

Circular

Reaching Wider Funding Guidance 2008/10

Date: 07 November 2007
Reference: W07/45HE
To: Heads of higher education institutions in Wales
The Reaching Wider Partnership Chairs

Response by: Friday 4 January 2008
Contact: Name: Emma King
Telephone: 029 2068 2201
Email: emma.king@hefcw.ac.uk

This circular provides guidance on a number of Reaching Wider initiative developments including:

- the submission of collaborative funding proposals to the Reaching Wider Initiative fund for a two-year period from August 2008 to July 2010;
- guidance on the submission of Partnership regional audits to support alignment activities;
- annual monitoring statements for Reaching Wider allocations received in 2006/2007

This document is available online, in large print, Braille, on CD and on audio CD and cassette. Should you or someone you know require this in an alternative format, please contact us on (029) 2068 2280 or email info@hefcw.ac.uk.



INTRODUCTION

- 1 This circular provides guidance on a number of Reaching Wider initiative developments including: the submission of collaborative funding proposals to the Reaching Wider Initiative fund for a two-year period from August 2008 to July 2010; guidance on the submission of Partnership regional audits to support alignment activities; and annual monitoring statements for Reaching Wider allocations received in 2006/2007.

BACKGROUND

- 2 Circular W07/38HE provided advance notice of, and initial guidance on, Reaching Wider 2008/10 funding proposals and announced an additional allocation to support alignment activities. The initial guidance included the response from Jane Hutt, the Minister for Children, Education, Lifelong Learning and Skills to our advice on the further development of widening access and the Reaching Wider Initiative. The Minister's response included an invitation to refresh the Reaching Wider initiative and we have developed the following guidance to take account of this.
- 3 In refreshing the Reaching Wider Initiative we are asking the Reaching Wider Partnerships to review their structure, membership, balance of activities and alignment with other widening access work to ensure that they remain fit for purpose in the light of emerging Welsh Assembly policies and priorities, particularly the outcomes of the Leitch, Webb and Graham work. In reviewing their work Partnerships will also want take account of the findings, conclusions and recommendations of the Arad Consulting evaluation report (January 2007), Arad's second report to support the consultation process (June 2007) and the sector-wide evaluation consultation outcomes published in circular W07/37HE. The two Arad Consulting reports are available on the HEFCW website.
- 4 Our October 2006 letter to the South West and South East (First Campus) Wales Partnerships leading on All-Wales activities confirmed that, having provided pilot and extension funding from January 2006 and November 2006 respectively, All-Wales activities from 2008 onwards should be sustained by embedding them in **all** Partnership's proposals. The guidance template (**Annex A**) includes questions relating to All-Wales provision and we anticipate that Partnerships leading on this work will want to support all Partnerships to ensure a considered response. The West and Mid Wales Partnership All-Wales activity work is not included in this roll in of activities, as it has just completed its pilot phase and will be submitting its report and extension funding proposal for 2008/10 shortly.

REACHING WIDER PARTNERSHIP FUNDING 2008/10

- 5 The sum of **£2m per annum for 2008/09 and 2009/10**, less £100k per annum for HEFCW's central coordination of the initiative, will be available for distribution to Partnerships. As outlined above, Partnerships should fund All-Wales activities from within this allocation. For this **two year funded period**, we will not vary the Partnership allocations by more or less than 15% of the 2007/08 funding. Partnerships' potential funding range, plus central coordination costs for 2008/10 are shown below:

Partnership/ Central Coordination	2007/08 allocations. The base year for calculating 2008/10 variances.	2008/10 allocation per annum with a pro rata increase of 15% on the 2007/08 allocation	2008/10 allocation per annum with a pro rata decrease of 15% on the 2007/08 allocation
North Wales	450,000	517,500	382,500
West and Mid Wales	315,000	362,250	267,750
South West Wales	372,000	427,800	316,200
South East Wales	762,375	876,731	648,019
Central coordination	100,000	100,000	100,000

REACHING WIDER PARTNERSHIP FUNDING GUIDANCE 2008/10

- 6 Guidance on the submission of the 2008/10 proposals is attached as **Annex A**.
- 7 The funding proposal template is attached as **Annex B**.

REACHING WIDER PARTNERSHIP PROPOSALS REPORTING SCHEDULE AND TIMING OF PAYMENTS

- 8 The indicative timeframe for the 2008/10 Reaching Wider Partnership funded proposals remains as outlined in circular W07/38HE and as set out in **Annex D** of this circular.
- 9 On receipt of satisfactory revised proposals and subsequent annual monitoring statements, staged payments will be made in September 2008, March 2009, September 2009, March 2010.

REACHING WIDER PARTNERSHIP MONITORING OF FUNDING AND PROGRESS

- 10 From 2008/09 Partnerships' targets and expenditure will be monitored in the same ways as widening access and other sector strategies, using the annual monitoring statement proformas and following the same schedule. The annual monitoring process requires brief reporting against clearly defined, measurable targets and should, therefore, result in a lightened touch.
- 11 Partnerships will be requested to submit their annual monitoring statements for 2008/09 and 2009/10 in **early November 2009** and **November 2010** respectively. We will ask Partnerships to confirm each year that they have spent the funding in full and used it in accordance with the funding proposals approved by us. We will issue Partnership monitoring proformas with the annual monitoring statements issued by HEFCW in **June 2009 and 2010**.
- 12 As in previous years, if Partnerships wish to vire funding between agreed budget lines or between academic years, they should submit virement request forms.

ADDITIONAL ALLOCATION FOR REGIONAL AUDITS TO SUPPORT THE ALIGNMENT OF REACHING WIDER AND WIDENING ACCESS ACTIVITIES

- 13 Circular W07/38HE announced a small 'one off' allocation to enable Partnerships to further develop the work previously undertaken through the Reaching Wider regional audits and to support alignment activities.
- 14 We have allocated a total of **£100k**, pro rata to the Reaching Wider Partnerships 2007/08 allocations, with a minimum allocation of £20k to each Partnership. The allocations are as follows:

Partnership	2007/08 Allocations	Allocation of £100k Pro Rata to the Partnerships with a Minimum Allocation of £20k
North Wales	£450,000	£22,000
West and Mid Wales	£315,000	£20,000
South West Wales	£372,000	£20,000
South East Wales	£762,375	£38,000

- 15 The purpose of the funding is to support partnerships to:
 - further develop the work previously undertaken through the Reaching Wider audits (2002 and 2004);
 - build on partner HEIs' articulation strategies submitted to us in July 2006 to further support alignment between widening access and Reaching Wider activities;

- assist the Partnerships in strategic planning across their region, building on their recent work on data collection (see circular W07/10HE);
- enable Partnerships to review their work to ensure that it remains fit for purpose in the light of Welsh Assembly Government priorities emerging from the outcomes of the Leitch, Webb and Graham reviews.

16 **Annex C** provides further information on the regional audits.

CLAIMING AND REPORTING ON THE ADDITIONAL ALLOCATION FOR REGIONAL AUDITS AND ALIGNMENT

- 17 To receive this additional allocation Partnerships should confirm via email to the Reaching Wider National Officer, by **Friday 16 November 2007**, that they will use the funding to address the priorities outlined in **Annex C**.
- 18 Subject to the above confirmation by Partnership Chairs, we will allocate this funding on **21 November 2007** to lead partner institutions. The regional audit reports should be submitted by **early November 2008**. If the conditions of funding are not fully met, or any of this funding remains unspent at the end of 2007/08, we reserve the right to withhold the amount of underspend from the 2008/09 Partnership allocations until the conditions are met and/or the underspend is utilised appropriately.
- 19 Partnerships will be required to confirm that they have used this funding for the purposes for which it is intended when reporting on widening access allocations through the annual monitoring process (AMS).

REACHING WIDER REPORTING AGAINST TARGETS AND EXPENDITURE PERIODS: APRIL TO JULY 2006 AND AUGUST 2006 TO JULY 2007

- 20 In June 2006 Reaching Partnerships submitted progress reports, including expenditure and target reporting, for the period April 2005 to March 2006. This reporting period covered twelve months of a sixteen-month funding period (April 2005 to July 2006). We are now requesting a report against expenditure and targets for the final four months of the sixteen-month period, **April to July**, and separately for the period **August 2006 to July 2007**.
- 21 We are using annual monitoring statements (AMS) for reporting against 2006 and 2007 funding and we will send the individual AMS forms to Partnership Chairs and Managers, via email, to report the Partnership's expenditure and progress against targets.
- 22 We are requesting that Partnerships return the AMS forms to us by **Friday 18 January 2008**. However, Partnerships are welcome to submit these forms at the same time as their 2008/10 Partnership funding proposals.
- 23 The Reaching Wider Advisory Sub-Group, chaired by a Council member, will take these expenditure and target statements into account when making recommendations to Council on 2008/10 funding allocations.

FURTHER INFORMATION AND RESPONSES

- 24 To inform our understanding of the Partnerships' longer-term planning and to discuss the implications of emerging UK and Assembly priorities that will impact on the 2008/10 funding proposals, we have arranged to meet separately with each Partnership's Chair and Manager before the 2008/10 RW Partnership proposals are submitted.
- 25 Reaching Wider Partnerships are requested to submit the 2008/10 Reaching Wider funding proposals to us by email by **Friday 4 January 2008** using the template provided. Please send

a hard copy of the proposal, including all partners' signatures by **Wednesday 9 January 2008**.

26 As noted above, the date for the submission of AMS monitoring forms is **Friday 18 January 2008**.

27 **Annex D** contains a schedule of the funding and reporting dates noted in this circular.

28 All completed proformas should be sent to Emma King, Reaching Wider National Officer, Higher Education Funding Council for Wales, Linden Court, the Orchards, Ilex Close, Llanishen, Cardiff, CF14 5DZ.

29 Any queries arising from this circular should be directed to Emma King (Telephone: 029 2068 2201 or email: Emma.King@hefcw.ac.uk).

Guidance on the Submission of the 2008/10 Reaching Wider Partnership Proposals

Introduction

- 1 This annex provides assistance to the Reaching Wider Partnerships on the submission to the Council of strategic collaborative proposals for widening access to higher education, for a period of two years from August 2008 to July 2010. A template for the Reaching Wider Partnership proposals is attached as **Annex B**.

Additional Information

STRATEGIC DIRECTION

- 2 Jane Hutt, the Minister for Children, Education, Lifelong Learning and Skills confirmed in her August 2007 response to our advice on the future direction of widening access and the Reaching Wider initiative that:

A refresh of the funding model, the Partnership structure, membership, activities and alignment with other widening access initiatives, seems a perfectly reasonable recommendation at this stage of Reaching Higher whilst building on experience of success to date. I anticipate that new priorities coming through from Leitch, Webb and Graham will surely impact on the Reaching Wider initiatives

- 3 Thus, in the 2008/10 proposals a *requirement of funding* will be that Partnerships demonstrate how their Reaching Wider strategies will:
 - include a review of their Partnership's structure, membership, activities and alignment with other widening access initiatives within their region;
 - identify how they are planning to take account of the emerging priorities from the Leitch Review of Skills, *Prosperity for All in the Global Economy - World Class Skills* (5th December 2006) the report can be found at: http://www.hm-treasury.gov.uk/independent_reviews/leitch_review/review_leitch_index.cfm and the Webb review of the Mission and Purpose of Further Education in Wales call for evidence can be found at: <http://new.wales.gov.uk/consultations/closed/educandskillscloscons/1255270/?lang=en>. While we appreciate that the Welsh Assembly Government is still finalising how these key agendas will be articulated in Wales the Minister made clear in her August 2007 letter that the Partnerships will need to be able to 'demonstrate some flexibility ...' in order to accommodate any additional emerging Ministerial commitments'.

REACHING HIGHER WIDENING ACCESS TARGETS

- 4 All Reaching Wider Partnerships should continue to work with the four *Reaching Higher* widening access targets.
- 5 As the *Reaching Higher* widening access targets are **all-age** targets, work with adults will be a key component of work in contributing to the *Reaching Higher* targets, which have a completion date of 2010. The *all-age* remit will also enable the Reaching Wider Partnerships to play a full part in the delivery of the Leitch agenda. In reviewing their activities for 2008/10 Partnerships will want to consider how they can embed existing provision to enable them to further support this all-age remit.
- 6 The *Reaching Higher* Communities First target remain unchanged for the period 2008/10 as we consider it unhelpful to make changes to the metrics underpinning the targets at this late stage in the strategy. While we continue to encourage all Partnerships to work with the 142 Communities First areas, the target will continue to measure the progression to HE courses at UK HEIs or FEIs

of people who are domiciled in the 100 most deprived electoral divisions and expressed as follows:

- *The percentage of all Welsh domiciled undergraduate new entrants to HE course at UK HEI and FEIs who are domiciled in the Welsh Communities First areas to rise from 8.9% in 2000/01 to 11.4% in 2010.*
- 7 Since the submission of the Reaching Wider 2006/08 funding proposals the Welsh Assembly Government published *Learning Country: Vision into Action* (Oct 2006) its strategic plan for education, lifelong learning and skills in Wales until 2010. This strategic plan re-stated the Welsh medium Reaching Higher widening access target as:
- *The proportion of Welsh domiciled students in Welsh HEIs undertaking some element of their courses through the medium of Welsh to increase to 7% by 2010.*
- 8 While there are no specific targets for work with disabled people and black and other minority ethnic communities, these communities are key Reaching Wider target groups and Partnerships will want to continue working with these groups and ensuring that Reaching Wider work contributes to their institutions' equalities action plans.
- 9 In 2008/10 Partnerships may want to consider further shaping or refocusing some aspects of their regional work to make a clear contribution to the *Reaching Higher* widening access priorities for this initiative.

FUNDING CRITERIA

- 10 Each proposal will be considered using the criteria outlined below. The key template questions are cross-referenced against these criteria:

The proposals demonstrate the effectiveness with which the Partnerships have:

- i. Reviewed their structures and agreed its lead Partner for 2008/10;
- ii. Indicated the direct contribution funded activities will make to the sector's Reaching Higher widening access targets;
- iii. Reviewed the strategic direction of the Partnership's work in 2008/2010;
- iv. Confirmed their capacity and plans to deliver appropriate activities focused on their region (with the exception of the All Wales activities) and to further increase their role as regional coordinator of widening access provision;
- v. Related their work closely to the widening access or other strategies of HEIs, FEIs and others, as evidenced by cross-referencing to widening access strategies, partner HEI articulation strategies and fee plans;
- vi. Provided information on how they have considered and plan to take account of the findings, conclusions and recommendations of the Arad Consulting *National Evaluation of Widening Access Funding Activities and the Reaching Wider Initiative* (January 2007);
- vii. Provided information on whether they have considered the sustainability of their activities and any actions taken towards to ensuring sustainability;
- viii. Performed against (met or exceeded) targets or other measurable outcomes and utilised effectively Reaching Wider funding in 2006/07;
- ix. Provided a detailed and fully-costed programme of activities and their rationale;
- x. Confirmed that they are aware that they may need to take account of emerging Ministerial priorities during this funding period. (This is a criterion and a condition of funding).

CONDITION OF FUNDING

- 11 Two conditions of funding are that:
- HEFCW will share the revised proposals, including funding information, with the sector;
 - Partnerships confirm that they are aware of the need for them to take account of emerging Ministerial priorities during this funding period.

SUPPLEMENTARY GUIDANCE

- 12 Please complete the attached Reaching Wider template. In addition to the information requested in the template, the following points outline some general issues that the Partnerships might find useful to take into account:
- 13 We would particularly welcome **work based learning** proposals and we would appreciate innovative proposals to support this area of work from 2008/9 onwards, if Partnerships already have capacity to deliver this provision.
- 14 Our 2007-08 remit letter specifically drew attention to the needs of **care leavers** and it asked that we: *'encourage more institutions to work with the Frank Buttle Trust towards gaining the Quality Mark for Care Leavers'* and to keep the Minister updated on institutions' progress with this work. This message was reiterated in the response of the Minister for Children, Education, Lifelong Learning and Skills (August 2007) to our advice on the future direction of widening access policy. While we appreciate that there is not a *Reaching Higher* widening access target for care leavers, they may be included within the four RW target groups and are significantly under-represented in higher education. Developing best practice for working with this hard to reach group may produce benefits for all *Reaching Higher* widening access cohorts.
- 15 Partnerships that can deliver to their regional **Welsh-speaking or Welsh-learning communities** should focus clear elements of activity on this target group whilst all Partnerships should set targets for working with this group. Collaborative work between Partnerships to expand work in this area would be of particular interest providing it takes account of the sector's Welsh medium Development Plan. Circular W07/25HE provides further information on the sector's work on the Development Plan for Welsh medium higher education. When making funding recommendations the Reaching Wider Advisory Sub-Group will consider the extent to which proposed Welsh medium Reaching Wider activities are aligned with the sector's Development Plan.
- 16 We would welcome a clear indication of proposed activities to **raise the profile of the Reaching Wider initiative** both within Partnership institutions and within the Partnership region.
- 17 From 2008/10 the South West Wales and South East Wales (First Campus) All-Wales activities that received extension funding will be funded from within the total Reaching Wider allocations. We would require written confirmation with the 2008/10 proposals from all Partnerships that they will support the further development of agreed All-Wales activities in their region.
- 18 The contribution to the relevant Reaching Higher targets, by higher education institutions within a Partnership's region, will also feed into considerations about the funding for the RW Partnership.

TIME FRAME FOR REPORTING AND FEEDBACK

- 19 The time frame for reporting is as outlined in circular W07/38HE. Key dates are:
 - The Reaching Wider funding allocations for the period August 2006 to July 2008 will be confirmed by Council in March 2008.
 - We will inform Partnerships of their funding allocation via email at the **beginning of April 2008** with feedback on the proposal provided at the **end of May 2008**.
 - If the funding proposals need revision in the light of funding allocations we will invite Partnerships to submit revised proposals **by the end of July 2008**.
 - We will pay the 2008/10 funding allocations in tranches, subject to satisfactory submission of proposals and AMS reports, in **September 2008 and 2009 and March 2008 and 2009**.
- 20 We will confirm the 2008/10 reporting schedule in **April 2008**, which will be based on the Council's annual monitoring statement process.

The 2008/10 Reaching Wider Funding Proposal Template

HIGHER EDUCATION FUNDING COUNCIL FOR WALES 2008/10 FUNDING PROPOSAL TO REACHING HIGHER – REACHING WIDER

Please complete each section.

Partnerships may submit additional documentation in support of their proposal.

We will circulate an electronic version of this form to Partnership Managers/Directors.

This proposal should be submitted in hard copy and also as an email attachment to the Reaching Wider National Officer.

Section 1

Lead Higher Education Institution (for administrative purposes)

--

All HEI, FEI and Other Partners and their Signatures

Total Funding Requested	Financial contribution by the Partnership/Organisations (if any)	Partner/Organisation Name
Partnership contribution by individual partners	£	
Agreed external funding	£	

Name

Position

.....
Lead Partner Vice Chancellor or Principal

Telephone Number

Email Address

.....

Section 2 Partnership Structures

- a. **What steps has the Partnership taken to review its structures to ensure that it remains the most effective delivery mechanism? (criteria 10.1)**
- b. **Has the Partnership discussed and agreed the HEI lead partner for 2008/10? (criteria 10.1)**

Section 3 Partnership Strategy

- c. **How will the Partnership's work contribute to meeting the Welsh Assembly Government *Reaching Higher* widening access targets? (criterion 10.2)**
Please be specific and address each of the four targets for RW separately.
- d. **Outline the Partnership's strategic direction for the period 2008/10. In addition, please comment specifically on how the Partnership intends to take account of the priorities listed in the advance notice of Reaching Wider Initiative funding (circular W07/38HE). (criterion 10.3)**
- e. **How will the Partnership further increase its role as regional coordinator of widening access provision? (criterion 10.4)**
- f. **How will the Partnership ensure that its work relates to HEI widening access strategies and appropriate plans of other partners, eg FEIs, the Open University in Wales, etc? (criterion 10.5)**
- g. **How has the Partnership's strategy taken account, or how will it take account of the findings, conclusions and recommendations of the *National Evaluation of Widening Access and the Reaching Wider Initiative* (January 2007, Arad Consulting) ? (criterion 10.6)**
- h. **What steps has the Partnership taken, or what steps will it take, to ensure the sustainability of some or all of its activities? (criterion 10.7)**
- i. **Detail how the Partnership intends to communicate, engage and work closely with the voluntary sector and Careers Wales in the period 2008/10. (criterion 10.5)**
- j. **What is the rationale for the 2008/10 proposed activities? Please link the rationale to the all-age *Reaching Higher* widening access targets, your specific region, the intended outcomes of the Partnership strategy and emerging Welsh Assembly Government priorities arising from the Leitch, Webb and Graham reviews. (criterion 10.9)**
- k. **What are the proposed activities, timescales, targets or other measurable outcomes (criterion 10.9) Key stages and timescales should be included, together with targets and/or other verifiable outcomes. Actual participant numbers and hours of engagement should be provided. Please separate the key stages, targets and/or other measurable outcomes for the first twelve months (1 August 2008 – 31 July 2009) from those for the remaining twelve months (1 August 2009 to 31 July 2010).**

Table one: Activities for the period August 2008 to July 2009

Note: Some generic age/thematic groupings overlap. Please choose the generic title that best defines the activity.

Activities August 2008 – July 2009		Timescale	Measurable Outcomes <i>To include target student numbers and hours of engagement per student.</i>	Identified RW Target Group
<u>Generic Title</u>	<u>Partnership Title</u>			
Age 20 plus other than groups below				
Age 14-19 other than groups below				
All-Wales Activities				
Work-based Learning				
Family/ Intergenerational				
Key Stage 1 or ages 5 – 7 within the Foundation Phase				
Key Stage 2 Ages 7 – 11				
Key Stage 3 Ages 11-14				
Key Stage 4 Ages 14-16				
Please only include below activities that focus <u>exclusively</u> on one of the RW target groups. If these activities are duplicated in the list above, please cross-reference them.				
Welsh Medium Events				
Black Minority Ethnic Community: Focused Events (eg BME literature workshop)				
Disabled Students: Focused Events (eg ACE day highlighting HE provision for disabled students)				
HEFCW has been remitted to support the sector in working with care leavers. Please outline planned work with care leavers.				
Others eg Care Leavers <i>(Please specify)</i>				

Table two: Activities for the period August 2009 to July 2010

Activities August 2009 – July 2010		Timescale	Measurable Targets Outcomes. <i>To include target student numbers and hours of engagement per student.</i>	Identified RW Target Group
Generic Title	Partnership Title			
Age 20 plus other than groups below				
Age 14-19 other than groups below				
All-Wales Activities				
Work-based Learning				
Family/ Intergenerational				
Key Stage 1 or ages 5 – 7 within the Foundation Phase				
Key Stage 2 Ages 7 – 11				
Key Stage 3 Ages 11-14				
Key Stage 4 Ages 14-16				
Please only include below activities that focus <u>exclusively</u> on one of the RW target groups. If these activities are duplicated in the list above, please cross-reference them.				
Welsh Medium Events				
Black Minority Ethnic Community: Focused Events (eg BME literature workshop)				
Disabled Students: Focused Events (eg ACE day highlighting HE provision for disabled students)				
HEFCW has been remitted to support the sector in working with care leavers. Please outline planned work with care leavers.				
Others eg Care Leavers (Please specify)				

Section 4 Funding

- I. How will the proposed funding be used to support the activities and operation of the Partnership? (criterion 10.9)

Please note:

- (i) We will expect Partnerships to report against the budget-lines and headings which will be agreed between the Council and the Partnership; all core staffing and any contingency allocations should be clearly and separately identified and not subsumed within other budget-lines.
- (ii) We will expect partners not to make a claim on this funding for senior management time, but rather to indicate this as a financial contribution by the Partnership on this template's first page.

Generic Headings	August 2008 – July 2009 Actual Area of Partnership Expenditure	Funding (£)
Total Core Staff		
Additional Staff		
Staff Development		
Travel, Subsistence		
Consumables		
Marketing, Printing, Publicity		
Activity Costs by Partnership Title, not including staff costs	Eg mentoring, Expanding Horizons	
Contingency – no more than 5% of the total allocation		
Other, please specify		
Generic Headings	August 2009 – July 2010 Area of Expenditure	Funding (£)
Total Core Staff		
Additional Staff		
Staff Development		
Travel, Subsistence		
Consumables		
Marketing, Printing, Publicity		
Activity Costs by Partnership Title, not including staff costs		
Contingency– no more than 5% of the total allocation		
Other, please specify		
	TOTAL OF THE YEAR FOUR RW PROPOSAL	
	JULY 2008/10 CONFIRMED ADDITIONAL FUNDING ALSO AVAILABLE TO THE PARTNERSHIP	
	TOTAL	

- m. **Will the Partnership's arrangements for distributing, controlling and monitoring the expenditure of funding differ from those set out in the 2006/08 funding proposal, if so, how?**
- n. **What arrangements are in place for monitoring and evaluating progress against targets? How have these arrangements been developed since the 2006/08 funding proposal and the additional £60k allocation announced in circular W07/10HE?**
- o. **Please note the two conditions of funding outlined in the attached guidance are that:**
 - HEFCW will share the revised proposals, including funding information, with the sector.
 - Partnerships confirm that they are aware of the need for them to take account of emerging Ministerial priorities during this funding period. (criterion 10.11)

Section 5 Quality and Risk Management

- p. **Please summarise the recommendations of any feedback from internal moderators and any action taken by the Partnership as a result of these recommendations.**
- q. **In the table below, outline the potential risks for the Partnership and its activities, in priority order, and comment on the processes in place to manage risk within the Partnership. Please ensure that these risks are relevant and updated for the period August 2008 to July 2010.**

Risk Management Table for Activities during the Period 2008/10

Risks for the Partnership/Activities	Probability/Impact High/Medium/Low	Managing the Risks	Person/s Responsible

- r. **Explain the extent of activities taking place or planned collaboration between Partnership/s in the border areas between Partnership regions to provide full geographical coverage. Please outline continued discussions and/or developments towards strategic collaboration between Partnerships where these exist, or areas of joint working to be developed during the course of this funding period. Where reference is made to collaboration or planned collaboration between Partnerships we would expect that all Partnerships involved will comment on the collaboration.**
- s. **Please outline any other relevant information in support of the Partnership proposal, taking into account the information supplied in this circular's supplementary guidance section. For example, extenuating circumstances in previous funding periods or significant issues which may impact on Partnership work in the period 2008/10.**

GUIDANCE FOR THE SUBMISSION OF REGIONAL AUDITS

Introduction

1. This annex provides guidance to Reaching Wider Partnerships on the submission to HEFCW of regional audit reports to further support the alignment of Reaching Wider and widening access activities.

Purpose

2. The purpose of the regional audits is for all partner members collectively to:
 - Reflect on the strategies of their Partnership and its ability to act as a regional coordinator of widening access provision;
 - Facilitate the effective co-ordination of widening access activities both within the geographical location of the Partnerships and, where appropriate, by co-operation between Partnerships;
 - Facilitate improved working with other stakeholders in the Partnership's region;
 - Identify good practice that could be shared within or between Partnerships;
 - Contribute towards making a case for the future development of the Reaching Wider Initiative.

Process

3. Partnerships regional audit reports should include:
 - Confirmation that they have shared and reviewed the widening access strategies, HEI articulation strategies and the policies of all partnership members; (Widening access strategies and articulation strategies should provide an effective mechanism for identifying planned activities and good practice within the Partnership region.)
 - Analysis of the Partnership's, and its region's, opportunities, challenges, strengths and weaknesses in relation to meeting the needs of the *Reaching Higher* widening access target groups with a summary of how the outcomes of this analysis will impact on future Partnership actions;
 - Examination of the extent to which the border regions in and between Partnerships are appropriately served;
 - Consideration of how/whether Partnership activities should be refocused further to respond to emerging Ministerial priorities;
 - Further consideration of how Reaching Wider activities can be sustained and/or embedded within existing provision to enable the Partnerships to continue to be innovative and to respond to Welsh Assembly Government priorities (for example the needs of care leavers);
 - Identification of gaps in widening access provision that could be met within the remit of the Reaching Wider initiative;
 - Reduction of any potential duplication of provision amongst partner organisations or between the Partnerships and other local providers;
 - Reflection on the impact on, and the implications of, the All-Wales activities for Partnerships' regional work;
 - An outline how the Partnership's planning and resources might be reconfigured as a result of the regional audits;
 - Consideration of any other key issues and/or messages that the Reaching Wider Initiative may need to address;
 - Any additional information that might contribute to making the case for the future development of Reaching Wider Initiative.

Structure

4. We suggest that the main body of the regional audit report is a maximum of seven pages long. Supporting data should be listed as annexes to the main body of the report.

Dates for Submission

5. The regional audits should be submitted **9 November 2008**. We will provide feedback on the regional audits as part of the annual monitoring statement process, in **January 2009**.

INDICATIVE FUNDING AND REPORTING TIMEFRAMES

Indicative Timeframes	Dates
RW Partnerships to confirm via email that they will use audit funding to address the priorities outlined in annex C of this circular.	Friday 16 November 2007
Four HEFCW and RW Partnership Chair and Manager meetings to discuss issues relating to the 2008/10 Proposals	November 2007
Subject to RW Partnership's email confirmation on 16 November, HEFCW will allocate audit funding.	21 November 2007
RW Partnerships to submit 2008/10 funding proposals via email	4 January 2008
RW Partnerships to submit hard copy 2008/10 funded proposals signed by all partners	9 January 2008
HEFCW to request further information/clarification on the 2008/10 funding proposals where appropriate	January 2008
The Reaching Wider Advisory Sub Group to consider funding proposals and make funding recommendations to the March Council meeting	5 February 2008
RW Partnerships to submit progress reports for the period April 06-July 07	18 January 2008
HEFCW to confirm 2008/10 funding allocations with RW Partnerships and, where appropriate, request revised funding proposals.	April 2008
HEFCW to confirm the 2008/10 reporting schedule, based on the Council's annual monitoring statement process.	April 2008
HEFCW to provide feedback on the RW Partnerships 2008/10 proposals	May 2008
RW Partnerships to submit revised proposals if required	July 2008
RW Partnerships to submit regional audit reports	November 2008
HEFCW to make staged RW Partnership payments for 2008/10	September 2008 March 2009 September 2009 March 2010
HEFCW to provide feedback on the regional audits as part of the annual monitoring statement process	January 2009
HEFCW to issue RW Partnerships with annual monitoring statement proformas	June 2009 June 2010
RW Partnerships to submit their annual monitoring statements for 2008/09 and 2009/10	November 2009 November 2010