CCG BOARD
PART I
MEETING ON 24th February 2016

Title of Report:	**Annual Report & Accounts, including Annual Governance Statement**
Board Sponsor:	Mandy Ansell, (Acting) Interim Accountable Officer Ade Olarinde, Chief Finance Officer
Prepared by :	Nicola Meeks, Head of Corporate Governance
Committees previous consulted:	Integrated Governance Group, 6th January 2016 Audit Committee, 9th February 2016 Finance & Performance Committee, 17th February 2016
Executive Summary:	<u>Background</u> NHS England published national guidance on the process for completing the Annual Report and Accounts via 'sharepoint' in December 2015. All relevant templates have been downloaded for completion as per national guidance. Of note was the change in format of the Annual Report (as set out in the Department of Health's Group Manual for Accounts 2015-16), that is now organised into three key sections: ▪ The Performance Report ▪ The Accountability Report, and ▪ The Financial Statements. Additional requirements (compared to previous years) included: ▪ A Month 9 Interim Governance Statement. As part of the Month 9 data collection, CCGs are being asked this year to provide early notification of any known governance issues (on an exception basis) as part of the Month 9 data collection. Nil returns are required, together with confirmation that the Chief Executive and Chair of Audit Committee have seen and agreed the notification. This must be provided by 21st January 2016. ▪ The need for CCGs to submit a draft copy of the Head of Internal Audit Opinion by 22nd February 2016. For information, the relevant NHS England Sharepoint guidance has been included below: Chapter 14 - NHS England Sharepoint G

Timetable and Project Plan for Annual Report and Accounts (including AGS)
Following receipt of the NHS England guidance a project plan has been drafted to facilitate completion of the Annual Report and Accounts (including the Annual Governance Statement).

The Head of Communications and Head of Corporate Governance are co-ordinating the completion of the annual report and the Head of Corporate Governance is responsible for drafting the Annual Governance Statement.

Given the timescales for the completion and auditing of the accounts in comparison to the required submission deadlines, the governance process for agreeing the accounts by the CCG is very tight. The proposed key dates are outlined below:

Status	Committee	Date
Draft	Finance & Performance Committee	20th April 2016
	Audit Committee	21st April 2016
	Board	27th April 2016
NHSE Submission – Draft Accounts		22nd April 2016
Final	Finance & Performance Committee	18th May 2016
	Audit Committee	24th May 2016
	Board	25th May 2015
NHSE Submission – Final Accounts		27th May 2016

It is not a mandatory requirement that the 'draft' accounts are approved by the Audit Committee and Board prior to submission, although it is considered good practice. However, it is mandated for the final accounts.

Committee dates for the final accounts have been set out above. It is acknowledged that the full accounts and annual report may not be finalised by the date of the Finance & Performance Committee held on 18th May, but sufficient documents and evidence will be available to review the content of the accounts. Then, the Audit Committee and Board will review the annual report and accounts prior to submission.

Interim Governance Statement (Month 9)
The CCG is required to make an interim governance statement as described above. This was prepared, reviewed and approved by the Accountable Officer and the Chair of the Audit Committee. Copies of the return and accompanying 'approval' has been included within the Board papers for information.
Although it is acknowledged that there are currently performance issues in relation to acute providers and the delivery of constitutional standards; adequate governance and control arrangements are in place to manage these issues. A 'nil return' was submitted as at Month 9, which confirmed that there are currently no significant governance and control issues that have been or are being experienced by the CCG in 2015/16.

<u>Draft Annual Governance Statement (AGS)</u>
NHS England have provided a standard template to be completed, which is very similar to that of previous years.
The Head of Corporate Governance has completed the template and an initial draft is being circulated to audit committee members for consideration.

The AGS will need to be submitted along with the draft accounts on 22nd April 2016.

Financial / Resource Implications:	None
Fit with CCG strategy/objectives:	**Well Led Organisation:** Establish and operate appropriate integrated governance arrangements to enable not only compliance with legislation and regulation, but to facilitate all appropriate partnership arrangements to deliver the CCG vision of an integrated health and care system operating close to home.

Risks identified / Outcome / Link to BAF:	Failure to achieve a break-even position on the CCG resource resulting in non-compliance with statutory and NHS E requirements and being place in special measures.	**BAF Ref:** FM02
Actions Required:	Complete Annual Report and Accounts (including AGS) in accordance with attached project plan for approval at the CCG Board on 25th May 2016.	**When By:** 25th May 2016
Recommendation to the Committee:	The Board are asked to: ▪ Note the ARA (&AGS) Project Plan and Timetable, and ▪ Note (post submission), the Month 9 Interim Governance Statement	

Vision Statement: The Health and care experience of the people of Thurrock
will be improved as a result of our working effectively together.