




**Surrey Downs  
Clinical Commissioning Group**

<b>Title of paper</b>	2014 Annual Report Timetable	
<b>Meeting:</b>	Governing Body	
<b>Date:</b>	19 <sup>th</sup> December 2014	
<b>Author</b>	Justin Dix, Governing Body Secretary	
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<b>Exec Lead</b>	Matthew Knight, Chief Finance Officer	
<b>Purpose</b>	To Agree	
	To Discuss	
	To note	

### **Development**

This timetable has been developed in conjunction with the Audit Committee and the Council of Members, and with input from internal and external audit.

### **Executive Summary and Key Issues**

The development of the next Annual Report is guided by last year's work, in the absence of any additional guidance. There are broadly three elements: narrative, compliance and accounts.

There is considerable scope for the narrative and compliance sections to be completed early as these are known quantities, but the annual accounts are more difficult due to the complex nature of year-end financial processes and the increasing challenges the NHS faces with uncertainty about activity driven costs and central policies.

### **Recommendation(s)**

In accordance with Appendix E of the Constitution (Page 60 - Scheme of delegation) the Governing Body is asked to approve the attached timetable for production of the annual report and accounts.

## **Attachments**

Breakdown of annual report responsibilities; provisional timetable

## **Implications for wider governance**

### **Quality and patient safety**

Please note that responsibilities for patient safety and quality will be found principally in the sections on “Meeting our statutory responsibilities” and “Managing Risk”.

### **Patient and Public Engagement**

No specific issues

### **Equality Duty**

The CCG has to report on the discharge of its equality duty in the annual report, as well as in a separate report by the end of January 2014.

### **Finance and resources**

See executive summary.

### **Workforce**

There are requirements to report on the CCG’s own workforce in the annual report.

### **Information Governance**

There is a section on information governance in the report.

### **Conflicts of interest**

The annual report has to include registers of interests and information on how the CCG has handled conflicts in-year.

### **Communications Plan**

The annual report is presented at the Annual General Meeting and published on the CCG web site.

**Risk and assurance**

The CCG is asked to account fully for its risk management processes throughout the year.

**Attachment 1: Breakdown of Annual Report responsibilities**

The Guidance column will be completed when new guidance is issued.

<b>Product</b>	<b>Guidance reference</b>	<b>Last year's Page Refs</b>	<b>Supplier</b>	<b>Accountable officer</b>
Cover and contents		1 to 3	Jade Brelsford	Karen Parsons
Foreword		4	Jade Brelsford	Claire Fuller
Member Practices Introduction		5 to 6	Usman Nawaz	Claire Fuller
About Us		7 to 8	Jade Brelsford	Karen Parsons
Message from the Chief Officer		9 to 12	Jade Brelsford	Miles Freeman
Year 2 Summary		13 to 26	Jade Brelsford	Miles Freeman
Future Plans		27 to 31	TBC	James Blythe
Performance		32 to 38	Mable Wu	Matthew Knight
Meeting Statutory Responsibilities		39 to 42	Justin Dix	Matthew Knight
Sustainability		43 to 44; 69	Dan Brown	Matthew Knight
Equality duty		45 to 46	Usman Nawaz	Karen Parsons
Managing risk		47 to 49	Justin Dix	Matthew Knight
Financial Summary		50 to 53	Dan Brown	Matthew Knight
Meet our Governing Body		54 to 59	Jade Brelsford	Claire Fuller
Governing Body Performance		60	Justin Dix	Claire Fuller
Leadership development		60	Justin Dix	Claire Fuller
Member Practices		60 to 61	Justin Dix	Claire Fuller
Committee arrangements		62 to 68	Justin Dix	Claire Fuller
Patient engagement		69	Usman Nawaz	Karen Parsons
EPRR		70	Jonathan Perrott	Karen Parsons
Complaints		70 to 71	Helen Hobson	Karen Parsons
Staff engagement		71 to 74	Alison McQuillan	Karen Parsons
Information Governance		74	Justin Dix	Matthew Knight
Charges for information		74	Jade Brelsford	Karen Parsons
Statement of disclosure		75	Justin Dix	Matthew Knight
Remuneration Report		76, 78-81	Alison McQuillan	Matthew Knight
Remuneration Policy		77	Alison McQuillan	Matthew Knight
Register of Interest		82-85	Justin Dix	Matthew Knight
Governance Statement		87-96	Justin Dix	Matthew Knight
Head of Internal Audit Opinion		97-102	tiaa (internal audit)	Matthew Knight
External audit report		103-105	GT (external audit)	Matthew Knight
Annual Accounts		106-145	Dan Brown	Matthew Knight

Attachment 2: Provisional dates

	Key forum	January	February	March	April	May	July
First drafts of basic content to be available e.g. GB profiles, draft AGS, etc.	Project Team	21st January					
Audit committee update	Audit Committee	30th January					
Project team meeting	Project team		Date to be confirmed				
Revised draft practice member statement to Exec	Executive Committee		Date to be confirmed				
Update to Governing Body	Governing Body		27th February				
Project team meeting	Project team			Date to be confirmed			
Special Exec to go through draft narrative	Executive Committee			Early March - to be confirmed			
Audit committee update on draft narrative and financial position - sign off on Annual Governance Statement	Audit Committee			27th March			
Project team meeting	Project team				Date to be confirmed		
Sign off narrative and member practice statement with Council of Members and go through draft accounts	Council of Members				Date to be confirmed		
Governing Body delegates final sign-off to Audit Committee	Governing Body				Date to be confirmed		
Review of Governing Body remuneration by Remco chair	Remcom				Date to be confirmed		
Submission of drafts to NHS England					Date to be confirmed		
Project team meeting	Project team					Date to be confirmed	
Head of Internal Audit Opinion	Auditors					Date to be confirmed	
External Audit Letter	Auditors					Date to be confirmed	
Special Audit Committee to sign off AR&A	Audit Committee					Date to be confirmed	
Submit Annual Report in line with DH Deadline	Project team					29th May	
Publicly receive Annual Report at AGM	Council of Members						10th July (provisional)