

Annual Report and Accounts 2018/19

1 National timetable

NHS Improvement published the *2018/19 Annual Reporting Manual* in November 2018 which incorporates minor changes for 2018/19 annual reports. The 2018/19 Annual Report and Accounts Plan includes the following deadlines for submission, all 5 pm unless otherwise stated:

Wednesday 24 April (noon): NHS Improvement

- Submit M12 PFR form (including unaudited Trust Account Consolidation (TAC) schedules) and draft accounts.

Friday 26 April (New)

- NHS Improvement issues provider to provider mismatch reports

Tuesday 30th April NHS Improvement distributes DHSC group mismatch schedules to NHS providers

Wednesday 8 May (noon): NHS Improvement

- Resubmission of TACs providing updated agreement of balances information.

Friday 10 May (New)

- NHS Improvement issues provider to provider mismatch reports.

Tuesday 14 May

- NHS improvement distributes mismatch DHSC group mismatch schedules to NHS providers.

Wednesday 29 May (noon) NHS Improvement

- Submit M12 PFR form (including audited TACs) and audited accounts.
- Annual Report signed pages (including, performance report, accountability report, remuneration report, annual governance statement and the statement on quality from the chief executive (part 1 of the quality report)
- Auditor ISA 260 report
- Original Signed Audit opinion
- Original signed (Chief Executive & Finance Director) summarisation schedules
- Signed Auditor report on the summarisation schedules.

Wednesday 29 May (5 pm) NHS Improvement

- Original signed limited assurance audit opinion on quality report
- Auditor long form governors' report on quality report assurance

Friday 21 June

Parliament Step 1: Preparation for laying before Parliament

- Obtain approval from the DHSC Parliamentary Office on the format of the Annual Report and Accounts (prior to printing) to ensure it can be laid before Parliament.

Tuesday 25 June

Parliament Step 2:

- Submit annual report and full statutory accounts to DHSC Parliamentary Office to be laid before Parliament.

Monday, 24 June (noon)

- Reply to NHS Improvement's letter regarding events after the reporting date. (Letter expected to be issued to NHS Providers on 14 June).

Friday, 19 July

- Submit final full annual report including full statutory accounts to NHS Improvement.

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 is 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 2018/19 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	NHS Improvement issued 2018/19 Quality Account Guidance	NHSI
January-March	Engagement period for Annual Report. Ensure all statutory consultees (and other key stakeholders) are aware of timetable and offered opportunities to engage.	Heads of Communications
January-March	Quality Account engagement including Patient Experience Group of Patient Panel, Governors, Quality Account Assurance Group, Healthwatch, CCG and staff.	Associate Director of Quality
20 February	Paper on Quality Priorities, engagement process and selection of local Governors' measure issued to Governors prior to 6 March 2019.	Associate Director of Quality
By end Feb	Agree structure and scope of Annual Report (within NHSI framework)	Chairman and Heads of Communications.
6 March	Present draft proposed Quality Priorities, feedback process, and select local Governors' measure at Governors' Q4 meeting.	Chief Nurse/Medical Director
14 March	Circulate draft Quality Priorities 2018/19 paper to Quality of Care Committee prior to 21 March meeting.	Associate Director of Quality
21 March	Circulate paper on draft 2018/19 Quality Account priorities to Board prior to 28 March meeting.	Chief Nurse/Medical Director
21 March	Quality section for Annual Governance Statement	Associate Director of

	submitted to Corporate Affairs	Quality
25 March	Draft the Annual Governance Statement.	Associate Director of Corporate Affairs
By 2 April	Format (pending data) Quality Account to Mazars for checking against the Regulations	Associate Director of Quality
March-11 May	Draft Annual Report	Heads of Communications /Associate Director of Corporate Affairs
24 April	Quality Report issued to Executives, ADO's, DCN's, DD's Clinical Specialty Leads, Clinical Nurse Leaders and Specialist Nurses for comment.	Associate Director of Quality
26 April	First draft Quality Report to Mazars.	Associate Director of Quality
26 April- 7 May	Formally seek feedback on draft Quality report from Healthwatch, Surrey County Council, Health Overview Steering Committee, Governors, CCG	Associate Director of Quality
7 May (TBC)	Mazars Audit Clearance Meeting with Quality Department and Chief Nurse	Associate Director of Quality/Chief Nurse
16 May	Draft Quality Report issued for Audit & Risk and Quality of Care Committees' papers.	Associate Director of Quality
23 May	Draft Quality Report to be reviewed by Quality of Care Committee (QCC)	Associate Director of Quality
23 May	Annual Report (including final draft Quality Report and Governors' Report) presented to Audit & Risk Committee.	Director of Finance & Information
Special Board meeting on 23 May	<ul style="list-style-type: none"> - Annual Report (including Quality Report) signed by Trust Board - Opinion signed by Mazars. 	Director of Finance & Information
29 May (by noon)	<p>Submission to NHSI of:</p> <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. 	Deputy Director of Finance
28 May	Paper to Council of Governors on Quality Report	Associate Director of Quality
June - July	Produce Annual Review.	Chief Executive /Chairman/Head of Communications

05 June	Present Quality Report and Auditors' private Report to Council of Governors' meeting	Chief Nurse
21 June	Before printing final copies of the annual report; the format of Annual Report & Accounts to be checked with DHSC Parliamentary Office to ensure it can be laid before Parliament.	Heads of Communications
25 June	Deadline for final Annual Report and Accounts to be laid before Parliament. Hard copies to arrive at the Parliamentary Clerk's office no later than this date.	Heads of Communications
9 July	Council of Governors seminar to receive the Annual Report and Accounts.	Exec Leads to present
16 July	AGM/Annual Members meeting	Heads of Communications/ Membership Manager

4 Points to note

- The Trust Board meeting is scheduled for 30 May and submission of the Annual Report is due to NHS Improvement by noon on Wednesday, 29 May.
- As with the previous year it is proposed that the draft Annual Report is presented to the Audit & Risk Committee on 23 May for review prior to the full Board approval. A special board meeting has been convened on 23 May for signing of the Annual Accounts and Annual Report 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.