

## **West Yorkshire Lifelong Learning Network**

### **HEFCE Monitoring Report**

#### **1. The Report**

- 1.1. The Monitoring Report is attached to this paper. It is made up of a series of worksheets with a commentary. The format is laid down by HEFCE, but there is a section where additional information can be provided. The financial data refers to the year 2008/9, whereas the other data presented is from the beginning of the project. There is a limit in the size of the commentary to 20 pages. The deadline for return to HEFCE is the 31<sup>st</sup> October 2009.
- 1.2. An earlier draft was presented to the SAF and feedback received.

#### **2. Board Action**

- 2.1. The Board is asked to discuss the contents of the report, raise issues of concern or items for amendment and approve it for submission to HEFCE. It is recommended that after any amendments have been made, final approval is given by the Chair and the Accountable Body.