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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	18 May 2023	Agenda Item	2.3
Report Title	Annual Report 2022-23		
Report Author	Liz Stauber, Head of Corporate Governance		
Report Sponsor	Hazel Lloyd, Director of Corporate Governance		
Presented by	Hazel Lloyd, 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 Health Boards annual report for 2022-23.		
Key Issues	<p>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.</p> <p>The revised timetable for Audit Wales to submit final annual reports and accounts to HSSG Finance has impacted on organisations ability to hold an annual general meeting (AGM) (referred to as public meetings in the financial reporting manual) by 31st July, the date specified within the health boards model standing orders as referred to in Welsh Health Circular (2021) 010.</p> <p>Welsh Government has written to organisations to formally confirm and acknowledge, as referred to within the recently revised chapter 3 of the financial reporting manual, that the AGM can take place no later than 28th September and not 31st July in 2023 as specified within the model standing orders issued in 2021.</p> <p>The board will be made aware and requested to formally agree this temporary amendment for 2023, during the Board meeting in May 2023 and subject to approval, the plan will be to hold the AGM in September 2023.</p>		
Specific Action Required (please choose one only)	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> RECEIVE the draft annual report 2022-23 for onward consideration and approval by the Health board in July 2022; 		

	<ul style="list-style-type: none">• AGREE to submit final comments via email to Liz Stauber, head of corporate governance, by 5pm on Tuesday, 23rd May 2023;• NOTE the proposed temporary change to standing orders for the AGM to take place no later than 28th September 2023 rather than 31st July 2023 and that the board will formally consider this in May 2023.
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ANNUAL REPORT 2022-23

1. INTRODUCTION

The purpose of this report is to set out a draft of the annual report for 2022-23.

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 2022-23

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.'. Rather than the standard performance charts, a more narrative approach is required, supported where possible by data.

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.

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

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.

A draft was circulated in May 2023 to executive directors, service groups, 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, 23rd May 2023.

The submission date for the final version of the full annual report this year is 31st July 2023 as accounts across NHS Wales will not be audited until June/July 2023 and these form part of the report. The final annual report and accounts will be received at the Audit Committee on 13th July 2023 with a special board that afternoon to approve them.

(ii) Annual General Meeting (AGM)

The revised timetable for Audit Wales to submit final annual reports and accounts to HSSG Finance has impacted on organisations ability to hold an annual general meeting (AGM) (referred to as public meetings in the financial reporting manual) by 31st July, the date specified within the health boards model standing orders as referred to in [Welsh Health Circular \(2021\) 010](#).

Welsh Government has written to organisations to formally confirm and acknowledge, as referred to within the recently revised chapter 3 of the financial reporting manual, that the AGM can take place no later than 28th September and not 31st July in 2023 as specified within the model standing orders issued in 2021.

The board will be made aware and requested to formally agree this temporary amendment for 2023, during the Board meeting in May 2023 and subject to approval, the plan will be to hold the AGM in September 2023.

4. FINANCIAL IMPLICATIONS

There are no financial implications.

5. RECOMMENDATION

Members are asked to:

- **RECEIVE** the draft annual report 2022-23 for onward consideration and approval by the health board in July 2022;
- **AGREE** to submit final comments **via email** to Liz Stauber, head of corporate governance, by 5pm on Tuesday, 23rd May 2023;
- **NOTE** the proposed temporary change to standing orders for the AGM to take place no later than 28th September 2023 rather than 31st July 2023 and that the Board will formally consider this in May 2023.

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	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		
<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"/>
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	