

Annual report and accounts 2014-15

Production plan

David Shapland

Last updated: 21.04.2014

Introduction

The Health and Social Care Information Centre's (HSCIC) annual report and accounts are a comprehensive report on our activities throughout the preceding year. They are intended to provide stakeholders and other interested parties with information about our achievements and financial performance. The HSCIC is required to present its annual report and accounts to Parliament when they are ready for publication.

This paper establishes the content that needs to be included in our annual report and accounts document for 2014-15. It identifies the members of staff who need to be responsible for producing this content as well as those who will need to review draft content and approve each section of the document prior to publication. This paper also sets out a production schedule for the annual report and accounts.

1. Content development

Description of contents

The annual report and accounts needs to contain three sections.

1. **Foreword by the Chief Executive:** this provides an overview of our activities, achievements and key challenges throughout 2014-15. It will include the following:
 - a. Who we are: a summary of our statutory role
 - b. Highlights of 2014-15: setting out some of the HSCIC's achievements during the year
 - c. Summary of our objectives and business plan for 2015-16
2. **Management commentary:** this section describes in detail the additional financial information covering an analysis of our performance for the period, the risks we face and our projected future plans. Contents of this section include:
 - a. Directors' report
 - b. Remuneration report
 - c. Statement of the Board and Chief Executive's responsibilities
 - d. Governance statement
 - e. Certificate and report of the Comptroller and Auditor General
 - f. Directors biographies: profiles of our Non-Executive Board and Executive team
3. **Accounts:** this section provides comprehensive detail of our financial performance during the preceding year and includes:
 - a. Statement of comprehensive net expenditure
 - b. Statement of financial position
 - c. Statement of cash flows
 - d. Statement of changes in taxpayers equity
 - e. Notes to the accounts

Content authors, reviewers and approvers

The table below establishes who will be responsible for authoring, reviewing and approving each section of the annual report and accounts.

The corporate communications team will take responsibility for liaising with content authors to edit the document as a whole. This will ensure that there is a consistent tone of voice and that cross referencing between sections is consistent.

Section	Author/s	Reviewer/s	Approver/s
Foreword by the Chief Executive	David Shapland: Corporate Communications Manager	Isabel Hunt: Director of Customer Relations HSCIC Assurance and Risk Committee	Andy Williams: Chief Executive
Management commentary	Stephen Leathley: Head of Finance	Carl Vincent: Director of Finance and Corporate Services Richard Lawes: Assistant Director of Finance National Audit Office HSCIC Assurance and Risk Committee	Andy Williams: Chief Executive Carl Vincent: Director of Finance and Corporate Services HSCIC Auditors
Accounts	Stephen Leathley: Head of Finance	Carl Vincent: Director of Finance and Corporate Services Richard Lawes: Assistant Director of Finance National Audit Office HSCIC Assurance and Risk Committee	Andy Williams: Chief Executive Carl Vincent: Director of Finance and Corporate Services HSCIC Auditors

Once each section of the document has been approved and production has been completed the final draft document must be presented to our Board of Directors for sign-off.

2. Production schedule

The following dates have been identified to provide deadlines for the production of the annual report and accounts:

Date	Event	Action	Responsibility
14.01.15	Assurance and Risk Committee meeting	Verbal update on production schedule	David Shapland
17.02.15	Supplier briefing	Specification and brief for design and production out to suppliers	David Shapland
27.03.15	Supplier selected	Supplier for design and production selected from shortlist	David Shapland
11.03.15	Assurance and Risk Committee meeting	Present production plan for the 'Annual report' and draft 'Governance Statement'	Isabel Hunt
16.03.15	Copy drafting begins	Team begin work drafting content	David Shapland/Stephen Leathley
06.04.15	Design work begins	Supplier begins work on 'Annual report' content	David Shapland
22.04.15	Assurance and Risk Committee meeting	First draft 'Accounts' presented for review	Stephen Leathley
21.05.15	Assurance and Risk Committee meeting	Page turn of complete draft of 'Annual report and accounts'	David Shapland/Stephen Leathley
29.05.15	Assurance and Risk Committee Papers due	Final draft 'Annual Report and Accounts' in papers	David Shapland/Stephen Leathley
10.06.15	Assurance and Risk Committee meeting	Present final draft 'Annual report and accounts' for recommendation to the HSCIC board	Isabel Hunt
10.06.15	HSCIC Board Meeting	Present final draft 'Annual report and accounts' for	Andy Williams

		approval	
12.06.15	Print deadline	Final draft 'Annual report and accounts' to printers	David Shapland
End of June	Laying before Parliament	Final draft laid before Parliament	David Shapland
July	Distribution	Mailings to stakeholders	David Shapland

3. Budget

Costs for the production of the annual report are formed of production costs and print costs and will be allocated from the Finance and Corporate Services budget.

Estimated costs for the 2014-15 annual report are given below:

Item	Detail	Allowance
Production	Design, typesetting and production of the Annual Report, including: <ul style="list-style-type: none"> • Management fee • Design costs • Amends • Artworking and interactive PDF 	£12,000
Print	Printing of Annual Report and distribution to parliament for laying. <p>Specification:</p> <ul style="list-style-type: none"> • 4pp cover • 80pp text printed colour throughout. <p>Print volumes</p> <ul style="list-style-type: none"> • 250 for HSCIC • 50 for parliament 	£4,000

4. Distribution

Distribution of the Annual Report will take place in July with copies being posted or sent by email to the following stakeholders:

Delivery	Audience
Print copies by post	<p>50 copies to parliamentary library</p> <p>Permanent Secretary at the Department of Health</p> <p>Chief Executives of Executive Non Departmental Public Bodies in Health and Social Care</p> <ul style="list-style-type: none"> • NHS England • Monitor • Care Quality Commission (CQC) • National Institute for Care Excellence (NICE) • Human Fertilisation and Embryology Authority (HFEA) • Health Tissue Authority (HTA) <p>Chief Executives of Special Health Authorities</p> <ul style="list-style-type: none"> • NHS Trust Development Authority (NTDA) • Health Education England (HEE) • Health Research Authority (HRA) • NHS Blood and Transport • NHS Business Services Authority • NHS Litigation Authority <p>Chief Executives of other national health organisations</p> <ul style="list-style-type: none"> • Public Health England • Medicines and Healthcare products Regulatory Agency (MHRA) • NHS Property Services • Healthwatch England • Food Standards Agency
PDF copies by email	<p>Senior managers of regional health and social care organisations</p> <ul style="list-style-type: none"> • Chief Executives at Hospital Trusts • Chief Executives at Clinical Commissioning Groups • Heads of Health and Wellbeing boards • Leaders of local councils