

JOINT UNIVERSITY DELIVERY BOARD MEETING
Notes and Action Points
Monday 12 March 2018 at 10.00
Plough Lane, Leominster Room

CHAIR:	Helen Lloyd Wildman	HLW	Chief Operating 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
	Penny Jones	PJ	Regeneration Programmes Manager, Hfds Council
	Toby Kinnaird	TK	HTET Trustee
	David Langley	DL	Chief Partnerships Officer, NMiTE
	Alistair Neill	AN	CEO Herefordshire Council
	Richard Vaughan	RV	Principal Energy and Active Travel Officer
APOLOGIES:	Mark Edwards	ME	HTET Trustee
	David Harlow	DH	Cabinet Member Economy & Corporate Services, HC
	Geoff Hughes	GH	Director for Economy, Communities and Corporate, HC
	Janusz Kozinski	JK	Founding President & Chief Executive Officer, NMiTE
	David Nolan	DN	Managing Director, Nth Degree Consulting
	David Sheppard	DS	Co-Team Leader, Hereford University Project
	Gavin Stephens	GS	Economic Development Officer, Herefordshire Council

ITEM	NOTES	ACTION
1.	ATTENDANCE / APOLOGIES / INTRODUCTIONS Attendance and apologies are recorded above. HLW introduced David Langley who has joined NMiTE as Chief Partnerships Officer. Round the table introductions took place.	
2.	NOTES OF LAST MEETING – APPROVAL / AMENDMENTS – Helen Lloyd Wildman The notes from the JUDB meeting held on 12 February were agreed as an accurate and true record.	
3.	ACTION LOG  ACTION LOG - Joint University Delivery Board	
4.	FUNDING UPDATE – Helen Lloyd Wildman <u>DfE Funding</u> There are a number of targets that have to be met in order to achieve drawdown of the next DfE funding tranche. <ul style="list-style-type: none"> • Match funding; NMiTE need to secure £2.5m of match funding by the end of March. To date they have secured £2.852m from a number of sources. • NMiTE accounts; these have been audited and are all ok. • Warwick University Partnership; validation is progressing satisfactorily. This should ensure that they meet all of the DfE requirements. <u>LEP Funding</u> It has been agreed that the £600k originally identified to be spent in 2017/18 will be moved into the next financial year. Discussions are ongoing in relation to the match funding requirement. GH stressed that they need to agree the match funding and what needs to be done by when asap. HC will be the accountable body for this funding so need to be confident that requirements are being met. ACTION: HLW to establish the status of the LEP funding and feedback information to HC <u>Fundraising Strategy</u> It was queried if conversations are positive for securing additional match funding. HLW advised that JK is very positive. One potential contribution he is working on at present is very sizeable and if successful will provide confidence to other potential contributors.	HLW

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5.	<p>UNIVERSITY DEVELOPMENT UPDATE – Helen Lloyd Wildman</p> <p><u>Staff Recruitment</u> Four members of the senior leadership team are now in place;</p> <table border="0"> <tr> <td>Janusz Kozinski</td> <td>Founding President & Vice-Chancellor</td> </tr> <tr> <td>Helen Lloyd Wildman</td> <td>Chief Operating Officer</td> </tr> <tr> <td>David Langley</td> <td>Chief Partnerships Officer</td> </tr> <tr> <td>Elena Rodriguez-Falcon</td> <td>Chief Academic Officer</td> </tr> </table> <p>Jonathan Cosgrove will join the team as Chief Fundraising Officer in April, and they are in the process of recruiting to the Chief Marketing Officer post. The position has been advertised globally and has received a good level of interest so far.</p> <p>Adverts have also gone out nationally for the first tranche of Founding Faculty members plus for Head of Digital Experience and Head of Estates. They are also due to advertise for Head of Procurement.</p> <p>TK is due to begin working with DL on the partnership role to bring in an engineering perspective, and with the academic team to look at the courses being offered from an industry perspective.</p> <p>Prof Lars Sundstrom will join the NMiTE partnerships team for 1 day per week, bringing expertise in health technology and innovation.</p> <p><u>Warwick University</u> The team attended an away day at Warwick University recently that was very encouraging. The team there were very responsive and supporting of achieving the objective.</p> <p><u>Design Cohort</u> The aim is to have 25 students in place for September 2018 to help with the initial design of the university. There has been some debate about what their status would be as NMiTE are unable to classify them as students as not officially a university yet. Warwick have agreed to have them as visiting students to enable them to work with NMiTE.</p> <p><u>Summer school</u> This is in the initial design phase at present. The aim is to enthuse young people about technology and engineering and to showcase NMiTE's approach to learning. Participants will be exposed to driverless technology. It will be aimed at sixth forms. The tentative date for the summer school is week commencing 22 July.</p> <p><u>Ingenuity Studios</u> A quantity of the donated funding secured to date will be used for the provision of Ingenuity Studios. These will be moveable units that will be placed into school car parks around the country to allow technicians to go in and work with students to ignite an interest in engineering.</p> <p><u>Name / Branding</u> Following a number of focus groups and discussions a new name has been proposed, subject to approval from Companies House and the Board. The name proposed is flexible enough to add the 'University' tag in the future once they have degree awarding powers. A number of names were discussed before selecting the preferred option. It might be possible that Hereford or Herefordshire will be tagged onto the name so that students know where it is located. Once the name is officially agreed they have agencies lined up ready to develop website, graphics etc. for the marketing.</p> <p><u>Midlands Engine / Industrial Strategy</u> AN advised that officers from HC recently met with Sir John Peace, Chairman of the Midlands Engine, who strongly advocated that universities focus on the need to link with skills. It cannot be taken for granted that there will be jobs waiting for graduate engineers. There is a need to sharpen the focus to ensure each student has skills that will take them into the workplace. He also advised that there is a Midlands University Group, chaired by the Vice Chancellor of Nottingham Trent University, and suggested it would be useful for NMiTE to connect with this group.</p> <p>ACTION: AN to forward DL links to the midlands university group</p> <p><u>Land Rover / Jaguar Factory</u> AN advised that he recently visited the Land Rover / Jaguar Factory. They advised that</p>	Janusz Kozinski	Founding President & Vice-Chancellor	Helen Lloyd Wildman	Chief Operating Officer	David Langley	Chief Partnerships Officer	Elena Rodriguez-Falcon	Chief Academic Officer	<p>AN</p>
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	<p>they prefer not to take on engineering graduates as they do not have correct skills, instead they prefer to use apprenticeships and do not employ anyone on a permanent contract until they have passed the exams that make them suitable for the company. The company have good connections across the university network as well as with government, etc. They could be a very valuable contact for NMiTE if they were to understand and support what NMiTE are proposing.</p> <p>ACTION: AN to forward DL the contact details Land Rover / Jaguar</p>	AN
6.	<p>PROPERTY – Helen Lloyd Wildman</p> <p><u>Admin Space</u> The NMiTE team are currently based at 6a St Peters Street / Offa Street, but this building will not be big enough once all positions are filled and the design cohort start. The plan is to move the admin staff, etc. out of the building and to keep these offices as teaching space for the design cohort. Discussions are ongoing in relation to securing accommodation elsewhere for these staff.</p> <p><u>Teaching Space</u> Discussions are ongoing in relation to potential locations for the teaching space, with a number of sites identified.</p> <p><u>Student Accommodation</u> This is being led by the HTET team. A number of locations are being investigated, and the specifications for requirements are being agreed.</p> <p>It was felt that a property strategy is required to set out what needs to be completed over the next few years and then further in the future. This should clearly set out which of the council owned sites need to be reserved for the university team. Both sides of the team need to be clear on requirements to avoid confusion, recently the Council were told that there was no interest in a particular building whereas the teaching team are very interested in it.</p> <p>AN stressed that discussions have been held numerous times about the tight timescales for turning around potential accommodation sites, i.e. for any sites starting from scratch there will be 12 months of planning works required prior to submission of a planning application. It will then take three months for the application to be determined. There is a real concern that the team are running out of time to deliver the required accommodation.</p> <p>It was suggested that a property group is formed to progress plans for the different sites and ensure all parties are clear on the requirements. A property strategy will be critical to enable progression and would allow HC to suggest sites that they think meet the requirements of the strategy. A set of forward planning assumptions are also required, i.e. when will the first students arrive, what will they need, etc.</p> <p>It was felt that Operational Groups are required for the following areas;</p> <ul style="list-style-type: none"> • Property • Infrastructure & Travel • Communications <p>These groups would report back into JUDB about progress, highlight any issues, etc. HLW pointed out that there was a sub-group of JUDB i.e. the NMiTE Property Group, which meets on a monthly basis. It was felt that more senior buy in to this group was required. HLW stated that she had already been added to the membership.</p> <p>There is the potential for the University team to look at using Keepmoat Homes to deliver some elements of their requirements. This would require further discussion and approval.</p>	
7.	<p>COMMUNICATIONS / MEDIA COVERAGE - David Sheppard</p> <p>It was felt that a communication plan is required to set out when items will be released, in what form, to what audience, etc. There are a large number of audiences that will need to be communicated with.</p>	
8.	<p>ANY OTHER BUSINESS - All</p> <p><u>Bike Hire Scheme – Richard Vaughan</u> They are working on a city wide bike share scheme called ‘HereBike’. They initially looked at schemes that had docking stations for the bikes, but this has now progressed to a more flexible scheme where bikes can be left anywhere. The scheme is operated</p>	

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	<p>via an app on the users mobile phone which unlocks the bike once the hire period has been paid for. All bikes are geo tagged and there is a geo fence area that the bike will not operate outside of. They have successfully bid for Department of Transport funding to cover the initial set up costs, which needs to be spent within three years.</p> <p>There have been about twenty schemes deployed across the UK over the last nine months. They hope to go out to market in the summer to deploy in autumn or early spring. They are progressing it through the legal and procurement teams at present to establish the best contract to use.</p> <p>In order to generate interest in running the scheme we will need approx. 100 – 200 bikes. The numbers can be increased / decreased based on identified need. The topography in the Hereford City area is favourable with few steep hills. There will be a number of locations where quantities of the bikes will be stored to ensure availability for users.</p> <p>It was queried if the scheme could be trialled by the University design cohort. RV confirmed they would be keen to work with them.</p> <p>ACTION: RV, HLW, DL, TK to meet to discuss the options / opportunities / requirements for the bike hire scheme – HLW to provide RV with a contact within NMiTE in order to progress this initiative with the Design Cohort.</p> <p>AN stressed that the cycle links in and around the city need to be improved, as do those that lead to Rotherwas. We also need to look at how to make the city more cycle friendly so that drivers are aware of and considerate to cycle users.</p> <p>Options need to be looked at for less able bodied students that are unable to use bikes, i.e. golf buggies, etc.</p> <p>Locations need to be identified for where students can leave bikes whilst attending teaching spaces. Potentially a lot of students will bring their own bikes so storage solutions need to be factored into university locations.</p> <p><u>Leader of the Council</u> – Alistair Neill Councillor Jonathan Lester was elected Leader of Herefordshire Council on Friday 09 March. He will formally announce his cabinet shortly. Website article</p> <p><u>NHS Herefordshire CCG Governance</u> – Alistair Neill The current Accountable Officer Simon Hairsnape is due to depart shortly and will be replaced by Simon Trickett. He is the accountable officer for Worcestershire CCG and will cover both roles going forward</p> <p><u>Hereford Bypass Consultation</u> – Alistair Neill The Hereford Transport Package (HTP) – Hereford Bypass Consultation runs until 20 March. Details of the consultation can be viewed HERE. A number of local business and organisations have written letters of support in relation to the plans. A letter of support from the university team would be very welcome.</p>	<p>RV, HLW, DL, TK</p>
<p>9.</p>	<p>DATE OF NEXT MEETING</p> <ul style="list-style-type: none"> Monday 09 April at 10.00 at the HC Plough Lane Offices, Leominster Room 	