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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	12 January 2021	Agenda Item	5.3
Report Title	Corporate Governance End-of-Year Reporting Arrangements		
Report Author	Liz Stauber, Head of Corporate Governance		
Report Sponsor	Pam Wenger, Director of Corporate Governance		
Presented by	Pam Wenger, Director of Corporate Governance		
Freedom of Information	Open		
Purpose of the Report	The purpose of this report is to set out the proposed arrangements to meet national end-of-year reporting requirements for corporate governance.		
Key Issues	The health board is required to submit its annual governance statement and annual report to Welsh Government following the commencement of the new financial year, after which the documents are to be received at its annual general meeting. This report sets out the proposed arrangements to comply with the requirements.		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>
Recommendations	Members are asked to: <ul style="list-style-type: none"> • NOTE the report; • APPROVE the proposed arrangements for end-of-year corporate governance reporting. 		

CORPORATE GOVERNANCE END-OF-YEAR REPORTING ARRANGEMENTS

1. INTRODUCTION

The purpose of this report is to set out the proposed arrangements to meet national end-of-year reporting requirements for corporate governance.

2. BACKGROUND

The health board is required to submit its annual governance statement and annual report to Welsh Government following the commencement of the new financial year, after which the documents are to be received at its annual general meeting. This report sets out the proposed arrangements to comply with the requirements.

3. GOVERNANCE AND RISK ISSUES

(i) Annual Report and Accountability Report 2020-21

The manual for accounts sets out that all NHS organisations are required to publish, as single document, a three part annual report and accounts which includes:

- 1) the performance report;
- 2) the accountability report; and
- 3) the financial statements.

Section one, the performance report, as set out in the manual for accounts, is to 'provide information on the entity its main objectives and strategies and the principal risks it faces. The performance report must provide a fair, balanced and understandable analysis of the entity's performance, in line with the overarching requirement for the annual report and accounts to be fair, balanced and understandable.'

The purpose of section two, the accountability report, is to meet the key accountability requirements to Welsh Government and comprises:

- Corporate governance report;
- A remuneration and staff report; and
- A National Assembly for Wales accountability and audit report.

In terms of the key areas of assurance these will be provided through:

- Updates on the improvement in governance in the last year;
- Strengthening risk management arrangements including significant work in the development of the refreshed health board risk register;
- Commitment and work in progress in relation to the development of a board assurance framework.

Areas of risk to be reported will include:

- Covid-19
- Financial plan;
- Brexit;
- Transcatheter aortic valve implantation (TAVI);
- Access to services.

Section three is the completion of the annual accounts, and this will be managed by finance and incorporated into the final document.

(ii) End-of Year Highlights Report

Following a review of previous years' annual reports and the manual for accounts, it has been decided to take a different approach this year and have a second annual report targeted more to the public. The report described above will be specifically for Welsh Government (although it will be publically available through the health board's website) and be based on what is set out in the manual for accounts as being required on a performance and governance basis. A highlights report will also be produced which will feature the softer information, such as awards, achievements, staff updates, fundraising progress as well as performance summaries, to be more transparent to the health board's citizens. Having all the information in one document previously provides confusion as to the intended audience and can be too 'operational' to be of interest to the public.

(iii) Annual General Meeting (AGM)

Due to the continuing Covid-19 pandemic, it is unclear as to whether the AGM can be an event attended in person, therefore the arrangements will be made in way which can accommodate virtual or physical attendance. Rather than booking an external venue, the millennium room in headquarters will be used as this can either livestream the meeting or accommodate people in person. Even if the meeting can go ahead physically, it will still be available live on Zoom to maximise the potential audience. It is also proposed that the session take place during the working day, as this seems to attract a high level of staff interest for the virtual meet the executive team sessions.

4. FINANCIAL IMPLICATIONS

There are no financial implications.

5. RECOMMENDATION

Members are asked to:

- **NOTE** the report;
- **APPROVE** the proposed arrangements for end-of-year corporate governance reporting.

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input type="checkbox"/>
	Co-Production and Health Literacy	<input checked="" type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input checked="" type="checkbox"/>
Health and Care Standards		
(please choose)	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Ensuring the board carries out its business appropriately and aligned national requirements is a key factor in the quality, safety and experience of patients receiving care.		
Financial Implications		
There are no financial implications.		
Legal Implications (including equality and diversity assessment)		
There are no legal implications.		
Staffing Implications		
There are no staffing implications.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
The development of end-of-year reporting arrangements will enable the organisation to continue to discharge its governance role effectively.		
Report History	Annual report to the committee.	
Appendices	No appendices.	