

**UNIVERSITY PROJECT TEAM MEETING
Notes and Action Points
Monday 10 October 2016 at 10.00
Plough Lane, Peterstow 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
	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
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
	David Nolan	DN	Managing Director, Nth Degree Consulting
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
APOLOGIES:	Mark Edwards	ME	NMiTE
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	David Sheppard	DS	Co-Team Leader, Hereford University Project

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>GREEN BOOK BUSINESS CASE – All</p> <p>The GBBC was submitted on 22 September. Feedback from Government has been positive so far, and they have been engaging in discussions. DfE have suggested NMiTE look into a slightly different option which allows them to draw on two additional HEFCE funding pots. They need to create best / worst case scenarios based on the £9k student fee limit. There are a lot of processes to develop in order to qualify for the funding, in relation to Governance and the QAA processes.</p> <p>The JUPB agreed that Regeneris are commissioned to remodel the financial and economic cases to reflect the Dept. for Education's requirement for a £9,000 fee model within the business case. It was agreed that the underspend from the council grant should fund this work.</p> <p>DS is undertaking additional work in relation to the financial case, around the remodelling of the fees limit. Are we in a position where we can make it work with the reduced fees? If the HEFCE funding does not come through? Need to look at how we keep the project alive in this scenario. There is a way of streamlining it and making it feasible. Further discussions to take place with regard to this later in the week.</p> <p>Worst case scenarios have been completed on student numbers as low as 150 and all income streams dropping by 20%. The project was still viable. However, we need to have a plan in place in case there is a lower intake than envisioned - how many years of low intake can we sustain?</p> <p>Intensive marketing will need to start next year to get the intake of students. The CEO has a proven track record for successfully marketing and improving the student numbers. It was suggested that we could get market leaders / high profile business individuals to publically declare their input to / support of the scheme. If they could provide a speech, press release once the announcement is made from Government this would encourage potential students to look at the university. It would need to include input from the CEO. Ideally this event should be held in Hereford, but it may need to be in London to suit the diaries of supporters / press.</p> <p>The Autumn Statement is on 23 November. Discussions will continue in the meantime.</p>	

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4.	<p>FUNDING FOR VISIT OF CEO JANUSZ KOZINSKI – David Sheppard</p> <p>This is a crucial moment in the development of NMiTE. Bringing the CEO designate to the UK will allow him to start to develop relationships with, and provide confidence to, key individuals and organisations: central government, potential financial partners, potential private sector donors, and other key stakeholders.</p> <p>The visit will reinforce the Green Book submission and in particular demonstrate NMiTE’s management capability.</p> <p>Principal activities will be meetings with universities minister Jo Johnson and/or senior DfE and Treasury civil servants to demonstrate that management of NMiTE is in very capable hands.</p> <p>Additional meetings will be arranged with potential financial partners:</p> <ul style="list-style-type: none"> • UK Head of European Investment Bank plus team from Luxembourg • Chairman & CEO Legal & General • Potential private sector donors <p>Stakeholders involved in the delivery of the university, including:</p> <ul style="list-style-type: none"> • Prof Stuart Croft, Vice Chancellor University of Warwick • Dame Fiona Kendrick chairman designate of NMiTE <p>And other key stakeholders from Herefordshire</p> <p>DS has suggested two options for funding the visit;</p> <ol style="list-style-type: none"> 1. Use some of the funds that remain in the grant funding pot 2. Use funds from the HC loan facility <p>Janusz is crucial to this project and we need to reassure him that we are 100% committed to him. The visit will also reassure government, Warwick University, L&G, etc. All agreed that it is important that the CEO visits.</p> <p>NMiTE need to work within a budget and to follow correct process for drawing down the funds required. The loan process needs to be agreed by the board. A draft version was distributed for comments. This will also need to be agreed by legal.</p> <p>ACTION – ALL TO RETURN COMMENTS ON THE DRAFT LOAN PROCESS TO RG / RE BY EARLY AM ON 12 OCTOBER.</p> <p>A bid can then be submitted to the board, who will decide whether to approve it or not.</p> <p>It was queried if the CEO visit could include a meeting with Sajid Javid, MP for Bromsgrove and SoS for Communities and Local Government. It was felt it would be too short notice to get something in his diary, however, it was agreed that we should be making him aware of the project. It could be set out to him as part of the Economic Masterplan for Herefordshire.</p> <p>ACTION – DH TO TRY TO SET UP MEETING WITH SAJID JAVID MP TO OUTLINE THE ECONOMIC MASTERPLAN AND THE UNIVERSITY PROJECT</p> <p>NMiTE need to be linking in with the Economic Masterplan and connecting and communicating regularly and effectively with HC. They also need to be looking outwards at others within the region to connect and build good working relationships with.</p> <p>HC are now non constituent members of the West Midlands Combined Authority and we need to be making them aware of the project, and the fact that Herefordshire brings land, wages, quality of life, development opportunities and the opportunity to bring forward a large number of business ready engineering graduates. Warwick are also becoming non constituent members</p> <p>NMiTE would like a paragraph on the Economic Masterplan and the West Midlands Combined Authority to include within the GBBC</p>	<p>ALL</p> <p>DH</p>

ITEM	NOTES	ACTION
	<p>ACTION – VA TO FORWARD TO NMITE A PARAGRAPH ON THE ECONOMIC MASTERPLAN AND THE WEST MIDLANDS COMBINED AUTHORITY</p>	<p>VA</p>
<p>5.</p>	<p>PROCUREMENT OF INDIVIDUAL TO ESTABLISH NMTE PROGRAMME MANAGEMENT OFFICE – David Sheppard This person will be designing what the PMO will look like, and will be employed for a period of 6-9 months.</p> <p>NMiTE need to write a detailed business case in order to draw down £80k funding from the HC loan. The loan will need to be signed off by the board.</p> <p>The PMO needs to be in place immediately the approval has been received from Government. The CEO will be in place as soon as NMiTE know when the Government funding can be drawn down, aiming for first quarter of 2017. It was queried where they will be based, and suggested that they could be located at Plough Lane initially so that they feel part of a group rather than being on their own. Other options could possibly be the business growth hub or Evans Easyspace, both of which are located at Rotherwas.</p> <p>ACTION – AN & GH TO LOOK INTO AVAILABLE OFFICE SPACE AT PL</p> <p>Hoople could recruit the individual. They have a network of approved providers that they can forward the job description, person spec to and request applications. The spec is rather challenging as it requires experience in the development sector and in Higher Education. There are no names available at present for anyone who could take on this role.</p> <p>The PMO appointment is very much attached to the CEO and also the development of the project. The CEO will be appointing this position and they will work closely. RE has been consulted in relation to appointing the individual, and it will be completed via the procurement process.</p> <p>CD advised that ARRUP are likely to be the institutional consultant that will oversee this individual. They have agreed to complete this work pro bono so there will be no requirement to draw down funding for this work. Concern was expressed in relation to being tied into one company with regard to procurement rules when using public money. Will need to be cautious that this does not cause problems in the future.</p>	<p>AN, GH</p>
<p>6.</p>	<p>PROPERTY - David Sheppard HC have continued talks with the Wye Valley Trust and the Together Trust regarding accommodation needs. They are expressing a strong interest in getting involved, and have a genuine need for accommodation. The college also have made it clear that they have an interest in accommodation that meets their needs. This mitigates the accommodation risk for the project. If the NMiTE student numbers are not met, surplus accommodation could be offered to these organisations.</p> <p>NMiTE have engaged with Architype who are progressing plans for the change of use of the Franklin Barnes building. There is a need to fund the design and specification for the sites which should also incorporated the needs of other potential users. The Shell Store application is progressing well.</p> <p>The plan for a joint Fire / Police Station is making strong progress with a decision due in November. If it progresses the plan is to have the doors opening on the new building by the beginning of 2019. This could release the police station site for potential accommodation use.</p> <p>NMiTE queried if HC would be able to offer a shortfall guarantee for the loan from L&G for the building of the student accommodation. It would be difficult politically for HC to underwrite something without seeing some form of return. They have to be careful of what guarantees they offer when using public money. Feedback to L&G that whilst any council has difficulty offering guarantees, there are things in place to cover the risk.</p> <p>As shown above there is a proven need for the accommodation units from other interested parties. NMiTE advised that the college has a different fee structure for its accommodation plus it's over a shorter time period which would leave a shortfall.</p>	

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	<p>ACTION - MEETING TO BE ARRANGED WITH L&G, AN, GH AND NMITE FOR THE AFTERNOON OF 17 OR 18 OCTOBER. CD TO CHECK DS AVAILABILITY.</p>	<p>CD</p>
<p>7.</p>	<p>FUNDING MONITORING <u>Update from Herefordshire Council</u> LEP Funding: £32,600 HC Funding: £30,000 TOTAL: £62,600</p> <p>To date £49,210 has been spent, leaving a balance of £13,390. Additional works required will cost in the region of £5k, and there is likely to be more work required going forward, so need to keep a balance in place.</p> <p><u>Update from NMiTE</u> Covered above.</p>	
<p>8.</p>	<p>NEXT STEPS - All <u>JUPB</u> - look at role of JUPB going forward.</p> <p><u>Staff</u> - how to attract staff to Hereford. There is a need to get a common message across that Herefordshire is a great place to come, to encourage people to take another look at it, highlight that it's a place on the up with regard to business, social life, education, etc.</p> <p><u>Accommodation</u> - Chris Baird to provide an update at next meeting.</p>	
<p>9.</p>	<p>ANY OTHER BUSINESS - All None raised.</p>	
<p>10.</p>	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 14 November at 10.00 at the HC Plough Lane Offices 	