



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

Eighty-second meeting of COLLEGE COUNCIL 27 February 2019

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

OPEN BUSINESS

Present: Dr Anthony Freeling (Chair, President), Dr Lydia Drumright (Pro-Vice-President), Mr Daniel Anton Garcia (MCR President), Dr Stephen Axford (Director of Research Translation), Mrs Victoria Espley (Bursar), Dr Sara Hennessy (to item 82.16), Dr Philip Johnston (Senior Tutor), Prof Jonathan Powell, Dr Corinne Roughley, Dr Eugene Shwageraus, Miss Hattie Stacey (MCR Secretary).

Apologies: Dr Hilary Burton (Vice-President), Prof Ian Hodge, Dr Agnieszka Iwasiewicz-Wabnig.

In Attendance: Mr Bill Conner (Acting Development Director), Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary).

82.10. Introduction

The President welcomed Mr Conner, Acting Development Director, to his first meeting of Council.

At the President's suggestion Council agreed that henceforth meetings would start at 4.30pm.

82.10.1. Declarations of Interests

There were no declarations of interests.

82.11. Minutes and Matters arising from the Open Business of College Council, of 23 January 2019

82.11.1. Approval of minutes (CC82 03)

The minutes were approved as an accurate record. The President noted that a typo in the final paragraph of CC81.11 had been corrected (from 'complement' to 'compliment').

82.11.2. College Council action list: Open Business (CC82 04)

- **81.13. Report from Associate Students Working Group.**
The Secretary to report to Governance Committee that Council had decided there was no longer a need to make amendments to Ordinances.
 - This item can be marked as complete.

82.11.3. Matters arising not on the action list

There were no other matters arising.

82.12. Prevent

82.12.1. *Confirmed minutes Prevent Committee, of 16 October 2018 (CC82 07a)**

Council received the confirmed minutes of Prevent Committee.

82.12.2. *Unconfirmed minutes Prevent Committee, of 29 January 2019 (CC82 07b)**

Council received the unconfirmed minutes of Prevent Committee.

82.12.3. Freedom of Speech policy and Event Approval form (CC82 08)

The Senior Tutor reminded Council that when the Freedom of Speech policy had first been approved by Governing Body it had been agreed that it should be subject to annual review by Council [GB.50.3, 15 March 2016], although it had not, in fact, been reviewed since March 2016.

The Senior Tutor explained that the paper also included the Event Approval form, which had recently been updated to clarify that not all of the conditions set were to deal with Prevent-related legislation.

Event Approval form – It was suggested that approval of an event should not be declined without first determining whether risks could be mitigated so that it could go ahead. It was agreed that Dr Johnston, in consultation with Dr Roughley and the MCR, would amend the Event Approval form to include this point of procedure.

Freedom of Speech policy – There was a discussion about the fine line between freedom of speech and harassment, and whether there was a need to frame the Freedom of Speech policy so as to preempt harassment. It was argued that this was unnecessary since the College's Harassment policy gave clear definitions of harassment and laid out procedures to deal with individual cases. The Senior Tutor noted that the Freedom of Speech policy had worked well thus far.

It was agreed that Dr Roughley, Dr Drumright and Miss Stacey would meet to consider whether there needed to be any revision of the Freedom of Speech policy, and would report back at the next meeting. The President suggested that they consult the Law Fellows and, since the policy had initially been formulated and adopted by all of the colleges, also consult the Office of Intercollegiate Services (OIS).

ACTION: Dr Roughley, Dr Drumright and Miss Stacey to meet to consider whether there needed to be any revision of the Freedom of Speech policy, and to report back to Council.

82.13. Amendment to the Fitness To Study policy (CC82 09)

The Senior Tutor reported that the principal amendment to the policy had been to include a statement stipulating that a note-taker would be appointed at formal meetings, and that a written record would be circulated to all relevant parties.

Council approved the amendments to the Fitness To Study Policy.

82.14. College response to the University's 'Consultation on revised student disciplinary procedure' (verbal report)

Dr Roughley informed Council that the University's proposed revisions to the student disciplinary procedure had been considered in detail by herself, the Senior Tutor and the Dean. She reported that they planned to convey their approval of the shift in tone from an adversarial system to a more people-friendly framework, but that they also wished to raise some specific points of concern. In particular, the fact that the same procedure applied whether a complaint against a student was made by the University or by another student gave rise to a lack of clarity over lines of communication and over how to proceed if there was dissatisfaction with the process. The guidance was also unclear on procedure in cases where a breach in discipline possibly constituted a criminal offence.

In response to a concern raised about a Respondent's right to appeal when a complaint has been made by another student, Dr Roughley said that she would take a careful look at precautionary measures to ensure that they were robust.

Council approved delegating responsibility to Dr Roughley to draft a response along the lines discussed, the version submitted to the University to be circulated to Council.

ACTION: Dr Roughley to draft the final version and circulate the submitted response to Council.

82.15. Proposal for 2020-21 undergraduate fee (CC82 11)

The Bursar presented the proposed College undergraduate tuition fee for 2020-21 to be charged to students who do not have Home/EU fee status or to students with Home/EU 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.

82.16. Proposal for Visiting Scholar fee (CC82 12)

At its meeting of 27 February 2019 Fellowships Committee proposed that Visiting Scholars would normally be charged a fee of £100 per month to contribute towards the cost of the facilities and support provided by the College.

The Bursar confirmed that the fee would be VAT exempt because the College would be providing educational support.

One member of Council queried whether a fee should be charged and questioned whether it was the remit of Fellowships Committee to set policy. The President concurred that it was Council that should either decide policy or make a recommendation to Governing Body, but asked that Council approve the proposed fee, *pro tem*, until the policy proposed by Fellowships Committee could be considered by Council.

Council approved the fee of £100 a month.

82.17. MCR Business

The MCR President reported that:

- He and the MCR Accommodation Officer had been working with Dr Alastair Lockhart (Deputy Senior Tutor) on developing the College's 2019-20 Accommodation Policy.
- The survey about accommodation needs, sent to writing-up doctoral students, had been completed, but the results had not yet been analysed.
- He had been working with the Bursar on the Fixed Kitchen Charge (FKC) and a paper would be brought to the next meeting of Council.
- The MCR would be holding its AGM on 3 March and elections to the MCR Committee would be held in the following week.

82.18. President's Report

The President reported that:

- At the University level he continued to be heavily involved with the University's Student Support Initiative.
- The College had carried out a student survey on communications that had included questions concerning perceptions of Hughes' reputation and The Bridge. Initial analysis of responses had indicated that The Bridge was liked as an idea, but that there needed to be more specificity about what it was and how it worked.
- A new member of staff had been engaged on a temporary, part-time basis to work on a communications strategy for The Bridge.

82.19. Director of Research Translation's Report (CC82 13)

Council received the Director of Research Translation's report. He welcomed comments and suggestions, particularly regarding leadership of the three principal themes (Global Health and Well-being, Education, and Sustainability). He reported that in some areas clear leadership was emerging, but that other areas would require more work to encourage leadership.

In response to a question as to how leaders were being recruited to roles and how it would be decided who should lead a theme, Dr Axford responded that he had approached a number of people, but was reliant on Fellows volunteering to take a lead. He noted that it would be possible for leadership of a theme to be shared between two or even three people. The President agreed that there was no embedded process at the current early stage. In response to a query regarding gender balance, it was noted that Life Fellows, most of whom were male, would be more likely to have the available time to devote to The Bridge, though this could produce a gender bias within the leadership. Female Fellows were therefore strongly encouraged to volunteer to help ensure an appropriate balance.

82.20. Academic

82.20.1. Senior Tutor's Report (CC82 14)

The Senior Tutor highlighted the following from his report:

- Welfare – several student matters had taken up the time of the tutorial team over the previous month.
- Admissions – The Undergraduate Admissions Administrator would be leaving in March and the remaining two administrators had agreed to take over her responsibilities.
- Mentors – One Mentor group had attended their (free) Formal Hall and the event had been successful. Formal Halls were being arranged for other groups, and discussions had started to arrange further subject-related events with other mature undergraduate colleges.
- Library – Interviews for a new Deputy Librarian were scheduled for 28 February.

The MCR Secretary noted that some students had not fully understood the role of a Senior Mentor and consequently had not engaged in the scheme. She suggested that communications about the role needed to be clearer and noted that the relationship appeared to work best when a senior mentor was proactive at engaging students. The President noted that the introduction of senior mentors was in its first year and it would be helpful to have more feedback from students. Ms Stacey agreed to elicit further feedback and pass it on to the Senior Tutor.

82.20.2. Accommodation policy for 2019-20 (CC82 15)

The Senior Tutor reported that the main change to the current policy was to allow some of the continuing students to live in accommodation in College.

Council approved the Accommodation policy.

82.21. Bursarial:

82.21.1. Bursar's Report (CC82 16)

The Bursar highlighted the following from her report:

- Estates Committee had agreed proposals for the summer 2019 refurbishment programme.
- The process for the allocation of rooms to students over the summer was underway. The aim was to offer accommodation to every student (including those completing their courses) who applied to stay over the whole or part of the summer.

82.21.2. Management accounts update (CC82 17)

Council received the management accounts to 31 January 2019. The Bursar noted that there had been no significant changes since the previous update (30 November 2018).

82.22. Development Office Report (CC82 18)

Council received the Interim Development Director's report. Mr Conner reported that he had been concentrating on improving processes within the Development Office and meeting with individual Senior Members.

82.23. Minutes of Committees

Council received the minutes of the following committees:

82.23.1. *Unconfirmed Minutes of Estates Meeting, of 17 September 2018 (CC82 19)**

82.23.2. *Confirmed minutes Finance Committee, of 1 October 2018 (CC82 20)**

82.23.3. * Unconfirmed minutes Bridge Committee, of 6 February 2019 (CC82 21)**

82.24. Any other Open Business

There was no other Open Business.

WS 27/02/2019