



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

Ninety-sixth meeting of College Council 7 September 2020

Via video conference

{} 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), Prof Jonathan Powell (Pro-Vice-President, to item 96.9), Mrs Victoria Espley (Bursar), Ms Nicola Gorringe (MCR President), Prof Bill Irish, Dr Philip Johnston (Senior Tutor), Dr Tobias Kohn, Dr Corinne Roughley, Dr Ricardo Sabates, Prof Nidhi Singal, Dr Lars Vinx.

In Attendance: Mr Andrew Grieve (Assistant Bursar, for items 96.8 and 96.9), Mrs Wendy Solomou (Secretary).

Apologies: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Miss Anie Vasileva (MCR Secretary).

OPEN BUSINESS

96.1. Introduction

96.1.1. Welcome to new members

The President welcomed new members, Ms Gorringe, Dr Kohn, Dr Sabates, and Prof Singal, to their first meeting of Council.

96.1.2. Declarations of interests

There were no declarations of interests.

96.2. Minutes and Matters arising from the Open Business of College Council, of 24 June 2020

96.2.1. Approval of minutes (CC96 01)

The minutes were approved as an accurate record, subject to the following amendment following the final bullet point of item 95.4.

[Post-meeting note: Following the meeting it was noted and agreed that the College policy on harassment does include racial harassment. However, the 2017 statement on harassment only covers sexual harassment, which is misleading and should be rectified.]’.

96.2.2. College Council action list: Open Business

There were no items on the action list.

96.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

96.3. President's report

The President noted that it was unusual to hold a meeting in early September, but that much had taken place over the summer and he hoped that everyone had managed to have a break. He predicted that the term ahead would not be easy with ongoing uncertainty about the coronavirus pandemic coupled with Brexit. He also anticipated that the latest round of proposals for future contributions to the USS would cause widespread dissension. Council would therefore need to be thoughtful about the College's capabilities and be agile in its decision-making.

96.4. MCR business

Ms Gorrige introduced herself as the new MCR President and explained that she would also continue in the role of MCR Equality and LGBTQ+ Officer until someone else was elected to the post. She informed Council that the MCR Committee was planning a good mix of in-person and virtual events to welcome freshers in a safe environment.

96.5. College Agenda 2020-21 (CC96 02)

The President explained that the context for the 2020-21 College Agenda was reflected in its Vision and Mission:

Vision: 'We will position the College for the post-crisis period by weathering the storm and regaining strategic momentum on our major initiatives.'

Mission: 'To provide the best possible student education and experience under variable approaches to social distancing, while operating within our means, being prepared to open up more and faster if there is no serious second wave.'

In addition to the departmental agendas (Academic and Tutorial, Bursarial, Communications, Development, and The Bridge) developed by individual College Officers, the Agenda outlined details of four cross-departmental initiatives:

1. Implementing the Covid-19 Recovery Plan
2. Accelerating the programme of action to enhance equality and diversity across the College
3. Implementing the College's Carbon Reduction Policy
4. Continuing with Estate Development plans, pushing for early land purchase

In response to a point made – that it would be important to monitor and identify what could and could not be achieved and to re-evaluate priorities as events unfolded – the President proposed that possible adjustments to the College Agenda 2020-21 should be a standing item on Council's Agenda.

Council approved the College Agenda 2020-21 subject to continued review of its aims and priorities as a standing item on Council's agenda.

96.6. Stay safe at Hughes (CC96 03)

The Bursar and Dr Roughley spoke to the paper, which set out the guidelines to be followed by all those coming into College. The Bursar explained that the COVID measures outlined in the paper mirrored those of the University and other colleges, but also included some that were specific to Hughes. The risk assessments which underpinned the measures would be kept under review by the Silver Operations Team, which met twice weekly, and the guidelines updated, as necessary.

Dr Roughley said that it was important to allow students to have social interaction in a safe environment, and that effective communication across the whole community would be key in encouraging compliance with the COVID measures.

Council approved the strategy.

96.7. Welfare resourcing (CC96 04)

The Bursar and Dr Roughley (Deputy Senior Tutor (Welfare)) asked that Council approve a temporary increase (for one year) of £27k in the 2020/21 budget for health and welfare resourcing. The additional expenditure was required to provide extra support during the COVID pandemic by increasing the College's medical provision as follows:

- Temporary increase in nursing provision from 14 to 24 hours per week during Michaelmas Term (21 September to 11 December). This would extend the range of appointment times for students and allow the nurse additional time for clinical note writing, responding to student emails and attending meetings, all of which had increased since the COVID outbreak.
- Additional resource for mental health support for the rest of the academic year. A specific proposal as to how the support would be provided would be brought to Council in Michaelmas Term. Prof Irish and the MCR President would be involved in developing the proposal.
- Once additional resource for mental health support was in place the hours for nursing provision would be reduced.

Prof Irish gave his support to the proposal and reported that the College Nurse was doing a fantastic job in a difficult and challenging environment.

In response to a question, Dr Roughley confirmed that the College Nurse gets in touch with new students as they arrive and identifies where additional support is needed.

Council approved the proposal for an increase in nursing provision from 14 to 24 hours per week during Michaelmas Term. It noted that the paper contained two errors in the breakdown of proposed weekly totals which should be corrected.

ACTION: The Bursar to re-circulate the corrected paper to Council via the Secretary.

96.8. Catering in Michaelmas term (CC96 05)

The President welcomed Mr Andrew Grieve (Assistant Bursar), who had joined the meeting for items 96.8 and 96.9.

The Bursar spoke to the paper, which provided a detailed timetable for rolling out catering provision and service times in the Dining Hall and in the café, which would operate from the recently erected marquee. She said that arrangements would be reviewed on a regular basis at the College Officers' meeting. If the Welcome Evenings (with a meal) proved successful, then Formal Halls might be organized. However, there were no plans to hold other College dinners, such as those following the City Lecture and Governing Body meetings in Michaelmas Term.

Council approved the proposals for catering services in Michaelmas Term.

96.9. Budget for 2020-21 (CC96 06)

The Bursar presented the proposed forecast income and expenditure budget for 2020-21, which had been recommended by Finance Committee (unconfirmed minutes of the meeting of 3 September included in the paper to item 96.14.2).

Council approved recommending the budget to Governing Body.

The President thanked the Bursar and her team for their work in producing the budget under difficult conditions.

96.10. Revision of policies and procedures and Support for Study Framework (CC96 07a)

Council noted that several of the College's policies and procedures relating to student behaviour and complaints made by students about staff behaviour would be reviewed and revised over the coming months and brought to Council for approval.

Dr Roughley introduced the first of such revisions: a proposed replacement of the Fitness to Study Policy with a Support for Study Framework, which she and the Senior Tutor had drafted. She explained that the proposed Framework addressed shortcomings in the current Fitness to Study Policy which had become apparent in the light of experience. The Framework also took account of updates the University had made to its procedures, in particular the new Procedure to Support and Assess Capability to Study.

Council approved the Support for Study Framework subject to minor edits, including making a reference to College Statute [IX.4]. The final version is included as Appendix A to the minutes of Open Business.

96.11. Equality and diversity

Dr Roughley provided the following update to Council:

1. The Working Group had met on 13 July to review and assign actions.
2. Communication to students: The President had emailed all students on 16 July.
3. Training for Senior Members: 45 seniors had completed training and returned forms to the Compliance Administrator, but the total included only 15 members of Governing Body so further steps would be taken to increase take-up.
4. Publication of diversity data: This was nearly ready: some delays had been caused by the extra time needed to collect staff data owing to staff summer holidays/furlough.
5. Website: The website had been reviewed by the MCR President, and Prof Paul Tracey (a member of the Working Group) had highlighted areas for improvement and provided some examples of good practice elsewhere in the collegiate university. Significant development was

required to bring the website to a good standard, and it was hoped that the new Communications Manager would be able to assist with this.

6. Policies and procedures: The senior leadership team had identified a range of procedures which were in need of review (noted in Paper CC96 07a) and had agreed plans for developing these. The Working Group would concomitantly be drafting a top-level E&D Policy to identify key principles and context and ensure there was clear signposting to the relevant procedures.
7. External consultants: The President, Assistant Bursar and Dr Roughley had had a first meeting with Pearn Kandola (a business psychology consultancy) and received a preliminary recommendation as to the way forward. A follow-up meeting was scheduled for Friday.
8. Induction materials for students: Dr Cole was featured in the introductory videos (which replace Induction Days), outlining his role as BAME champion. The Welfare Workshops, to be run jointly by the MCR and Dr Roughley would also clearly outline issues of race and racial harassment this year.
9. Proposals for enhancing welfare provision: Dealt with in item 96.7.

The President gave a vote of thanks to Dr Roughley and the Working Group.

96.12. Bursar's report (CC96 07b)

The Bursar drew Council's attention to the Blackbaud data breach reported to the College in May 2020. She confirmed that a thorough review of the information shared with Blackbaud had shown that the data breach had involved only a segment of the College's records. The incident had been immediately reported to the Data Protection Officer based at the Office for Intercollegiate Services who had subsequently reported the incident to the Information Commissioner's Office. The College wrote to all individuals whose data had been involved and published a statement to the College website. The incident had also been reported to the National Cyber Crime Centre and to the Charity Commission, which has concluded that the Trustees were dealing with the matter appropriately and responsibly.

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96.13. Senior Tutor's report

The Senior Tutor reported the following:

- Much of his time had been taken up with planning for recovery, monitoring admissions, particularly postgraduate admissions, and responding to requests from students who were interested in studying remotely.
- Inductions for the new intake had been organized, many of which would take place online.
- The 'Hughesians Together' initiative had been launched and there had been a good response from Senior Members offering support.
- Several new Director of Studies would begin work for the College in 2020-21, some covering sabbaticals.

96.14. Minutes of committees

Council received the minutes of the following committees without discussion:

96.14.1. *Confirmed minutes Finance Committee, of 3 February 2020 (CC96 08a)**

96.14.2.*Unconfirmed minutes Finance Committee, of 3 September 2020 (CC96 08b)**

96.14.3.*Unconfirmed minutes Estates Committee, of 2 June 2020 (CC96 08c)**

96.15. Any other Open Business

There was no other Open Business.

End of Open Business WS

Appendix A

Support for Study Framework

Approved by College Council, 7 Sept 2020

1. Scope and Principles

1.1. All students are expected to engage fully with their studies. They will be informed how to access relevant pastoral and academic support, and those with disabilities will be offered reasonable adjustments.

1.2. Hughes Hall addresses any need for support in regard to a student's wellbeing or behaviour primarily in a tutorial context. The student's tutor takes the initial lead, working for the student's best interest, and meeting occasionally or regularly to discuss any issues and their implications. Tutors advise and support their tutees, and may well direct them to:

- their own local doctor
- College Nurse and/or Disability Equality Officer
- Disability Resource Centre (DRC)
- University Counselling Service (UCS), with its Mental Health Advisors and self-help resources
- University Students Unions' Advice Service (SUAS)

1.3. Hughes Hall uses this Support for Study Framework when:

- A student's tutor has given normal tutorial support, yet concerns remain
- A student's health is significantly impacting their academic performance or assessment
- A student's underlying health condition may have contributed to a breach of the College's Rules of Behaviour

1.4. A tutor who is concerned that a student needs further support should liaise with the Senior Tutor and other relevant college officers on a need-to-know basis. If deemed appropriate, the Senior Tutor then initiates the Framework.

1.5. The Senior Tutor has oversight of the Framework and its enactment, and either chairs or appoints a Deputy Senior Tutor (or exceptionally another experienced tutor) to chair the process for each student.

1.6. The Senior Tutor may make an alternative proposal, e.g.

- a) Support the student in applying for intermission (or 'disregard of terms')
- b) Refer the student to the college's Disciplinary Procedure
- c) Refer the student to the university's Procedure to Support and Assess Ability to Study (formerly Fitness to Study Procedure) or its Fitness to Practice Procedure.

2. General Procedure

2.1. The nominated Chair oversees the Framework for the relevant student.

2.2. Everyone is expected to engage fully with this process, and to behave reasonably and respectfully. Abusive behaviour is not acceptable, and may unfortunately lead to disciplinary action separate from the Framework.

2.3. Unless urgent action is necessary, notice will be given for formal meetings of at least 4 working days. The Chair will include the student as much as possible in working to address the presenting issues but may need to continue meetings in their absence. The Chair will appoint a minute-taker, normally from the Tutorial Office, and the minutes will be circulated to all relevant parties, normally within 5 working days.

2.4. The student's tutor will be invited to meetings at all levels, and the student may also be accompanied by another supporter of their choice: a current Hughes Hall student; an advisor from an appropriate university body, e.g. UCS, DRC, SUAS; or a medical or mental health professional. The student should give notice of their name and role at least 2 working days before any meeting.

2.5. A student with a disability should inform the Chair as soon as possible of any requests for reasonable adjustments so that these can be considered and provided where appropriate.

2.6. The Chair is responsible for gathering relevant information prior to meetings. This includes appropriate input from medical and/or mental health professionals, to be shared with relevant parties on a need-to-know basis at all levels. It may also include third-party statements, correspondence, CCTV and other digital records and anything else deemed relevant.

2.7. The Framework will normally be suspended when a student intermits or is referred to another procedure (see 1.6). However, there will normally be a further Framework meeting preceding the student's return from intermission, and may be one following the completion of another procedure.

2.8. Exceptionally the Senior Tutor may propose to the President that immediate precautionary action be taken. This will only occur if the Senior Tutor perceives a significant risk to the student, other students or the college. The proposal may include temporarily excluding the student from college premises and/or suspending the college's responsibility for their study. In this case, the Senior Tutor initiates the Framework immediately at Level B with a Case Conference, and any precautionary action taken must then be reconsidered at its meeting. Any precautionary action taken will be limited and proportionate, and will be reviewed after 21 days.

2.9. If a student is dissatisfied with any part of the Framework process, they should first present their reasons in writing to the Framework Chair or, regarding precautionary action or the

Fitness to Study Panel, to the President. If they cannot reach satisfactory resolution, the student may initiate the college's Grievance Procedure. However, the college reserves the right to proceed with any recommended action if deemed necessary in the circumstances until the Grievance Procedure reaches its conclusion.

3. Level A: Support Review

3.1. For significant or recurring concerns, the Framework Chair convenes a Support Review to be attended by the student and their tutor. The Chair consults the Nurse, the Disability Equality Officer, and where relevant the Director of Studies or postgraduate equivalent, and may invite any of them to attend as appropriate.

3.2. The student will be informed of the purpose of the Review, including a summary of the presenting issue(s).

3.3. At the meeting, the Chair will ensure that the presenting issues are explained, and the student will be asked to respond. Together those involved in the Review will discuss the issues and agree supportive actions. The minutes should reflect any significantly differing perspectives. A student may disagree with aspects of the discussion yet still have the opportunity to benefit from supportive actions.

3.4. Supportive actions should enable the student to engage more effectively with their study. Some supportive actions may need to be agreed in conjunction with the Department or Faculty as well as the student. These actions may include:

- Additional meetings to discuss behaviour or academic work
- Additional study skills, mentoring, interim deadlines, practice exams
- Engagement with disability support, counselling or other health professionals, including further assessments
- Review of reasonable adjustments
- Specifying people with whom communication must or must not be made
- Specifying facilities or buildings which must or must not be used

3.5. The list of supportive actions will be included in the meeting minutes. The student should confirm their agreement to these within 5 working days of receipt. If a student declines to agree, the Chair will consider whether to alter the list, in consultation with relevant parties, or to escalate the matter to a Case Conference.

3.6. A timescale and procedure for reviewing these supportive actions will also be included in the minutes.

3.7. A Support Review meeting may decide that support can revert to the normal tutorial level and that the Framework is no longer needed, or alternatively that the matter must be moved to a Case Conference.

4. Level B: Case Conference

4.1. For immediately serious concerns or where Level A has not been sufficiently effective, the Framework Chair convenes a Case Conference to be attended by the student and their tutor. The Chair consults the Nurse, the Disability Equality Officer, and where relevant the Director of Studies or postgraduate equivalent, and may invite any of them to attend as appropriate. If the student is unable or unwilling to attend, the Chair may proceed in their absence, but will then invite the student to provide a written statement or to arrange for their nominated supporter to attend instead (see 2.4).

4.2. A Case Conference is a significant event with potentially serious consequences, and the student may well find it stressful. All those involved recognise this and will seek to minimise stress as far as possible. The student will continue to be offered support, through their tutor or other college personnel, and information on support available elsewhere, e.g. through SUAS.

4.3. The Case Conference may propose an Action Plan of further supportive actions, including a timeframe for review and potential consequences if the plan is not kept. The student should confirm their agreement to this plan within 5 working days of receipt. If the student declines to agree, the Chair will consider whether to alter the plan, in consultation with relevant parties, or to reconvene the Case Conference, or to refer the student to the college's Fitness to Study Panel.

4.4. The Case Conference may make an alternative proposal, e.g.

- d) Support the student in applying for intermission (or 'disregard of terms')
- e) Refer the student to the college's Disciplinary Procedure
- f) Refer the student to the university's Procedure to Support and Assess Ability to Study (formerly Fitness to Study Procedure) or its Fitness to Practice Procedure.
- g) Refer the student to the college's Fitness to Study Panel to determine whether the student should be required to leave the college temporarily or permanently.

4.5. The Case Conference may also propose to the President that immediate precautionary action be taken if it perceives a significant risk to the student, other students or the college. This proposal may include temporarily excluding the student from college premises and/or suspending the college's responsibility for their study. In exceptional cases the Chair may propose precautionary action before the Case Conference, but this must then be reconsidered at the meeting. Any precautionary action taken will be limited and proportionate and will be reviewed after 21 days.

4.6. The student will receive notification of the outcome within 5 working days, either through the minutes or by email from the Chair.

5. Level C: Fitness to Study Panel

5.1. When a Case Conference refers a student to a Fitness to Study Panel (the Panel), the Framework Chair will notify the Chair of College Council, i.e. the President, who will convene and chair the Panel (or exceptionally may appoint as chair another experienced member of Governing Body). The Panel will have 4-6 members including its chair, all of them members of Governing Body and unconflicted by significant previous involvement with the student. It will include at least:

- three members of College Council
- the Senior Tutor or a Deputy Senior Tutor (or exceptionally another experienced tutor)
- one medical doctor

Any panel member may fulfil more than one of these conditions. The Secretary to Council will act as Panel Secretary.

5.2. The Framework Chair will provide the Panel with minutes from the relevant Case Conference and any other relevant information. The Panel Chair may request further statements, written or oral, from any relevant person. The Panel Chair may also request the student to attend a consultation with a relevant specialist. If the student declines or fails to attend the consultation, the Chair may decide to proceed with the Panel meeting.

5.3. The Panel Secretary will give all parties at least 5 working days' notice of the time, venue and purpose of the meeting; will provide all parties access to the same documents; will invite the student to submit any further documentation at least 2 working days before the meeting; and will then provide access to this documentation to the other parties.

5.4. The student may request to be accompanied by their tutor and another supporter as specified at 2.4. The student should give notice of their name and role at least 2 working days before any meeting and they will be given access to the same documents as the Panel. If the student is unable or unwilling to attend the meeting, the Panel Chair may decide to proceed in their absence but will then invite the student to provide a further written statement or to arrange for their supporter to attend instead.

5.5. The Panel will make its decision regarding the student's fitness to study on the basis of evidence and the balance of probabilities. The 'burden of proof' rests with the college. The Panel has authority delegated from College Council for all decisions, including those noted in Statute IX.4. Its decision will be one of the following:

- a. To suspend the student temporarily from the college, specifying the period which must elapse and/or any conditions which must be met before an application to resume study may be made.
- b. To deprive the student of college membership and exclude them permanently.
- c. To refer the case for consideration under a different college or university procedure.
- d. To make any other recommendation(s) including continued support at Framework Level B.

The Panel has authority delegated from College Council in the case of suspension or expulsion.

5.6. The Secretary will notify the student in writing of the Panel's decision and reasons within 5 working days of the meeting.

5.7. If the student is dissatisfied with the Panel's decision, they may initiate the college's Grievance Procedure. The Grievance Procedure is the final stage of the college's internal procedures. Along with its ruling, it will therefore issue a Completion of Procedures letter directing the student to the Office of the Independent Adjudicator if they remain dissatisfied.

6. Returning to Study

6.1. Return to study after any medical intermission requires satisfactory medical evidence of a student's fitness to resume study and, where necessary, the availability of suitable support services on their return. The evidence of fitness to return is normally provided by the medical practitioner who had previously provided evidence for intermission. The college nurse will also normally meet the student prior to their return. The college must be satisfied with the medical evidence before supporting a request to the appropriate university body for the student's return to study.

6.2. A Case Conference will consider the application to return from any student who intermitted for medical reasons (whether initiated through the Framework or otherwise) and for any intermission under 5.5.a above. The Case Conference may decide:

- a) To permit the student to resume study, subject to approval from the relevant university body and in accordance with any specified conditions or supportive measures made by the college or the university.
- b) To refuse the request to resume study and to specify the period which must elapse and/or any conditions which must be met before any further application may be made.
- c) To refer the case to the University's Procedure to Support and Assess Ability to Study (formerly Fitness to Study).
- d) To refer the case to the University's Fitness to Practise procedure for a medical student.

6.3. Where a Case Conference specifies conditions, it will arrange to monitor the student's compliance and to address any alleged breach. Where a Case Conference proposes supportive measures, it will arrange to monitor their provision and to address any shortfall.

6.4. If a student is dissatisfied with the Case Conference's decision, they should first present their reasons in writing to the Chair. If they cannot reach satisfactory resolution, the student may initiate the college's Grievance Procedure. However, the college reserves the right to proceed with any decision until the Grievance Procedure reaches its conclusion.

6.5. It is the ongoing responsibility of the returning student to maintain their ability to study, though the college will provide appropriate support. The student will remain within the Framework process at Level A or B until they have demonstrated to the Chair's satisfaction that

they no longer need this. Throughout the Framework and beyond, their tutor will continue to provide pastoral care and to ensure that any further support is effective.