

**Minutes of the 136th meeting of the Council held 12 March 2010 at HEFCW Offices, Cardiff**

**Present:**

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

**Speaker:** Mr Leighton Andrews, Minister for Children, Education and Lifelong Learning, Welsh Assembly Government (for item 6)

**Observers:** Dr Dennis Gunning, Director - Skills, Higher Education and Lifelong Learning Group, DCELLS (Welsh Assembly Government) (for item 6)  
Mr Mike Hopkins, Head of Lifelong Learning + Providers Division, DCELLS (Welsh Assembly Government)  
Mr Mark Batho, Chief Executive, SFC  
Dr John Selby, Director, Education and Participation, HEFCE  
Ms Katie Dalton, President, National Union of Students in Wales

**Officers:** Dr David Blaney  
Ms Leanne Holborn (from minute 7)  
Mr Roger Carter  
Ms Niina Hammond  
Mr Richard Hirst  
Ms Celia Hunt  
Ms Bethan Owen  
Ms Emma Raczka  
Ms Linda Tiller (for minute 11)

**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.
- 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. MINUTES OF THE MEETING HELD ON 29 JANUARY 2010  
(HEFCW/10/MIN135)

Resolved: that the Minutes be accepted as a true record of the meeting held on 29 January 2010.

3. MATTERS ARISING (HEFCW/10/15)

- 3.1 Council received and considered a report on action taken following the previous Council meeting held 29 January 2010.

Resolved:

- 3.2 to note the contents of the Matters Arising report.

4. CHAIRMAN'S REPORT

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

4.2 Resolved:

- i) to note that the Chair and Chief Executive had met with the Minister for Children, Education and Lifelong Learning, and discussed action required to take forward *For Our Future*, as well as the reviews of the efficiency of administration of Education in Wales and of Governance in HE.
- ii) to note that the Chair and Chief Executive had met with Sir Adrian Webb in the first of regular liaison meetings with the Wales Employment and Skills Board.
- iii) to note that the Chief Executive had spoken at the Leadership Foundation Governors conference. Copies of the Minister's speech on Governance in HE at this event had been circulated.

- iv) to note that the Governance in HE Review Chair was yet to be appointed and terms of reference for the Group yet to be confirmed. The report of the first phase of the review of the cost of administration of education in Wales was expected by the end of March.
- v) to note that the Chair and Chief Executive were arranging to meet with the Deputy Minister for Skills, Innovation and Science.
- vi) to note that the Chair and Chief Executive of the Welsh Language Board would present before the 7 May 2010 Council meeting.
- vii) to note an oral update from the Chair of the Human Resources Committee on its meeting held on 11 March 2010. Further noted that the Welsh Assembly Government had approved the Pay and Grading Review, which had been agreed by Works Council and was currently with HEFCW staff for a ballot.
- viii) to note an oral update from the Chair of the Audit and Risk Committee on its meeting held on 10 March 2010. Further noted that the committee had discussed in detail the draft outcomes of the Institutional Risk Review (IRR) process which was being implemented for the first time this year, and also discussed the Financial Health of the sector and HEFCW's Corporate Risk register. The final outcomes of the IRR would be presented to Council for approval in May.

## 5. CHIEF EXECUTIVE'S REPORT (HEFCW/10/CE2)

### 5.1 Developing a Regional Dimension to the Planning and Delivery of Higher Education

***The paragraphs below are exempt from disclosure under section 43 of the Freedom of Information Act 2000 (information which is commercially sensitive)***

*i) and ii)*

### 5.2 Governance at Glyndŵr University

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

*i)*

### 5.3 National Assembly for Wales Finance Committee 10 March 2010

Council noted that the Chief Executive, Director of Finance and Corporate Services and Director of Strategic Development, as well as representatives of HEW had appeared before the National Assembly for Wales' Finance

Committee on 10 March 2010. Further noted that supplementary notes had been provided by HEFCW to the Committee following the meeting.

5.4 Fourth year funding for the Welsh Beacon for Public Engagement

The Chair declared his interest in the Welsh Beacon Project as former Deputy Chair of Techniquet. Professor Robin Williams declared his interest as current member of the Council of Techniquet.

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i)

5.5 Reflections on Institutional Visit to Cardiff University on 11 March 2010

Council considered the Institutional Visit to Cardiff University on 11 March 2010.

Resolved:

- i) to note that Council member Professor Sir Brian Smith reiterated his interest as former Vice-Chancellor of Cardiff University. Further noted that Sir Brian had not taken part in the Institutional Visit nor in Council meeting discussions regarding it.
- ii) to note that the discussion had provided useful opportunities to discuss a range of matters with the University's senior management and members of the Governing body.

5.6 Deputising Arrangements for Chair of Council

Council noted that Professor Sir Brian Smith had been confirmed to act as Council Chair for a period of twelve months in the unforeseen absence of the Chair of Council.

5.7 Chief Executive's Calendar of Meetings since 29 January 2010

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

5.8 Appointments Committee approval

Council noted the appointment of a HEFCW representative, Alec McSkimming onto the JANET Board for a term of three years as approved by the Appointments Committee.

5.9 Council Members' Workshop 6 May 2010

Council received and noted the 6 May 2010 Council Members' Workshop venue, schedule and guest speaker.

5.10 Note of Institutional Visit to University of Wales Institute, Cardiff 28 January 2010

Council received and noted the note of the Institutional Visit to the University of Wales Institute, Cardiff on 28 January 2010.

6. ADDRESS BY THE MINISTER FOR CHILDREN, EDUCATION AND LIFELONG LEARNING

6.1 The Chair welcomed the Welsh Assembly Government Minister for Children, Education and Lifelong Learning, Mr Leighton Andrews and Welsh Assembly Government Director - Skills, Higher Education and Lifelong Learning Group, Dr Dennis Gunning.

6.2 Council noted that HEFCW had received the Remit letter 2010-11 on 11 March 2010.

6.3 The Minister for Children, Education and Lifelong Learning ('The Minister') detailed his plans for radical change within HE in Wales and emphasised HEFCW's role in this.

6.4 The Minister:

- i) outlined current and future pressure on the Assembly budgets and spoke about the current review of the cost of the administration of Education in Wales and the planned review of HE governance.
- ii) stated that Governors should help contribute to the delivery of world-class teaching and research within Wales. He wanted the governance review to look at the appointment process for governing body members and the roles and responsibilities of HEI governing bodies.
- iii) thanked the Council for its Action Plan to implement the *For Our Future* policy but added that he required greater pace. The Minister emphasised the need for HEFCW's Corporate Strategy to respond to the *For Our Future* requirements and for effective measurable outcomes to be in place to monitor HEIs' progress in achieving these.
- iv) responded to matters raised including the need to address student experience and teaching quality; the capping of student numbers; the context of the wider UK political environment and the need for collaboration between DCELLS and all the other WAG departments that work with HE.

6.5 In discussion, Members:

- i) welcomed the Minister's positive comments about the need for change, such as that in attaining world-class research activities, within HEIs.
- ii) emphasised the tough criteria applied for the award of funding by the Reconfiguration and Collaboration Committee, following consideration of external advice, and that these investments needed time to develop their full potential. However, there was evidence already to show the success of previous Reconfiguration and Collaboration investments.
- iii) expressed their support for the Minister's vision for HE in Wales and noted the need for clarity of outcomes required from HE by the Welsh Assembly Government.
- iv) noted that the implementation of the strategy for HE will involve challenging activities and that the Minister's continuing support of the Council would be important if change within the sector is to be achieved.
- v) noted that they were looking forward to working with the newly-appointed Chief Scientific Adviser.
- vi) discussed issues of regionalisation and FE/HE Collaboration.
- vii) provided updates on developments with the University of Wales and Coleg Federal.

6.6 The Minister thanked Council for the discussion and Members for their input.

## 7. CORPORATE STRATEGY 2010-11 TO 2012-13 AND UPDATE ON *FOR OUR FUTURE* ACTION PLAN (HEFCW/10/16)

7.1 Council received and considered the initial action plan for *For our Future, The twenty first century higher education strategy and plan for Wales*; the consultation draft of the HEFCW Corporate Strategy, including indicators and the tabled Remit Letter 2010-11.

Council noted:

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7.2 to 7.8

## 8. RECURRENT GRANT 2010/11 – ALLOCATIONS (HEFCW/10/17)

- 8.1 Council received and considered the final proposals for distribution of the recurrent grant for AY 2010/11 and a tabled revised table 5 annex. In so doing, members took account of the requirements of the tabled remit letter 2010-11.

Council noted:

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8.2 to 8.15

9. CORPORATE RISK REGISTER (HEFCW/10/18)

- 9.1 Council received and considered latest update of its Corporate Risk Register as considered by the Audit and Risk Committee at its meeting on 10 March 2010.

Council noted:

- 9.2 that it would be helpful to include the date of the previous change of risk category in the register data.

Resolved:

- 9.3 to note changes made to the Corporate Risk Register.  
9.4 to approve the latest update to the Corporate Risk Register and the distribution of those risks.  
9.5 to note the commentary on the current distribution of risks and on likely developments in the immediate future.

10. HEFCW PROGRAMME AND RUNNING COSTS BUDGET FOR FINANCIAL YEAR 2010-11 (HEFCW/10/19)

- 10.1 Council received and considered the financial year programme and running costs budget for HEFCW, on a cash basis, including the cash brought forward, for the period 2010-11.

Council noted:

- 10.2 the total programme grant in aid due from WAG and the running costs' grant in aid for the financial year 2010-11.

Resolved:

- 10.3 to approve the financial year budget 2010-11.

11. RESEARCH EXCELLENCE FRAMEWORK: CONSULTATION OUTCOMES (HEFCW/10/20)

- 11.1 Council received and considered detailed arrangements for all aspects of the Research Excellence Framework, recognising that in some areas analytical work was continuing to pilot and refine elements of the new approach.

Council noted:

- 11.2 that the proposals had been endorsed by the HEFCE Board at its meeting on 3 March 2010 and were to be considered by the SFC Council on 19 March 2010.

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11.3 to 11.9

12. ANALYSIS OF INSTITUTIONS' FINANCIAL HEALTH (HEFCW/10/21)

- 12.1 Council received and considered analysis of the financial health of the higher education sector and individual HEIs as indicated by the audited financial statements for the period 1 August 2008 to 31 July 2009.

Council noted .

***The paragraphs below are exempt from disclosure under sections 41 (information provided in confidence) and 43 (information which is commercially sensitive) of the Freedom of Information Act 2000***

12.2 to 12.4

13. INITIAL TEACHER TRAINING: SECONDARY UNDERGRADUATE PROVISION (HEFCW/10/22)

- 13.1 Council received and considered a report on secondary undergraduate (UG) initial teacher training (ITT) commissioned by HEFCW and recommendations in the light of the conclusions of the report.

Council noted:

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13.1 to 13.5

14. RECONFIGURATION AND COLLABORATION (HEFCW/10/23)

- 14.1 The Chief Executive reiterated the declaration that his partner is employed at Swansea Metropolitan University.
- 14.2 Council received a report on developments relating to the Reconfiguration and Collaboration Fund (RCF), associated 'One Wales' funding and the Strategic Development Fund (SDF) since its last meeting on 29 January 2010. A copy of a draft contract between Welsh Ministers and HEFCW relating to the University of the Heads of the Valleys Institute (UHOVI) was tabled for consideration.

Council noted:

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14.3 to 14.11

15. ANY OTHER BUSINESS

15.1 Dr John Selby Retirement

Resolved: to note the Council's warm thanks to Dr John Selby, Director, Education and Participation, HEFCE for his contributions to HEFCW Council meetings. Further noted the good wishes of the Council for his forthcoming retirement.

16. DATE OF NEXT MEETING

Council noted the date of the next meeting as Friday 7 May 2010, to be held at HEFCW Offices, Llanishen.

17. MINUTES OF 26 JANUARY 2010 MEETING OF RESEARCH, INNOVATION AND ENGAGEMENT COMMITTEE (HEFCW/10/24)

- 17.1 Council received and considered the unconfirmed notes of the Research, Innovation and Engagement (RIE) Committee meeting held on the 26 January 2010 and the committee's recommendations.

Resolved:

- 17.2 to receive the unconfirmed notes of the Research, Innovation and Engagement Committee meeting held on 26 January 2010.
- 17.3 to note that in respect of the advice offered by the Research, Innovation and Engagement Committee regarding *Criteria for Designation as a National Research Centre*, delegated authority had been given to the Chairs of Council, the RIE and Reconfiguration and Collaboration Committees and the Chief Executive to proceed with advice to the Welsh Assembly Government following an oral report from the Chair of the RIE Committee at the Council's last meeting on 29 January 2010.
- 17.4 to note the outcomes of the recent consultation on future third mission funding arrangements and the RIE Committee's advice on how to respond.

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*17.5 and 17.6*

18. ACTION PLAN FOR IMPLEMENTING THE FINDINGS OF THE GOVERNANCE REVIEW OF HEFCW (HEFCW/10/25)
  - 18.1 Council received and considered an action plan to address the matters raised in the report on the Citizen-centred Governance Review of HEFCW, published by the Welsh Assembly Government's Performance and Governance unit in December 2009.
  - 18.2 Resolved: to approve the action plan to address the matters raised in the Report on the Citizen-centred governance review of HEFCW.
19. WIDENING ACCESS FUNDING ALLOCATIONS AND REACHING WIDER INITIATIVE FUNDING (HEFCW/10/26)
  - 19.1 Council received and considered information on managing new widening access strategy submissions and Reaching Wider proposals in the light of progress with *For Our Future* implementation and the total Widening Access Strategy and Reaching Wider initiative allocations for 2010/11.  
  
Resolved:
  - 19.2 to approve the one-year extension of existing widening access strategies and Reaching Wider proposals for 2010/11.
  - 19.3 to confirm the allocation of £2,047,595 for the Widening Access Strategy Fund for 2010/11.

- 19.4 to note that £5,000 be retained from the Widening Access Strategy Fund for programme-related expenses.
- 19.5 to note that £26,000 had been set aside from the Widening Access Strategy Fund for the Supporting Professionalism in Admissions (SPA) programme in 2010/11.
- 19.6 to delegate authority to the Chief Executive to release the institutions' allocations, subject to the receipt of satisfactory annual monitoring statements.
- 19.7 to approve a one-year extension of Reaching Wider proposals to 2010/11.
- 19.8 to confirm the allocation of £2,132,756 for the Reaching Wider initiative.
- 19.9 to note that £100k had been retained from the Reaching Wider budget for central coordination.
- 19.10 to delegate authority to the Chief Executive to release the Partnerships' funding allocations.

20. MATCHED FUNDING SCHEME (HEFCW/10/27)

- 20.1 Council received and considered an update on developments relating to the Matched Funding Scheme and the 2010 payments to be made to institutions under the Scheme.

Resolved:

- 20.2 to note the arrangements for delivery of the Matched Funding Scheme.
- 20.3 to approve the Matched Funding Scheme payments to be made to institutions in March 2010, in respect of donations received in 2008/09.

21. INITIAL TEACHER TRAINING: RECONFIGURATION (HEFCW/10/28)

- 21.1 Council received and considered for information the progress report submitted to the Welsh Assembly Government on Initial Teacher Training reconfiguration for 2009-10.
- 21.2 Resolved: to note the contents of the report on Initial Teacher Training reconfiguration for 2009-10.

22. INITIAL TEACHER TRAINING: INTAKE TARGETS 2010/11 (HEFCW/10/29)

- 22.1 Council received and considered primary and secondary Initial Teacher Training intake targets for the Centres of Teacher Education and the Open University in Wales for 2010/11.

Resolved

- 22.2 to note the institutional ITT intake target allocations for 2010/11.
- 22.3 to note the exercise of delegated authority by the Chairman in approving the allocations.

23. COUNCIL FORWARD BUSINESS PLAN (HEFCW/10/30)

- 23.1 Council received the Forward Business Plan for Council meetings to be held May to October 2010.
- 23.2 Resolved: to note the Forward Business Plan for the Council meetings to be held May to October 2010.

24. CASH EXPENDITURE REPORT FOR THE PERIOD APRIL TO DEC 09, QUARTER 3 HEFCW FINANCIAL YEAR 2009-10 (HEFCW/10/31)

- 24.1 Council received a report of the financial monitoring on programme and running costs cash expenditure for quarter three of financial year April 2009 to March 2010.
- 24.2 Resolved: to note the third progress report on actual performance against cash profile for 2009-10 financial year.

25. Q3 ACCRUALS BASED MANAGEMENT ACCOUNTS HEFCW FINANCIAL YEAR 2009-10 (HEFCW/10/32)

- 25.1 Council received the accruals based management accounts report for the period April to December 2009 (quarter three).
- 25.2 Resolved: to note the third financial report on the management accounts prepared on an accruals basis for the period April to December 2009.

26. HIGHER EDUCATION ACADEMY ANNUAL REPORT 2008/09 (HEFCW/10/33)

- 26.1 Council received the final report on the progress of the Higher Education Academy against the grant letter for 2008/09 and the annual report of the Academy for the UK.

Resolved:

- 26.2 to note the final report of the Higher Education Academy on performance against the HEFCW grant letter for 2008/09.
- 26.3 to note the annual report of the Higher Education Academy for the UK for 2008/09.
  
- 27. HEFCW RESPONSE TO HEI DISABILITY EQUALITY SCHEME RECOMMENDATIONS (HEFCW/10/34)
  - 27.1 Council received the proposed response to the recommendations made within the sector overview report following the review of Welsh Higher Education Institutions' Disability Equality Schemes.
  - 27.2 Resolved: to note the proposed responses to the HEFCW-specific recommendations in the sector overview report of Higher Education Institutions' Disability Equality Schemes.
  
- 28. MINUTES OF 20 JANUARY 2010 MEETING OF STUDENT EXPERIENCE, TEACHING AND QUALITY COMMITTEE (HEFCW/10/35)
  - 28.1 Council received the unconfirmed minutes of the Council's Student Experience, Teaching and Quality Committee held on 20 January 2010.
  - 28.2 Resolved: to note the unconfirmed minutes of the Council's Student Experience, Teaching and Quality Committee held on 20 January 2010.

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