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CYMRU  
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WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>07 June 2021</b>	<b>Agenda Item</b>	<b>3.2</b>
<b>Report Title</b>	<b>Annual Report 2020-21</b>		
<b>Report Author</b>	Liz Stauber, Head of Corporate Governance		
<b>Report Sponsor</b>	Pam Wenger, Director of Corporate Governance		
<b>Presented by</b>	Pam Wenger, 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 the final annual report for 2020-21.		
<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. It provides an outline of the health board's programme in relation to the board's governance arrangements, performance and financial position for the previous year. Any breaches in standing orders/standing financial instructions are reported via the accountability section and the head of internal audit's annual opinion is also included.		
<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 type="checkbox"/>
			<input checked="" type="checkbox"/>
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>• <b>APPROVE</b> the annual report 2020-21 for submission to Welsh Government by the deadline of 11<sup>th</sup> June 2021.</li> </ul>		

## **ANNUAL REPORT 2020-21**

### **1. INTRODUCTION**

The purpose of this report is to set out the final 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. It provides an outline of the health board's programme in relation to the board's governance arrangements, performance and financial position for the previous year. Any breaches in standing orders/standing financial instructions are reported via the accountability section and the head of internal audit's annual opinion is also included.

### **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 is 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.

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 include:

- Covid-19
- Financial plan;
- Brexit;
- Transcatheter aortic valve implantation (TAVI);
- Access to services.

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 has been incorporated. It was also considered in draft form by the Audit Committee in March and May 2021 **and was agreed for onward submission for board approval in June 2021.**

Section three is the completion of the annual accounts. These are considered in their own right by the board and Audit Committee and incorporated into the final document sent to Welsh Government. Sections one and two of the annual report are at **appendix one.**

(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. This 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 is scheduled for 15<sup>th</sup> 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:

- **APPROVE** the annual report 2020-21 for submission to Welsh Government by the deadline of 11<sup>th</sup> June 2021.

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> (please choose)	<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>		
(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"/>
<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 – annual report 2020-21 Appendix two – highlights report 2020-21	