

Audit and Risk Committee – for assurance

Meeting agenda title: Draft Annual Report and Accounts 2023/24 – Accountability Report (Part B)

Meeting date: 25 April 2024

Time required: 15 minutes

Presenter: Louise Byers

1. Objective and recommendation

- 1.1. This report provides the Committee with an update on preparation of Part B of the Annual Report and Accounts (ARA) 2023/24 – the Accountability Report.

2. Matters to consider to achieve objective

- 2.1. An early draft of the Accountability Report (Part B) for the ARA is attached at Annex 1. This is provided for the purposes of comment by the Committee on any areas for significant addition or change, and to identify any areas which would be expected to be included but have been overlooked.
- 2.2. As expected at this stage of the process, many of the remuneration, staffing or financial figures are outstanding as they are reliant on completion of year end processes and the external audit process.
- 2.3. The draft ARA is currently very long: including the parts A and C, it is likely to be over 170 pages. Best practice is around 120-150, with the lower number a target for an organisation of our size. The draft is also provided for the purposes of identifying where information can be removed, or where readers may be pointed to alternative sources, such as the ICO website.
- 2.4. An advanced draft of the Annual Report will be shared with the external auditors on 29 April, to assist with their audit.
- 2.5. People Committee will review the people-related parts of the report at its meeting on 2 May. We are working to provide a near-final draft of the full Annual Report to the Management Board for sign-off at its meeting on 20 May. At that point some financial information (notably the financial statements) will still be outstanding as the audit will be ongoing.

2.6. The final version of the report will be brought to the Committee at its 20 June meeting and the target is then to lay the report during the week commencing 24 June.

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List of Annexes:

Annex 1 – Draft Annual Report and Accounts 2023/24 Accountability Report (Part B)

Publication decision: This report can be published internally and externally. The annex should not be published internally or externally as it is a draft. A final version will be published in June.

Outcome reached: