




JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 08 January 2018 at 10.00
Plough Lane, Leominster Room

CHAIR:	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
NOTE TAKER:	Melissa Walker	MW	Growth Programme Support Officer, Hfdshire Council
PRESENT:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	Peter Clasby	PC	Senior Planning Officer, Herefordshire Council
	Mark Edwards	ME	HTET Trustee
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
Item 2	Clive Hall	CH	Head of Highways and Community Services
Item 3	Alexia Heath	AH	Post 16 Senior Advisor
	Toby Kinnaird	TK	HTET Trustee
	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
	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:	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
	Alistair Neill	AN	CEO Herefordshire Council
	Doug Reid	DR	Chief Digital and Infrastructure Officer, NMiTE

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above.	
2.	EUROPEAN SOCIAL FUND POSSIBLE BIDS – Alexia Heath Marches LEP have an allocation of £11m from the European Social Fund to spend between now and 2022/23. The funding is for the provision of work experience, internship, graduate placement, etc. and would need to be 50% match funded by the provider. To date no one has submitted a bid to deliver this three year contract within the county. Could be an opportunity for the University. ACTION: AH TO FORWARD DS INFORMATION IN RELATION TO THE FUNDING ACTION: UNIVERSITY TEAM TO EXPLORE THE OPPORTUNITY OF SUBMITTING A BID TO THE EUROPEAN SOCIAL FUND	AH DS, JK
3.	REALISING ENGINEERING OPPORTUNITIES THROUGH CLOSE WORKING RELATIONSHIP – Clive Hall  Herefordshire Council and University Opport CH outlined the potential for engineering opportunities through partnership working; i.e. Herefordshire Council, Royal National College for the Blind, NMiTE, etc. NMiTE are keen to engage once they have capacity within the team. ACTION: CH TO PROGRESS TALKS WITH POTENTIAL PARTNERS ACTION: DS TO FORWARD DETAILS OF THE PROPOSAL TO HELEN ROGERS	CH DS
4.	NOTES OF LAST MEETING – APPROVAL / AMENDMENTS - Chair Agreed as a true record.	
5.	ACTION LOG - Chair  ACTION LOG - Joint University Delivery Boz The action log was updated.	
6.	FUNDING UPDATE <u>DfE funding</u> – David Sheppard £475k of funding has now been received.	

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	<p>All three parties need to sign a MOU so that further funding can be received. A conference call is required between all parties and the legal teams. It is hoped that this can be agreed this week.</p> <p>ACTION: DS TO PROGRESS THE CONFERENCE CALL BETWEEN ALL PARTIES IN ORDER TO AGREE THE MOU</p> <p>ACTION: GH TO HIGHLIGHT THE NEED TO AGREE THE MOU TO HC LEGAL AND FINANCE TEAMS</p> <p><u>Accountable Body</u> – David Sheppard The sign off has been completed for this and the first tranche of money passed to the University.</p> <p><u>LEP Funding</u> – David Sheppard / David Nolan NMiTE aim to complete the LEP paperwork by the end of the week. This will provide clarity of what will be drawn down this year. A conference call is to be arranged to resolve any issues.</p> <p><u>Loan Agreement</u> – Rob Ewing</p>  <p>Justification of loan drawdown by NMiTE v</p> <p>NMiTE rewrote the business justification. Finance and the cabinet member have been briefed and are happy.</p> <p><u>Charitable Status</u> – David Sheppard The Charity commission confirmed NMiTE's charitable status on Friday 05 January.</p>	<p>DS</p> <p>GH</p>
7.	<p>PROPERTY - David Sheppard</p> <p><u>Student Residential Accommodation</u> The soft market testing has completed and a number of potential suppliers have been spoken to. They will look to get contracts in place asap to progress this.</p> <p>A number of sites have been identified and are being investigated. Pre-app discussions will be arranged asap.</p> <p>The need for accommodation by the Hospital, Art College and the University could mitigate the risk for the developers of the accommodation.</p> <p><u>Learning space</u> A number of sites have been identified and are being investigated. It was suggested that a Landlord event could be held to highlight the university's requirements and identify any potential availability. DS confirmed they are planning to meet with agents in the near future and to hold a high town property summit to meet with owners; this could be in Hereford and in London.</p> <p>GH advised that the funding has been finalised for the shell store. The space should be useable and available within the next 18 months.</p>	
8.	<p>UNIVERSITY DEVELOPMENT UPDATE – Janusz Kozinski</p> <p>The team are working on a number of priorities at present;</p> <p><u>Community Engagement</u> – The team plan to hold two events with the community over the next few months. This will provide an opportunity for the team to meet with the community and to learn what matters to them. It will enable them to ensure that people understand where the University will be located and to hear details direct from the team. Agreed that meeting with property owners is a great idea.</p> <p><u>Partnership with Warwick</u> There is an emphasis on defining the long term partnership with Warwick and the validation of the programme.</p> <p><u>Student experience</u> Development of the academic programme. Identify locations for the creation of student residential space and social space. Look at the logistics of how students will be using facilities within the city, i.e. sport provision, etc.</p>	

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	<p><u>Fundraising.</u> The Fundraising strategy and plan is to be shared at a future meeting once it has been shared with the board. It was agreed this will be discussed at the March meeting.</p> <p>ACTION: MW TO ADD FUNDRAISING STRATEGY TO THE MARCH AGENDA</p>	MW
9.	<p>COMMUNICATIONS / MEDIA COVERAGE - David Sheppard The University team have a programme of media coverage of the next few months, and there are publicity milestones that need to be delivered as part of the DfE funding.</p> <p>The next publicity will be the announcement of appointments of the Chairman and Deputy Chairman of the Board, as well as appointments to JK's team.</p>	
10.	<p>ANY OTHER BUSINESS - All <u>Thanks – Janusz Kozinski</u> JK expressed thanks to AN, GH and colleagues for the partnership working undertaken for HC to become the accountable body.</p> <p><u>JUDB partnership agreement</u> DS expressed concern that this has not been signed. It was recorded in the notes that it was agreed by both parties.</p> <p>ACTION: RE TO LIAISE WITH DS TO GET THE JUDB PARTNERSHIP AGREEMENT SIGNED</p> <p>DS highlighted that the agreement states that the chair will rotate for each meeting. It was agreed that the chair will rotate between JK & AN.</p>	RE, DS
11.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 12 February at 10.00 at the HC Plough Lane Offices, Leominster Room 	