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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	16 May 2019	Agenda Item	2b
Report Title	Organisational Annual Report 2018-2019		
Report Author	Jacqui Maunder, Interim Head of Compliance		
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 the report is to outline the reporting process for the Organisational Annual Report 2018-2019.		
Key Issues	The timescales for the approval of the Annual Report are set out in the Manual for Accounts and covered later in this report. The Audit Committee will receive the Draft Annual Report virtually due to the timing of the meetings.		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	Members are asked to: <ul style="list-style-type: none"> NOTE the reporting process for the Organisational Annual Report 2018-2019 		

ORGANISATIONAL ANNUAL REPORT 2018-2019

1. INTRODUCTION

The purpose of the report is to outline the reporting process for the Organisational Annual Report 2018-2019.

2. BACKGROUND

The NHS Wales 2018-2019 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.

Sections two and three will be received in draft form at today's meeting and approved at special meetings of the Audit Committee on the 16 May 2019 and the Board on the 30 May 2019. Section one, also known as the organisation's annual report, will be received and approved by the Board at its annual general meeting.

3. GOVERNANCE AND RISK ISSUES

The NHS Wales 2018-2019 Manual for Accounts sets out that all NHS organisations are required to publish, as single document, a three part annual report and accounts by the following prescribed deadlines:

- The draft Accountability report to be submitted to HSSG Finance by **Friday 3 May 2019**,
- The audited Financial statement (Annual Accounts) and Accountability report) to be submitted to HSSG Finance and Wales Audit Office (WAO) by **Friday 31 May 2019**,
- The final Annual Report 2018-2019 (including the Performance, report, accountability report and financial statements) to be completed and submitted to Welsh Government as one unified document by **Monday 1 July 2019**.

The three part annual report comprises:

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

Section one will be reviewed and agreed by the Audit Committee on 18 July 2019 and by the Board on the 25 July 2019. Section three features as a separate item on the meeting agenda.

The timescale for production of the annual report 2018-2019 varies from that of the accountability report, which will be considered for approval by Audit Committee on the 16 May 2019 and the Board on the 30 May 2019. The annual report must be produced in time for presentation at the annual general meeting in July 2019, having been reviewed by the Wales Audit Office (WAO) and translated into Welsh in advance of publication.

3.1 Timescales

The timescales for ensuring compliance with the Welsh Government deadlines are outlined below:

Date	Meeting/Action
3 May 2019	The draft Accountability report to be submitted to HSSG Finance, Welsh Government.
16 May 2019	Audit Committee to consider the draft Accountability statement, draft Annual Quality statement, draft sustainability report and the draft financial statements.
21 May 2019	Performance and Finance Committee to consider draft Performance report.
30 May 2019	Board Meeting to consider the draft Accountability statement, draft Annual Quality statement, draft sustainability report and the draft financial statements.
31 May 2019	The audited Financial statement (Annual Accounts) and Accountability report) to be submitted to HSSG Finance and Wales Audit Office (WAO).
18 June 2019	Performance and Finance Committee to consider draft Performance report and draft sustainability report.
20 June 2019	Quality & Safety Committee to consider the draft Performance report and the draft Annual Quality Statement.
1 July 2019	The final Annual Report 2018-2019 (including the Performance, report, accountability report and financial statements) to be completed and submitted to Welsh Government as one unified document.
1 July 2019	Send the final Annual Report 2018-2019 for Welsh translation.
18 July 2019	Audit Committee to receive the final Annual Report 2018-2019.
25 July 2019	Annual General Meeting final Annual Report 2018-2019 to be presented for approval. Final document to be published on website in a bilingual format.

3.2 In Summary

The Chief Executive as accountable officer has been fully involved in the development of the accountability report and subject to review scrutiny and approval by the Audit Committee and the Board, will sign the statement of the Chief Executive's responsibilities.

According to the manual for accounts, the annual report and accounts "as a whole must be fair, balanced and understandable and the accountable officer takes personal responsibility for it and the judgments required for determining that it is fair, balanced and understandable". The accountable officer must also sign and date all of the relevant sections of the report.

The manual for accounts state that a public meeting must be held no later than 31 July 2018 at which the annual report and audit accounts are presented. In order to comply with this, the final section of the annual report, the performance report, will be circulated to members of the Audit Committee outside of the meeting in order to seek comments.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications to highlight. The structure of the Annual Report is in accordance with the structure outlined in chapter 3 of the “Annual Report & Accounts” of the NHS Wales 2018-2019 Manual for Accounts, which is aligned to HM Treasury’s Government Financial Reporting Manual for 2018-2019.

5. RECOMMENDATION

Members are asked to:

- **NOTE** the reporting process for the Organisational Annual Report 2018-2019.

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 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 checked="" 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 type="checkbox"/>	
Health and Care Standards		
<i>(please choose)</i>	Staying Healthy	<input checked="" type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input checked="" type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Ensuring that offers the health board provides an annual report is a key factor in the quality, safety and experience of patients receiving care.		
Financial Implications		
There are no direct financial implications to highlight. The structure of the annual report is in accordance with the structure outlined in chapter 3 of the “Annual Report & Accounts” of the NHS Wales 2018-2019 Manual for Accounts, which is aligned to HM Treasury’s Government Financial Reporting Manual for 2018-2019.		
Legal Implications (including equality and diversity assessment)		
Health Boards (HBs) and NHS Trusts are required to prepare in respect of each financial year annual accounts in such form as the Welsh Ministers may direct with the approval of the Treasury in accordance with Section 178 and paragraph 3 of Schedule 9 to the National Health Service (Wales) Act 2006. The accountability statement complies with the accounting guidance of the Government Financial Reporting Manual (FRoM) that has been published by the Welsh Government.		
Staffing Implications		
There are no specific staffing implications identified.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
The annual report gives an overview of the whole health board to meet its aim to protect and improve population health.		
Report History	The annual report is received as part of the end-year business process.	
Appendices	-	