OPEN BUSINESS

Present: Dr Anthony Freeling (Chair, President), Dr Hilary Burton (Vice-President), Mr Daniel Anton Garcia (MCR President), Mrs Victoria Espley (Bursar), Prof Ian Hodge, Mr Harry Holkham (MCR Infrastructure Officer), Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Ms Lena Milosevic (Development Director), Dr Corinne Roughley, Dr Eugene Shwageraus, Dr Martin Steinfeld.

Apologies: Dr Lydia Drumright, Dr Stephen Axford, Dr Sara Hennessy, Prof Jonathan Powell, Miss Hattie Stacey.

In Attendance: Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary).

76.1. Introduction

The President welcomed Mr Holkham (MCR Infrastructure Officer), who was attending in place of the MCR Secretary.

76.1.1. Declarations of Interests

There were no declarations of interests.

76.2. Minutes and matters arising from the Open Business of College Council, 25 April 2018 (CC76 01)

The minutes were approved as an accurate record, subject to the following amendments:

Page 1, item 75.1, correct third line from ‘who were attending their final meeting’ to ‘the outgoing MCR President and MCR Secretary’

Page 4, item 75.2, ‘Major Study Centres’, add to the end of the third bullet point:

‘The point was made that it was important not to lose sight of the huge developments in social care, in terms of infrastructure as well as knowledge, and the research around what supports mental health, cognitive function and wellbeing as people age.’
76.2.1. College Council Open Business action list (CC76 02)

- **75.3 GDPR**
  The Bursar to arrange a briefing session for Fellows on the implications of the GDPR for College.
  - The Bursar reported that she would offer a training session to Fellows before the start of the next meeting of GB. In addition, she said that she intended to produce a briefing document for Fellows and to provide the web link to the online training provided by the University. This item can be marked as complete.

- **75.6 Complaints of harassment at the North-West Cambridge site**
  Mr Gwynne to advise students via the MCR’s Facebook to bring forward any complaints.
  - The MCR President reported that students had been informed via email.

- **74.5.1 MOU for May Ball Committee**
  The Bursar to bring the proposed MOU for approval.
  - Dealt with in item 76.2.2.

- **73.9.1 Refurbishment Workstrand**
  Bursar to bring redesign proposals to Council, 30 May 2018.
  - Dealt with in item 76.2.3.

- **71.3 Disciplinary policy – consideration of external representation on the Appeal Panel**
  Mr Anton Garcia to consult the outgoing MRC President, Mr Holkham, as to the reasoning behind the proposal.
  - Discussed in item 76.6.

- **70.4.2 Safeguarding vulnerable adults**
  The Bursar to bring the final version to Council for approval, 30 May 2018.
  - Dealt with in item 76.2.4.

76.2.2. Guidance for College clubs and societies, including the May Ball Committee (CC76 03)

The Bursar reported that MOUs had not yet been signed, but that in order to be GDPR-compliant, data-sharing agreements between the College and the MCR and the May Ball committees had been signed and the appropriate data protection notices published to their respective websites. She said that she intended to use the template produced by the Office of Intercollegiate Services (OIS) as the basis for the MOUs with College clubs and societies, but that she first needed to establish a comprehensive list of active societies and go through the template with them in order to adapt it appropriately. Mr Holkham observed that some societies were small with few, if any, assets and that he hoped that the level of obligation on them would be proportionate.

76.2.3. Refurbishment plans for the Bar, Pfeiffer and Combination Rooms (CC76 04)

The Bursar presented the plans for refurbishing the Bar (to be renamed the ‘MCR Clubroom’), Pfeiffer and Combination rooms and the associated costs, which she confirmed had been included in the College budget. The MCR President said that the plans had the support of the MCR, although students would have liked to have had sofas in the Pfeiffer/Combination rooms. The Bursar responded that the option could be revisited once the rooms were refurbished and it was possible to see how they were being used.

Council approved the proposal and the budget.
76.2.4. Policy for safeguarding adults at risk (CC76 05)

The Bursar presented the policy (renamed from ‘safeguarding adults’ to ‘safeguarding adults at risk’).

Council approved the policy subject to the following amendments:

- Appendix B Flowchart: the second decision box contained two options leading to two branches and it was agreed that the pathways should be set out more clearly
- Appendix B contact details of personnel: the Safeguarding Lead should have a dedicated email address
- Correction of typos (committee members to notify the Bursar).

76.3.1 Budget 2018-19 summary (CC76 06)

The Bursar presented the proposed forecast income and expenditure budget for 2018-19, which had been approved by Finance Committee. She said that she intended to make an additional amendment before submission to Governing Body, which would be to add a budget line to show a £300,000 transfer to a designated fund for funding debt repayments (CCF bonds) and future capital projects.

Council approved the budget for submission to Governing Body.

76.3.2. Director of Music’s report and budget for 2018-19 (CC76 06a)

Council received the Director of Music’s report and approved the proposed budget for 2018-19. It was noted that the music planning group had offered a wide range of recitals and musical events in 2017-18 for a relatively modest cost, although it was suggested that efforts should be made to seek extra external funding where possible. It was also noted that there was strong demand from students for practice facilities.

76.4. Study Centres update

The President gave a brief verbal update from the Research and Study Centres Committee (RSCC) and said that he would submit an annual report to the next meeting of Council. Oracy Cambridge, Cambridge Digital Innovation (CDI) and Cambridge Governance Labs had each reported to RSCC and demonstrated that they were active and on sustainable paths.

He also reported that RSCC had discussed and approved two possible study centres to be largely funded by external donations: the first, a Study Centre for Healthy Aging (discussed at the last meeting of Council, CC75.2), now retitled, ‘100 Healthy Years Centre’, had reached the stage of development of a concept paper (jointly with the Clinical School and CUDAR as part of a broader proposal); the second, ‘Climate Governance and the Green Economy’, would be aimed at engaging non-executive directors in the corporate sector with the challenges posed by climate change and bringing them into contact with academics working on climate change across a range of disciplines. The President said that a paper giving fuller details of the second proposal would be brought to the next meeting of Council.
76.5. Revision to policy on harassment and sexual misconduct (CC76 07)

Dr Roughley gave an overview of the proposed revisions highlighted in the paper and the two papers that followed since the three policies were linked. She explained that, in the light of recent experience, it had become apparent that there were potential overlaps between the policies and that the proposed revisions would make it clearer which policy should apply in a given circumstance and the route to follow. She said that she had also taken the opportunity to update the web links to the University’s guidance and to make some other changes.

The main revisions to the policy on harassment and sexual misconduct were to replace references to the ‘Senior Tutor’ with the ‘Dean’ as the person responsible for handling the complaint; and for the Dean to consult the Disability Equality Officer if at any stage there were to be concerns that behaviour might be the result of an underlying mental health condition and whether the case should be considered under the College’s Fitness to Study policy.

In response to comments and questions Dr Roughley responded that:

- the policy was not intended to deal with historic accusations of harassment and sexual misconduct, which would need to be dealt with separately;
- a definition of ‘Dean’ would be added to the Glossary in Appendix 2;
- footnote 1 (page 3) would be updated to give the link to the person appointed as Harassment and Sexual Assault Advisor at the Counselling Service;
- she would consider whether harassment on grounds of a person’s age should be added to the list of examples of unacceptable behaviour given in Appendix 1.

Council approved the revised policy subject to the additional revisions discussed.

76.6. Revision to disciplinary policy (CC76 08)

Dr Roughley said that the policy had been revised to include the Disability Equality Officer in the list of officers that the Dean must consult when making an informal investigation (Stage One) of any apparent breach in discipline.

Following from discussion at a previous meeting of Council [CC71.3] Mr Holkham expressed the view that it would be desirable to include an external member on the appeal panel to act against any internal biases by giving another viewpoint and to demonstrate that the College was committed to a transparent and fair procedure.

The President suggested that Council approve the suggested revisions to the policy, but continue to consider the possibility of adding an external member to the appeal panel and any associated implications, such as the sharing of data with someone from outside of College.

Council approved the revised policy.

**ACTION:** The Senior Tutor to investigate how data could be shared with an external member of the College within the rules of the GDPR.
76.7. Revision to Fitness to Study policy (CC76 09)

Dr Roughley explained that the policy had been redrafted to convey the supportive, as opposed to disciplinary, nature of the procedure and to involve the Disability Equality Office and the College Nurse at Level 2 of the procedure.

Council approved the revised policy.

76.8. Student support research programme (CC76 10)

Council received a letter from the Secretary of the Senior Tutors’ Committee, in which he gave an update on ongoing work across the collegiate University on the future of student support and made a request for a financial contribution (of no more than £1,000) towards a proposed research programme that would provide evidence to inform the further development of the Cambridge Bursary Scheme.

The President proposed that the College offer £500 in support of the scheme, in view of the College’s relatively low number of undergraduate students, and with the proviso that the needs of mature students be included in the research agenda.

Council approved the proposal.

76.9. MCR Business

The MCR President reported that much of the recent activity in which the MCR Committee had been involved had already been discussed [CC76.2.2, 76.2.3].

The Bursar asked the MCR President to inform the MCR, via Facebook, that the Gresham Court Study Room was available to all students during the exam period. The President reminded Council that VAT rules dictated that the room could only be open to all students for a limited period in each year.

76.10. President’s Report

The President reported the following:

- The anticipated number of graduate admissions looked similar to the previous year, although there was some variation in applications to individual courses; in particular, the numbers applying for the LLM and MASTs were lower compared to the peak observed in the previous year.

- A University task force was considering increasing the numbers of part-time courses requiring college affiliation. The President expressed the view that the University would need to provide greater clarity as to the role of colleges and level of services to be offered to students for any given course, and to ensure that the college element of the fee was set appropriately.

- Transport: the Uni-Bus service to NW Cambridge would be extending its hours of operation; there is an ongoing consultation for a guided busway from Cambourne via West Cambridge and Grange Road to the city centre; the differing responses of colleges to the latter development highlighted the need for an overall transport strategy on the part of the University.
76.11. Senior Tutor’s Report (CC76 11)

Council received the Senior Tutor’s report, which covered the following:

- **Admissions**
  
  Dr Johnston informed Council that he had taken over general oversight of the Admissions Office and administration of scholarships, following the departure of the Admissions Manager, and that discussions about how the administration of admissions could be restructured were ongoing.

- **Scholarships Committee**
  
  At its last meeting Scholarships Committee had agreed to recommend that the Committee be disbanded and its duties reassigned to Council (responsibility for policy), Admissions Committee (decisions on awards) and the Development Office (donor relationship management), with a central co-ordinator, currently the Senior Tutor.

- **Tutorial office and examinations**
  
  There were a significant number of exams being taken in College, which were being overseen efficiently by the Tutorial Office.

- **Student welfare**
  
  - The College Nurse’s extra drop-in sessions during the examination period had been very helpful.
  
  - A number of Fitness to Study reviews (one at Level 3 and three at Level 2) had been held in the past two weeks and all had been helpful in addressing the concerns.

**ACTION:** The Secretary to refer the recommendation for the dissolution of Scholarships Committee to Governance Committee.

76.12.1. Bursar’s Report (CC76 12)

Council received the Bursar’s Report, which covered the following;

- **Finances**
  
  - Reminder of the timetable for developing the 2018/19 budget.

- **Catering and Conferences**
  
  Following the survey of those using (and not using) the Dining Hall, there would be a review of catering facilities in College with the aim of increasing usage by students.

- **Accommodation**
  
  - A breakdown of the first-choice preference of new students indicated a strong preference for on-site accommodation in the higher rent bands.
  
  - The allocation of properties for B&B bookings over the summer vacation was proving to be successful.

- **Premises**
  
  - The Porters’ Lodge would be ready for occupation within the next two weeks.
  
  - Plans for rewiring and replacement windows in the Margaret Wileman Building had been finalised.
Good progress was being made on the development of a ten-year maintenance and refurbishment plan with Year Two works (2018/19) included in the 2018-19 budget.

76.12. 2. Management accounts update (CC76 13)

Council received the management accounts update to 30 April 2018 and noted that there were no significant changes since the previous update.

76.13.1. Development Director’s Report (CC76 14)

Council received the Development Director’s report, which covered:
- The Visit of HRH The Duke of York, 1 May 2018
  All feedback and media coverage had been positive and there were plans to build the relationship and invite HRH to be involved in the formal launch of The Bridge. The Development Director said she would like to register her thanks to everyone who had contributed to making the visit so successful.
- Staffing
  The two new members of staff (Data Officer and Deputy Development Director) were settling in well and would be joined by a one-year fixed-term Administrative Officer.
- Events – recent and forthcoming
  - 4 May: unveiling of a Blue Plaque to Elizabeth Hughes in her birth place, Carmarthen, Wales
  - 12 May: Christening of the new women’s boat, the ‘Emma Quinn’
  - 23 May: ‘India Deep Dive’; an event in College for current students from India or of Indian origin that explored ways of supporting students during their time at Hughes and improving alumni engagement in the future. The event had been successful in yielding new ideas for engagement.
  - 6 June 2018: San Francisco, USA - the President’s wife to host an event with alumni
  - 22 June 2018: Boston, USA – Development Director to join the Council for Advancement and Support of Education, CASE, North American Fundraising & Alumni Relations Study Tour and also to meet with alumni.

76.13.2. Development: Communications (CC76 15)

The Development Director made a case for reducing the publication of the College magazine, ‘Hughes’ to once (from twice) a year to once to allow greater focus on social media as a means of reaching alumni.

Council agreed to the reduction for a trial period, which would mean that there would not be a December 2019 edition. It was noted that it was important to have the facility to monitor and analyse visits to the College’s digital platforms in order to inform strategy.

76.14. Any other Open Business

There was no other Open Business.

End of Open Business WS 30/05/2018