

**To:** The Board

**For meeting on:** 26 February 2014

**Agenda item:** 8

**Report by:** Victor Smart, Editorial Director

**Report for:** Decision

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**TITLE: Monitor's Annual Report and Accounts 2013/14**

**Summary:**

This paper sets out the proposed approach, high level timetable and structure for Monitor's 2013/14 Annual Report and Accounts.

**Recommendations:**

The Board is asked to agree the proposed approach and structure for Monitor's 2013/14 Annual Report and Accounts.

**Annexes:**

Annex A - proposed source documents  
Annex B - proposed structure of the 2013/14 Annual Report and Accounts  
Annex C - Annual Report and Accounts 2012/13 table of contents (for comparison)

**Public Sector Equality Duty:**

*Monitor has a duty under the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people from different groups. In relation to the issues set out in this paper, consideration has been given to the impact that the recommendations might have on these requirements and on the nine protected groups identified by the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation).*

*It is anticipated that the recommendations of this paper are not likely to have any particular impact upon the requirements of or the protected groups identified by the Equality Act.*

**Exempt information:**

*None of this report is exempt under the Freedom of Information Act 2000.*

## **Approach to the 2013/14 Annual Report and Accounts**

1. As in previous years, feedback from last year's Committee and Board meetings has been reviewed to feed in learning from last year's Annual Report. The draft 2012/13 Annual Report was well received by the Board in May 2013. The annual Accountability Report prepared for the Health Select Committee (HSC) in November was also seen as successful. The whole organisation made a considerable amount of input to this report which was produced later in the year than the previous year's Accountability Report and hence was more up to date.
2. Once again it is planned to minimise the amount of senior management time spent on reviewing and inputting into the Annual Report. It is proposed that:
  - The report draws from existing material when pulling together the outline content and when drafting the report itself (examples of potential source documents are listed at Annex A). The HSC Accountability Report will be a particularly important source document.
  - The report is structured around Monitor's corporate strategic objectives as was done with the annual Accountability Report (with a specific mention of Monitor's role on integrated care added).

## **Content of the report**

3. The proposed structure with a high level summary of outline content is attached at Annex B. The contents page of last year's Annual Report is included for comparison in Annex C. As usual the National Audit Office will review the report to ensure that it is consistent with other accountability statements.
4. Performance against the business plan has been included in previous Monitor Annual Reports. In response to Board feedback in 2012/13, the length of the tables which highlight what Monitor has delivered against the business plan actions have been reduced to ensure they were more succinct, yet still transparent in what Monitor has delivered. All the tables were also moved to the end of the Annual Report section. It is proposed to do this again for the 2013/14 report.
5. Compiling the Regulatory Action Tables, which comprised 14 pages, took up a significant amount of senior management time last year and the feedback was that this seemed disproportionate. The Strategic Communications directorate has therefore consulted the Regional Directors and others in the organisation about the value they believe these pages offer. The response was that the tables did not contribute much that was new to an understanding of Monitor's role and that they do not deliver a single, clear message. In addition, details of the regulatory action Monitor has taken in individual trusts already exist on its website. Therefore it is proposed to remove the tables and instead summarise this information in the main body of the report.

## **Timetable**

6. The outline timetable for the production of the 2013/14 Annual Report and Accounts is as follows:

- |          |                                                                                                                                                                                                              |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February | Submit structure and high level content of the 2013/14 Annual Report and Accounts contained in this paper to the Board                                                                                       |
| March    | Full content list circulated (via email) to ExCo members for any further feedback.<br><br>Detailed content of individual strategy areas circulated to individual ExCo members in advance of report drafting. |
| April    | Drafts of particular sections shared individually with ExCo members for their input and agreement.<br><br>Corporate content shared with Sue Meeson and Helen Buckingham for input and agreement.             |
| 15 May   | Draft report (having received individual input from ExCo members) shared with May ExCo for further comments before sharing with the Board.                                                                   |
| 28 May   | Draft report shared with May Board for comments and agreement that Audit & Risk Committee (ARC) signs off the final report.<br><br>Report updated in light of any final ExCo and Board comments.             |
| 17 June  | ExCo signs off report for publication (in advance of ARC sign-off).                                                                                                                                          |
| 2 July   | ARC approves Annual Report.<br>Monitor Annual Report published before parliamentary recess.                                                                                                                  |

**Victor Smart**  
**Editorial Director**

## Annex A

Proposed source documents include:

- Health Select Committee annual Accountability Report 2013
- Monitor business plan 2013/14
- Assessment Executive and Provider Regulation Executive and Co-operation and Competition Executive reports to the Board
- All functions' Executive Report contributions across 2013/14
- Public Accounts Committee briefing papers
- Press statements about key developments during the year, such as Mid Staffs
- Forewords and executive summaries of key documents published over the year, including *Closing the Gap*, licensing publications etc
- NHS FT Bulletins, quarterly reports and the annual plan review

## Annex B

### ***Proposed structure of the 2013/14 Annual Report and Accounts***

- Our vision, mission and strategy [1 page]
- Chairman's foreword [2 pages]
- Chief executive's review [2 pages]
- Monitor in 2013/14  
*This is a high level overview of the year structured broadly under the corporate strategic objectives which will include among other topics:*
  - 1) Making sure public providers are well led [3 pages]
    - Working with CQC and NTDA.
    - Changes to guidance including Guide for Applicants
    - Assessment activity during 2012/13 and to date
    - Introducing the provider licence
    - Impact of Francis/Keogh/Berwick Regulatory action, special measures and our approach to A&E
    - Morecambe Bay Inquiry
    - Annual plan review process
    - Governance and quality reporting
    - Financial reporting
  - 2) Make sure essential services are maintained [3 pages]
    - Mid Staffordshire CPT/TSA
    - Peterborough and Stamford Hospitals CPT
    - Milton Keynes/Bedfordshire
    - Commissioner requested services and location specific services
    - Risk pool
    - Establishing a single continuity of services regime
    - Regulation of independent providers of NHS-funded services
  - 3) Make sure the NHS payment system promotes quality and efficiency [3 pages]
    - Publication of *How can the payment system do more for patients?*
    - Work with NHS England on Pricing
    - Consultation/publication of the national tariff
    - Statement of Intent on Pricing
  - 4) Our duty to enable integrated care [1 page]
    - Enabling integrated care through our regulatory levers
    - Launch of pioneers initiative
  - 5) Make sure choice and competition operate in the interests of patients [3 pages]
    - Publication of the Procurement, Patient Choice and Competition Regulations (Section 75) Guidance
    - Walk-in centres report
    - GP services report

- Mergers: UCL/Royal Free etc
- Making sure the sector understands how the rules can be used to benefit patients
- Informal advice
- Working with partners – OFT, Competition Commission, CMA etc

6) Promoting change through high quality analysis and debate [2 pages]

- Working with clinicians, commissioners and patient groups
- Building a coalition of opinion leaders
- *Closing the Gap: how to get better value for patients*
- Follow-up to *A Fair Playing Field Review*

7) Make sure Monitor is a high performing organisation [1page]

- Appointment of chairman and other leadership and Board developments
- Patient and clinical focus (update on new exec director role)
- Staff survey
- Culture and values
- Monitor's Disability Equality Scheme and Duty
- Making a difference for patients event

- The Board (updated biographies of Board members) [2 pages]
- The Executive Team [2 pages]
- Management report [2 pages]
- Sustainability report [2 pages]
- Financial position [1 page]
- Annual governance statement 2012/13 [16 pages]
- Remuneration report [6 pages]
- Statement of Accounting Officer's responsibilities [1 page]
- The certificate and report of the Comptroller & Auditor General [2 pages]
- Accounts and notes [14 pages]

## Annex C

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