

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 13 March 2017 at 10.00
Plough Lane, Sutton Room


CHAIR:	Alistair Neill	AN	CEO Herefordshire Council
NOTE TAKER:	Melissa Walker	MW	Directorate Services Officer, Herefordshire Council
PRESENT:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfcs Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Toby Kinnaird	TK	HTET Trustee
	David Nolan	DN	Managing Director, Nth Degree Consulting
	David Sheppard	DS	Co-Team Leader, Hereford University Project
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
APOLOGIES:	Mark Edwards	ME	HTET Trustee
	Penny Jones	PJ	Regeneration Programmes Manager, Hfcs Council

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above.	
2.	LEP GROWTH FUND ALLOCATION AN congratulated NMiTE on the recent award of £8m from the LEP Growth Fund. DS expressed his thanks to HC colleagues for their assistance. DS has proposed the following spend profile to LEP; <ul style="list-style-type: none"> • 2017/18 - £600k • 2018/19 - £5m • 2019/20 - £2.4m The funding available each year will depend upon when other projects require funding. A press conference was held on Friday 10 March at the Old Market to provide detail to the local media off the funding awarded to Herefordshire for the University and for the Cyber Security Centre at the Enterprise Zone. This was well attended and it is hoped that it will raise the profile with national media. The event was live streamed via the Hereford 2020 site and has so far been viewed 1,700 times.	
3.	NOTES OF LAST MEETING – Alistair Neill Agreed as a true record.	
4.	GREEN BOOK BUSINESS CASE UPDATE – David Sheppard DS has today received an email from the DfE offering congratulations re LEP funding and requesting to meet to discuss the £15m funding application. ACTION: REMOVE THIS ITEM FROM THE AGENDA FOR FUTURE MEETINGS.	MW
5.	IMMEDIATE STEPS REQUIRED – All Appointment of the Programme Manager is critical. Once in post can get into detail. Need to establish practicalities, i.e. how fast can HCI status be achieved, etc. First year start up, buildings and accommodation are critical. The opening in 2019 for fee paying students is becoming more remote although it could still be feasible. The decision is to be made in April. There is the possibility of an option to have other than fee paying students in place in 2019. Work is ongoing in this area. The university team have been approached by a number of companies about putting in place a course to bring graduate engineers up to employability levels. 20,000 students educated in the traditional way that lack employability and soft skills. This could be in place by next year, and wouldn't necessarily need buildings to be delivered.	

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	<p>The inter relation of buildings and sites mean that HC need to be involved with the setting of timescales. Need to establish what else needs to be planned for re movement within the city and what else needs to be completed alongside it. It was suggested that a programme of visits needs to be arranged to other university cities to see what has worked and what hasn't; what is critical for student life – Wi-Fi, cycle routes, etc. This then starts informing revisions to the transport plan and the Hereford Area plan. It will be some time before we reach 10k students but we need to be prepared and be planning for it. We also need to ensure we keep existing residents happy as well as future students.</p> <p>A clear critical path will be set out within the next few weeks. The university have the Four P plan in place to progress the University;</p> <ul style="list-style-type: none"> • Programme – led by Janusz • Place – led by DS. covers buildings and transport infrastructure, both physical and digital. • People – led by HTET trustee • Propositions – led by Eddie Evans <p><u>Travel</u></p> <p>Work needs to be undertaken into identifying how we can encourage students to be reliant on bikes to transport them around the campus. If this isn't achieved it will result in an increase in traffic on roads plus parking issues which will upset residents. DS advised that students will not be allowed to bring vehicles to university. This has been successfully implemented elsewhere.</p> <p>The University team have looked into launching a scheme similar to 'Boris Bikes' in London where bikes will be available for hire, both for students and the general public. It was suggested this could be a two-tier system with the basic level being normal city bikes, and premium services e-bikes / battery powered bikes.</p> <p>Another option would be to provide every student with a battery powered bike that it is theirs for the duration of their studies. Charging points would need to be provided at Rotherwas and the City. DH commented that this idea would need to be paid via sponsorship, etc. as residents would not be happy that tax payer's money is going to students who don't pay CT in the local area.</p> <p>Safety issues also need to be considered. The cycle route to Rotherwas is not used by females during the winter months as it is not felt to be safe. The Enterprise Zone are tackling this by installing lighting from the bridge to Rotherwas, but the other side of the bridge also needs to be looked at. Need to be able to answer the question: how does a female with no car get from the city centre to Rotherwas during the winter months?</p> <p>ACTION: A TRAVEL PLAN FOR THE UNIVERSITY NEEDS TO BE DEVELOPED.</p> <p>Sponsorship may be the answer to many of these issues. It was stressed that we need to ensure that the public are aware that the bypass is crucial to any improvement works that take place within the city. Cycle ways, footpaths, etc. are all part of a package linked to the bypass.</p> <p><u>Accommodation</u></p> <p>This is critically important. Accommodation will start off in the city centre, but future sites may need to go further out of town and we need to identify where these sites will be. More accommodation will be required as student numbers grow. DS is confident that once full government funding is out into the public domain, local property owners will become more interested. Architype have undertaken some feasibility works to see if able to fit students into city centre and they found it is possible.</p> <p>The Franklin Barnes Building is to be rented and refurbished by the university. Logically it will make sense to redevelop this building along with adjacent sites. This is likely to happen over the next few years. Once people believe it is real properties will appear on the market.</p>	<p>ALL</p>

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	<p>Property development will require council support and approvals etc. City centre developments are limited to five or six storeys to ensure cathedral views are maintained.</p> <p>ACTION: A PROPERTY STRATEGY FOR THE UNIVERSITY NEEDS TO BE DEVELOPED</p> <p><u>Potential funding streams</u> NMI TE are expecting to receive £5m over two years from the Garfield Weston foundation. This will leave £10m to find to match the DfE funding.</p> <p>They are expecting additional funding to come in from companies who want them to create a teaching programme that delivers employees that they require. They will be asked to invest in the University in return for this. This will on average be £110k per year for four years for major companies and they do not see this as a huge amount.</p> <p>DS circulated details at the previous meeting of the companies and specific areas they will be targeting for investment. In conversation to date most companies have stated that once government have done due diligence they will be ready to have a serious conversation.</p> <p>What level of success is required in order to keep moving forward? What level of commitment makes it an achievable project? If nine months from today we do not see the financial commitment required, what would our plan be? If the private sector doesn't invest then the project stops</p> <p>Conditions have been negotiated with DfE, agreeing that certain things have to be delivered within agreed timescales; i.e. management team in place, degree programme near to being validated by Warwick, planning consents in place, etc.</p> <p>Potential investors will be keen to see the project supported by both Central Government and Local Government.</p> <p>Need a profile in place showing how the discussions for funding will take place</p> <p>ACTION: A FUNDING STRATEGY FOR THE UNIVERSITY NEEDS TO BE DEVELOPED</p> <p><u>The Economic Vision</u> The Economic Vision is planned to be launched in London in May, followed by sector focused events in Herefordshire. HC need to coordinate with NMI TE to ensure the right sectors are targeted, and that there is no cross over of people they are discussing potential investment with. The university is important to the vision, and equally the vision is important to the university.</p> <p>ACTION: ECONOMIC VISION DEVELOPMENT TO BE ADDED TO THE AGENDA GOING FORWARD</p> <p><u>Links with Wales</u> Lucy Hurds, Hereford & South Herefordshire Parliamentary Candidate for the Liberal Democrats, has arranged for a visit to Hereford by Kirsty Williams CBE AM, Cabinet Secretary for Education, Welsh Liberal Democrats. Lucy has a number of useful links with the National Assembly of Wales.</p> <p>We could look at linking with Wales going forward as it has a lot of talented young people that are unable to find a suitable place to study. HC have recently received a letter from the Transport Lead at the Welsh Assembly supporting the proposed Hereford Bypass.</p> <p><u>Media coverage</u> HC Cabinet are keen that HC are included whenever there are PR opportunities. Other joint initiatives have not acknowledged the input from HC when projects have gone well. The odd acknowledgement would be useful to ensure cabinet support going forward.</p>	<p>ALL</p> <p>ALL</p> <p>MW</p>

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6.	<p>AGREE REVISED JUDB TERMS OF REFERENCE – All New draft circulated. Feedback required. The outcome of discussions with LEP and DfE need to be known prior to being able to agree terms. An accountable body may be a requirement.</p> <p>ACTION: JUDB TOR TO BE KEPT UNDER REVIEW GOING FORWARD.</p>	ALL
7.	<p>PROJECT MANAGEMENT OFFICE – David Sheppard Covered below in action 10.</p>	
8.	<p>PROPERTY - David Sheppard Covered above</p>	
9.	<p>FUNDING MONITORING - All NMiTE would like to retain Jo Parkes-Newton on a consultancy basis to set up the procurement process. What funding is available to cover this?</p> <p>Of the original £30k funding that HC made available there is £9k remaining in the budget. This balance could go towards the cost of keeping JPN in post.</p> <p>ACTION: DS TO ADVISE HOW MANY DAYS WILL NEED TO BE FUNDED</p> <p>ACTION: RG TO REVISE THE GRANT CONDITIONS TO ALLOW THE REMAINING FUNDS TO BE USED IN SUPPORT OF BUSINESS PLAN DEVELOPMENT AND IMPLEMENTATION</p>	DS RG
10.	<p>LOAN AGREEMENT The loan agreement needs to be revised to reflect changes. At present it states that the loan is repayable upon allocation of government funding. This needs to be changed to reflect repayable when they are able to access government funding.</p> <p>The conditions set out by LEP and DfE need to be understood in order to clarify specific details about when the loan is to be paid back.</p> <p>ACTION: RE TO RE-DRAFT THE LOAN AGREEMENT AND CIRCULATE FOR COMMENT.</p> <p><u>Short term accommodation needs for the President of the New University</u> Janusz and his wife Roma are arriving in the UK today. They need to be established in the country before article 50 is declared. They will be moving into a property on Hampton Park road that is available to rent fully furnished. Janusz needs to be set up with a doctor, etc. to show he is settled here. DS asked for advice on how to get him signed on with DWP to get a NI number. He has a dual passport; Canadian and European.</p> <p>ACTION: VA TO SPEAK TO DWP TO ESTABLISH PROCESS FOR GETTING JANUSZ REGISTERED AND PASS DETAILS ONTO DS.</p> <p>Janusz will officially start in post on 01 May 2017. It is still unclear when the appointment can be announced.</p> <p><u>Appointment of an Interim Programme Director</u> Prمود Philip has been identified via Hoople to take up this post. NMiTE wish to employ him via Hoople and draw down his fees against the loan fund. This needs to be agreed asap so that he can start in post.</p> <p><u>Appointment of Eddie Evans</u> He will be an employee of NMiTE, initially on a 12-month contract. They wish to draw down money from the loan to pay his salary.</p> <p><u>Procurement</u> NMiTE need to procure someone to advise them on the broader aspects of the campus and how it feeds into the city. This links through to place and campus. At a recent Hereford area planning group meeting Cllr Philip Price was keen to see them come up</p>	RE VA, DS

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	<p>with a vision for the city; a tourist/student arrives at Hereford train station – what is the experience like? Wants them to look in a more imaginative way at the whole experience of being in the city, make it a positive experience.</p> <p>DS advised that he plans to propose to the Hereford area planning group that the University will organise and fund a programme of community engagement events to get people to think about the future of the city centre. They would like to work with HC & HCC to look at how this could be put on. It was felt this needs to be brought to the attention of Chris Baird, Interim Director of Children’s Wellbeing, as he has good links with the schools.</p> <p>They ran a similar event in June 2012 that worked with year 11 students from Aylestone College, The Bishop of Hereford’s Blue Coat school, Hereford Academy and Whitecross High School. The events were attended by Jesse Norman, Cllr Jarvis and specially invited business, political and community leaders who were tasked with listening to the debate and contributing when asked. From these sessions seven priorities were identified, six of which are in hand.</p>  <p>Hereford in our hands.pdf</p> <p>ACTION: DS TO MEET WITH CHRIS BAIRD TO AGREE HOW THE COMMUNITY ENGAGEMENT EVENTS COULD BE PROGRESSED.</p> <p><u>Other recruitment</u> Noel Manns - will help to pull together the property strategy. He is a Hereford resident and has just taken early retirement from his post as Chairman of Europa Capital.</p> <p>Dame Mavis McDonald - will assist with negotiations with the civil service She is a British academic and civil servant. She was involved in housing, planning, regeneration, neighbourhood renewal, social exclusion, countryside policy, and local government structure and finances.</p> <p>Dame Fiona Kendrick – will be working on structure and governance rules of the board. She is the chairman and chief executive of Nestlé UK & Ireland. She was brought up in Hereford.</p>	DS
11.	<p>NEXT STEPS - All Covered above.</p>	
12.	<p>ANY OTHER BUSINESS - All None raised.</p>	
13.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Monday 10 April at 10.00 at the HC Plough Lane Offices – Sutton Room 	