



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

One-hundred-and-third meeting of College Council 27 April 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), Mrs Victoria Espley (Bursar), Ms Nicola Gorringe (MCR President, to item 3.18), Dr Sonia Ilie, Prof Bill Irish, Dr Philip Johnston (Senior Tutor), Dr Tobias Kohn, Dr Corinne Roughley, Prof Ricardo Sabates, Dr Lars Vinx, Mr Yuchen Zhu (MCR Secretary, to item 3.18).

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

Apologies: Prof Jonathan Powell (Pro-Vice-President).

On Leave: Prof Nidhi Singal.

OPEN BUSINESS

3.1. Introduction

3.1.1. Welcome

The President welcomed Mr Zhu, the incoming MCR Secretary, to his first meeting of Council.

3.1.2. Declarations of interests

There were no declarations of interests.

3.2. Minutes and Matters arising from the Open Business of College Council, of 23 March 2021

3.2.1. Approval of minutes (CC3 01)

The minutes were approved as an accurate record.

3.2.2. College Council action list: Open Business

There were no items on the action list.

3.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

3.3. President's report

The President reported the following:

- The Bursar had tended her resignation. The President wished Mrs Espley well in her new appointment and would be sorry to see her leave.
- Dr Tori McKee had accepted the offer of appointment as Senior Tutor and would take office from 1 September 2021.

3.4. MCR business

The MCR President reported that the MCR was running a second round of elections for several unfilled positions and that the process of handover to the new officers was underway.

3.5. Estates Update (CC3 02)

{[REDACTED]}

3.6. Update on implementation of the College's Carbon Reduction Policy (CC3 03)

The Bursar reminded Council that one of the aims of the Hughes Hall Agenda for 2021-21 was to develop a reporting mechanism for Science-Based Targets (SBTs) in conjunction with the University's Environment Team. Her paper provided a summary of the College's SBTs (based on the full report reviewed by House Committee on 10 March). The Bursar acknowledged Aldabra Stoddart's contribution as author of the full report.

The Bursar explained that the paper focused on the tool for reporting targets and that a separate sustainability report would be submitted to Governing Body. This would document the progress made in developing systems to measure energy and water use throughout the College's estate.

In response to a question about the definition of science-based targets the Bursar said that she would circulate a paper to provide more information.

ACTION: The Bursar to circulate a paper giving further information about the definition of SBTs.

3.7. Tutors and Associate Tutors - proposed changes (CC3 04)

The Senior Tutor spoke to the paper, which proposed removing the requirement in College Ordinances for the Office of Tutor to be held by a Governing Body Fellow. He reminded Council that, following difficulties in recruiting new Tutors from amongst the Governing Body Fellowship, Council had approved the creation of the new role of 'Associate Tutor' (26 April 2017 [CC62.6.2]). The new role, which did not confer the status of College Officer nor require that the holder be a Fellow, enabled candidates with the requisite skills, time and interest to be recruited from a wider pool.

The Senior Tutor reported that the arrangement had worked well and that there were currently eight Associate Tutors with the same responsibilities to that of the seven Tutors, although with responsibility for half the number of students (tutorial side) of a Tutor. He gave the following rationale in support of the proposal to remove the requirement that Tutors be Fellows:

- The role of Associate Tutor had been created essentially to circumvent the Ordinance restriction, and the distinction was artificial in practice.
- There was no mention in Ordinances of Associate Tutors.
- The process of appointment differed for Tutors and Associate Tutors, despite their identical roles.

In response to a question the Senior Tutor confirmed that there would be formal criteria and a standardised procedure for the selection and appointment of all Tutors.

Council approved the proposal, and it was agreed that the Senior Tutor should submit the proposal to Governance Committee.

ACTION: The Senior Tutor to submit the proposal to Governance Committee.

3.8. Prevent Risk Assessment (CC3 05)

The Senior Tutor presented the updated Prevent Counter Terrorism and Security Risk Assessment for approval. He informed Council of a small number of proposed changes to wording:

- 'Fitness to Study' amended to 'Support for Study'.
- 'Prevent Committee meets regularly' amended to 'Prevent Committee meets termly'.

Council approved the Prevent Counter Terrorism and Security Risk Assessment.

3.9. Annual reports from Honorary Post-holders

3.9.1. Archivist and Co-Archivist (CC3 06)

Council received the report of the Archivist, Dr Jean Lambert, and the Co-archivist, Dr Alastair Lockhart.

3.9.2. Director of Music (CC3 07)

Council received the report of the Director of Music, Dr Nigel Yandell, noting his acknowledgement of the support from the music planning group and Alison Nicholson.

3.9.3. Boat Club Senior Treasurer (CC3 08)

Council received the report of the Boat Club Senior Treasurer, Mr Jeffrey Cook, noting his acknowledgement of the input of the HHBC Committee and especially President Colm O-Riada, Women's Captain Imogen Binnian, and Men's Captain Jonah Zankl.

ACTION: The President to write on behalf of Council to each of the Honorary Post-holders to thank them for their contribution over the previous year.

3.10. COVID update

Dr Roughley reported that 40 students had recently returned to the College bringing the total resident in college accommodation to approximately 280. Currently 73% of postgraduate students and 60% of the undergraduates were resident in Cambridge and the College was beginning to feel more like a community. She also noted an easing of demand for the College's counselling services, which she regarded as a positive indicator.

3.11. Equality and diversity

Dr Roughley reported that the Communications Manager had been adding more material of interest to the College website and that improvements had also been made to better signpost links to sources of support and where to report (in the College, University, and wider community) for students who had experienced any form of harassment.

3.12. Possible revisions to the College Agenda 2020-21

At the President's suggestion It was agreed that the item could be removed as a standing item.

3.13. Senior Tutor's report (CC3 09)

The Tutor reported the following:

- The undergraduate admissions team had made 20 offers in the second round for 2021 entry. This gave an overall total of 83 offers for 2021 entry (including 30 deferred offers from the previous year) and 42 deferred offers for 2022 entry.
- The award of College scholarships would be considered over the next few weeks.
- Details of the College's involvement in University-wide mental health initiatives.

3.14. Director of Strategy and the Bridge's report (CC3 10)

The Director of Strategy and the Bridge reported the following:

- Opportunities to partner with the NHS/Health Education England were temporarily on hold but would be pursued later in the year.
- The DEFI Oversight Committee had held its first meeting and was in the process of finding and appointing two external members.
- The competitions for Bridge Fellows and Research Associates/Fellows were currently on hold.
- The Impact Leadership Programme had been running for two years and, although it had proved more challenging without in-person events, it had continued to be delivered successfully online.
- The annual report from Bridge Committee would be submitted to Council at its next meeting.

3.15. Bursarial

3.15.1. Bursar's report (CC3 11)

The Bursar reported the following:

- Progress with preparing the 2021-22 budget was on track.
- Two staff surveys were currently being undertaken: satisfaction with staff benefits and, for a third year, the survey of well-being.
- Catering facilities - the Marquee Coffee Shop had reopened; a fundamental review of catering provision, delayed by the pandemic, was now underway.

The Bursar referred to her recent decision to move to a new job, expressing her regret at leaving the College and her commitment to ensure a smooth transition to her successor.

3.15.2. Management accounts update (CC3 12)

The Bursar presented the management accounts to 31 March 2021 and highlighted key areas that had changed since the period to 28 February 2021. The most significant change was an improvement in the forecast deficit owing to an increase in rental income as students returned to the College. She noted that that there remained provision of £160k in the COVID contingency fund.

3.16. Director of Institutional Advancement's report (CC3 13)

The Director of Institutional Advancement reported the following:

- The proposed agreement to provide funding to DEFI was acceptable to DiPont and would be completed when a meeting could be arranged for signature of the contract.
- The Development and Alumni Relations team were busy with the annual fund campaign and, for the first time since 2017, there would be a telephone solicitation campaign.
- An appeal was underway to fund a new prize for outstanding postgraduates – the Philip Johnston Prize - to mark the retirement of the Senior Tutor.
- The *Hughes Magazine 32* would be ready for distribution in early June.
- The first draft of the Social Enterprise Feasibility Study had been received and would be followed up by a series of stakeholder information sessions.
- Much of his time was directed towards working on and expanding the prospect/suspect lists to support projects for DEFI and CCCE.

3.17. *Minutes of Committees: For information**

Council received the minutes of the following committees without discussion:

3.17.1. Unconfirmed minutes Estates Committee, of 22 February 2021 (CC3 14)

3.17.2. Unconfirmed minutes Finance Committee, of 1 March 2021 (CC3 15)

3.17.3. Unconfirmed minutes Bridge Committee, of 17 February 2021 (CC3 16)

3.17.4. Unconfirmed minutes Prevent Committee, of 15 March 2021 (CC3 17)

3.17.5. Unconfirmed minutes House Committee, of 10 March 2021 (CC3 17a)

3.18. Any other Open Business

The President thanked the outgoing MCR President in what he described as the most challenging year for any MCR President.

End of Open Business WS