



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

One-hundred-and-fifth meeting of College Council 22 June 2021

Via video conference at 5.30pm

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

Present: Dr Anthony Freeling (Chair, President), Mrs Victoria Espley (Bursar), Dr Sonia Ilie (to item 5.7.3), Prof Bill Irish, Dr Philip Johnston (Senior Tutor), Dr Tobias Kohn (to item 5.8), Ms Zainab Rehman (MCR Vice-President (Internal), to item 5.13), Dr Corinne Roughley, Prof Ricardo Sabates, Dr Lars Vinx, Mr Yuchen Zhu (MCR Secretary, to item 5.13).

In Attendance: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement, to item 5.18), Mrs Wendy Solomou (Secretary).

Apologies: Mr Jordan Corbett (MCR President), Prof John Doorbar (Vice-President), Prof Jonathan Powell (Pro-Vice-President).

On Leave: Prof Nidhi Singal.

OPEN BUSINESS

5.1. Introduction

5.1.1. Welcome

The President welcomed Ms Rehman, attending the meeting in place of the MCR President.

He thanked all those who were attending their last meeting - the Senior Tutor, the Bursar, and Dr Roughley - and gave a vote of thanks to the Vice-President and the Pro-Vice-President who would also be stepping down.

5.1.2. Declarations of interests

There were no declarations of interests.

5.2. Minutes and Matters arising from the Open Business of College Council, of 25 May 2021

5.2.1. Approval of minutes (CC5 01)

The minutes were approved as an accurate record.

5.2.2. College Council action list: Open Business (CC5 02)

[4.6] Use of the College signature in communications (CC5 02a)

The Secretary to redraft the paper, which should focus only on the use and format of the College signature.

- Completed. Council approved the advice concerning appropriate use of the College signature in communications.

[3.9] Annual reports from Honorary Post-holders

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.

- Completed.

5.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

5.3. President's report

The President gave a vote of thanks to staff, students, Officers and Fellows for their hard work and forbearance throughout the year. He announced that there had been a recent spike in COVID cases within the university population, although there had been no positive asymptomatic test results within the student households at Hughes.

5.4. COVID update

Dr Roughley gave the following update:

- Following the increase in cases in Cambridge colleges:
 - Within Hughes eleven students were currently isolating following one PCR positive result; in addition, two other students had reported possible symptoms and households had been required to isolate pending results.
 - The Silver Team (Operations) had reviewed risk assessments and adjusted arrangements for events where necessary. The PGCE Completion Dinner had gone ahead as would the BA Dinner and General Admission since these events involved low numbers and most of the guests were other students. However, any events in which mingling played a key part, such as the MCR garden party, had been cancelled at least until 19 July. The marquee bar was popular but required careful management – social distancing measures had been reviewed and capacity reduced. Dr Roughley thanked the Head of Domestic Operation's team for their effective management of events.
 - Dr Roughley requested that Council approve a limit of two visitors per student except for exceptions made in specific circumstances.
- Student testing
 - Students had been strongly encouraged to undergo asymptomatic screening and participation rates had risen.
 - The pooled PCR testing would no longer be offered by the University by the end of the month and students in residence would be encouraged to undertake regular lateral-flow testing.

- Support for students in residence and elsewhere
 - The College counsellor and nurse were very busy, and tutors were working hard to provide support during the main period of examinations.
 - Everyone in student support roles that could not be performed remotely was working in college at least for some of the time. All other staff were continuing to work from home.

Council approved, subject to periodic review, the policy of allowing only two visitors (at a time) per student.

5.5. MCR business

Ms Zainab reported that the MCR Committee was considering how best to rebuild the community over the coming academic year. In the shorter term it was aiming to hold as many Covid-safe events as possible during the final weeks of term and encouraging students to undertake Covid testing and to get vaccinated.

5.6. Centre for Climate Change Engagement (CCCE) - budget and new posts

5.6.1. CCCE budget 2021-22 and five-year plan (CC5 03)

The Bursar spoke to the paper. She reported that the CCCE Oversight Committee had met on 9 June to consider the proposed budget for 2021-22 and the five-year plan and had reviewed the proposed mix of roles from the information presented to them. (She noted that to avoid the identification of information about individuals the same level of detail of individual roles/salaries had not been included in the paper presented to Council.) The CCCE Oversight Committee recommended that Council approve the budget for 2021-22 and the five-year plan.

In response to a question the Bursar confirmed that the costs of redundancy for fixed-term posts had been factored into expenditure.

Council approved the budget and five-year plan contingent upon funds being received by the College.

5.6.2. CCCE new post-doctoral positions (CC5 04)

The Bursar spoke to the paper, which proposed the recruitment of two stipendiary post-doctoral researchers:

- A four-year appointment focusing on public and administrative law related to climate change, salary to start on University Spine Point 37. The post-holder would be supervised by Dr Markus Gehring.
- A two-year appointment (an André Hoffmann Fellowship for the Fourth Industrial Revolution, held jointly with the World Economic Forum, Geneva) focusing on the role of machine learning in supporting the ability of companies and investors to accurately assess and quantify the business risks of climate change, salary to start on University Spine Point 37. The post-holder would be supervised by Dr Emily Shuckburgh, Director of Cambridge Zero and Reader in Environmental Data Science, Department of Computer Science and Technology, where the post would be based.

In response to questions about the starting salary the Bursar said that the remuneration package had been recommended by academic colleagues and that the intention was to recruit at the stated

University Spine Point and not at a higher level. However, if the need arose to adjust the budget it would first be submitted to the CCCE Oversight Committee and to Council for approval, but that she was confident that the budget allowed for a certain amount of flexibility.

Council approved recruiting to the two appointments subject to the receipt of funding.

5.7. Proposed enhancements to staff benefits (CC5 05)

The Bursar reported that at the behest of the Staff Strategy Committee (SSC) the Assistant Bursar had conducted a staff benefits and stakeholder engagement survey, which had been supported by Mr Julian Bond (Associate) and Watermelon Research. At its meeting of 15 June SCC had considered an analysis of the responses and was proposing a series of enhancements to staff benefits to be implemented from 1 August 2021.

The Bursar described the results and findings of the survey, which had achieved a response rate of 90%, before putting SSC's proposals, and the associated costs and benefits, to Council. She noted that the survey had found a good level of happiness among staff (71% happy or extremely happy with their work), although there were lower levels of satisfaction with salary and benefits (35% happy or extremely happy).

5.7.1. Maternity, paternity, and shared parental leave

Council approved the proposal to increase payment from the current statutory minimum to bring the level of payment in line with that of the University, with entitlement to the enhanced payment being subject to an employee working for a qualifying period and returning to work for minimum of 13 weeks. It was agreed that the policy in the Staff Handbook should be updated as follows to reflect the approved proposal:

7.1.7 Contractual Maternity Pay

An employee will be entitled to contractual maternity pay if they have:

- at least one year of continuous service with the College by the 15th week before their EWC
- they intend to return to work following their maternity leave
- met the service and earnings requirements for entitlement to SMP as outlined above [in the Staff Handbook]

Contractual maternity pay is paid for the first 18 weeks of maternity leave at full pay plus a further 21 weeks at Lower Rate SMP. Contractual maternity pay is inclusive of Statutory Maternity Pay. Payment of contractual maternity pay is subject to an employee returning to work for a minimum of 13 weeks after maternity leave. Otherwise the employee will be expected to repay the College the difference between contractual maternity pay and entitlement to SMP.

7.2.1.3 Contractual Paternity Pay

An employee will be entitled to contractual paternity pay if they have met the requirements for entitlement as outlined above [in the Staff Handbook].

Contractual paternity pay is paid at full pay for the duration of the period of ordinary paternity leave.

5.7.2. Pensions

Council noted that the survey had identified pension as a key area of concern and that the current level of employer contribution (to the AEGON stakeholder pension scheme) was among the lower end of the distribution for Cambridge colleges.

Council approved changes to the AEGON stakeholder pension scheme whereby voluntary increases in the level of employee contribution would be met by a sliding scale of increasing employer contribution as follows:

- EE 3%, ER 5% (current levels)
- EE 4%, ER 6%
- EE 5%, ER 7%
- EE 6%, ER 8%

It was further agreed that the Assistant Bursar should explore the option of offering a pension salary exchange scheme (also known as 'salary sacrifice').

ACTION: The Bursar to advise the Assistant Bursar to further explore the option of offering a pension salary exchange scheme.

5.7.3. Other staff benefits

Council noted that that a high number of respondents had expressed a desire for help towards private medical cover and discounted membership of gyms and swimming. In response to this finding SSC proposed that the College subscribe to a healthcare plan called Medicash which would offer employees contributions towards the cost of healthcare and to discounted membership at gyms and health clubs.

One member of the committee expressed strong reservations about supporting the private healthcare sector by subscribing to the plan. However, the consensus was that staff would value the benefits and that the plan offered reimbursement towards services that were not generally provided free of charge by the NHS, such as routine dental treatment and eye tests, as well as complementary health services.

Council approved subscribing to the Medicash healthcare plan at the Level 1 of cover.

The final proposal was for the College to offer employees an annual season ticket loan, a benefit mentioned by several of the respondents.

Council approved offering employees a season ticket loan of up to £1,350 per annum.

Council agreed that a follow-up survey of staff benefits should be conducted in one year's time to monitor the effect of the changes to the staff benefits package.

ACTION: The Bursar to advise the Assistant Bursar to organise a second survey of staff benefits and stakeholder engagement in one year's time.

5.8. Response to Protect consultation (CC5 06)

Council received the College's draft response to a consultation from the Government regarding the introduction of a statutory Protect Duty. The draft response had been prepared with input from the Office for Intercollegiate Services (OIS), which had coordinated responses from members of the

University Advisory Group on Security (UAGS) that had been given in preparation for the University's response to the consultation.

The Protect Duty would apply to all owners or managers of 'publicly accessible spaces' and was not specifically aimed at higher education institutions. The legal duty would be to develop and provide security measures to protect the public, and to develop the capability to respond in the event of a terrorist attack. For universities the Protect duty would sit alongside *PREVENT* as part of the Contest (counterterrorism) strategy.

Council approved the draft response, noting that the Senior Tutor would approve any final edits before the response was submitted by the deadline of 2 July.

5.9. Mechanisms for dealing with variations in college postgraduate numbers (CC5 07)

The President spoke to a draft paper (authored by the First Bursar of Kings and Chair of the Bursars' Committee) which proposed mechanisms by which the collegiate university would deal with variations in postgraduate numbers to protect the poorer colleges.

Council approved supporting the proposals, which would be considered by the University via its Planning and Resources Committee (PRC) and the colleges via the various intercollegiate committees and led by the Colleges' Committee.

5.10. Summary of FOI and SAR requests received by the College 2020/21 (CC5 08)

Council received a summary of Freedom of Information (FOI) requests and Subject Access Requests (SAR) submitted to the College from 1 September 2020 to 15 June 2021.

5.11. Equality, diversity, and inclusion (EDI) moving forward (CC5 09)

Dr Roughley (Chair of the Equality and Diversity Working Group) spoke to the paper, which proposed replacing the current Working Group with a formal committee (to include Senior Members, students, and staff), with a clearly defined remit to progress the aims for improving equality, diversity, and inclusion across the College, as stated in the 2020-21 College Agenda [CC96.5] and agreed by Council to be a continuing priority [CC100.10].

Dr Roughley noted that the committee would need an allocation in the budget, to allow for expenditures such as the engagement of external consultants and administrative support.

Council supported the proposal, and it was agreed that Dr Roughley should submit a proposed budget for the committee and associated initiatives/activities, to be included in the restated budget for 2021-22.

ACTION: Dr Roughley to submit a budget to support the proposed EDI committee and associated initiatives/activities, to be included in the restated budget for 2021-22.

ACTION: The Secretary to refer Council's request for the establishment of an Equality, Diversity, and Inclusion (EDI) Committee to Governance Committee.

5.12. Minutes of Committees

Council received the minutes of the following committees without discussion:

5.12.1. Confirmed Minutes CCCE Oversight Committee, of 24 Nov 2020 (CC5 10a)

5.12.2. Unconfirmed minutes Bridge Committee, of 5 May 2021 (CC5 10b)

5.12.3. Unconfirmed minutes House Committee, of 19 May 2021 (CC5 10c)

5.12.4. Unconfirmed Minutes CCCE Oversight Committee, of 9 June 2021 (CC5 10d)

5.13. Any other Open Business

5.13.1. Centre Manager post for DEFI (CC5 10e)

Council approved the recruitment of a Centre Manager for DEFI, subject to the receipt of funding, noting that the post had been included in the budget for DEFI approved by Council on 27 April 2021 [CC3.21].

End of Open Business WS