

SCHEDULE

Regulation 3

Requirements as to the form of annual reports

1. The information which is required to be included in an annual report⁽¹⁾ must be set out under the following headings—

Chapter 1: Introduction

Chapter 2: Director’s summary of performance

Chapter 3: How are people shaping our services?

Chapter 4: Promoting and improving the well-being of those we help

Chapter 5: How we do what we do

Chapter 6: Accessing further information and key documents

2. The information included in chapter 4 must be set out in six parts under the following headings—

Chapter 4(a): Working with people to define and co-produce personal well-being outcomes that people wish to achieve

Chapter 4(b): Working with people and partners to protect and promote people’s physical and mental health and emotional well-being

Chapter 4(c): Taking steps to protect and safeguard people from abuse, neglect or harm

Chapter 4(d): Encouraging and supporting people to learn, develop and participate in society

Chapter 4(e): Supporting people to safely develop and maintain healthy domestic, family and personal relationships

Chapter 4(f): Working with and supporting people to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs

3. The information included in each part of chapter 4 must be set out in three sections under the following headings—

Section (i): What did we plan to do last year?

Section (ii): How far did we succeed and what difference did we make?

Section (iii): What are our priorities for next year and why?

4. The information included in chapter 5 must be set out in three parts under the following headings—

Chapter 5(a): Our workforce and how we support their professional roles

Chapter 5(b): Our financial resources and how we plan for the future

Chapter 5(c): Our partnership working, political and corporate leadership, governance and accountability

(1) Section 144A(2) of the Act sets out the information which must be included in an annual report.