

Meeting  
09/05/14

Agenda Item  
16

Reference No  
HEFCW/14/42

---

## **1 Issue**

- 1.1 This paper provides an end of year report for the 2013-14 Operational Plan.

## **2 Corporate Planning Implications / Rationale for paper**

- 2.1 We are required by the Welsh Government to have a corporate plan setting out our medium to long-term objectives, and an operational plan for the financial year ahead.

## **3 Recommendation**

The Council is invited to note the end of year report of HEFCW's Operational Plan 2013-14

## **4 Timing for decisions**

- 4.1 There are no decisions arising from the issues presented in this paper.

## **5 Council members' interests**

- 5.1 No conflicts of interests have been declared in advance of the meeting.

## **6 Further information**

Steve Williams (Tel 029 2068 2285; E-mail: [steven.williams@hefcw.ac.uk](mailto:steven.williams@hefcw.ac.uk))

## **7 Background**

- 7.1 Council has agreed to receive progress reports against activities included in its current Operational Plan. These reports are then submitted to Welsh Government for its quarterly meetings with HEFCW officers.
- 7.2 The Council discussed the draft of the Operational Plan 2013-14 at its May 2013 meeting (item HEFCW/13/33 refers). The plan took into account the specific requirements contained in the 2013-14 Remit Letter from the Minister. The plan was subsequently approved under delegated authority and submitted to the Minister for approval.

## **8 Operational Plan 2013-14**

- 8.1 The table attached at **Annex A** provides an end of year report detailing the 42 actions which make up the 2013-14 Operational Plan. Each action is shaded green or red according to the status of the activity and further information about progress can be found against each action.
- 8.2 There are 40 actions which have been completed, 30 of which have been fully achieved.

***The Council is invited to note the end of year report of HEFCW's Operational Plan 2013-14***

## **9 Financial implications**

- 9.1 There are no financial implications arising from this paper.

## **10 Communications implications**

- 10.1 The final report and outcomes of the 2013-14 Operational Plan will be published on our website.

## **11 Diversity and Equal Opportunities implications**

- 11.1 This paper has no implications for age, disability, marital/civil partnership, maternity/pregnancy, race, religion or belief, sex, sexual orientation, any other protected characteristic or Welsh Language.

## 12 Risk Assessment

Risk	Action to address risk
Elements of the remit letter are not included in the operational plan.	Ongoing dialogue with WG and officers to ensure that the remit letter is interpreted correctly and fully covered in the operational plan.
Parts of the operational plan are not achieved within the agreed timescales.	Quarterly updates and monitoring meetings with WG ensure a continued assessment of achievement and timely opportunities to address areas that may be not progressing adequately. The team and corporate risk registers are also updated termly and reflect potential risks of non-achievement as appropriate, with additional actions identified. Process of cross reference has been established to ensure that tasks are carried forward as appropriate.