



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

One hundred-and-fifteenth meeting of College Council 15 November 2022

Council Room at 4.30pm

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

OPEN BUSINESS

Present: Sir Laurie Bristow (Chair, President), Prof Nidhi Singal (Vice-President, from item 15.2.3.1), Miss Kudzai Chivenga (MCR President, to item 15.16), Miss Maxine Hanson (MCR Secretary, to item 15.16), Dr Sonia Ilie, Prof Bill Irish, Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof Ricardo Sabates (from item 15.15.2.3.1), Dr Carole Sargent.

In Attendance: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Mr Andrew Grieve (Assistant Bursar, to item 15.11.3), Mrs Wendy Solomou (Secretary).

Apologies: Dr Yury Korolev, Ms Mahnaz Malik, Dr Lars Vinx.

15.1. Introduction

15.1.1. Welcome

The President welcomed Mr Grieve to the meeting. He reminded Council that it was important to be mindful and include due consideration of sustainability and EDI (Equality, Diversity, and Inclusion) issues throughout the meeting.

15.1.2. Declarations of interests

There were no declarations of interests.

15.2. Minutes and Matters arising from the Open Business of College Council, of 4 October 2022

15.2.1. Approval of minutes (CC15 01)

The minutes were approved as an accurate record.

15.2.2. College Council action list: Open Business

There were no items outstanding.

15.2.3. Matters arising not otherwise on the agenda

15.2.3.1. [CC11.5] Update from the EDI Strategy Group

The Vice-President reported that the co-Chair of the EDI Strategy Group, Prof Kishore Sengupta, had held consultative meetings with various groups within the College to formulate a vision but progress on identifying potential members to join an EDI Committee had not been made. The pros and cons of formally establishing an EDI Committee had been discussed at Governance Committee's meeting of 31 October 2022 and the Committee had concluded that it would be preferable to embed EDI strategy within existing College structures rather than setting up a separate committee. Governance Committee therefore recommended that chairs of committees should remind its members to give due consideration to EDI issues throughout their meetings; and that Officers and Post-holders reporting to Council should include information about any objectives, initiatives, and achievements regarding EDI in their twice-termly reports. Governance Committee also recommended establishing regular communication with students about the various ways the College's EDI strategy was being progressed (for example, via the newsletters sent out each week by the President and the Senior Tutor). Council noted that improvements on the ground were being made (of which Prof Singal cited a broad range of examples) both in terms of action and in embedding a culture/awareness of inclusivity within the College community and amongst key members of staff responsible for operations.

Council approved Governance Committee's recommendations. It was agreed that communications should be two-way conversations with an open invitation to all – students, staff, senior members and alumni/ae – to participate and opt in to targeted email lists/discussion groups/events.

15.3. Decisions made by circulation since the meeting of 4 October 2022

15.3.1. * Draft RCCA Accounts 2021-22 Trustees' report (CC15 02)**

Council noted that the draft Trustees' report had been circulated for feedback from Council members.

15.4. Review of Council's composition and terms of reference (CC15 03)

Council did not make any recommendations for changing the constitution or remit of Council.

15.5. President's report

The President reported the following:

- From discussion at Fellowships Committee (9 November). It had been agreed that there needed to be strategy for determining the size and shape of the senior membership, addressing both immediate needs and in the longer term. This included acquiring a granular sense of gaps and needs in skills for trustees and committee members; clarifying mutual expectations between the College and the 16 categories of senior membership; and collecting and holding diversity data.
- From the Fireside Chats. To date 28 Fellows had attended one of seven meetings. The main themes discussed had centred on desired values and aspirations, the size of the College and development of the estates, and the general direction of travel.

- A series of meetings with Fellows was timetabled to discuss future strategy and direction for the Bridge and the Bridge centres, and a stocktake of progress to date.
- Colleges Committee. There had been a vigorous and lively date concerning the publication of the Higher Education (Freedom of Speech) Bill which will give education institutions (and student unions) a new duty to defend free speech for staff members, students and visiting speakers.

15.6. MCR business

The MCR President reported that the MCR Committee was focussing on improving MCR Officers' understanding of their respective roles and modes of communication. At the next MCR Committee meeting the President, Secretary, and two Vice-Presidents would consider what might be done to improve the mix and number of Officers and the definitions of their roles with the aim of implementing amendments to the constitution before the elections in Lent Term. The Bursar offered to help the Committee in developing any amendments.

Council gave a vote of thanks to Miss Kudzai and the MCR Committee for their excellent work in re-establishing a sense of community as the College had come out of lockdown.

15.7. Annual report of Investments Committee to Council (CC15 04)

The Assistant Bursar presented the annual report for the financial year to 31 July 2022, which had been approved by Investments Committee.

- {[REDACTED]}

15.8. {[REDACTED]}

Council approved the proposal.

15.9. Director of Research's annual report to Council

The Director of Research, Prof Singal, gave a verbal report to Council.

- The recent competition to recruit new Research Fellows and Research Associates had been very successful with the highest number of applicants to date.
- The post-doctoral community was thriving and functioning well. A search was underway for a new Research Convenor.
- A research symposium for Senior Members would be planned to follow the President's current round of fireside chats.
- The Director of Research and the Senior Tutor were liaising to consider how academic events could be used to bring about greater contact between Senior Members and students.

15.11. Bursarial:

15.11.1. Bursar's Report (CC15 07)

Council received the Bursar's report which included:

- **2021/22 audit** –The audit had gone well, and the Bursar acknowledged the hard work of the Finance Team. The RCCA group financial statements would be submitted to Governing Body for approval on 30 November.
- **{[REDACTED]}**
- **Accommodation** – The Accommodation Manager had left the College and the Housekeeping Manager had taken over managerial responsibility as Accommodation & Housekeeping Manager, reporting to the Head of Domestic Operations. Recruitment for an Accommodation Coordinator was underway.
- **Catering and conferences** – Recent student feedback about college food and formal halls had been very positive.
- **Facilities** – Over the next few months the Head of Facilities would be commissioning works to improve accessibility across the site.
- **EDI initiatives** – There has been a good uptake for the College's onsite English language classes for non-native speakers with eleven members of staff currently taking classes.

15.11.2. Management accounts to 31 October 2022 (CC15 08)

The Assistant Bursar presented the management accounts to 31 October 2022 noting that the forecast outturn remained in line with the restated budget (RF1) for 2022/23, agreed by Governing Body on 26 October 2022.

15.11.3. *Update on IT strategy (CC15 09)**

Council received the report giving an update on IT strategy without discussion.

15.11.4. Proposed accommodation booking system (CC15 10)

The Assistant Bursar spoke to the paper which proposed the implementation of an accommodation booking system to replace the current one. He reminded Council that the principal aim of the applications strategy (as outlined in the IT strategy paper received by Council at its last meeting [CC14.10.5]) was to focus on the removal of Portal and Papers (management system for committee papers) from the environment and replace their various functions with 'off the shelf' third-party packages wherever possible and to reduce the College's reliance on in-house developed systems.

{[REDACTED]}

Council approved the proposal.

15.12. Senior Tutor's Report (CC15 11)

Council received the Senior Tutor's report which included:

- Summary of the current round of undergraduate applications by Tripos. Overall numbers were slightly up on the previous year.
- Together with the Head of Wellbeing and Welfare the Senior Tutor was undertaking a review of the College's Support for Study policy to align it with the University's implementation of a stepped care model. The Senior Tutor had joined the University's Strategic Review of Mental Health Stepped Care Task & Finish group.
- Report from the Academic Skills Librarian
- All Tutor Champion roles had been filled, and details posted to the College website.

The Senior Tutor reported that the three new members of staff had settled in well and were making a strong impact.

15.13. Director of Institutional Advancement's report (CC15 12)

Council received the Director of Institutional Advancement's report which included:

- Annual fundraising: recent commitments from alumni and plans for initiatives including the Michaelmas Term appeal and 2023 Telephone campaign.
- Upcoming events for alumni
- Travel plans: US East coast in early December, India (New Delhi and Mumbai) in March, UAE (Dubai) in March (events to be hosted and supported by alumni); plans for visits to Hong Kong, Singapore, and Korea (Seoul) in April, depending on alumni support, and for the President to visit Singapore in June.

In response to a question concerning the necessity of overseas travel Mr Conner said that it was important to re-establish links and face-to-face contacts following the travel restrictions of COVID.

15.14. Director of Strategy and the Bridge's report (CC15 13)

Council received the Director of Strategy and the Bridge's report which included:

- An update on the focus of the meeting of the CCE Oversight Committee (13 October) and for the upcoming meetings of Bridge Committee (16 November) and DEFI Oversight Committee (17 November).
- Prof Caroline Trotter had initiated an exploratory discussion of possible topics to pursue under a broad 'health' theme with interested Senior Members.
- Communications. Following the Bridge student induction showcase at the beginning of term, each Bridge centre was considering how to build on the interest shown. Some centres had devised specific student-facing activities and invited students to other planned events. Support had been provided to the MCR's series of academic discussions/panels held on Thursday evenings, which have been well attended and brought students and seniors together.

15.15. *Minutes of committees**

Council received the minutes of the following committees without discussion:

15.15.1. Unconfirmed minutes Investments Committee, of 10 October 2022 (CC15 14)

15.15.2. Unconfirmed minutes Finance Committee, of 17 October 2022 (CC15 15)

15.15.3. Unconfirmed minutes Development Strategy Group, of 12 October 2022 (CC15 16)

15.15.4. Unconfirmed minutes Estates Committee, of 19 October 2022 (CC15 17)

15.16. Any other Open Business

There was no other Open Business.

End of Open Business WS