



Department
of Health &
Social Care

Department of Health and Social Care

**Laying 2019 to 2020 annual report and accounts before
Parliament**

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Introduction

1. This guidance applies to Department of Health and Social Care (DHSC) group bodies required to lay their annual report and accounts (ARA) before Parliament. This includes NHS foundation trusts, DHSC agencies, special health authorities, DHSC non-departmental public bodies (NDPBs), including NHS England, and the core department, but does not include NHS trusts, clinical commissioning groups (CCGs), consolidated limited companies or NHS charities.

Statutory Requirement

2. Entities falling within the sectors referred to above are required to lay their ARA, with any report of the auditor on them, before Parliament.
3. The ARA laid before Parliament must include the full statutory accounts, not summarised information, and 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.
4. Once laid before Parliament the content of the ARA cannot be changed. If preparing a "glossy" annual report and accounts, this must be the final version, including all graphics. Entities have the discretion, after laying the document before Parliament, to publish a condensed performance report with supplementary material in lieu of local publication of the full ARA.
5. Until the ARA has been laid before Parliament, nothing can be published. Any online version must be identical to the printed version.

The Process of Laying Papers before Parliament

6. Entities must follow the guidance for laying papers in the [House of Commons Journal Office document Guide to laying papers](#). Note that this guidance is updated regularly. Note also that the Journal Office guidance is aimed at government departments as well as organisations such as NHS bodies. Further guidance can be found on the [National Archives website](#).
7. The act of laying the report before Parliament can only be undertaken by the Department of Health and Social Care Parliamentary Clerk, who will arrange this on behalf of DHSC group bodies and will also arrange for laying letters to be prepared. NHS Foundation Trusts and DHSC ALBs must therefore follow the guidance below for preparing and submitting their documents.

8. In line with public health advice a temporary process for providing papers to the Vote Office and for e-laying of papers before Parliament has been devised. This includes the laying of ARAs.
9. The e-laying protocol remains under constant review, but may be in place when the entity is attempting to lay its ARA before Parliament.
10. This document therefore contains the required steps to submit an ARA for e-laying as well as the regular steps required to submit an ARA for the traditional laying of hard copies before Parliament.
11. DHSC and NHS Improvement will communicate to entities when, or if, the laying protocol reverts to the traditional process from the e-laying protocol currently in place.
12. The revised e-laying process does not alter the required format of the document to be laid before the House.
13. Documents laid before the House must be in a standard format:
 - A4 size
 - legible text in a font size of 10 point or greater
 - monochrome printing is acceptable, and is likely to reduce cost – graphical information should have sufficient contrast to enable it to be read
 - colours used on title pages and on copyright statements should have enough contrast between the text and the background
 - primarily portrait orientation (tables, etc. may be in landscape orientation but printing the whole document in landscape is not allowed, even if the paper is bound along the side)
 - the report must be securely bound, i.e. it must be saddle stitched (stapled through the spine) or perfect bound (glued into the cover) – comb binding is permissible for NHS Foundation Trusts only, but saddle stitched or perfect bound reports are preferred
 - no foldouts or inserts are allowed
 - no laminated or plastic covers (laminated covers, even if biodegradable, are not recyclable). It is important that entities take particular notice of this final instruction as a small proportion of documents continue to be received containing such covers.

14. Reports that are not in the correct format will not be accepted for laying and you may be required to undertake re-printing.

Requirements for NHS Foundation Trusts and DHSC ALBs

15. Where requirements are specific for FTs or ALB's this is identified below.
16. 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 per the final bullet of paragraph 13.
17. 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. The title page must contain, in the following order:
 - the full statutory name of the entity, and
 - the title of the document (for instance Annual Report and Accounts 20xx-xx)
18. NHS foundation trusts must additionally include the wording:

“Presented to Parliament pursuant to Schedule 7, paragraph 25 (4) (a) of the National Health Service Act 2006”.
19. DHSC ALBs must additionally include the relevant wording under which the entity is required to present accounts before Parliament:

"Presented to Parliament pursuant to Schedule WW, paragraph XX (Y) (Z) of the [insert name of applicable Act of Parliament]" and underneath “Ordered by the House of Commons to be printed on xx month year” followed by the HC number.
20. The HC number must be towards the bottom left of the title page, and in a size no smaller than 10-point font (ideally 12 point or larger). The number must be preceded by the abbreviation “HC”. Ideally, this should also appear on the front cover of the paper.
21. In the rare case where an entity has changed its name after the end of the reporting period, the statutory name of the entity must be the name that was in place at the end of the reporting period. If, for example, the entity changes its name on 1 April 20XX, an extra line must be included on the title page “From 1 April 20XX now known as...”.
22. 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, for instance ‘Annual Report and Accounts 20xx-xx’. 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.

23. The title page must not be combined with a contents page, preface, or contain any other text or images.

24. DHSC ALBs must have a title verso page including the following information:

- Copyright re-use statement, including the year of publication. The current Crown statement will be supplied by the contractor as part of its production service to departments. The statements are also available on the [National Archives website](https://www.nationalarchives.gov.uk). Please note the requirement of making the publication available at <https://www.gov.uk/official-documents>.
- Open Government Licence symbol to appear directly above the copyright re-use statement (for Crown copyright publications). The symbol is provided as part of the Crown statement above.
- ISBN's to appear below the OGL symbol and are also provided by the contractor
- Department's contact details.
- Recycled paper statement.
- Any third-party copyright acknowledgements.
- Printed in the UK statement.
- No images or colour fills.

25. For NHS Foundation Trusts the Copyright text must be added to the bottom of the reverse of the title page, in font size 10pt or above (for instance © 2018 [trust name] NHS Foundation Trust).

26. The following must also be considered:

- Title and copyright pages must not have colour fills.
- The paper should have a contents page, which is not normally combined with other information.
- Text must not appear on either the inside front, or inside back covers
- Certificates from the Comptroller and Auditor General or other auditor must be dated. Entities are strongly encouraged to check that the date has been included

before printing the Report. Entities are also encouraged to include the page numbers of any audit reports in the contents page.

Deadlines for laying documents before Parliament

27. All ARAs must be sent to arrive at the Parliamentary Relations Unit to allow sufficient time for laying. Laying reports in good time before a Parliamentary recess ensures that there is opportunity for appropriate Parliamentary scrutiny. For 2019-20, there is no expectation that the ARA's will be laid before the Parliamentary summer recess.
28. ARAs will be welcomed for laying before the submission date. It is the responsibility of the entity to ensure its ARA is laid.
29. Papers including ARAs which the House will order to be printed may be laid only on days on which both Houses sit, not on days when either House is adjourned or on which Parliament is prorogued or dissolved. Note that neither the House of Commons or Lords sit on Fridays except those on which Private Members' bills are taken.

Submitting accounts for e-laying before Parliament for NHS Foundation Trusts

30. You must check that the format of your report is acceptable before sending the final copy of the report. Please send a PDF copy of the report with your full contact details (email address and direct telephone number) to the [DHSC Parliamentary team mailbox](#).
31. In the subject line, please give the name of your entity 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.
32. You will receive a response to confirm that the format is acceptable and you can then submit a final copy for e-laying.
33. You must email a final print ready PDF of the report to be laid, to the [DHSC Parliamentary team mailbox](#). In the subject line, please give the name of your entity and the words "final version". Your report will not be laid until this PDF has been received.
34. 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.

35. To check that your ARA has 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 many dates until you find your document.

Submitting accounts for the laying of hard copies before Parliament for NHS Foundation Trusts

36. 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 the [DHSC Parliamentary team mailbox](#).
37. In the subject line, please give the name of your entity 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.
38. You will receive a response to confirm that the format is acceptable and you can then proceed with printing.
39. When your ARA is ready to be laid and it has been confirmed that the format is correct, you must send four bound copies to:

The Parliamentary Clerk

Department of Health and Social Care

8th Floor South

39 Victoria Street

London

SW1H 0EU

40. On the package label, please clearly state the name of your entity and 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.
41. You must also email a final PDF of the report to be laid to the [DHSC Parliamentary team mailbox](#). In the subject line, please give the name of your entity and the words "final version". Your report will not be laid until this PDF has been received.

42. 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.
43. To check that your ARA has 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 many dates until you find your document.

Submitting accounts for e-laying before Parliament for DHSC ALBs

44. Once you have arranged a suitable laying date, contact the Journal Office in the House of Commons to obtain a House of Commons (HC) number for your report.
45. To request an HC number, you should email the [Journal Office](#) with the words "HC Number Request from" followed by the name of the organisation in the subject header.
46. You must indicate in the body of the email the date on which you intend to lay the document. If your request is urgent please contact the Journal Office on 020 7219 3361/3252. If the expected date for laying changes you must inform the Journal Office. Please also notify DHSC Parliamentary of the intended laying date.
47. You will also need to contact APS, the Lot 1 provider of the Managed Print and Digital Solutions framework provider (from 1 August 2017) for [Command and House of Commons papers](#), (or phone 020 3949 6027) about producing and distributing your document.
48. Although you can produce the document yourselves, it is often easier to engage the services of APS as they can ensure that the document is correctly formatted for laying purposes..
49. If you chose to produce the document in-house then you will need to follow the formatting guidance as laid down in the Guide to laying papers and ask the Journal Office to check the formatting.
50. The APS 'distribution service' includes an ISBN for your ARA and guidance regarding the title verso page content. This 'publication furniture' is still required for ARAs that are subject to e-laying..
51. When ready for laying, a print ready PDF must be sent to the [DHSC Parliamentary team mailbox](#), ideally the day before laying. Accompanying the print ready pdf must be a large print version in 20 point Arial font.

Submitting accounts for the laying of hard copies before Parliament for DHSC ALBs

52. Once you have arranged a suitable laying date, contact the Journal Office in the House of Commons to obtain a House of Commons (HC) number for your report.
53. To request an HC number, you should email the [Journal Office](#) with the words “HC Number Request from” followed by the name of the organisation in the subject header.
54. You must indicate in the body of the email the date on which you intend to lay the document. If your request is urgent please contact the Journal Office on 020 7219 3361/3252. If the expected date for laying changes you must inform the Journal Office. Please also notify DHSC Parliamentary of the intended laying date.
55. You will also need to contact APS, the Lot 1 provider of the Managed Print and Digital Solutions framework provider (from 1 August 2017) for [Command and House of Commons papers](#), (or phone 020 3949 6027) about producing and distributing your document.
56. Although you can produce and print your document yourselves, it is often easier to engage the services of APS as they can ensure that the document is correctly formatted for laying purposes and arrange for distribution of copies to DHSC Parliamentary and Parliament.
57. If you chose to produce the document in-house then you will need to follow the formatting guidance as laid down in the Guide to laying papers and ask the Journal Office to check the formatting.
58. The APS 'distribution service' includes an ISBN for your ARA, guidance regarding the title verso page content and delivery of printed copies onto the parliamentary estate.
59. Once correctly formatted and printed, arrange for five laying copies to be sent to DHSC Parliamentary Relations Unit per paragraph 39, ideally by the day before for formal laying before Parliament with a print-ready PDF copy of the final paper must be sent at the same time to the [DHSC Parliamentary team mailbox](#), as explained in paragraph 41.

Checklist of publishing formatting requirements

60. 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.

61. Note the differing requirements for NHS foundation trusts and DHSC ALBs.

Questions	FT	ALB
Is the report laid out in A4 (tables may be landscape)?		
Does the report have a front and back cover made of paper or card? (plastic or laminated covers are not permitted)		
Does the title page only contain, and in this order: a) the full statutory name of the entity; and b) the title of the document ('Annual Report and Accounts 20xx-xx'); and c) (1) NHS foundation trusts: the wording "Presented to Parliament pursuant to Schedule 7, paragraph 25 (4) (a) of the National Health Service Act 2006." (Please use Ariel 14pt for all text on the title page); or c) (2) DH ALBs: include the relevant wording under which the entity is required to present accounts before Parliament – "Presented to Parliament pursuant to Schedule WW, paragraph XX (Y) (Z) of the 'insert name of applicable Act of Parliament'" and underneath "Ordered by the House of Commons to be printed on XX month year", followed by the HC number.	Not Applicable	Not Applicable
Does the title page contain no other text or images?		
Make sure that all necessary elements are included in the printed ARA. For instance has the auditor's report been included and the report's page number added to the contents page?		
Does the reverse of the title page have at the bottom, in at least 10pt font: ©year (Trust Name) NHS Foundation Trust		

or for ALB accounts the correct copyright text? Note the copyright text assumes the publication will be made available at www.gov.uk/official-documents		
Have references to years throughout the ARA including the cover and copyright text been updated and checked?		
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 and the reverse of the back cover blank?		
Does the back cover contain no substantive text?		
Do you know which laying protocol is in place; e-laying or traditional hard copy laying?		
Will the annual report and accounts be produced both as a single printed document and as a PDF? Note guidance above about e-laying requirements.		
Will the printed document be perfect bound, saddle stitched or (FTs only, though not preferred) comb bound? Note guidance above about e-laying requirements,		

62. Please remember to clearly state the full name of the entity on the package label when sending the hard copies.

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Finance and Operations

www.gov.uk/dhsc

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