

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 10 April 2017 at 10.00
Plough Lane, Sutton Room

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

ITEM	NOTES	ACTION
1.	ATTENDANCE AND APOLOGIES – David Sheppard Attendance and apologies are recorded above.	
2.	NOTES OF LAST MEETING – David Sheppard Agreed as a true record.	
3.	<p>GOVERNMENT FUNDING – LEP GROWTH FUND / GBBC – David Sheppard DS & DN met with DfE on 24 March, to progress the GBBC application. This will be capital funding and used to cover staffing costs for the development of the curriculum, etc. The team now need to provide additional detail in relation to spend. They are working on a month by month spend profile and are testing the robustness of their forecast spending.</p> <p>It has been proposed by DfE that the University work with Shropshire Council as the accountable body. Using S31 under Local Government Act 2003, funds will be transferred from DfE to DCLG to Shropshire Council. VA queried if SC will bankroll NMiTE. The Government office always pay in arrears, so you need to prove spend and they reimburse. If SC bankroll they will provide the money upfront.</p> <p>NMiTE have mirrored the procurement rules used by HC. The people and structures are different, but they have ensured that the correct steps are in place for the checks needed.</p> <p>DS advised he is waiting to hear from Gill Hamer re profiling of the LEP growth fund. He advised that during their last conversation she had advised that she felt additional resources would be required to handle the university project and that she expected the university to fund this.</p> <p>ACTION: RG TO LOOK INTO LEP REQUEST FOR ADDITIONAL RESOURCES AND FIND OUT REQUIREMENTS</p>	RG
4.	<p>IMMEDIATE STEPS REQUIRED – All DN has completed writing the rule book. It resembles HC's, with adaptations from Warwick. He would like it to be reviewed by HC</p> <p>ACTION: DN TO FORWARD COMPLETED RULE BOOK TO RG FOR HC REVIEW</p> <p>Work is being completed on a month by month budget for the next five years. Work continues on a detailed project plan which works out all dependencies, pinch points and the critical path. This will be finalised by the end of May.</p>	DN

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	<p>DS & DN attended a HC Cabinet meeting on 06 April to provide members with an update. DH advised that members are comfortable with the project, although worried about the cash side of things. i.e. how will it be financed if the students start date is delayed for 12 months, as this will result in a loss of income. DN advised that things will never go exactly to plan, but there will always be a contingency plan in place. They have ensured that each line of expenditure is variable so that there are no fixed costs. They always hope to be ahead of plan. DS & DN advised they would like a dialogue with cabinet every four to six months to update them on progress. DH stressed that cabinet fully support the project but have to be cautious when using public money.</p>	
<p>5.</p>	<p>APPOINTMENT OF STAFF</p> <p>NMiTE have received a donation of £100k which will go towards staff costs. To keep things progressing they need to appoint a number of posts. The need someone to;</p> <ul style="list-style-type: none"> • drive the development of the branding • manage the database • research / identify potential employers, partners • be an Executive Assistant for JK • provide support with the financial management <p>JK advised that his approach to managing is to create a Camelot (Round Table) with key individuals responsible for portfolios;</p> <ul style="list-style-type: none"> • Academic • Branding – develop identity, name, develop identity for recruitment • Financial • Partnerships – with Warwick + other institutions in USA, Canada, and UK. <p>They need to have these roles in place by early September at the latest in order to advance the project at the pace required. There is financial flexibility with regards to faculty members because the programme will be delivered in blocks so they may hire staff to deliver blocks rather than full time. Head hunters are to be tasked with finding key senior positions.</p> <p>The ambition is to have 50-60 pioneer students starting in September 2018. From them the team will learn what needs to be fixed, what works well, how they feel about the course, etc. They need this information before opening up to larger numbers in 2019.</p> <p>DH queried who is responsible for talking to the big companies/sponsors. DS advised that a team is to be engaged, plus members already on the board and trust. The University President will be chief lead on this.</p> <p>The Government funding is a good starting point but it is not enough to progress the project fully. NMiTE are confident that sponsors will be found. It will take time but they will be in place, as will the charitable donations. The Government funding will be used at the front end to enable the team to hit targets for philanthropic donations. They expect to receive donations towards the later end of project.</p> <p>Government have asked NMiTE to provide written commitments for donations by the end of April 2018. They do not need to have received the money, the written confirmation is sufficient to keep the government happy.</p> <p>JK advised that interest in investment has been received from people in North America. They are interested in new forms of education. This project is seen as the ultimate frontier for engineering in the world at the moment. Although not much marketing has been done yet, word has spread throughout the Higher Education world and people want to be involved as they like what is being offered.</p>	
<p>6.</p>	<p>PROPERTY - David Sheppard</p> <p>A number of potential sites were discussed.</p> <p><u>Accommodation in Hereford High Town</u></p> <p>At the recent Herefordshire Area Planning Group, John Jones from Hereford Business Improvement District (HBID), advised that the forward view for Hereford High Town is that retail and professional offices will decline, resulting in vast areas of first and second</p>	

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	<p>floor space being underutilised. They plan to organise a property summit for all property owners to look at how to make the properties more valuable. These spaces would be ideal for student accommodation.</p> <p>HBID and the Business Board are to lead with support from NMITE. The difficulty with many of the properties is that they are owned by disinterested pension companies who do nothing with them. Many of the properties already have living accommodation in place above them that is not being used.</p> <p><u>Consultation</u> Formal consultation is due to complete at end of May 2017. NMITE have agreed to do wider community engagement from the end of June to the end of the year. They plan to invite residents of two wards at a time to come to a community hall to look at ideas for their area. This will be undertaken jointly with Hereford Great places campaign. They may also consult with community interest groups, i.e. allotment owners, etc.</p> <p>They also plan to repeat the exercise they undertook with schools a few years ago where students came up with a list of seven things that would improve the county. Six of those ideas are now being implemented.</p>	
7.	<p>LOAN AGREEMENT - David Sheppard / Richard Gabb RE had provided an update. This is in process, and is being done in parallel with cabinet agreement. The decision is due before Easter. Monitoring will begin once loan agreement agreed.</p> <p>DH advised that although this is a Cabinet Member decision it will be by the Leader as it is a conflict of interest for DH because he sits on this board.</p>	
8.	<p>FUNDING MONITORING - AII DS queried if NMITE are able to use remaining funds to fund Jo Parkes-Newton role. RG advised they are sorting out condition of when this funding can be used.</p>	
9.	<p>ECONOMIC VISION DEVELOPMENT - Alistair Neill The launch event has been arranged for Friday 23 June 2017 and will be held at Eastnor Castle. Chris Grayling MP, Secretary of State for Transport, is to be asked to attend.</p> <p>This launch is the first step. There are several events in London in the Autumn that they will attend to promote the EV. These are events that potential investors would already be attending. It will be easier to take half an hour of their time at an event they are already attending rather than get them to travel to Hereford.</p> <p>The launch team would like the university team to be involved in the event. Perhaps JK could speak for a short while to promote all the good things happening in the county. They will brief them as plans progress but will want the university to be heavily involved. DS suggested that Warwick University should be involved also. They are keen to be involved with the development of the midlands area.</p> <p>DS and GH have agreed to set up a working party linking EV launch to potential investors in the universities. Companies being pursued for key employers may be the people HC want to invest in the EV. The message is more powerful if we all work together.</p>	
10.	<p>MEDIA COVERAGE - David Sheppard No date has been indicated for the DFE announcement, but it could be mid to late May. The date is likely to be affected by the Purdah period due to local elections. NMITE hope that when Jo Johnson makes the announcement he will say that Government have responded to industry need and now it is down to industry to support the project.</p> <p>There is a Royal Academy of Engineering event in London on 22 May. NMITE will have a strong presence at this and will use it as a springboard to announce things about the university. This could be linked to the EV.</p> <p>The new name is due to be launched about September time. This will provide another opportunity to promote the project and create interest.</p>	

