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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>19 May 2022</b>	<b>Agenda Item</b>	<b>2.3</b>
<b>Report Title</b>	<b>Annual Report 2021-22</b>		
<b>Report Author</b>	Liz Stauber, Head of Corporate Governance		
<b>Report Sponsor</b>	Hazel Lloyd, Interim Director of Corporate Governance		
<b>Presented by</b>	Hazel Lloyd, Interim Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of this report is to set out a draft of the annual report for 2021-22.		
<b>Key Issues</b>	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.		
<b>Specific Action Required (please choose one only)</b>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the draft annual report 2021-22 for onward consideration and approval by the Health board in June 2022;</li> <li>• <b>AGREE</b> to submit final comments <b>via email</b> to Liz Stauber, head of corporate governance, by 5pm on Tuesday, 24<sup>th</sup> May 2022.</li> </ul>		

## ANNUAL REPORT 2021-22

### 1. INTRODUCTION

The purpose of this report is to set out a draft of the annual report for 2021-22.

### 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 2021-22

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 still in draft and incomplete, and the final version will be received by the Audit Committee on 8<sup>th</sup> June, although iterations have been circulated in April 2022 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.

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 2022 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 5pm on Tuesday, 24<sup>th</sup> May 2022. Special meetings of the Audit Committee and board have been arranged for 8<sup>th</sup> June 2022 to agree the final report, after which it will be submitted to Welsh Government by its deadline of 15<sup>th</sup> June 2022.

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

A similar approach has been taken this year as to last to 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)

The AGM has been scheduled for 21<sup>st</sup> July 2022. Work is now in progress to finalise the arrangements, including whether it will be virtual or in person, and the speakers invited to present on specific highlights from the year.

#### **4. FINANCIAL IMPLICATIONS**

There are no financial implications.

#### **5. RECOMMENDATION**

Members are asked to:

- **RECEIVE** the draft annual report 2021-22 for onward consideration and approval by the Health board in June 2022;
- **AGREE** to submit final comments **via email** to Liz Stauber, head of corporate governance, by 5pm on Tuesday, 24<sup>th</sup> May 2022.

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	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"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	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"/>
<b>Health and Care Standards</b>		
<i>(please choose)</i>	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"/>
<b>Quality, Safety and Patient Experience</b>		
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.		
<b>Financial Implications</b>		
There are no financial implications.		
<b>Legal Implications (including equality and diversity assessment)</b>		
There are no legal implications.		
<b>Staffing Implications</b>		
There are no staffing implications.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
The development of end-of-year reporting arrangements will enable the organisation to continue to discharge its governance role effectively.		
<b>Report History</b>	Annual report to the committee.	
<b>Appendices</b>	Appendix one – draft annual report Appendix two – draft highlights report	