

Business plan 2016/17: outline objectives

Strategic delivery: Setting standards Increasing and informing choice Demonstrating efficiency economy and value

Details:

Meeting	Authority
Agenda item	8
Paper number	HFEA (16/09/2015) 765
Meeting date	16 September 2015
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Output:

For information or decision?	For decision
Recommendation	To approve the outline objectives for 2016/17, as the basis for drafting the next business plan.
Resource implications	In budget (to be agreed with DH in the usual way).
Implementation date	Across the 2016/17 business year
Communication(s)	The HFEA's Business Plans, once approved by the Department of Health, are published on our website.
Organisational risk	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
Annexes	None

1. Business planning for strategic delivery

1.1. Three year overview

The Authority's strategy 2014-17 provides the essential context for the annual business plan. In September last year members approved an outline implementation plan which set out the activities across the three year period that will, in totality, deliver our strategy by July 2017. The current business plan (for 2015/16) was set in accordance with that implementation plan. We will also follow the plan in setting our business plan for 2016/17, and the Corporate Management Group (CMG) has started to consider what activities and resources will be needed.

1.2. Looking ahead to the next strategy

The 2016/17 business plan will cover most of the remaining strategic cycle. Before the end of this business year (ie, 2015/16), we will therefore start to consider how we would like to go about developing a new three year strategy, during 2016/17, for the period 2017 to 2020.

2. Planning timetable for 2016/17

2.1. Key dates

The business plan for 2016/17 will take shape over the next few months. The table below lists the main milestones in the process.

Date	Item
September 2015	Authority approval for outline BP for 2016/17
October 2015	2016/17 BP drafted in full
November 2015	Authority approval for full draft BP for 2016/17
December 2015	Submission of approved draft to DH; budget discussions
January 2016	DH considers draft; budget discussions continue
February 2016	DH comments on draft; budget near-final
March 2016	Near-final draft submitted to DH; budget confirmed
April 2016	Year-end figures added as relevant. Approval and publication.

3. 2016/17 business plan outline

3.1. Proposed main contents

This follows initial discussions at CMG, and is based on the earlier three year outline plan plus our usual range of statutory work. The activities proposed for inclusion are presented here in a very summarised form – there will be more descriptive detail in the ensuing draft business plan.

Quality and safety

Inspection, audit, licensing	Ensuring governance tools are effective
Incidents and complaints annual report and learning focus	Evaluating and addressing areas of regulatory concern
Processing PGD, HLA and mitochondria applications	Being the UK's competent authority for ART
Maintaining an overview of emerging developments	Ensuring internal Compliance processes and systems support quality
<p>Identifying and implementing ways of improving the quality and safety of care, through:</p> <ul style="list-style-type: none"> Continuing regulatory focus on non-compliances Post-IfQ, more 'right first time' data submission, to improve Register data quality Working with commercial groups of clinics so as to improve quality on a group-wide basis when relevant 	<p>Acknowledging that treatment is often unsuccessful, and exploring with professional stakeholders how the HFEA and clinics could better address this issue, by:</p> <ul style="list-style-type: none"> Publishing more of our data to drive improvements in clinic performance (post-IfQ) Ensuring our messaging to clinics conveys the importance of this aspect Ensuring our information for prospective patients enables them to have realistic expectations
Counselling service pilot	Collaborating with professional stakeholders (including the British Fertility Society, BFS) to put patients in touch with better information and services when they first realise they may have a fertility issue
Implementation of EU Directives on import/export of gametes and EU coding (ongoing project's starting in 2015/16)	Review of embryo research policies and regulation

Through the Lifecycle campaign (and through the IfQ work on CAFC), continue to provide information about donation and gamete availability

Follow-up work with commissioners of NHS services, following road-testing in 2015/16 of the HFEA's guidance leaflet for commissioners

Information and choice

Providing access to information from the Register	Publishing reports and supplying information we hold
Maintaining the Register	Facilitating access to information under various regimes
Regularly updating 'Choose a fertility clinic'	Information provision for researchers requesting access
User experience scores in place and in use on 'Choose a fertility clinic'	Enhancing the patient voice in all of our work, by seeking patients' views and by developing our communications with patients so as to help them to make choices
Annual horizon scanning for new scientific developments, to inform policy developments and website material	Ensuring patients' feedback is continuously incorporated into our core business
Improved HFEA information about treatment options, research and other subjects (on new website)	Working with clinics and experts to publish more information about new treatments

Value and efficiency

Continued collaborative and partnership working with other ALBs and health regulators	Continued sharing of services and infrastructure
Continued delivery of core internal finance and facilities work	Building our establishment staff capacity and skills, in line with our People Strategy
Continuing to run the Fees Group and ensure an annual fee review takes place	Office move (April) - to share premises with other health ALBs
Completing the work started in 2015/16 to modernise the Register function and processes (EDI, data submission and verification, portal, data dictionary etc.)	

4. Recommendation

The Authority is asked to approve the above outline as the basis for drafting the full 2016/17 business plan.