

**UNIVERSITY PROJECT TEAM MEETING
Notes and Action Points
Monday 13 June 2016 at 10.00
Plough Lane, Bromyard Room**

CHAIR: Alistair Neill AN CEO Herefordshire Council

NOTE TAKER: *None present*

PRESENT:

Christian Dangerfield	CD	NMiTE
Mark Edwards	ME	NMiTE
Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
David Nolan	DN	Managing Director, Nth Degree Consulting
David Sheppard	DS	Co-Team Leader, Hereford University Project
Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council

APOLOGIES: None

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above.	
2.	NOTES OF LAST MEETING – Alistair Neill  Project Board Action Points 18APR2016.doc	
3.	NMiTE GOVERNANCE / IMMEDIATE ACTIONS <ul style="list-style-type: none"> • Revised governance document received at weekend from HTET • It was too soon to agree for HC to be overall accountable – the situation can be reviewed once initial feedback from BIS is received • There could be a different accountable body for commissioning with private sector funding • Council dealing with procurement rules and hold the risk of procurement challenge or overspend • Transparency. Board meetings will not be public but Council and HTET will green set of minutes for publication • Council will be secretariat for board meetings • If no consensus at meetings it was agreed that AN, GH, DN and CD would meet outside of the board meeting to resolve. • Need to be clear who is holding data and day to day financial returns • Joint protocol for data that we share and hold – DS said a cloud system was now in place • HC is the accountable body for audit purposes – NMiTE will assist • Membership of Board – 3 reps from each side • Risk sharing – if HC responsible for commissioning they are responsible. • Proposed to hold first meeting of board before end of next week • Agreed to hold fortnightly project team meetings • Flexibility to have Board Meetings by conference call or written decision • Board will jointly agree key messages for communications 	

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4.	<p>FURTHER DISCUSSIONS <i>RG, PJ & JE joined the discussions at this point.</i></p> <p>In terms of work that needs doing there are 4 tasks for which specifications need to be written and the work needs to be procured as follows:</p> <p><u>Demand from the students</u> - Ideally we need to have quotes, but if not, the consultants will need to prove they have the right skills sets. The required work is likely to cost in the region of £15k. GH may need to sign a procurement waiver</p> <p>ACTION: DS TO PRODUCE SPEC ASAP AND SEND TO HC FOR COMMENT</p> <p><u>Demand from employers in county</u> - CBI has said they could do some of this before next week's board meeting. HTET and HC will jointly come up with organisation that could do this work. Again it will need a board decision.</p> <p>ACTION: DS TO PREPARE SPEC AND SEND TO HC FOR COMMENT</p> <p><u>Financial Model</u> - in terms of the spec for the overall assurance and financial model there is again huge importance on this as the bid for LEP has an absolute deadline of 29 July. This spec is absolutely dependent upon agreement with BIS on the number of options.</p> <p>ACTION: RE, VA AND RT TO PREPARE SPEC AND SEND TO HTET FOR COMMENT.</p> <p><u>Why Hereford?</u> - this is further essential work for the Economic Case. Deloitte have previously stated that they will complete this work pro bono.</p> <p>ACTION: GS TO DO PREPARE SPEC AND SEND TO HTET FOR COMMENT</p> <p>Once all specs have been agreed they will need a project board decision.</p> <p>ACTIONS: PJ TO ARRANGE DATES/VENUES OF BOARD MEETINGS AND PROJECT TEAM MEETINGS FOR THE REST OF 2016</p>	
5.	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 11 July 2016 at 10.00 at the Rotherwas Offices 	