



AGENDA ITEM

2.1.2

CTM BOARD

END OF YEAR REPORTING ARRANGEMENTS

Date of meeting

25 March 2021

FOI Status

Open/Public

If closed please indicate reason

Not Applicable - Public Report

Prepared by

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Presented by

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Approving Executive Sponsor

Director of Corporate Governance

Report purpose

FOR APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals

Date

Outcome

Audit & Risk Committee

08/02/2021

APPROVED

ACRONYMS

MfA

Manual for Accounts

AGM

Annual General Meeting

1. SITUATION/BACKGROUND

- 1.1 The purpose of this report is to set out the proposed arrangements to meet national end-of-year reporting requirements for corporate governance.
- 1.2 The Health Board is required to submit its Annual Report including its Accountability Report to Welsh Government following the commencement of the new financial year, after which the documents are to be received at its Annual General Meeting. This report sets out the proposed arrangements to comply with these requirements.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

- 1.3 Annual Report 2020-2021 - The MfA sets out that all NHS organisations are required to publish as a single unified document, a three part Annual Report and Accounts which includes:
 1. The Performance Report
 2. The Accountability Report
 3. The Financial Statements
- 1.4 Section one of the Annual Report, the Performance Report, as set out in the MfA, 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.'
- 1.5 Section two of the Annual Report, the Accountability Report, is to meet the key accountability requirements to Welsh Government and comprises of the following elements:
 - i. Corporate Governance Report
 - ii. Remuneration and Staff Report and
 - iii. A National Assembly for Wales Accountability and Audit Report
- 1.6 Section three of the Annual Report, the Financial Statements comprises the audited Annual Accounts and this will be managed by the Finance Function and incorporated into the final document.
- 1.7 Following a review of previous years' annual reports it is proposed that if timescales permit the Health Board support a different approach this year and also develop a summarised annual report targeted more to the public. The reporting aspects described above (1.1-1.6) will be specifically for Welsh Government (although it will be publically available through the Health board's website) and will

be developed in accordance with the MfA. The summarised report directed at the Public /communities the Health Board serves, will feature the softer information, such as awards, achievements, staff updates, fundraising progress as well as performance summaries. It is considered where previously all the information was captured in one lengthy document this provides confusion as to the intended audience and can be too 'operational' to be of interest to the public.

- 1.8 AGM - Due to the continuing response to the Covid-19 pandemic, it is unclear as to whether the AGM can be an event attended in person, therefore the arrangements will be made in a way which can accommodate virtual or physical attendance.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 3.1 In terms of the key areas of assurance these will be provided through:
- Updates on the improvement in governance in the last year;
 - Progress in relation to the Risk Management Improvement Plan including significant work in the development of the revised format of the Organisational Risk Register.
- 3.2 It is important to note that although not an exhaustive list, areas of risk to be reported will include:
- the Covid-19 pandemic response and the impact of post Covid recovery of planned care
 - Financial plan;
 - Brexit;
- 3.2 Welsh Government guidance on the reporting timescales is awaited, early indications suggest the following reporting timelines:
- Draft Accounts to be submitted to HSSG Finance and Audit Wales Friday 30 April 2021;
 - Integrated Report to include - Draft Performance Overview, Accountability Report (including the Annual Governance Statement), and Draft Remuneration Report be submitted to HSSG Finance and Audit Wales by Friday 7 May 2021
 - Final Annual Report and Accounts to be submitted by Audit Wales to HSSG Finance by Friday 11 June 2021, as a single unified PDF document.

An Annual Reporting Timetable is being drafted ensuring alignment with required approvals for Board and Committees.



4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	Yes (Please see detail below)
	Evidence suggests there is correlation between governance behaviours in an organisation and the level of performance achieved at that same organisation. Therefore ensuring good governance within the Health Board supports quality care.
Related Health and Care standard(s)	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
Equality impact assessment completed	No (Include further detail below)
	An Equality Impact Assessment will be undertaken on the Annual Report.
Legal implications / impact	There are no specific legal implications related to the activity outlined in this report.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Strategic Well-being Objectives	Provide high quality, evidence based, and accessible care

5. RECOMMENDATION

5.1 The Board is asked to:

- **NOTE** the report;
- **APPROVE** the proposed arrangements for end-of-year corporate governance reporting.