

The Medicines and Healthcare products Regulatory Agency

12 December 2016

Annual Report and Accounts 2016/17

Issue/ Purpose:

This paper outlines the proposed timetable and approach for the production of the Annual Report and Accounts for 2016/17.

Summary:

This paper outlines the timetable and approach for the production of the 2016/17 Annual Report and Accounts. In February 2017 divisions and centres will be asked to provide content.

The structure we are required to follow is the same as last year (see annex 2), with the performance report no more than 10-15 pages.

It is this section where the narrative describing achievements over the year is included- we need to reduce the narrative, but can make use of infographics (see annex 3) and web-links to extra information where permitted and appropriate.

Note that HM Treasury have not issued their guidance for the 2016/17 annual report. There may be further requirements once the guidance is published.

Attached are the following annexes:

1. Annex 1 – Proposed production timetable
2. Annex 2 – Proposed content and listing of contributors for each section.
3. Annex 3 – Examples of infographics.

Suitable for team briefing? (Yes/No)

Yes, so divisions and centres have early sight of the timetable and deadlines

Resource implications:

All divisions and centres will need to supply and review content. Finance and Communications will produce the report.

Timings:

Please see the attached proposed timetable (Annex 1).

Action required by Agency Board :

- The Board is asked to note the proposed contents (including use of infographics) and timetable.

Links: Corporate Plan, Business Plan

Author(s): Anita Brewer, Communications division.

Which of the five themes in the Corporate Plan 2013/2018 does the paper support?

All

If relevant, which Business Plan strategic activity does it support?

CET Sponsor:

Rachel Bosworth, Director of Communications