



HUGHES  
HALL

UNIVERSITY OF CAMBRIDGE

## COLLEGE COUNCIL

### Confirmed minutes

#### One hundred-and-eighth meeting of College Council 18 January 2022

#### 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 Nidhi Singal (Vice-President), Mr Jordan Corbett (MCR President, to item 8.12), Dr Sonia Ilie, Prof Bill Irish, Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof Ricardo Sabates, Dr Carole Sargent, Dr Lars Vinx, Mr Yuchen Zhu (MCR Secretary, to item 8.12).

**In Attendance:** Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Ms Emily Farnworth (for item 8.12), Mrs Wendy Solomou (Secretary).

**Apologies:** Dr Tobias Kohn, Dr Yury Korolev.

### OPEN BUSINESS

#### 8.1. Introduction

##### 8.1.1. Welcome

The President welcomed Dr Sargent as a new member, noting that she had served on Council previously.

##### 8.1.2. Declarations of interests

There were no declarations of interests.

##### 8.2.1. Approval of minutes (CC8 01)

The minutes were approved as an accurate record.

##### 8.2.2. College Council action list: Open Business (CC8 02)

###### [7.7] Update to annual report of Investments Committee to Council (CC8 03)

The Secretary to circulate the investment screening data to be provided by the Assistant Bursar.

- Completed. The President explained how the screening data were derived and, in response to a question, clarified that screening data for fossil fuels were not included in the report, although could be requested. It was agreed that the annual report of

Investments Committee should, in future, include the screening data, and that data for the College's exposure to fossil fuels be requested.

### **8.2.3. Matters arising not otherwise on the agenda**

There were no other matters arising.

### **8.3. President's report**

The President reported that in view of the limited time remaining for his presidency he intended to focus on four areas in particular:

- Progressing the strategy for the development of the College's estates {[REDACTED]}
- Supporting the Senior Tutor and the Bursar in their first year.
- Securing the future of the Bridge and establishing the necessary framework of governance and management structures to support the Bridge centres.
- Celebrating surviving the COVID pandemic and the College's successes over the last eight years with the College community.

### **8.4. MCR business**

The MCR President reported the following:

- Following the spiking incident at the Bop the MCR Vice-President (Internal) had led an Open Hall meeting to receive ideas from the MCR about running events which would inform discussions with the Bursar, Senior Tutor, and Domestic Bursar and the development of the new protocols.
- The MCR had held discussions on catering, and he would be bringing a paper to House Committee. A further Open Hall meeting was planned for 23 January to discuss other matters.
- The May Ball was planned for 18 June and a May Ball Committee had been established and two co-Presidents appointed.

### **8.5. COVID update**

The Senior Tutor gave the following update:

- It had been relatively quiet in College over Christmas and the number of reported infections was low among students (two cases in private accommodation and one in the College).
- There had been positive, recent changes to government policy relating to rules on isolation and quarantine and when confirmatory PCR tests were required, which would be reflected in an update to email templates and advice on the college website.
- The University's testing and asymptomatic testing programme would run for the first two weeks of term; the University would then consider what to offer thereafter, including whether to rely on lateral flow tests rather than a PCR testing programme. There was no change to the University's policy of offering in-person teaching in Lent term, but face coverings were now required in education settings, and the College's policy was for face-coverings to be worn in supervisions.
- Students were returning to College as planned with very few requests for remote study.

## **8.6. Incident report (CC8 04)**

The Bursar informed Council that following events at the college bop on 26 November (reported to Governing Body at its meeting of 1 December 2022 [GB79.3]) he had led an investigation into the circumstances around the reported spiking incident and allegations of sexual harassment and a review of College procedures for running such events.

He confirmed that there had been insufficient evidence for the police to take the matter further and that the College had not received a formal complaint of sexual harassment.

He proposed that a summary of his report and recommendations be reported to the entire College community. He requested Council to approve the statement to be circulated and the three key recommendations of his report:

1. A revised set of protocols needs to be developed that covers all bops and similar events. These should be developed in consultation with all the key stakeholders. These protocols and procedures will include details on venue suitability, planning timeframes, security staff and welfare arrangements, guest policies, bar management and communications. No future events should be held until such revised protocols are agreed and published.
2. Awareness training for staff, security personnel and students around issues to do with sexual harassment and the risks of spiking should be introduced as soon as is practical.
3. Alongside the revised protocols, a term-by-term schedule of all events, not only bops, should be agreed in advance and regularly reviewed by the College with the appropriate members of the MCR.

Council approved the recommendations and statement subject to the following amendments to the statement, the final drafting to be delegated to the Senior Tutor and Bursar:

- State that the police investigation was closed.
- Clarify that the College had not received any formal complaints of sexual harassment.
- Clarify that the stakeholders involved in developing the protocols would include equal number of students and staff (three of each).

It was further agreed that the statement would not be released until the students who had first raised the issue had been informed of its content and given the opportunity to comment via their Tutors.

## **8.7 Bursarial**

### **8.7.1. Bursar's report (CC8 05)**

The Bursar's report included the following:

- A detailed summary of current vacancies and progress with recruitment. The Bursar noted that the Domestic Bursar had resigned, and that the role would be restructured slightly (the Accommodation Manager would report to the Education Manager), and the post advertised as 'Head of Domestic Operations'.
- As of 1 December 2021, sixteen members of staff had been awarded a pay increase (from the Real Living Wage to the Cambridge Living Wage). All staff were now paid at least at the level of the Cambridge Living Wage.
- **{[REDACTED]}**

- The weekend brunch service, which had been suspended temporarily [CC7.8], had been reinstated from 15 January.
- {[REDACTED]}

### 8.7.2. IT audit (CC8 06)

The Bursar proposed an external audit of the College's IT systems to identify areas of potential weakness and to feed into discussions on future strategy (for example, on the future of in-house systems such as Portal and Papers). A comparison of services, fees and timescales offered by a range of potential providers was presented in the paper and Bailey and Associates recommended as the preferred company to undertake the audit.

Council approved the appointment of Bailey and Associates (and associated costs) to conduct the audit during January to February 2022.

### 8.7.3. Management accounts update (CC8 07)

The Bursar presented the management accounts update for the period to 31 December 2021 (month 5), He noted that the year-end forecast for administrative expenditure had been adjusted to account for expenditure (mainly for Legal and Professional Fees relating to HR matters) that had been unbudgeted. Given that it was unlikely that the full £300k of the contingency fund for dealing with COVID would be required he requested that Council approve the reallocation of £50k to administrative expenditure.

Council approved the reallocation.

### 8.8. Senior Tutor's report (CC8 08)

The Senior Tutor highlighted the following from her report:

- **Undergraduate admissions** – 35 offers had been made from the winter pool (15 for 2022 and 20 for 2023) with a few more interviews to take place. The number of offers to those applying for Law had been reduced in comparison to the previous year, which had seen a particularly high intake. Dr Vinx (Law Fellow) confirmed that the Law Faculty had asked colleges to reduce the intake of undergraduates in Law.
- **Postgraduate admissions** – to date the College had made 41 offers, including 9 to PhD applicants.
- **Study skills support** – the new programme to support writing skills was being piloted and there had been a good take up for the workshop on offer.
- **University consultation for a mid-term break** – the Senior Tutor responded to the survey on behalf of the College She reported that there was widespread agreement across colleges that the proposed mid-term break was a poor solution to a real problem of workload for students.

### **8.9. Director of Institutional Advancement's report (CC8 09)**

The Director of Institutional Advancement reported the following:

- The new Alumni Relations and Events Officer had joined the Development Office and recruitment for a Database and Gifts Officer was underway.
- The Michaelmas fundraising appeal, which had focused on student support had raised just over £8k. Substantial fundraising activities were planned for the Lent and Easter terms.
- **{[REDACTED]}**
- HH magazine issue 33 had been issued and work had commenced on producing issue 34.

### **8.10. Director of Strategy and the Bridge's report (CC8 10)**

The Director of Strategy highlighted the following from this report:

- He would be meeting with the University team and their legal advisors on 18 January to learn more about trademarking and brand protection.
- The Seniors Symposium, held on 10 November, had been attended by 40 Senior Members who had positively enjoyed re-engaging at the first in-person event in over 18 months.
- There would be a showcase for the four Bridge Centres and the Impact Leadership Programme (ILP) at an open event for students and other college members on 3 February.

### **8.11. Minutes of committees**

Council received the minutes of the following committees without discussion:

**8.11.1.\*\*\*Unconfirmed minutes Admissions Committee, of 23 November 2021 (CC8 11)**

**8.11.2.\*\*\* Unconfirmed minutes Finance Committee, of 18 October 2021 (CC8 12)**

**8.11.3.\*\*\*Unconfirmed minutes Bridge Committee, of 24 November 2021 (CC8 13)**

**8.11.4.\*\*\*Unconfirmed minutes Staff Strategy Committee, of 13 December 2021 (CC8 14)**

**8.11.5.\*\*\*Unconfirmed minutes Prevent Committee, of 23 November 2021 (CC8 15)**

**8.11.6.\*\*\*Unconfirmed minutes CCCE Oversight Committee, of 11 November 2021 (CC8 16)**

**8.11.7.\*\*\*Unconfirmed minutes DEFI Oversight Committee, of 28 October 2021 (CC8 17)**

### **8.12. Any other Open Business**

**{[REDACTED]}**

End of Open Business WS