

## Trust Board Meeting – 12 February 2015

<b>Title of the paper:</b>	<b>Process for development of annual governance statement, annual report and quality account</b>	
<b>Agenda Item:</b>	<b>23/24</b>	
<b>Lead :</b>	<b>Jackie Ardley, Director of Governance</b>	
<b>Author:</b>	<b>Jean Hickman, Trust Secretary</b>	
<b>Trust objective:</b>	Tick as appropriate: <input checked="" type="checkbox"/> Achieving continuous improvement in the quality of patient care that we provide and the delivery of service performance across all areas; <input checked="" type="checkbox"/> Setting out our future clinical strategy through clinical leadership in partnership and with whole system working; <input checked="" type="checkbox"/> Creating a clear and credible long term financial strategy.	
<b>Purpose:</b>	The aim of this paper is to update the Committee on the timetable for the development of the annual governance statement, annual report and quality account.	
<b>Benefits to patients and patient safety implications</b> The Annual Governance Statement records evidence on governance, risk management and control, to provide reassurance of good governance reporting mechanisms.		
<b>Risk implications for the Trust</b> The Trust has a legal requirement to produce a annual governance statement. Failure to do so would be a breach of the Trust's legal duty		<b>Mitigating actions (controls)</b> Progress is being made in writing the Annual Governance Statement in order to meet the national requirements both in terms of content and timetable
<b>Links to Board Assurance Framework, CQC outcomes, statutory requirements</b>		
<b>Legal implications (if applicable)</b> None, assuming the Trust publishes an Annual Governance Statement in line with national requirements.		
<b>Financial implications (if applicable)</b> The Trust is legally required to publish an Annual Report.		
<b>Communications plan (if applicable)</b> The annual report is published on 25 September at our Annual General Meeting. It is available on our website and intranet site and is distributed to our stakeholders.		
<b>Recommendations (delete as appropriate)</b> The Board is asked to note the timetable for the development of the annual governance statement, annual report and quality account.		



**Trust Board Meeting – 12 February 2015**

**Process for development of annual governance statement, annual report and quality account**

**Presented by:** Jackie Ardley, Director of Governance

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**1. Purpose**

- 1.1 This paper is to update the Trust Board on the process and progress of the Annual Governance Statement and the Annual Report 2014/15.

**2. Background**

- 2.1.1 The Trust is required to produce an annual report, annual governance statement and quality account for the period 1 April 2014 to 31 March 2015.
- 2.1.2 The annual report will be published at the annual general meeting on 3 September 2015. It will include the annual governance statement, a summary of the financial accounts and the auditor's report. The full financial accounts will be available in a separate document.
- 2.1.3 The quality account will be published on the NHS Choices website by 30 June 2015.
- 2.1.4 To date no national guidance has been issued with regard to the production of the annual report, annual governance statement and quality account. However, once received, the reports will follow the national guidelines in order to observe best practice.
- 2.1.5 All three reports will be available on the Trust's external website ([www.westhertshospitals.nhs.uk](http://www.westhertshospitals.nhs.uk))
- 2.1.6 Please see the timetable for the production and publication in table 1.

**Table 1**

<b>Action</b>	<b>Date</b>
Paper on progress/timetable to Executive Team meeting	31 December 2014
Paper on progress/timetable to Audit Committee	06 January 2015
Paper on progress/timetable to Trust Leadership Executive Committee (TLEC)	29 January 2015
Paper on progress/timetable to Trust Board	12 February 2015
Draft reports sent to Audit Committee members for review and comment (outside of Audit Committee meeting)	06 March 2015
Final reports for TLEC sign-off	26 March 2015
Draft reports issued to auditors	21 April 2015
Final reports provided to auditors	07 May 2015
Annual report for final sign off by Audit Committee	02 June 2015
CEO sign-off	03 June 2015
Annual report and annual governance statement sent to Department of Health	05 June 2015
Publish quality account	30 June 2015
Annual report and quality account professionally designed and printed	w/c 15 June 2015 to 10 August 2015
Publish annual report (including annual governance statement) and quality account at Annual General Meeting	03 September 2015

### **3. Recommendation**

4.1 The Board is asked to note the timetable for the production of the annual report, annual governance statement and quality account.