Annual	Report and Accounts: Proposed Contents			
				Responsible
		The purpose of the performance section of the annual report is to provide	Division/Section	Person
1	Performance report	information on the entity, its main objectives and strategies and the principal risks that it faces.		
		Chairman's foreword	Directorate	Aidan McIvor
		Chief Executive's perspective on performance of the organisation	Directorate	Aidan McIvor
			Directorate	
	Overview	The purpose of the overview is to give the user a short (no more than 10 to 15 pages) summary that provides them with sufficient information to understand the organisation, its purpose, the key risks to the achievement of its objectives and how it has performed during the year. The overview should be enough for the lay user to have no need to look further into the rest of the report unless they were interested in further detail or had specific accountability or decision-making needs to be met.		
		Purpose and activities of the organisation	Policy	Jonathan Mogford
		- MHRA at a glance/our highlights - Overview - CPRD	CPRD	Dr Janet Valentine
		- Overview - NIBSC	NIBSC	Dr Christian Schneide
		- Overview - Regulator	Regulator	All Divisions
		Key issues and risks that could affect the entity in delivering its objectives. Risks and uncertainties at 31 March 2020	Finance	Salim Master
		Who we are (including a brief description of the business model and environme	nt):	
	+	How we are organised (including risk and governance arrangements and organi	sational structu	re);
		What we are aiming to achieve (aligned broader objectives and strategies);		
		What we spend our money on;		
		How we have performed explaining the relationships and linkages between different pieces of information and narrative around the link between KPIs, risk and uncertainty and spending; and		
		What our plans are for the future.		
	Performance analysis	The purpose of the performance analysis is for entities to 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.		
		Non-financial information, including social matters, respect for human rights, anti-corruption and anti-bribery matters.		Policy?? HR???
		Information on environmental matters, including the impact of the entity's business on the environment.	Facilities	Penny Carter
		Performance Against Targets 2019/20	Policy	Jonathan Mogford
		Performance Measures 2020/21	Policy	Jonathan Mogford
		Performance Measures 2020/21	Policy	Jonathan Mogford
		Performance Measures 2020/21 Key Financials/Our Financial Review	Policy Finance	Jonathan Mogford Boryana Stambolova
2	Accountability report	Key Financials/Our Financial Review	Finance	Boryana Stambolova
2	Accountability report Corporate governance report	Key Financials/Our Financial Review Sustainability report The purpose of the accountability section of the annual report is to meet key	Finance	Boryana Stambolova
2		Key Financials/Our Financial Review Sustainability report The purpose of the accountability section of the annual report is to meet key accountability requirements to Parliament. The purpose of the corporate governance report is to explain the composition and organisation of the entity's governance structures and how they support the achievement of the entity's objectives. Directors report	Finance	Boryana Stambolova Penny Carter
2		Key Financials/Our Financial Review Sustainability report The purpose of the accountability section of the annual report is to meet key accountability requirements to Parliament. The purpose of the corporate governance report is to explain the composition and organisation of the entity's governance structures and how they support the achievement of the entity's objectives.	Finance	Boryana Stambolova
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		The remuneration and staff report sets out the organisation's remuneration		
		policy for directors and senior managers, reports on how that policy has been implemented and sets out the amounts awarded to directors and senior		
	Remuneration and staff report	managers and where relevant the link between performance and remuneration.		
		Remuneration report		
		Remuneration policy	HR	Vanessa Birchall-Scott
		Service Contracts	HR	Vanessa Birchall-Scott
		 CET duration of contracts, notice periods and termination payments AB fixed term contracts appointed by Appointments Commission 		
		Remuneration and Pension entitlements	HR	Vanessa Birchall-Scott
		 Pay committee membership for setting CET salaries Chairman and Chief Executive set by DH senior salary review process 		
		CET salaries, bonus and benefits table Board salaries, bonus and benefits table	Finance	Salim Master
		Disclosure of remuneration, bonus and benefits in kind information		
		Fair pay disclosure Pension benefits table		
		CETV		
		Real increase in CETV		
		Staff report		
		Staff costs	Finance	Salim Master
		Staff resources	HR	Vanessa Birchall-Scott
		SCS by grade	HR HR	Vanessa Birchall-Scott
		Staff composition - gender analysis Staff composition - ethnic breakdown	HR	Vanessa Birchall-Scott Vanessa Birchall-Scott
		Sickness Absence	HR	Vanessa Birchall-Scott
		Staff policies: disabled persons, training, career development Other employee matters – diversity issues and equal treatment in employment	HR	Vanessa Birchall-Scott
		and occupation; employment issues including employee consultation and/or		
		participation; health and safety at work; trade union relationships; and human capital management such as career management and employability, pay policy		
		etc.	HR	Vanessa Birchall-Scott
		Spend on Consultancy and Temporary Staff	Finance	Salim Master
		Exit packages and severance payments	Finance	Salim Master
		Off payroll information	Finance	Salim Master
	Parliamentary accountability and audit report	Contingent liabilities	Finance	Salim Master
		Fees and charges (>£1m) to include financial objective and performance against Losses and special payments over £300k	t Finance Finance	Salim Master Salim Master
			i inanoo	
		Any other significant payments (if applicable)	Finance	Salim Master
			Finance	Salim Master
		Any other significant payments (if applicable) The certificate and report of the Comptroller and Auditor General to the Houses	Finance	
3	Financial Statements		Finance	Salim Master
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