


**UNIVERSITY PROJECT TEAM MEETING
Notes and Action Points
Monday 12 September 2016 at 09.30
Plough Lane, Leominster 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
	Chris Baird	CB	Assistant Director Commissioning and Education, HC
	Christian Dangerfield	CD	NMiTE
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Penny Jones	PJ	Regeneration Programmes Manager, Hfcs Council
	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	NMiTE
	Richard Gabb	RG	Programme Director Housing and Growth, Hfcs Council

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above.	
2.	NOTES OF LAST MEETING – Alistair Neill Agreed as a true record.	
3.	UNIVERSITY ACCOMMODATION – Chris Baird Chris Baird joined the meeting to discuss potential options for university accommodation in Hereford. ACTION: FURTHER DISCUSSIONS ON ACCOMMODATION OPTIONS WILL BE HELD BETWEEN THE COUNCIL AND HTET. <i>Chris Baird left the meeting.</i>	ALL
4.	GREEN BOOK BUSINESS CASE <i>GS joined the meeting.</i> AN commented that the GBBC needs to include detail of the defined benefit to the UK economy and to what extent it will be boosted by the creation of the University and the Engineering graduates. Discussions were held in relation to the amount of funding we should request from Government. It was stressed that the figure reiterated at several meetings has always been £20m. If we ask for a significantly increased amount at this stage it could damage the relationship with the Government team. It was suggested that we could instead raise the idea of a performance bond in the future. ACTION: DISCUSS THE OPTION OF REFERRING TO A POTENTIAL PERFORMANCE BOND WITH REGENERIS Investment from the Private Sector will be more forthcoming once they can see that government funding is in place. We also have a bid into the LEP Growth Fund for £10m. There are likely to be further opportunities to bid for similar, competitively allocated funding in future. <u>Current status of GBBC</u> The draft GBBC was submitted to DfE on 06 September for comment by 13 September. The project team will amend and edit as required.	ALL

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	 <p>Current Status of GBBC.docx</p> <p>Executive summary: This has now been edited.</p> <p>Strategic Case: The case is well developed but is being further refined as information is made available around displacement of students, teaching approach, employability and differentiation between other employer led engineering schools.</p> <p>Evidence of blue chip employers who are supportive of working with NMiTE need to be included and DS stated that letters are due to be received from Qinetiq, JCB, etc., shortly. The employer commitment survey showed good results.</p> <p>It was felt that it should be mentioned that over the last three years there has been an improvement in education attainment results in the county, previously we were behind the England average, but we now matched and sometimes exceeded the England averages. There could be some difficulty evidencing the increase in direct connection to the University proposals - however a line pointing out the correlation and highlighting the possibility of the university helping to drive improvements in future results could be included.</p> <p>AN stated that more should be made of the Defence and Security sector, and the hopes that ex-military will make up some of the undergraduates. GS stated that the line that had been edited out when truncating about Marches key sectors would be reinstated.</p> <p>Economic case: A four page truncated draft of the economic case was received from Regeneris / HTET on Friday 09 September. This was reviewed over the weekend. It is much better presented and supportive. They have been asked to boost the 'impact on local economy' argument.</p> <p>Financial Case: DN & DS have produced two versions of the financial model; one optimal; and one worst case scenario. They are now pulling together a risk register to show how they mitigate against identified risks. Regeneris will circulate the latest draft of the narrative today (12/09)</p> <p>Commercial Case / Management Case: there are gaps in both around timeline and risk but this is being progressed. The commercial timeline needs to come from HTET. Need to be clear about how we are mitigating the main risks e.g. financial: Warwick; academic: CEO and Warwick; student recruitment: development cohort, Warwick degree, and close working with potential employers, etc.</p> <p>General comments: Students will be encouraged to attend by the assistance offered in relation to the accommodation costs, the fact they will be getting a University of Warwick Degree, plus the spread and calibre of companies that they will be working with.</p> <p>DCLG are linked into the project and will be notified about who the GBBC has been submitted to, plus they and the Treasury will receive a copy.</p> <p>The project has been highlighted historically and promoted to MP's, including George Osborne and Jo Johnson, who is thought to have a positive view of the project. The project team has been advised that contacting other ministers at present would be unlikely to succeed due to all of the recent changes within government.</p> <p>Our main focus now needs to be getting support from the broader grouping; i.e. Marches LEP, local companies, etc.</p> <p><i>GH & DH left the meeting.</i></p> <p>AN commented that he was unsure what the strapline was meant to mean: <i>Engineering only, teaching only university.</i> What do we mean by teaching, needs to be defined.</p> <p>ACTION: GS TO PICK UP WITH HC COMMUNICATIONS TEAM TO SEE IF THEY ARE ABLE TO COME UP WITH A BETTER STRAPLINE.</p>	<p>GS</p>

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	<p>Press Releases and coverage about the project will be included within one of the appendices, including the recent Times article, and expressions of support. DS due to meet with the Economist shortly which should hopefully result in additional coverage, and Karen Usher is due to attend a large engineering conference in October to promote the project.</p> <p>The Introduction picks up the points that this is a plan to deliver a quality Higher Education environment that develops high calibre graduates. The CEO is clearly described within the document and they hope to be able to name first chairman of the board. The CEO has advised that he will be bringing his own start up team with him - another two individuals. Also, one of the founding academics of Olin is going to spend a 1/3 of his sabbatical year with us in Hereford next year.</p> <p>Jon Gorrige, former Finance Director at the University of Edinburgh, has read through the draft GBBC and states that we have a strong case. He will attend to the final meeting at DfE with DS & DN on 22 September.</p> <p>The GBBC will be delivered from HTET with a covering letter setting out that it has been co-created with Herefordshire Council through a positive partnership.</p> <p>Schedule for submission of GBBC;</p> <table data-bbox="343 907 1189 1120"> <tr> <td>Fri 16 Sep</td> <td>Draft of final submission distribute to JUPB</td> </tr> <tr> <td>Mon 19 Sep</td> <td>Final amendments agreed by JUPB</td> </tr> <tr> <td>Mon/Tue 19/20 Sep</td> <td>Final amendments to be made to the GBBC</td> </tr> <tr> <td>Tue 20 Sep</td> <td>GBBC submitted to DfE electronically</td> </tr> <tr> <td>Thu 22 Sep</td> <td>Meet with DfE and submit hard copies of GBBC</td> </tr> </table> <p>AN commented that an enormous amount of work has gone into the GBBC and offered his congratulations and thanks to all those involved.</p>	Fri 16 Sep	Draft of final submission distribute to JUPB	Mon 19 Sep	Final amendments agreed by JUPB	Mon/Tue 19/20 Sep	Final amendments to be made to the GBBC	Tue 20 Sep	GBBC submitted to DfE electronically	Thu 22 Sep	Meet with DfE and submit hard copies of GBBC	
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5.	<p>FUNDING MONITORING Nothing to update.</p>											
6.	<p>NEXT STEPS - All Covered above.</p>											
7.	<p>ANY OTHER BUSINESS – All None raised.</p>											
8.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 10 October, 10.00, Herefordshire Council Plough Lane Offices 											