

**STATUTORY GUIDANCE ON THE DIRECTOR'S ANNUAL REPORT**  
**(Ref. Part 8 code of practice for Directors of Social Services of the Social Services & Wellbeing (Wales) Act 2014)**

1. The annual report must evaluate the performance of the Local Authority in relation to the delivery of its social services functions in respect of that year and include lessons learned (S.8. para 80)
2. The report must evaluate the performance of the Local Authority in relation to the delivery of its social services functions and also set out objectives in relation to promoting well-being of people who need care and support and carers for the forthcoming year (S.8. para 81)
3. The report must be presented in such a way as to set out how the Local Authority has achieved the six quality standards in relation to well-being outcomes (S.8. para 82)
  - **Securing rights and entitlements and for adults – control over day-to-day life**
    - Local Authorities must work with people who need care and support and carers who need support to define and co-produce personal well-being outcomes that people wish to achieve
  - **Physical and mental health and emotional wellbeing and for children physical, intellectual, emotional, social and behavioural development**
    - Local Authorities must work with people who need care and support and carers who need support and relevant partners to protect and promote people's physical and mental health and emotional wellbeing
  - **Protection from abuse and neglect**
    - Local Authorities must take appropriate steps to protect and safeguard people who need care and support carers who need support from abuse and neglect from any other kinds of harm
  - **Education, training and recreation and contribution to society**
    - Local Authorities must actively encourage and support people who need care and support carers who need support to learn and develop and participate in society
  - **Domestic Family and Personal relationships**
    - Local Authorities must support people who need care and support carers who need support to safely develop and maintain healthy domestic, family and personal relationships
  - **Social and economic well-being and for adults participation in work and suitability of living accommodation**
    - Local Authorities must work with and support people who need care and support and carers who need support to achieve greater economic well-being, have a social life and live in suitable accommodation that meets their needs.
4. The annual report must set out how the Local Authority has promoted the well-being of people who need care and support and carers who need support, identified in the Population Assessment Report (S.8. para 83)
5. The report must include details of the extent to which the authority has acted in accordance with the relevant requirements relating to the code on assessing the needs of an individual in accordance with Part 3 and 4 of the Act. (S.8. para 84)

6. The report must set out how the Local Authority has exercised the relevant requirements contained in the code of practice (S.8. para 85) so as to provide:
  - Assurances in terms of the structural arrangements within the local authority that enable good governance and strong accountability
  - Assurances in relation to effective partnership working via partnership boards
  - Assurances in relation to safeguarding arrangements
  - Information relating to the performance of the handling and investigation of complaints and representations
  - A response to any inspections undertaken
7. Directors are required an update on Welsh Language provision and the implementation of 'More than just Words' (S.8. para 86)
8. The report must set out how the local authority has engaged with people in its production and reflect the experiences of service providers and service users (S.8. para 87)
9. The report must be accessible and not overly long and written in a clear and concise way (S.8. para 88)