



**JOINT UNIVERSITY DELIVERY BOARD MEETING**  
**Notes and Action Points**  
**Monday 10 December 2018 at 10.00**  
**Plough Lane, Leominster Room**

<b>CHAIR:</b>	Alistair Neill	AN	CEO Herefordshire Council
<b>NOTE TAKER:</b>	Melissa Walker	MW	Growth Programme Support Officer, Hfdshire Council
<b>PRESENT:</b>	Richard Ball	RB	Acting Director Economy and Place, Herefordshire Council
	Rob Ewing	RE	Growth and Place Programme Manager, Hfds Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	Tam Milner	TM	Academic Registrar and Head of Student Experience, NMiTE
	David Nolan	DN	Head of Strategic Finance and Capital Infrastructure, NMiTE
<b>APOLOGIES:</b>	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Andrew Husband	AH	Strategic Property Services Manager, Hfds Council
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	Elena Rodriguez-Falcon	ERF	President and Chief Executive, NMiTE
	Nick Webster	NW	Economic Development Manager, Herefordshire Council

ITEM	NOTES	ACTION
1.	<b>ATTENDANCE / APOLOGIES / INTRODUCTIONS - Chair</b> Attendance and apologies are recorded above. Round the table introductions took place. Tam Milner introduced herself in her new permanent role.	
2.	<b>NOTES OF LAST MEETING – APPROVAL / AMENDMENTS - Chair</b> The notes from the JUDB meeting held on 14 May were agreed as an accurate record.	
3.	<b>PROGRESS SINCE LAST MEETING</b> It was mutually agreed to temporarily suspend the JUDB due to changes in staff and competing diary commitments limiting availability to attend scheduled meetings. This occurred at a time-critical period when progress needed to be determined by NMiTE on development of learner living accommodation and learning accommodation, alongside curriculum development. Curriculum development was not an area of joint working, but accommodation potentially was, so HC Officers proceeded to meet regularly with the NMiTE team to understand and develop the NMiTE accommodation requirements. This led to the cabinet decision on 13 December to progress development of the Station Approach site for use by the Hereford College of Art and the NMiTE as a shared facility. As there continues to be joint progress towards establishment of the new university, it was agreed that the JUDB should resume with this meeting, with a clearer focus through revised terms of reference. In the period since September, and at the request of AN, Officers and Members from HC have been attending as observers a number of NMiTE Board and management meetings to ensure they are sighted on NMiTE decision-making at those meetings. This also allows them to raise any specific concerns on behalf of HC. Cabinet members have been updated on progress regularly through meetings and individual briefings to provide confidence in accountability of public money. DN confirmed that the learner number forecast will be reviewed reflecting a more gradual increase in numbers over the initial year. Whilst there will be a more gradual increase in learner numbers the demand is expected to be high for places, but what NMiTE recognises is that there needs to be a more realistic forecast given to servicing this number of learners. That is ensuring the number and quality of faculty are in place. AN welcomed the clarity from DN about things moving forward, and urged that what remained essential was that the NMiTE project worked within its budget. As learner numbers were projected to be at a lower level, this would be reflected in lower fee revenues, hence the need to ensure that business plans were based on the revised projected numbers.	
4.	<b>ACTION LOG - Chair</b>  ACTION LOG - Joint University Delivery Boz	

ITEM	NOTES	ACTION
	<b>ACTION: all to provide MW with updates on actions by Friday 14 December for inclusion with the notes</b>	<b>ALL</b>
5.	<p> Draft revision of Partnership Agreement</p> <p><b>ACTION: NMiTE to clarify who will co-chair future JUDB's</b> <b>ACTION: DN to provide an update to the HTET reference in the TOR</b> <b>ACTION: DN to ask ERF to approve the TOR once amendments agreed</b></p> <p>Pg1. 1.5; operational from 2020. It was recognised that by the nature of validation means, everything has to be approved by an educational facility prior to opening to the public.</p> <p><b>ACTION: TM to forward suggested words to DN for 1.5 of TOR</b> <b>ACTION: DN to forward updated TOR to HC for approval</b></p> <p>It was proposed that HCA should be invited to attend future meetings as they are involved in Higher Education.</p> <p><b>ACTION: AN to write to Abigail Appleton at HCA to invite attendance at future meetings</b></p>	<p><b>ERF, DN</b> <b>DN</b> <b>DN</b></p> <p><b>TM</b> <b>DN</b></p> <p><b>AN</b></p>
6.	<p><b>UNIVERSITY WORKSTREAMS</b></p> <p><b>6.1. Curriculum Development, Validation and Accreditation</b> The draft curriculum has been submitted to Warwick University for review. This was a major piece of work. There are thirty six modules each with its own set of paperwork. The regulatory framework is being drafted, some policy and procedure needs to be signed off by Warwick. Reporting procedures have been shared with Warwick. There is an initial meeting on 19 December followed by a formal panel meeting on 14 January to undertake validation exercises.</p> <p>NMiTE are already engaging with various organisations in relation to student welfare with the intention to link into existing services.</p> <p><b>6.2. Recruitment Strategy</b> A number of positions have recently been appointed to with a number of key posts still to be filled, such as IT manager and FM Manager. These could initially be filled via Hoople.</p> <p><b>6.3. Financial Overview of the Programme</b> <u>LEP / Government Funding Update</u> NMiTE have experienced some issues with the LEP funding. A letter is due to be received from DfE in relation to the future arrangement at the Blackfriars building and delivery of LEP commitments. DN will liaise with NW to ensure HC receive a copy of this letter so that the points can tie in with the letter to be sent from the Leader of HC.</p> <p><u>Philanthropic / Corporate Contributions</u> Fundraising is behind schedule. Philanthropic investors want reassurance about its future prior to offering a donation. Clarity in relation to learning and living accommodation should assist with securing contributions.</p> <p><b>6.4. Staffing and Skills – Progress and Issues</b> The delivery model is very specific and very different to any other university. A strong academic CV is not enough, need creativity etc. to appoint. It is important to get the correct recruits in place.</p> <p><b>6.5. Accommodation Sites for Development; Living and Learning</b> <u>NMiTE Accommodation Strategy – Progress and Issues</u> This is being progressed.</p> <p><u>Council Owned Sites – Progress and Issues</u> <b>Station Approach:</b> The planning application is due to go to planning committee in January with start on site scheduled for spring 2019.</p> <p><b>Hereford Football Stadium:</b> The preliminary appraisal of the site has started, with a more detailed appraisal due to start prior to purdah. It is hoped it will complete by</p>	

