

## ANNUAL REPORT 2011/12

1. Although, as an advisory Non Departmental Public Body, the Commission is not required to publish annual reports, it has done so since the 1997/98 financial year. Since the first annual report, Members have required that the reports should be brief and include details relating to:-

- a) the sponsoring Department;
- b) the Commission's remit and membership;
- c) the budget; and
- d) the work programme.

2. A draft of the annual report for 2011/12 is attached at Appendix A and it follows the outline recorded above.

3. The work programme section contains substantive information only on the last quarter of the financial year (January – March 2012). There is a new statutory requirement on the Commission to provide an annual Progress Report to the Speaker of the House of Commons in January each year during a review period, and the first of these was formally submitted to the Speaker (and published on our website) this January. That Progress Report therefore already provides public information about the progress of the Commission's work programme during the period January – December 2011, and we would suggest that there seems little value in repeating this information in the Annual Report, when a cross-reference to the existing public information will be sufficient. **Members are invited to agree this broad approach, and provide the Secretariat with any drafting comments on the report at the meeting.**

4. The financial figures required for the budget and expenditure tables will be included once they have been agreed with the sponsor division of the Cabinet Office: this will probably be in early to mid May. Any areas of the report shown in red ink will be checked and updated before the report is released.

5. Once agreed, a copy of the report will be placed on the Commission's website. We propose that a hard copy of the report be sent only to the Speaker of the House of Commons, with the following specifically notified by e-mail of the availability of the report on our website;

- ◆ all Parliamentary and local government boundary Commissions;
- ◆ the House of Commons Library;
- ◆ the headquarters of the three main Parliamentary political parties;
- ◆ the Green Party;
- ◆ Ordnance Survey;
- ◆ the Statistics Authority; and
- ◆ the National Audit Office.