

2019-20 Annual Report and Accounts: Proposed Contents			
			Responsible
		Division/Section	Person
1 Performance report	The purpose of the performance section of the annual report is to provide information on the entity, its main objectives and strategies and the principal risks that it faces.		
	Chairman's foreword	Directorate	Aidan Mclvor
	Chief Executive's perspective on performance of the organisation	Directorate	Aidan Mclvor
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 Schneider
	- 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 environment);		
	How we are organised (including risk and governance arrangements and organisational structure);		
	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
	Key Financials/Our Financial Review	Finance	Boryana Stambolova
	Sustainability report	Facilities	Penny Carter
2 Accountability report	The purpose of the accountability section of the annual report is to meet key accountability requirements to Parliament.		
Corporate governance report	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		
	Agency Board	Directorate	Aidan Mclvor
	Director's interests	Directorate	Aidan Mclvor
	Statement of Accounting Officer's Responsibilities	Finance	Salim Master
	Governance statement		
	Governance structure - changes during the year plus new org chart	Finance	Salim Master
	Effectiveness of the Board	Directorate	Aidan Mclvor
	Audit and Risk Assurance Committee	Finance	Salim Master
	Remuneration Committee	HR	Vanessa Birchall-Scott
	Operation Data	TD	John Quinn
	Capacity to handle risk	Finance	Salim Master
	Assessment of risk	Finance	Salim Master
	Information Risk	TD	John Quinn
	Information Skills	TD	John Quinn
	Whistle blowing	Policy	Jonathan Mogford
	Internal Audit	Finance	Salim Master

