



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	18 May 2021	Agenda Item	2.3
Report Title	Annual Report 2020-21		
Report Author	Liz Stauber, Head of Corporate Governance		
Report Sponsor	Pam Wenger, Director of Corporate Governance		
Presented by	Pam Wenger, Director of Corporate Governance		
Freedom of Information	Open		
Purpose of the Report	The purpose of this report is to set out a draft of the annual report for 2020-21.		
Key Issues	The health board is required to submit its annual report for each financial year to Welsh Government after which the document is to be received at its annual general meeting. This report sets out a draft of particular sections.		
Specific Action Required (please choose one only)	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	Members are asked to: <ul style="list-style-type: none"> • RECEIVE the draft annual report 2020-21 for onward consideration and approval by the Health board in June 2021; • AGREE to submit final comments via email to Liz Stauber, head of corporate governance, by 3pm on Friday, 21st May 2021. 		

ANNUAL REPORT 2020-21

1. INTRODUCTION

The purpose of this report is to set out a draft of the annual report for 2020-21.

2. BACKGROUND

The health board is required to submit its annual report for each financial year to Welsh Government after which the document is to be received at its annual general meeting. This report sets out a draft of particular sections.

3. GOVERNANCE AND RISK ISSUES

(i) Annual Report and Accountability Report 2020-21

The manual for accounts sets out that all NHS organisations are required to publish, as single document, a three part annual report and accounts which includes:

- 1) the performance report;
- 2) the accountability report; and
- 3) the financial statements.

Section one, the performance report, as set out in the manual for accounts, is to 'provide information on the entity its main objectives and strategies and the principal risks it faces. The performance report must provide a fair, balanced and understandable analysis of the entity's performance, in line with the overarching requirement for the annual report and accounts to be fair, balanced and understandable.'

Given the ongoing pandemic, performance reporting to Welsh Government has been stood-down in its normal form this year and this will be reflected in the requirements for the performance report. Rather than the standard performance charts, a more narrative approach is required, supported where possible by data, to describe the changes made in order to continue to provide both Covid and non-Covid essential services. As the work is ongoing, this section is very much still in draft and incomplete, and the final version will be received by the Audit Committee on 7th June, although iterations have been circulated in April 2021 for comments.

The purpose of section two, the accountability report, is to meet the key accountability requirements to Welsh Government and comprises:

- Corporate governance report;
- A remuneration and staff report; and
- A parliamentary and audit report.

In terms of the key areas of assurance these will be provided through:

- Updates on the improvement in governance in the last year;
- Strengthening risk management arrangements including significant work in the development of the refreshed health board risk register.

Areas of risk to be reported will include:

- Covid-19
- Financial plan;

- Brexit;
- Transcatheter aortic valve implantation (TAVI);
- Access to services.

The current draft of the performance and accountability report is set out at **appendix one** (minus the remuneration report as this will be incorporated once finalised).

While the majority of the data has now been finalised, there are a few graphs or gaps which are awaiting the validated positions and these will be incorporated into the final version once the end-of-year data is available. Work is continuing to populate the remaining areas and the document is a 'live' one, being updated on a daily basis.

A draft was circulated in April 2021 to executive directors, independent members, internal and external audit and Welsh Government for comments and the feedback received to date has been incorporated.

Final comments are now sought by 3pm on Friday, 21st May 2021. Special meetings of the Audit Committee and board have been arranged for 7th June 2021 to agree the final report, after which it will be submitted to Welsh Government by its deadline of 11th June 2021.

Section three is the completion of the annual accounts, and this will be managed by finance and incorporated into the final document.

(ii) End-of Year Highlights Report

Following a review of previous years' annual reports and the manual for accounts, it has been decided to take a different approach this year and have a second annual report targeted more to the public. The report described above will be specifically for Welsh Government (although it will be publically available through the health board's website) and be based on what is set out in the manual for accounts as being required on a performance and governance basis. A highlights report has also been produced and features the softer information, such as awards, achievements, staff updates, fundraising progress as well as performance summaries, to be more transparent to the health board's local communities. Having all the information in one document previously caused confusion as to the intended audience and can be too 'operational' to be of interest to the public. The draft report is attached at **appendix two**.

(iii) Annual General Meeting (AGM)

Due to the continuing Covid-19 pandemic, it is unlikely that the AGM can be an event attended in person, therefore arrangements have been made to accommodate virtual attendance. The AGM will be scheduled for July 2021 and will be livestreamed to enable members of the public and staff to watch. It is hoped that by holding it during the day, a bigger audience will be drawn.

4. FINANCIAL IMPLICATIONS

There are no financial implications.

5. RECOMMENDATION

Members are asked to:

- **RECEIVE** the draft annual report 2020-21 for onward consideration and approval by the health board in June 2021;

- **AGREE** to submit final comments via email to Liz Stauber, head of corporate governance, by 3pm on Friday, 21st May 2021.

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input type="checkbox"/>
	Co-Production and Health Literacy	<input checked="" type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input checked="" type="checkbox"/>
Health and Care Standards		
(please choose)	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Ensuring the board carries out its business appropriately and aligned national requirements is a key factor in the quality, safety and experience of patients receiving care.		
Financial Implications		
There are no financial implications.		
Legal Implications (including equality and diversity assessment)		
There are no legal implications.		
Staffing Implications		
There are no staffing implications.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
The development of end-of-year reporting arrangements will enable the organisation to continue to discharge its governance role effectively.		
Report History	Annual report to the committee.	
Appendices	Appendix one – draft annual report Appendix two – draft highlights report	