



COLLEGE COUNCIL

Confirmed Minutes

Eighty-seventh meeting of COLLEGE COUNCIL 2 October 2019

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

OPEN BUSINESS

Present: Dr Anthony Freeling (Chair, President), Dr Stephen Axford (Director of Research Translation), Mr Martin Coleman, Miss Alexandra Entwistle-Thompson (MCR President) Mrs Victoria Espley (Bursar), Prof Bill Irish, Dr Agnieszka Iwasiewicz-Wabnig, Dr Philip Johnston (Senior Tutor), Mr Patrick Perillo (MCR Secretary), Dr Corinne Roughley, Dr Eugene Shwageraus, Dr Lars Vinx.

Apologies: Mr Bill Conner (Director of Institutional Advancement), Prof Jonathan Powell (Pro-Vice-President).

In Attendance: Mrs Wendy Solomou (College Secretary and Fellowships Manager, Secretary), Dr Martin Steinfeld (Dean, for items 87.11 and 87.12).

Absent: Dr Lydia Drumright (Vice-President).

87.8. Introduction

The President welcomed Miss Entwistle-Thompson to her first meeting of Council.

The President informed Council that Dr Martin Steinfeld (Dean) would be joining the meeting for item 87.11 to speak to the proposed revisions to the Disciplinary Policy.

87.8.2. Declarations of Interests

There were no declarations of interests.

87.9. Minutes and Matters arising from the Open Business of College Council, of 26 June 2019

87.9.1. Approval of minutes (CC87 03)

The minutes were approved as an accurate record.

87.9.2. College Council action list: Open Business (CC87 04)

- [86.9] College Agenda 2019-20 – Environmental policy.
Dr Iwasiewicz-Wabnig and the Bursar to submit a discussion paper on progressing the College's environmental policy to the next meeting of Council.
 - Dealt with in item 87.15.1 (Bursar's Report).

87.9.3. Matters arising not otherwise on the agenda

There were no other matters arising.

87.10. Review of Council's Terms of Reference (CC87 05)

Council considered the terms of reference and agreed to recommend the following changes to Governance Committee for consideration:

Ordinance [A,VII,6 (d)]

as and when required, create and abolish ~~and appoint persons to~~ Posts under Ordinance [C,III] or other positions, ~~and appoint suitable persons;~~

Ordinance [A,VII,6 (e)]

set the role-descriptions of the College Officers, other than the President, and of ~~other~~ Post-holders and Assistant Staff ~~when new Offices, Posts or positions are created;~~

Ordinance [A,VII,6 (f)]

monitor the ~~day-to-day~~ work of the College Officers, other than the President, and of other Post-holders and Assistant Staff;

ACTION: The Secretary to refer the proposed changes to Governance Committee.

87.11. Revision to Hughes Hall Disciplinary policy (CC87 06)

The President reminded Council that at its last meeting Governing Body had approved a revision to the guidance and procedures on harassment and sexual misconduct on the understanding that further, suggested revisions to the harassment guidance, together with a revised disciplinary policy, would be re-submitted to GB. However, both would need to be published to the College website within the next few days to achieve alignment with the new University procedures, effective as of 1 October; Council was therefore asked to consider and approve the submitted policies.

Dr Steinfeld (Dean) joined the meeting to speak to the paper. He explained that the proposed disciplinary policy was more comprehensive and offered better clarity than the current policy. It had been developed from the University's template, but the disciplinary policies of three other colleges had also informed the redrafting. He acknowledged the input of the Hughes BA Law alumna Harriet Stacey who had made the first draft. Dr Steinfeld said that that he had met with the Senior Tutor and Dr Roughley (Deputy Senior Tutor) to discuss some further revisions. Their discussions had raised some issues, which Council was asked to consider.

The President suggested that members of Council inform the Dean of any small, suggested edits outside of the meeting and focus on the key issues. The following amendments were agreed:

- 8.1. Members of the MCR should not receive a concern

- 8.1. Any person, for example, College porters, can submit a concern that a student has potentially breached the rules
- 8.4. Remove 'member of the MCR Committee'
- 8.4. Remove the Dean's email address
- **Authority to impose penalties.** Council would delegate authority to impose penalties for minor and major breaches to the Disciplinary Panel. The situation therefore would not arise whereby the Council could change or overturn the penalty recommended by the Disciplinary Panel.
- **Convening a Disciplinary Panel.** For a trial period of one year, after which the provision would be reviewed, the Disciplinary Panel should include a student member, providing the Respondent did not object. The student member would be able to vote.
- **Training.** All potential members of a Disciplinary Panel, including student members, should receive appropriate training.
- **Precautionary measures.** Only the President could take precautionary measures on the recommendation of the Dean. However, where immediate action was warranted, others could impose emergency precautionary measures, providing the matter was referred to the President for ratification as soon as was practicable.
- **Investigation of Concern.** The Dean could appoint an investigating officer.

Council approved the policy subject to the amendments discussed and other minor amendments to be agreed between Dr Johnston, Dr Roughley and Dr Steinfeld. (The final version is appended to the minutes.)

87.12. Revision to Hughes Hall guidance and procedures on harassment and sexual misconduct (CC87 07)

Dr Roughley spoke to the paper. She explained that the guidance was based on the University's new template for the colleges, but that she had made further changes in the light of dealing with cases and feedback from Governing Body. The revised document was more streamlined, separating out the policy, the code of conduct, and the informal and formal procedures. It also included an introduction for students which signposted support and outlined the relevant procedures.

Council approved the policy and procedures with the proviso that they be reviewed after one year to assess how they were working in practice within the College and the wider collegiate University.

The President thanked Dr Johnston, Dr Roughley, Dr Steinfeld and Miss Stacey for their respective contributions in the drafting of the two policies.

87.13. MCR Business

The MCR President reported that the term had started well: members of the MCR Committee were helping with the greeting and induction of new students, who were reporting a warm welcome. She drew attention to a problem with the collection of students' belongings from summer storage due to a shortage of porters. The MCR Committee had been willing to step in to help organise collection, but she wished to flag the issue for future planning. The Bursar thanked the Committee for their help and confirmed that there had been staff shortages owing to sick leave. She encouraged the MRC Committee to let her know as soon as any problems arose so that they could be addressed straightaway.

The MCR President asked whether it would be possible to re-situate the smoking shelter currently located opposite the side entrance to the Margret Wileman Building.

Council agreed that the College should become a smoke-free site and that the smoking shelter should be removed.

ACTION: The Bursar to organise the removal of the smoking shelter and to implement a policy of non-smoking throughout the College site.

87.14. President's Report

{REDACTED}

The President reported that the ADRs of Officers and Post-holders had been completed and that the Dr Burton (former Vice-President) would submit a report on the process and its outcomes to Governing Body.

87.15. Bursarial

87.15.1. Bursar's Report, including summary of financial year end (CC87 08)

Council received the Bursar's report and she spoke to the following items:

- ***Estates Strategy.*** Work was progressing on two projects:
 - {REDACTED}
 - Initiation of a consultation across the College community (initially via a small group) to inform priorities for the Estates strategy.

- **IT.** Update on IT capital expenditure [CC86.11]
 - An extended warranty to protect hardware and software up until the end of June 2020 had been identified and put in place: this would allow sufficient time for all of the College's data and administrative systems to be moved into the Cloud. Thus the capital expenditure on hardware discussed at the last meeting of Council would no longer be required.
- **Environmental matters.** The Bursar reported that she had met with the MCR Ethical and Environmental Officer (Lydia Collas) and the Chair of House Committee (Dr Aga Iwasiewicz-Wabnig) to create an action plan.
 - By 30 September – Look at examples of 'best practice amongst colleges'
 - By 16 October – Draft a Hughes Hall policy
 - 23 October – Present a draft policy to House Committee for feedback
 - 20 November – Submit proposed policy to Council for approval
- **Finances.** Summary of financial year end.
 - The Bursar presented a commentary on the 2018-19 financial year-end position, together with a detailed summary of income and expenditure.

87.15.2. Management accounts update (CC87 09)

The Bursar presented a summary of the management accounts for August 2019 (Month 1).

87.15.3. Restated budget (CC87 10)

The Bursar reported that, at its meeting of 30 September, Finance Committee had reviewed the 2019-20 budget and had recommended that it be restated to reflect actual student numbers (which were lower than initially forecast). It also recommended revisions that took account of costs associated with predicted student numbers and other factors that offset the reduction in fees income.

Council approved recommending to Governing Body that the budget for 2019-20 be restated.

87.16. Director of Institutional Advancement's Report (CC87 11)

Council received the Director of Institutional Advancement's report.

It was noted that the accompanying metrics and details of the outcome of the recent fund-raising campaign were helpful and should continue to be included.

87.17. Director of Research Translation's Report (CC87 12)

Council received the Director of Research Translation's report and he spoke to the following items:

- **Introduction of the Impact Leadership Programme** – a training programme set up under the leadership of By-Fellow Dr Jimmy Chan for postdocs and second- and third-year PhD

students that would help equip them to have translational impact in their future careers. The programme would be launched with a pilot cohort on 24 October 2019.

- ***HH Centre for Climate Change Engagement (HCCCE)*** – had made rapid progress and would be formally launched on 29 October. On 18 November there would also be a major session for College members (seniors and students) to explain the purpose of the Centre and seek pro-active participants for its ongoing work.
- ***The Bridge web pages on the College website*** – had been restructured and re-written and would shortly be launched. Dr Axford said that he would welcome feedback.
- ***Financial strategy for The Bridge centres and The Bridge Office*** – Dr Axford and the Bursar were developing proposals for a sustainable financial strategy for Bridge centres and the Bridge Office, to be considered by the Bridge Committee before being submitted to Council.

87.18. Senior Tutor's Report (CC87 13)

Council received the Senior Tutor's report. He noted that there had been a small increase in admissions for 2019-20 since the previous year, with steady increases in BA and PhD numbers. He also reported that three new Associate Tutors had been appointed (with one Tutor on sabbatical leave for 2019-2020) together with a number of new Directors of Studies.

87.19. Minutes of Committees

Council received the minutes of the following committees without discussion:

87.19.1. *Unconfirmed minutes Prevent Committee, of 14 May 2019 (CC87 14)**

87.19.2. *Unconfirmed minutes Finance Committee, of 21 May 2019 (CC87 15)**

87.20. Any other Open Business

There was no other Open Business.

End of Open Business WS 02/10/2019