

## Adoption of the Draft Annual Report 2019/20

Governing Body meeting

**D**

7 May 2020

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<b>Sponsor Director</b>	Jackie Mills, Director of Finance
<b>Purpose of Paper</b>	
<p>The CCG has a statutory requirement to produce and publish the Annual Report each year, the contents of which is largely mandated by the Department of Health and Social Care.</p> <p>The 2019/20 <b>draft</b> report for NHS Sheffield CCG has been prepared in line with these national requirements. It is presented for Governing Body to review and to adopt alongside the CCG's draft (unaudited) annual accounts for 2019/20. <b>It has been circulated to members as part of the supporting information pack.</b></p> <p>The draft report was sent to NHS England and the CCG's External Auditors on 27 April for formal review. It should be noted that there were a small number of sections in the draft report that were incomplete, due to capacity constraints during the current response to the Covid-19 pandemic. These sections are expected to be complete by the time of the final report being agreed.</p>	
<b>Key Issues</b>	
<p>In line with national guidance, the report comprises three main elements:</p> <ol style="list-style-type: none"> <li>1. The Performance Report, which must include an overview and performance analysis;</li> <li>2. The Accountability Report, which must include the annual governance statement, incorporating the Head of Internal Audit's opinion statement; the remuneration and staff report; and in due course a report by our external auditors. These parts of the annual report contain significant detail in relation to how the CCG operated in 2019/20 in terms of our governance processes, our risk management and make a range of disclosures relating to remuneration and staff as mandated by the Department of Health.</li> <li>3. The CCG's accounts (Financial Statements) which will be included once audited.</li> </ol> <p>Governing Body members are responsible for ensuring we are accountable to our stakeholders, including the general public. At the time at which the final report is agreed, every member is required to confirm the two statements in the Statement of Disclosure to Auditors on page 48.</p> <p>The Communications team will produce a short video to present the key information in a user friendly way for the public in advance of our annual public meeting.</p>	

<b>Is your report for Approval / Consideration / Noting</b>
The draft report is presented for consideration and adoption
<b>Recommendations / Action Required by Governing Body</b>
The Governing Body is asked to review and adopt the draft Annual Report, noting that a final version (post audit and NHS England review) will be presented at the June 2020 Governing Body meeting alongside the CCG's audited accounts for final approval
<ul style="list-style-type: none"> <li>• <b>Governing Body Assurance Framework</b></li> </ul>
<p><b><i>Which of the CCG's objectives does this paper support?</i></b></p> <p>It supports management of the CCG's principal risks 1.1, 2.2, 2.3, 2.4, 3.1, 4.1, 4.2, 4.3, 4.6, 5.3 and 5.4 in the 2018/19 Governing Body Assurance Framework as this report relates to 2019/20.</p>
<b>Are there any Resource Implications (including Financial, Staffing etc)?</b>
None
<b>Have you carried out an Equality Impact Assessment and is it attached?</b>
<p><b><i>Please attach if completed. Please explain if not, why not</i></b></p> <p>Not applicable</p>
<b><i>Have you involved patients, carers and the public in the preparation of the report?</i></b>
The report includes a section on how the CCG works with patients and the public.