

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 10 July 2017 at 09.00
Plough Lane, Leominster Room

CHAIR:	Alistair Neill	AN	CEO Herefordshire Council
NOTE TAKER:	Melissa Walker	MW	Directorate Services Officer, Herefordshire Council
PRESENT:	Harry Bramer	HB	Cabinet Member Contracts and Assets, Hfds Council
	Mark Edwards	ME	HTET Trustee
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Tony Johnson	TJ	Leader of the Council, Herefordshire Council
	Toby Kinnaird	TK	HTET Trustee
	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
	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
PRENTERS:	Paul Comerford	PC	Urban Design and Planning Consultant, AECOM
	Jonathan Rose	JR	Urban Design and Planning Consultant, AECOM
	Caroline Townley	CT	HTET Trustee
APOLOGIES:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above. Round the table introductions took place.	
2.	NOTES OF LAST MEETING – Alistair Neill Agreed as a true record.	
3.	HEREFORD – PREPARING TO BECOME A UNIVERSITY SMART CITY – Caroline Townley, Jonathan Rose, Paul Comerford <u>Discussion – led by Jonathan Rose and Paul Comerford</u> <i>Urban design & planning consultants from AECOM, one of the world's leading urban design specialists</i> AECOM have been commissioned by the University team to undertake work for a month looking at a number of options. They will present a final report on 01 August. CT has previously worked with JR on a sporting development in Singapore, and feels he is the ideal person for the job as he has the knowledge and the experience to bring it all together. Everyone present has a shared commitment to make Hereford a great university city and getting the sites correct at the start is imperative for this success. Detailed discussions took place regarding locations, requirements, infrastructure, academic programme, transport initiatives, etc. It was agreed that officers from AECOM will meet with HC officer's w/c 17 July.	
	ACTION: MW TO ARRANGE ROOM BOOKING AND WIFI ACCESS FOR AECOM STAFF FOR 17 & 18 JULY	MW
	ACTION: RG TO ARRANGE APPOINTMENTS FOR AECOM WITH RELEVANT HC OFFICERS	RG
4.	WORK STREAMS COORDINATION / PROGRAMME MANAGEMENT - David Sheppard There is now an individual in place working full time on building programme management. They need to look at how to create a business capital fund to help with the development of businesses. A number of the works stream / tasks will be joint between HC & NMiTE. They need to identify individuals who will be tasked to undertake specific tasks.	

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5.	<p>NMITE PRIORITIES UPDATE – Janusz Kozinski Understanding where they will be located is very important, as this will affect the delivery of some of the programme.</p> <p>A curriculum workshop is planned with Warwick on 19 July. They should be able to finalise a substantial part of the curriculum at that time.</p> <p>On 02 & 03 August a workshop will be held in relation to branding, where they will formally develop the mission and vision statements. They will be looking to advance the selection of the name and test it out on a variety of groups, young people, parents, etc.</p> <p>JK has received a number of invitations from High Schools within the county to deliver a talk about the university to their students.</p>	
6.	<p>PROPERTY - David Sheppard Conversations and work continues in relation to a number of sites.</p>	
7.	<p>FINANCIAL ARRANGEMENTS WITH DfE AND LEP - David Sheppard NMiTE received an additional six questions from DfE on 06 July, in relation to building and accommodation. RG is working to provide the detail needed. There has been a misunderstanding by DfE staff of the HC commitment.</p> <p>NMiTE are due to meet with DfE on 12 July to determine the mechanics of getting money from Westminster to Hereford. There needs to be an educational middle man, and Herefordshire & Ludlow college have agreed to administer the money.</p> <p>DfE are committed to delivering the university, but need milestones in place in relation to the bricks and mortar commitment. The GBBC refers to delivering the teaching space and the curriculum. At present student accommodation is not a milestone but it could be added in the future.</p> <p>The announcement from DfE is due to be in the public domain before parliament goes into recess (20 July 2017).</p>	
8.	<p>LOAN AGREEMENT / FUNDING MONITORING – Richard Gabb The loan decision has been signed by the Leader, and NMiTE are due to sign it following this meeting. The Loan agreement comes into place 11 July 2017.</p>	
9.	<p>REVISED JUDB TERMS OF REFERENCE – Geoff Hughes This is included in the appendix with the decision that will come into force from 11 July. Both parties need to sign them at some point.</p> <p>The Programme and projects will be the core agenda for this group, who will have oversight of the overall programme and be able to add value by unblocking should there be any issues.</p>	
10.	<p>NEXT STEPS - All Actions listed above.</p>	
11.	<p>ANY OTHER BUSINESS - All</p> <p><u>Ebikes</u> TK has looked into the cost of ebikes and has found there are no margins for decent discounts. There is the possibility of a 20% discount on standard bikes.</p> <p>It was suggested that more than one of bike should be offered, and that they should be leased to the students at a peppercorn rent. This would mean that they would be more likely to look after them, and would provide a small income.</p> <p>It was queried if sponsorship could be sought for the purchase of the bikes. They could display the university name and the sponsor's name.</p> <p>It was unclear if every student will require a bike for the entire period of their studies.</p> <p><u>Lincoln visit</u> This is planned for October.</p>	
12.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Monday 14 August at 10.00 at the HC Plough Lane Offices, Sutton Room 	