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## **CAPITAL FUNDING FOR LEARNING AND TEACHING AND IT INFRASTRUCTURE**

**31 May 2005**

**Ref: W05/32HE**

To: Heads of higher education institutions in  
Wales

Summary: This Circular announces indicative capital  
funding allocations for learning and teaching  
and IT infrastructure for 2006-07 and 2007-  
08, together with an additional capital  
funding allocation for 2005-06.

Response by: 13 January 2006

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## INTRODUCTION

- 1 This Circular announces indicative capital funding allocations for learning and teaching and IT infrastructure for 2006-07 and 2007-08, together with an additional capital funding allocation for 2005-06.

## BACKGROUND

- 2 The Welsh Assembly Government's announcement of the Council's grant-in-aid for 2005-06 also provided indicative figures for funding for 2006-07 and 2007-08. In the case of the Council's capital line, this indicative funding amounts to £18.396 million in each of those two years.
- 3 The Council agreed in December 2004 to maintain capital funding for research at £10.762 million in each of 2006-07 and 2007-08 in order to hold its contributions to the Science Research Investment Fund (SRIF) at existing levels. Consequently, the balance of capital funding remaining, which is available for learning and teaching and IT infrastructure, amounts to £7.634 million in each year - £15.268 million in total.
- 4 The announcement of the Council's grant-in-aid for 2005-06 also indicated that the confirmed capital funding line for that year is £4 million higher than the previous indicative funding. The Assembly has stated that this is a one-off uplift, to be split between teaching and research.

## INDICATIVE CAPITAL FUNDING FOR LEARNING AND TEACHING AND IT INFRASTRUCTURE 2006-07 AND 2007-08

- 5 Following the pattern of previous years, the Council has divided its indicative capital funding for learning and teaching and IT infrastructure for 2006-07 and 2007-08 between large-scale, sector-wide IT developments and formula allocations to institutions, with the emphasis on the latter.

### SECTOR-WIDE IT DEVELOPMENTS

- 6 The Council has agreed to set aside a total of £600k from its indicative capital funding line in each of 2006-07 and 2007-08 for its contribution to the establishment of SuperJANET5 and for the upgrade of the Metropolitan Area Networks (MANs) in Wales. It has also reserved £225k for upgrades to the pan-Wales Video Services Network (VSN) in 2007-08.

### ALLOCATIONS TO INSTITUTIONS

- 7 Following the deduction of the funding for sector-wide IT developments outlined in the previous paragraph, a total of £13.843 million is available for distribution to institutions by formula in 2006-07 and 2007-08. **As indicated in paragraph 2, this funding is still indicative at this stage and allocations for each of the two years will be subject to confirmation when the Council's grant-in-aid for those years is confirmed.** However, in view of the considerable lead time which can be required for programmes of capital expenditure, the Council has agreed that the indicative allocations and arrangements for deployment of the funding should be announced at this point.

### *Areas of Expenditure*

- 8 The funding is being made available on broadly the same basis as the two previous rounds of capital funding for learning and teaching and IT infrastructure. It is being allocated to institutions by formula for use in support of developments and enhancements to the learning and teaching and IT infrastructure which are consistent with wider institutional strategies in those areas. These strategies include the learning and teaching strategy, the widening access strategy, the estates strategy and disability provision plans.
- 9 This approach is intended to give institutions maximum flexibility in the use of their allocations whilst, at the same time, ensuring that deployment is firmly linked to wider strategic considerations.
- 10 Examples of specific areas of activity which institutions might wish to support include the following, although this is not intended as a definitive list:
- estates work to improve the quality of the learning and teaching environment
  - equipment for learning and teaching activities
  - enhancement of management information systems, campus communications networks, wide area networks and managed learning environments
  - provision of additional studios or other enhancements to the sector-wide video services network
  - measures to improve energy or water efficiency
  - infrastructure developments required in order to ensure compliance with disability legislation.
- 11 Since this is capital funding, it may not be used for the support of staff posts. Nor may it be used for the employment of consultants.

### *Allocation Method*

- 12 Following the Council's usual practice in distributing capital funding for learning and teaching, the funding has been allocated in proportion to institutions' total formula driven funding for teaching for 2005/06 (i.e. core grant plus premium and per capita payments).
- 13 The allocations are shown at **Annex A**. As noted above, the funding is currently indicative, and allocations will be subject to annual confirmation.

### *Claiming Allocations*

- 14 The release of institutions' allocations will be subject to the submission of acceptable plans for programmes of expenditure. These should be provided by completing the pro forma shown at **Annex B**. An electronic version of the pro forma can be downloaded from the Council's website (<http://www.hefcw.ac.uk>) where it will be available alongside this Circular.
- 15 It is important that the information provided in the pro forma should be sufficiently specific to provide the Council with a clear understanding of institutions' intentions. In this context, attention is drawn to the notes of guidance on the completion of the pro forma which are attached at **Annex C**, and to the illustrative example of a completed section of the pro forma appended to the Annex.

- 16 Although the indicative capital allocations are being announced at this point in order to allow maximum time for planning, institutions are not required to submit their expenditure plans until January 2006. By that time, confirmed figures should be available for the 2006-07 allocations, although those for 2007-08 will remain indicative.

#### *Timing of Payments*

- 17 The allocations for 2006-07 will be paid in two equal tranches in April 2006 and September 2006; those for 2007-08 will be paid in April 2007 and September 2007.

#### *Monitoring and Evaluation*

- 18 Expenditure of the 2006-07 allocation should be completed by 1 March 2007, and expenditure of the 2007-08 allocation by not later than 30 October 2008. Institutions will be asked to provide confirmation at those points that the funding has been spent in accordance with the agreed plans. The Council may reclaim any funding which remains unspent at 30 October 2008.
- 19 Institutions will also be asked to provide, by 30 October 2008, a brief statement of the overall impact of the funding and the benefits derived.

#### **ADDITIONAL CAPITAL FUNDING FOR 2005-06**

- 20 As indicated in paragraph 4 above, the Welsh Assembly Government has provided a one-off uplift of £4 million to the Council's capital funding line for 2005-06, to be used in support of both learning and teaching and research. The Council has agreed to augment this sum with a further £641k of capital funding previously set aside for other purposes.

#### *Purpose of Funding*

- 21 This funding is being made available for the same purposes as the indicative capital funding for learning and teaching and IT infrastructure for 2006-07 and 2007-08, as set out in paragraphs 8 to 11 above, with the additional provision that it may also be use in support of infrastructure for research where institutions wish to do so. This reflects the Assembly Government's expectation that the funding should be made available in support of both learning and teaching and research.
- 22 Eligible areas of expenditure under the additional category of research infrastructure would include the purchase of research equipment and the refurbishment of research accommodation.
- 23 This approach is intended to provide institutions with maximum flexibility over the use of their allocations, whilst at the same time seeking to minimise the fragmentation of funding streams.

#### *Allocation Method*

- 24 The funding has been allocated in proportion to institutions' 2005/06 formula funding allocations for both teaching and research (QR and the Research Investment Fund). In this instance, in view of the smaller sum available, the Council has applied a minimum level of award in order to ensure that all institutions receive meaningful allocations. This has been set at £100k.

- 25 The allocations are shown at **Annex D**. These allocations are based on confirmed funding and are not subject to any further confirmation.

*Claiming Allocations*

- 26 The release of allocations will be subject to the submission of acceptable plans for programmes of expenditure. These should be provided by completing the pro forma shown at **Annex E**, an electronic copy of which can be downloaded from the Council's website.

*Timing of Payments*

- 27 Subject to receipt of acceptable plans, allocations will be released in March 2006.

*Monitoring of Expenditure*

- 28 Expenditure should be completed by 1 March 2007, and institutions will be asked to provide confirmation at that point that the funding has been spent in accordance with the agreed plans.

**RESPONSES AND FURTHER INFORMATION**

- 29 Institutions should submit their plans for the use of both their indicative allocations for 2006-07 and 2007-08 and the additional funding for 2005-06 to the Council by **Friday, 13 January 2006**, using the pro formas provided. The completed pro formas should be addressed to Emma Morris, Strategic Projects Manager, Higher Education Funding Council for Wales, Linden Court, the Orchards, Ilex Close, Llanishen, Cardiff CF14 5DZ.
- 30 Any queries arising from this Circular should also be directed to Emma Morris (029 2068 2292; emma.morris@hefcw.ac.uk).

**CAPITAL FUNDING FOR LEARNING AND TEACHING AND IT INFRASTRUCTURE  
2006-07 AND 2007-08**

**INDICATIVE ALLOCATIONS**

INSTITUTION	2005/06 TEACHING FUNDING £	INDICATIVE ALLOCATIONS		
		2006-07 £	2007-08 £	TOTAL £
University of Glamorgan	39,899,101	1,095,369	1,060,331	2,155,700
University of Wales, Aberystwyth	23,369,835	641,583	621,060	1,262,643
University of Wales, Bangor	21,847,056	599,777	580,592	1,180,369
Cardiff University	61,833,886	1,697,554	1,643,254	3,340,808
University of Wales, Lampeter	4,553,227	125,002	121,004	246,006
University of Wales Swansea	25,552,354	701,501	679,061	1,380,562
University of Wales Institute, Cardiff	23,927,911	656,904	635,891	1,292,795
University of Wales, Newport	17,270,051	474,123	458,957	933,080
North East Wales Institute	13,902,215	381,664	369,456	751,120
Swansea Institute of Higher Education	13,758,542	377,720	365,637	743,357
Trinity College, Carmarthen	5,214,980	143,169	138,590	281,759
Royal Welsh College of Music & Drama	5,086,190	139,634	135,167	274,801
<b>TOTAL</b>	<b>256,215,348</b>	<b>7,034,000</b>	<b>6,809,000</b>	<b>13,843,000</b>



## HIGHER EDUCATION FUNDING COUNCIL FOR WALES

INDICATIVE CAPITAL FUNDING FOR LEARNING AND TEACHING  
AND IT INFRASTRUCTURE  
2006-07 AND 2007-08

## EXPENDITURE PLANS

<b>INSTITUTION:</b>	
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<b>INDICATIVE ALLOCATION</b>	
2006-07:	£
2007-08:	£
<b>TOTAL:</b>	£

<b>CONTACT FOR ANY QUERIES</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

**INDICATIVE CAPITAL FUNDING FOR LEARNING AND TEACHING AND IT INFRASTRUCTURE 2006-07 AND 2007-08**

<b>PROPOSED DEVELOPMENT</b> <i>Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits.</i>	<b>EQUIPMENT TO BE PURCHASED/ ESTATES WORK TO BE UNDERTAKEN</b> <i>Please provide itemised list</i>	<b>EXPENDITURE BREAKDOWN</b>		
		<b>2006-07</b>	<b>2007-08</b>	<b>TOTAL</b>
<i>Sub-Total</i>				
<i>Sub-Total</i>				

**Continue on separate sheets as required**

<b>PROPOSED DEVELOPMENT</b> <i>Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits.</i>	<b>EQUIPMENT TO BE PURCHASED/  ESTATES WORK TO BE UNDERTAKEN</b> <i>Please provide itemised list</i>	<b>EXPENDITURE BREAKDOWN</b>		
		<b>2006-07</b>	<b>2007-08</b>	<b>TOTAL</b>
<i>Sub-Total</i>				
<i>Sub-Total</i>				
<b>TOTAL</b>				



**INDICATIVE CAPITAL FUNDING FOR LEARNING AND TEACHING  
AND IT INFRASTRUCTURE  
2006-07 AND 2007-08**

**NOTES OF GUIDANCE ON COMPLETION OF EXPENDITURE PLANS**

- 1 The following guidance is intended to help institutions ensure that the information submitted is sufficient for the Council's purposes, thereby minimising the need for any requests for supplementary information or clarification.

**Column 1: Description of Proposed Development**

- 2 In this column, you are asked:
- to identify the relevant institutional strategy/strategies and explain how it/they relate to the proposed development. (Relevant strategies include the teaching and learning strategy, the widening access strategy, the estates strategy, and disability provision plans.)
  - to describe, in general terms, how the funding will be used. **Please ensure that this description is sufficiently full to provide the Council with a clear understanding of the nature of the proposed development.**
  - to indicate the anticipated benefits of the proposed expenditure.
- 3 Where the proposed expenditure builds on earlier developments supported from HEFCW's capital funding, it would be helpful if this could be indicated.

**Column 2: Equipment to be Purchased/Work to be Undertaken**

- 4 Please itemise the equipment to be purchased and/or the estates or other work to be undertaken. It is important that the information provided should:
- be sufficiently **specific** and detailed to provide the Council with a clear understanding of how the funding will be used.
  - be **quantified**. For example, if it is intended to purchase additional PCs, the anticipated number of PCs should be stated; similarly, if it is intended to upgrade audio visual facilities in teaching rooms, the anticipated number of rooms to be upgraded should be specified.
- 5 In the case of any proposals involving new build or substantial refurbishment, please state the floor area involved (in square metres – m<sup>2</sup>)

**Column 3: Expenditure Breakdown**

- 6 Column 3 should show the proposed expenditure on each proposed development, by year and in total. Additionally, in the case of developments for which more than one element of expenditure is listed in column 2, corresponding breakdowns of expenditure should be provided in column 3.
- 7 In the case of any proposals involving new build or very substantial refurbishment work, the Council may subsequently request additional financial information (e.g. option appraisals).

**ILLUSTRATIVE EXAMPLE OF COMPLETED SECTION OF PRO FORMA**

<b>PROPOSED DEVELOPMENT</b> <i>Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits.</i>	<b>EQUIPMENT TO BE PURCHASED/ ESTATES WORK TO BE UNDERTAKEN</b> <i>(Please provide itemised list)</i>	<b>EXPENDITURE BREAKDOWN</b>		
		<b>2006-07</b> £	<b>2007-08</b> £	<b>TOTAL</b> £
<p><b>Refurbishment of Undergraduate Pharmacy Laboratory</b></p> <p>This proposal is consistent with the institution's estates strategy which includes an ongoing programme of refurbishment of major teaching laboratories.</p> <p>It is planned to upgrade the undergraduate Pharmacy laboratory in the Smith building. This laboratory was last upgraded in 1988, since which time the role of the pharmacist and the skills needed in professional practice have changed. This refurbishment will double the size of the facility by incorporating two adjacent rooms and redesigning the available space to accommodate counselling room facilities, a dispensary and an IT supported medicines management suite, thereby addressing the requirements of teaching professional aspects of pharmacy.</p> <p>The area of the main laboratory which is to be refurbished is 80.5 m<sup>2</sup>. The areas of the two smaller areas which are to be incorporated are 19 m<sup>2</sup> and 21.3 m<sup>2</sup>.</p> <p>The refurbishment of the laboratory will bring facilities up to appropriate modern standards, and also to the level identified by the relevant professional body as being necessary for continued accreditation.</p>	Estates work to incorporate two rooms at either end of the laboratory into the new laboratory suite	£X k	£X k	£X k
	Flat-screen computers mounted within lab-benches X 48	£X k	£X k	£X k
	Mobile peninsular benches (with shelving) to accommodate 48 students	£X k	£X k	£X k
	Glass fronted, lockable wall cupboards for medicine storage	£X k	£X k	£X k
	Video camera for patient counselling recording	£X k	£X k	£X k
	Computer projection equipment, screen, blinds, secondary glazing, stand alone air conditioning units (x3)	£X k	£X k	£X k
	<i>Sub-Total</i>	£X k	£X k	£X k

**Continue on separate sheets as required**

<b>PROPOSED DEVELOPMENT</b> <i>Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits.</i>	<b>EQUIPMENT TO BE PURCHASED/ ESTATES WORK TO BE UNDERTAKEN</b> <i>(Please provide itemised list)</i>	<b>EXPENDITURE BREAKDOWN</b>			
		<b>2006-07</b> £	<b>2007-08</b> £	<b>TOTAL</b> £	
<p><b>Upgrade of Audiovisual and IT facilities in lecture theatres</b></p> <p>The proposed development is in line with the institution's learning, teaching and assessment strategy, which aims to provide a high quality, well-managed learning environment, and with the estates strategy, which includes plans to upgrade audio visual facilities in all lecture theatres and large teaching rooms over the next three years.</p> <p>The institution has already undertaken substantial upgrading of the audio-visual infrastructure in its large lecture theatres, supported in part from previous HEFCW capital funding allocations. It is proposed to use funding from the present allocation to extend this programme to medium-size lecture theatres in the Faculties of Science, Arts and Humanities and Social Sciences.</p> <p>Facilities will be upgraded on the basis of a standard institution-wide specification for audiovisual and IT equipment which has been approved by the Estates Committee for all lecture theatres and large teaching rooms. Between 8 and 10 rooms will be upgraded with the present funding.</p> <p>Standardisation of equipment will give academic staff greater ability to deliver lectures in any lecture theatre with minimal disruption, thereby increasing the flexibility of the University's teaching space. It will also enhance the quality of students' learning experience.</p>	<p>The following standardised equipment will be installed in at least 8 lecture theatres:</p> <p>Overhead video projector</p> <p>Integral PC projector</p> <p>Networked PC with DVD player</p> <p>NIXAM stereo sound output</p> <p>Interactive whiteboard</p> <p>Induction loop for hearing impaired students</p>	<p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p>	<p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p>	<p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p> <p>£X k</p>	
	<i>Sub-Total</i>		£X k	£X k	£X k

**Continue on separate sheets as required**

<b>PROPOSED DEVELOPMENT</b> <i>Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits.</i>	<b>EQUIPMENT TO BE PURCHASED/ ESTATES WORK TO BE UNDERTAKEN</b> <i>(Please provide itemised list)</i>	<b>EXPENDITURE BREAKDOWN</b>		
		<b>2006-07</b> £	<b>2007-08</b> £	<b>TOTAL</b> £
<b>IT Laboratory Upgrades</b>  The institution has approximately 400 workstations in six open access IT laboratories across the campus which are heavily used by students across all subject areas. The institution needs constantly to upgrade and replace these workstations as they come to the end of their working life. This is essential in order to ensure that equipment is in good working order in the face of intensive usage, and is capable of running current software which requires high specifications. Students are very IT aware, and the quality and availability of software and equipment in IT laboratories is apparent and can influence their decision on where to study.  It is proposed to use funding from the current allocation to purchase approximately 100 PCs, printers and associated software to install in two of the IT laboratories – those in the Faculties of Engineering and Social Sciences. These will replace machines purchased five years ago which are coming to the end of their lifespan.  This is consistent with the institution's ICT strategy, which includes the objective of replacing PCs on a five year rolling cycle.  The benefits of this investment are that it will: <ul style="list-style-type: none"> <li>• enhance students' learning experience through the availability of high quality PCs capable of running the latest applications</li> <li>• maintain the institution's commitment to match the UK norm for PC:student ratio</li> <li>• help maintain the institution's competitiveness in student recruitment.</li> </ul>	100 PCs, to be located in IT laboratories in the Faculties of Engineering and Social Sciences  20 printers  Associated software	£X k  £X k  £X k	£X k  £X k  £X k	£X k  £X k  £X k
<i>Sub-Total</i>		£X k	£X k	£X k

## ADDITIONAL CAPITAL FUNDING FOR 2005-06

## ALLOCATIONS

INSTITUTION	2005/06 TEACHING AND RESEARCH FUNDING £	ALLOCATIONS £
University of Glamorgan	41,725,565	596,963
University of Wales, Aberystwyth	29,296,631	419,144
University of Wales, Bangor	29,777,580	426,025
Cardiff University	98,071,860	1,403,103
University of Wales, Lampeter	5,797,164	100,000
University of Wales Swansea	33,967,996	485,976
University of Wales Institute, Cardiff	25,079,078	358,804
University of Wales, Newport	17,667,278	252,764
North East Wales Institute	14,022,417	200,617
Swansea Institute of Higher Education	13,839,760	198,004
Trinity College, Carmarthen	5,214,980	100,000
Royal Welsh College of Music and Drama	5,086,190	100,000
<b>TOTAL</b>	<b>319,546,499</b>	<b>4,641,400</b>

Additional Capital Funding for 2005/06: Expenditure Plans

<b>PROPOSED DEVELOPMENT</b> <i>(Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits)</i>	<b>ESTATES WORK TO BE UNDERTAKEN/ EQUIPMENT TO BE PURCHASED</b> <i>(Please provide itemised list)</i>	<b>EXPENDITURE BREAKDOWN</b> <b>£</b>
<i>Sub-Total</i>		
<i>Sub-Total</i>		

**Continue on separate sheets as required**

Additional Capital Funding 2005-06: Expenditure Plans

<b>PROPOSED DEVELOPMENT</b> <i>(Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits.)</i>	<b>ESTATES WORK TO BE UNDERTAKEN/ EQUIPMENT TO BE PURCHASED</b> <i>(Please provide itemised list)</i>	<b>EXPENDITURE BREAKDOWN</b> <b>£</b>
<i>Sub-Total</i>		
<i>Sub-Total</i>		
<b>TOTAL</b>		

HIGHER EDUCATION FUNDING COUNCIL FOR WALES

ADDITIONAL CAPITAL FUNDING FOR 2005-06

EXPENDITURE PLANS

<b>INSTITUTION:</b>	
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<b>ALLOCATION</b>	£
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<b>CONTACT FOR ANY QUERIES</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

Additional Capital Funding for 2005/06: Expenditure Plans

<b>PROPOSED DEVELOPMENT</b> <i>(Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits)</i>	<b>ESTATES WORK TO BE UNDERTAKEN/ EQUIPMENT TO BE PURCHASED</b> <i>(Please provide itemised list)</i>	<b>EXPENDITURE BREAKDOWN</b> <b>£</b>
<i>Sub-Total</i>		
<i>Sub-Total</i>		

**Continue on separate sheets as required**

Additional Capital Funding 2005-06: Expenditure Plans

<b>PROPOSED DEVELOPMENT</b> <i>(Please identify relevant institutional strategy; describe proposed development; and state anticipated benefits.)</i>	<b>ESTATES WORK TO BE UNDERTAKEN/                      EQUIPMENT TO BE PURCHASED</b> <i>(Please provide itemised list)</i>	<b>EXPENDITURE                      BREAKDOWN</b> £
<i>Sub-Total</i>		
<i>Sub-Total</i>		
<b>TOTAL</b>		