

<b>Title of paper:</b>	Annual Report and Accounts		
<b>Author:</b>	Justin Dix, Governing Body Secretary		
<b>Exec Lead:</b>	Matthew Knight, Chief Finance Officer		
<b>Date:</b>	27 <sup>th</sup> February 2015		
<b>Meeting:</b>	Governing Body		
<b>Agenda item:</b>	15	<b>Attachment:</b>	09
<b>For:</b>	Decision		
<p>Following the last amendment to the CCG's constitution, the responsibility for agreeing the CCG's annual report and accounts is a matter for the Governing Body. For 2013/14 the Governing Body delegated this to the Audit Committee in recognition of the very strict timetable involved, in particular the need to achieve sign-off between the date of receipt of the External Audit Letter and the date of submission to NHS England.</p> <p>It is proposed to again delegate this responsibility to the Audit Committee for the 2014/15 Annual Report and Accounts subject to the following:</p> <ul style="list-style-type: none"> <li>• That Governing Body members are fully engaged in the production of the report and have opportunities to comment on drafts;</li> <li>• That all material issues in both the report and the accounts are available to Governing Body members;</li> <li>• That the Chair of the Audit Committee will notify the Governing Body Chair if he believes there are any emerging issues that make it inappropriate for the committee to undertake sign off, in which case an emergency meeting of the Governing Body may be convened.</li> </ul> <p>A meeting of the Audit Committee has been scheduled for the 22<sup>nd</sup> May to agree the annual report and accounts.</p>			

**Compliance section**

Please identify any significant issues relating to the following

Risk Register and Assurance Framework	A key aspect of the Annual Report is to include a section on the key risks that the CCG has faced during the year (that is any risks that were “red” at any point during the year).
Patient and Public Engagement	The Annual Report contains a section on engagement undertaken during the year.
Patient Safety & Quality	The Annual Report contains a section on patient safety and quality.
Financial implications	The Annual Report contains a full account of the CCG’s finances and financial controls, signed off by external and internal audit respectively.
Conflicts of interest	The Annual Report contains a section on conflicts of interest.
Information Governance	The Annual Report contains a section on information governance and specifically requires the CCG to report on IG incidents and IG Toolkit compliance.
Equality and Diversity	The Annual Report contains a section on equality and diversity, however there is a separate E&D report produced in January which cross-references to this.
Any other legal or compliance issues	No guidance on this year’s report has been received, in the absence of this the CCG is using the previous year’s guidance as NHSE have indicated this is unlikely to change substantively.

**Accompanying papers (please list):** None

**Summary:** What is the Governing Body being asked to do and why?

The Governing Body is asked to agree delegation of sign off of the Annual Report and Accounts to the Audit Committee.