




**JOINT UNIVERSITY PROJECT TEAM MEETING
Notes and Action Points
Monday 13 February 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:	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
	Tony Martin	TM	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:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	Mark Edwards	ME	HTET Trustee
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Toby Kinnaird	TK	HTET Trustee

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above.	
2.	NOTES OF LAST MEETING – Alistair Neill <u>Page 3, item 9 – Visit by Sajid Javid</u> No date arranged yet. A minister will be coming to Hereford for the Growth Deal Three announcement, but it is unclear who it will be. Minutes agreed as a true record.	
3.	GREEN BOOK BUSINESS CASE UPDATE – David Sheppard The rumoured announcement date for successful bids is 23 February. From emails received from MP's it would appear the case has been successful, however, the detail is unknown until the formal announcement. Once the terms are set out by government a decision will need to be taken about whether the proposed opening date needs to be delayed until 2020. The most crucial aspect likely to cause a delay is the validation of the coursework by Warwick university. DS distributed a diagram he has created setting out how the university supports the Ten Pillars of Industrial Strategy. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  NMiTE support for -10-pillars of Industria </div> <div style="text-align: center;">  Government-industrial -strategy-10-pillars.pd </div> </div> DS advised that the NMiTE version hasn't been shared much yet; however, the Government version has been shared widely. ACTION: ALL TO FORWARD ANY COMMENTS ON THE 10 PILLARS TO DS It was suggested that the diagram could be used to help with fundraising with bigger companies. They will all have to pay into the apprenticeship levy from April and many are unclear about what they will get in return. This diagram helps to highlight the University's aims.	ALL
4.	IMMEDIATE STEPS REQUIRED / PLANNING FOR MOVING FORWARD – All The PR team are on standby ready for the announcement. A draft press release has been prepared, and a joint press conference will be organised as soon as confirmation is received.	

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	<p>The appointment of Dr Janusz Kozinski needs to be announced shortly after the funding is confirmed.</p> <p>Press releases / updates needs to be released on a monthly basis to ensure that the project is kept in people minds.</p> <p>Fundraising work with bigger industry is to be undertaken over the summer period.</p> <p>The credibility of the project needs to be built on, and a climate built that the students want to come to. The name could be important to be used during this period, so that people know what it's called.</p> <p>DS advised that work needs to be completed on defining the experience for the student / employer / employee before a name is agreed. It is likely that it will emerge around September. Some attendees felt the name should be launched at the time of the announcement.</p> <p>The future name of the University has been discussed with Cabinet members and Herefordshire in the name is not an important issue for them. There is good level of understanding that it's more important to say to the world what it is rather than wave the Herefordshire flag. There is a possibility that there will be logo, just a name.</p>																																			
<p>5.</p>	<p>WORKSHOPS FEEDBACK - David Sheppard</p> <p>A Design Thinking Workshop was held on 30 January, led by Janusz. The purpose of the workshop was to define for NMiTE:</p> <ol style="list-style-type: none"> 1. The Vision, Mission / Purpose and Ethos / Culture of a 21st Century engineering university 2. What does success look like? - for all stakeholders (students, employers, employees, Herefordshire & Engineering communities) 3. The stakeholders' overall and individual experiences – and the way those shape the places for learning and living, the digital experience and so on <p>Workshop participants included;</p> <table border="0"> <tr> <td>Dr Janusz Kozinski</td> <td>Lassonde School of Engineering</td> </tr> <tr> <td>Eddy Evans</td> <td>Lassonde School of Engineering</td> </tr> <tr> <td>Prof Kel Fidler</td> <td>Royal Academy of Engineering</td> </tr> <tr> <td>Prof Peter Goodhew</td> <td>Royal Academy of Engineering</td> </tr> <tr> <td>Prof David Helfand</td> <td>Columbia University NYC</td> </tr> <tr> <td>Prof Pam Thomas</td> <td>PVC University of Warwick</td> </tr> <tr> <td>Prof Peter Scott</td> <td>Dean of Science University of Warwick</td> </tr> <tr> <td>Prof Mark Somerville</td> <td>Olin College of Engineering, Boston MA</td> </tr> <tr> <td>Ed Fidoe</td> <td>KP Fox Ltd</td> </tr> <tr> <td>Jonathan Hines</td> <td>Architype</td> </tr> <tr> <td>Niall McLaughlin</td> <td>Niall McLaughlin Architects</td> </tr> <tr> <td>David Nolan</td> <td>HTET</td> </tr> <tr> <td>Rob Pritchard</td> <td>Former CTO Britvic plc</td> </tr> <tr> <td>Pramod Philip</td> <td>Interim Director Programme Management Office</td> </tr> <tr> <td>David Sheppard</td> <td>HTET</td> </tr> <tr> <td>Karen Usher</td> <td>HTET</td> </tr> <tr> <td>Yasmin Ali</td> <td>Women's Engineering Society, Young Engineer of the year</td> </tr> </table> <p>This was followed by a briefing on the outcome of the Workshop, attended by representatives from Herefordshire Council, Hereford Enterprise Zone, Herefordshire Higher Education Providers and HTET Trustees.</p> <p>All attendees agreed that it had been a useful exercise, and a good way for people to get to know each other.</p>	Dr Janusz Kozinski	Lassonde School of Engineering	Eddy Evans	Lassonde School of Engineering	Prof Kel Fidler	Royal Academy of Engineering	Prof Peter Goodhew	Royal Academy of Engineering	Prof David Helfand	Columbia University NYC	Prof Pam Thomas	PVC University of Warwick	Prof Peter Scott	Dean of Science University of Warwick	Prof Mark Somerville	Olin College of Engineering, Boston MA	Ed Fidoe	KP Fox Ltd	Jonathan Hines	Architype	Niall McLaughlin	Niall McLaughlin Architects	David Nolan	HTET	Rob Pritchard	Former CTO Britvic plc	Pramod Philip	Interim Director Programme Management Office	David Sheppard	HTET	Karen Usher	HTET	Yasmin Ali	Women's Engineering Society, Young Engineer of the year	
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6.	<p>PROPERTY</p> <p>Work is now underway on Blueschool House (BSH), and staff based at Franklin House are preparing to move into BSH once works are completed. HC officers have been advised about the need for planning applications for change of use for the building once it's vacated and are ready to progress.</p> <p>Ian Higgs, Development Manager at Herefordshire council, is ready to talk to NMiTE about properties.</p> <ul style="list-style-type: none"> • Franklin Barnes – teaching block • Essex Arms site – accommodation provision • EZ Shell store – teaching / research space <p>Specifications and plans need to be created for all of these buildings, plus surveys need to be completed. NMiTE need to procure some expertise in property. Require independent advice to ensure they are getting value for money.</p> <p>HC advised that they will be procuring their joint venture property development partner in July. The partner will have architects, planners and builders available to deliver projects across the county. They will be appointed on a 10 year + 10 year contract so it's a long term contract.</p> <p>It was queried if NMiTE may want to use this partner to deliver some or all of the works they require. DS queried if the venture partner has the skills to deliver, or a sub-contractor that can. Do they have the ability for the buildings to be constructed elsewhere in a factory and then installed to site? GH confirmed that they do. DS felt that once they have plans in place they can take them to HC's partner for their consideration. It will depend on quotes received on who is eventually appointed.</p> <p>A strategic advantage to having the same partner is that they have an ongoing relationship with HC and want to see things completed and to a good standard.</p> <p>The University business plan shows NMiTE building and operating the teaching units and third parties delivering the residential space to the university specification.</p> <p>A firmer steer is required on the initial cohort requirements of 40-60 students. If additional commitment is seen for the accommodation block for a larger number of students then potential partners may commit. DS advised that if HC and Hereford Art College work together to deliver the Station Approach site then NMiTE may want to house the initial cohort there.</p> <p>The importance of an understanding of how the city will develop was highlighted. Potential students are going to want to know what happens in Hereford? What's the nightlife like? Are their Pubs/clubs/restaurants? What can they do on a weekend when friends/family visit? Is their suitable accommodation for friends/family when they visit? Need to look at how to develop facilities to support this. It is hoped that the Hereford BID group will respond accordingly once they are convinced that the University is happening.</p> <p>Discussions have been held with the Herefordshire Association of Sport Clubs and they have said that students can use existing facilities; likewise for music, drama, etc.</p> <p><u>Hot Desk at Plough Lane</u> HC extended an offer for Janusz to spend time at plough lane if required with the use of a hot desk. GH advised that they need to know a date to set him up with a pass.</p>	
7.	<p>ESTABLISHMENT OF PROGRAMME MANAGEMENT OFFICE - David Sheppard</p> <p><u>Appointment of Interim Programme Officer Director</u></p> <p>Three candidates were interviewed for the post. DN is working on a schedule of deliverables to be fed back to Hoople and then the successful applicant will be appointed on a four to six month contract. Their final deliverable will be to find their permanent replacement. The successful applicant was Pramod Philip.</p>	

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	<p>His principal task will be to get professional services procured. He will help with the procurement of an estates manager who will have the professional skills to discuss with development partners, etc. RE has been helpful in assisting in this area, and it has also been agreed that Joanne Parkes-Newton, Interim Procurement Manager at HC, will work with the team for a few days each week.</p> <p>NMiTE hope to fund this post via the HC loan for the first three months, until government finance is secured.</p> <p><u>Marketing Development</u> Janusz would like Eddy Evans to start with the team asap. He is based in Toronto at present, and would join us on a one year leave of absence from his current post.</p>	
8.	<p>REVISION OF JUPB TERMS OF REFERENCE - David Sheppard</p> <p>It was agreed that there is value in maintaining this group as it has worked well together. It has led to better coordination, good commissioning and project management, with task dissemination working to the benefit of this project and links with other activity. We have shared mutual responsibility for the deliverables in the project.</p> <p>It was agreed that the group name should be changed from Joint University Project Board (JUPB) to Joint University Delivery Board (JUDB). DS has revised the terms of the agreement to reflect this and stripped out any references to the GBBC, and instead focused on the delivery of the project.</p> <div style="text-align: center;">  JUDB Revised Agreement agreement </div> <p>ACTION: DS TO SHARE THE UPDATED AGREEMENT WITH ALL FOR COMMENT / AGREEMENT.</p>	DS
9.	<p>FUNDING MONITORING - All</p> <p><u>LEP Funding</u> There is an underspend on the fund allocation with approx. £9,000 remaining.</p> <p><u>HC Loan Facility</u> No funds used to date.</p> <p>GH advised that if any loan funds are required the governance of the loan will need to be looked at, because at present it states that the money is repayable at the announcement of government money. Will need to look into the timing of the payment.</p> <p>ACTION: GH TO LOOK AT THE GOVERNANCE OF THE LOAN.</p> <p>ACTION: RE TO LIAISE WITH DS ON PROPOSAL FOR LOAN</p> <p><u>Accountability</u> The University intend to be the Accountable body. They have been advised by HEFCE that they will be monitored for twelve months on the DFE funding, and at the end of that period they will be a public accountable body.</p> <p>Shropshire Council is the managing body for any funds awarded via the LEP for the Growth Fund Bid. It was felt that NMiTE need to have a discussion with both Shropshire Council and LEP to discuss the accountable body for the project</p> <p>ACTION: DS TO DISCUSS WITH GILL HAMER AT LEP, PLUS APPROPRIATE PERSON AT SHROPSHIRE COUNCIL, THE ACCOUNTABLE BODY FOR THE UNIVERSITY PROJECT</p>	GH RE DS
10.	<p>LAUNCH EVENT FOR ECONOMIC VISION STRATEGY - All</p> <p>The launch event is planned to take place in April or May. The University Project sits within the strategy and in one of the strengths of the Economic Vision.</p>	

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	<p>DS advised that Janusz will be in the UK on 22 May when he and Rick Millar from Olin will be speakers at an event called New Approaches to Engineering Higher Education. If the launch event was arranged to coincide with this date they could be available to attend.</p> <p>DS distributed list of companies that they are interested in talking to about potential investment. It is hoped that £35m funding will come from this group of businesses, and that they will recommend others from their supply chain to also get involved.</p>  <p>Common Interest Groups 13FEB17.xlsx</p> <p>Council reps had met with Peter Jones, Hereford Times Regional Editor, who has advised they are keen to run a lengthy stream of articles about Economic Development within the county which will be timed to coincide with the launch event. The team also intend to have a pull out section about the strategy in the Financial Times, etc.</p>	
11.	<p>RECRUITMENT OF CORPORATE PARTNERS AND THEIR SUPPLY CHAINS - David Sheppard Covered under item 8.</p>	
12.	<p>RELOCATION AND WELCOME SERVICES - David Sheppard Covered under item 8.</p>	
13.	<p>NEXT STEPS - All Nothing raised.</p>	
14.	<p>ANY OTHER BUSINESS - All Nothing raised.</p>	
15.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 13 March at 10.00 at the HC Plough Lane Offices, Sutton Room 	