

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 18 December 2017 at 10.00
Plough Lane, Fownhope Room

CHAIR:	Alistair Neill	AN	CEO Herefordshire Council
NOTE TAKER:	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
PRESENT:	Mark Edwards	ME	HTET Trustee
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Toby Kinnaird	TK	HTET Trustee
	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
	David Nolan	DN	Managing Director, Nth Degree Consulting
APOLOGIES:	Vinia Abesamis	VA	Senior Policy and Funding Officer, Herefordshire Council
	Rob Ewing	RE	Commissioning Programme Delivery Manager, H Council
	Richard Gabb	RG	Programme Director Housing and Growth, Hfds Council
	David Sheppard	DS	Co-Team Leader, Hereford University Project
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
	Melissa Walker	MW	Directorate Services Officer, Herefordshire Council

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above.	
2.	NOTES OF LAST MEETING – APPROVAL / AMENDMENTS - Alistair Neill Agreed as accurate record. AN advised that following the Historic England visit they had subsequently been in touch and were keen to maintain the relationship now developed. This was seen as positive.	
3.	ACTION LOG  ACTION LOG - Joint University Delivery Board The action log was updated.	
4.	MIPIM PROPERTY CONVENTION: 13-16 MARCH 2018 – Nick Webster  MIPIM 2018 - JDMaster 3009.pdf This is the largest property convention in the world and is due to be held in Cannes in the spring. Last year representatives from the Midlands Engine attended and presented the Midlands as a single entity for investment. The visit was deemed a success and they are looking to build on that for 2018. There is an opportunity for Herefordshire to be part of it this year and NW team are looking at including some elements of the Herefordshire Economic Vision; the University is clearly part of this. We need to consider; <ul style="list-style-type: none"> • what do we pitch; • what opportunities are we asking for; • what do we want to get out of it; • what is our key message; • who is going to present the message. It was agreed there would be a joint council / university approach. We have a 15min slot which needs to be sorted by mid-January. It was felt that there is a need to form a small group to meet with NW to and discuss how to go forward. Need to define who else will be involved from council side. Nick to provide deadlines and Janusz to agree the arrangements/representation from the University. Also need to look out how we play into the Midlands Engine; we need to be more involved. It was felt we need to look at this in the new year. It was noted Warwick University are likely to be an interested party. AN advised that Herefordshire Council was in a holding position as applicants to become	NW/JK

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	<p>a non-constituent member of the West Midlands Combined Authority. This was unlikely to move forward before end 2018.</p> <p>In terms of the message - JK said they were looking at one or two areas that will define what they do as distinct to just being an engineering university e.g. robotics and artificial intelligence. Also suggested was cyber and agri-tech. DH suggested that the university be invited to join the Hereford Investment partnership. Suggested that Warwick University host a meeting with some of the larger businesses in the midlands e.g. JLR and JCB etc.</p>	<p>JK/DS</p>
<p>5.</p>	<p>FUNDING UPDATE</p> <p><u>DfE funding</u> The call in period ends at midnight on Wednesday 20 December. NMiTE should receive the first payment on Thursday 21 December and a further instalment in January.</p> <p><u>Accountable Body</u> This has been approved by cabinet. Next need to sort out the Accountable Body status for LEP money. Highlighted that the LEP need to have a clear forward projection of how NMiTE would spend £600k before the end of the financial year. Urged to expedite this.</p> <p><u>Loan Agreement</u> – Rob Ewing / David Nolan</p>  <p>Justification of loan drawdown by NMiTE v</p> <p>This has been revamped. It has been discussed with the cabinet member and can be signed off. AN suggested this should be signed off within the next few days.</p>	<p>DN/DS</p> <p>DS/AN</p>
<p>6.</p>	<p>UNIVERSITY DEVELOPMENT UPDATE – Janusz Kozinski</p> <p>JK advised of three areas of priority</p> <ol style="list-style-type: none"> 1) Validation of proposition with Warwick. Warwick undertaking visits in March. NMiTE Hope to submit the docs required by Warwick by mid-March. Warwick university council meets in May and will need to approve the accreditation. 2) Fund raising. Under the funding offer there is an obligation to match fund the government money. NMiTE will announce donations in the New Year to highlight to the community the interest in the university. 3) Hiring Great people. Already recruited - Chief Advancement Officer (Fund raising), Chief Operating Officer and Chief Academic Officer. Will make staff announcements in the New Year. <p>The First group of students are due in the summer and will work with the team to test out some of the academic propositions, so they need to have the faculty members in place by then.</p>	<p>JK</p>
<p>7.</p>	<p>PROPERTY</p> <p>NMiTE are now operating from 6A St Peters Square. They are currently renting this location and will be purchasing 1 Offa Street.</p> <p>Work continues to investigate additional property options for the delivery of academic learning space, administrative space, student accommodation, etc.</p> <p>AN made the point again that defining sites for student accommodation was extremely urgent – further delay in decision-making around sites could impact the timeframe of the project.</p> <p>They have received some equipment from Quansar Inc. but more is needed to set up a lab by the end of March 2018.</p> <p>AN reminded the group about the Council's Strategic Development Partner who could be well-placed to help the university expedite building works.</p> <p>It was agreed that time will be dedicated at the next meeting to discuss the colleges.</p>	<p>AN/DS</p>
<p>8.</p>	<p>COMMUNICATIONS / MEDIA COVERAGE - David Sheppard</p> <p>In January the university team will make the announcements of management appointments. They are looking to recruit to a public relations post in mid-February.</p> <p>Once the new name is finalised they intend to have an 'open house' at the new offices in St Peters Square. NMiTE want to share with the local community and other support outside of Herefordshire, particularly in London including government representatives.</p>	<p>JK</p>

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9.	ANY OTHER BUSINESS - All AN raised question that had been put a year or so ago concerning power utilisation of university buildings and potential need for a new substation in the city. The University team registered this and may wish to consider a private provider.	
10.	DATE OF NEXT MEETING <ul style="list-style-type: none"> • Monday 08 January at 10.00 at the HC Plough Lane Offices, Leominster Room 	