



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

One-hundred-and-first meeting of College Council 23 February 2021

Via video conference at 4.30pm

{ } indicates that this item will be removed prior to publication on the College website.

Present: Dr Anthony Freeling (Chair, President), Prof John Doorbar (Vice-President), Prof Jonathan Powell (Pro-Vice-President), Mrs Victoria Espley (Bursar), Ms Nicola Gorringe (MCR President, to item 1.16), Dr Sonia Ilie, Prof Bill Irish, Dr Philip Johnston (Senior Tutor), Dr Tobias Kohn, Dr Corinne Roughley, Prof Ricardo Sabates, Prof Nidhi Singal, Miss Anie Vasileva (MCR Secretary, to item 1.16), Dr Lars Vinx.

In Attendance: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Dr Markus Gehring (from item 1.19), Mrs Wendy Solomou (Secretary).

OPEN BUSINESS

1.1. Introduction

1.1.1. Declarations of interests

Prof Irish declared an interest in item 1.13.

1.2. Minutes and Matters arising from the Open Business of College Council, of 19 January 2021

1.2.1. Approval of minutes (CC1 01)

The minutes were approved as an accurate record.

1.2.2. College Council action list: Open Business (CC1 02)

[100.7] CCTV Policy.

The Bursar to submit a revised version of the CCTV policy.

- Dealt with in item 1.6.

[100.11.1] Expression of appreciation to staff

The President to write to staff to thank them on behalf of Council.

- Completed.

1.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

1.3. President's report

The President said that he would give an update about the Government's latest announcement on COVID regulations under item 1.8.

1.4. MCR business

The MCR President reported that the MCR would be holding their AGM on 1 March, at which the Committee would be proposing some amendments to the constitution. She said that hustings for elections to the new MCR committee were about to be advertised.

1.5. Proposal for 2022/23 unregulated undergraduate fee (CC1 03)

The Bursar presented the proposed College undergraduate tuition fee for 2022-23 for students who pay the unregulated fee (which includes students with Overseas fee status, and students with Home fee status who are studying for a second undergraduate degree in subjects other than architecture, medicine, or veterinary medicine).

{[REDACTED]}

Council approved the proposed fee and the associated terms and conditions.

1.6. CCTV Policy (CC1 04)

The Bursar presented the CCTV Policy, which had undergone further revision to take account of Council's feedback at the last meeting.

Council approved the revised CCTV Policy (given in the appendix to the minutes).

1.7. Annual Report of the Data Protection Officer for the Colleges (CC1 05)

The Bursar presented two reports from the Data Protection Officer (DPO) based at the Office of Intercollegiate Services; the first summarising the Data Protection landscape across all colleges, and the second; the Data Protection Accountability Self-Assessment report for Hughes Hall. The latter summarised the results of the College's internal review using the tool provided by the Colleges' DPO. Based on the results of the internal review the DPO concluded that

'the College meets the full personal data security and protection assurance level in 100% of the categories. The College enjoys the benefits of strong leadership and oversight from its two key data protection roles. This is reflected in its outstanding accountability assurance rating and extremely low risk profile'.

In response to a concern raised over the increasing levels of reported data breaches over the last three years the Bursar explained that the trend should be interpreted as a positive indicator since the number of reported breaches was low in comparison to the volume of data handled. The trend was in fact picking up an increasing awareness among staff of the importance of identifying and reporting any data breaches and followed improvements in training, and the work of the Compliance Administrator.

In response to a question about the severity of the breaches the Bursar said that she would bring a further breakdown to the next meeting.

ACTION: The Bursar to bring further information about reported data breaches to indicate the proportion that were high/low level.

1.8. COVID update

The President reported that the Government's recent announcement had not included any specific advice for universities, but broadly nothing much had changed. He said that he hoped to have received further clarification by the end of week so that a clear communication could go out to students and staff.

Dr Roughley reported that she had recently given a comprehensive update to Governing Body [GB74.4]. She said that the College Counsellor was very busy and that since her appointment it was possible for students to get referrals in a timely fashion and that the services on offer were much appreciated. She expressed her concern about a fall in the proportion of students participating in the asymptomatic testing programme and said that she aimed to investigate why this might be the case. She reported that many of the (around) thirty members of staff working in College to support students were participating in the University's pilot asymptomatic testing programme for staff.

1.9. Equality and diversity

Dr Roughley reported that the Working Group had met in the previous week and were currently working on refreshing the website materials concerning codes of conduct and reporting incidents of harassment, discrimination, and abusive behaviour.

1.10. Possible revisions to the College Agenda 2020-21

There were no matters to report.

1.11. Director of Institutional Advancement's report (CC1 06)

The Director of Institutional Advancement's report included an update and commentary on social media activity for the period October to January. He reported that the Development Office staff were focusing on preparations for the annual fund campaign to be launched in the Easter Term, which he hoped, this year, would include a telethon.

1.12. Senior Tutor's report (CC1 07)

The Senior Tutor reported that since his last report the Tutorial and Admissions offices, having spent the first half of January adjusting to all the new lockdown restrictions, were now busy with the normal demands of Lent Term. He anticipated that activity would increase again as the College responded to the latest government announcements.

1.13. Director of Strategy and the Bridge's report (CC1 08)

The Director of Strategy and the Bridge's report focused on issues that had been discussed at the meeting of Bridge Committee on 17 February and Council were asked to note or approve the following:

Opportunities to partner with the NHS/Health Education England (HEE)

Prof Irish spoke to the two proposals set out in the annex to the report (as Paper BC16 04) and withdrew from the meeting when the proposals were discussed.

[REDACTED]

Council approved progressing both projects, noting that the College would receive funds to carry out some defined activities. It was agreed that the Director of Strategy and the Bridge should inform all GB Fellows of the second proposal so that they could express an interest in being involved in evaluating either of the two global health training programmes.

DEFI Governance

Council agreed that until an Oversight Committee had been established Council would maintain oversight of DEFI's ongoing development, including scrutiny and approval of budgets, and the principles and processes governing expenditure. In the longer term DEFI would remain accountable to Council via reporting to the Oversight Committee.

It was further agreed that there should be no expenditure against the recent tranche of funding from a major donor until processes and a budget had been approved by Council.

The President informed Council that the Oversight Committee would include a member of Council and asked for volunteers to serve as Council's representative.

Bridge Fellow, Research Fellow and Research Associate competitions

Dr Axford asked Council to note Bridge Committee's conclusion that senior involvement was needed at all stages of recruitment, and that it was a major challenge to find Fellows to lead and participate in running the competitions. This included finding a successor to Prof Affara in the critical role of Director of Research. In view of the lack of any candidates for the role, Bridge Committee had decided to delay the Research Fellow competition until someone was in post and advised giving priority to recruiting new Bridge Fellows.

Council was asked to consider and offer suggestions as to how this key role, and wider participation in critical College activities, could be made more attractive to Fellows. Dr Axford said that any feedback from Council would be passed to Fellowships Committee.

1.14. Bursarial:

1.14.1. Bursar's report (CC1 09)

Council received the Bursar's report without discussion.

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1.14.2. Management accounts update (CC1 10)

The Bursar presented the management accounts to 31 January 2021. She reported that since her report to Governing Body covering the period to 31 December 2020, a few areas had changed as highlighted in her summary.

1.15. *Minutes of Committees**

Council received the minutes of the following committee without discussion:

1.15.1. Unconfirmed minutes Finance Committee, of 18 January 2021 (CC1 11)

1.16. Any other Open Business

There was no other Open Business.

End of Open Business WS