



A quick guide to our annual reports 2017/18

**This guide tells you about how to use our
annual reports**

CCGs working together

Airedale, Wharfedale and Craven CCG
Bradford City CCG
Bradford Districts CCG

About this guide

This guide is about the annual reports of the following NHS organisations:

- [NHS Airedale, Wharfedale and Craven Clinical Commissioning Group](#)
- [NHS Bradford City Clinical Commissioning Group](#)
- [NHS Bradford Districts Clinical Commissioning Group](#)

You can find a copy of the documents on our websites clicking on the web links above.

Structure of the reports

NHS England decides how all CCGs must write their annual reports and provides a template for them to use. The information included in the report is set out in the Department of Health's [Group Accounting Manual 2016-17](#).

The structure of our reports closely follows that outlined in the guidance, which has been revised this year following national feedback on previous reports. The reports are divided into three core sections:

- **The performance report** – including an overview of the CCG, and analysis of its performance and information about performance measures;
- **The accountability report** – including the members' report, corporate governance report, annual governance statement, remuneration and staff report;
- **The annual accounts** – this section sets out financial information about the CCG.

What's in the reports

The **performance overview** is a short summary of the CCG's purpose, the key risks to the achievement of its objectives and how it has performed during the year. It is written as a stand-alone section so that, if you wanted to read a quick summary of the report, you would be able to understand what the CCG is and how well it has done during the year.

If you would like to read more detailed information about the CCG, this is written in the **performance analysis**. This section tells you about the progress we have made on our priority areas during the year. It starts with a quick visual assessment about how well we've done against the targets set out in the NHS Constitution and then explains how well we performed against NHS England's CCG improvement and assessment framework. In this section you can read lots of information about our plans and initiatives to improve people's health and wellbeing.

This section also talks about our sustainability as an organisation and in the ways that we are planning and buying healthcare services. It includes our impact on the environment through the use of energy and resource use.

The CCG is dedicated to delivering and developing high quality, safe and innovative healthcare that meets the needs of local people. Because of this, this section of the annual report also talks about how we are improving the quality of services that we buy.

People's experience of the services we plan and buy is another important aspect of the report, and so this section also explains how we engage with our local communities, how we deal with complaints and requests for information, and how we ensure people's safety when they come into contact with the NHS. It also explains how we meet our responsibilities under the Equalities Act 2010.

Another of our duties is to work towards reducing health inequalities – that is, the differences in the health of different parts of the population. This is also covered in the performance analysis section

Finally, this section of the report ends with a short summary of our financial position, and an indication of whether we have met our financial targets.

The **accountability report** is divided into three sections:

- corporate governance report
- remuneration and staff report
- parliamentary accountability and audit report

The **corporate governance report** is subdivided into three sections.

In the **members' report** there are profiles of the people who form our governing body and clinical board and details of the family doctor (GP) practices that form the CCG. Amongst other things, this section also signposts you to the register of interest of the people we employ, as well as our governing body and clinical board. The second section - the **statement of accountable officer's responsibilities** - describes the responsibilities of Helen Hirst (our chief officer) and confirms that she has met her duties in relation to the annual report. The third is called the **governance statement** and this sets out how the CCG is governed. It also describes how we discharge our statutory functions and manage risk, as well as outlining other sources of assurance. This section sets out the head of internal audit's opinion on the effectiveness of the system of internal control and reviews the effectiveness of governance, risk management and internal control.

The **remuneration and staff report** tells you about how and what our senior staff are paid, and includes information about pensions, early retirements and loss of office. It also tells you the number of staff we employ, their composition and the policies by which they abide. It includes information about sickness absence, payments to consultancy staff.

Finally, the very short **parliamentary accountability and audit report** explains that the CCG is not required to produce such a report and that disclosures on contingent liabilities, losses and special payments, gifts and fees and charges are included in notes to the financial statements.

The final chapter of the report is the **annual accounts** which details the financial year end report.

What happens to the reports next?

On 30 June the annual report is put onto our website for public viewing.

In September the annual report goes to the annual general meeting of our Council of Members/Council of Representatives held in public, where it is received by our constituent GP practices who form the membership of the CCG.

We produce a short summary of the annual report – called the annual review – which is also received at this meeting. This is also available online from the date of the annual general meeting.

Do you have a question about the annual report?

If you would like more information about our annual report, or have a question about its contents, please get in touch with us at communications@bradford.nhs.uk or telephone 01274 237546.