



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

Seventy-ninth meeting of COLLEGE COUNCIL 14 November 2018

{} 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 (from item 79.12), Dr Agnieszka Iwasiewicz-Wabnig, 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), Dr Ian Hodge, Ms Lena Milosevic (Development Director).

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

79.7. Introduction

79.7.1. Declarations of Interests

There were no declarations of interest

79.8. Minutes and Matters arising from the Open Business of College Council, of 17 October 2018

79.8.1. Approval of minutes (CC7904)

The minutes were approved as an accurate record.

79.8.2. College Council action list: Open Business (CC7905)

- **77.2.3.** College Council terms of reference. 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.
 - A draft amendment had been subject to further discussion, but had not been approved in time for circulation to Governing Body. The Secretary tabled a suggested amendment, which was approved. It was agreed that it should be submitted to Governance Committee for recommendation to Governing Body in Lent term.

- **76.11.** Grievance Procedure. The Senior Tutor to publish the amended Grievance Policy to the College website.
 - This item can be marked as completed.
- **77.2.2.** Study Centres. 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 President and the Director of Research Translation had received a draft MOU from Dr Barker, but it had not yet been sent to the Bursar. Ongoing.

79.8.3. Matters arising not on the action list

79.8.3.1. {REDACTED}

79.9. Bursar's Report on College Accounts

The Bursar presented the accounts of the College and its subsidiary companies and commented on key areas. She confirmed that Audit Committee had met with the College's auditors to review the accounts and draft management letter to the trustees. She drew attention to the minutes of the meeting (item 79.9.6), which included points of detail raised by Audit Committee.

Council recommended approval of the College accounts (incorporating Hughes Hall Limited, Elizabeth Phillips Hughes Hall Company and Hughes Hall (Hong Kong) Limited) by Governing Body.

79.9.1. Management letter to trustees following the audit to 31 July 2018 **(CC79 06)**

Council noted that the auditors were satisfied that areas highlighted during the audit as requiring attention had all been addressed and that all matters arising from the previous year's audit had been resolved.

79.9.2. Audited RCCA accounts 2018-19 **(CC79 07)**

The following error was noted on page 12, paragraph 5: 'Mr Bill Irish' to be corrected to 'Prof Bill Irish'.

The Bursar asked to be notified of any other errors for correction before the accounts were presented to Governing Body.

79.9.3. Hughes Hall Limited: Directors' report and financial statements **(CC79 08)**

The Bursar explained that there had been relatively low levels of activity during 2017-18 because Hughes Hall Limited had been set up to manage the design and build of Gresham Court.

79.9.4. Elizabeth Phillips Hughes Hall Company: Directors' report and financial statements **(CC79 09)**

The Bursar informed Council that the Elizabeth Phillips Hughes Hall Company had remained dormant in 2017-18, but that she anticipated that it would be reactivated in 2018-19 as a trading company for the College's conference and bed and breakfast businesses.

79.9.5. Audited accounts Hughes Hall (Hong Kong) Limited (CC79 10)

Council received the reports and financial statements of Hughes Hall (Hong Kong) Limited for the twelve months ended 31 December 2017 and for the seven months ended 31 July 2018 (to align the financial year end with that of the College).

The Bursar explained that the company was set up as a tax-efficient vehicle for the receipt of funds from donors based in Hong Kong and that the accounts were audited in Hong Kong and included in the consolidated accounts.

79.9.6. Audit Committee minutes (CC79 11)

Council received the unconfirmed minutes of Audit Committee, of Monday 26 October 2018.

79.10. Investment Committee's annual report to Council (CC79 12)

The Bursar presented Investment Committee's annual report, which summarised the year's investment activities and the longer run performance of the two investment funds.

79.11. Minor privileges of Senior Members (addition of Former Fellows) (CC79 13)

Fellowships Committee had recommended that Council approve granting the same minor privileges to Senior Membership category 'Former Fellow' as those granted to Affiliates.

Council approved the revised list of minor privileges of Senior Members (given in the Appendix).

79.12. MCR Business

The MCR President reported that he and the MCR Accommodation Officer were currently surveying PhD students in their fourth (writing-up year) to establish how many were living in Cambridge and how many would wish to live in College accommodation if it were available to them. He commented that the writing-up year was often the most stressful period of studying for a doctorate and yet the College did not offer accommodation to this group. He said that once the survey was completed the data would be used to inform suggestions for revisions to the College's accommodation policy for the next academic year.

The President agreed that it was important to consider the needs of fourth-year PhD students and for the College to support them throughout their course.

79.13. President's Report

The President commented on the increasing numbers of consultation papers across a range of student-related issues that were being generated within the University and requiring responses from the colleges. Papers were submitted to the Senior Tutors' Committee, the Bursars' Committee, and the Colleges' Committee, and although the Senior Tutor and Bursar were often in a position to make a decision on behalf of the College, this was not the case for the bigger, strategic issues. Very often a response from College was needed within a 1-2 week time horizon, which required an agile approach.

The President therefore proposed that Council approve trialling the use of strategy meetings to discuss the fundamental issues raised by a paper and to give a clear steer as to how the College might respond to a proposed initiative. The Senior Tutor, Bursar and President would alert College Officers, the MCR and members of Council to any paper that required feedback and invite those with a particular interest to form a group to consider its implications and form a response. The President said that he would also alert all GB Fellows so that those with an interest would have the opportunity to be involved in discussions. He suggested that the strategy be assessed at the end of Lent term.

Council approved trialling the strategy.

79.14. Director of Research Translation's Report (CC79 14)

The Director of Research Translation highlighted the following from his report:

- The series of dinners hosted by the President and chaired by Laurel Powers-Freeling to allow fellows to explain their work, their ambitions for how it will find application, and what barriers they faced, were proving to be instructive and valuable. To date, three (out of six) dinners had been held, each yielding distinct and different perspectives, giving a comprehensive picture of what drives Fellows and provoking fresh thinking about achieving translation.
- The Director of Research Translation thanked Dr Hennessey for her helpful advice about tools that could be used for mapping and visualising the information he was gathering. He added that he had recently recruited a part-time intern who would be assessing the visualisation tools as well as working on analysis of the survey.
- The recent event for prospective Research Associate applicants had demonstrated that there was a strong interest in the Bridge amongst the post-doc community and that many were interested in applying to Hughes Hall because they had heard about the Bridge.

In response to a question raised about the signing of an MOU for the Centre for Climate Change Engagement, the President responded that an MOU was not yet in place. The Centre was currently in a first year of development, so the ideal time for drafting and approving an MOU would be towards the end of the academic year, when the agenda for the next five years would become clearer. However, he expressed the view that since the all the funding was being administered through the College accounts there was a higher level of control than if the centre were externally managed. He agreed that an MOU would need be agreed in due course.

79.15. Academic

79.15.1. Senior Tutor's Report (CC79 15)

The Senior Tutor highlighted the following from his report:

- Graduations were Increasing in both number and size - most of them were now attended by 200-300 people (graduands and their guests), which posed a logistical challenge since there was no single room in College with the capacity to hold that number of people.
- There were ongoing discussions within the collegiate University concerning further improvements to the Graduate Admissions Allocator and a proposal would be brought to the Senior Tutors' Committee.

79.15.2. Prevent reporting and welfare reports

The Senior Tutor informed Council that the Office for Students (OfS, which has replaced HEFCE as the Prevent regulator for higher education) released information about its annual report requirements on 23 October 2018. He explained that this year the annual report (which would need to be approved by Governing Body before submission to the OfS by 3 December) had substantial changes to its requirements. These included provision of an enhanced data set return, to include the total number of welfare cases the College had referred for specialist advice and support (for example, to the College Nurse or the University Counselling Service) for the purpose of providing context to the number of Prevent-related referrals and outcomes.

The President reported that many of the Colleges were considering not giving a response to this aspect of the questionnaire on the grounds that the OfS was overreaching its remit: it was the case that the OfS had the regulatory authority to monitor that Colleges were meeting their Prevent-related statutory duties, but it was not the regulator for Colleges (which are regulated by the Charity Commission). However, the OfS had not accepted that it was exceeding its remit and it was unclear what the repercussions would be if Colleges decided not to provide all the requested data in their submissions.

The Senior Tutor proposed that since discussions within the collegiate university were ongoing that the draft annual report to be submitted to Governing Body for approval (at its meeting on 28 November) should include clear rationale for not providing the data on welfare referrals if it was decided that they could not or should not be submitted.

79.16. Bursarial

79.16.1. Bursar's Report (CC79 16)

The Bursar highlighted that she was currently working with the MCR President and MCR Accommodation Officer to incorporate the views of students in developing the accommodation policy for 2019/20.

79.16.2. *Management accounts update: For information (as presented to GB) (CC79 17)**

Council received the management accounts for September 2018 (previously presented to Governing Body on 31 October 2018 [GB60.8.2]).

79.17. Development Office Report (CC79 18)

The President drew attention to the inaugural meeting of the International Group for Development on 15 November. The group would be involved in the initiation of a major fundraising campaign.

79.18. Any other Open Business

It was agreed that Open Business should follow Reserved Business and that from 2019 meetings of Council should start at 5pm.

WS 14/11/2018

Appendix: Senior Members: responsibilities and minor privileges

This list was agreed by College Council on 4 July 14 November 2018

Unless otherwise specified, all Senior Members except Affiliates and Former Fellows have the following.

- Visiting Fellows and Scholars have these during their agreed period of visit.
- Honorary, Life and Quondam Fellows are welcome to fulfil the responsibilities, but not expected to do so.

General Responsibilities

Events – support by attendance

Expertise – contribute as relevant to college

Host new Senior Members – as appropriate

Student support, e.g. hospitality, attending graduations, advice/ help re internships and careers

Specific Responsibilities

GB Membership and trusteeship – Class A-F Fellows only

Duty Fellow at Formal Halls and graduations – Class A-F Fellows only

Committee membership and posts – expected of Class A-F Fellows, possible for other Senior Members as appropriate

General Minor Privileges

Desmond Hawkins' Room (formerly Fellows' Room) – free use, including its IT facilities

Events – invitations to college events, including academic, music, receptions, May Ball

Fitzwilliam Museum – included in college's 'Friend' membership, with access to tours and events

Guest rooms – free when needed for college commitments, otherwise at members' rate

Library – access and borrowing rights

IT support – for software used for college or university work, and for college hardware

Meeting Rooms – free for small private meetings and college events, chargeable for non-college events

Parking – free when spaces available

Publicity – receive Hughes magazine and email updates from President, Development Office, etc.

Punt – free use, fulfilling conditions on MCR website

Van – free to borrow when available, on meeting insurance conditions and paying for fuel

Meal Privileges

a) Standard: 2 meals per week for themselves or guests, of which 4 per term may be Formal Hall: Quondam Fellows, By-Fellows, Associates, Research Associates, Visiting Scholars

b) Fellows: 7 meals per week for themselves or guests, including Formal Hall: Class A-G, Honorary and Visiting Fellows

c) Special dinner invitations, e.g. Post-GB Buffet, Fellows' Guest Nights (groups vary by occasion): Class A-G, Honorary, Visiting and Quondam Fellows, By-Fellows

d) All Senior Members may take additional meals including Formal Halls, for themselves and guests, at their own expense.

Research grant expenses

- a) Fellows in Class A and D who are deemed research-active: a research expenses grant of £750 per academic year.
- b) Fellows in Class B (Research Fellows): £500 per year to support academic and research work (may be accumulated from year to year) plus a further £250 for research travel.
- c) Research Associates: £250 per year to support academic and research work (may be accumulated from year to year) plus a further £250 for research travel.

Affiliates and Former Fellows

Affiliates and Former Fellows have no responsibilities, other than upholding the good reputation of the college.

They will receive occasional email updates and invitations, and may opt to remain on a Subject Group email list.

They may take two normal (midday or evening) meals per term.

They may take additional meals including Formal Halls, for themselves and guests, at their own expense.