



## Agenda Item: 12

<b>HMCS Board:</b>	<b>8 June 2007</b>
<b>Report Title:</b>	<b>HMCS Annual Report 2006/7</b>
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<b>Purpose of report:</b>	<b>Update on plans for the Annual Report</b>
<b>For information</b>	
<b>Attachments:</b>	<b>Nil</b>

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### Issue

This report updates Board Members on publication of the HMCS Annual Report 2006-07.

### Background

The Chief Executive as Accounting Officer is required to produce and sign an audited Annual Report and Accounts on the performance of HMCS during the previous financial year<sup>1</sup>. The report must include:

- A review of the agency's activities during the year
- Performance against key targets and annual Business Plan
- The agency's financial position
- The agency's Statement of Internal Control.

The report has to be published before the start of the summer recess in the financial year to which it relates.

### Current status

Communications and Resources Directorates are jointly leading on the project with significant input from an editorial board involving representatives from operational and policy colleagues to ensure we properly reflect activities across the business.

### Publication timetable

The report is due to be published and laid in Parliament on 24<sup>th</sup> July 2007. Prior to this the Audit Committee are due to approve accounts on 29<sup>th</sup> June and National Audit Office sign off is scheduled for 6 July.

### Content and structure

The report will be structured into three sections:

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<sup>1</sup> Her Majesty's Courts Service: Framework Document 1 April 2005

- Section 1 activities that have made a real impact or difference in service provision.  
– text will be planned around key themes of increasing access to justice;  
building safer communities; and improving courts and the way we work.
- Section 2 our role and structure; management of resources and our performance  
against key targets
- Section 3 Financial accounts and information.

### Design concept

Our approach is to use the publication as part of our ongoing plans to raise our corporate profile, showcasing our work and the impact it has on people's lives.

We have, therefore, adopted a radical (by government standards) creative approach using a magazine style treatment using a mix of short articles, features, illustrations and photographs. Our aim is simple: to make the report interesting, informative and accessible to the 'man on the street' while complying with statutory obligations. We plan to use the report both as a corporate marketing tool and for other communication purposes by recycling the material.

### Costs

We are conscious of the need to maintain tight control on costs and are confident that we have taken all steps to minimise these without compromising on quality.

### Presentational issues

The report will be published in hard copy and also on the HMCS website. Copies will be sent to all courts and to stakeholders. We will also issue a press release to encourage media coverage although past experience has shown that their interest will only be captured if they sense that there is something sensitive or controversial in the report.

**Atula Gor**  
**Communications Director**