

<b>Report to:</b>	Trust Board, 27 June 2013
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Enclosure 5

<b>Title</b>	Annual Report 2012/13
<b>Sponsoring Executive Director</b>	Adrian Osborne, Communications Director
<b>Author</b>	Lead Author: Adrian Osborne, Communications Director Contributing Authors: All Executive Directors
<b>Purpose</b>	To approve the Annual Report 2012/13
<b>Previously considered by</b>	Not Applicable

### Executive Summary

The Annual Report is a key feature of the Trust's governance and accountability, reporting on the progress and challenges of the Trust during the year, setting out the priorities for the year ahead and providing key mandatory information in support of governance, compliance and public accountability.

NHS Trusts are required to produce an Annual Report in accordance with guidance set out in the "NHS Finance Manual: Manual For Accounts" (Department of Health, November 2012). In addition, Trusts may have regard to the additional reporting requirements for NHS Foundation Trusts set out in the "NHS Foundation Trust Annual Reporting Manual for 2012/13" (Monitor, March 2013).

In support of our journey to NHSFT status, the Trust elected to incorporate all additional reporting requirements for NHS Foundation Trusts in its Annual Report 2011/12, with the exception of those that uniquely related to NHSFTs (e.g. composition of the Council of Governors). Alongside this detailed Annual Report, a shorter and chattier Annual Review was published both as a standalone document and within our "A Healthier Future" newsletter which is issued to thousands of public members and partner organisations.

The Trust is adopting the same approach in 2012/13. The Annual Report 2012/13 is enclosed for approval, and the Annual Review will be included in the Summer 2013 edition of A Healthier Future in July.

The Annual Report 2012/13 is included within the Information Pack for Trust Board members. Subject to approval, the Annual Report will be signed, and printed for presentation at the Trust's Annual General Meeting on 12 September 2012.

Related SATH Objectives	SATH Sub-Objectives
The publication of the Annual Report contributes to (and reports on) all Trust objectives and sub-objectives.	

<b>Risk and Assurance Issues</b>	Publication of the annual report supports assurance in relation to corporate governance in the Trust
<b>Equality and Diversity Issues</b>	The annual report includes mandatory and discretionary information about equality and diversity issues.
<b>Legal and Regulatory Issues</b>	Publication of an Annual Report is required in accordance with the Companies Act 2006 and related guidance and legislation.

### Action required by the Audit Committee

The Trust Board is asked to APPROVE the Annual Report 2012/13

## Compliance Status

Requirement	Status	Commentary
Does the Annual Report fulfil the content requirements as set out in the NHS Finance Manual: Manual for Accounts?	<b>GREEN</b>	The Communications Director has reviewed the Annual Report against the requirements and has assessed that requirements have been met to a standard sufficient for Board approval.
Does the Annual Report work towards the Annual Reporting requirements for NHS Foundation Trusts?	<b>AMBER-GREEN</b>	<p>Nearly all requirements have been met with the exception of those that are specific to NHS Foundation Trust status (such as the composition of the Council of Governors).</p> <p>Next year's Annual Report will additionally include an Equality and Diversity Report as an Appendix.</p>
Has the Annual Report been published in accordance with the best practice schedule?	<b>AMBER</b>	<p>Best practice would include approval of the Annual Report alongside the Annual Accounts at the Special Meeting of the Trust Board in June prior to presentation of the Annual Report to the AGM before the end of September. The latter will be achieved but not the former.</p> <p>For NHS Foundation Trusts, the Annual Report must be laid before parliament before the end of June and this timetable would be achieved (subject to timing of the Trust Board).</p> <p>Improvements in the overall schedule are reliant on the timeliness, accuracy and completeness of submissions from contributory authors. Improvement plans are being requested to support an accelerated production schedule for 2013/14.</p>
Have directors provided the necessary audit declaration?	<b>GREEN</b>	By approving the Annual Report each director will be giving their confirmation. The following statement is included in Section 8 of the Annual Report: "Each director confirms that as far as he/she is aware there is no relevant audit information of which the Trust's auditors are unaware and he/she has taken all the steps that he/she ought to have taken as a director to make him/herself aware of any relevant audit information and to establish that the Trust's auditors are aware of that information."
Has the Annual Report been reviewed by the Auditors?	<b>GREEN</b>	The Annual Report including the Remuneration have been reviewed by the Auditors for consistency with the Annual Accounts.
Does the Trust make the Annual Report available in accordance with mandatory requirements?	<b>AMBER-GREEN</b>	The Annual Report will be printed for distribution at the Annual General Meeting and on request. It is also available from the Trust website. It is available on request in other formats. Plans for improvements to accessibility of information are set out in the Trust's Equality and Diversity action plan.
Does the Trust provide shorter and simpler information that is accessible to patient and communities?	<b>GREEN</b>	The Trust publishes a shorter Annual Review which will be published as part of the A Healthier Future newsletter in July 2013.