

Meeting
03/07/09

Agenda Item
15

Reference No
HEFCW/09/55

1 Issue

- 1.1 Members are invited to note the plans for the 2008-09 Annual Report, and are invited to provide steers on some of the contents of the report. Members are also asked to delegate authority to the Chairman and the Chief Executive to sign off the final version in August.

2 Rationale for paper

- 2.1 The Management Statement and Financial Memorandum, which sets out the terms and conditions of Assembly funding to HEFCW, states that HEFCW should aim to produce an Annual Report and Accounts as a single document.
- 2.2 The Annual Report and Accounts for 2008-09 will be published in October 2009 and will be launched at the Annual Public Meeting.

3 Recommendation(s)

- 3.1 The Council is invited to:
- i. Note proposals for the 2008-08 Annual Report;
 - ii. Provide steers for the contents of the report; and
 - iii. Delegate authority to the Chairman and Chief Executive to sign off the final version in August.

4 Timing for decisions

- 4.1 The report will need to be finalised over the summer in time for an October publication. This is an opportunity for Council members to provide steers for the contents of some of the report before authority is delegated to the Chairman and Chief Executive to sign off the final version.

5 Council members' interests

- 5.1 No conflicts of interests have been declared in advance of the meeting.

6 Further information

Contact Emma Raczka.
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7 Background

- 7.1 The Management Statement and Financial Memorandum, which sets out the terms and conditions of Assembly funding to HEFCW, states that HEFCW should aim to produce an Annual Report and Accounts as a single document. The accounts will be audited by the Wales Audit Office before the end of June 2009.
- 7.2 The Annual Report and Accounts for 2008-09 will be published in October 2009, two months earlier than usual, and will be launched at the Annual Public Meeting. It is being published earlier to bring closer to the end of the year on which it is reporting and the publication of the Annual Report.
- 7.3 Every year, before the Report is finalised, Council members are asked for their input into the Annual Report. The draft is being worked on, and will follow the same format as last year:
- What HEFCW does - mission and aims
 - Chairman's report
 - Chief Executive's statement
 - The HE sector in Wales – funding information
 - The HE sector in Wales – information about enrolments

 - **Progress against core strategic aims** (commentary to include description of core strategic aim, what we are trying to achieve, how we go about trying to get there, and progress against operational plan and *Reaching Higher* targets).
 - Reaching wider
 - The deal for students
 - Research excellence
 - Benefiting the economy and society
 - Initial teacher training
 - Making it work – the HE sector in Wales
 - Making it work – HEFCW

 - The HEFCW Council
 - Annual Report and Accounts

8 Steers required

- 8.1 The section on core strategic aims will bring out achievements and make the connections between these achievements and our core strategic aims. However, in the Chairman and Chief Executive's sections, we can be broader and discuss the context for HE in Wales, as well as the major challenges.
- 8.2 In the 2007-08 Annual Report, the Chairman's report commented on: the Enterprise and Learning Committee's review of HE in Wales; the outcomes and challenges of reconfiguration and collaboration, and some achievements which were the results of reconfiguration/collaboration; and the outcomes of our survey of stakeholders and partners.

- 8.3 The Chief Executive's statement concentrated on recurrent and targeted funding and how HEIs are progressing against their *Reaching Higher* targets; the financial position of the sector; major policy developments; and some more on large-scale reconfiguration projects.

Council is asked to consider which areas to highlight in the Chairman's report and the Chief Executive's statement.

- 8.6 We welcome any comments members have at today's meeting, and we are also asking Council to delegate authority to the Chairman and Chief Executive to sign off the final version in August. The final report will need to be complete by the end of August for the launch in October at our 2009 Annual Public Meeting.

The Council is invited to:

- i. Note proposals for the 2008-08 Annual Report;***
- ii. Provide steers for the contents of the Report; and***
- iii. Delegate authority to the Chairman and Chief Executive to sign off the final version in August.***

9 Financial implications

- 9.1 There will be a financial cost for publishing the Annual Report, one of only two large, key HEFCW documents which are designed and printed. This should cost no more than £12K and is provided for in the running costs budget.

10 Communications implications

- 10.1 The 2008-09 Annual Report will be launched publicly at the 2009 Annual Public Meeting, to which a wide range of representatives from the sector and other organisations, including the press, will be invited. We will be publicising it through our website and newsletter after that. We will also alert staff when it is ready so that they can use and share it.

11 Diversity and Equal Opportunities implications

- 11.1 The Annual Report includes information about disability and equality policies and how they relate to the HE sector in Wales, and HEFCW's own progress in this area as an employer.
- 11.2 The Annual Report is one of a small number of documents available *before* request in Braille and in audio format. It has been written in a way that makes the information as clear, accessible and jargon-free as possible.
- 11.3 The Annual Report is published bilingually.

12 Risk Assessment

Risk	Action to address risk
Council does not provide steers on what to include in Chairman's report and Chief Executive's statement.	The report and statement can cover similar ground to the previous year, with further steers being provided by the Chairman and Chief Executive.
Delays in agreeing the final text or in designing and typesetting the Annual Report.	We are working to the deadline of an October publication, so the Communications Manager will manage the process closely and influence it as necessary, as has been done in previous years.