

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 11 September 2017 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
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfcs Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Toby Kinnaird	TK	HTET Trustee
	Janusz Kozinski	JK	Founding President & Chief Executive, NMiTE
	David Nolan	DN	Managing Director, Nth Degree Consulting
	Anthea Parker	AP	Project Manager, NMiTE
	Doug Reid	DR	Chief Digital and Infrastructure Officer, NMiTE
<i>Via Telephone</i>	David Sheppard	DS	Co-Team Leader, Hereford University Project
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
APOLOGIES:	Mark Edwards	ME	HTET Trustee
	Alex Floyd	AF	Communications Manager, Herefordshire Council
	Penny Jones	PJ	Regeneration Programmes Manager, Hfcs Council

ITEM	NOTES	ACTION																
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above.																	
2.	NOTES OF LAST MEETING – Alistair Neill Agreed as an accurate record.																	
3.	<p>FEEDBACK FROM VISIT TO LINCOLN ON 03 OCTOBER Attendees from Herefordshire were;</p> <table border="0"> <tr> <td>Doug Reid</td> <td>Chief Digital and Infrastructure Officer, NMiTE</td> </tr> <tr> <td>David Sheppard</td> <td>Co-Team Leader, NMiTE</td> </tr> <tr> <td>Karen Usher</td> <td>Co-Team Leader, NMiTE</td> </tr> <tr> <td>Cllr Philip Price</td> <td>Cabinet Member Infrastructure, Herefordshire Council</td> </tr> <tr> <td>Richard Gabb</td> <td>Programme Director Housing and Growth, Herefordshire Council</td> </tr> <tr> <td>Kevin Singleton</td> <td>Team Leader Strategic Planning, Herefordshire Council</td> </tr> <tr> <td>Cllr Polly Andrews</td> <td>Chair Adults and Wellbeing Scrutiny Committee, Hfcs Council</td> </tr> <tr> <td>John Bothemley</td> <td>Chair of the Civic Society / Hereford Area Planning Group</td> </tr> </table> <p>Professor Mary Stuart, Vice Chancellor, University of Lincoln opened the day with a presentation emphasising the importance of the university to the city, and stressing the value of embedding it within the city. This was followed by presentations from the City of Lincoln and Lincolnshire County Council. Following lunch they were taken on tours of the Isaac Newton Building, the University's School of Engineering and the Student Accommodation.</p> <p>Lincoln has a partnership with Siemens. Our feeling is that it is better to work with several smaller businesses rather than rely on a single large employer. The University will produce students with engineering skills who are work ready and this could be used to encourage growth within the county by attracting big businesses who find it difficult to recruit engineers with the skills they require.</p> <p>Lincoln University have great student accommodation close to the campus, however there have been issues with privately rented student accommodation with complaints received from neighbours.</p>	Doug Reid	Chief Digital and Infrastructure Officer, NMiTE	David Sheppard	Co-Team Leader, NMiTE	Karen Usher	Co-Team Leader, NMiTE	Cllr Philip Price	Cabinet Member Infrastructure, Herefordshire Council	Richard Gabb	Programme Director Housing and Growth, Herefordshire Council	Kevin Singleton	Team Leader Strategic Planning, Herefordshire Council	Cllr Polly Andrews	Chair Adults and Wellbeing Scrutiny Committee, Hfcs Council	John Bothemley	Chair of the Civic Society / Hereford Area Planning Group	
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4.	<p>FEEDBACK FROM HISTORIC ENGLAND WORKSHOP ON 04 & 05 OCTOBER The team were enormously encouraged to hear the panel's thoughts and that they are supportive of the council's ambitions. It was felt that this will enable the creation of an imaginative plan for the city.</p>																	

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	<p>HE identified a number of sites for development where it would previously have been seen as unlikely to receive support, and some that we had not considered.</p> <p>The biggest challenge going forward is getting property settled so that conversations can move forward and be linked with the master planning for the city. They were clear that we must develop a master plan for the city to ensure areas such as Commercial Road / Street and the main exit from the train station are improved as they feel this route is critical for improvement.</p> <p>The need to engage with the community to look at solutions for how to turn Hereford into a University City was highlighted.</p> <p>Historic England is writing a report which will contain recommendations. This will help us to lobby others for funds or resources and to inform our work plan going forward.</p>	
5.	<p>UNIVERSITY DEVELOPMENT UPDATE – Janusz Kozinski</p> <p>Several priorities have been identified including the formal agreement with partners in Warwick.</p> <p>Discussions about branding and marketing are advancing and they hope to have this in place soon.</p> <p>NMiTE are in the final stages of identifying five senior leadership positions at the University, including Chief Fundraising Officer, Chief Operating Officer and Chief Brand and Marketing Officer. It is hoped they will all be in post by January 2018.</p> <p>Discussions took place about the need to ensure that cycling and cycle routes are incorporated into plans to prevent additional traffic on already congested roads.</p>	
6.	<p>PROPERTY UPDATE – David Sheppard / Doug Reid</p> <p>Dr advised that discussions have been held with relevant officers about the availability of Council owned properties within Hereford City. A property group is being formed to push forward discussions.</p> <p>Discussions took place about potential locations for University buildings.</p>	
7.	<p>PROJECTS – Richard Gabb</p> <p>RG has forwarded AP a list of nominees from HC for each of the projects.</p>	
8.	<p>FUNDING UPDATE - David Sheppard</p> <p><u>DfE Funding</u></p> <p>DS due to meet with officials from the finance division of the DfE on 11 October to talk about the phasing of the payments over the five years. The university team will be required to achieve various fundraising targets over the period.</p> <p>ACTION: DS TO CONFIDENTIALLY SHARE WITH AN THE FUNDING OFFERS RECEIVED</p> <p>DN advised that the majority of the funding is revenue, which is a major shift from original discussions where DfE said they only fund capital.</p> <p>ACTION: DN TO CONFIRM SPEND PROFILE AT THE NEXT MEETING</p> <p><u>Accountable Body</u></p> <p>HC is the principle accountable body; the money flows from DCLG and the college handles it on behalf of HC. DN met with GH and AL who have agreed that the proposal is reasonable subject to it going through governance.</p> <p><u>Loan Agreement</u></p> <p>RE & DN discussed on 06 October and it hoped that the replacement business justification for the loan agreement will be sorted by the end of the week.</p>	
9.	<p>PROCUREMENT SUPPORT / PRO CONTRACT – Rob Ewing</p> <p>A Workshop has been arranged on 17 October to look at the HC system, and to look towards procuring an equivalent system for the university.</p>	
10.	<p>UNIVERSITY DELIVERY PARTNERSHIP / TOR</p> <p>These have been agreed.</p>	
11.	<p>COMMUNICATIONS / MEDIA COVERAGE - David Sheppard</p> <p>Once an announcement from DfE has been received a joint press conference will be</p>	

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	arranged at NMiTE's Wye Street offices. NMiTE will liaise with the HC PR team once any announcement is confirmed. Invitations will be issued to the two local MP's Jesse Norman and Bill Wiggan. If they are unable to attend they will be asked to provide a quote for the press release. Quotes will also be sought from local industry, such as Heineken, and the chair of the LEP. DfE will provide details of what they want to say about the funding award.	
12.	ANY OTHER BUSINESS - All None raised.	
13.	DATE OF NEXT MEETING <ul style="list-style-type: none"> • Monday 13 November at 10.00 at the HC Plough Lane Offices, Sutton Room 	