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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
Audit and Corporate Governance Committee
Date of Meeting
14 January 2025
Agenda item:
5.3

Annual Accounts Plan 2024/25

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

Approval/Scrutiny route:	None
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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 2024/25, 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.

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 2024/25 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
Strategic Priority/Well-being Objective	Choose an item.
Strategic Priority/Well-being Objective	Choose an item.

Summary impact analysis

Equality and Health Impact Assessment	<p>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.</p> <p>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.</p>
Risk and Assurance	<p>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.</p>
Health and Social Care (Quality and Engagement) (Wales) Act	<p>This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes: Theme 7 Staff and Resources Governance, Leadership and Accountability</p>
Financial implications	<p>There are no financial implications as a result of this report.</p>
People implications	<p>There are no people implications as a result of this report.</p>

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 2024/25. 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. Please note that the timetable is based on the draft timetable issued by Welsh Government which is under discussion with Audit Wales and maybe subject to change.

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 which includes:

- (a) The Performance Report, which must include:
 - An overview
 - Performance analysis
- (b) The Accountability Report, which must include:
 - A Corporate Governance Report
 - A Remuneration and Staff Report
 - Senedd Cymru/Welsh Parliament Accountability and Audit Report
- (c) The Financial Statements, including:
 - The Audited Annual Accounts 2024-25

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. As a minimum, this must include the Director's Report, the 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, staff numbers and composition and sickness absence data.

(c) Senedd Cymru/Welsh Parliament 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 (exact date to be determined when Welsh Government confirm deadline).

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 2024/25 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 2024/25 in line with the statutory deadlines.

ANNEX 1: FINANCIAL STATEMENTS & ACCOUNTABILITY REPORT TIMETABLE 2024/25

NB. This timetable is based on the draft timetable issued by Welsh Government which is under discussion with Audit Wales and maybe subject to change.

DATE	TASK/DEADLINE	PRESENTED FOR
14-Jan-25	Financial Statements & Accountability Report Timetable 2022/23 presented to Audit and Corporate Governance Committee	Information
10-Mar-25	DRAFT Accountability Report presented to Audit and Corporate Governance Committee	Discussion
02-May-25	UNAUDITED Financial Statements & Notes and Financial Returns submitted to Welsh Government and Audit Wales	Submission to Welsh Government
08-May-25	UNAUDITED Financial Statements & FIRST DRAFT Accountability Report presented to Audit and Corporate Governance Committee	Discussion
09-May-25	FIRST DRAFT Accountability Report submitted to Welsh Government and Audit Wales (Inc. Annual Governance Statement in Word)	Submission to Welsh Government
TBC-Jun-25 (prior year 19-Jun-24)	FINAL DRAFT Accountability Report presented to Executive Team (Pre-Board Meeting)	Discussion
TBC-Jun-25 (prior year 10-Jul-24)	AUDITED Financial Statements & FINAL DRAFT Accountability Report presented to Audit and Corporate Governance Committee	Discussion and recommendation to Board
TBC-Jun 25 (prior year 11-Jul-24)	AUDITED Financial Statements & FINAL DRAFT Accountability Report presented to Board	Final Approval
30-Jun-25	FINAL VERSION of Financial Statements & Accountability Report submitted to Welsh Government	Submission to Welsh Government