

Jeremy Miles AS/MS
Gweinidog y Gymraeg ac Addysg
Minister for Education and Welsh Language



Owain Gethin Davies
Interim Chair
Adnodd Cyf

Llywodraeth Cymru
Welsh Government

Gethin.Davies@adnodd.llyw.cymru

March 2023

Dear Gethin

Adnodd Remit letter

Firstly, congratulations on your appointment as Interim Chair of Adnodd, and I wish you well in the role.

I'm delighted to see Adnodd established. Whilst realising one of the commitments in *Cymraeg 2050: A million Welsh speakers* Strategy to 'plan for an all-Wales infrastructure for the production of relevant and timely resources for curriculum in both Welsh and English' Adnodd can proceed to deliver a key commitment of *Education in Wales: Our national mission* to ensure that commissioned resources are developed in English and Welsh at the same time to support our new curriculum'. I know that this is at the heart of Adnodd's vision.

I recognise the significant work involved in creating Adnodd and acknowledge the initial set up period for any new company can be challenging. I, nevertheless, want to see the company make rapid progress in establishing itself as the 'go to' service for ensuring provision and promotion of bilingual educational resources and supporting materials in Wales.

Adnodd is fully accountable to the Welsh Ministers as a wholly owned subsidiary company limited by guarantee. This is the formal remit letter issued to Adnodd for the delivery of its objectives. The remit letter is underpinned by the Articles of Association for Adnodd; and the Framework Agreement between the Welsh Government and Adnodd. These two documents, together with this remit letter and the subsequent associated approved Business and Operational Plan constitute the contract between Adnodd and the Welsh Government.

Business Plan

Adnodd will need to develop its Business Plan which takes account of this document, any indicative Welsh Government budget settlements and, where relevant, the Articles of Association and the Framework Agreement.

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1SN

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400

Gohebiaeth.Jeremy.Miles@llyw.cymru
Correspondence.Jeremy.Miles@gov.wales

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

The Business Plan is expected to include a comprehensive Operational Plan for the first year. The Plan must include sufficient detail to provide assurance that priorities are being taken forward. It is expected that the Operational Plan should cover all aspects noted in this remit and the associated Annex, as well as being informed by more detailed transition planning taking place between the company and my officials.

Governance and Corporate matters should be clearly outlined including:

- Corporate Governance (taking account of guidelines issued by the Welsh Government and the Framework Agreement, including the drafting of a code of conduct for Adnodd's Board members);
- Corporate/organisational developments including equality and diversity, Welsh language, health and safety, quality assurance and communications/marketing;
- Value for money considerations; and
- Staffing and resources.

The 2023/24 Business and Operational Plan should be submitted to officials for agreement by end of quarter 1 (30 June 2023).

Strategic Priorities

The strategic priorities set out within this letter are for the period 2023 – 2026, I expect these to remain broadly the same but that the objectives beneath them may develop and change over time. These are detailed in Annex A. The annual funding letter will provide an opportunity to review the objectives, ensuring they remain current and reflect emerging priorities, and that the funding level is appropriate.

Funding allocation

For the 2023-24 financial year, I can confirm that a total resource budget of £1.065 million will be available to Adnodd to support those objectives. This sum will be made available via Grant in aid, to be claimed quarterly according to evidenced need. For the subsequent financial years an indicative resource budget of £2,070,000 in 2024-25; £4,000,000 in 2025-26, this amount could change, however can be used for planning/forecasting purposes.

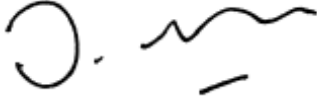
Normally the resource budget and cash Grant-in-Aid will be different. Grant-in-Aid is the amount of cash payable by the Welsh Government to Adnodd in each year to fund its operations and is independent of the budget figures, although is derived from them. It does not include depreciation, any other accounting adjustments or any budgetary cover allocated by the Welsh Government for the Company's use of its own reserves. As this is the first year for Adnodd, information needed to split the cash need from the resource budget is not yet available so the initial funding award is based on the cash Grant-in-Aid alone. As this information becomes available during the year the funding award will be split between the resource budget and the cash Grant-in-Aid in any subsequent funding letters.

Reporting / Welsh Government point of contact

Bethan Webb will lead the Welsh Government Partnership Team, and your normal point of contact within the team will be Siwan Jones. As mentioned above, the Partnership Team will require a draft business plan by 30 June, and it will then have a maximum two-week period to review and provide feedback, and to suggest possible changes. The business plan will be formally approved at the end of this two-week period by 14 July.

I look forward to working with you, and to see Adnodd successfully achieve its priorities.

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized 'J' followed by a series of wavy lines and a short horizontal stroke at the end.

Jeremy Miles AS/MS

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Minister for Education and Welsh Language

Adnodd

Strategic priorities 2023 – 2026:

1. Develop Adnodd's Corporate Objectives

Specific objectives for 2023-24:

- a. Establish effective corporate governance arrangements which reflect the requirements set out in the Companies Act 2006, the Articles of Association and Framework Agreement Document, such as schemes of delegation, relevant statutory policies, and procurement policies.
- b. The Welsh Government requires all of its Government-owned companies to work in line with the five ways of working set out in the Well-being of Future Generations (Wales) Act 2015. You will be required to report to your Partnership Team on how Adnodd is using the five ways of working, how it is contributing to achieving the seven wellbeing goals, and how its approach will develop year on year.
<https://www.futuregenerations.wales/about-us/future-generations-act/>
- c. Appoint a CEO, agree a staffing structure and appoint accordingly.
- d. Establish proportionate critical business functions and services to ensure the effective operation of the company.
- e. Establish financial management arrangements, including an outline cash flow projection and resource outturn forecast for the initial 12-month period covered in this letter.
- f. Develop a corporate website for Adnodd and ensure a responsive online and social media presence.

2. Ensure that relevant, timely resources and supporting materials are available in both Welsh and English, at the same time, to support the Curriculum for Wales and its qualifications

Specific objectives for 2023-24:

- a. Engage with key stakeholders to gain an understanding of the sectors and audience's needs with regards to resource commissioning and provision, ie identification of needs, resource format etc.
- b. Establish an appropriate commissioning model, based on co-construction, that:
 - i. reflects and meets the needs of the education sector and key stakeholders
 - ii. ensures value for money
 - iii. makes best use of the expertise, knowledge and skills available in Wales
 - iv. aligns and capitalises on existing relationships and approaches across the education sector, including the National Network for curriculum implementation.
- c. Engage with Qualification Wales and establish a working relationship with Qualifications Wales and the awarding bodies regarding resources requirements for the imminent reform to qualifications.

3. Provide a quality assurance framework for the commissioning, development and production of resources, ensuring that resources developed are in line with the ethos and core principles of Curriculum for Wales and are fit for purpose

Specific objectives for 2023-24:

- a. Engage with key stakeholders and audiences to gain an understanding of how best to quality assure resources, and how practitioners in particular can support and feed into

this process to ensure that commissioned resources are fit for purpose and are suitable to their needs.

- b. Develop, test and establish a quality assurance framework based on insights provided through the engagement process, that ensures resources and supporting materials:
 - i. reflect the principles set out in the Resources and Supporting Materials Guide co-constructed and published in 2022
 - ii. are in line with the ethos and principles of Curriculum for Wales
 - iii. are reviewed and kept relevant.

4. Advance the effective promotion, awareness and use of resources.

Specific objectives for this priority will be detailed in future funding letters.

5. Develop and invest in skills and capacity in creating, sharing and publishing educational resources in Wales.

Specific objectives for this priority will be detailed in future funding letters.

