

Annual Report and Accounts

for the year ending 31 March 2020



This document is being laid before the Welsh Parliament jointly by the Auditor General for Wales and the Minister for Education in accordance with Schedule 1 of the Education (Wales) Act 2014.

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Performance report

Foreword from the Chair

It is with great pride and pleasure that I introduce the Education Workforce Council's (EWC) Annual Report and Accounts, which highlight our key achievements in this reporting year.

We continue to maintain the widest public register of its type anywhere in the world, registering and regulating over 80,000 practitioners across seven groups within the education workforce.

As an independent national regulator, we do not underestimate the importance of our responsibility to safeguard learners in the interests of parents, guardians and the general public. We remain proud of our work and track record in this area.

In addition to our regulatory role, our work has expanded once again over the past year as we seek to fulfil our other statutory responsibility to improve standards of teaching and the quality of learning in Wales. I encourage you to read more about this work in this annual report.

Our new Council commenced on 1 April 2019 and I am privileged to be leading this new team. The Council's members have extensive experience across all seven registrant groups, and are committed to collectively providing a strong strategic lead to achieve the Council's objectives.

As an organisation whose core income is generated by registration fees, offering value for money is one of our key priorities. Our fees are modest compared to other professional bodies, yet we have continued to increase the range and scope of the services we provide to our registrants: delivering over 450 support sessions and presentations; providing access to scholarly research via EBSCO and the Professional Learning Passport (PLP); increasing our range of good practice guides, and hosting free events such as our annual Professionally Speaking lecture, featuring world class speakers.

However, as this year drew to a close our registrants have faced significant challenges, which none of us could have predicted. I must commend all colleagues and partners in the education sector for the way they have responded and adapted to the COVID-19 crisis. I would particularly like to express gratitude to our registrants for their dedication in continuing to provide education and support to learners throughout the pandemic, often in difficult circumstances.

I would also like to take this opportunity to thank both the staff and members of Council and its committees for their commitment and professionalism, which I know will continue in the coming years. I look forward to working with them to implement the Council's Strategic Plan for 2020-23.



Angela Jardine
Chairperson



Hayden Llewellyn
Chief Executive

Chief Executive's report

As the independent national regulator for the education workforce in Wales we work in the public interest to register, regulate and support education professionals. This year, thanks to the professionalism, hard work and dedication of our team, we have successfully delivered all of our strategic objectives.

We continue to maintain a comprehensive Register of Education Practitioners (the Register) in Wales, which is easily accessible to employers, learners, parents, carers and the public. We launched our revised Code of Professional Conduct and Practice (the Code) in September and provide a wide selection of practical support and guidance to accompany the Code. Where we have needed to take action because one of our

registrants has breached the Code, we have used our fitness to practise procedures efficiently and proportionately.

We believe there are still gaps in legislation meaning some practitioners in Wales are educating learners without being regulated. We have had positive conversations with the Welsh Government about this in recent months and hope to see legislative change during the next year to close this safeguarding loophole.

We are committed to influencing education policy in Wales in the interests of our registrants. We were involved in over 20 national steering groups, have responded to 30 consultations / calls for evidence, and collaborated with a range of bodies across our seven registrant groups in 2019-20.

As in other countries, we know that recruitment to the education professions is increasingly challenging. In the last year, on behalf of the Welsh Government, we have begun work to promote careers in the education professions in Wales. This will see the launch of a new digital platform for Wales and a number of other initiatives aimed at attracting high calibre entrants to careers in education in Wales.

It would be remiss of me not to comment on the challenges posed by COVID-19 towards the end of the reporting year. Despite these challenges, I am pleased to report that we were able to continue to deliver most of our services as normal. The dedication shown by our registrants during this difficult time gives me cause to feel great optimism as we look forward to 2020-21. A suite of strategic plans will guide our approach during this period, as we seek to achieve our vision as a forward-looking, independent regulator that is trusted by its registrants, learners and the public. As we do so, we will continue to support and engage with our registrants and collaborate with key partners to play our part in improving standards of teaching and the quality of learning in Wales.

Overview

Below we highlight key achievements and activities in 2019-20:

Objective 1: Be an effective regulator ensuring public confidence in the education workforce is maintained



80,119

registered education practitioners



12,767

new applications for registration processed



124,000

online checks made by employers and the public



1,074

Qualified Teacher Status (QTS) certificates issued



25

applications assessed for QTS recognition from outside Wales



25,000

downloads of the revised Code of Professional Conduct and Practice



Provided support for registrants by further developing our suite of good practice guides



308

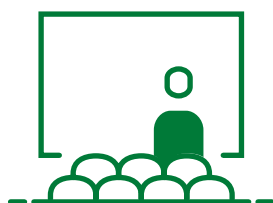
Fitness to practise (FTP) cases concluded



80

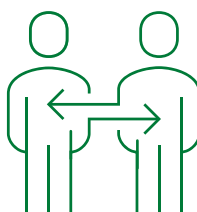
FTP training and support sessions delivered

Objective 2: Promote learning and professionalism within the education workforce



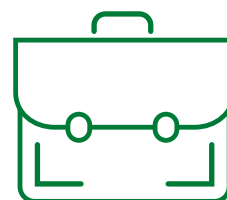
4

programmes of initial teacher education (ITE) accredited, including two alternative routes into teaching



3,500

NQTs and their mentors supported as part of the statutory Induction programme



25,318

registered users of the PLP

94

PLP support sessions delivered



30

Induction support sessions delivered

EBSCO

Provided registrants with access to EBSCO, the world's largest full-text research database for education professionals

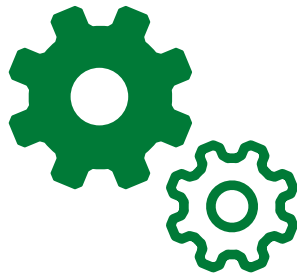


Commissioned to deliver and develop the nationally recognised Quality Mark for Youth Work in Wales (the Quality Mark), with ETS Wales.

Objective 3: Work as a strategic partner to help improve education policy and its implementation in Wales



**ADDYSGWYR CYMRU
EDUCATORS WALES**



Led work on behalf of the Welsh Government to **promote careers in the education professions** in Wales

Operated as **independent secretariat** to the Independent Welsh Pay Review Body (IWPRB)



Involved in over **20** national steering groups. Responded to **30** consultations / calls for evidence



Hosted **national events** featuring world leading speakers, including Professionally Speaking with Professor Andy Hargreaves



Led **5 national research projects** for the Welsh Government on professional learning and recruitment and retention



Published annual **Statistics Digest** and provided **large scale data packages** from the Register to support the Welsh Government and other key stakeholders

Maintained a **high level of participation and engagement** with registrants, future registrants, employers, trade unions and other stakeholders. Included over 450 support sessions and presentations, an improved online visibility, regular newsletters and regular press coverage



Objective 4: Ensure organisational capability and capacity is maintained whilst ensuring best value for registrants



Commencement of a new Council, representing extensive experience across all seven registrant groups



Received an unqualified audit opinion for 2018-19 Annual Report and Accounts



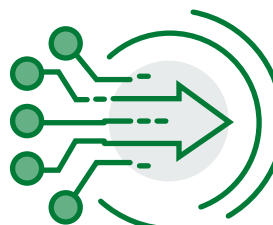
Maintained high levels of service to registrants and stakeholders during the COVID-19 pandemic, with limited disruption to services



Met all statutory obligations in relation to GDPR, the Welsh language, equality and the environment



Consulted on a new Strategic Plan and Strategic Equality Plan



Continued to improve IT infrastructure, facilities and business processes in order to offer best value to registrants

About us

The EWC was established by the Education (Wales) Act 2014. We are the independent regulator in Wales for teachers and learning support staff in school and further education (FE) settings, qualified youth workers and youth support workers and work-based learning (WBL) practitioners.

With over 80,000 registrants across our seven registrant groups, we are Wales' largest professional body and have the widest register of education practitioners in the world. We work in the public interest, and this is at the heart of everything we do.

Our vision

To be a forward-looking, independent regulator that is trusted by registrants, learners, parents and the public to maintain standards and enhance professionalism within the education workforce.

Our mission

As the independent national regulator for the education workforce in Wales, we work on behalf of learners, parents and the public to register, regulate and support education professionals, ensuring high standards of conduct and competence across the workforce. We use the unique data from our Register to play a leading role in developing evidence based education research and policy.

Our values

As we seek to fulfil our mission and realise our vision, we are guided by the following values:

Independence

We are an independent regulator dedicated to safeguarding the interests of learners, parents and the public in Wales.

Accountability

Acting in the interests of learners, parents and the public to uphold standards and improve professionalism, we are accountable and transparent.

Professionalism

We take pride in our work, acting with integrity to maintain and promote high standards in the education workforce in Wales and providing excellent service to our registrants.

Equality

We act with fairness and integrity. We actively support and promote diversity and equality of opportunity and are committed to equal pay, treatment and opportunity in the workplace.

Collaboration

We work in partnership with our registrants and stakeholders at all levels of the education system in Wales and with partners from further afield, to develop and promote excellence in teaching and learning.

Financial resilience

Our core income comes from registration fees and we are committed to delivering value for money for registrants, whilst ensuring that we are financially stable.

Our role and remit

Our role as a regulator and strategic leader in the education sector in Wales, and the obligations that we have to registrants, learners, parents and the public, is formally prescribed within the Education (Wales) Act 2014. Our aims and functions, as defined by the Act, are summarised here.

Our aims

Improving standards of teaching and quality of learning

Maintaining standards of professional conduct

Safeguarding the interests of learners, parents and the public

Our functions

Maintain a Code of Professional Conduct and Practice

Establish and maintain a Register of Education Practitioners

Investigate and hear allegations that may call into question a registrant's fitness to practise

Accredit and monitor programmes of ITE

Promote careers in the education workforce

Provide advice to the Welsh Government and others

Monitor induction and hear induction appeals

Undertake specific work at the request of the Welsh Government

We are not a Welsh Government sponsored body. We are funded by registration fees, but we receive grant funding from the Welsh Government for activities we have agreed to undertake on its behalf. These include:

- administering the award of QTS;
- administering funding, tracking and recording arrangements for induction;
- developing and hosting the PLP;
- hearing induction appeals and issuing induction certificates;
- promoting careers in the education professions;
- acting as the Secretariat to the IWPRB; and
- undertaking ad-hoc research projects.

How we operate

The EWC has 14 members. Council members are appointed for a period of four years, with seven members directly appointed through the Welsh Government public appointments system and a further seven appointed following nomination from a range of stakeholders. The Council sets our strategic direction and is responsible for our governance.

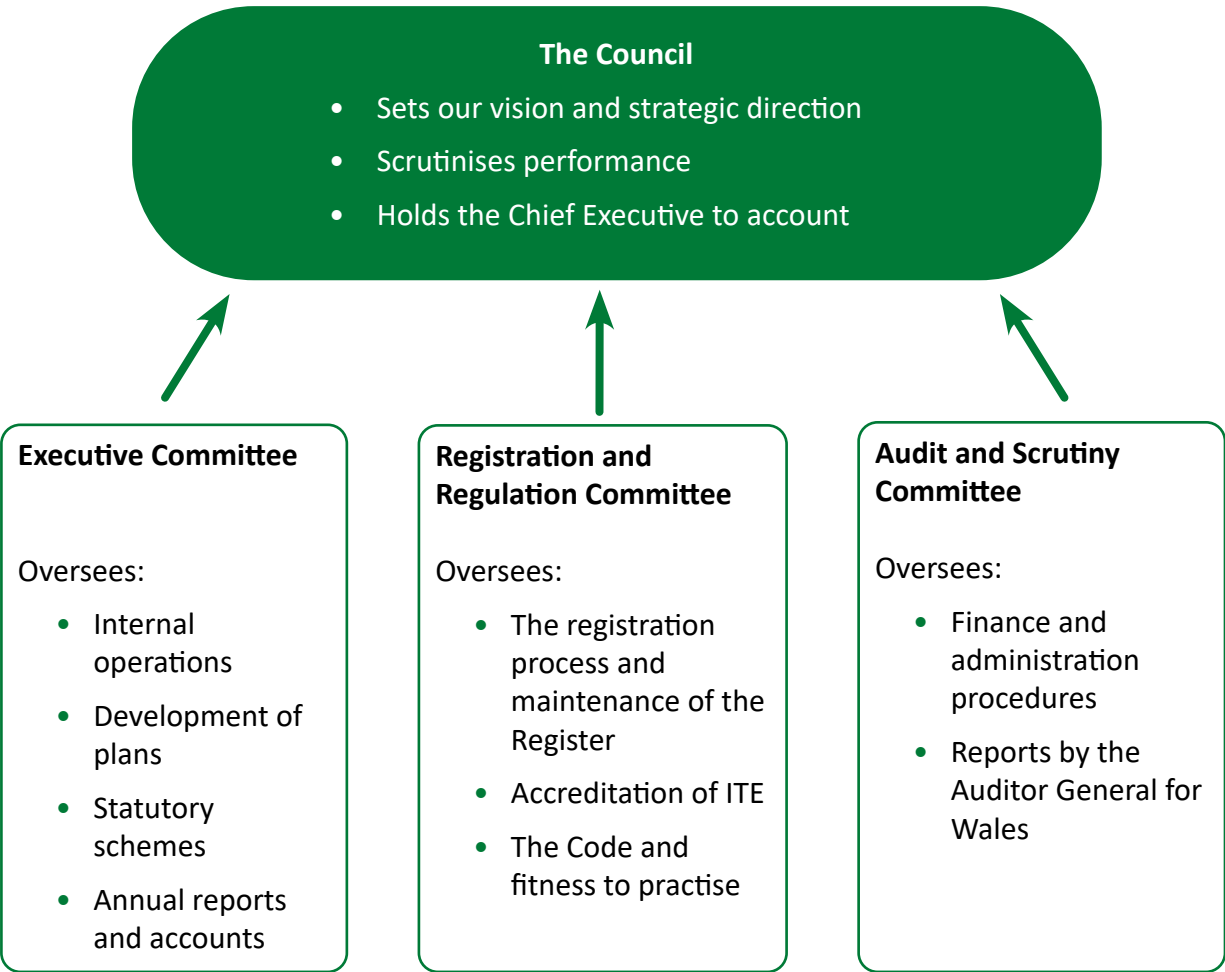
In order to conduct our fitness to practise function, we manage a pool of over 50 panellists.

As part of our work in accrediting programmes of ITE, we also oversee the 12 member ITE Accreditation Board (the Board).

We currently employ over 50 staff.

We are committed to the Welsh language and work with the Welsh Language Commissioner to fully implement the Welsh Language Standards. We continue to operate as a fully bilingual organisation that offers services to registrants through the medium of both Welsh and English.

This diagram illustrates our Council and Committee structures:



The senior management team is responsible for the EWC’s operations and management. The Chief Executive is responsible for the EWC’s leadership in accordance with the strategic direction set by the Council, and oversees the senior management team.



Strategic objectives

Our Vision

To be a credible regulator and a trusted strategic partner in the education sector in Wales.

1

Be an effective regulator ensuring public confidence in the education workforce is maintained

- 1.1 Maintain a Register of Education Practitioners that is accurate and accessible.
- 1.2 Operate robust, fair and transparent regulatory procedures which ensure that only those deemed suitable to practise may do so.
- 1.3 Have and promote a Code of Professional Conduct and Practice and related guidance which supports high standards from our registrants.
- 1.4 Work with the Welsh Government and other stakeholders on initiatives to assure quality and improve standards in teaching and learning.

2

Promote high standards of learning and professionalism within the education workforce

- 2.1 Drive improvement in initial teacher education through robust accreditation processes and the provision of strategic direction.
- 2.2 Lead and support initiatives to promote effective professional learning within the education workforce.
- 2.3 Lead and support initiatives to promote research engagement and disseminate best practice within the education workforce.
- 2.4 Increase awareness of the Council's work amongst the public, our registrants, and our stakeholders through effective, and accessible communication and engagement.

3

Play a lead role in developing education policy and facilitating its implementation in Wales

- 3.1 Provide independent policy advice, making effective use of our unique data to support the development and implementation of evidence-based education policy.
- 3.2 Work with stakeholders, including our registrants, to positively influence the development and delivery of education policy.
- 3.3 Lead initiatives to promote careers within the education professions and drive improvement in recruitment and retention.
- 3.4 Act as Secretariat to the Independent Welsh Pay Review Body (IWPRB).

4

Ensure organisational capability and capacity is maintained whilst ensuring best value for registrants

- 4.1 Manage resources effectively to meet current and future needs.
- 4.2 Have effective planning, performance management, and compliance processes, ensuring they incorporate best practice.
- 4.3 Provide a comprehensive and inclusive development programme for employees, Council and panel members that meets the evolving needs of the organisation and promotes equality and well-being.

Key risks and challenges

We have robust procedures in place to manage organisational risk, and maintenance of a risk register ensures that areas identified are afforded close scrutiny and are regularly reviewed by management. Further information is provided in the Annual Governance Statement section.

Key risks identified to the Council include the following:

- Ensuring effective data governance. We have undertaken significant implementation work to ensure ongoing compliance with the General Data Protection Regulations (GDPR).
- Cyber security issues constitute a global threat, and organisations are susceptible to risk on an ongoing basis, irrespective of size or business type. We have a range of measures and safeguards in place to ensure the security of our IT network and the data held within it.
- The impact of Brexit has been considered and has implications for our function of recognising EU qualifications on behalf of the Welsh Government. In liaison with the Welsh Government and the Home Office we prepared for either a 'deal' or 'no deal' scenario and since leaving the EU on 31 January 2020 our planning and preparation has continued for the end of the transition period on 31 December 2020.
- The unexpected challenges brought by the COVID-19 crisis towards the end of the year affected everyone, including all those involved in education this year. We made a number of refinements to our infrastructure to facilitate effective homeworking for staff, and to maintain a high quality service to registrants and stakeholders. Where changes to operations were unavoidable, for example in relation to the postponement of FTP hearings, we acted quickly and decisively, and were commended for our approach on this.

Looking to the future

We have undertaken significant work this year to develop a suite of new strategic and operational plans that reinforce our vision as a forward-looking, independent regulator, trusted by its registrants, learners and the wider public.

Key activities for 2020-21 will include:

- Working with the Welsh Government to seek changes to legislation which address anomalies in our registration and regulatory powers;
- Working with the FE and WBL sectors to revise the Professional standards for further education teachers and work-based learning practitioners in Wales and develop a suite of resources to support their implementation;
- Launching Educators Wales, the new brand and digital platform to support the promotion of careers in the education professions, which will include jobs and professional learning portals;
- Collaborating with the youth work sector to review and develop the Quality Mark;
- Expanding registrant services, including enhanced support for the well-being of practitioners across all of our registrant groups; and
- Improving and refining processes across registration and FTP, including moving to electronic case papers for FTP hearings and working with employers to improve and increase their use of the online services available from the Register.



With over 80,000 registrants across our seven registrant groups, we are Wales' largest professional body and have the widest register of education practitioners in the world.

Performance analysis

Our vision is to be a credible, independent regulator and a trusted strategic partner in the education sector in Wales. Our operational plan sets out detailed actions and measures for each of our strategic objectives. Responsibility for achievement of these objectives is distributed to senior officers and further delegated to teams as appropriate. Progress is monitored by both the Council and the senior management team through monthly and quarterly processes. A detailed documentary is provided below.

Objective 1: Maintain the professional standards of registrants and ensure their fitness to practise in the public interest

Registration

The Register is integral to our work in ensuring that high standards of professionalism are maintained within the workforce.

We now have the most comprehensive register of education practitioners worldwide, covering seven groups within schools, FE, WBL and youth work. As at 31 March 2020, over 80,000 education practitioners were registered, with 12,767 new registration applications processed this year. Our online registration facility has also grown, with three quarters of all applications now online.

We have continued to work extensively with employers throughout the year to ensure they comply with their legal responsibilities to only employ EWC registered staff. The public-facing Register, available via our website, enables employers, members of the public and others to conduct registration checks on education practitioners and plays a pivotal role in safeguarding learners. Over 124,000 online checks were made by employers and the public between 1 April 2019 and 31 March 2020.

We have undertaken several exercises this year to improve the completeness of records on the Register, particularly in relation to the newer registrant groups, and a reminder was issued to registrants in January to encourage them to check and update their records.

We have also continued our programme of visits to universities and FE colleges, undertaking over 40 sessions this year. These are important in ensuring that trainees understand the legal requirements to register with us (should they decide to practise in Wales) and what they can expect from their future professional body.



80,119
registrants

12,767
new applications
for registration

9.7%
registered in
more than one
category

7
registrant
categories

QTS and statutory Induction

This year we issued certificates to over 1,000 people who achieved QTS in Wales through ITE and employment based routes. We assessed 25 applications for QTS from applicants outside of Wales, with 18 awards made. We also issued 957 certificates to school teachers who successfully completed their Induction.

The impact of Brexit has been considered, and has implications for our function of recognising EU qualifications on behalf of the Welsh Government. In liaison with the Welsh Government and the Home Office we prepared for either a 'deal' or 'no deal'. Since leaving the EU on 31 January 2020 planning and preparation has continued for the end of the transition period on 31 December 2020.

Fitness to practise

We have a statutory responsibility to investigate and, if necessary, hear cases where it is alleged that a registrant is guilty of unacceptable professional conduct, serious professional incompetence and/or a conviction for a relevant offence. We concluded 93 FTP cases during the year.

Following the COVID-19 outbreak we, like other regulators, postponed all FTP hearings scheduled until August 2020. This was considered the only fitting response, both in terms of protecting public health and ensuring fairness and natural justice, for the individuals involved.

Procedural review

This year, to ensure procedures for administering FTP cases remain fit for purpose and mirror best practice, we commissioned an external procedural review. Having considered the report, an action plan is being prepared for implementation of those recommendations which were agreed.

Revised Code of Professional Conduct and Practice

Our revised Code took effect on 1 September 2019, following a full public consultation, and a copy was sent to all registrants alongside their confirmation of registration in May 2019. We undertook a full communications campaign to support the implementation of the new Code which resulted in increased stakeholder, registrant and public awareness of the Code, as well as strengthened working relationships with employers. Since its publication, there have been over 25,000 downloads of the new Code.

We deliver regular training sessions and presentations which focus on the Code, including topics, such as the use of social media and professional ethics and responsibilities. This year we have delivered over 80 of these sessions to practitioners across all registrant groups.

In January 2020, together with Parentkind, we developed a guide for parents on what they can expect from teachers and learning support staff in Wales. The guide supports parents in playing a more active role in their child's education and provides information and advice on the services available to them and what they should do if they have a concern about a registrant.

Good practice guides

We continued to provide support to registrants by further developing our suite of good practice guides, designed to complement the Code and to help guide registrants' day to day professional judgments and decisions. Topics we provide support about include the use of social media, good practice in testing, assessment, examinations and invigilation, and 'appropriate touch', handling and restraint.

Fitness to Practise Annual Report

We published our first [Fitness to Practise Annual report](#) in September 2019. The report provided a summary of the fitness to practise casework undertaken in 2018-19 as well as a snapshot of areas for development.

Suitability for registration

One of our core functions is to ensure the suitability of registrants to practise. They are all asked to declare their criminal and disciplinary or regulatory history as part of their application for registration and we have concluded a total of 215 applications for registration where current or pending criminal, disciplinary or regulatory action involving the applicant was declared. In all cases, we have adhered to the timescales and standards set out in our published procedures.



Induction appeals

We have responsibility for hearing appeals from newly qualified school teachers who fail assessment against the Professional standards for teaching and leadership, but are dissatisfied by such a decision. No appeal was received in year.

Case study: good practice guides

Background

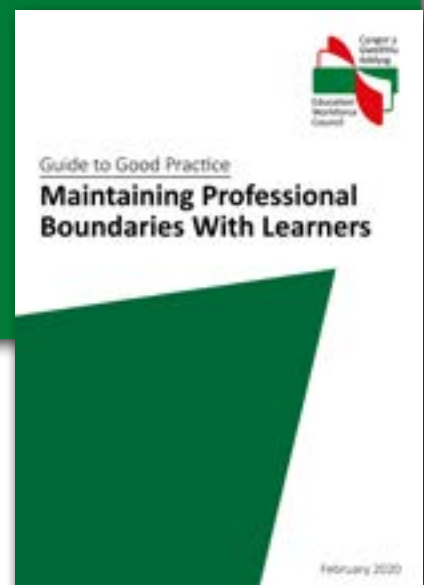
In January 2020, we published a guide on maintaining positive professional relationships with learners. The guidance outlines good practice based on the principles of our recently revised Code, as well as providing real-life examples of cases referred to us for investigation.

Benefits

Our good practice guides complement the Code, aiming to raise awareness and guide registrants on day to day judgements and decision-making. Other topics included in our suite of guides are: use of social media; good practice in testing, assessment, examinations and invigilation; and 'appropriate touch', handling and restraint.

Alongside these, we deliver regular training and awareness sessions on topics such as professional responsibilities and ethics.

[Read our good practice guides](#)



Objective 2: Promote professionalism and professional learning within the education workforce

ITE Accreditation

Four new programmes of ITE were accredited this year by our ITE Accreditation Board (the Board), and are due to commence in 2020-21. Two of these offer alternative routes into teaching, through either a part-time PGCE or salaried route PGCE.

The Board continued to monitor accredited programmes which commenced in September 2019, to ensure they maintain compliance with the accreditation criteria. We are also working with the Welsh Government, Estyn and ITE Partnerships to co-construct a national monitoring system. This is expected to be formalised in 2020-21.

In August 2019, we were delighted to announce the appointment of Dr Hazel Hagger as the new Chair of our ITE Accreditation Board. Dr Hagger is the former Director of Professional Programmes at Oxford University Department of Education, and has lectured extensively in the UK and abroad on various aspects of teachers' learning and development.

Allocation of ITE intake targets

In January, in collaboration with the Welsh Government, we allocated ITE intake targets for programmes commencing in September 2020 to ITE partnerships. To inform the allocations, and to ensure fairness to partnerships, we undertook an assessment of demand for new teachers, calculating the numbers needed across Wales in terms of phase, language, subject specialism, and geography.



Dr Hazel Hagger
Chair, ITE Accreditation Board

Professional learning

Induction

We administer funding, recording and tracking arrangements for school teachers' induction on behalf of the Welsh Government. This involves working closely with local authorities, regional school improvement consortia (the regional consortia), mentors, NQTs and the Welsh Government. This work included:

- Supporting over 2,400 new teachers, over 1,004 induction mentors, over 440 external verifiers and over 860 schools as part of the Induction programme;
- Settling funding payments for Induction of over £1.88 million to schools, equating to 3,100 payments for those participating in Induction;
- Releasing over £1.83 million to the regional consortia on behalf of the Welsh Government for the provision of the external verifier role;
- Providing tailored administrative support to each of the regional consortia (including leading the matching of external mentors to teachers in Induction for two regions); and
- Providing online services, help desk facilities and demonstrations to all registered practitioners accessing their Induction Profile, external verifiers, the regional consortia, local authorities and schools.

Professional Learning Passport

We continued to develop the world leading PLP (e-portfolio) for our registrants. We are pleased to report that over 25,318 practitioners have created their PLP and are using it to plan, record and reflect on their professional learning since the launch. There has been an increase of almost 7,000 accounts since 31 March 2019. We have also seen high demand for our face-to-face training and support with 94 sessions completed during 2019-20.

This year we have also worked with ITE partnerships to embed the PLP in their programmes, developing bespoke workbooks which have resulted in over 1,300 ITE students now using the PLP. Bespoke workbooks have also been developed for WBL providers and for use in learning pathways programmes delivered by the regional consortia.



Case study: Professional Learning Passport

Background

The PLP is a flexible, fully bilingual online tool that is available to all registrants. Developed by EWC on behalf of the Welsh Government, the PLP is packed with features that are designed to support registrants in capturing, reflecting on, sharing and planning their learning with the ultimate aim of improving practice. We all have different ways of learning and the PLP has been designed to meet a wide range of needs.



Benefits

The PLP is confidential and portable. As long as you are registered with us, you will have access to any content you have created in your PLP. The PLP also provides registrants with access to EBSCO, the world's largest full-text research database for education professionals, which includes:

- nearly 2000 full-text journals;
- abstracts for more than 3,500 journals;
- more than 530 full-text books;
- over 2,500 full-text and education related conference papers; and
- citations for more than 6 million articles, including book reviews.

Quality Mark for Youth Work in Wales

This year we were commissioned by Welsh Government, in partnership with ETS Wales, to deliver and develop the nationally recognised Quality Mark for Youth Work in Wales. The Quality Mark badge of excellence assures young people, their parents, guardians, funders, partner organisations and other organisations of high quality youth work provision.

We look forward to seeing the new contract build on the momentum of the successful Quality Mark and ensure this reflects the vision set out in the Youth Work Strategy for Wales.

Supporting practitioner research

In line with our research strategy, we have continued to promote and support research engagement across our registrant groups, providing funding through our research bursary scheme for registrants to undertake practice-based action research.

We have undertaken a full review of the Research Bursary Scheme this year, which will feed into our research strategy and Research Action Plan for 2020-21.

We continue to publish a range of online resources for registrants to encourage close to practice research, including free access to the EBSCO package of academic journals and e-books.

Objective 3: Work as a strategic partner in education to help improve education policy and its implementation in Wales

Functions on behalf of government

We have assumed responsibility for two new high profile activities, on behalf of the Welsh Government, which have the potential to add significant value for our registrants and education more generally in Wales.

Promoting careers in education

We are leading work nationally to develop a new brand and digital platform to promote careers in the education workforce in Wales, which will be launched in 2020-21.

Following consultation with key stakeholders within the education sector, Educators Wales was approved by the Minister as the new brand, and development work for the new platform, which will include a jobs database and professional learning portal, is well progressed.

We have established a new advisory and advocacy team, which has provided extensive support to ITE partnerships in promoting teaching as a career. This service will be rolled out to all registrant groups in 2020-21.

Case study: Educators Wales

Background

Educators Wales will be a national asset for the education profession in Wales. Funded by Welsh Government and developed by the EWC, the brand, website and other resources will bring the education profession in Wales to life. Built by educators, for educators, it will be a valuable resource for education professions in Wales.



Benefits

If you're working in education already, Educators Wales is where you can access professional learning and find career opportunities. If you're new to education, it can give you the information you need to help you into the profession.

Wherever you are in your journey, Educators Wales will help you become the best educator you can be — so you can help the next generation grow.

Educators Wales. Together, we can inspire

Independent Welsh Pay Review Body

Following the devolution of school teachers' pay and conditions to the Welsh Government, the IWPRB was established and appointed to undertake a comprehensive annual review. Being independent of government, we were appointed as the Body's independent Secretariat in 2019. We have no remit for school teachers' pay and conditions in Wales but recognise the importance of a fair and thorough review process as fundamental to the teaching workforce.

We played a key role in facilitating the IWPRB to produce its first ever pay report which was submitted to the Minister for Education on 12 June 2019. We continue to support the Body in this capacity into its second year.

Supporting educational policy

We are committed to contributing to and influencing the development of policy in the interests of our registrants.

The Chair, Chief Executive and senior officers meet regularly with key figures in education in Wales, including the Minister for Education, senior Welsh Government officials and education leads from each of the political parties represented in the Welsh Parliament. We also work closely with a range of organisations such as trade unions, the regional consortia, employers, Estyn, the National Academy for Educational Leadership, HEFCW, Colleges Wales, the National Training Federation for Wales, the Principal Youth Officers Group and the Council for Wales of Voluntary Youth Services.

We have participated in and contributed to a growing number of high profile national groups, covering a range of policy areas, including:

- the Curriculum for Wales Change Board;
- the PCET Change Board;
- the Post-16 Workforce Development Steering Group; and
- two Youth Work for Wales Strategy Participation Groups.

We responded to 16 national consultations and requests for evidence during the year and provided an input to 14 national reviews / research projects on education issues, ensuring that the views of the Council were understood and taken into consideration in decision-making.

We have hosted a number of national events, including Professionally Speaking featuring Professor Andy Hargreaves, the Masterclass in Educational Change with Professor Pak Tee and Teacher Education: Developing our Research Culture with Associate Professor Nicole Mockler.

We have also collaborated with a range of national organisations in running joint events, such as the Vocational Qualification Awards, the Education Support Conference and the Urdd Eisteddfod.



Evidence based policy and advice

Data and analysis

Our Register offers a wealth of information that can be used to influence policy and workforce planning in Wales.

This year, a key focus for us has been maximising the potential of this data. In September 2019 we published our annual Statistics Digest, which covered all seven registrant groups for the first time. We also published a number of data insights throughout the year, including new information on NQTs, supply staff, and induction.

We have continued to experience high demand for our data and have provided large scale data packages to support the Welsh Government, and others such as the Institute of Physics, Engineering UK and the Urdd. Our data also continues to be used nationally to inform and influence policy development and workforce planning and is frequently quoted and referenced in the Welsh Parliament by trade unions and the press.

Research reports

Following an initial study in 2018, the Welsh Government commissioned us to conduct research into models of professional learning for practitioners.

We also published [three research reports](#) which examine incentivisation strategies designed to improve recruitment and retention of high quality teachers.

Finally, towards the end of 2019-20, we were asked by the Welsh Government to undertake research in relation to the recruitment and retention of school teachers from Black, Asian and minority ethnic communities. Our report will be submitted to the Welsh Government in 2020-21.

Communication and engagement

Over the past year, we have continued to maintain and build our profile amongst registrants, future registrants, employers, trade unions and other stakeholders; raising awareness and understanding about our role and remit.

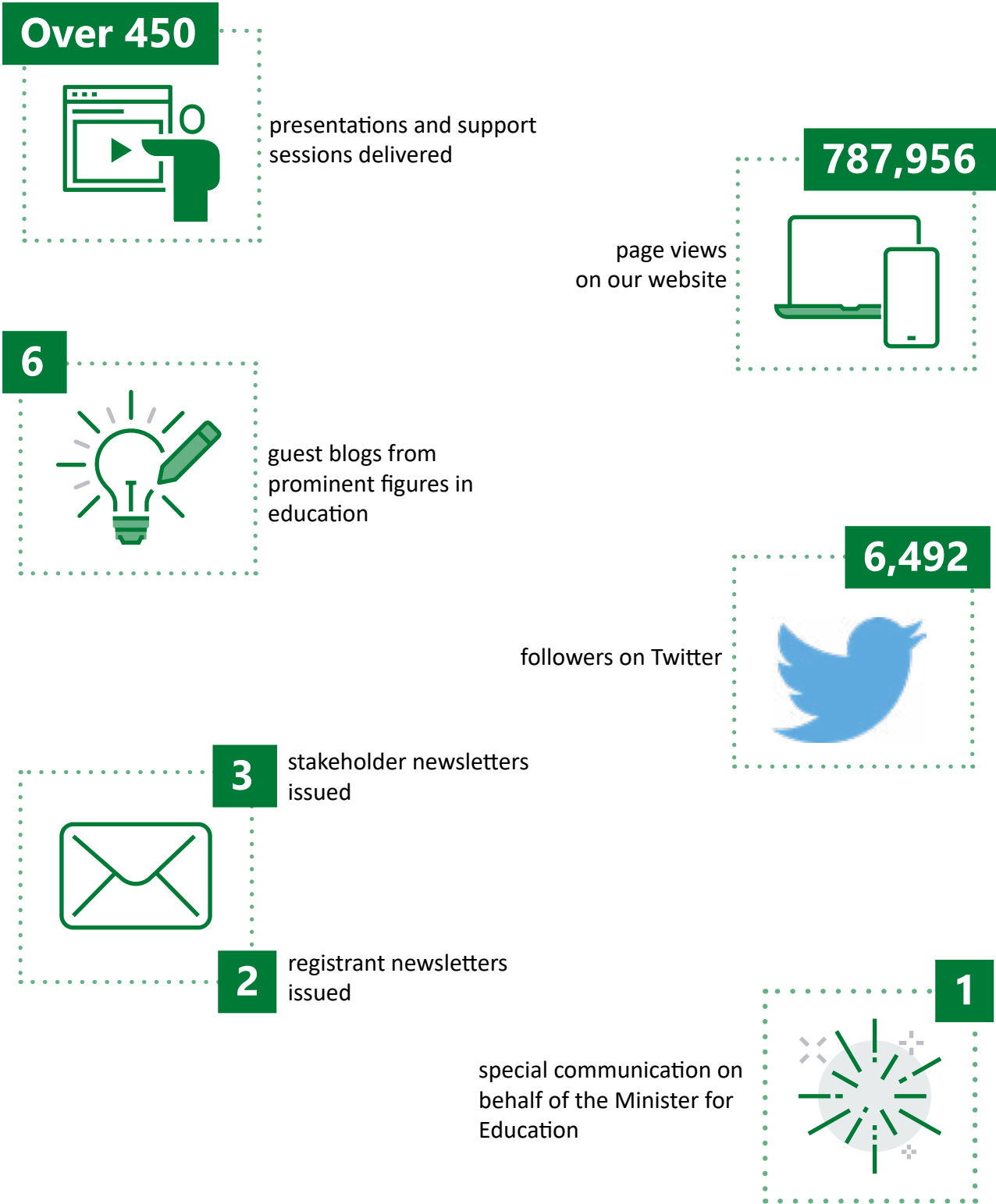
Face-to-face training and support sessions and presentations have been particularly popular, with a high demand for sessions on topics, such as the Code, the do's and don'ts of social media for registrants and the PLP. Over 450 such sessions have been delivered over the past year.

We also communicate directly with our registrants through our MyEWC News e-newsletters, and with our stakeholders through the EWC News e-newsletter, which continue to be well received. This year we also issued a special communication to registrants on behalf of the Minister for Education, following the publication of the Curriculum for Wales guidance.

We have maintained and developed our website throughout the year, regularly introducing new material and maintaining a vibrant blog featuring prominent figures in education. This has helped us to attract almost 800,000 page views of our website (our highest annual figure

to date). We also continued to utilise Twitter to promote key messages to our registrants and key stakeholders.

We produced several press releases and we featured in the media over 110 times, with particular interest in cases progressing through the FTP process.



Objective 4: Increase organisational capability and capacity whilst ensuring best value for registrants

Finance

Our annual report and annual accounts were laid at the Welsh Parliament in July 2019. We received an unqualified audit opinion and have also been commended by our internal auditors for the quality of our financial and operational processes.

For the financial year ending 31 March 2020, we reported a surplus of £296,000 (£544,000 surplus in 2018-19) and total net assets of £4,309,000 (£4,071,000 at 31 March 2019).

We have also maintained sufficient financial reserves to allow us to continue to deliver our services, and to give us significant reassurance, should we experience any unforeseen events, such as those we saw this year with COVID-19.

Cost effective services

We have undertaken work this year to streamline our financial planning, budgeting, monitoring and risk management processes to ensure maximum efficiency and comply with best practice.

We have also made improvements to our IT infrastructure and facilities to ensure we continue to offer value for the annual fees our registrants pay. For example, most new registration applications are now made online, while the majority of our fitness to practise hearings now take place in our dedicated in-house hearing suites.

Case study: Fitness to practise hearing suites

Background

We currently hold around 60 FTP hearings each year. To facilitate these we have established two bespoke in-house hearing suites.

Benefits

We have seen a number of benefits to moving our hearings in-house. As we are funded by registration fees we are always looking at ways to improve cost efficiencies, and we have seen a significant reduction in costs when compared to the use of external venues.

Fitness to practise hearings can be stressful situations both for registrants and witnesses in attendance. Moving away from holding hearings in public spaces such as hotels or conference centres provides a quieter, more appropriate space for attendees and allows us to provide a more professional service.

We have also seen a benefit to staff efficiency as our bespoke suites offer office space, photocopying facilities and catering facilities for staff to use.

Legislative responsibilities

GDPR

We have continued to improve measures and monitor compliance with data protection requirements. 'Data champions' within each team have offered day to day advice and guidance to colleagues and further training for all staff is underway. Our internal data protection working group has continued to meet each month, and this year has worked on an update to our privacy notice and has reviewed retention schedules across the organisation.

The Welsh language

We are required to comply with 148 Welsh Language Standards, covering service delivery, operational, policy making, and record keeping. All staff members have a responsibility to ensure that we comply with standards.

Our annual Welsh language monitoring report was published in September. This sets out our commitment and compliance with the Welsh Language Standards.

Equality

We have a number of policies and schemes in place to ensure we mirror best practice in promoting equalities, and compliance with these was monitored regularly throughout the year.

Having signed up to the Disability Confident scheme and signed the Employer Pledge for mental health awareness in previous years, we have continued our commitment to these initiatives this year.

This year we have undertaken a significant review of our approach to equality to ensure our commitment to equity and fairness is clearly demonstrated. This has included development of a new [Strategic Equality Plan](#), focussed equality objectives, and a review of our monitoring arrangements.

As part of this process we consulted with key stakeholders including the Equality and Human Rights Commission.

Our Statistics Digest and Fitness to Practise Annual Report both highlighted equality data relating to all seven groups on the Register. We also published a number of data insights throughout the year, providing further equality data about specific groups on the Register, including NQTs and registered school teachers undertaking Induction.

Human resources

We have a robust programme in place to review and update our existing human resource, financial, and operational policies and processes on a cyclical basis. A number of new policies have also been introduced, in line with organisational need.

We recognise that our staff are our key asset. As such, our focus has been on ensuring that they are provided with training and development opportunities to enable them to flourish. We therefore have a comprehensive staff training programme, in line with organisational objectives.

Staff numbers have increased again in 2019-20, reflecting our evolution and expanding responsibilities, and we provided comprehensive induction training to new starters, so that they were able to provide a high quality service to registrants.

Employment policy

We adopt an equal opportunities approach to the recruitment, development and promotion of staff. Recruitment processes are continually monitored to ensure compliance with Welsh Language Standards and equality responsibilities.

Supporting members

Appointments to the Council are made through the Welsh Government public appointments process every four years.

Our new Council commenced on 1 April 2019, with six existing members remaining for a second four-year term and eight members joining Council for the first time. The 14 members have an extensive range of experience, with knowledge spanning all of the Council's seven registrant groups as well as a lay presence.

An induction session for the new Council took place in April 2019, including both internal and external speakers, and has been supported by an ongoing member training plan designed to ensure their skills and competencies remain up to date with best practice. Mandatory, annual training took place for all FTP members in June, with a further half-day training session for panel Chairs in January 2020.

Environmental and community matters

We are committed to minimising our impact on the environment, in line with the duties outlined within the Environment (Wales) Act 2016.

As a small body, opportunities to reduce our environmental impact are limited. However, wherever possible, we seek to reduce our impact on the environment. Over the past year, these efforts have focused on:

- Reducing stationery consumption;
- Using public transport or car sharing where possible;
- Using video-conferencing for meetings (where possible) and encouraging use of these facilities amongst stakeholders;
- Placing Carbon Trust energy saving stickers / posters around the office;
- Recycling all waste, (subject to external restrictions); and
- Communicating with registrants and stakeholders via e-mail where possible to reduce need for print material.

In line with the duties outlined within the 2016 Act, we have also recently published a [statement on the Section 6 Biodiversity and Resilience of Ecosystems Duty](#). This outlines our response to the Wales Biodiversity Partnership's Nature Recovery Action Plan (NRAP) which identifies six objectives to address declining biodiversity in Wales, and to support recovery. The statement also sets out a number of actions and measures against which we will report in future years.

Consultation with employees and stakeholders

Employees

We recognise the importance of communication with all employees, and of keeping them informed of internal and external developments. This includes regular all-staff meetings, team meetings, a staff intranet and e-mail bulletins on developments from the senior management team, as and when necessary.

Council members and staff are encouraged to contribute to the strategic planning process via dedicated workshop sessions. This enables the organisation to capitalise upon the wealth of knowledge amongst staff and to engage them in developing the strategic direction of the organisation.

Our HR Forum is being revisited and refocused to ensure it is fit for purpose.

Stakeholders

We have made deliberate steps to further engage stakeholders in developing our corporate strategy, consulting on both our Strategic Plan and Strategic Equality Plan this year.

Well-being

Our aim is to create a workplace environment and working culture that promotes positive mental health and well-being. We do this by cultivating an open, supportive organisation where people understand the importance of well-being and feel able to talk about physical and mental health.

This is set out in our mental health and well-being policy, which was reviewed this year. Additional information was added to the policy to provide staff with details of websites, helplines and apps for anyone experiencing anxiety and depression.

Other changes to policies this year, to support staff well-being, have included amendments to the flexi-time policy, to allow staff greater flexibility, and strengthening our sickness absence policy to align with our commitment to mental health and well-being.

We encourage our staff to take lunch breaks away from their desks and we have dedicated office space to enable this.

We also had a rolling programme of well-being activities throughout the year, which has included regular updates to our well-being board covering topics such as sleep cycles, stress awareness and sugar-free February.

Hayden Llewellyn, Chief Executive

10th July 2020

Accountability report

Corporate governance report

Director's report

Council

The Council has 14 members including seven members appointed by Welsh Ministers from nominees of organisations set out in Schedule 2 of the Education Workforce Council (Membership and Appointment) (Wales) Regulations 2014; and seven members appointed directly by Welsh Ministers. The Council governance and committee structure is covered in more detail in the Performance Report.

Members for the period, 1st April 2019 to 31st March 2020 were:

Angela Jardine, Chairperson	Ian Roberts
Anne Pitman	Jane Setchfield
Berni Tyler	Kelly Edwards
Clare Jones	Kevin Pascoe
Dave Williams	Paul Croke
Eithne Hughes	Rosemary Lait
Gwawr Taylor	Steve Drowley

In addition, the Audit & Scrutiny Committee includes one lay member (Andrew Bellamy).

Senior officers

Senior officers for the period 1 April 2019 to 31 March 2020 were:

Chief Executive	Hayden Llewellyn
Director of Qualifications, Registration and Fitness to Practise	Elizabeth Brimble
Director of Finance & Corporate Services	Lisa Winstone
Director of Professional Development, Accreditation and Policy	Bethan Holliday-Stacey

The Council maintains a register of Members' interests – available on our website - which reports any interests which are or may be relevant to their work as a member of Council. Senior officers are required not to hold any remunerated post which would conflict with their duties for the Council, and any other unpaid positions are reported. Details of transactions with related parties including Council members and senior officers are disclosed at Note 17 to the Accounts.

Statement of Council's and Chief Executive's responsibilities

Under Paragraph 21 of Schedule 1 to the Education (Wales) Act 2014, the Council is required to prepare for each financial year a statement of accounts in the form and on the basis set out in the Accounts Direction. The accounts are prepared on an accruals basis and must give a true and fair view of the Council's state of affairs at the year-end and of its income and expenditure and cash flows for the financial year.

In preparing the accounts, the Council is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- Observe the Accounts Direction issued by the Welsh Government, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the financial statements; and
- Prepare the financial statements on a going concern basis.

The responsibilities of the Chief Executive, including responsibility for the propriety and regularity of the public finances for which the Chief Executive is answerable, for keeping proper records and for safeguarding the Council's assets, are set out in 'Managing Welsh Public Money' published by the Welsh Government.

As Chief Executive, I confirm that:

- as far as I am aware, there is no relevant audit information of which the Council's auditors are unaware;
- I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that the Council's auditors are aware of that information; and
- this Annual Report and Accounts as a whole is fair, balanced and understandable and that I take personal responsibility for this Annual Report and Accounts and the judgments required for determining that it is fair, balanced and understandable.

Annual Governance Statement

The Council is committed to achieving high standards of governance in the performance of its corporate objectives, including the proper management and control of its resources. This statement describes the governance arrangements for the Council in 2019-20 and the Council's risk and control framework, concluding with an assessment of their effectiveness in the year.

As an independent regulator and a non-sponsored Government body, the EWC is not legislatively bound by the central government Corporate Governance Code although chooses to follow many of its principles to nourish its practices. As part of their terms of appointment and subsequent suite of governing procedures, Council members are required to adopt the Nolan principles of public life through the EWC's Code of Conduct and Best Practice for Members (reviewed every 2 years). This Code is influenced by the Code of Conduct for Board Members of a Public Body (issued by the Cabinet office in 2011 and reviewed in 2019), Committee on Standards in Public Life (The Nolan Committee) and the additional principles outlined in The Conduct of Members (Principles) (Wales) Order 2001.

Role of the Education Workforce Council

The principal aims and functions of the Council are to:

- Contribute to improving the standards of teaching and the quality of learning in Wales
- Maintain and improve standards of professional conduct amongst teachers and others who support teaching and learning in Wales
- Safeguard the interests of learners, parents and the public and maintain public trust and confidence in the education workforce

Governance framework

The governance framework consists of the systems and processes employed in the achievement of its activities, and is underpinned by the mission, vision and values of the Council. It enables the Council to monitor and control its operations.

The EWC is a body corporate, established by the Education (Wales) Act 2014 and various Welsh Government Regulations, including the EWC (Main Functions) (Wales) Regulations 2015. The Council members (refer to Director's Report for further information) are required to comply with the Code of Conduct and Best Practice for Members.

Members sit on one of three Council standing committees: Executive Committee, Registration and Regulation Committee, and Audit and Scrutiny Committee. The Council meets three times annually, and typically each committee also meets three times annually, with business reported to the next Council meeting. In addition, the Council has established a Performance Review Committee, consisting of the Chairperson and two other members which agrees the performance assessment of the Chief Executive, confirms the award of any increment and sets the objectives for the future year.

The governance framework is formalised through the Council's Standing Orders, which set out how the Council and Committees function. In support of that are a series of policies and

procedures detailing how the Council operates and the process for achievement of corporate objectives. These make up the Council's system of internal control.

The Chairperson is responsible for providing effective strategic leadership on matters such as formulating the Council's strategy for discharging its statutory duties; encouraging high standards of propriety, and promoting efficient and effective use of staff and other resources throughout the Council; and ensuring that the Council, in reaching decisions, takes proper account of its statutory responsibilities.

Members' roles are strategic and include focussing on corporate strategy, key strategic objectives and targets, approval of major policy documents and major decisions involving the use of financial and other resources. Under Standing Orders, the Council may delegate responsibility for specified matters to committees of the Council, the Chairperson or the Chief Executive. Council members and officers have complementary responsibilities with regard to the formulation and implementation of Council policy.

Responsibility for day to day management is delegated to the Chief Executive and senior staff, within a clear framework of strategic control by members. The Chief Executive has responsibility, under the Council, for the overall organisation, management and staffing of the Council, including staff conduct and discipline; for ensuring that the Council complies with all relevant legislation; and for monitoring compliance with Council's internal policies and regulations. He is responsible for the Council's proper corporate governance, the effective management of the executive, its financial management and communications with stakeholders. In his absence, the Chief Executive has established deputising arrangements in place with the Director of Qualifications, Registration and Fitness to Practice covering the role.

The Chief Executive is supported by his Senior Management Team (SMT) which comprises of three Directors as Senior Officers, listed in the Directors' Report. The SMT meets on a monthly basis. Its remit is to advise the Chief Executive on progress against its primary activities, to confirm resource allocation, to monitor and control management accounts based on agreed budgets, to review and amend the Risk Register and to review and approve new and revised policies affecting all aspects of the Council's operations.



In 2019-20, the Council committed to four corporate objectives, namely to:

- Be an effective regulator ensuring public confidence in the education workforce is maintained;
- Promote learning and professionalism within the education workforce;
- Work as a strategic partner in education to help improve education policy and its implementation in Wales; and
- Ensure organisational capability and capacity whilst ensuring best value for registrants.







Objectives are interpreted into activities via the three-year Strategic and annual Operational Plans. Operational and financial performance is overseen by the Executive Committee via Quarterly Reviews, which report on achievements against objectives for the reported period. Financial accountability is achieved via the annual budget-setting – based on approved plans - with production of monthly management accounts, which are scrutinised by the Senior Management Team. The format of the annual accounts is determined by the Accounts Direction, issued by the Welsh Government and based on the Treasury's Financial Reporting Manual. This ensures clarity about disclosure of financial performance. These Accounts – and the supporting financial systems - are then subject to external audit, confirming their accuracy and disclosure compliance and the regularity of financial transactions.

Risk and control framework

The risk and control framework is underpinned by the Risk Management policy which forms a key strand of the Council's internal control and corporate governance arrangements. The policy is aligned to the main principles outlined in HM Treasury Orange Book, although this has not been formally adopted as an approach for the Council. The policy acknowledges that it is not possible to eliminate all risk but through the Risk Register, documents the processes by which risk is reduced to an acceptable level. It also notes that whilst the SMT is responsible for managing the risks, all staff have a role in identifying new potential risks. The Policy is reviewed bi-annually and was last reviewed in July 2019.

The Risk Register details all key threats to achieving the corporate objectives, agreed in the Strategic and Operational Plans. Each key risk is given a score based on its potential impact on the business of the Council and its likelihood of occurring. The management strategy involves accepting, avoiding, reducing or transferring risks in response. Specific actions required are identified, allocated to a senior manager and actioned by set deadlines. The Risk Register includes an evaluation of the level of "residual risk" after the application of the control. Both opening and residual risks are represented using the traffic light warning system, and are coloured accordingly (Red/ Amber/ Green). All risks were considered at the quarterly review.

At the year-end, the Risk Register included the following main risks:

	Principal risk	Key mitigations
 Inherent risk  Residual risk	Failure to register and regulate registrants in line with Welsh Government legislation	<ul style="list-style-type: none"> • Monitor volume of applications and FTP cases • Arrangements in place to support employer eligibility checks • Have in place non-compliance procedures with employers
 Inherent risk  Residual risk	Operational activity is such that Council expenditure exceeds registration fee income	<ul style="list-style-type: none"> • Set prudent budgets • Close scrutiny and monitoring of registration numbers and expenditure • Identify cost and efficiency savings • Highlight any concerns to Welsh Government
 Inherent risk  Residual risk	Reputational damage caused by an inappropriate decision taken by a Fitness to Practise Committee, or in the event of a High Court appeal	<ul style="list-style-type: none"> • Competencies for panel members and recruitment against these • Procedures in place for members and officers • Annual training for panel members • High quality legal support for panels and Presenting Officer services • Media handling protocols in place • Professional Indemnity insurance in place

The Risk Register is reviewed quarterly by senior officers, and at meetings of the Audit & Scrutiny Committee, which has a remit to oversee the Council's Risk Management policy. Progress is reported and new risks and controls identified during the regular review by the Senior Management team. During the year, two new risks were added to the risk register; the first was a new reputational risk relating to the role of EWC providing secretariat support to the Independent Welsh Pay Review Body which has a residual risk score of 2 (low risk); and the second was a new financial risk relating to the possibility of Welsh Government classifying EWC as a Public Body through Amending the Government Wales Act 2006 (Budget Motions and Designated Bodies) which has a residual risk score of 3 (medium risk).

The Risk Register is taken to Council for consideration once annually, when members confirm that the overall assessment is consistent with Council's overall risk appetite. This is currently defined as being risk averse and was last reviewed in July 2019.

Financial risks are controlled by a detailed Finance Manual setting out financial procedures and specifying responsibilities and levels of delegation. Compliance with this manual promotes high standards of good governance. The Finance Manual is currently being reviewed and will be replaced with a suite of Financial Control Procedures in early 2020/21.

The Council is determined to ensure that fraud is not accepted or tolerated. It has a number of steps in place to ensure that fraud is prevented including separation of functions set out in the Finance Manual, regular financial monitoring and reconciliation, a Staff Code of Conduct describing the standards expected of EWC officers, clear line management systems and a Whistleblowing Policy. There were no whistleblowing incidents in the year, nor were any allegations of misconduct received otherwise.

The system of internal control is designed to manage risk to a reasonable level - rather than to eliminate all risk of failure - to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Council for the year ended 31 March 2020 and up to the date of approval of the annual report and accounts, and accords with Treasury guidance.

The Council's Business Continuity and Disaster Recovery plan addresses key risks to the Council in the event of a threat to business continuity relating to buildings or information systems. This includes an annual testing of the plan, with the scenario this year based on observers at a Fitness to Practise hearing gaining access to the EWC office and causing damage and disruption to protest against the possible outcome of the hearing. A scenario test is repeated annually.

The Council is a data-rich organisation in respect of the education workforce in Wales. Data is contained within the Council's databases with the appropriate safeguards in place and where relevant shared with individual registrants and specified information with employers/ other organisations. Other internal data is stored securely and managed in accordance with the data protection principles. There have been no reportable data breaches during the year, as confirmed at monthly meetings of the Senior Management Team. One enquiry from the ICO was raised with the EWC but did not meet the threshold for referral. We have however, evaluated the incident to help ensure we maintain our excellent record with respect to protecting all personal data held.

Information security is supported by the nightly backup of Council data to an off-site cloud-based backup service.

The Council has a published Standards of Service document with a system and timescale for dealing with complaints. No complaints were received through this process during the year.

The Council is committed to deploying its human resources to promote strong corporate governance. It is committed to developing competent and well-trained people to perform the various Council and executive functions. During the year, it continued with an all-staff training programme – covering specific and general topics. This is in addition to individual identified training provision, including support for studying toward relevant professional qualifications.

During the year, members were also provided with a series of briefing sessions, covering for example EWC's work with the work-based learning and youth work sectors, Equality and Diversity awareness, provided by Diverse Cymru, and the Director of Skills, Higher Education

and Lifelong Learning addressing members on Welsh Government policy developments. The Council has its own annual Performance and Development Review (PDR) programme, which assesses officers' performance over the previous year and identifies specific objectives and training needs for the following year.

All officers are obliged to comply with the Code of Conduct for Council Officers. Council has a range of HR policies to ensure consistent expectations and levels of support. Staff have recourse to a Whistleblowing Policy including named Council members should the need arise. No matters were raised in 2019-20.



Review of Council's effectiveness

Members' attendance at meetings held during 2019-20 is detailed in the following table:

Member	Council attendance (total possible in brackets)	Standing Committee attendance (total possible in brackets)		
		Executive	Registration and Regulation	Audit and Scrutiny
Angela Jardine	4(4)	3(3)		
Anne Pitman	4(4)			2(3)
Berni Tyler	3(4)			2(3)
Clare Jones*	3(4)			3(3)
Dave Williams	3(4)	3(3)		
Eithne Hughes	2(4)	3(3)		
Gwawr Taylor	2(4)	2(3)		
Ian Roberts	3(4)		2(3)	
Jane Setchfield	1(4)		2(3)	
Kelly Edwards	4(4)		3(3)	
Kevin Pascoe	4(4)			3(3)
Paul Croke	4(4)	2(3)		
Rosemary Lait	4(4)		2(3)	
Steve Drowley	4(4)		3(3)	

*Chairperson of Audit and Scrutiny Committee

Members participate in an annual Members' Review Process - including an annual self-assessment of performance by members themselves, and also an assessment of performance of all members by the Chairperson. This has recently been completed for the 2019-20 year, and continues to be very successful.

Achievements against operational objectives are reported and reviewed regularly throughout the year via Quarterly Reviews. These reviews note achievement on the short-term outcomes and highlight any action remaining. This document is considered by the Chief Executive and the Senior Management Team and is overseen by the Executive Committee. A summary of the Council's achievements of objectives in 2019-20 is given in the Performance Report.

In addition, in respect of activities which are publicly funded, regular meetings are held with Welsh Government officials to monitor the achievement of those specific operational objectives. All operational targets were achieved.

Audit and Scrutiny Committee

The Audit and Scrutiny Committee plays a significant role in the corporate governance structure, and through its review advises the Chief Executive on the efficacy of policies, systems and procedures. Its Terms of Reference are included within Council's Standing Orders.

During the year, it has received and reviewed various reports from both internal and external auditors, completed an assessment of internal and external auditors' performance, approved the replacement of the Finance Manual with a suite of Financial Control Procedures and reviewed the Risk Register at each meeting. The committee also received an annual report on compliance with the Freedom of Information Act and Data Protection Act, an annual report on IT services and an assessment against the WAO best practice checklist for cyber security. During the year, the committee requested that a cyber security update is provided to each meeting. This is now part of the standing agenda items.

All committee activity has supported a positive assessment of the Council's governance arrangements.

Internal audit

Deloitte LLP act as internal auditors for the year ending 31 March 2020. Within an overarching three year plan which ensures cyclical coverage of all areas, an annual programme of work is agreed prior to the financial year. As reviews are then completed during the year, reports are presented to the Audit and Scrutiny Committee. The results of the year are then summarised in an Annual Report.

A total of four reports were completed in 2019-20, covering the registration process; financial systems – purchasing and payroll; governance and risk management; and health and safety – fire safety.

The following table summarises the level of assurance, and recommendations from each review:

Area	Assurance	Recommendations: Priority		
		High	Medium	Low
Registration	Substantial	-	-	-
Governance and Risk Management	Substantial	-	-	-
Health and Safety – Fire Safety	Substantial	-	-	1
Finance: Payroll and Purchasing and Payments	Substantial	-	-	3

The Annual Report concluded that “...Based on the conclusions of our work, we can provide the Council with substantial assurance in relation to the organisation’s arrangements for risk management, governance and internal control.”

External audit

Assessment on the effectiveness of the governance framework is also implicit in the findings and reports of the financial audit. The Auditor General for Wales is the statutory external auditor of the Education Workforce Council, appointed under the Education (Wales) Act 2014. The audit of the 2019-20 Annual Accounts was completed on his behalf by Audit Wales.

Comments on the audit of the 2018-19 Annual Accounts were positive – with the AGW issuing an unqualified audit opinion and confirming that no significant matters had arisen as a result of audit testing, and noting that auditors had not found any material instances where resources have not been properly used and accounted for.



Significant governance issues

The Council has not identified any significant governance issues in the year. Nor have any areas of concern been identified which require strengthening or improvement.

My operational focus has been on:

- (a) registering and regulating each of the seven registrant groups set out in legislation;
- (b) launching a revised Code of Professional Conduct and Practice for the education professions;
- (c) lobbying government for changes to legislation in the areas of registration and regulation
- (d) implementing ITE accreditation processes in line with Welsh Government requirements;
- (e) delivering all Welsh Government grant funded activities to standards agreed;
- (f) ensuring that the EWC made a significant contribution to policy development in Wales; and
- (g) communicating and disseminating the work of the EWC to registrants, future registrants and stakeholders.

There were no losses or special payments incurred in the year.

In addition, no complaints were received by officers during the year, nor were there any referrals to the Information Commissioner in respect of activity in-year.

Statement by Chief Executive

In summary, I am satisfied that the governance framework of the Council during the year has been effective, giving assurance of the proper stewardship of resources in performance of its objectives.

Hayden Llewellyn, Chief Executive

10 July 2020

Remuneration and staff report

Remuneration policy

The Remuneration and Staff Report details remuneration practices in respect of Council members and staff.

Service contracts

Staff appointments are made in accordance with the Council's Recruitment and Selection policy, which requires appointments to be on merit on the basis of fair and open competition but also includes the circumstances when appointments may otherwise be made.

The senior staff covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

With the exception of the Chief Executive, all staff salaries are based on the Welsh Government salary scales. The Chief Executive's remuneration is based on an incremental scale, and any progression is approved by the Chairperson and confirmed by the Performance Review Committee. No bonuses are payable.



Members' remuneration*

The Chairperson is the only member of Council who may be remunerated; the office is not entitled to membership of the Council's pension scheme.

During the year, Angela Jardine continued as Chairperson of the Council, having been re-elected to serve for the period until March 2023. As a serving teacher, this appointment is treated as a secondment and a proportion of salary is reimbursed to her employer. Mrs Jardine received no remuneration directly nor any benefits-in-kind. The Chairperson's commitment is estimated at an average two days per week.

All other Council members are paid for their expenses, including the reimbursement of costs incurred in travelling to meetings and also payment of supply cover to their employers or equivalent costs, as appropriate. This expenditure is reported as Members' costs at Note 2 (Direct programme costs).

	2019-20 £000s	2018-19 £000s
Reimbursement of costs to employer - Chairperson: Angela Jardine	25	20
* This information is subject to audit		

Senior staff remuneration*

The salary, pension entitlements and the value of any taxable benefits in kind of the most senior officers of the Council were, as follows:

Single total figure of remuneration*

	Salary £000s		Bonus payments £000s		Pension benefits £000s ¹		Total £000s	
	2019-20	2018-19	2019-20	2018-19	2019-20	2018-19	2019-20	2018-19
Hayden Llewellyn (M) Chief Executive	95-100	90-95	-	-	39	22	135-140	115-120
Elizabeth Brimble (F) Director of Qualifications, Registration and Fitness to Practise	80-85	70-75	-	-	60	49	140-145	120-125
Lisa Winstone (F) Director of Finance & Corporate Services	65-70	20-25	-	-	26	9	95-100	30-35
Bethan Holliday-Stacey (F) Director of Professional Development, Accreditation and Policy	60-65	20-25	-	-	97	24	160-165	40-45

¹ The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increase excludes increases due to inflation or any increase or decrease due to a transfer of pension rights.

Salary

'Salary' includes gross salary; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation. This report is based on payments made by the Council and thus recorded in these accounts.

No bonuses are payable by the Council.

*This information is subject to audit

Pay multiples*

Reporting bodies are required to disclose the relationship between the remuneration of the highest-paid director in their organisation and the median remuneration of the organisation's workforce.

	2019-20	2018-19
Band of highest paid individual's remuneration (£000s)	95-100	90-95
Median total	28,150	27,400
Ratio	3.5	3.4

The banded remuneration of the highest-paid director in the Council in the financial year 2019-20 was £95,000 - £100,000 (2018-19, £90,000 - £95,000). This was 3.5 times (2018-19, 3.4) the median remuneration of the workforce, which was £28,150 (2018-19, £27,400). The median has slightly increased in 2019-20 due to implementation of an all staff pay award with effect from 1 April 2019.

In 2019-20, no employees (2018-19, nil) received remuneration in excess of the highest-paid director (the Chief Executive). Remuneration ranged from £20,000 to £95,829 (2018-19, £19,240 to £93,950).

Total remuneration includes salary, non-consolidated performance-related pay and benefits-in-kind. It does not include employer pension contributions and the cash equivalent transfer value of pensions.

Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the Council and treated by HM Revenue and Customs as a taxable emolument. No benefits in kind were paid during the year.



Pension benefits*

	Accrued pension at pension age as at 31/3/20 and related lump sum	Real increase in pension and related lump sum at pension age	CETV at 31/3/20	CETV at 31/3/19	Real increase in CETV
	£000s	£000s	£000s	£000s	£000s
Hayden Llewellyn (M) Chief Executive	35-40 plus a lump sum of 75-80	0-2.5 plus a lump sum of 0-2.5	680	624	22
Elizabeth Brimble (F) Director of Qualifications, Registration and Fitness to Practise	20-25	2.5-5	408	343	45
Lisa Winstone (F) Director of Finance & Corporate Services	10-15	0-2.5	151	130	10
Bethan Holliday-Stacey (F) Director of Professional Development, Accreditation and Policy	20-25 plus a lump sum of 50-55	2.5-5 plus a lump sum of 7.5-10	347	267	65

Civil Service Pensions

Pension benefits are provided through the Civil Service pension arrangements. From 1 April 2015 a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or **alpha**, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined **alpha**. Prior to that date, civil servants participated in the Principal Civil Service Pension Scheme (PCSPS). The PCSPS has four sections: three providing benefits on a final salary basis (**classic**, **premium** or **classic plus**) with a normal pension age of 60; and one providing benefits on a whole career basis (**nuvos**) with a normal pension age of 65.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under **classic**, **premium**, **classic plus**, **nuvos** and **alpha** are increased annually in line with Pensions Increase legislation. Existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 will switch into **alpha** sometime between 1 June 2015 and 1 February 2022. All members who switch to **alpha** have their PCSPS benefits

‘banked’, with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave **alpha**. (The pension figures quoted for officials show pension earned in PCSPS or **alpha** – as appropriate. Where the official has benefits in both the PCSPS and **alpha** the figure quoted is the combined value of their benefits in the two schemes.) Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a ‘money purchase’ stakeholder pension with an employer contribution (partnership pension account).

Employee contributions are salary-related and range between 4.6% and 8.05% of pensionable earnings for members of **classic**, **premium**, **classic plus**, **nuvos** and **alpha**. Benefits in **classic** accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years initial pension is payable on retirement. For **premium**, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike **classic**, there is no automatic lump sum. **Classic plus** is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per **classic** and benefits for service from October 2002 worked out as in **premium**. In **nuvos** a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member’s earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. Benefits in **alpha** build up in a similar way to **nuvos**, except that the accrual rate is 2.32%. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

The **partnership** pension account is a stakeholder pension arrangement. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of providers. The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer’s basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of **classic**, **premium** and **classic plus**, 65 for members of **nuvos**, and the higher of 65 or State Pension Age for members of **alpha**. (The pension figures quoted for officials show pension earned in PCSPS or **alpha** – as appropriate. Where the official has benefits in both the PCSPS and **alpha** the figure quoted is the combined value of their benefits in the two schemes, but note that part of that pension may be payable from different ages.)

Further details about the Civil Service pension arrangements can be found on [its website](#).

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member’s accrued benefits and any contingent spouse’s pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a

scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are worked out in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008 and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.



Compensation for loss of office

No compensation payments for loss of office were made in the year to those staff included in this Remuneration and Staff Report, or any other employees.



Staff report

Number of persons employed by employment type*

During 2019-20, the Council employed an average of 49.7 staff* (2018-19 - 42.3) (including officers on maternity leave), as follows:

	EWC	WG	Total	2018-19
Permanent contract	31.0	16.3	47.3	36.6
Fixed term contract	0	1.8	1.8	3.6
Temporary	0.6	0	0.6	2.1
Total	31.6	18.1	49.7	42.3

*Full Time Equivalents

The staff composition by gender as at the end of the financial year was, as follows:

By gender	31 March 2020			31 March 2019		
Staff	Male	Female	Total	Male	Female	Total
Senior	1	3	4	1	3	4
General	14	33	47	11	27	38
Temporary	0	0	0	1	2	3
Total	15	36	51	13	32	45

The average age of the Council's staff on 31st March 2020 was 38 years (39 years, at 31st March 2019).

Sickness absence

The Council monitors sickness absence on an ongoing basis, reviewing both cumulative and long-term absences. In 2019-20, employees reported a total of 311.5 days sickness absence (109.5 days, 2018-19) of which 60.5% was in respect of long-term sickness (36.5%, 2018-19).

Absence due to sickness is higher than the national average, reporting an average of 6.5 days per employee (2.7 days, 2018-19). The most recently reported national average was 4.4 days per employee (ONS, 2019). There were no retirements on the grounds of ill health.

Staff costs*

	Council		WG activities		2019-20	2018-19
	Permanent staff £000s	Other £000s	Permanent staff £000s	Other £000s	Total £000s	Total £000s
Salaries	1,141	0	536	0	1,677	1,399
Social Security costs	118	0	55	0	173	142
Pension costs	314	0	142	0	456	290
Total	1,572	0	734	0	2,306	1,831
Agency costs	0	36		0	36	64
Total	1,572	36	734	0	2,342	1,895

As we have developed our activity during the year, the Council also engaged additional temporary agency staff, with expenditure totalling £36,463 (2018-19, £64,417).

The Principal Civil Service Pension Scheme (PCSPS) and the Civil Servants and Others Pension Scheme (CSOPS) - known as “**alpha**” - are unfunded multi-employer defined benefit scheme but the Council is unable to identify its share of the underlying assets and liabilities. The scheme actuary valued the scheme as at 31 March 2016. You can find details in the resource [accounts of the Cabinet Office: Civil Superannuation](#).

For 2019-20, employers’ contributions of £449,953 were payable to the PCSPS (2018-19, £288,993) at one of four rates in the range 26.6% to 30.3% of pensionable earnings, based on salary bands. The Scheme Actuary reviews employer contributions usually every four years following a full scheme valuation. The contribution rates are set to meet the cost of the benefits accruing during 2019-20 to be paid when the member retires and not the benefits paid during this period to existing pensioners.

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. No Council employees took up this option, and therefore no employer’s contributions were made.

Off-payroll arrangements

No payments were made under off-payroll arrangements during the year (2018-19, nil).

Exit packages

There were no redundancy or other departure costs in the year (2018-19, £nil).

The above information is subject to audit.

Hayden Llewellyn, Chief Executive

10 July 2020



Audit report

The Certificate and independent auditor's report of the Auditor General for Wales to the Senedd

Report on the audit of the financial statements

Opinion

I certify that I have audited the financial statements of Education Workforce Council for the year ended 31 March 2020 under paragraph 21 of Schedule 1 of the Education (Wales) Act 2014. These comprise the Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flows, Statement of Changes in Taxpayers' Equity and related notes, including a summary of significant accounting policies. These financial statements have been prepared under the accounting policies set out within them. The financial reporting framework that has been applied in their preparation is applicable law and HM Treasury's Financial Reporting Manual based on International Financial Reporting Standards (IFRSs) as adopted by the European Union/United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In my opinion the financial statements:

- give a true and fair view of the state of Education Workforce Council's affairs as at 31 March 2020 and of its surplus for the year then ended; and
- have been properly prepared in accordance with Welsh Ministers' directions issued under the Education (Wales) Act 2014.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing in the UK (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the body in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

I have nothing to report in respect of the following matters in relation to which the ISAs (UK) require me to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Accounting Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the body's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Accounting Officer is responsible for the other information in the annual report and financial statements. The other information comprises the information included in the annual report other than the financial statements and my auditor's report thereon. My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my report, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial statements, my responsibility is to read the other information to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on regularity

In my opinion, in all material respects, the expenditure and income in the financial statements have been applied to the purposes intended by the Senedd and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Report on other requirements

Opinion on other matters

In my opinion, the part of the Remuneration Report to be audited has been properly prepared in accordance with Welsh Ministers' directions made under the Education (Wales) Act 2014.

In my opinion, based on the work undertaken in the course of my audit:

- the information given in the Governance Statement for the financial year for which the financial statements are prepared are consistent with the financial statements and have been prepared in accordance with Welsh Ministers' guidance; and
- the information given in the Performance Report and Accountability Report for the financial year for which the financial statements are prepared are consistent with the financial statements and have been prepared in accordance with HM Treasury's Financial Reporting Manual.

Matters on which I report by exception

In the light of the knowledge and understanding of the body and its environment obtained in the course of the audit, I have not identified material misstatements in the Performance Report or Accountability Report (which includes the Governance Statement).

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- proper accounting records have not been kept;
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records and returns;

- information specified by Welsh Ministers regarding the remuneration and other transactions is not disclosed; or
- I have not received all of the information and explanations I require for my audit.

Report

I have no observations to make on these financial statements.

Responsibilities

Responsibilities of the Chief Executive for the financial statements

As explained more fully in the Statement of the Council and Chief Executive's Responsibilities, the Chief Executive is responsible for preparing the financial statements in accordance with the Education (Wales) Act 2014 and Welsh Ministers' directions made there under, for being satisfied that they give a true and fair view and for such internal control as the Chief Executive determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive is responsible for assessing the body's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the [Financial Reporting Council's website](#). This description forms part of my auditor's report.

Responsibilities for regularity

The Chief Executive is responsible for ensuring the regularity of financial transactions.

I obtain sufficient evidence to give reasonable assurance that the expenditure and income have been applied to the purposes intended by the Senedd and the financial transactions conform to the authorities which govern them.

Adrian Crompton
Auditor General for Wales
30 July 2020

24 Cathedral Road
Cardiff
CF11 9LJ



Financial statements

Statement of Comprehensive Income for the year ending 31 March 2020

	Note	2019-20 £000s	2018-19 £000s
Income			
Grant from Welsh Government		6,147	6,162
Registration fees		2,531	2,548
Other income		100	33
Release from Accommodation Reserve	13	57	44
Total income		8,835	8,787
Expenditure			
Staff costs	*	2,342	1,895
Direct programme costs	2	1,748	1,747
Induction, EPD & MEP programme costs	3	3,750	3,928
Other operating costs	4	452	493
Depreciation	6	112	71
Amortisation	7	174	140
Total expenditure		8,578	8,274
Surplus/ (Deficit) on ordinary activities		257	513
Interest receivable	5	39	31
Net income for the year transferred to reserves		296	544

All Council-funded activities are continuing.

*A breakdown of staff costs is included in the Staff Report (see, page 50).

The notes on pages 60–72 form part of these Accounts.

Statement of Financial Position for the year ending 31 March 2020

	Note	31 March 2020 £000s	31 March 2019 £000s
Non-current assets			
Property, plant and equipment	6	291	365
Intangible assets	7	577	362
Total non-current assets		867	727
Current assets			
Short-term investments		2,500	2,500
Trade and other receivables	8	392	985
Cash and cash equivalents	9	3,381	2,259
Total current assets		6,273	5,744
Total assets		7,140	6,471
Current liabilities			
Trade and other payables	10	(2,467)	(2,195)
Provisions for liabilities and charges	11	-	-
Total current liabilities		(2,467)	(2,195)
Non-current assets +/- net current assets / liabilities		4,673	4,276
Non-current liabilities			
Deferred grant income	10	(305)	(157)
Deferred creditor	10	(59)	(48)
Total non-current liabilities		(364)	(205)
Assets less liabilities		4,309	4,071
Financed by: Taxpayers' Equity			
General reserve		3,410	3,215
Database reserve	13	400	300
Fitness to practise reserve	13	300	300
Accommodation reserve	13	199	256
Total capital and reserves		4,309	4,071

Hayden Llewellyn, Chief Executive
10 July 2020

The notes on pages 60-72 form part of these Accounts.

Statement of Cash Flows for the year ending 31 March 2020

	Note	2019-20 £000s	2018-19 £000s
Cash flows from operating activities	12	1,510	898
Cash flows from investing activities			
Interest received	5	39	31
Purchase of property, plant and equipment	6	(38)	(327)
Purchase of intangible assets	7	(389)	(213)
Purchase of short-term investments		-	-
Net Increase/ (Decrease) in cash and cash equivalents		1,122	389
Cash and cash equivalents at 1 April		2,258	1,869
Cash and cash equivalents at 31 March		3,380	2,258

Statement of Changes in Taxpayers' Equity for the year ending 31 March 2020

	General reserve	Designated reserves	Total	2018-19
Balance at 1 April	3,214	856	4,070	3,570
Surplus for the year	296	-	296	544
Transfers to/ (from) designated reserves (Note 13)	(100)	43	(57)	(44)
Balance at 31 March	3,410	899	4,309	4,070

The notes on pages 60 – 72 form part of these Accounts.

Notes to the Accounts

1. Accounting policies

1.1 Accounting convention

These financial statements have been prepared in accordance with the 2019-20 Government Financial Reporting Manual (FReM) issued by HM Treasury. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the Education Workforce Council (the Council) for the purpose of giving a true and fair view has been selected. The particular policies adopted by the Council are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

Accounting standards issued, not yet effective:

In January 2016, IFRS 16 – Leases was issued, and was effective for annual periods beginning on or after 1 January 2019. This accounting standard was due to be applied by HM Treasury in the Government Financial Reporting Manual (FReM) from 1 April 2020, however, due to the COVID-19 outbreak, implementation has been delayed until 1 April 2021. The impact of this standard is not reasonably estimable at this stage.

1.2 Registration fee income

The registration year runs from 1 April to 31 March annually with the fee becoming due on 1 April every year. The fee is required to be paid in full regardless of the date a teacher actually registers with the Council – there is no reduction for part-year registration.

Fee income was credited to the Statement of Comprehensive Income on an accruals basis, with any fees received in advance for the following financial year being treated as pre-paid income and recorded in the Statement of Financial Position as a liability.

1.3 Induction and Masters in Educational Practice (MEP) expenditure

Induction programme expenditure is recognised on the basis of the academic term in which the training activity was completed. Grant expenditure and income due in respect of the Spring term is included within Accruals (grant expenditure due to schools) and Receivables (grant due from the Welsh Government) depending on the timing of payment and receipt of relevant grants. Spring term could occasionally span two financial years, although this is not always the case as Easter determines the spring term end date. For this reason, and as approved by audit historically, the spring term, regardless of when it finishes, is accounted for in the year where **all or the majority** of sessions occur.

A similar approach is adopted for the payment of MEP mentor payments, with all programme payments accounted for by the academic term.

1.4 Non-current assets

Non-current assets are defined as any single piece of equipment, costing more than £1,000 (inclusive of VAT) that has an estimated economic/ operational life of more than one year. Where it is more usual to treat individual components as a group, these are treated as assets so long as their collective value exceeds the capitalisation threshold.

Non-current assets have been valued at historic cost at the year-end as, in the opinion of the Council, any revaluation adjustments are not material.

1.5 Depreciation

Depreciation is provided on all non-current assets at rates calculated to write off the cost, less any estimated residual value of each asset, evenly over their expected useful lives as follows:

- All electrical equipment, including computers and office equipment, is depreciated on a straight-line basis over three years; and
- Furniture and fixtures and fittings are depreciated on a straight-line basis over five years.

In all cases, depreciation will commence from the month following purchase.

1.6 Intangible assets

Software development work and licences costing more than £1,000 (inclusive of VAT) and with an estimated economic/ operational life of more than one year are capitalised.

Amortisation is provided on intangible assets at rates calculated to write off the cost of each asset over its expected useful life:

- Database development work is amortised on a straight line basis over three years; and
- Software licences are amortised on a straight line basis over their life.

In both cases, amortisation will commence from the month following purchase.

1.7 Government grants

The Council receives grant income from the Welsh Government (WG) for the following areas:

- administering the award of QTS;
- administering funding, tracking and recording arrangements for induction;
- developing and hosting the PLP;
- hearing induction appeals and issuing induction certificates;
- promoting careers in the education professions;
- acting as the Secretariat to the IWPRB; and
- undertaking ad-hoc research projects.

Grants received are credited to the Statement of Comprehensive Income in the year they are received (on an accruals basis), with any outstanding balances credited to accrued or deferred income at the year-end accordingly.

Where funding is received in respect of the purchase of non-current and intangible assets, grant income is treated as deferred (Long Term Liability) and released in proportion to the value of the asset consumed annually.

1.8 Pension costs

Past and present employees are covered by the provisions of the Civil Service Pension Schemes which are described within the Remuneration and Staff Report. The defined benefit elements of the schemes are unfunded. The Council recognises the expected costs of these elements on a systematic and rational basis over the period during which it benefits from employees' services by payment to the Principal Civil Service Pension Schemes (PCSPS) of amounts calculated on an accruing basis. Liability for payment of future benefits is a charge on the PCSPS and the Civil Servant and Other Pension Scheme (CSOPS). In respect of the defined contribution elements of the schemes, the Council recognises the contributions payable for the year.

1.9 Value Added Tax (VAT)

The Council is not registered for VAT. All expenditure and non-current and intangible asset purchases in the accounts are stated inclusive of VAT, as VAT is irrecoverable.

1.10 Operating leases

Expenditure on leases of property is charged to the Statement of Comprehensive Income on a straight-line basis spreading the total whole-life cost of the lease evenly over the term of the lease. Operating lease rentals of equipment are charged to the Statement of Comprehensive Income in equal amounts over the term of the lease.

1.11 Prepayments

The Council has adopted a de minimis threshold of £1,200 (£100 monthly equivalent charge) for the recognition of prepayments. Other than for full month prepayments, the profiled charge will commence from the month following payment.

1.12 Provisions for liabilities and charges

The Council provides for all legal or constructive obligations that are of uncertain timing or amount at the Statement of Financial Position date on the basis of the best estimate of the expenditure required to settle the obligation. In accordance with IAS 37, provisions are only recognised where the transfer of economic benefit is probable, and the amount can be reasonably estimated.

1.13 Short term investments

In accordance with its Cash Management policy, the Council holds short-term investments – for up to 12 months – on deposit with one of the main High Street banks.

1.14 Employee benefits

As required, the Council recognises the cost of employee benefits including:

- Short-term employee benefits, being the “cost” of untaken annual leave at the year-end; and
- Post-employment benefits, in respect of termination benefits.

1.15 Cash and cash equivalents

The Council’s core functions are funded from fee income from the statutory annual registration of practitioners, and other activities completed on behalf of the Welsh Government are funded by grant. Fee income is received annually in advance and grant funding is drawn down on a quarterly and then monthly basis, as required. Because of the non-trading nature of these activities and these sources of funding, the Council is not exposed to any degree of financial risk.

Its cash balances are held in commercial bank accounts: the Council is exposed to minimal interest rate risk. Although the Council can borrow funds, it has not required to do so in this financial year.

1.16 Foreign exchange

Transactions which are denominated in a foreign current are translated into sterling at the exchange rate ruling on the date of the transaction.

2. Direct programme costs

	£000s Council	£000s WG	2019-20 £000s Total	2018-19 £000s
Members' costs	28	-	28	30
Panel members' costs	287	-	287	305
ITE Accreditation Board costs	60	5	65	142
Professional Learning Passport	-	123	123	175
IWPRB Secretariat	-	96	96	-
Promotion of Careers	-	102	102	-
Database maintenance and development	15	2	17	15
Legal and professional fees - FTP	935	-	935	830
Translation costs	13	-	13	18
Printing, postage, promotional costs & professional fees	79	3	82	232
Total	1,417	331	1,748	1,748

Direct programme costs this year also include a full years costs attributable to the Independent Welsh Pay Review Body (IWPRB) Secretariat function and Promotion of Careers. Printing, postage, promotional costs and professional fees has decreased significantly in 2019/20. Last year this included professional fees incurred for Welsh Government funded projects and professional fees associated with the 9th and 10th Floor refurbishment projects. ITE Accreditation Board costs, Welsh Government funded, has also significantly reduced this year in line with a reduction in funding from Welsh Government for this area. The majority of this activity is now Council funded.

3. Induction and MEP programme costs

All Welsh Government expenditure	2019-20 £000s	2018-19 £000s
Administration	89	89
Induction grant expenditure	3,661	3,838
MEP additional learning days	-	1
Total	3,750	3,928

4. Other operating costs

	2019-20 £000s Total	2018-19 £000s
Officers' expenses	13	16
Training and recruitment	26	23
Rent and rates	159	138
Service charge and utilities	61	74
Professional fees	19	16
Insurance	10	9
Printing and stationery	23	20
Postage	20	36
Computer costs	39	35
Venue hire	11	22
Audit fees	18	20
Maintenance	2	3
Other costs	51	80
Total	452	493

Rent and rates charges are higher this year due to a full year charge for the 10th floor which was acquired during 2018/19.

5. Interest Receivable

Interest of £39,082 (2018-19: £31,254) was received during the period in respect of the Council's bank accounts, including an accrual of £23,540 (2018-19, £19,329).

6. Non-current assets

	Office equipment £000s	Computer equipment £000s	Furniture and fittings £000s	Total £000s
Cost or valuation				
As at 1 April 2019	135	363	409	907
Additions	3	25	10	38
Disposals	-	-	-	-
As at 31 March 2020	138	388	419	945
Depreciation				
As at 1 April 2019	105	301	136	542
Charge for year	16	34	62	112
Disposals	-	-	-	-
As at 31 March 2020	121	335	198	654
Net Book Value as at 31 March 2020	17	53	221	291
Net Book Value as at 1 April 2019	29	62	273	364

Of the Net Book Value at 31 March 2020, £14,000 was in support of Welsh Government-funded activities (£24,000, as at 31 March 2019).

7. Intangible assets

	Database developments £000s	Total £000s
Cost or valuation		
As at 1 April 2019	983	983
Additions	389	389
Disposals	-	-
As at 31 March 2020	1372	1372
Amortisation		
As at 1 April 2019	621	621
Charge for year	174	174
Disposals	-	-
As at 31 March 2020	795	795
Net Book Value as at 31 March 2020	577	577
Net Book Value as at 1 April 2019	361	361

Of the Net Book Value at 31 March 2020, £524,000 was in support of Welsh Government-funded activities (£274,000, as at 31 March 2019), mainly relating to the development of the digital platform for Promotion of Careers and the development of the PLP.

There has been no impairment of either Non-Current or Intangible assets, which are shown at cost and considered to be at “fair value”.

8. Trade and other receivables

	31 March 2020 £000s	31 March 2019 £000s
Amounts falling due within one year		
Other receivables	297	880
Prepayments	95	105
Total	392	985

The decrease in other receivables is mainly due to the timing and value of the WG year-end debtor.

9. Cash and cash equivalents

	2019-20 £000s	2018-19 £000s
Balance at 1 April	2,259	1,869
Net change in cash and cash equivalent balances	1,122	390
Balance at 31 March	3,381	2,259

The Council’s cash balances were held in a commercial bank at year end. No balances were held with the Office of HM Paymaster General.

10. Trade and other payables

	31 March 2020 £000s	31 March 2019 £000s
Amounts falling due within one year		
Registration fees prepaid	637	611
Other payables	326	408
Other taxation and social security	53	40
Pension	46	32
Deferred income: Welsh Government grant	403	141
Accruals	1,002	964
Total	2,467	2,195
Amounts falling due after more than one year		
Deferred income: Welsh Government grant	305	157
Deferred creditor	59	48
Total	364	205

The Council holds an operating lease in respect of office accommodation, which includes a variable rental over the life of the lease. The 10 year lease was agreed with the landlord in July 2018 to include additional office space on the 10th floor. Operating lease costs are charged on a straight-line basis over the lease term in accordance with IAS 17. The deferred creditor will release in full in Year 10 of the lease (2028-29).

The Council received grant income from the Welsh Government toward the cost of non-current assets. Since these assets will be depreciated over their useful economic life, a deferred liability is recognised at purchase which will be released over the life of the assets. The increase in these balances reflect the value of additions in-year, primarily in support of the PLP and Promotion of Careers. In addition, the short-term deferred income creditor has increased this year. This is due to Welsh Government grant being drawn down in advance to complete the system development of the PLP and creation of a digital platform for Promotion of Careers. Both of these developments will complete during 2020/21.

11. Provisions for liabilities and charges

Provisions are recognised in the financial statements when the Council considers that as a result of a past event - it has a legal or constructive obligation which will probably result in the transfer of economic benefit and which can be reliably estimated.

	HMRC retrospective correction	Buildings refurbishment	Total £000s
Balance at 1 April	-	-	-
Provided in the year	-	-	-
Released in the year	-	-	-
Balance as at 31 March	-	-	-

12. Notes to the cash flow statement

Reconciliation of surplus on ordinary activities to net cash inflow from ordinary activities

	2019-20 £000s	2018-19 £000s
(Deficit)/ Surplus on ordinary activities	256	513
Depreciation	122	71
Amortisation	164	140
Increase/ (Decrease) in Trade and other payables	272	246
(Increase)/ Decrease in Trade and other receivables	593	(66)
Increase/ (Decrease) in Deferred creditor	11	41
Increase/ (Decrease) in Deferred liability	148	28
Increase/ (Decrease) in provisions	-	(30)
Release from designated reserves (Note 13)	(57)	(44)
Net cash inflow/ (outflow) from ordinary activities	1,509	898

Analyses of changes in net funds during the period

	2019-20 £000s	2018-19 £000s
Net funds as at 1 April	2,259	1,869
Net cash inflow/ (outflow)	1,122	389
Net funds at 31 March	3,381	2,259

All balances as at 31 March 2020 were held with a commercial bank (including an amount of £2,500,000 on deposit), and cash.

13. Designated reserves

In accordance with the Council's financial strategy, the following designated reserves have been established:

Fitness to Practise (FTP) reserve - to minimise the effect of fluctuation in the volume of referred cases on the Council's financial position and to provide for the costs of any legal challenge above and beyond those costs covered by Professional Indemnity Insurance.

Database reserve – to accrue funding for the future replacement of the Register of Education Practitioners database.

Accommodation reserve - to support the Council's future costs in respect of its accommodation needs, including the requirement for additional space to host FTP hearings in-house.

	Database reserve £000s	Fitness to Practise reserve £000s	Accommodation reserve £000s	Total £000s
Balance at 1 April	300	300	256	856
Release from reserves	-	-	(57)	(57)
Addition to reserves	100	-	-	100
Balance at 31 March	400	300	199	899

14. Capital commitments

At 31 March 2020, the Council had capital commitments valued at £160,287 (2018-19, £nil). This relates to the ongoing system development of the PLP and Promotion of Careers digital platform. Both of these are due to be completed during 2020/21.



15. Operating leases

	31 March 2020 £000s	31 March 2019 £000s
Amounts charged to Statement of Comprehensive Income for operating lease payments	145	123
	145	123
Annual commitment on building leases by year:		
Within one year	157	137
Between one year and five years	628	628
Beyond five years	510	667
Total	1,295	1,432

16. Derivatives and other financial instruments

The Council has no borrowings and mitigates its exposure to liquidity risk by managing its resources.

All assets and liabilities are denominated in sterling, and so it is not exposed to currency risk.

17. Related Party Transactions

The Welsh Government is regarded as a related party, and during the year the Council received grant totalling £6,147,000 (£6,162,000 2018-19).

Council members may also hold positions with organisations that the Council has transactions with. However, Council members have no influence over these transactions as they occur in the normal course of the Council's activities.

During 2019-20 neither members nor senior officers, or any of their family were involved directly or indirectly in any transactions with the Council, apart from the normal payment of expenses and salary.

18. Contingent Liabilities

There are no contingent liabilities (2018-19, £nil).

19. Events after the reporting period

There are no events to report as at the date of signing of these Accounts.

The Chief Executive authorised these Accounts for issue on 10 July 2020.

The maintenance and integrity of Education Workforce Council's website is the responsibility of the Accounting Officer; the work carried out by auditors does not involve consideration of these matters and accordingly auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.



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