



HUGHES HALL  
UNIVERSITY OF CAMBRIDGE

## COLLEGE COUNCIL

### Confirmed Minutes

#### Seventy-eighth meeting of COLLEGE COUNCIL 17 October 2018

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

#### OPEN BUSINESS

**Present:** Dr Anthony Freeling (Chair, President), Dr Hilary Burton (Vice-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, Prof Ian Hodge, Dr Agnieszka Iwasiewicz-Wabnig (to item 78.12.1), Dr Philip Johnston (Senior Tutor), Ms Lena Milosevic (Development Director to item 78.17), Prof Jonathan Powell, Dr Corinne Roughley, Miss Hattie Stacey (MCR Secretary).

**Apologies:** Dr Eugene Shwageraus.

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

#### 78.1. Introduction

The President welcomed everyone to the first meeting of Council in the new academic year.

##### 78.1.1. Declarations of Interests

There were no declarations of interests.

#### 78.2. Minutes and Matters arising from the Open Business of College Council, of 4 July 2018

##### 78.2.1. Approval of minutes (CC78 01)

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

**p.3**, item 77.2.3, correct 'contact' to 'contract' in the final line of penultimate paragraph and in final line of final paragraph.

## **78.2.2. College Council action list: Open Business (CC78 02)**

- **77.2.2. Study Centres (CC78 03)**

The Bursar to meet with Dr Barker (Director of Governance Labs) to ascertain the status of Governance Labs and its relationship with the College, to be formalised in an MOU.

- The Bursar reported that a draft MOU was with Dr Barker for consideration. Ongoing.

The President to present proposals for enhanced governance of Study Centres and institutional partnerships to Research and Study Centres Committee (RSCC) and to Governance Committee.

- The President reported that his submitted proposal had been supported by Governance Committee, which had made a recommendation to Governing Body for an amendment to the RSCC Ordinance. His paper laid out how the Bridge name would be used more broadly across all research and research translation activities and that the governance structure for this group of activities, reporting to Council, would be the new Bridge Committee, revised from the existing RSCC.

In response to a question he confirmed that Fellowships Committee continued to have overall responsibility for the shape of the Fellowship and recruitment; the 'Bridge Committee' would take operational responsibility for running the Research Fellow/Research Associate competitions and for advising on recruitment to the Senior Membership in order to meet research and research translation needs.

Council supported the proposal, which would be submitted to RSCC for further input prior to presentation to Governing Body.

- **77.2.3. Disciplinary policy**

The Senior Tutor to note in the Disciplinary policy that identities of witnesses are to be anonymised in reports and that an external panel member is to be bound by a confidentiality contact.

- This item can be marked as completed.

- **76.11. Scholarships Committee**

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

- This item can be marked as completed.

## **78.2.3. Matters arising not on the action list**

### **78.2.3.1. New funded study centre on climate change [CC77.3]**

The President reported that the new study centre, now entitled 'The Centre for Climate Change Engagement', had been established with funding for an initial trial year, and that it had already hosted an event in College with another one planned in Michaelmas Term.

### **78.3. Rules for conducting meetings**

The President reported that Governance Committee had approved a proposal to trial imposing limits on the duration of College meetings and increasing the number of (planned) Governing Body meetings from the existing four per year to six, i.e., two in each term.

Governance Committee had agreed that the following rules be trialled:

- Governing Body (Open and Reserved Business): 1 hour and 30 minutes, extended by agreement to 2 hours
- Council (Open and Reserved Business): 2 hours and 30 minutes, extended by agreement to 3 hours
- Committees: 1 hour and 30 minutes, extended by agreement to 2 hours

Council approved the proposal.

### **78.4. College Council terms of reference (CC78 04)**

Council agreed that Ordinance [A,VII,1] should clarify the purpose of the composition of Council, i.e., that it ensured that the balance of membership was in favour of Fellows who were not holding Offices or Posts that Governing Body considered carried substantial executive duties (named on the Governance List under Ordinance [A,I,10]).

**ACTION:** The Secretary to circulate a draft amendment to Council before circulating the agreed proposed amendment to Governing Body members at least 21 days prior to the Governing Body meeting of 28 November 2018.

### **78.5. {[REDACTED]}**

### **78.6. Associate Students (CC78 05)**

The Senior Tutor spoke to the paper and reported that a small, but rising, number of Associate Students (non-matriculated students predominantly on continuing education courses within the University) had been admitted to College since 2014-15. At its meeting of 8 October 2018 Governance Committee had considered how their status should be reflected in Ordinances and had proposed that Admissions Committee form a working group to consider the following issues in more detail:

- a) Eligible groups and appropriate criteria, including academic level, length of course, and deadlines for application
- b) Status within Hughes Hall's MCR
- c) Status as Alumni
- d) Extent to which the (53) references in Ordinances to Students should also apply to Associate Students

The Senior Tutor proposed the following possible solutions to points a) to c) as a basis for discussion:

- a) Post-graduate courses recognised by the university and/or students of similar standing, where there is opportunity to engage with College (e.g. residential weeks), and a deadline which allows time to do so.

- b) Members of MCR with access to its facilities, but not able to stand for election or vote.
- c) Alumni status similar to regular students.

Council was in agreement with a) and b). The MCR President and MCR Secretary confirmed that Associate Students had actively engaged with the MCR and expressed the view that they were welcome as members.

However, reservations were expressed about the granting of alumni status and Council requested further feedback from the Admissions Committee working group. The President observed that it would be helpful to find out how other Colleges admitting non-matriculated students dealt with these issues.

It was agreed that the Senior Tutor would bring proposals to Council in due course.

#### **78.7. Possible amendment to Grievance Procedure (CC78 06)**

The Senior Tutor proposed a further amendment to the Grievance Policy in order for its appeal process to mirror that of the Discipline Policy. He reminded Council that the Discipline Policy had recently been changed so that an appeal would be heard by a panel of three, chaired by the Vice-President, rather than being heard solely by the Vice-President.

Council approved the following amendment to the policy so that in the event of an appeal against the Dean's ruling the appeal would be heard by an Appeal Panel:

#### **4. Appeal**

4.1. *If the complainant remains unsatisfied, they may appeal, on the basis that:*

- (a) a significant procedural irregularity occurred, or*
- (b) important evidence was ignored or emerged subsequently, or*
- (c) the remedy is inappropriate.*

*The appeal must be addressed in writing to the Vice-President, stating clearly the reason for the appeal. The appeal must be presented within two weeks of receipt of the Dean's decision. If this is not possible, the complainant must give notice of appeal and the reason for requesting a delay.*

4.2. *The Vice-President will ~~then~~ convene and chair an Appeal Panel, to include two other Fellows from Hughes Hall (Class A-G) who have had no previous role in the case. The Panel will conduct an appropriate investigation into the appeal, ~~They will then~~ make a ruling and convey it in writing to all parties within three weeks. If this is not possible, the parties will be kept informed of progress. There is no restriction on this ruling: it may dismiss the appeal, or it may accept it partially or wholly, and may propose the same or a different remedy. This constitutes the final college ruling.*

4.3. *Any further appeal must be addressed to the Office of the Independent Adjudicator, see [www.oiahe.org.uk](http://www.oiahe.org.uk).*

**ACTION:** The Senior Tutor to publish the amended Grievance Policy to the College website.

#### **78.8. MCR Business**

The MCR President said that the new students had given positive feedback on the welcome and registration process.

He reported that the MCR had recently elected a Welfare LGBT+ Officer and that a new Academic Officer had been elected in June.

### **78.9. President's Report**

The President noted that there had been good feedback about the registration and induction process from new students and thanked staff and the MCR Committee for their help and support. He reported an improvement in the proportion of students admitted to multi-year courses, with a higher proportion of PhD students admitted in 2018 compared to previous years. He said that he was continuing with negotiations to effect changes to the University's graduate allocator process to further improve the balance.

He thanked all those involved in arranging the loan of the new painting recently installed in the Dining Hall.

The President commented on the announcement by the Vice-Chancellor of the introduction of a transition year for students from under-represented groups, the details of which were yet to be fleshed out. This formed part of a major student support initiative that aimed to significantly expand the level of scholarships and bursaries offered by the University.

### **78.10. Development Office Report (CC78 07)**

The Development Officer, who had recently offered her resignation and was attending her last meeting of Council, thanked members of Council for their support during her time at Hughes Hall. Her report to Council reviewed the work of the Development Office and scoped out plans for the short, medium and long term.

The President, on behalf of Council, thanked Ms Milosevic for her time as Development Director.

### **78.11. Academic**

#### **78.11.1. Senior Tutor's Report (CC78 08)**

The Senior Tutor acknowledged the input over many years of Prof Nabeel Affara, who had retired as Tutor. Two additional Associate Tutors, Prof Bill Irish and Dr Elizabeth Moore, had been recruited, bringing the tutorial team total to 7 Tutors (with full load) and 6 Associate Tutors (with half-load).

The Senior Tutor informed Council that there had been an intake of 34 new BA students and 10 students on the Graduate Medicine Course, the biggest intake in recent years. As part of the strategy to enhance provision for undergraduates (as discussed at the last meeting of Council [CC77.11]) he reported that there had been an introductory study workshop, as well as a welcome reception provided specifically for undergraduates, and that he was recruiting Senior Mentors to complement the work of Directors of Studies. The new cohort of undergraduate and postgraduate students had been received and registered on ten separate Registration Days and, for the first time, over two Induction Days. The Senior Tutor acknowledged the efficient management and co-ordination of the process by the Tutorial Office, and the assistance of the MCR Committee.

### **78.11.2. Graduate Admissions (CC78 09)**

The Senior Tutor spoke to the report, which provided data on applications between Michaelmas Term 2017 and September 2018. He noted that, in line with College strategy, there had been an increase in the number of applicants to multi-year courses, which could be partly attributed to the success of the College's in-house Q&A sessions following the Postgraduate Open Day in November 2017, as well as to College Fellows encouraging their own students to apply to Hughes.

### **78.12. Bursarial**

#### **78.12.1. Bursar's Report, including year-end financial summary (CC78 10)**

Council received the Bursar's Report, which covered the following:

- *Finances*
  - A commentary on the 2017-18 financial year-end position, together with a detailed summary of income and expenditure was presented.
  - The College's auditors had not identified any significant issues in their draft management letter. Audit Committee would review the audited accounts and a full report would be submitted to Governing Body at the Audit meeting in November.
- *Catering and Conferences*
  - A new management team in the kitchens had been appointed over the summer and was reviewing and updating menus.
  - Catering costs continued to be monitored with the aim of producing a report for Council in Lent Term.
- *Accommodation*
  - The accommodation allocation process had been much smoother than in previous years. A breakdown of room allocations and vacancies was presented.
  - The Bursar said that she was grateful to the MCR for their support in helping students seeking accommodation outside of College.
  - A summary of the allocation of properties over the summer vacation and a breakdown of the revenue generated (with comparative data for 2017) was presented.
- *Premises*
  - The refurbishment of the Margaret Wileman Building was in its final stage. The MCR Secretary said that feedback from students had been positive, but that it would have been helpful if work could have been scheduled to start after 24 June so as to be less disruptive for graduate students who were preparing for dissertation deadlines.
  - Further refurbishment of the MWB and also Wollaston Lodge was planned for the coming year.

#### **78.12.2. Restated budget (CC78 11)**

The Bursar reported that, at its meeting of 1 October, Finance Committee had reviewed the 2018-19 budget and had recommended that it be restated to reflect actual student numbers (which were

higher than initially forecast) and the known associated costs. It had also approved further revisions to accommodate other planned resourcing changes identified since June 2018.

Council approved recommending to Governing Body that the budget for 2018-19 be restated.

#### **78.12.3. Management accounts update (CC78 12)**

The Bursar presented a summary of the management accounts for August 2018 (Month 1).

#### **78.13. Director of Research Translation's Report (CC78 13)**

Council received the Director of Research Translation's report, which included a summary of progress made over the summer on fostering new links, furthering existing relationships and embedding the activities agreed in the plan. It outlined events held since the start of term and the key events and initiatives planned for the coming months. The Director signalled his intention to launch a survey to capture key aspects of Fellows' research activities, to be followed up by meetings with all Fellows in order to build on the information gathered by the survey.

There followed discussion in which the view was expressed that it was important that efficient methods of documenting gathered intelligence and sharing it with the Fellowship be developed. The President said that any suggestions on methods of achieving this would be welcomed.

#### **78.14. Any other Open Business**

There was no other Open Business.

WS 17/10/2018