



CYFARFOD BWRDD PRIFYSGOL IECHYD UNIVERSITY HEALTH BOARD MEETING

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 June 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Hywel Dda University Health Board Annual Report 2020/21
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Steve Moore, Chief Executive Officer
SWYDDOG ADRODD: REPORTING OFFICER:	Huw Thomas, Executive Director of Finance Joanne Wilson, Board Secretary

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA SBAR REPORT

Sefyllfa / Situation

The Board is asked, in the first instance, to approve the individual components of the Hywel Dda University Health Board (HDdUHB) Annual Report 2020/21, ensuring that it reflects, in line with guidance in the NHS Wales Manual for Accounts 2020/21, an analysis of the main business, performance and accountabilities, key achievements and successes of the organisation between April 2020 and March 2021.

These components have been considered and approved by the relevant Board Committees prior to the Board and have been brought together, for the Board's approval, into a combined HDdUHB Annual Report and Accounts 2020/21 for presentation at the Annual General Meeting on 29th July 2021 and submission of the final accounts, Annual Governance Statement, Statement of Directors Responsibilities and Remuneration Report to Welsh Government by 11th June 2021.

Cefndir / Background

All NHS bodies are required to publish, as a single document, the Annual Report and Accounts following strict guidance set out by Welsh Government in the NHS Wales Manual for Accounts (Chapter 3). The Annual Report and Accounts is a suite of reports and includes:

- A **Performance Report** which must include an overview of performance in 2020/21. In light of the impact the COVID 19 pandemic has had on the delivery of NHS Services in 2020/21, performance-reporting has been integrated into a quality focus narrative report to demonstrate the context of 'what the Health Board has been able to deliver and why'.
- An **Accountability Report** which must include a Corporate Governance Report, Annual Governance Statement, a Remuneration and Staff Report and a Parliamentary Accountability and Audit Report;
- A full set of **audited accounts** to include the primary financial statements and notes.

The above suite of documents are ratified independently through the University Health Board and its Committees. The final publication comprises the entire suite of documents and must be made available for distribution at the UHB's Annual General Meeting, to be held on 29th July 2021.

For 2020/21, there was no requirement to prepare a separate Annual Quality Statement, or to prepare a separate Annual Putting Things Right report. Information on dealing with concerns, which complies with the requirements in the NHS (Concerns, Complaints and Redress Arrangements) (Wales) Regulations 2011, has been contained in the Performance Report.

Asesiad / Assessment

The end of year reporting timelines for NHS Wales bodies are as follows:

- Draft accounts to be submitted by 30th April 2021 – *completed on time*.
- Draft Performance Report Overview, Accountability Report (including the Annual Governance Statement), and Draft Remuneration Report to be submitted by 7th May 2021 – *completed on time*.
- Final Annual Report (Performance Report Overview, Accountability Report, and Remuneration Report) and Annual Accounts to be submitted by Audit Wales to Welsh Government by Friday 11th June 2021, as a single unified PDF document – *to be approved by ARAC and Board on 10th June 2021*.
- A public meeting must be held no later than 31st July 2021, at which the Annual Report and audited accounts are presented – *AGM to be held on 29th July 2021*.

Prior to Board, each of the components of the Annual Report were reviewed and agreed by Board Committees, as follows:

- Performance Report – the Draft Performance Report was forwarded to the Chairs of PPPAC and QSEAC the week commencing 23rd April 2021 and ARAC on 5th May 2021 for review, prior to submission to auditors and Welsh Government. The Chair and Chief Executive also reviewed the final draft the week beginning 24th May 2021. All feedback received has been addressed ahead of submission to ARAC and Board for approval on 10th June 2021.
- Audited Annual Accounts and Accountability Report for 2020/21 – The Chair and Chief Executive also reviewed the final draft of the Accountability Report the week beginning 26th April 2021. The Draft Annual Accounts and Accountability Report were reviewed at ARAC on 5th May 2021, prior to submission to auditors and Welsh Government. Feedback received has been addressed and the final documentation presented for approval at ARAC on 10th June 2021.

The Annual Report (including the Performance Report, Accountability Report and Financial Statements (Accounts)) are required to be completed and submitted to Welsh Government by 11th June 2021, and presented at the planned Annual General Meeting on 29th July 2021.

Argymhelliad / Recommendation

The Board is asked to approve the following, for presentation at the Annual General Meeting on 29th July 2021 and submission to Welsh Government by 11th June 2021, via Audit Wales, recognising that these have been reviewed and agreed by the relevant Board Committees:

- Performance Report for 2020/21;
- Accountability Report for 2020/21;
- Annual Accounts for 2020/21 (following the presentation of the Audit Wales ISA 260 and Letter of Representation to the Board (agenda item 2.5)).

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s): Hyperlink to NHS Wales Health & Care Standards	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives: Hyperlink to HDdUHB Strategic Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	NHS Wales 2019/20 Manual for Accounts
Rhestr Termau: Glossary of Terms:	ARAC – Audit & Risk Assurance Committee PPPAC – People, Planning & Performance Assurance Committee QSEAC – Quality, Safety & Experience Assurance Committee
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Cyfarfod Bwrdd Iechyd Prifysgol: Parties / Committees consulted prior to University Health Board:	These have been included in the report.

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable Due to a reduced workload for our Translation Team in light of coronavirus, it is expected the Annual Report will be translated in-house this year.
Ansawdd / Gofal Claf: Quality / Patient Care:	Not applicable
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Associated risk is non-compliance due to unforeseen circumstances and tight deadlines. The process has been actively managed to minimise risks.
Cyfreithiol: Legal:	Associated legal impact is non-compliance with statutory duty to produce Annual Report and Accounts in time for the Annual General Meeting due to unforeseen

	circumstances and tight deadlines. The process is being actively managed to minimise risks.
Enw Da: Reputational:	Potential for media interest once the Annual Report is published.
Gyfrinachedd: Privacy:	Not applicable – statutory requirement.
Cydraddoldeb: Equality:	Not applicable – statutory requirement.