

## Annual Report & Accounts and Fitness to Practise Report process for Council approval

### Introduction

Further to Council Member feedback on last year's Annual Report approvals process and to fulfil ISO recommendations, below is a proposed process to be implemented when collating future reports.

### Decision

The Council is asked to agree the following process:

<b>Date</b>	<b>Action</b>
<b>1<sup>st</sup> February (approximate date)</b>	Begin collation of Reports. Council will be emailed regarding their biographies and updating them for the period 1 <sup>st</sup> April -31 <sup>st</sup> March.
<b>1<sup>st</sup> March (approximate date)</b>	Request statutory and non-statutory committee reports from Committee secretaries, ensure Chairmen have seen reports for approval. All members of FTP Committees to see Committee reports and FTP report for approval by 30 <sup>th</sup> April
<b>31<sup>st</sup> March 2005</b>	Year End
<b>15<sup>th</sup> April (approximate date)</b>	Request attendance figures for Council and Committee meetings
<b>30<sup>th</sup> April (approximate date)</b>	Deadline for amendments to Council member biographies
<b>30<sup>th</sup> April (approximate date)</b>	Final date for submission of approved Statutory and non Statutory Committee reports.
<b>3<sup>rd</sup> May (approximate date)</b>	Audit commences (BDO Stoy Hayward)
<b>3<sup>rd</sup> May (approximate date)</b>	Draft reports to Council for approval - Council members must go through the Committee Chair with any suggestions/amendments to either report.
<b>20<sup>th</sup> May (approximate date)</b>	Audit completed (BDO Stoy Hayward)
<b>15<sup>th</sup> June (approximate date)</b>	Reports must be editorially correct by mid June at the latest.
<b>23<sup>rd</sup> June</b>	Finance & Resources Committee to approve accounts for

(approximate date)	signature by President and Chief Executive.
<b>27<sup>th</sup> June</b> (approximate date)	Accounts despatched to Privy Council for Laying in Parliament
<b>7<sup>th</sup> July</b> (approximate date)	Council meeting
<b>17th July – AGM</b> (approximate date)	Annual report and FTP report to be distributed

### **Background information**

None

### **Resource implications**

None

### **Financial implications**

None

### **Background papers**

Please see Annual Report and Fitness to Practise Report 2003/2004

### **Appendices**

None