

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 12 June 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
	Mark Edwards	ME	HTET Trustee
	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
	Penny Jones	PJ	Regeneration Programmes Manager, Hfcs Council
	Tony Martin	TM	HTET Trustee
	David Nolan	DN	Managing Director, Nth Degree Consulting
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
APOLOGIES:	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Toby Kinnaird	TK	HTET Trustee
	David Sheppard	DS	Co-Team Leader, Hereford University Project

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above. Round the table introductions took place.	
2.	NOTES OF LAST MEETING – Alistair Neill Agreed as an accurate record. <u>Page 2, Item 3 – NMiTE Priorities</u> ACTION: TK to look at bulk purchase of Ebikes and pull together figures on prices, etc. ACTION UPDATE: TK has provided AN with an update on progress. <u>Page 3, Item 10 - Timeline</u> ACTION: DS to pull together a timeline / implementation plan ACTION UPDATE: DN advised that the project manager is developing this but it requires additional work. The critical path is to be reviewed by this board to agree key timelines. The programme plan has thematic headlines and needs lead officers identified. AN felt that future JUDB meetings should use the programme plan as the core agenda. This will ensure that all items are covered, including any that are not progressing. ACTION: DN / DS TO PROVIDE DRAFT PROGRAMME PLAN FOR DISCUSSION AT NEXT JUDB MEETING	DN, DS
3.	NMiTE PRIORITIES TO SEPTEMBER 2017 – David Nolan A new forecast will be submitted to DfE on 12 June, including a breakdown of monthly expenditure over the next four months. Cash flow through to September is critical so it is critical for the loan agreement to kick in to allow work to progress. RE advised that legal sign off is required on the loan agreement from HC side, plus confirmation from capital finance that the loan meets the requirements of the Cabinet member decision. The loan is for capital spend as per the guidelines for local authorities. RE is discussing this with the accountants. DN confirmed they will be using the loan as working capital. They have had discussions with DfE regarding what can be funded by this money and they identify property, pre incorporation costs, and development costs as capital. If DfE are able to provide something stating this is capital it could help with the discussions with accountants. The plan for the next twelve months includes building in governance structures, developing procedures, gaining charitable status etc. Key personnel have been appointed or identified; Anthea Parker has been appointed as the Project Manager, and the Head of Academic Study has been appointed. The university want to accelerate the move to Franklin Barnes to allow key personnel to be located in city centre, including JK.	

ITEM	NOTES	ACTION
	<p>ACTION: JK TO CONTACT AN TO DISCUSS POTENTIAL CITY CENTRE LOCATION OPTIONS</p> <p>The official start date has been pushed back to September 2020. Pioneer groups will begin in September 2018 and 2019. The public perception of the university needs to be carefully managed so that they are not expecting grand buildings and instead are focused towards the quality of the degrees that will be delivered.</p> <p>The accommodation needs to be in place in by September 2020 when 350 students will arrive. It was suggested a 'Meet the University' event could be organised for potential suppliers to meet with the team to discuss requirements and opportunities. It was felt that the corporate sector support will materialise once the central government support is received.</p> <p>DN advised that there is sufficient financial headroom to complete projects in the first four years without being reliant on private funding. The first 2-3 years will be funded by the DfE contribution. This increases the resilience of the plan as it is not reliant on private investment in the first few years. However, the university continues to receive offers of substantial philanthropic commitments.</p>	<p>JK</p>
<p>4.</p>	<p>IMPLEMENTATION PLAN Covered above.</p>	
<p>5.</p>	<p>ARRANGEMENTS WITH DFE, LEP, ETC. - David Sheppard Covered above.</p> <p>DN & DS are meeting with Gill Hamer on 13 June to get view on a public accountable body and processes needed to get this in place.</p>	
<p>6.</p>	<p>PROPERTY - David Nolan Discussions took place about potential sites.</p> <p>RG advised that Andrew Husband, Head of Corporate Asset Management starts in post on 12 June and will be the lead officer on any transaction in relation to any sites owned by HC.</p>	
<p>7.</p>	<p>LOAN AGREEMENT / FUNDING MONITORING – Richard Gabb Covered above. No applications received against the loan yet.</p> <p>ACTION: DN PROVIDE RE WITH DETAILS OF WHAT THE INITIAL DRAWDOWN IS LIKELY TO BE</p>	<p>DN</p>
<p>8.</p>	<p>REVISED JUDB TERMS OF REFERENCE - Alistair Neill Have been through the internal steps and aligned with the partnership agreement. With legal at present for final checks.</p>	
<p>9.</p>	<p>ECONOMIC VISION LAUNCH EVENT – David Harlow Friday 23 June at Eastnor Castle. Invitations have been distributed and key speakers and running order agreed. The university will be mentioned and acknowledged as the biggest project in the county for some time, with the team available to talk to attendees at the networking event after the presentation.</p> <p>The vision is to be taken forward by the Invest Herefordshire Board. Doug Barrat has agreed to chair, and private sector individuals are to be added to the group, along with DH & GH from HC. It will be private sector led. Need to look at opportunities for graduates to be able to set up business in the county. Look at space available in market towns, funding, mentors etc. The opportunities should be open to under graduates and non-graduates also. Linked to Economic Vision and University.</p>	
<p>10.</p>	<p>NEXT STEPS – All Actions listed above.</p>	
<p>11.</p>	<p>ANY OTHER BUSINESS - All <u>JUDB Minutes</u> DH expressed thanks for the minutes being made available on line. We need to be transparent as there is interest amongst the general public.</p>	
<p>12.</p>	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 10 July at 10.00 at the HC Plough Lane Offices, Leominster Room 	