

TRUST BOARD
26 January 2017

Agenda item number	7.2	
Title of paper	Annual Report and Accounts 2016/17	
Confidential		
Suitable for public access		
Papers which this particular paper relates to?	Annual Report and Accounts	
<u>Strategic objective(s):</u>		
Best outcomes	✓	
Excellent experience	✓	
Skilled & motivated teams	✓	
Top productivity	✓	
<u>ASPH value(s):</u>		
Patients first	✓	
Personal responsibility	✓	
Passion for excellence	✓	
Pride in our team	✓	
Executive summary	The paper brings to the attention of the Board the timetable for agreeing the Annual Report and Accounts for 2016/17 which was approved at Audit Committee on 19 January 2017.	
Recommendation:	Receive and note the timetable for approval of the Annual Report and Accounts	
Specific issues checklist:		
Quality and safety issues	✓	
Patient impact issues?	✓	
Employee issues?	✓	
Other stakeholder issues?	✓	The Annual Report and Accounts are a means by which the Trust is held accountable to its local community and stakeholders. The Annual Report includes the Quality Account/Report which is a means of demonstrating the Trust's approach to quality improvement to the local population.

		Stakeholder engagement in the production of the Annual Report and Accounts is a requirement.
Equality & diversity issues?	✓	The Annual Report and Accounts will be available in a range of formats
Finance issues?	✓	
Legal issues?	✓	Formal requirement to submit to Parliament.
Risk issues? Link to relevant BAF item number if so		The production of the Annual Report and Accounts is a statutory process and must conform with guidance issued by the Regulator
Author	Liz Davies, Acting Company Secretary	
Presented	Simon Marshall, Director of Finance & Information	
Date	13 January 2016	
Board action	Receive	

Annual Report and Accounts 2016/17

1 National timetable

NHS Improvement published the *2016/17 Annual Reporting Manual* draft for consultation in September 2016, which incorporates the summary of changes for 2016/17 annual reports, consulted on earlier in the year. We are in receipt of the 2016/17 Annual Report and Accounts Plan which includes the following deadlines for submission, all 5 pm unless otherwise stated:

Wednesday 26 April (9 am): NHS Improvement

- M12 unaudited accounts submission: FMA forms and draft FT consolidated schedules (FTCs)

Wednesday 3 May (10 am):

- M12 AoB variances (Dr/Cr and I&E) issued to individual bodies

Wednesday 10 May (noon)

- Resubmission of AoB (Dr/Cr and I&E) to national bodies

Wednesday 17 May

- M12 AoB variances (Dr/Cr and I&E) issued to individual bodies

Thursday 25 May

- Annual Report (including Quality Report) signed by Trust Board
- Opinion signed by KPMG.

Wednesday 31 May (by noon): NHS Improvement

- Audited accounts submission
- Quality Report assurance documents due

Monday 26 June

- Deadline to submit final Annual Report and Accounts to be laid before Parliament.

Wednesday, 05 July

- Permanent Secretary to sign Department of Health accounts.

Monday, 10 July

- C&AG to certify accounts
- Accounts authorised for issue

Wednesday 12 July

- Department of Health Accounts laid in Parliament

2 Quality Report

A Quality Account is required by statute from all NHS organisations. NHS Improvement also requires a Quality Report from foundation trusts to be included within the Annual Report.

The content of the Quality Account and Quality Report are broadly the same (NHSI's Quality Report has some additions) but have different timetables. The Quality Report, including limited assurance report, must be completed in time for inclusion within the Annual Report.

The 2016/17 Annual Reporting Manual notes that:

NHS Improvement will publish a separate document containing the additional requirements for foundation trusts' quality report which also contains the quality account requirements, thereby providing a pro forma for the quality report as a whole.

3 Suggested timetable

Month	Action	Lead
January – February	Engagement period Ensure all statutory consultees (and other key stakeholders) are aware of timetable and offered opportunities to engage. <u>Quality Account</u> - to include Healthwatch, CCG, PEG and Patient Panel <u>Annual Report</u> - to be agreed	Chief Nurse/Head of Communications
12 January	Circulate draft Quality Priorities 2017/18 paper to Quality and Performance Committee	Assistant Director Regulation & Improvement
26 January	Board review of Draft 2017/18 Quality Account priorities	Chief Nurse/Medical Director
February	NHS Improvement issue 2016/17 Quality Account Guidance.	NHSI
22 February	Paper on Quality Priorities, engagement process and selection of local Governors' measure issued to Governors.	Assistant Director Regulation & Improvement
By end Feb	Agree structure and scope of Annual Report (within NHSI framework)	Chairman and Head of Communications.
March	Draft the Annual Governance Statement. Include Quality section on Annual Governance Statement	Director of Finance Chief Nurse
8 March	Present Quality Priorities, feedback process, and select local Governors' measure at governors' Q4 meeting	Chief Nurse
By 31 March	Format (no data) Quality Account to KPMG for checking against the Regulations	Assistant Director Regulation & Improvement
March-13 May	Draft Annual Report	Head of Comms / Acting Company Secretary
21 April	Quality Report issued to Executives, ADO's, DCN's, DD's Clinical Specialty Leads, Clinical Nurse Leaders and Specialist Nurses for comment.	Assistant Director Regulation & Improvement
24 April	First draft Quality Report to KPMG	Assistant Director Regulation & Improvement
28 April- 9 May	Formally seek feedback on draft Quality report from Healthwatch, Surrey County Council, Health Overview Steering Committee, Governors, CCG	Assistant Director Regulation & Improvement

8 May	KPMG Audit Clearance Meeting with Quality Department and Chief Nurse	Chief Nurse
11 May	Draft Quality Report issued for Audit and Quality & Performance Committees' papers.	Assistant Director Regulation and Improvement
18 May	Annual Report (including FINAL Quality Report and Governors' Report) presented to Audit Committee.	Director of Finance & Information
18 May	Draft Quality Report to be reviewed by Quality & Performance Committee (QPC)	QPC
25 May	<ul style="list-style-type: none"> - Annual Report (including Quality Report) signed by Trust Board - Opinion signed by KPMG 	Director of Finance & Information
31 May (by noon)	<ul style="list-style-type: none"> - Audited accounts - Audited FTCs - -Final text of the Annual Report (including original signed statement of accounting officer's responsibilities) - Original, signed copy of the signed audit opinion on the accounts - Original, signed copy of the auditor's report on the FTCs - Copy of the auditor's final ISA 260 report - Original, signed Annual Governance Statement - Original, signed CEO and FD's certificate on the FTCs. - Copy of the limited assurance report on the content of the Quality Report and the mandated performance indicators requiring a limited assurance report - Copy of auditors' private report to the governors on the quality report. 	
31 May	Paper to Council of Governors on Quality Report	Assistant Director Regulation & Improvement
June - July	Produce Annual Review.	Chief Executive /Chairman/Head of Communications
14 June	Present Quality Report and Auditors' private Report to Council of Governors' meeting	Chief Nurse
26 June	Deadline to submit final Annual Report and Accounts to be laid before Parliament.	Head of Communications
11 July	Council of Governors seminar to receive the Annual Report and Accounts.	Acting Company Secretary/ Membership Manager
18 July	AGM/Annual Members meeting	Head of Communications/ Membership Manager

4 Points to note

- As with the previous year it is proposed that the draft Annual Report is presented to the Audit Committee on 18 May for review prior to the full Board.

- The Trust Board meeting is currently scheduled for 25 May and submission of the Annual Report is due to NHS Improvement by noon on Wednesday, 31 May. As in 2016 it is proposed to schedule the signing of the Accounts and Annual Report at the start of Closed Board on 25 May to allow as much preparation time as possible prior to sending to NHS Improvement.

Approval

- 5 The Board is asked to note the timetable for submission of the Annual Reports and Accounts.