

**TRUST BOARD**  
**30<sup>th</sup> January 2014**

<b>TITLE</b>	<b>Annual Report and Accounts 2013/14</b>
<b>EXECUTIVE SUMMARY</b>	The paper brings to the attention of the Board the timetable for agreeing the Annual Report and Accounts for 2013/14 which was approved at Audit Committee on 22 <sup>nd</sup> January 2014.
<b>BOARD ASSURANCE (RISK)/ IMPLICATIONS</b>	The production of the Annual Report and Accounts is a statutory process and must conform with guidance issued by the Regulator.
<b>STAKEHOLDER/ PATIENT IMPACT AND VIEWS</b>	<p>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.</p> <p>Stakeholder engagement in the production of the Annual Report and Accounts is a requirement.</p>
<b>EQUALITY AND DIVERSITY ISSUES</b>	The Annual Report and Accounts will be available in a range of formats.
<b>LEGAL ISSUES</b>	Formal requirement to submit to Parliament.
<b>The Trust Board is asked to:</b>	Receive and note the timetable for approval of the Annual Report and Accounts.
<b>Submitted by:</b>	George Roe, Head of Corporate Affairs
<b>Date:</b>	23 <sup>rd</sup> January 2014
<b>Decision:</b>	For Noting

## Annual Report and Accounts 2013/14

### 1 National timetable

The national timetable for production of the Annual Report and Accounts has remained along the same timelines as 2012/13.

The Monitor *2013/14 Annual Reporting Manual* was published on 13<sup>th</sup> December 2013 which includes the following deadlines for submission:

Wednesday 23<sup>rd</sup> April (by 9am): Draft Annual Accounts to Monitor

Friday 30<sup>th</sup> May (by 9am): Submit to Monitor:

- Audited accounts
- Audited FTCs
- Final text of Annual Report
- Copy of signed audit opinion
- Copy of auditor's report
- Copy of auditors' final ISA 260
- Original, signed Annual Governance statement
- Original, signed CEO and FD's certificate on the FTCs

Friday 30<sup>th</sup> May (by 5pm): Submit to Monitor:

- Limited Assurance Report on the Quality Report.
- Copy of the Auditor's private report to the Governors on the Quality Report.

By Wednesday 25<sup>th</sup> June: Lay Annual Report and Accounts before Parliament

By Friday 11<sup>th</sup> July: Final Annual Report and Accounts to Monitor (in PDF)

### 2 Quality Report

A Quality Account is required by statute from all NHS organisations. Monitor 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 (Monitor's Quality Report has some additions) but have different timetables. The Quality Account has a formal 30 day consultation period with stakeholders with a requirement to publish by 30<sup>th</sup> June. The Quality Report, including limited assurance report, must be completed by 30<sup>th</sup> May for inclusion within the Annual Report.

Therefore the Trust must work to the earliest timetable i.e. Monitor's, and bring forward the Quality Account consultation timeline.

Monitor were due to publish detailed guidance on the 'external assurance on quality reports for 2013/14', detailing the mandated indicators, by the end of 2013 but this has not yet been published.

## 3 Annual Report and Accounts Timetable

Month	Action	Lead
January - February	<p>Engagement period</p> <p>Ensure all statutory consultees (and other key stakeholders) are aware of timetable and offered opportunities to engage.</p> <p><u>Quality Account</u>- to include Healthwatch, CCG, PEG and Patient Panel etc....</p> <p><u>Annual Report</u>- to be agreed</p>	<p>Chief Nurse</p> <p>Head of Comms</p>
31 <sup>st</sup> January 2013	<p>Proposed indicators for testing within the Quality Report. The Board may need to select which indicators to choose from. Detailed guidance not yet published by Monitor. Was expected by end of December 2013.</p> <p>For 2012/13 Monitor removed the requirement for the Governors to select one of these indicators.</p>	Chief Nurse via Trust Board Quality report
February	Preliminary testing of data for Quality Report.	External Auditors as part of Interim visit
By mid-February	Agree structure and scope of Annual Report (within Monitor Framework)	Chairman and Head of Comms.
March	<p>Draft the Annual Governance Statement.</p> <p>Include Quality section on Annual Governance Statement</p>	<p>Director of Finance</p> <p>Chief Nurse</p>
31 <sup>st</sup> March	Final draft wording of Quality Report (some data may be missing)	Chief Nurse
March-15 <sup>th</sup> May 2012	Draft Annual Report	Head of Comms.
April (tbc)	Update Council of Governors re Quality Report	Chief Nurse
April	<p>Final testing and assurance on Quality Report and Indicators.</p> <p>All formal evidence as per schedule in Guidance to be provided to auditors (Board minutes/reports /complaints report etc.</p>	<p>Auditors</p> <p>Chief Nurse</p>
15 <sup>th</sup> April	Draft Quality Report to IGAC	Chief Nurse
Mid April	Strong draft of the Annual Complaints Report available for Auditors purposes. (NB data will not be complete due to the national timetable of 20 day closure)	Chief Nurse

10 <sup>th</sup> April – 9 <sup>th</sup> May	Formally seek HealthWatch, CCG etc. comments on Quality Account.	Chief Nurse
23 <sup>rd</sup> April (by 9am)	Draft unaudited Annual Accounts and unaudited FTCs submitted to Monitor.	Director of Finance & Information
1 <sup>st</sup> May	Board approval of Annual Complaints report (to be scheduled to Complaints Monitoring Group in early April)	Chief Nurse
c.1 <sup>st</sup> May	Audit commences	KPMG
10 <sup>th</sup> May	Provide commentary from HealthWatch, CCG etc... on Quality Account to Auditors for their Assurance Report	Chief Nurse
10 <sup>th</sup> May	All data to be available for Annual Report (TBC)	Quality Informatics Finance HR
14 <sup>th</sup> May	Annual Report finalised for submission to Audit Committee.	Head of Comms
c.20 <sup>th</sup> May (tbc)	Draft Audit Opinion and Limited Assurance reports from Auditors available for management to draft responses	Auditors
21 <sup>st</sup> May	Quality Report to be reviewed by IGAC.	Chief Nurse AD of Quality
21 <sup>st</sup> May	Finance Committee to review draft Annual Report and Accounts.	Director of Finance & Information
21 <sup>st</sup> May	Annual Report and Accounts to be reviewed by the Audit Committee.  To include:-Quality Report; Audit Opinion; Assurance report; Annual Governance Statement, Governors Report etc...	Director of Finance & Information
27 <sup>th</sup> May	Special Board meeting to approve the Annual Report and Accounts.	Director of Finance & Information
30 <sup>th</sup> May (by 9am)	Submission of audited Annual Report and Accounts and audited FTCs to Monitor.  Submission to include: <ul style="list-style-type: none"> <li>• Audited accounts</li> <li>• Audited FTCs</li> <li>• Final text of Annual Report</li> <li>• Copy of signed audit opinion</li> <li>• Copy of auditor's report</li> <li>• Copy of auditors' final ISA 260</li> <li>• Original, signed Annual Governance statement</li> <li>• Original, signed CEO and FD's certificate on the FTCs</li> </ul>	Director of Finance & Information

25 <sup>th</sup> June	Lay Annual Report and Accounts before Parliament (5 copies to be posted, one PDF to be e-mailed)	Head of Comms.
June - July	Produce Annual Review.	Chief Executive /Chairman/Head of Comms
June	Post balance sheet movements- be able to confirm position via Auditors	Director of Finance & Information
16 <sup>th</sup> July	Council of Governors seminar to receive the Annual Report and Accounts.	Head of Corporate Affairs
22 <sup>nd</sup> July	AGM/Annual Members meeting	Head of Comms/ Head of Corporate Affairs

#### 4 Approval

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