



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

One-hundred-and-second meeting of College Council 23 March 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 Jonathan Powell (Pro-Vice-President), Mrs Victoria Espley (Bursar), Ms Nicola Gorringe (MCR President, to item 2.11), Dr Sonia Ilie, Dr Philip Johnston (Senior Tutor), Dr Tobias Kohn, Dr Corinne Roughley, Prof Ricardo Sabates, Prof Nidhi Singal, Miss Anie Vasileva (MCR Secretary, to item 2.11), Dr Lars Vinx.

In Attendance: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Mr Andrew Grieve (Assistant Bursar, for items 2.6.1 to 2.9), Mrs Wendy Solomou (Secretary).

Apologies: Prof John Doorbar (Vice-President), Prof Bill Irish.

OPEN BUSINESS

2.1. Introduction

The President noted that it was the last meeting for Miss Vasileva and likely to be the last meeting for Ms Gorringe, who would be continuing in her role until a new MCR President was elected.

2.1.2. Declarations of interests

There were no declarations of interests.

2.2. Minutes and Matters arising from the Open Business of College Council, of 23 February 2021

2.2.1. Approval of minutes (CC2 01)

The minutes were approved as an accurate record.

2.2.2. College Council action list: Open Business (CC2 02)

- [1.7] Summary of data breaches
 - Dealt with in item 2.8.

2.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

2.3. President's report

The President reported on the following:

- **Estates' update:** {[REDACTED]}
- **Attendance of emergency services:** On 23 March, a unit within a refrigerator exploded causing the emission of ammonia in a student accommodation block. Fire engines and ambulances attended, and the Head of Facilities, who had been affected by the ammonia fumes, was taken to hospital, although did not suffer serious injury. The Bursar reported that such an incident was extremely rare and that the appropriate procedures in response to such an incident had been followed.
- **University:** The President informed Council that the University was still awaiting further updates from the Government regarding the possible return of students in the Easter Term. He also reported that the vice-chancellors of Cambridge and Oxford had jointly voiced concern over the prospect of the Government reducing the current research budget to finance continued participation in the EU's research framework.

2.4. MCR business

2.4.1. Proposed changes to the MCR constitution (CC2 03a, CC2 03b, CC2 03c)

The MCR President reported that the AGM had achieved quorum, although participation had been disappointingly low. Proposed amendments to the MCR constitution approved at the AGM and submitted to Council for ratification included a general tidying of phrasing throughout the document and three main changes:

1. The addition of two new MCR Officers
 - a. One-Year Officer to represent the concern of students on one-year courses
 - b. Vice-President (Internal) to support the operational role of the MCR President at College committees and meetings, including sharing information between senior College members and staff and students.
2. The addition of a clause defining the extent of responsibility of MCR members for the behaviour of fellow students during events.
3. Modifications to Article 18 (motions to change the MCR constitution) to allow some flexibility to the process, i.e., if proposed changes were not ratified by College Council it would be possible for Council's recommendations for additional amendments to be accepted by the MCR Committee and MCR rather than having to restart the whole process anew.

Council raised two recommendations for further, minor amendments:

- Clause 6.8: clarify that 'Male and non-binary' and 'Female and non-binary' refer to each Welfare Officer's area of responsibility, rather than to the gender of each Welfare Officer.

- Clause 6.15: clarify the eligibility criteria for the One-Year Officer, for example would a student on a two-year, part-time course meet the criteria.

Council approved the amended constitution, requesting that the recommendation for two minor edits be dealt with under the new process outlined in Article 18.

The President thanked the MCR President and others involved for their work on the amendments.

2.4.2. Results of MCR elections (CC2 3d)

Council noted the following results of the recent elections to the MCR Committee:

- President: [No candidate]
- Vice President (External): Brendan Low
- Secretary: Zhu Yuchen
- Treasurer: Olaf Kranse
- Social Officers (2 positions): Patrick Bamforth and Ellie Nagy
- Academic Affairs Officer: James Friend
- Sports and Societies Officer: Samuel Crawshaw
- Female & Non-binary Welfare Officer: [No candidate]
- Male & Non-binary Welfare Officer: [No candidate]
- Equality and BAME Officer: [No candidate]
- IT and Infrastructure Officer: [No candidate]
- Ethical and Environmental Officer: [No candidate]
- Accommodation Officer: [No candidate]
- Vice President (Internal): awaiting ratification from College Council (see item 2.4.1)
- One-Year Officer: awaiting ratification from College Council (see item 2.4.1)

The MCR President stated her intention to remain in post until the election of a new President. She said that there had been expressions of interest in the vacant posts including that of President.

2.5. Staffing and budget for the Digital Education Futures Institute (DEFI) (CC2 04)

The Bursar spoke to the paper, which proposed recruiting two key posts in the set-up phase of DEFI.

1. **Operations Manager.** The post would provide operational management to the DEFI team, manage key working-level relationships with the College, with its University partners, and with DEFI's growing global network. The postholder would be a key member of the DEFI Management Committee and answerable, with the Director, to Council via the DEFI Oversight Committee. The overall cost would be approximately £30k per year for a 0.5 FTE post.
2. **Communications and Events Officer.** The post-holder would support delivery of key aspects of the agreement with ARM and funding of £20K for the post was already ring-fenced within the budget. The post would be a fixed-term, six-month position and the post-holder would report to the Operations Manager (or the Director, in the interim) and be encouraged to work with the College's core communications team.

The Bursar confirmed that the College would only recruit to the position of Operations Manager when funding for the post was assured, but that it was important to recruit as soon as possible so that the post-holder could support DEFI operationally. She reported that her team were close to finalising DEFI's budget, which would be examined in detail by the Oversight Committee (to be established), but that it was not yet ready for submission to Council.

Council approved the recruitment of a Communications and Events Manager, noting that the funds for the post were already in place. Council approved the recruitment of an Operations Manager subject to the new donor signing the agreement for long-term funding and the College receiving the initial tranche.

2.6. Accommodation 2021-22

2.6.1. Proposed accommodation fees (CC2 05)

The Bursar set out the key issues relating to changes in accommodation charges. She proposed a 2.0% inflationary increase for 2021-22 across all pricing bands with effect from 1 September 2021. She also sought approval to re-band the largest en suite rooms in Wollaston Lodge from band B/C to band A following refurbishment.

She explained that the proposal followed a review of expected costs for 2021-22 and a benchmarking exercise against student accommodation throughout Cambridge (described in the paper), as well as feedback from students on accommodation and discussions with the MRC Committee.

Council approved the proposed accommodation fees for 2021-22 and the re-banding of the refurbished rooms in Wollaston Lodge to Band A.

2.6.2. Accommodation Allocation Policy (CC2 06)

The Bursar presented the Accommodation Allocation Policy for 2021-22. She explained that there were some small changes (highlighted by comments in the paper and predominantly COVID-related), but that the principles of allocation had remained unchanged from the previous year's policy.

Council approved the Accommodation Allocation Policy for 2021-22.

2.6.3. Proposed charges and fees: Hong Kong University Visiting Fellows (CC2 07)

The Bursar spoke to the paper and explained that the charges for the HKU Visiting Fellows were a combination of accommodation charges and College fees.

Council approved a College fee of £4,066.51 (an increase of 4.0%, in line with the expected postgraduate fee) and an accommodation charge of £46.33 per day (an increase of 2.0%) for 2021-22.

2.7. Recommendation from Staff Strategy Committee to change the staff leave period (CC2 08)

Council was asked to approve the following changes to the Staff Holiday Entitlement policy:

- Change the holiday year from 1 October - 30 September to 1 January - 31 December.
- Allow up to five days' holiday entitlement to be carried over to the following year, subject to the approval of the Line Manager.

The Bursar reported that staff had been consulted on the proposed changes (via the staff members of the Staff Strategy Committee) and were in favour of the new policy, which would help to avoid 'saved up' leave being taken during September, a busy period for many of the College staff teams.

Council approved the proposal.

2.8. Summary of data breaches (CC2 09)

The Bursar provided a summary of the data breaches since 1 January 2020 reported to the College Data Protection Lead at the Office for Intercollegiate Services, in response to a request made at the previous meeting [CC1.7] for further detail concerning their nature and severity.

2.9. Bursarial: Management accounts update (CC2 10)

The Bursar presented the management accounts to 28 February 2021 and highlighted the key areas of changes since the period to 31 January 2021, noting that there had been a small improvement in the forecast deficit.

2021. 2.10. *Minutes of Committees:**

Council received the minutes of the following committee without discussion:

2.10.1. Unconfirmed minutes CCCE Oversight Committee, of 17 February 2021 (CC2 11a)

2.10.2. Unconfirmed minutes Admissions Committee, of 9 March 2021 (CC2 11b)

2.11. Any other Open Business

There was no other Open Business.

The President thanked the MCR President and MCR Secretary for their work on Council and other committees over the past year.

End of Open Business WS