

**Council Meeting***For information***Operational Plan 2016-17: End of Year Report**Agenda: 13  
**HEFCW/17/39**

Disclosable

**18/05/2017****1 Issue**

1.1 This paper provides an end of year report for the 2016-17 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 2016-17.

**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 (029 2085 9744; [steven.williams@hefcw.ac.uk](mailto:steven.williams@hefcw.ac.uk))

## 7 Operational Plan 2016-17

- 7.1 The Operational Plan is attached at **Annex A** and provides an end of year report detailing the activities which make up the Operational Plan 2016-17 (April 2016 – March 2017). Each activity is shaded according to the status of the activity and further information about progress can be found against each action.
- 7.2 Some activities set out in the Operational Plan have not been fully achieved in the timescales set out in the Operational Plan or have not been completed in the planning period and remain ongoing. Reasons for this have been outlined in the 'current status' column but some delays have been also due to officers continuing to prioritise the full implementation of HEFCW's new statutory responsibilities within the necessary timescales. The broader range of activities included in the Operational Plan can be ongoing activities which either have no set end date or can have flexible end dates to ensure the delivery of the outcomes required. This is reflected in the status of the activities.
- 7.3 Of the 151 activities in the plan, 142 activities have been completed. 1 activity was no longer applicable due to Welsh Government re-profiling payments to commence in Summer 2017.
- 7.4 In total just 8 activities in the plan were not completed for the following reasons:
- HEFCW was not able to report on in year international student data because a key member of staff at Universities UK left the organisation and as a result the survey on which the report was to be based was not undertaken;
  - There was no meeting between the HEFCW Chief Executive and the Careers Wales Chief Executive during the reporting period. HEFCW is re-assessing its engagement with Careers Wales given Careers Wales' changing role;
  - Three activities relating to the new Corporate Strategy were not achieved in the reporting period because of the delay caused by the remit to develop a higher education (HE) strategy and the subsequent delay in the approval of the HE strategy;
  - Three activities were not completed in the reporting period because they have been delayed until there is greater clarity over the roll-out of the Diamond implementation.
- 7.5 The Operational Plan for 2017-18 is currently being developed to ensure that it aligns with the new Corporate Strategy. A draft copy of the new Operational Plan will be provided to discussion at the next Council meeting in July, subject to the finalisation of the Corporate Strategy.

***The Council is invited to note the end of year report of HEFCW's Operational Plan 2016-17.***

## 8 Financial implications

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

## 9 Communications implications

- 9.1 The final report and outcomes of the 2016-17 Operational Plan will be published on our website.

## 10 Diversity and Equal Opportunities implications

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

## 11 Risk Assessment

### 11.1

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.	<p>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.</p> <p>The team and corporate risk registers are also updated termly and reflect potential risks of non-achievement as appropriate, with additional actions identified.</p> <p>Process of cross reference has been established to ensure that tasks are carried forward as appropriate.</p>