

Medicines and Healthcare products Regulatory Agency

15 December 2017

Annual Report and Accounts 2017/18

Issue/ Purpose: To note the timetable for production of the Annual Report and Accounts (Annex 1) - some dates are still tbc.

Summary:

Each year the agency is required to produce an annual report and accounts which are laid in Parliament. The annual report and accounts is an opportunity for the agency to showcase achievements of the previous year alongside the statutory accounting information we are required to lay and publish. This paper contains a production timetable.

Resource implications: resource required from all divisions

EU Referendum implications: Factor in extra time for issues relating to Brexit

Timings: Please see the attached proposed timetable (Annex 1).

Action required by Board:

Note the timetable for production of the Annual Report and Accounts (Annex 1)

Links: Corporate Plan, Business Plan

Author(s): Anita Brewer, Communications division.

Which of the five themes in the Corporate Plan 2013/2018 does the paper support?

All

If relevant, which Business Plan strategic activity does it support?

CET Sponsor:

Rachel Bosworth, Director of Communications

Annual Report Timetable 2017/18

Annex 1.

5 th Dec 2017	CET paper to highlight and seek CET agreement on: a) Content & Format b) Production timetable and roles
15 th Dec 2017	Board meeting: paper to highlight production timetable
16 th Jan 2018	CET paper to inform members/nominated staff will be asked for content from their areas for the 2017/18 Annual Report and Accounts - Deadline of 12 March 2018.
Feb 2018	Chairman and Chief Executive's Review drafted.
Mar 2018	Draft Chairman and Chief Executive's Review completed.
12 th Mar 2018	Deadline for contributions to Annual Report to Communications Division
26 th Mar 2018	Draft text circulated to CET and the Board for comments and approval.
3 rd Apr 2018	Paper tabled at CET, requesting comments and approval
23 rd Apr 2018	Paper tabled at the Board
21 st May 2018	Agency Board seminar to review first draft of Annual Report and Accounts – Accounts Seminar. Changes/comments updated.
May 2018	NAO Final Audit of Accounts begins.
May 2018	Performance against key targets from Policy
5 th Jun 2018	Paper tabled at CET, requesting review of near final version of the Annual Report and Accounts
Jun 2018	NAO present results of audit to ARAC
Jun 2018	ARAC recommend AO to sign off accounts. Near final paper presented to the Board- cursory look at the final text
Jun 2018	CEO to sign off accounts
TBC	Ministerial submission
TBC	Certification of accounts and C&AG issues opinion
2 weeks prior to recess	Lay in Parliament, publish Annual Report and Accounts.