



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
Audit and Corporate
Governance Committee
Date of Meeting
20 January 2022
Agenda item:
5.1

Annual Accounts Plan 2021/22

Executive lead:	Mr Huw George, Deputy Chief Executive and Director of Operations and Finance
Author:	Jane Matthews, Head of Financial Reporting & Control

Approval/Scrutiny route:	Huw George, Deputy Chief Executive and Director of Operations and Finance
---------------------------------	---

Purpose

This paper provides an overview of the statutory requirement for Public Health Wales to produce Financial Statements and an Accountability Report as part of the Annual Report and Accounts for 2021/22, and sets out the plans that are in place to achieve this. The timetable in Annex 1 sets out the timeline for the completion of the documents and the internal consultation/scrutiny and approval stages prior to their final submission to Welsh Government on 15 June 2022.

Recommendation:				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
<p>The Committee is asked to:</p> <ul style="list-style-type: none"> Receive assurance that the Trust has an appropriate plan in place for the production of the Financial Statements and Accountability Report for 2021/22 in line with the statutory deadlines. 				

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
--	--

Summary impact analysis

Equality and Health Impact Assessment

NHS Bodies are statutorily obliged to prepare their annual report and accounts in compliance with the determination and directions given by Welsh Ministers and the approval of the Treasury.

This report sets out the plans that have been put into place to meet the statutory obligations of the Trust. As no decisions are required an Equality and Health Impact Assessment has not been completed.

Risk and Assurance

The timely and accurate production of the Financial Statements and Accountability report will assist in providing assurance that the Trust is able to manage the risks identified in the Board Assurance Framework.

Health and Care Standards

This report supports and/or takes into account the [Health and Care Standards for NHS Wales](#) Quality Themes

Governance, Leadership and Accountability

Financial implications

There are no financial implications as a result of this report.

People implications

There are no people implications as a result of this report.

1. Purpose / situation

This paper provides an overview of the statutory requirement for Public Health Wales to produce Financial Statements and an Accountability Report as part of the Annual Report and Accounts for 2021/22. The timetable in Annex 1 sets out the timeline for the completion of the documents and the internal consultation/scrutiny and approval stages prior to their final submission to Welsh Government on 15 June 2022.

2. Background

This paper provides the Audit & Corporate Governance Committee with assurance that development of the Financial Statements and Accountability Report is in progress and is supported by a robust process that involves appropriate levels of consultation and scrutiny.

3. Description/Assessment

NHS bodies are required to publish, as a single document, a three part Annual Report and Accounts that includes:

- (a) The Performance Report, which must include:
 - An overview
- (b) The Accountability Report, which must include:
 - A Corporate Governance Report
 - A Remuneration and Staff Report
 - A Parliamentary Accountability and Audit Report
- (c) The Financial Statements , including:
 - The Audited Annual Accounts 2021-22

The Accountability Report is collated by the Board Business Unit and demonstrates how Public Health Wales meets key accountability requirements to the Welsh Government. The report is made up of three sections:

- (a) The Corporate Governance Report
This is the responsibility of the Board Secretary & Head of Board Business Unit. The purpose of this report is to explain the composition and organisation of Public Health Wales' governance structures and how they support the achievement of the Trust's objectives. This includes the Director's Report, Statement of Accounting Officer's Responsibilities and the Annual Governance Statement.
- (b) Remuneration and Staff Report
This is the responsibility of the Director of People and Organisational Development. The report contains information about the remuneration of senior management, fair pay ratios, sickness absence rates etc.
- (c) National Assembly for Wales Accountability and Audit Report
This is the responsibility of Deputy Chief Executive and Executive Director of Operations and Finance. The report contains a range of disclosures on the regularity of expenditure, fees and charges, compliance with the cost allocation and charging requirements set out in HM Treasury guidance, material remote contingent liabilities, long-term expenditure trends, and the audit certificate and report.

The Financial Statements and Notes are prepared by the Finance Division in accordance the requirements of the Government Financial Reporting Manual (FReM). The Manual for Accounts (MfA) produced by the Welsh Government prescribes the format and content of the statements to ensure compliance with the FReM. The Accounts are made up of the following main elements:

- (a) Statement of Comprehensive Income
This statement sets out all income received and expenditure incurred by the Trust along with any gains and losses for the relevant accounting period.
- (b) Statement of Financial Position

Previously known as the Balance Sheet, this reports the Trust's assets, liabilities and reserves at the end of the relevant accounting period.

- (c) Statement of Changes in Taxpayers Equity
This statement explains the movement in the net assets of the Trust between the start and end of the financial year.
- (d) Statement of Cash Flows
This reports the cash flows during the financial year from operating, investing and financing activities.
- (e) Associated Notes
The Notes to the Accounts provide further analysis and explanation to the figures in the main accounting statements.

The Communications Team is responsible for the overall collation, design and presentation of the Annual Report and Accounts, which will be formally presented at the Annual General Meeting on 28 July 2022.

3.1 Well-being of Future Generations (Wales) Act 2015

No decisions are requested in this report and therefore the Well-being of Future Generations (Wales) Act 2015 has not been considered.

4. Recommendation

This paper provides an overview of the statutory requirement for Public Health Wales to produce Financial Statements and an Accountability Report as part of the Annual Report and Accounts for 2021/22, and sets out the plans that are in place to achieve this.

The Committee is asked to:

- **Receive assurance** that the Trust has an appropriate plan in place for the production of the Financial Statements and Accountability Report for 2021/22 in line with the statutory deadlines.

ANNEX 1: FINANCIAL STATEMENTS & ACCOUNTABILITY REPORT TIMETABLE 2021/22

DATE	TASK/DEADLINE	PRESENTED FOR:
20-Jan-22	Financial Statements & Accountability Report Timetable 2021/22 presented to Audit and Corporate Governance Committee	Information
16-Mar-22	DRAFT Accountability Report presented to Audit and Corporate Governance Committee	Discussion
29-Apr-22	UNAUDITED Financial Statements & Notes and Financial Returns submitted to Welsh Government and Audit Wales	Submission to Welsh Government
05-May-22	UNAUDITED Financial Statements & FIRST DRAFT Accountability Report presented to Audit and Corporate Governance Committee	Discussion
06-May-22	FIRST DRAFT Accountability Report submitted to Welsh Government and Audit Wales (Inc. Annual Governance Statement in Word)	Submission to Welsh Government
07-Jun-22 (draft date)	FINAL DRAFT Accountability Report presented to Executive Team (Pre-Board Meeting)	Discussion
07-Jun-22 (draft date)	AUDITED Financial Statements & FINAL DRAFT Accountability Report presented to Audit and Corporate Governance Committee	Discussion and recommendation to Board
09-Jun-22 (draft date)	AUDITED Financial Statements & FINAL DRAFT Accountability Report presented to Board	Final Approval
15-Jun-22	FINAL VERSION of Financial Statements & Accountability Report submitted to Welsh Government	Submission to Welsh Government