
Disclosable minutes of the 134th meeting of the Council held 11 December 2009 at HEFCW Offices, Cardiff

Present:

Members: Mr Roger Thomas (Chairman)
Professor Philip Gummett (Chief Executive)
Mr David Allen
Dame Sandra Burslem
Professor Leni Oglesby
Professor Garel Rhys
Mr Ken Richards
Professor Sir Brian Smith
Professor Mari Lloyd-Williams
Professor Robin Williams

Observers: Ms Katie Dalton, President, National Union of Students in Wales
Dr Dennis Gunning, Director - Skills, Higher Education and Lifelong Learning Group (DCELLS, Welsh Assembly Government) (to minute 10)
Mr Mike Hopkins, Head of Lifelong Learning + Providers Division (DCELLS, Welsh Assembly Government)
Mr Chris Millward, Associate Director, North HEFCE

Officers: Dr David Blaney
Ms Leanne Holborn (for minute 10)
Mr Roger Carter
Ms Niina Hammond
Mr Richard Hirst
Ms Celia Hunt
Ms Bethan Owen
Ms Emma Raczka

Apologies: were received from Mrs Pauline Thomas.

1 INTRODUCTORY REMARKS AND DECLARATIONS OF INTEREST

Council noted:

1.1 The following standing members' interests were declared:

- Mr David Allen as a Board Member of the Leadership Foundation for Higher Education and a former member of the Equality Challenge Unit Review Group.
- Professor Philip Gummatt whose partner is employed at Swansea Metropolitan University.
- Mr Ken Richards as a Member of Aberystwyth University Investments Committee
- Professor Sir Brian Smith as International Ambassador for Cardiff University.
- Mr Roger Thomas as former Chair of Governors of the University of Glamorgan and Honorary Doctor of the University of Glamorgan.
- Professor Robin Williams as Emeritus Professor of the University of Wales and Swansea University and Honorary Fellow of Cardiff University, Bangor University and Swansea University.

2. RETIREMENT POLICY (HEFCW/09/102) **MEMBERS ONLY**

Council Members (without the Chief Executive) and the Director of Finance and Corporate Services received and discussed the Retirement Policy in a private session.

Resolved:

- 2.1 that the policy be amended to retain the default retirement age and be re-presented to the next meeting of Council to be held 29 January 2010.

3. MINUTES OF THE MEETING HELD ON 23 OCTOBER 2009 (HEFCW/09/MIN133)

Resolved: that the Minutes be accepted as a true record of the meeting held on 23 October 2009 subject to some typographical amendments.

4. MATTERS ARISING (HEFCW/09/103)

- 4.1 Council received and considered a report on action taken following the previous Council meeting held 23 October 2009.

Resolved:

- 4.2 to note the contents of the Matters Arising report. Further noted that no outstanding actions remained.

5. CHAIRMAN'S REPORT

- 5.1 Council received and noted an oral report from the Chair on activity since the last meeting of Council.

5.2 Resolved:

- i) to note that the Chair and Chief Executive had held the first of regular meetings with Peter Hain as Secretary of State; and had attended Cardiff University's change of President event and the first of the two Council Annual Public Meetings held in Cardiff on 7 December 2009 (the second to be held at Aberystwyth University on 15 December 2009).
- ii) to note that the Chair and Chief Executive had held a meeting with the Minister for Children, Education, Lifelong Learning and Skills to discuss *For Our Future*. Further noted the Chair's thanks to Council and Welsh Assembly Government officers for their work in developing a good document against tight time constraints.
- iii) to note that Council members' annual development reviews were in progress and that a note of outcomes would be circulated when available.
- iv) to note the recent announcement of the new Cabinet. Further noted that the new Minister would be invited to attend a meeting of the Council.
- v) to note that a review of the Extranet had commenced and that members' comments on the proposed structure and navigation of the site would be invited.

6. CHIEF EXECUTIVE'S REPORT (HEFCW/09/CE6)

6.1 Strategic Direction of Glyndŵr University

Council received and noted an oral update on the strategic direction of Glyndŵr University, including the fact that work was underway on analysing the new Strategic Plan; and on developments over governance since the resignation of the Chair on 9 November 2009. Council expressed approval of the way in which matters were being taken forward by officers and agreed that the Chair of the Audit & Risk Committee, at his request, should be kept informed of significant developments with respect to governance matters.

6.2 Swansea University proposed Second Campus

Council received and noted an update from the Chief Executive on developments with Swansea University's proposed second campus.

6.3 Analysis of New Entrant figures 2005/06 to 2009/10

Council received and considered the new entrant figures 2005/06 to 2009/10.

Resolved:

- i) to note that 2009/10 data had not yet been verified by institutions, but nevertheless suggested a significant increase in 2009/10 in full-time undergraduates.
- ii) to further examine the decrease in part-time undergraduate numbers.

6.4 HEFCW Pay and Grading Review

Council received and noted an oral update that HEFCW's Pay and Grading proposals had received Welsh Assembly Government approval.

6.5 National Assembly for Wales Finance Committee

Council noted that the Committee is undertaking a short inquiry into the funding of post-16, further and higher education and has called for evidence from the Council. The Committee has also invited HEFCW to give oral evidence on 20 January 2010.

6.6 UWIC's proposed name change

Council received an update on UWIC's proposed name change.

Resolved: to note that the original proposal had been withdrawn by UWIC.

6.7 Draft Remit Letter 2010-11

Council noted its thanks to the Welsh Assembly government for receipt of the draft Remit Letter 2010-11.

6.8 For Our Future

Council noted that discussions had been held with HEW and CHEW regarding *For Our Future* and that the HEW/CHEW/HEFCW Strategic Dialogue meeting to be held 2 and 3 September 2010 would be utilised to further discuss matters arising.

6.9 Reaching Wider Partnership Funding 2010/11

Council received and considered proposals for the Reaching Wider Partnership Funding for 2010/11.

Resolved:

The paragraphs below are exempt from disclosure under section 22 of the Freedom of Information Act 2000 (information intended for future publication).

i) to iii)

6.10 Chair of Research, Innovation and Engagement Committee from 1 January 2010

Council received and considered a proposal to appoint Professor Robin Williams as Chair of the Research, Innovation and Engagement Committee from 1 Jan 2010 to 31 July 2012.

Resolved:

- i) to approve the appointment of Professor Robin Williams as Chair of the Research, Innovation and Engagement Committee from 1 Jan 2010 to 31 July 2012.
- ii) to note the Chair's thanks to Professor Garel Rhys for his contribution as previous Chair of the Research, Innovation and Engagement Committee.

6.11 Learning and Teaching Strategies

Council received and considered proposals for extension of the current Learning and Teaching Strategies until 2010/11.

Resolved:

The paragraphs below are exempt from disclosure under section 22 of the Freedom of Information Act 2000 (information intended for future publication).

i) to iii)

6.12 HEW/CHEW/HEFCW Strategic Dialogue meeting venues 2010

Council received and noted the venues for the 2010 HEW/CHEW/HEFCW Strategic Dialogue meetings.

6.13 Members' Workshop 22 October 2009

Council received and noted the notes of the Members' Workshop held 22 October 2009.

6.14 Note of the Institutional Visit to Trinity University College, Carmarthen 16 October 2009

Council received and noted the note of the Institutional Visit to Trinity University College, Carmarthen held 16 October 2009.

6.15 Chief Executive Calendar of Meetings since 23 October 2009

Council received and noted the Chief Executive's Calendar of Meetings held since the last Council meeting.

6.16 FE in Wales presentation 29 January 2010

Council noted that a Council presentation on FE in Wales would be given by the Chair and Chief Executive of Colegau Cymru/Colleges Wales on 29 January 2010.

6.17 Corporate Health Standard

Council noted that HEFCW was awarded the Corporate Health Standard – Small Business Award at Silver level.

6.18 Report on Appointments Committee Resolutions

Council received and noted resolutions made by the Appointments Committee since the last Council meeting held 23 October 2009.

7. REPORT OF THE GOVERNANCE REVIEW OF HEFCW (HEFCW/09/104-WITHDRAWN)

7.1 Council noted that the Report of the Governance Review of HEFCW had not yet been received from the Welsh Assembly Government.

7.2 Resolved: that the Report would be considered by Council when available.

8. ANNUAL CORPORATE GOVERNANCE REVIEW (HEFCW/09/105)

8.1 Council received and considered the action points arising from the Council effectiveness review; the proposals for Governance review activity in 2010; reviewed *Standing Orders for the Conduct of Council Business*, reviewed *Scheme of Delegation*; reviewed *Financial Regulations* and a report on the application of the Council's official seal during 2009.

Council noted:

8.2 that any further action points relating to governance matters arising from the current members' development reviews, would be implemented during 2010.

8.3 the additional amendment proposed to the standing orders, following further review by officers, to remove standing order 3.2 (requiring that the Council should hold a special meeting once a year primarily to consider strategic issues) as strategic matters were discussed at all Council meetings.

Resolved:

8.4 to note the action points arising from the Council effectiveness review and the proposals for Governance review activity in 2010.

- 8.5 to note the review and approve the proposed amendments to its *Scheme of Delegation and Financial Regulations*.
- 8.6 to note that the *Code of Practice for Members of the Higher Education Funding Council for Wales (referred to in paragraph 5.7 of the standing orders)*, was currently being reviewed by officers and that the amended Code would be presented to the Council at its meeting to be held 29 January 2010.
- 8.7 to approve the proposed amendments to the *Standing Orders for the Conduct of Council Business*.
- 8.8 to receive a report on the application of the Council's official seal during 2009.
9. **FOR OUR FUTURE AND THE DEVELOPMENT OF THE HEFCW CORPORATE STRATEGY BEYOND 2010 (HEFCW/09/106)**
 - 9.1 Council received and considered the Minister's response to the Jones Review, *For our Future: The 21st Century Higher Education Strategy and Plan for Wales* and a draft of the vision, mission and strategic objectives to be included in the Corporate Strategy for 2010-11 – 2012-13, incorporating key actions from *For our Future*.

Council noted:

The paragraphs below are exempt from disclosure under section 22 of the Freedom of Information Act 2000 (information intended for future publication).

9.2 to 9.14

10. **STRATEGIC USE OF CORE FUNDING AND BUDGET ASSUMPTIONS (HEFCW/09/107)**
 - 10.1 Council received the analysis of the Welsh Assembly Government budget for 2010-11; information on HEFCW's budgetary financial position for 2010/11 and a tabled paper providing a summary of the outcomes of modelling.

Council noted:

The paragraphs below are exempt from disclosure under section 22 of the Freedom of Information Act 2000 (information intended for future publication).

10.2 to 10.12

11. **WIDENING ACCESS: RESPONSE TO REMIT LETTER (HEFCW/09/108)**

- 11.1 Council received and considered HEFCW's draft advice to the Minister for Children, Education, Lifelong Learning and Skills on widening access related matters, in response to the request in the Council's remit letter 2009-10.

Council noted:

- 11.2 thanks to officers for their work in preparing the advice and particularly in relation to the Steering Group with NUS Wales and Higher Education Wales which considered the advice on the Costs of Study.

Resolved:

- 11.3 to insert an additional line in Annex B paragraph 56 to explain the positive effects of the provision of information on the cost of study.
- 11.4 to delegate authority to the Chair and Chief Executive to finalise and submit the advice to the Minister, taking account of Council's views.

12. REVIEW OF THE ADDITIONAL FUNDING FOR PART-TIME STUDENTS (HEFCW/09/109)

- 12.1 Council received and considered the outcomes of an independent evaluation of the Additional Funding for Part-Time Students.

Council noted:

- 12.2 that future reviews of Widening Access funding would consider the matter of funding for part-time students.
- 12.3 that outcomes of the evaluation would provide further issues for consideration.

Resolved:

- 12.4 to note the recommendations of the Evaluation of the Additional Funding for Part-Time Students.
- 12.5 to confirm the continuation of funding for a further three years.
- 12.6 to agree to allocate funding based on the existing formula.

13. RECONFIGURATION AND COLLABORATION (HEFCW/09/110)

- 13.1 The Chief Executive reiterated the declaration that his partner is employed at Swansea Metropolitan University.

- 13.2 Council received a report of progress on the Reconfiguration and Collaboration Fund (RCF), associated 'One Wales' funding and the Strategic Development Fund (SDF) since its last meeting on 23 October 2009 and the tabled unconfirmed minutes of the meeting of the Reconfiguration and Collaboration Committee meeting held 30 November 2009.

Council noted:

The paragraphs below are exempt from disclosure under section 22 of the Freedom of Information Act 2000 (information intended for future publication).

13.3 to 13.9

14. ANY OTHER BUSINESS

14.1 Institutional Visit to Aberystwyth University 15 December 2009

Council noted the programme received for the Institutional Visit to Aberystwyth University to be held 15 December 2009.

14.2 UWIC Institutional Visit

Council noted that there would be an Institutional Visit to The University of Wales Institute, Cardiff (UWIC) on 28 January 2010.

14.3 Mr Mike Hopkins

Council noted that Mr Mike Hopkins, Welsh Assembly Government assessor, would be departing from his post in June 2010 and congratulated him on his appointment as Principal of Middlesborough College.

14.4 Departing Council members

Council noted that the terms of Professor Garel Rhys and Mr Ken Richards would end on 31 December 2009. The Chair and Members expressed warm thanks for their contributions to Council.

15. DATE OF NEXT MEETING

Council noted the date of the next meeting as 29 January 2010, to be held at HEFCW Offices, Llanishen.

16. UNSATISFACTORY QUALITY POLICY (HEFCW/09/111)

- 16.1 Council received and considered details of HEFCW's Unsatisfactory Quality Procedure, following consultation with the sector.

- 16.2 Resolved: to approve the Unsatisfactory Quality Policy for publication, noting that it would undergo equality impact assessment first.
17. INITIAL TEACHER TRAINING INTAKE TARGETS 2010/11 (HEFCW/09112)
- 17.1 Council received and considered the allocation of primary and secondary initial teacher training (ITT) intake targets to ITT providers for 2010/11.
- 17.2 Resolved: to delegate authority to the Chairman to approve the allocation of primary and secondary intake targets to institutions for 2010/11.
18. ANNUAL HEFCW EQUALITY REPORT (HEFCW/09/113)
- 18.1 Council received and considered the draft Equality and Diversity (E&D) Report 2009.
Resolved:
- 18.2 to note the outcomes and progress to date against the 2007-09 Equality Action Plan.
- 18.3 to delegate authority to the Chief Executive to finalise the Equality Annual Report for publication.
19. FRAUD RISK MANAGEMENT UPDATE HEFCW/09/114)
- 19.1 Council received and considered the 'Fraud Policy Statement' and the 'Fraud Response Plan' which were discussed and agreed by the Audit & Risk Committee on 8 October 2009.
Resolved:
- 19.2 to approve the Fraud Policy Statement and Fraud Response Plan.
- 19.3 to note that a corporate fraud risk register will be presented annually, first to the Audit & Risk Committee and then to Council, commencing in 2010.
20. COUNCIL FORWARD BUSINESS PLAN (HEFCW/09/115)
- 20.1 Council received the Forward Business Plan for Council meetings to be held January to July 2010.
- 20.2 Resolved: to note the Forward Business Plan for the Council meetings to be held January to July 2010.

21. CASH EXPENDITURE REPORT FOR THE PERIOD APRIL TO SEPT 2009, QUARTER 2 HEFCW FINANCIAL YEAR 2009-10 (HEFCW/09/116)
- 21.1 Council received the report of the financial monitoring of programme and running costs cash expenditure for quarter two of financial year April 2009 to March 2010.
- 21.2 Resolved: to note the second progress report on actual performance against cash profile for 2009-10 financial year.
22. QUARTER 2 ACCRUALS BASED MANAGEMENT ACCOUNTS HEFCW FINANCIAL YEAR 2009-10 (HEFCW/09/117)
- 22.1 Council received the accruals based management accounts report for the period April to September 2009 (Q2).
- 22.2 Resolved: to note the second financial report on the management accounts prepared on an accruals basis for the period April to September 2009.
23. HEFCW SUPPORT FOR QUALITY ENHANCEMENT (HEFCW/09/118)
- 23.1 Council received and considered a draft circular *Mechanisms for supporting the Enhancement of Learning Opportunities* and background information, including about the recent joint agency statement on student engagement and the launch of the Wales Initiative for Student Engagement (WISE).
- Resolved:
- 23.2 to note background information on the quality enhancement of learning opportunities, including the statement on student engagement.
- 23.3 to note the planned publication of *Mechanisms for Supporting the Enhancement of Learning Opportunities* following equality impact assessment.
24. SUBJECTS OF BROADER IMPORTANCE TO WALES (HEFCW/09/119)
- 24.1 Council received an update on the current position with regard to Subjects of Broader Importance to Wales.
- 24.2 Resolved: to note the update on the current position with regard to Subjects of Broader Importance to Wales.
25. UKHEAC UPDATE (HEFCW/09/120)

- 25.1 Council received the most recent annual report of the UK Healthcare Education Advisory Committee (UKHEAC) as presented to HEFCE in February 2009.
- 25.2 Resolved: to note the most recent annual report of the UK Healthcare Education Advisory Committee (UKHEAC)
26. MINUTES OF 21 OCT MEETING OF STUDENT EXPERIENCE AND TEACHING QUALITY COMMITTEE (HEFCW/09/121)
- 26.1 Council received the unconfirmed minutes of the Council's Student Experience, Teaching and Quality Committee held on 21 October 2009.
- 26.2 Resolved: to note the unconfirmed minutes of the Council's Student Experience, Teaching and Quality Committee held on 21 October 2009.
27. MINUTES OF 20 OCT MEETING OF RESEARCH, INNOVATION AND ENGAGEMENT COMMITTEE (HEFCW/09/122)
- 27.1 Council received the unconfirmed note of the third meeting of the Council's Research, Innovation and Engagement Committee held on the 20 October 2009.
- Resolved:
- 27.2 to receive the unconfirmed note of the Research, Innovation and Engagement Committee meeting held on 20 October 2009.
- 27.3 to note the outcomes of the Committee's preliminary discussion on the position of the Welsh research base following the 2008 RAE.
28. MINUTES OF MEETING OF HUMAN RESOURCES COMMITTEE 13 NOVEMBER 2009 (HEFCW/09/123) **MEMBERS ONLY**
- 28.1 Council received the minutes of the meeting of the Human Resources Committee held 13 November 2009.
- 28.2 Resolved: to note the minutes of the meeting of the Human Resources Committee held 13 November 2009.
29. MINUTES OF REMUNERATION COMMITTEE 13 NOVEMBER 2009 (HEFCW/09/124) **MEMBERS ONLY**
- 29.1 Council received the minutes of the meeting of the Remuneration committee held 13 November 2009.

29.2 Resolved: to note the minutes of the meeting of the Remuneration committee held 13 November 2009.

30. INITIAL TEACHER TRAINING: GRADUATE TEACHER PROGRAMME – WELSH ASSEMBLY GOVERNMENT CONSULTATION (HEFCW/09/125)

30.1 Council received details of the consultation being undertaken by the Welsh Assembly Government on its Employment Based Teacher Training Scheme with the intention of transferring responsibility for the Graduate Teacher Programme to HEFCW and higher education initial teacher training (ITT) providers.

30.2 Resolved: to note details of the consultation being undertaken by the Welsh Assembly Government on its Employment Based Teacher Training.

Signature.....Date.....