

Meeting
02/07/10

Agenda Item
8

Reference No
HEFCW/10/57

1 Issue

- 1.1 Members are invited to note a draft 2009-10 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. It is proposed that a full version of the Annual Report and Accounts will be available on the HEFCW website, with an Annual Report and *Summary* Accounts designed, available on the website and produced in hard copy format. The text attached would be used for both versions.
- 2.2 The Annual Report and Accounts for 2009-10 will be published in October 2010 and will be launched at the Annual Public Meeting.

3 Recommendations

- 3.1 The Council is invited to:
- i. Note the draft 2009-10 Annual Report (**Annex A**);
 - 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. 029 2068 2225; emma.raczka@hefcw.ac.uk.

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. This year, HEFCW will, for the first time, produce short summary accounts to be audited by the Wales Audit Office at the same time.
- 7.2 The Annual Report and Accounts and Annual Report and *Summary Accounts* for 2009-10 will be published in October 2010, two months earlier than usual, and will be launched at an Annual Public Meeting in October. Its publication has been brought closer to the end of the year on which it is reporting.
- 7.3 Every year, before the Report is finalised, Council members are asked for their input into the Annual Report. This year's draft includes:
- 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 priorities, grouped under key themes
 - First and final year *Reaching Higher* data
 - The HEFCW Council
 - Annual Report and Accounts

8 Steers required

- 8.1 The 2009-10 report is a 'transitional' Annual Report which takes account of *For our Future*. We have begun to introduce the headings from our new Corporate Strategy, under which 2009-10 accomplishments can be reported easily. 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. We have tried to reduce the text in the Annual Report and focus on key developments.

Council is asked to consider the 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 completed by the end of August for the launch in October at our 2010 Annual Public Meeting.

The Council is invited to:

- i. Note the draft 2009-10 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 (the other being the Corporate Strategy). This should cost no more than £10K and is covered by a HEFCW running costs budget.

10 Communications implications

- 10.1 The 2009-10 Annual Report will be launched publicly at the 2010 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 made available 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 in Welsh and English.

12 Risk Assessment

Risk	Action to address risk
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.