

ANNUAL REPORT AND ACCOUNTS 2008/09

Purpose

1. To present to the National Committee a draft of the Annual Report 2008/09 (minus accounts) together with a proposal for a new, complementary Review of the Year publication in April 2010.

Background

2. The National Committee has the responsibility to approve the Annual Report.
3. The Secretariat Team have recognised that the Annual Report from previous years has not been a key communication tool, and that our efforts to communicate our work have been better directed through our more forward looking publications.
4. The accounts section of the Annual Report will not be tabled as they stretch to additional 40 pages. The full Annual Report and Accounts 2008/09 will be submitted to the Wales Audit Office on the 1st June for approval of the accounts, and signed off by the Audit & Risk Committee on 2nd July.
5. The Annual Report and Accounts will be published on the website.
6. Our aim next year is to better communicate our messages from 2009/10 to key stakeholders and audiences through a new, less formal and engaging publication (hard copy) called the Review of the Year. This publication will include personal statements from all the Management Board, and sections on “what we did well” and “what we did less well and lessons learnt”. It will link to the first year of the new Corporate Plan and continue the reporting of key trends. The format is likely to be an A5 style booklet / leaflet publication.

Next Steps

7. Secretariat will work closely with the Finance Team and present the Annual Report and Accounts to WAO on 1st June. Should the committee endorse the Review of the Year publication proposal we will develop the publication with the Policy and Programming Team further this year.

Financial Implications

8. The production of the Annual Report and Accounts is core work for the Finance and Secretariat teams and therefore fully funded.

Risks

9.

Risk Component	Risk Type: Economic Reputational Env. & Social	Impact Likelihood Score	/ Risk Score	Controls
Failure to produce accounts as part of the statutory process by deadlines	Economic Reputational	4 / 2	8	Effective project management with clear timelines
Risk Score 0 – 5 Insignificant / 6 – 10 Low / 11 – 20 Medium / 21 – 25 High				

Communications

10. Improved communication will be achieved in 2010/11 by complementing the web based Annual Report and Accounts with a Review of the Year publication that highlights key messages, facts, figures and trends.

Recommendations

11. The Committee is invited to consider the attached drafts and:

- **Annual Report** (minus accounts) - approve the layout, contents and provide critical comment;
- **Review of the Year 09/10** - endorse the further development of this document for publication in April 2010.

James Laing
Secretariat
1 May 2009