

**NOTE:** Joy (JJ) and Nicola (NM) will be co-ordinating the collation of the sections of the Annual Report. The 'AR' and 'AGS' references relate to different sections of the Annual Report and Accounts (explained at the end of the document).

Other officers involved include:

- Anand Deshpande (AD) – Overall Signoff
- Dr Grewal / Dr Raja (LG/VR)– Members Statement ([AR36](#))
- Lesley Buckland (LB) – PPI / Annual Governance Statement ([AR3](#)) ([AR14](#))
- Mandy Ansell (MA) – Accountable Officer Statement / Everything else ([AR5](#)) ([AR6](#)) ([AR7](#)) ([AR11](#)) ([AR27](#)) ([AR32](#)) ([AR35](#))
- Jane Foster-Taylor (JFT) – Quality ([AR1](#)) ([AR5](#)) ([AR12](#)) ([AR28](#))
- Ade Olarinde (AO) – Finance ([AR6](#)) ([AR16](#)) ([AR21](#)) ([AR26](#)) ([AR29](#)) ([AR34](#))
- Femi Otukoya (FO) – Finance ([AR6](#)) ([AR16](#)) ([AR21](#)) ([AR26](#)) ([AR29](#)) ([AR34](#))
- Mark Tebbs (MT) – Strategic Report / Commissioning ([AR2](#)) ([AR4](#)) ([AR5](#)) ([AR6](#)) ([AR10](#))
- Phillip Clark (PC) – Commissioning, Planned ([AR4](#)) ([AR10](#))
- Jeanette Hucey (JH) – Commissioning, Unplanned ([AR4](#)) ([AR10](#))
- Christine Celentano (CC) – General / Staff / Governing Body ([AGS](#)) ([AR8](#)) ([AR19](#)) ([AR22](#)) ([AR30](#)) ([AR31](#))
- James Buschor (JB) – Performance ([AR6](#))
- Rahul Chaudhari (RC) – Primary Care ([AR10](#))
- Jordan Archer / Lucy Moss (JA/LM) – Staff / Equality ([AR24](#)) ([AR17](#))
- Gavin Mackenzie (GM) – QIPP ([AR13](#))
- Nicola Meeks (NM) – Annual Governance Statement / Sustainability / Equality ([AR7](#)) ([AGS 1-12](#)) ([AR17](#)) ([AR18](#)) ([AR20](#)) ([AR22](#)) ([AR27](#)) ([AR31](#)) ([AR35](#))
- Kim James (KJ) – Healthwatch Thurrock ([AR14](#))
- Ian Wake – Public Health ([AR4](#)) ([AR15](#))
- Rob Hunt (RH) – Health and Safety ([AR9](#))
- Iain Gear – FOI ([AR23](#))
- Jackie King – EPRR ([AR25](#))
- Ernst & Young – External Audit ([AR33](#))

Milestone	Date	Lead	Complete
Produce Project Plan	18 <sup>th</sup> December 2015	JJ / NM	✓
CCG Officers informed of the project plan and asked to draft relevant sections of the annual report (attributed to named individuals/posts)	8 <sup>th</sup> January 2016	JJ	✓
Annual Report Workshop	11 <sup>th</sup> January 2016	JJ / NM	✓
CCGs submit Early notification of any emerging issues as part of Month 9 data collection (or nil return) using template provided (see above).	21 <sup>st</sup> January 2016	JJ / NM / AO / MA	✓
Present first draft AGS to Audit Committee	9 <sup>th</sup> February 2016	NM	
A draft copy of the Head of Internal Audit Opinion.	22 <sup>nd</sup> February 2016	NM (via Mazars)	
Deadline for CCG leads (excluding finance) to provide text/content to Comms	29 <sup>th</sup> February 2016	ALL	
1 <sup>st</sup> Draft of 'Members Report' presented to CEG.	8 <sup>th</sup> March 2016	JJ / CC / LG / VR	
Corporate Leadership Team to review draft annual report, make changes as appropriate and confirm to Comms.	6 <sup>th</sup> April 2016	AD / MO / AO / JFT	
Final 'Members Report' for approval at CEG.	12 <sup>th</sup> April 2016	JJ / CC / LG / VR	
Finance and Performance Committee to approve draft accounts.	20 <sup>th</sup> April 2016	AO/FO	
Audit Committee to approve draft accounts and annual report	21 <sup>st</sup> April 2016 or 26 <sup>th</sup> April 2016	LB/NM	
Deadline for submission of draft accounts and annual report to DH	22 <sup>nd</sup> April 2016	AO/FO	

Milestone	Date	Lead	Complete
<p>CCGs to submit draft annual report, including:</p> <ul style="list-style-type: none"> <li>Draft annual governance statement (using template provided), as approved by the Accountable Officer and Chief Financial Officer (and passed to appointed auditors for audit). See Para 14.5.1</li> <li>A full copy of the final Head of Internal Audit Opinion statement as issued by the clinical commissioning group internal auditors.</li> <li>Completed Assurance Checklist (Region) See Para 14.5.1 (Alongside draft accounts)</li> </ul>			
Draft Annual Report to auditors	22 <sup>nd</sup> April 2016	AO / NM	
Board to approve draft accounts	27 <sup>th</sup> April 2016	BOARD	
Finance and Performance Committee Sign off of Final Annual Report and Accounts	18 <sup>th</sup> May 2016	AO/FO	
Audit Committee Sign Off of Final Annual Report and Accounts	24 <sup>th</sup> May 2016	LB/NM	
Board Sign Off of Annual Report and Accounts	25 <sup>th</sup> May 2016	BOARD	
<p>Final Submission to NHS England - CCGs to submit:</p> <ul style="list-style-type: none"> <li>Full audited and signed annual report, as approved in accordance with the CCG scheme of delegation and signed and dated by the Accountable Officer and appointed auditors, as one composite document.</li> <li>Updated assurance checklist (Region) See Para 14.5.1</li> </ul>	27 <sup>th</sup> May 2016	AO / FO	
AGM including presentation of annual report and accounts	Venue TBC – 28 <sup>th</sup> September 2016	JJ / CC / NM	

- AR8 – Membership / Gender breakdown etc.
- AR9 – Performance Report (includes overview and performance analysis) – JJ to co-ordinate and contact each relevant officer.
- AR9 - Health and Safety Performance
- AR10 – Our achievements
- AR11 – Our key challenges
- AR12 – Improving Care / ensuring safe and high quality services/ PHB / CHC?
- AR13 – Ensuring Best Value (QIPP)
- AR14 – Involving and listening to our patients
- AR15 – Working in partnership for better health
- AR16 – Financial Overview
- AR17 – Equality Report
- AR18 – Sustainability Report
- AR19 – Member Practices / Governing Body
- AR20 – General Governance in AR
- AR21 – Pension Liability / External Audit
- AR22 – Compliments and Complaints
- AR 23 – FOI
- AR24 – Our Staff
- AR25 – Planning for Emergencies
- AR26 – Local Counter Fraud Service
- AR27 - Statement as to disclosure to auditors
- AR28 – Disclosure of SI's
- AR29 – Remuneration Report
- AR30 – Governing Body Profiles
- AR31 – Governing Body Declaration of Interests
- AR32 – AO Statements
- AR33 – Independent Auditors Report
- AR34 – Financial Statements
- AR35 – NHSE Directions / Conditions
- AR36 – Members Statement

**Summary Key Committee Dates:**

Status	Committee	Date
Draft Annual Report and Accounts	Finance & Performance Committee	20 <sup>th</sup> April 2016
	Audit Committee	21 <sup>st</sup> April 2016 or 26 <sup>th</sup> April 2016
	Board	27 <sup>th</sup> April 2016
<b>NHSE Submission – Draft Accounts</b>		22 <sup>nd</sup> April 2016
Final Annual Report and Accounts	Finance & Performance Committee	18 <sup>th</sup> May 2016
	Audit Committee	24 <sup>th</sup> May 2016
	Board	25 <sup>th</sup> May 2015
<b>NHSE Submission – Final Accounts</b>		27 <sup>th</sup> May 2016