

**JOINT UNIVERSITY DELIVERY BOARD MEETING**  
**Notes and Action Points**  
**Monday 14 May 2018 at 10.00**  
**Plough Lane, Leominster Room**

<b>CHAIR:</b>	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
<b>NOTE TAKER:</b>	Melissa Walker	MW	Growth Programme Support Officer, Hfdshire Council
<b>PRESENT:</b>	Mark Edwards	ME	HTET Trustee
	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
	Andrew Husband	AH	Strategic Property Services Manager, Hfds Council
	Toby Kinnaird	TK	HTET Trustee
	David Langley	DL	Chief Partnerships Officer, NMiTE
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	Alistair Neill	AN	CEO Herefordshire Council
	David Sheppard	DS	Co-Team Leader, Hereford University Project

**APOLOGIES:** None

ITEM	NOTES	ACTION
1.	<b>ATTENDANCE / APOLOGIES / INTRODUCTIONS - Chair</b> Attendance and apologies are recorded above.	
2.	<b>NOTES OF LAST MEETING – APPROVAL / AMENDMENTS - Chair</b> The notes from the JUDB meeting held on 09 April were agreed as an accurate and true record.	
3.	<b>ACTION LOG - Chair</b>  ACTION LOG - Joint University Delivery Board	
4.	<b>FUNDING UPDATE – Andrew Lovegrove / David Sheppard</b> <u>DfE Grant</u> AL thanked the NMiTE team for providing the info required to satisfy the S31 of the grant. He advised he has reported to DfE that his is content everything is in place. <u>LEP Grant</u> The LEP financial and legal teams are working on the final elements of agreeing the contract. AL is meeting with them regularly to ensure this is progressing, and has reinforced the urgency. <b>ACTION: GH to ask NW to chase progress on the completion of the contract for the University LEP Funding at the LEP Management Board meeting</b>	<b>GH</b>
5.	<b>PROPERTY UPDATE – David Sheppard / Andrew Husband</b> <u>Property Strategy Update</u> The strategy is due to go to their Property Board shortly for approval; once approved it will be distributed. The strategy includes a map indicating all potential University sites. Discussions with officers from planning have clarified that there is no policy in relation to building height; each application is taken on its own merits – hence the need to the pre-app process prior to submission of a planning application. Residential Accommodation <ul style="list-style-type: none"> <li>• HTET are about to submit a planning application for the first location to provide student accommodation</li> <li>• Conversations are ongoing regarding the option to purchase a site to deliver the second phase of accommodation</li> <li>• These two sites will deliver the residential accommodation for the first thousand students</li> </ul>	

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	<p>Education Space</p> <ul style="list-style-type: none"> <li>Meetings are scheduled to discuss the purchase of a number of locations</li> <li>NMiTE staff are due to relocate to Union Street shortly so that the office on St Peter's Square can be fitted out to provide learning space for the design cohort</li> <li>NMiTE are in discussions with a landlord about a potential long term lease to provide additional teaching space</li> <li>The team visited a potential teaching location recently that if acquired will require substantial investment in order to make it suitable</li> </ul> <p><u>Council Property / NMiTE Property Working Group Update</u></p>  <p>20180425 - MINUTES - NMiTE Property Worl</p> <p>AL Provided clarity on the position in regards to rates for companies with charitable status; registered charities get an 80% discount and can bid for the additional 20% to be written off also via a simple annual application process.</p> <p><b>ACTION: AL to provide JK with links to application form for discretionary discount on rates for registered charities</b></p>	<p><b>AL</b></p>
<p>6.</p>	<p><b>HEREFORD AREA PLAN – Richard Gabb</b></p> <p>Discussions are ongoing in relation to this supplementary planning document. It has been agreed that it will be jointly funded by HC and NMiTE; legal advice was sought about the potential for NMiTE influencing the document and it was deemed all ok.</p> <p>Once commissioned the document will go out for a six week consultation and it is hoped the draft plan will be completed by the end of the year.</p>	
<p>7.</p>	<p><b>PROGRAMME DEVELOPMENT PROJECTS – Janusz Kozinski &amp; Alistair Neill</b></p> <p>JK &amp; AN have met to discuss how this group will work going forward and it is felt that it needs to be more focused on delivery, more structured and more informative.</p> <p>NMiTE have developed a tool kit used to monitor individual projects to manage and report on them. It shows the priorities and strategies in place and; lists 26 individual projects with owners; is monitored weekly; is an evolving list. They have developed the critical path for the project up to 2020 with critical gaps identified.</p> <p>The projects fall into three categories;</p> <ul style="list-style-type: none"> <li>Projects owned by NMiTE</li> <li>Projects owned by Herefordshire Council</li> <li>Projects co-owned by both parties</li> </ul> <p>The project owner needs to be the owner of the critical path. There are numerous options / projects that could be linked, many of which have no funding; they need to be defined as a project in order to progress and potentially seek funding. This board needs to be a programme delivery board and identify specific issues.</p> <p>It was felt that it would be useful to mutually agree the list of projects so that we have an agreed understanding. It needs a process for highlighting the risks also.</p> <p><b>ACTION: JK &amp; AN to share what each partner has in place at present and implement the proposed changes at the next meeting</b></p> <p><b>ACTION: RG to forward Anthea Parker the contact details of Matt Smith so that they can discuss the programmes being used by each company</b></p>	<p><b>JK, AN</b></p> <p><b>RG</b></p>
<p>8.</p>	<p><b>UNIVERSITY DELIVERY UPDATE – Janusz Kozinski</b></p> <p><u>Strategic framework</u></p> <p>A Strategic framework has been developed that describes the overall priorities and goes into specific project details. They plan to present it to this group so that we have an understanding of how they are working and connecting different areas.</p> <p><b>ACTION: JK to provide a presentation about the NMiTE Strategic Framework at the next meeting</b></p> <p>They have also developed an initial statement describing NMiTE's missions, values, etc. Once finalised this will be shared with the group.</p>	<p><b>JK</b></p>

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	<p><u>Fundraising</u> Donations could also include the provision of equipment that they would otherwise have to buy; not all donations are monetary.</p> <p>Between November 2017 and end of February 2018 they achieved £2.5m funding to match requirements.</p> <p>From March 2018 discussions have been ongoing about potential donations including; £500k, £100k, £10m and £5m from separate routes. A donator who previously provided equipment is interested in working with them to develop one of the courses; this has a monetary value of £100k.</p> <p>NMiTE have recently appointed Jonathan Cosgrave as the Chief Advancement Officer. He will be developing the foundation for fundraising activities. Fundraising has been made more difficult with implementation of GDPR.</p> <p><u>Staff Appointments</u> Seven faculty positions have been offered. Most of the successful applicants are from the UK, with some from North America, one from Asia, and one from South America. All are first class from an academic perspective. All posts advertised are generating good interest worldwide.</p> <p><u>Your Uni, Your Say</u> NMiTE are hosting an event at Hereford Shirehall on Wednesday 23 May from 18.00 to 20.00. The focus will be on listening to the community rather than presenting information to them. There will be an element focused on the benefits to the community and county. An invitation to attend was extended to those present; to attend please register at the following <a href="#">link</a></p>	
9.	<p><b>MARKETING / BRANDS - Janusz Kozinski / David Sheppard</b></p> <p>They are looking to appoint a chief marketing officer to look after the brand and marketing. Two candidates have been identified and both have been invited to spend a day here to experience the university and the city.</p> <p>Following a procurement process a company were commissioned to resolve the issue of brand narrative and name. The result is due to be heard at the Board on 19 July, with the new name to be launched in September.</p> <p>NMiTE's inaugural provost / Chief Academic Officer, Professor Elena Rodriguez-Falcon, has been featured in a number of media interviews recently, including in Times Higher Education, The Times and on Talk Radio. She has been promoting the work of NMiTE to address the gender imbalance in engineering by attempting to attract more female students.</p> <p>NMiTE are seeking to actively engage the student voice in the ongoing development of the university project and are about to launch a recruitment drive for their Design Cohort. It's a unique opportunity to gain the valuable perspective of recent graduates and Gap Year students whilst they build an impressive portfolio of new skills. Following the recruitment process, the Design Cohort members will join NMiTE for 4 to 12 months from September 2018, to participate in problem-based projects that will inform the NMiTE programme. In return they can expect to build their project management, problem solving and presentation skills alongside marketing, budgeting, media engagement, community relations and more. They will be recruiting locally and nationally and are looking for a diverse and inclusive team. Please contact Dr Helen Rogers (<a href="mailto:helen.rogers@nmite.org.uk">helen.rogers@nmite.org.uk</a>) if you know of anyone who may be interested in joining the Design Cohort. A social media campaign will be launched to encourage applications via the website.</p> <p>In the first week of June information will be published in the national press to advise that NMiTE are looking for additional non exec and trustee positions, and to encourage partners and donors. This will be supported by a social media campaign.</p> <p>The work to recruit the first intake of students for September 2019 will begin in September this year. These will be the pioneer cohort of students. A recruitment funnel is to be designed to attract a lot of applications from young people with curiosity and passion. This will demonstrate to investors that we have the ability to attract more students than we need.</p>	

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	On Friday 19 October the inauguration of the university will take place. The service will be preceded by a procession from the Town Hall to the Cathedral, accompanied by the mayor, marching band etc. Participants in the ceremony will don traditional academic dress, and the Dean of Hereford, Michael Tavinor, is assisting with the design of the robes. The president and chairman of the board will be inducted into their positions during the ceremony.	
10.	<b>COMMUNICATIONS / MEDIA COVERAGE – David Sheppard</b> Covered above.....	
11.	<b>ANY OTHER BUSINESS - All</b> <u>Economic Masterplan</u> – Alistair Neill AN advised that Herefordshire Council are discussing plans to have a space in high town to provide information to the public about proposals from the Economic Masterplan / Hereford Vision, including maps and visualisations, to show what might be possible with some investment. It is hoped this will help with developing business connections.  <u>Cycle Share Scheme</u> – Toby Kinnaird TK advised he is due to meet with Richard Vaughan, Principal Energy and Active Travel Officer, to discuss the idea of a cycle share scheme.	
12.	<b>DATE OF NEXT MEETING</b> It was suggested that future meeting could alternate between HC offices and NMiTE office. It was agreed that the next meeting will be held at the NMiTE offices*.  <ul style="list-style-type: none"> <li>• Monday 11 June, 10.00 – 12.00, HC Offices, Plough Lane, Leominster Room</li> </ul> <i>* Discussions after the meeting established that NMiTE will be unable to host in June or July so it has been agreed they will host the August meeting.</i>	