

Annex 2 to Chapter 1: Laying annual report and accounts before Parliament

Statutory requirement

NHS foundation trusts are required to lay their annual report and accounts, with any report of the auditor on them, before Parliament. This includes the limited assurance opinion on the Quality Report.

The annual report and accounts which are laid before Parliament **must include the full statutory accounts**.

Once laid before Parliament the content of the annual report and accounts cannot be changed. Guidance on the form and content of the annual report is included in Chapter 7 of this manual. However, NHS foundation trusts have the discretion, following laying the document before Parliament, to publish separately a **performance report: overview** with supplementary material locally; see paragraph 1.27 for more details.

Until the annual report and accounts have been laid before Parliament, nothing can be published by the NHS foundation trust.

The process of laying papers before Parliament

To prepare the report for laying before Parliament, NHS foundation trusts must follow the strict rules on the format. These are set out in the following paragraphs and in the guidance for laying Unnumbered Act Papers in the House of Commons Journal Office document *Guide to laying papers (May 2016)*. Please note that the Journal Office guidance is aimed at government departments as well as organisations such as NHS foundation trusts. The physical act of laying the report before Parliament cannot be undertaken by NHS foundation trusts; this will be carried out by the Department of Health Parliamentary Clerk, who will also arrange for laying letters to be prepared.

The Journal Office document can be found at:

<http://www.parliament.uk/documents/upload/laying-papers.pdf>

Your NHS foundation trust's report will be bound together in a series of reports by the House authorities and will be stored in perpetuity. It is therefore very important that reports are produced in the correct format for laying in Parliament. Reports that are not in the correct format will not be accepted for laying and you may be required to undertake re-printing. In particular, please note the following requirements:

- The annual report and accounts that each NHS foundation trust lays before Parliament must be one document. It might be that this is formed from two electronic files but the final PDF and bound hard copies must be presented as one document.

- The report must be predominately A4 portrait in layout (tables etc. may be in landscape orientation but printing the whole document in landscape is not allowed, even if paper is bound along the long side).
- The report must be securely bound. It should be saddle stitched (stapled through the spine) or perfect bound (glued into the cover). Comb or spiral binding is acceptable but presentation in a ring binder or any other variation of stapling is not.
- The report must have a front and back cover and title page.
- The front and back cover must be a normal paper/card cover, not plastic or transparent. There must not be a plastic cover on the document.
- The title page is page 3 (the front cover is page 1 and the reverse of the front cover is page 2) and is the first inside facing page of the document. It should **only** contain, **and in this order**:
 - the full statutory name of the NHS foundation trust;
 - the title of the document (eg, *Annual Report and Accounts 2015/16*); and
 - the wording “Presented to Parliament pursuant to Schedule 7, paragraph 25 (4) (a) of the National Health Service Act 2006.”
- **Copyright text should be added to the bottom of the reverse of the title page, in font size 10pt or above:**
©2016 (Trust Name) NHS Foundation Trust
- ***In the rare case where the trust has changed its name after the end of the reporting period, the statutory name of the NHS foundation trust for laying before Parliament should be the name that was in place at the end of the reporting period. If, for example, the trust changes its name on 1 April 2016, an extra line should be added to the title page saying “From 1 April 2016 now known as ... ”.***
- The title of the document must be the same on the front cover as on the title page. The title must reflect the contents of the document, eg, ‘Annual Report and Accounts **2015/16**’. Additional wording on the front cover (such as a short slogan) is permissible but this must be less prominent and not allowed to be confused with the title of the document.
- The title page must not be combined with a contents page, preface, or contain any other text or images.
- ***The font used on the cover and title page should be a reasonable size and not too small: at least 10pt.***
- The reverse of the front cover, the reverse of the back cover, and the reverse of the title page, must all be kept blank, **except for the copyright text on the reverse of the title page.**
- The back cover must contain no substantive text.

Step 1	<p>You must check that the format of your report is acceptable before printing the final copies of the report. Please send a PDF copy of the report with your full contact details (email address and direct telephone number) to MB-SI@dh.gsi.gov.uk. In the subject line, please give the name of your trust and the words “for checking”. Before sending, make sure you can answer ‘yes’ to all the points in the checklist at the end of this note. You will receive a response to confirm that the format is acceptable and you can then proceed with printing. Given this is a check that the format is correct, this should be provided <u>in advance</u> of the deadline specified below.</p>
<p>Step 2</p> <p>Documents must arrive by 24 June 2016 – see below.</p>	<p>When your annual report and accounts are ready to be laid and it has been confirmed that the format is correct, you must send five bound copies of the annual report and accounts to:</p> <p>The Parliamentary Clerk Department of Health Room 402 Richmond House 79 Whitehall London, SW1A 2NS</p> <p>On the package label, please clearly state the name of your NHS foundation trust. Please also include a named contact, telephone number and email address, in case of queries. Please also make sure that the package is secure so that it is not damaged in the post.</p> <p>You must also email a final PDF of the report to be laid to the Department of Health Parliamentary team mailbox MB-SI@dh.gsi.gov.uk. In the subject line, please give the name of your trust and the words “final version”. Your report will not be laid until this PDF has been received.</p>

Your report will normally be laid within a few days of it being received by the Parliamentary Clerk. The period may be longer if a high volume of reports are received at the same time.

To check that your annual report and accounts have been laid before Parliament, visit the Parliament [website](#). Select a date and go to ‘Votes and Proceedings’ (either the webpage or PDF) and look in the appendix for a list of papers laid that day. You may have to trawl through a number of dates until you find your annual report.

Deadlines for laying documents before Parliament

All annual reports and accounts must be sent to **arrive at** the Parliamentary Clerk by **24 June 2016** to allow sufficient time for laying before the parliamentary summer recess. Laying reports in good time before the Parliamentary recess ensures that there is opportunity for appropriate Parliamentary scrutiny. Reports and accounts will be welcomed for laying before **24 June 2016** but **all** reports and accounts must be sent to the Parliamentary Clerk by this date. It is the trust's responsibility to ensure its report and accounts are laid.

Checklist of formatting requirements

Make sure you can answer 'yes' to each question below. If the answer is "no" to any question below, your report is likely to be rejected for laying.	
Is the report laid out in A4 (tables may be in landscape if necessary)?	
Does the report have a front and back cover made of paper or card?	
Have you ensured that there is no plastic cover on the document?	
Does the title page only contain, and in this order : <ul style="list-style-type: none">• the full statutory name of the NHS foundation trust;• the title of the document (eg, <i>Annual Report and Accounts 2015/16</i>); and• the wording "Presented to Parliament pursuant to Schedule 7, paragraph 25 (4) (a) of the National Health Service Act 2006?"	
Does the reverse of the title page have at the bottom, in at least 10pt font: ©2016 (Trust Name) NHS Foundation Trust	
Does the title page contain no other text or images?	
Is the title of the document exactly the same on the front cover as on the title page and is the font size on both a reasonable size ?	
Are the reverse of the front cover, the reverse of the back cover, and the reverse of the title page, all blank? (Apart from the copyright text on the reverse of title page)	
Does the back cover contain no substantive text?	
Will the annual report and accounts be produced as a single printed document and PDF?	
Will the printed document be perfect bound, saddle stitched, spiral bound or comb bound?	

Please remember to clearly state the name of the NHS foundation trust on the package label when sending the hard copies.