



## **LAF Annual Reporting Update**

To Local Access Forums

As you know, LAFs are asked to complete an annual report proforma. To date these have been collected at the end of October, covering the previous 12 months. We've given this some thought and discussion and in consultation with the regional coordinators and Defra, have now amended the process so that we still receive your reports at the end of October, but now they cover the previous financial year. So in October this year, your reports will be covering the period April '11 to March '12. We hope this gives you more time to collate and compile your report.

This reporting process is vital to the task of understanding the work of LAFs and the issues you are facing. We use this information to help plan our engagement with LAFs and to compile an annual report which we pass to Defra, providing important feedback to Government and Ministers. The annual report is a valuable tool in maintaining interest and awareness of the work of LAFs within Government circles. We also think it provides helpful information to promote and support your work locally.

We are always looking for ways to improve this process. To that end we have begun a modification of the annual report proforma, based on ideas and suggestions from the LAFs themselves. We are currently drafting the new form and look forward to agreeing it's content in time for the 2012/13 reporting cycle. Your Regional Coordinator will be able to keep you posted on progress.

So please can I encourage you to contribute fully to this important process. Currently about 65% complete an annual report, but it would be great if we could get this closer to 100%.

Many thanks

Martin Shaw