

JOINT UNIVERSITY DELIVERY BOARD MEETING

**Notes and Action Points
Monday 13 November 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:	Peter Clasby	PC	Growth Programmes Technical Manager, Hfds Council
	Mark Edwards	ME	HTET Trustee
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Andy Husband	AH	Strategic Property Services Manager, Hfds Council
	Tony Johnson	TJ	Leader of the Council, Herefordshire Council
	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
	Andrew Lovegrove	AL	Chief Finance Officer, Herefordshire Council
	David Nolan	DN	Managing Director, Nth Degree Consulting
	Nigel Shaw	NS	Cabinet Member Finance, Housing & ICT, Hfds Council
	David Sheppard	DS	Co-Team Leader, Hereford University Project
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
APOLOGIES:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
	Toby Kinnaird	TK	HTET Trustee

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above. AL & NS due to join the meeting later.	
2.	NOTES OF LAST MEETING – Alistair Neill Agreed as an accurate record.	
3.	<p>UNIVERSITY DEVELOPMENT UPDATE – Janusz Kozinski</p> <p>The recent government announcement confirming allocation of £15m of funding has substantially changed how the project is looked at and how the team proceed. They need to focus on the following three elements;</p> <p>Match Government contribution - in the final stages of developing a memo of understanding. Confident will be able to fulfil the obligation; the match funding is spread over an extended period, with the first match funding sum of £2.5m due by the end of March 2018.</p> <p>Validation of programme – the team have met with Warwick and a timeline is in place to progress.</p> <p>People – the team is beginning to expand as they appoint to posts required to progress the elements. These include Chief Academic Officer, Chief Operations Officer, Chief Partnership Officer, Chief Fundraising officer, plus a group of volunteers, consultants and advisors.</p> <p>It was queried if work is progressing on the name. DS advised that a specialist marketing team are testing the whole student experience and the new name will be announced on 31 January 2018.</p> <p>It was queried if HC need to have view of the match funding commitments as they will be the accountable body. The public funds will come through them to ensure they are managed appropriately, need to consider the management of private funds so that it doesn't become an issue. It was advised that the budget to get the university through to 2020 is solely dependent on the government funding. They need to have received commitments to match fund, but do not need to have the cash in place for the dates. Some of the commitments could also be in kind offers for provision of time, etc. It was queried when the accountable body be aware of cash coming in; match funds are part of the deliverable milestones and will be reported on, if they fail to meet the milestones the DfE will query progress.</p>	

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	It was advised that funding received from foundations, individuals or companies will be publicised by the University team as it is a big deal in the future of the university. Private donations may be a different matter as the donor may wish to remain anonymous. They will make announcement of any donations received.	
4.	PROPERTY - David Sheppard The university team are negotiating leases on a number of properties, and discussions continue in relation to potential building locations. Work is also continuing in relation to the provision of student accommodation.	
5.	UPDATE FROM HISTORIC ENGLAND VISIT – David Sheppard HE provided a draft report following the meeting in October, and both parties will submit comments / suggested amendments on the content.	
6.	COMMUNICATIONS / MEDIA COVERAGE - David Sheppard Once the university have more substance they plan to hold a public event to share information with the community. ACTION: DS TO TALK TO ANTHONY BUSH ABOUT GETTING THE UNIVERSITY MESSAGE OUT TO PARISH COUNCILS ETC. The University team have dates in their diaries to provide updates to HC service Managers, Leaders Briefing, Members Seminar, etc. They also plan to update the website. <i>AH & PC left the meeting</i>	DS
7.	FUNDING UPDATE <i>AL & NS joined the meeting</i> Discussions took place around the funding arrangements and how money would be transferred from DfE to HC and then to NMiTE. The first tranche is due to be paid in November 2017, with expenditure of that money and further tranches reliant on NMiTE meeting requirements set out by DfE. There were also discussions around the LEP funding.	
8.	ACCOUNTABLE BODY – Andrew Lovegrove Covered above...	
9.	ANY OTHER BUSINESS - All None raised.	
10.	DATE OF NEXT MEETING <ul style="list-style-type: none"> • Monday 11 December at 10.00 at the HC Plough Lane Offices, Sutton Room 	