

Meeting  
08/05/15

Agenda Item  
18

Reference No  
HEFCW/15/45

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## **1 Issue**

- 1.1 This paper provides an end of year report for the 2014-15 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**

- 3.1 The Council is invited to note the end of year report of HEFCW's Operational Plan 2014-15

## **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**

- 6.1 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 monitoring meetings with HEFCW officers.
- 7.2 The Council discussed the draft of the Operational Plan 2014-15 at its May 2014 meeting (item HEFCW/14/37 refers). The plan took into account the specific requirements contained in the 2014-15 Remit Letter from the Minister.
- 7.3 As reported at previous Council meetings, HEFCW officers have been in ongoing discussions with Welsh Government officials regarding the approval of the Operational Plan. HEFCW received further explanation on tasks detailed in the 2014-15 remit letter at the quarterly monitoring meeting in November 2014. A revised operational plan was subsequently resubmitted to Welsh Government on 11 December 2014. HEFCW officers were informed on 25 March 2015 that the Minister had noted the Operational Plan.

## **8 Operational Plan 2014-15**

- 8.1 The table attached at **Annex A** provides an end of year report detailing the 34 actions which make up the 2014-15 Operational Plan. Each action is shaded according to the status of the activity and further information about progress can be found against each action.
- 8.2 All 34 actions have been completed, 28 of which have been fully achieved.  
***The Council is invited to note the end of year report of HEFCW's Operational Plan 2014-15.***

## **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 2014-15 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 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.