

 <p data-bbox="379 203 491 338">GIG CYMRU NHS WALES</p> <p data-bbox="523 203 753 338">Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p data-bbox="979 192 1394 304">Name of Meeting Quality, Safety and Improvement Committee</p> <p data-bbox="1102 309 1394 383">Date of Meeting 18 May 2022</p> <p data-bbox="1173 387 1394 454">Agenda item 7.3</p>
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Update about Approach to the Annual Report 2021/22

Executive lead:	Helen Bushell, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	<p data-bbox="571 846 1383 920">Helen Bushell, Board Secretary and Head of Board Business Unit</p> <p data-bbox="571 954 1383 1059">The approach to the Annual Report for 2021/22 was approved by the Business Executive Team on 1 March 2022.</p>
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Purpose

This paper provides an overview of the statutory requirement for Public Health Wales to produce an Annual Report and Accounts for 2021/22. Following Welsh Government guidance, some statutory elements of the report are not required for the 2021/22 period.

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Recommendation:

The Quality, Safety and Improvement Committee is asked to **note** the update to the reporting arrangements for the Annual Quality Statement for 2021/22.

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to all 7 of the Strategic Priorities and Well-being Objectives.

Summary impact analysis

Equality and Health Impact Assessment	<p>All NHS Bodies are statutorily obliged to prepare their annual report and accounts in compliance with the determination and directions given by Welsh Ministers and the approval of the Treasury.</p> <p>This report sets out the plans that have been put into place to meet the statutory obligations of the Trust. As no strategic decisions are required an Equality and Health Impact Assessment has not been completed.</p>
Risk and Assurance	<p>The timely and accurate production of the Annual Report and Accounts will assist in providing assurance that the Trust is able to manage the risks identified in the Board Assurance Framework.</p>
Health and Care Standards	<p>This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes</p> <p>Governance, Leadership and Accountability</p>
Financial implications	<p>There are no financial implications as a result of approval of this report.</p>
People implications	<p>There are no people implications as a result of approval of this report.</p>

1. Purpose / situation

This paper provides an overview of the statutory requirement for Public Health Wales to produce an Annual Report and Accounts for 2021/22. Following Welsh Government guidance, some statutory elements of the report are not required for the 2021/22 period.

2. Description

Public Health Wales must publish an Annual Report and Accounts each year. Guidance for the production of the Annual Report is set out in the IFRS NHS Wales Manual for Accounts which is produced in line with the UK Government's financial reporting manual.

NHS bodies are required to publish, as a single document, a three part Annual Report and Accounts. Appendix 1 shows the different elements that make up the Annual Report and Accounts.

In previous years, NHS bodies are also required to publish an Annual Quality Statement, for which separate guidance is issued via a Welsh Health Circular.

Changes to Annual Report 2021/22

In recognition of the continuing challenges faced by NHS Wales during 2021-22 due to responding to COVID-19, the manual for accounts seeks to streamline annual reporting in Wales and reduce duplication of content whilst ensuring all regulatory requirements are met.

The following amendments have been made for this year:

- 3.1 For 2021/22, there will be **no requirement** to prepare a separate **Annual Quality Statement**.
- 3.2 For 2021/22, entities applying the FReM are **permitted to omit the performance analysis section of the Performance Report**. A recommended approach to follow for the Performance Overview is shown at Annex 7 of the manual for accounts. Where content is common between the Performance Overview and the Annual Governance Statement it will not be necessary to duplicate the information.
- 3.3 For 2021/22, there is **no requirement** to report in the Annual Report and Accounts against the **Sustainability Reporting Requirements**.

4. Approach for 2021/22

On 1 March 2022, the Business Executive Team approved the approach for 2021/22, to produce an Annual Report which includes some of the content usually covered in the Annual Quality Statement, and include relevant stories with a quality focus in the Annual Report. This version **will not** include the Sustainability Report.

The content and responsibility for the different sections of the Annual Report are outline below

<p>Accountability Report</p>	<p>The Accountability Report is collated by the Board Business Unit and demonstrates how Public Health Wales meets key accountability requirements to the Welsh Government. The report is made up of three sections:</p> <ul style="list-style-type: none"> (a) <u>The Corporate Governance Report</u> (b) <u>Remuneration and Staff Report</u> <i>The Remuneration and Staff report forms part of the Accountability report, and is written by the People and OD Team, and approved by the Director of People and Organisational Development.</i> (c) <u>National Assembly for Wales Accountability and Audit Report</u>
<p>Accounts</p>	<p>The Financial Statements and Notes are prepared by the Finance Division in accordance the requirements of the Government Financial Reporting Manual (FReM). The Manual for Accounts (MfA) produced by the Welsh Government prescribes the format and content of the statements to ensure compliance with the FReM. The Accounts are made up of the following main elements:</p> <ul style="list-style-type: none"> (a) <u>Statement of Comprehensive Income</u> (b) <u>Statement of Financial Position</u> (c) <u>Statement of Changes in Taxpayers Equity</u> (d) <u>Statement of Cash Flows</u> (e) <u>Associated Notes</u>

Performance Report	<p>The Performance Report is developed by the Performance Team, with input and support from all areas of the organisation.</p> <p>The approach being taken this year to develop the content for the performance report and for the stories included will be discussed with the Leadership Team to ensure coverage and representation across the organisation.</p> <p>The team are also utilising as much existing information as possible including the monthly Performance reports, and submissions to JET meetings.</p>
Design of Final Report	<p>The Communications Team is responsible for the overall collation, design and presentation of the Annual Report and Accounts, which will be formally presented at the Annual General Meeting on 28 July 2022.</p> <p>It is intended that the design of the document will be out sourced following submission on 15 June 2022, and prior to the AGM.</p>

This report is provided to the Quality, Safety and Improvement Committee at as the assuring body for the Annual Quality Statement, to provide assurance on the approach to embedding the 'quality' components within the wider annual report.

A report was also provided to the Audit and Corporate Governance Committee in January 2022 for assurance of the Annual Reporting Process.

3. Recommendation:

The Quality, Safety and Improvement Committee is asked to:

- **Note** the update to the reporting arrangements for the Annual Report 2021/22.