

Item: 4.3

MEETING	Haringey CCG Governing Body
DATE	10th May 2018
REPORT	Update on the Annual Report and Accounts process
LEAD DIRECTOR	Tony Hoolaghan, Chief Operating Officer
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EXECUTIVE SUMMARY

All NHS bodies have a statutory requirement to produce an Annual Reports and Accounts (ARA) as a single document. Haringey CCG has adopted the template issued by NHS England (NHSE) for the 2017-2018 financial year, which contains the following required sections.

- 1. The Performance Report:** an overview and a performance analysis.
- 2. The Accountability Report:** Corporate Governance Report, Remuneration and Staff Report and a Parliamentary Accountability and Audit Report.
- 3. The Annual Accounts:** including financial statements.

Draft submissions of the ARA were required by 20th April 2018. The Haringey and Islington Executive Management team reviewed the organisation's draft ARA at its meeting on 18th April. The meeting agreed a number of changes, and members along with CCG lay members have been given until 4th May to make any further comments (see Table 1 for the drafting and approval timeline).

As in previous years, the authority to approve the final submission has been delegated to the CCG Audit Committee; to be discharged at its meeting on 22nd May 2018.

Table 1: National and Local Timelines

Date	Actions
April 2018	
Friday 20 April (noon)	CCGs to submit: <ul style="list-style-type: none"> • Draft annual report as approved by the Accountable Officer (and passed to appointed auditors for audit). • A full copy of the draft Head of Internal Audit Opinion statement as issued by the CCG's internal auditors. To include a list of all audit reviews undertaken, and the level of assurance assigned to each review. • Completed NAO disclosure checklist 2017/18 for draft submission
May 2018	
22 May	Final draft of the ARA to be considered by the CCG Audit Committee
Tuesday 29 May (noon)	CCGs to submit: <ul style="list-style-type: none"> • Full audited ARA, signed and dated by the Accountable Officer and appointed auditors, as one composite document.

<p>Note: Monday 28 May is a Bank holiday</p>	<ul style="list-style-type: none"> • A full copy of the final Head of Internal Audit Opinion statement as issued by the CCG's internal auditors. <i>Submitted a separate document. Summary version included in the ARA.</i> • Completed NAO disclosure checklist 2017/18 for final submission
<p>June 2018</p>	
<p>By 15 June</p>	<p>CCGs to publish their ARA in full on their public website.</p>
<p>September 2018</p>	
<p>By 29 Sept</p>	<p>The ARA will be presented in public at a Haringey CCG Annual General Meeting</p>
<p>Member statement</p> <p>As part of our preparation and sign off of the annual report and accounts, whilst the Governing Body have delegated responsibility for the documentation to be signed off at the Audit Committee, each individual who is a member of the Governing Body at the time the Members' Report is approved, is asked to confirm the following:</p> <ul style="list-style-type: none"> • so far as the member is aware, there is no relevant audit information of which the CCG's auditor is unaware that would be relevant for the purposes of their audit report • the member has taken all the steps that they ought to have taken in order to make him or herself aware of any relevant audit information and to establish that the CCG's auditor is aware of it. <p>Governing Body Members are asked to confirm they are happy to support this statement.</p>	

<p>RECOMMENDED ACTION:</p> <p>The Governing Body is asked to:</p> <ul style="list-style-type: none"> • NOTE member's response to the disclosure to auditor's statement

<p>Patient & Public Participation (PPP): Audit Committee membership includes lay members.</p> <p>Equality Impact Assessment: Not required</p> <p>Risks: As outlined in the CCG's assurance framework and risk register</p> <p>Resource Implications: None identified at present</p>
