professional Director of the Joint UKBTS Professional Advisory Committee ("JPAC"). All other attendees are at the invitation of the UKF Chair.

5.0 Processes

The UKF will discharge its responsibilities through the commissioning of activities commensurate with the aims of the Forum. Currently these include but are not limited to the following:

- The Joint Professional Advisory Committee (quarterly : **March, June, September and December**)
- The Serious Hazards of Transfusion (SHOT) arrangements (minimum of two reports per year, usually **March** and **September**)
- The Blood Stock Management Scheme (annual report in **June** for the previous financial year).

6.0 Annual Reports will be provided by the following

- Systematic Review Group (**December**)
- BBTS (**March**)
- Quality Group (**March**)
- Emergency Planning / Business Continuity (**June** and **December**)
- Any other group determined by UKF core membership

7.0 Representation at the European Blood Alliance (EBA) Board meetings

Two members of the core membership of the UKF will attend Board meetings of the European Blood Alliance (EBA) as representatives of the UK Blood Services. One of these members will normally be a Chief Executive/Director and the other a Medical Director. One of these will usually be the Chair of the UKF. These two members will not normally be from the same Blood Service and will be decided upon by agreement of the UKF. The term of office for these roles is for an initial two years renewable up to a maximum of five years. This period of office may be extended by agreement of the core members of the UKF. If one of the core members of the UKF is fulfilling the role of President of the EBA, then this individual would not normally be eligible for either of these roles. These arrangements do not preclude UKF members attending EBA Board meetings. Core members will agree appropriate representation at EBA Board.

8.0 Review

This document will be reviewed every two years.

9.0 Archive

All documents relating to the UKF will be stored by the UKF Chair.

UKF Constitution

Signed:

Karin Jackson
NIBTS Chief Executive

GRO-C

Position Vacant
NIBTS Medical Director:

GRO-C

Craig Spalding
SNBTS Director: ..

GRO-C

Marc Turner
SNBTS Medical Director:

GRO-C

Betsy Bassis
NHSBT Chief Executive:

GRO-C

Gail Miflin
NHSBT Medical Director:

GRO-C

Alan Prosser
WBS Director:

GRO-C

Janet Birchall
WBS Medical Director: ...

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Date:.....13/12/2019.....

Date for Review : ..31.12.2021.....