

Meeting	OLC Board	Agenda Item No. Paper No.	7 118.5
Date of meeting	26 January 2022	Time required	10 mins

Title	2020/21 Annual Report & Accounts Lessons Learned
Sponsor	Laura Stroppolo, Head of Programme Management & Assurance
Status	OFFICIAL
To be communicated to:	OLC Board

Executive summary
<p>At the end of the 2020/21 Annual Report and Accounts process, the Executive committed to reviewing both the process and content for developing the report ahead of the next Annual Report and Accounts cycle.</p> <p>The attached presentation sets out the areas the Executive Team have previously discussed as suggested improvements following the 2019/20 cycle and what can be taken from the 2020/21 reporting cycle in readiness for the planning and preparation for the 2021/22 Annual Report and Accounts.</p> <p>The presentation has also been shared with ARAC members and External Audit colleagues at the January ARAC meeting who were content with the suggested improvements and lessons learned.</p> <p>The key areas the Executive would like Board members to note, are the following:</p> <ul style="list-style-type: none"> • Further engagement with Management Team in the style of a workshop for April 22 to collate ideas, themes and supporting narrative for the report, which provides wider organisational collaboration and ownership. • A procurement exercise will be taking place over Q4 to secure a designer contract, which may also benefit other external publication such as the Business Plan going forward. • A key lead to draft the content will be appointed and will work closely with the Programme Management and Assurance Team to ensure key milestones are achieved and approvals are met. • A first draft of the programme plan will be shared with External Audit for comment and to ensure both parties are working to the same timescales.
Recommendation/action required
Board members are asked to provide feedback on the Annual Report and Accounts 2020/21 process and suggestions for improvement in readiness for the 2021/22 cycle.

Annual report 2020/21

Lessons learned and Forward planning

Improvements for 20/21 Annual Report & Accounts

Financial Accounts

- Pre meet with BDO to set expectations - **COMPLETE**
- Account run in month 10, early opportunity to identify issues by Exec and ARAC - **COMPLETE**
- Ensure responsibilities defined at early stage - **COMPLETE**

Ownership of key messaging

- Compiling archive of key performance papers → ability to recall key information for the report - **COMPLETE**
- Assurance and governance statements drafted alongside each other - **COMPLETE**
- Define messages with MT, ET and OLC before the year end – **PARTIALLY COMPLETE**
- Earlier drafting of content - **COMPLETE**

Process

- Internal kick-off meeting for all parties – **COMPLETE (18 Feb)**
- Earlier drafting of content should prevent overlap in sign-off processes – **PARTIALLY COMPLETE**
- Key dates with MT and ET - **COMPLETE**

Lessons Learned	Suggestions for 2021/22
<p>Financial accounts:</p> <ul style="list-style-type: none"> - Staffing issues in the External Audit team related to sickness caused a two week delay in the external audit and consequent changes to the audit team added further delay – impacting original lay date 	<ul style="list-style-type: none"> - Share forward programme plan of work with External Auditors by end of Feb
<p>Ownership of key messaging:</p> <ul style="list-style-type: none"> - Clear understanding of messages that need to be communicated. 	<ul style="list-style-type: none"> - Compiling archive of key performance papers → ability to recall key information for the report. - Assurance and governance statements drafted alongside each other. - Define messages with MT, ET and OLC before the year end. - Earlier drafting of content – Feb 22 kick off session - Key lead for drafting to be confirmed
<p>Process:</p> <ul style="list-style-type: none"> - Clarity on roles at different stages of the process, particularly sign-off at committee and board level. - Procure a designer for all external publications 	<ul style="list-style-type: none"> - Internal kick-off meeting for all parties - Earlier drafting of content should prevent overlap in sign-off processes - Key dates in MT and ET - Build in delegated approval (if required) - Share dates with ARAC & OLC Board Q4 of 21/22

Key considerations / points to note for the 21/22 Annual Report & Accounts

1. As of Aug 21 there has been a change in printer services – this is driven by MoJ and will build into the overarching plan to make initial contact in March 22
2. Designer contract – procurement exercise to take place during Q4
3. Engagement with Management Team – April 22
4. Do we want to keep the same structure as the 20/21 report?