

Main Tasks		Lead	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023
Audited Financial Statements		Sally May, Executive Director of Finance Owen James, Head of Corporate Finance	DRAFTING	DRAFTING	Draft Accounts to Welsh Government / Audit Wales by Fri 28th April 2023	Draft Accounts to Audit & Risk Committee (Extra-ordinary meeting circa 16th May 2023) Draft Accounts	Extraordinary Meeting of Audit & Risk Committee and Health Board Monday 12th June 2023 FINAL version to be included as part of Annual Report submission to Welsh Government / Audit Wales by Wed 14th June 2023 Welsh Translation 15th June 2023– 13th July 2023	AGM 27th July 2023
Performance Report (within Annual Report) • Performance Overview	<p><i>Purpose of overview is to give the user a short (no more than 10 to 15 pages) summary of the organisation, its purpose, the key risks to the achievement of its objectives and how it has performed during the year. (Reference Annex 7 MFA)</i></p> <p><i>Overview must include:</i></p> <ul style="list-style-type: none"> <i>a short summary explaining the purpose of the overview section and its structure.</i> <i>statement from the Chief Executive providing their perspective on the performance of the organisation over the period.</i> <i>a statement of the purpose and activities of the organisation, including a brief description of the business model and environment, organisational structure, objectives and strategies.</i> <i>A performance appraisal which provides a synopsis of the performance analysis discussed below and an assessment of the entity's progress towards achieving its objectives.</i> <p><i>Performance Assessment must cover whether the performance has met expectation and provision of explanations where this is not the case. Also the key issues and risks that could affect the entity in delivering its objectives and affect its future performance and plans. The description of the risks should be sufficiently specific that it is easily understood why they are important. How the risks have been managed and how the risks have changed through the period. Significant changes should be highlighted and explained with reference to where relevant disclosures have been made elsewhere in the ARA such as the accountability or performance report. An explanation of the adoption of the going concern basis, and where this might be called into doubt (expected in extremely limited circumstances).</i></p>	<p>Gethin Hughes Chief Operating Officer, Sarah James/ Julie Denley Deputy COOs</p> <p>Sara Thomas, Interim Deputy Director of Public Health</p> <p>Linda Prosser, Executive Director of Strategy & Transformation, Vicky Wallace, Deputy Director of Strategy and Partnerships & Elizabeth Beadle, Assistant Director of Transformation, Strategic and Operational Planning</p>	DRAFTING	Submissions by 12noon 9th March 2023	Draft to Senior Leadership Group Meeting for comment 12th April 2023 for return by 19th April 2023 Circulate out of Committee to Planning, Performance and Finance Committee on 25th April 2023 to gain endorsement for submission of draft to WG by Fri 5th May 2023.	Draft to Welsh Government / Audit Wales as part of draft Annual Report by Friday 5th May 2023 – request comments by the 15th May 2023.	<p>Amendments made so that final version can be submitted for approval to Extra ordinary Audit & Risk Committee & Health Board Mon 12th June 2023</p> <p>FINAL version to be included within as part of Annual Report submission to Welsh Government / Audit Wales by Wed 14th June 2023</p> <p>Welsh Translation 15th June 2023– 14th July 2023</p>	AGM 27th July 2023

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<p>Performance Analysis section provide a detailed performance summary of how their entity measures its performance, more detailed integrated performance analysis and long-term expenditure trend analysis where appropriate. It provides a cohesive and consistent understanding of performance from across the ARA. As a minimum, the performance analysis must include a short explanation of the purpose of the section and its structure in terms of:</p> <ul style="list-style-type: none"> how the entity measures performance i.e., what the entity sees as its key performance measures, how it checks performance against those measures, and narrative to explain the link between KPI's, risk and uncertainty; a detailed analysis and explanation of the development and performance of the entity during the year and an explanation of the relationships and linkages between different pieces of information. This analysis will include a financial review which will utilise a wide range of key financial data from the financial statements section of the accounts. Trend data presenting balance sheet movements for assets and liabilities and detail on the type of spend incurred (on employees, equipment or buildings) are considered best practice in such a financial review; Further detail on the risk profile of the organisation, expanding on the summary offered in the performance overview, to describe how risks have affected the organisation achieving its objectives - how such risks have been mitigated; how such mitigation may affect future performance plans; significant changes in risks, including their likelihood and impact; new and emerging risks; how both existing and new risks could affect performance and delivery of plans in future years. <ul style="list-style-type: none"> Non-financial information, including social matters respect for human rights, diversity, anti-corruption and anti-bribery matters. A summary of how equality of service delivery to different groups has been passed through the organisation should be considered as part of best practice disclosure. This is a mandatory disclosure requirement for NHS bodies, regardless of whether a performance analysis is omitted from the Performance Report. Disclosure may include cross referencing separate publications that contain such information, or provision of information regarding: <ul style="list-style-type: none"> how the entity has had due regard to the aims of the public sector equality duty where applicable; information on environmental matters, including the impact of the entity's business on the environment. Reporting entities may reference to a standalone report and when it will be published. Performance on other matters raised during the year (for example, in Treasury PES papers) these will be separately notified to bodies. Reference all key themes of the Health and Care Standards and the range of measures across the NHS Wales Delivery Framework. 	<p>Greg Dix, Executive Director of Nursing & Debbie Bennion/ Richard Hughes, Deputy Director of Nursing</p> <p>Dom Hurford, Executive Medical Director & Sallie Davies, Deputy Medical Director</p> <p>Director of Corporate Governance &</p> <p>Hywel Daniel, Executive Director for People & Helen Watkins, Deputy Director for People, Karen Wright, Assistant Director, Workforce</p>	DRAFTING	Submissions by 12noon 9th March 2023	<p>Draft to Senior Draft to Leadership Group Meeting for comment 12th April 2023 for return by 19th April 2023</p> <p>Circulate out of Committee to Planning, Performance and Finance Committee/IMs on 25th April 2023 to gain endorsement for submission of draft to WG by Fri 5th May 2023.</p>	<p>Draft to Welsh Government / Audit Wales as part of draft Annual Report by Friday 5th May 2023 – request comments by the 15th May 2023.</p>	<p>Amendments made so that final version can be submitted for approval to Extra ordinary Audit & Risk Committee & Health Board Mon 12th June 2023</p> <p>FINAL version to be included within as part of Annual Report submission to Welsh Government /Audit Wales by Wed 14th June 2023</p> <p>Welsh Translation 15th June 2023– 14th July 2023</p>	AGM 27th July 2023

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<ul style="list-style-type: none"> An explanation of the adoption of the going concern basis where this might be called into doubt (expected in extremely limited circumstances). <p>The focus should be presentation of information which is of relevance to the organisation's resident population/stakeholders. It should provide an opportunity to let the public know, in an open and honest way, how it is doing to ensure its services are safe and of high quality and are meeting local need. It will also summarise how regulatory requirements have been discharged.</p> <p>It is important that the body presents information on concerns to assure the public that they are taken seriously, dealt with in an open and honest way and lessons learned and acted upon. It will bring together a summary highlighting what has been done to deliver and improve the quality of services the organisation provides and commissions, to drive further improvements in population health and care. Quality should be the thread running through the report demonstrating an organisation's planning and provision of services to improve the quality of care provided leading to improved patient outcomes. The information provided will continue to vary from that required prior to the pandemic, with the need to acknowledge the ongoing impact of COVID-19 on service provision and the action taken to ensure essential services have been maintained and other services have been maintained/re-instated. In developing the report it should enable organisations to:</p> <ul style="list-style-type: none"> provide an assessment of how well they are doing across all services along the patient pathway from community, primary care and those where other sectors are engaged in providing services, including the third sector through to social care; promote good and innovative practice to share and spread more widely; confirm any areas which need improvement and actions planned; and reference all key themes of the Health and Care Standards and the range of measures across the NHS Wales Delivery Framework an explanation of the adoption of the going concern basis where this might be called into doubt (expected in extremely limited circumstances). <p>The report should set the context, describing the population needs of the organisation which have been identified and how these will be met. Summarising the steps being taken to engage with its population and users and the improvement priorities set last year and any in-year challenges including unexpected events which may have influenced this. Further detail on items to include is reported in Annex 7.</p>		DRAFTING	Submissions by 12noon 9th March 2023	<p>Circulate to Senior Leadership Group Meeting for comment 12th April 2023 for return by 19th April 2023</p> <p>Circulate out of Committee to Planning, Performance and Finance Committee/IMs on 25th April 2023 to gain endorsement for submission of draft to WG by Fri 5th May 2023.</p>	<p>Draft to Welsh Government / Audit Wales as part of draft Annual Report by Friday 5th May 2023 – request comments by the 15th May 2023.</p>	<p>Amendments made so that final version can be submitted for approval to Extra ordinary Audit & Risk Committee & Health Board Mon 12th June 2023</p> <p>FINAL version to be included within as part of Annual Report submission to Welsh Government /Audit Wales by Wed 14th June 2023</p> <p>Welsh Translation 15th June 2023– 14th July 2023</p>	AGM 27th July 2023

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	<p><i>The Six Goals for Urgent and Emergency Care policy handbook sets out our expectations for health, social care, independent and third sector partners for the delivery of the right care, in the right place, first time for physical and mental health.</i></p> <p><i>The national Six Goals for Urgent and Emergency Care Programme has also been established with senior clinical leadership to enable local teams to deliver the goals and improve experience and outcome for service users.</i></p> <p><i>The National Programme Board has set two priorities for Health Boards:</i></p> <ul style="list-style-type: none"> <i>to develop a safe and effective 24/7 urgent care model to help signpost people to care as close to home as possible to optimise experience and outcomes. This should include development of 'urgent primary care centres'; and</i> <i>to deliver seven day a week same day emergency care services that help people who may have ordinarily been admitted to hospital to return home to sleep in their own bed on the same day.</i> <p><i>Organisations should include a summary of how they are currently performing against these priorities.</i></p>							
Wellbeing of Future Generations (Wales) Act 2015 (within Annual Report)	<p>Public bodies must publish a statement when setting their well-being objectives explaining why they believe the objective will help them achieve the goals and how it has applied the sustainable development principle. They must also make sure that they involve people interested in achieving the goals and that those people reflect the diversity of their area.</p> <p>Annex 11 provides detail taken from the HFMA report on Integrated Reporting and the Well-being of Future Generations Act (Wales) 2015 which summarises the well-being goals and how NHS Wales can contribute to them for context and to aid considerations. Annex 12 contains guidance on the level of disclosure bodies should report in 2022-23. NHS Wales bodies may choose to insert a link to a published statement the organisation may have made regarding their well-being objectives and ensure that these objectives are reflected upon in their Performance Report.</p>	Sara Thomas, Interim Deputy Director of Public Health	DRAFTING	Submissions by 12noon 9th March 2023	<p>Circulate to Senior Leadership Group Meeting for comment 12th April 2023 for return by 19th April 2023</p> <p>Circulate out of Committee to Planning, Performance and Finance Committee/IMs on 25th April 2023 to gain endorsement for submission of draft to WG by Fri 5th May 2023.</p>	<p>Draft to Welsh Government / Audit Wales as part of draft Annual Report by Friday 5th May 2023 – request comments by the 15th May 2023.</p>	<p>Amendments made so that final version can be submitted for approval to Extra ordinary Audit & Risk Committee & Health Board Mon 12th June 2023</p> <p>FINAL version to be included within as part of Annual Report submission to Welsh Government /Audit Wales by Wed 14th June 2023</p> <p>Welsh Translation 15th June 2023– 14th July 2023</p>	AGM 27th July 2023

<p>Welsh Language Regulations (within Annual Report)</p>	<p>You must publish your Welsh Language Annual Report no later than 6 months following the end of the financial year to which the report relates and make this available on your website. NHS health boards may choose to refer to their work in the report on improving services to Welsh language speakers in the Annual Reports and Accounts and insert a link to relevant published information.</p> <p><i>Each organisation must produce an annual report in relation to each financial year, which deals with the way in which you have complied with the Welsh Language standards with which you were under a duty to comply during that year. This must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to)—</i></p> <ul style="list-style-type: none"> • A the number of complaints that you received during the year in question which related to compliance with the standards with which you were under a duty to comply (on the basis of the records you kept in accordance with standard 60); • The number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 62); • The number (on the basis of the records you kept in accordance with standard 63) of new and vacant posts that you advertised during the year which were categorised as posts where— <ul style="list-style-type: none"> ○ Welsh language skills were essential; ○ Welsh language skills needed to be learnt when appointed to the post; ○ Welsh language skills were desirable; or ○ Welsh language skills were not necessary. <p><i>You must publish the annual report no later than 6 months following the end of the financial year to which the report relates.</i></p>	<p>Hywel Daniel, Executive Director for People / Ben Screen, Welsh Language Manager</p>	<p>DRAFTING</p>	<p>Submissions by 12noon 9th March 2023</p>	<p>Circulate to Senior Leadership Group Meeting for comment 12th April 2023 for return by 19th April 2023</p> <p>Circulate out of Committee to Planning, Performance and Finance Committee/IMs on 25th April 2023 to gain endorsement for submission of draft to WG by Fri 5th May 2023.</p>	<p>Draft to Welsh Government / Audit Wales as part of draft Annual Report by Friday 5th May 2023 – request comments by the 15th May 2023.</p>	<p>Amendments made so that final version can be submitted for approval to Extra ordinary Audit & Risk Committee & Health Board Mon 12th June 2023</p> <p>FINAL version to be included within as part of Annual Report submission to Welsh Government /Audit Wales by Wed 14th June 2023</p> <p>Welsh Translation 15th June 2023– 14th July 2023</p>	<p>AGM 27th July 2023</p>
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Accountability Report	<ul style="list-style-type: none"> Corporate Governance Report consisting of Director's Report, A statement of Accounting Officer's Responsibility and Governance Statement Remuneration and Staff Report (Reference Annex 13) Senedd Cymru/Welsh Parliament Accountability and Audit Report <p>The Accountability Report will contain an annual slavery and human trafficking statement setting out the steps taken by the organisation during the financial year to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business.</p>	<p>Cally Hamblyn, Assistant Director of Governance & Risk and Wendy Penrhyn-Jones, Head of Corporate Governance and Board Business</p> <p>Owen James, Head of Corporate Finance and Elisabeth Williams, Finance Manager</p> <p>Karen Wright, Assistant Director of Workforce & Compliance and Claire Nicholas, Head of Workforce Improvement & Efficiency</p>	DRAFTING	Submissions by 12noon 9th March 2023	<p>Circulate to Senior Leadership Group Meeting for comment 12th April 2023 for return by 19th April 2023</p> <p>Circulate out of Committee to Planning, Performance and Finance Committee/IMs on 25th April 2023 to gain endorsement for submission of draft to WG by Fri 5th May 2023.</p>	<p>Draft to Welsh Government / Audit Wales as part of draft Annual Report by Friday 5th May 2023 – request comments by the 15th May 2023.</p>	<p>Amendments made so that final version can be submitted for approval to Extra ordinary Audit & Risk Committee & Health Board Mon 12th June 2023</p> <p>FINAL version to be included within as part of Annual Report submission to Welsh Government /Audit Wales by Wed 14th June 2023</p> <p>Welsh Translation 15th June 2023– 14th July 2023</p>	AGM 27th July 2023
Annual Quality Statement								
(No obligation to provide this separately for 2022-2023)								
Annual Sustainability Report								
(No obligation to provide for 2022-2023 – signpost where available as a standalone document on CTM Website)								