


JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 08 January 2018 at 10.00
Herefordshire Council Offices, Plough Lane, Leominster Room

CHAIR:	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
NOTE TAKER:	Melissa Walker	MW	Growth Programme Support Officer, Hfdshire Council
PRESENT:	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 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 Nolan	DN	Managing Director, Nth Degree Consulting
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council
	Helen Wildman	HW	Chief Operating Officer, NMiTE
APOLOGIES:	Mark Edwards	ME	HTET Trustee
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
	Alistair Neill	AN	CEO Herefordshire Council

ITEM	NOTES	ACTION
1.	<p>ATTENDANCE AND APOLOGIES Attendance and apologies are recorded above.</p> <p>JK introduced Helen Wildman, Chief Operating Officer at NMiTE, who started in post on 15 January. Round the table introductions took place.</p>	
2.	<p>NOTES OF LAST MEETING – APPROVAL / AMENDMENTS - Alistair Neill The notes from the JUDB meeting held on 08 January were agreed as an accurate and true record.</p>	
3.	<p>ACTION LOG</p>  <p>ACTION LOG - Joint University Delivery Board</p>	
4.	<p>FUNDING UPDATE</p> <p><u>LEP Funding</u> - Helen Wildman Following meetings with the LEP the deadline has been extended for £600k commitment. It has been agreed that the deadline can be more flexible. At present legal are developing the contract to agree how the money is passed from Shropshire Council to Herefordshire Council and then onto NMiTE. The ratio of match funding is also being discussed, once settled this will allow them to build the profile of spend for 2018/19.</p> <p><u>DfE funding</u> – David Nolan / Helen Wildman The Memorandum of Understanding (MOU) has been agreed and the first tranche of money drawn down. The next tranche is due for release in April so NMiTE need to have proof of their spend profile, match funding and be able to show validation of their contract with Warwick.</p> <p>The funding is paid in advance so the University needs to prove the need and justify what it will be used for. A detailed budget will be put in place for 2018/19, along with budget holders, with a forward plan for next year and long range until 2022.</p> <p>It was queried what resources are being put into the match funding and if it is progressing successfully. It was confirmed this is progressing well although specifics cannot be shared due to confidentiality. At present an individual is part funding the purchase of a property, with the other part funded by LEP. TK advised that HTET are looking into creating a property fund that investors pay into so that they can move quickly when suitable properties become available. They need to run this by the charities commission before they progress it further. Private funders and bursaries are also being</p>	

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	<p>looked at, and meetings have been held with companies that have a mutual interest. NMiTE have a new member of staff joining the team shortly, David Langley, Chief Partnerships Officer, who will be progressing conversations with potential partners. Specific proposals have been submitted to a number of foundations and they await the outcome. One donation from one of these companies could satisfy everything that needs to be matched. The offer may not be all cash; it could include equipment, infrastructure, etc.</p> <p>NMiTE are due to meet with Warwick shortly and they have confirmed they are happy to provide evidence that things are progressing towards validation.</p> <p>ACTION: DN to ensure that the appropriate information is forwarded to Andrew Lovegrove by 31 March to ensure the claim can be paid promptly</p> <p><u>Accountable Body</u> JK thanked HC for agreeing to be the accountable body.</p> <p><u>Loan Agreement</u> – Rob Ewing The decision was approved and the money has now been transferred into NMiTE's account.</p>	<p>DN</p>
<p>5.</p>	<p>UNIVERSITY DEVELOPMENT UPDATE – Janusz Kozinski</p> <p>JK advised that he recently had the opportunity to provide a presentation to the Cllrs about the plans for the university, which they put under the banner UniverCITY. He was keen to ensure that this dialogue is ongoing and advised he received contact from a number of the Cllrs following the presentation inviting him to attend meetings elsewhere in the county to discuss how they can have input.</p> <p>NMiTE are accepting their first group of students who will be the design cohort. The 25 students are due to start in September 2018. They will help to test the academic programme, the spaces that will be used, and test the logistics of moving around the locations. The students are a range of ages from a range of backgrounds gender balanced.</p> <p>University is also starting to hire faculty members to work with the students. It also hopes to draw on local talent as there are a number of individuals that could have input. There is flexibility in the programme about the amount of time they would need to commit, from as little as three weeks to a lifetime.</p> <p>The team are in talks with the RNCB about running a summer school to look into autonomous vehicles and their potential uses within the city. The student design cohort could also have some involvement with this. They hope to draw input from local businesses. The idea is still in discussion at present.</p> <p>It was queried if any progress has been made on the bike hire scheme. GH advised that Richard Vaughan, Principal Energy and Active Travel Officer, was looking into options but officers were unsure of the progress made. JK advised that they would like clarity on it as they would like to test it with the design cohort.</p> <p>ACTION: MW to invite Richard Vaughan to attend the next meeting to provide an update on the bike hire scheme</p>	<p>MW</p>
<p>6.</p>	<p>PROPERTY - Helen Wildman</p> <p>HW advised that she is in a transition stage at present. She is responsible for the property portfolio / estates portfolio and has Barry Lucas (BL) reporting to her. BL and Jonathan Preece (JP) are looking at properties suitable for purpose, either within the city centre or a 10 min bike ride. She meets with them to discuss what has been identified and details are then taken to the Property Group for decisions about which sites should be progressed. They are looking to develop a weighted structure for looking at potential properties. It was felt that it would be useful if someone with links to planning fed into this process, to ensure we don't both end up looking at the same properties.</p> <p>ACTION: RE to provide HW with details of Peter Clasby so that he can feed into the property discussions</p> <p>At present the admin staff are located at 6a St Peters but this space will be used as teaching space once the students start in September so they need to be moved to a more suitable location. A number of options have been identified and discussions are ongoing.</p>	<p>RE</p>

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	<p>A number of potential locations have also been identified for conversion to long term teaching space. They hope to have a mix of older buildings and modern purpose built units to mix old with new.</p> <p>It was felt that it would be useful to have a clear overview of the sites that the university team are looking at.</p> <p>ACTION: HW to provide a map at the next meeting showing all potential sites of interest with a ranking of interest</p>	<p>HW</p>
<p>7.</p>	<p>COMMUNICATIONS / MEDIA COVERAGE <u>MIPIIM Property Convention; 13-16 March, Palais des Festivals, Cannes, France</u> This is an annual event to attract inward investment. We are attending as part of the Midlands Engine. DH & JK are due to present on creating a university city, based not just on the university but on the catalyst it is likely to be for other things happening and investment opportunities within the county over the coming few years. They are seeking to raise interest / investment for wider projects, such as car parks, incubation units, etc.</p> <p><u>University Name</u> It was queried if any progress has been made on the identity / name of the university. JK advised that work is being undertaken in a number of areas;</p> <p>Red Giant, a software company from London, are working on developing the new website;</p> <p>Bray Leino Yucca, Marketing Consultant from Bristol, are working on the social media side of things and community presentation. They hope to establish a good working relationship with the HC communications team. JK queried who to contact in the HC team. GH advised the main contact is Alexandra Floyd, Communications and Digital Manager, Alex.Floyd@herefordshire.gov.uk / 01432 261 899.</p> <p>There is also an internal group of people that are working on the brand. There are a number of ideas due to go to the board next week. Potential options looked at include;</p> <ul style="list-style-type: none"> • College; this will not differentiate from other colleges in the city that are further education rather than higher education • Hereford UniverCITY; this would allow a seamless transition when we change to University, and underlines the partnership between the university and the city. • Have an 'Institute' in the name. <p>A decision needs to be made quickly to tie in with the work on the website and on social media.</p>	
<p>8.</p>	<p>ANY OTHER BUSINESS - All No issues raised.</p>	
<p>9.</p>	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> • Monday 12 March at 10.00 at the HC Plough Lane Offices, Leominster Room 	