





**UNIVERSITY PROJECT BOARD MEETING
Notes and Action Points
Monday 08 August 2016 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
	Christian Dangerfield	CD	NMiTE
	Mark Edwards	ME	NMiTE
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds 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:	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC

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.	<p>PARTNERSHIP AGREEMENT SIGN OFF</p> <p>The copy circulated with the Agenda was the incorrect version. PJ distributed correct version.</p> <p>Concerns were raised by NMITE about the wording in paragraph 4 on page three of the document in relation to intellectual property. In particular the final sentence <i>‘Ownership of Intellectual property rights (IPR) shall revert to HTET upon repayment of that proportion of the loan facility / funding drawn down to complete the GBBC project; meanwhile HTET shall have access to those materials.</i></p> <p>If a piece of work is grant funded then they are not required to pay it back, so in effect will never receive IPR for all materials. Discussions took place regarding how this could be reworded so that all parties are happy with the document.</p> <p>It was agreed to re-word the sentence; <i>Where work is funded through the loan, ownership of the IPR shall revert to HTET upon repayment of the loan; meanwhile HTET shall have access to those materials.</i></p> <p>ACTION – PJ TO GET THE PARTNERSHIP AGREEMENT AMENDED</p> <p>Once the agreed copy is produced, DS & ME will sign on behalf NMITE, and AN and the Leader will sign on behalf of HC.</p>	PJ
4.	<p>PROGRESS REPORT RE BUSINESS CASE - Gavin Stephens</p> <p><u>Green Book Project Gantt Chart</u></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Green Book Project Gantt Chart.pdf </div> <div style="text-align: center;">  Gantt Chart (business case submission) narr </div> </div> <p>Strategic Case;</p> <ul style="list-style-type: none"> • Student demand: due to receive survey results 08 August. Employer demand: the CBI has sent an email to all members that employ engineers, and some responses have been received already. • Evidence: this is now almost complete • Text: the narrative is imperative to the green book and is at 85% complete. It is reliant on information from the work that Regeneris are completing on the Economic and 	

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	<p>Financial Cases so cannot be completed until this is received. Work completed to date has been shared with Natasha at BIS who has confirmed they are happy with the content.</p> <p>Feedback from BIS indicated that they are looking for something 8-10 pages in length. The Economic and Financial cases will take up a large chunk, and key information will be summarised with any supportive documents attached as appendixes. BIS have said all along that they are not prescriptive on how we deliver it.</p> <p>Discussions indicated that it was felt that it should be formatted as a two sides A4 executive summary, followed by detailed information on each case and then supporting documents as appendixes.</p> <p>Economic Case / Financial Case: expecting to receive the first of Regeneris' work on 15 August.</p> <p>Commercial Case: RE has started work on this.</p> <p>Management Case: DS has started work on this</p> <p>DS the Gantt chart is showing that all tasks are making good progress.</p> <p>AN felt we should stress the importance of this scheme in relation to post Brexit Industrial Britain. Our case is strengthened by this as we will be providing home grown industry ready engineers. Forecasters have predicted that there will be an increase in the demand for indigenous engineers as recruiting from overseas will be limited.</p> <p>We need to ensure that the new Prime Minister and new Chancellor are aware of the proposals. The former were in support of the scheme, but it is likely that the new ministers are not aware of it. We also need to remind Jo Johnson MP that the scheme fits in with post Brexit needs.</p> <p>It was suggested that we ask for more government money than originally planned in order to de-risk the scheme and ensure that the doors open in September 2019.</p> <p>There are two areas where we could justifiably request additional funding, these are;</p> <ul style="list-style-type: none"> • University Safety net – sum of money in place to ensure that students are able to complete their education programme if the university should get into financial difficulties • Sustainable transport infrastructure – costings have been included for the buildings, but not for how these buildings are going to be linked, and how students are going to move between them. <p>It was suggested that we ask for £40m instead of the proposed £20m. Some felt it was unlikely that we would achieve this figure. If we can make the arguments stack up then there is no harm in asking for more. The points need to be plausible and show that we are sustainable.</p> <p>CD spoke to GH last week about RIO, which is another potential source of funding.</p>	
5.	<p>PROPERTY – David Sheppard <u>NMiTE Property Gantt chart (as at 05 August 2016)</u></p>  <p>NMiTE Property Gannt Chart 5AUG16.pdf</p> <p>DS has looked in detail at the property requirements for the university and feels that maybe we don't require a fully-fledged college by September 2018. There could be some alternative solutions with students potentially being housed at the blind college, or in snooze boxes, in porta cabins, etc. This would give us an additional year for completion.</p>	

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	<p>In the next quarter DS is planning to commission the key pre-planning studies into transport and infrastructure, and feels it would be sensible to use some of the loan to fund this work. They will need to coordinate with HC to establish what surveys are already being planned, i.e. sustainable transport in the city, etc. He will also look to submit the planning application for the refurb of the Franklin Barnes building.</p> <p>In quarter 3 of 2017 the planning application for the first college site at the Essex Arms plot will be submitted. This will be followed by 9 months for procurement of the supplier/developer.</p> <p>In parallel, they will work with EZ on the design for the section of the shell store that they will be using. Ultimately it will be used for the final year projects of students, but could be used as laboratory for the time being.</p> <p>In early 2018 they would submit planning for the second college site, situated at Gaol Street. It was felt that a column showing assessment of risk was required on the Gantt chart as this site is not guaranteed.</p> <p>It was felt that there is enough known that they can be up and running on the due date, with additional works following on.</p> <p>Moving the students about is the main element. Several suggestions were discussed about the best way to move students between the city centre sites and the Rotherwas sites. These will need to be built into the project. Moving students around the city and avoiding clogging up the city roads is very important to ensure that the general population are not against the scheme.</p> <p>AN has been continuing his discussion with the Police and Fire service about them moving to a new dedicated joint operating space. If this goes ahead they will be looking to clear the police out of their present building within two years, which will present an opportunity for this building/site to be used for University accommodation. The land they are proposing to move to is earmarked for accommodation so the building they vacate will have to be used for accommodation in return for the lost land.</p> <p>University accommodation could fit in with the regeneration of the city centre.</p> <p><u>Draft Implementation Summary Plan 2016-23 Gantt Chart</u></p>  <p>Implementation Gantt Chart 2016-23 v2 7AU</p> <p>Each of the bold coloured lines is a programme of work.</p> <p>People: Concern expressed that recruiting staff for an uncertain project with no certainty for the future could be difficult. Both HC & the NHS have both found recruiting into Herefordshire to be difficult over the years.</p> <p>DS advised that it has been built into the business plan, and that the proposed salaries will be in the top 20% of University Salaries. At present there are 170 academics registered with them that have expressed a wish to come and work with them.</p> <p>Student Recruitment: work undertaken to date shows that there are enough people that like the different way of doing things to make it work. One of the key things asked by potential students is the calibre of our industrial partners; they want to know who will be involved.</p> <p>We need to ensure that Herefordshire is an attractive option for students and staff. They are going to want to know what facilities are available in the area, such as decent shops, entertainment, restaurants, schools, etc.</p> <p>Herefordshire Council are running a 'Relocate to Herefordshire' scheme at present to encourage businesses to relocate to the area. If the lifestyle matches the business opportunities then it will encourage families to move here to work. The fact that the University will be delivering highly skilled employees by 2022 is also a bonus.</p>	

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	<p>It was suggested that a film could be produced to demonstrate all the positives. This could be placed on a live website that promotes the excitement of being pioneers involved in a new form of education. Other forms of positive promotion were discussed.</p> <p>We also need to ensure that people already living in the county are aware of what the scheme will bring to them and what effect it will have on them. 5,000 students coming into the county will have a significant impact on the local people. We need to set out a narrative about why the University is good for Herefordshire. It needs to be integrated within the city for it to work.</p>	
6.	<p>FUNDING MONITORING <u>Update from Herefordshire Council</u> The loan facility proposal was supported by full council. A Business case will need to be made to draw funds down from the account, with determination being made by Cllr Harlow, Cllr Bramer or the Leader.</p> <p>The European fund money for Rotherwas is on hold at present, with an announcement from the treasury due shortly. In the meantime projects have been developed, appraised and in some cases approved. In readiness for when the funding is available.</p> <p><u>Update from NMiTE</u> They are pursuing existing donors for repeat gifts.</p>	
7.	<p>APPOINTMENT OF OBC CONSULTANT – David Sheppard Dealt with above</p>	
8.	<p>LEP ECONOMIC SCORE IMPROVEMENT BY 29 JULY – David Sheppard DN has spoken to KPMG and the LEP who advised that we can't increase our score for the LEP submission but that we can continue to improve the document. Herefordshire has come out well on the scoring for the projects it has put forward.</p> <p>AN advised that Marches LEP have recently applied to be non-constituent members of the West Midlands Combined Authority. This will ensure that they are in the best possible position to continue to secure government funding to support the growth aspirations of the LEP area and to influence regional policy as appropriate. The University is part of the scheme for regeneration of the region, and has an economic argument that it is an engine for new skills for the West Midlands Combined Authority.</p> <p>Information links: Herefordshire Council Decision, and West Midlands Combined Authority FAQs</p>	
9.	<p>SPECIFICATION AND PROCUREMENT OF; <u>Pre-planning Technical Studies, e.g. Transport, Environmental Impact</u> HTET are planning to draw down loan money to use on preplanning work.</p> <p><u>Financial Support for EIB submission</u> CD wants to procure financial support to assist in the preparation of the business case and the specification. RE & CD are in talks.</p> <p><u>Programme Management Support</u> Need to appoint to this post, possibly Interim to start with, and then someone permanent. Post needs to be selected and motivated by the University Chief Executive.</p>	
10.	<p>NEXT STEPS - All Covered above</p>	
11.	<p>ANY OTHER BUSINESS - All All issues covered within the Agenda</p>	
12.	<p>DATE OF NEXT MEETING NMiTE advised that they are happy for all future meetings to be held at Plough Lane</p> <ul style="list-style-type: none"> • Monday 12 September at 9.30, Herefordshire Council Offices, Plough Lane 	