



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

Eighty-fifth meeting of COLLEGE COUNCIL 29 May 2019

OPEN BUSINESS

Present: Dr Anthony Freeling (Chair, President), Dr Hilary Burton (Vice-President), Dr Stephen Axford (Director of Research Translation), Mrs Victoria Espley (Bursar), Prof Ian Hodge, Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Mr Patrick Perillo (MCR Secretary), Dr Corinne Roughley, Dr Eugene Shwageraus.

Apologies: Dr Lydia Drumright (Pro-Vice-President), Miss Alexandra Entwistle-Thompson (MCR President), Dr Sara Hennessy, Prof Jonathan Powell.

In Attendance: Mr Bill Conner (Director of Institutional Advancement), Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary).

85.7. Introduction

85.7.1. Declarations of Interests

There were no declarations of interests.

85.8. Minutes and Matters arising from the Reserved Business of College Council, of 24 April 2019

85.8.1. Approval of minutes (CC85 05)

The minutes were approved as an accurate record.

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85.8.2. College Council action list: Open Business

- 84.12.1. Post-doctoral research and travel grants application.
The President to ask the Research Convenor to encourage applications for the research and travel grants.
 - This item can be marked as complete.
- 84.15.2. Event Approval form and Freedom of Speech policy
The Senior Tutor to edit the document and circulate to Council for final approval.
 - The Senior Tutor reported that the document had been circulated and the following amendment agreed: p.3, point 1, bullet 2 and point 4, bullet 3, 'sanctioned' replaced by 'approved'.

- 83.11. Senior Members' privileges.
The Bursar to word the amendment to the policy and send to the College Secretary.
 - The following amendment was made: 'Guest rooms – free when needed for college commitments, otherwise at members' rate for themselves or guests'

85.8.3. Matters arising not otherwise on the agenda

85.8.3.1. Research expenses grants

The President reported that there had been an increase in the uptake of research expenses grants following Dr Axford's email to remind Fellows that they were entitled to claim.

85.9. College Agenda 2019-20 (CC85 07)

The President reported that he had met with the Bursar, Senior Tutor, Director of Institutional Advancement and the Director of Research Translation to produce the first draft of the College Agenda for 2019-20. He invited comments and suggestions to improve the draft and the following points were made:

- 'Study Centres' to be corrected to 'Bridge Centres' throughout
- Include a section on the environment (with responsibility for implementation to be allocated to the Bursar)
- Equality and diversity goals to be embedded throughout the document
- p. 2, point 3, second bullet: remove ('law, education, economics')
- Make reference to the Student Support Initiative for Welfare in the Academic section (p.3)

The President said that he would meet again with the Bursar, Senior Tutor, Director of Institutional Advancement and the Director of Research Translation in order to assign areas of responsibility and develop objectives for their ADRs. The revised draft of the College Agenda and the individual ADR objectives would be circulated to Council for further comment and approval and the final version of the College Agenda submitted to Governing Body.

85.10. Budget 2019-20 (CC85 08)

The Bursar presented the proposed forecast income and expenditure budget for 2019-20, which had been considered, and recommended, by Finance Committee. In response to a question she explained that, although the sensitivity analysis presented in the paper had shown a deficit should there be 50 fewer students than predicted, steps could be taken to mitigate such a deficit, for example, the rescheduling of maintenance projects. The President added that the budget was driven by anticipated student numbers (not the reverse) and that the College had reached its capacity for accommodating further increases.

Council approved recommending the budget to Governing Body.

85.11. Staff death in service provision (CC85 09)

The Bursar outlined details of a proposed death-in-service benefit for members of stakeholder pensions that did not include death-in-service provision. It would be funded by the College through a group life assurance scheme and provided to staff in the Aegon pension scheme. She confirmed that a place-holder for the cost of the scheme had been included in the proposed budget

Council approved the implementation of the scheme with effect from 1 August 2019.

85.12. Proposal for redecoration of the Desmond Hawkins Room (CC85 10)

The Bursar presented proposals for the refurbishment of the Desmond Hawkins Room (Senior Combination Room) together with a breakdown of costs. She explained that in preparing the proposals she had sought the views of Senior Members, who had expressed a clear preference for more places to study in College. Her proposals therefore included converting the office space next to the Desmond Hawkins Room (currently the IT Office) into a study area with five desks. The specific proposals included:

- Creating a bank of workstations in the former IT Office, to include a mix of University-managed Cluster desktops, Hughes Hall administrative network workstations, and free desks where laptops could be used.
- Opening the connecting door between the former IT office and the Desmond Hawkins Room.
- Redecorating the Desmond Hawkins Room.
- Re-using furniture, fittings and flooring where possible to minimise costs and reduce waste.
- Commissioning a custom-built unit housing a coffee machine, a range of other drinks, an integrated fridge and recycling facilities.
- Sourcing new chairs and tables to make a number of small, focussed, comfortable social areas around the room.

The Bursar said that the refurbishment plans had been reviewed, and were supported, by House Committee and that work would be scheduled to take place over the summer vacation.

Council approved the proposed refurbishment.

85.13. Policy for Visiting Fellows and Visiting Scholars (CC85 11)

The President spoke to a proposed policy for accepting Visitors from Fellowships Committee.

Council approved the following principles (noting that the Hong Kong Visiting Fellows scheme fell under a separate, funded agreement):

1. The Visiting Fellows scheme would be aimed at established/tenured academics, including those with emeritus status.
2. The term, 'Visiting Scholar' would be replaced by 'Visiting Associate'. The Visiting Associate scheme would be aimed at post-doctoral researchers and early-career academics. It would also be aimed at senior professionals planning to collaborate in research translation activity with one or more members of College.
3. Applications should originate via a Senior Member: external, speculative applications would not be accepted. Both Visiting Fellows and Visiting Associates would require the sponsorship of a Senior Member.
4. Accommodation would not be offered.
5. The existing allowances of seven meals per week for Visiting Fellows and two meals a week for Visiting Scholars (to be applied to Visiting Associates) would continue.
6. Fees would not be charged.

7. Visits should normally be for a maximum of twelve months and a minimum of one month, but visits of a shorter duration could be considered on a case-by-case basis.

Council decided against any immediate cap on numbers, but agreed that the policy should be reviewed after one year.

ACTION: The Secretary to refer the proposed change of title from 'Visiting Scholar' to 'Visiting Associate' in Ordinances to Governance Committee.

85.14. Branding and visual identity for the Bridge (CC85 12)

The Director for Institutional Advancement spoke to the paper and requested feedback and approval for the general direction taken in developing a visual identity for The Bridge and the Bridge Centres. In response to a question he said that the templates, when finalised, would include guidance and notes on how they should be used.

Council approved the concept and made a number of suggestions, including experimenting with lower case letters, to inform the final choice of designs.

85.15. MCR Business

The MCR Secretary informed Council that there was no MCR Business to report.

85.16. President's Report

The President reported the following:

- He wished to alert Council that a range of issues currently under discussion by various intercollegiate committees, notably Colleges (i.e. Heads of House), Bursars and Senior Tutors, were likely to raise some tension between the University and the colleges.
- He and the Director for Institutional Advancement had met with the Pakistani Minister for Education to discuss shared interests in research translation, particularly with regard to adult literacy, and establishing PhD scholarships for students from Pakistan.
- **{[REDACTED]}**

85.17. Bursarial:

85.17.1. Bursar's Report (CC85 13)

The Bursar reported that the Audit Committee had met with the College's auditors and had agreed that, in view of the increase in non-educational income forecast for 2019/20, the College should start invoicing conference business through a trading company. She therefore planned to seek Governing Body's approval to reactivate the Elizabeth Phillips Hughes Hall Company from 1 August 2019.

In response to a question she confirmed that the conference staff would continue to be employed by the College and that the College would charge a management fee to the trading company.

She informed Council that an internal audit of IT procedures would be carried out over the next few months and that a second internal audit to assess cyber security was planned for 2020.

The Bursar requested Council's views on the use of a College property that had become vacant. The property could either be let as a two-bedroom home for a family or converted to accommodation

for three students. The first option would yield less income, but the College currently had no accommodation to offer students with families despite demand. Council did not reach a firm conclusion and agreed to defer a decision until the Bursar submitted a detailed proposal.

85.17.2. Management accounts update (CC85 14)

Council received the management accounts to 30 April 2019. The Bursar noted that there had been no significant changes since the previous update (31 March 2019).

85.18. Director of Institutional Advancement's Report (CC85 15)

The Director of Research Translation highlighted the following from his report:

- Pakistani Minister for Education –Mr Conner and the President had met with the Minister to discuss his interest in funding PhD scholarships for Pakistani students and also establishing potential partnerships for shared research interests in adult literacy and translation.
- Forthcoming fundraising events – Fellow, William Charnley to host a discussion group in London about future law funding requirements; the President and Fellow, Martin Coleman to host a discussion over dinner on digital regulation.
- A number of new fundraising campaigns were underway with increased use of social media communications.

85.19. Director of Research Translation's Report (CC85 16)

The Director of Research Translation highlighted the following from his report:

- Visit of HRH the Duke of York – the visit had been successful; in addition to meeting groups of students the event had included a 'soft' launch of The Bridge, which involved a series of themed discussions on four Bridge projects, which HRH joined in turn. In the longer term the aim was to keep him engaged as the Bridge projects became more established.
- Senior Members' Symposium – the focus had been on initiating discussion on the potential fourth theme, AI and Data. The event also included short presentations from the Bridge Centres and Partner Organisations
- Survey of collective capability– the initial analysis and findings would shortly be distributed to the Senior Membership.

85.20. Senior Tutor's Report (CC85 17)

The Senior Tutor highlighted the following from his report:

- Scholarships and Prizes – a new scholarship, the Sarah Squire Scholarship had been established and the Education Fellows had been invited to nominate a suitable recipient starting in October 2019. The E.M. Burnett Prizes (the main College prizes) had been reconfigured in consultation with the donor.
- Undergraduate mentoring scheme – the undergraduate mentors had met for lunch and discussed ways of increasing student engagement, including the introduction of mentors at the beginning of the year at the undergraduate reception and Matriculation dinner.
- Examinations – the main examination period was underway, with a 'Duty Exam Tutor' for every session. The College Nurse had increased the availability of drop-in sessions to every weekday morning (8.00-10.00) and was very busy.

- Disciplinary policy – the Senior Tutor, President and Dean were in the process of revising the disciplinary policy in the light of experience and in response to the University’s proposed new policy. Students would be consulted.

85.21. Minutes of Committees

Council received the minutes of the following committees without discussion:

85.21.1. *Confirmed minutes Estates Committee, of 18 February 2019 (CC85 18)**

85.21.2. *Unconfirmed minutes Finance Committee, of 28 January 2019 (CC85 19)**

85.21.3. *Unconfirmed minutes Investments Committee, of 11 March 2019 (CC85 20)**

85.22. Any other Open Business

There was no other Open Business.

WS 29/05/2019