



HUGHES  
HALL

UNIVERSITY OF CAMBRIDGE

## COLLEGE COUNCIL

### Confirmed minutes

#### One hundred-and-ninth meeting of College Council 22 February 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), Dr Sonia Ilie, Prof Bill Irish (from item 9.3), Dr Tobias Kohn, Dr Yury Korolev, Dr Tori McKee (Senior Tutor, to item 9.20), Mr Jonathan Newby (Bursar), Prof Ricardo Sabates, Dr Carole Sargent, Dr Lars Vinx (to item 9.20).

**In Attendance:** Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Ms Emily Farnworth (Co-Director of the Centre for Climate Engagement, for item 9.10), Mr Andrew Grieve (Assistant Bursar, to item 9.8), Mrs Wendy Solomou (Secretary).

**Apologies:** Mr Yuchen Zhu (MCR Secretary).

### OPEN BUSINESS

#### 9.1. Introduction

##### 9.1.1. Welcome

The President welcomed Mr Grieve to the meeting and informed Council that Ms Farnworth would be joining for item 9.19 to field questions.

##### 9.1.2. Declarations of interests

There were no declarations of interests.

#### 9.2. Minutes and Matters arising from the Open Business of College Council, of 19 January 2022

##### 9.2.1. Approval of minutes (CC9 01)

The minutes were approved as an accurate record.

### **9.2.2. College Council action list: Open Business (CC9 02)**

[8.12] CCE funding bid (under Any Other Business)

The Bursar to set up a working group which would examine the costs and deliverables of the two funding bids.

- Completed. (See item 9.10)

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

There were no other matters arising.

### **9.3. President's report**

The President reported that, following the Government's recent announcement concerning the lifting of the remaining COVID legal restrictions, the parallel rules in College would no longer be enforced.

However, members of the College community would be advised to stay at home if they had symptoms or tested positive for COVID, to consider wear face coverings in crowded indoor areas and asked to be considerate and thoughtful towards those who remained anxious about the removal of restrictions.

The President informed Council that, with the opening up of College, the new Conference Officer, the Programmes Manager, and the Head Chef would be meeting with College Officers to re-establish protocols for planning and booking events. In response to a question about setting up an automated room-booking system, Dr Sargent said that there was an online system for staff to provisionally book rooms (the booking to be approved by the Conference Office), but that it was not available to other members of the College. The Bursar acknowledged that the system for booking rooms ought to be more straightforward and that the issue would be addressed, although it was unlikely that there would be a quick-fix solution.

### **9.4. MCR business**

The MCR President announced that the current committee would start a handover to a new committee during the Easter break in preparation for the official handover from the first week of the Easter term. He said that 24 students had shown interest in standing for election, which was an encouraging increase on the previous year. Hustings would commence from 2 March and the results announced on 5 April.

#### **9.4.1. Proposed changes to the MCR constitution (CC9 03)**

The MCR President informed Council that, in addition to the proposed changes outlined in the paper, further amendments to deal with a proposed change of name for the MCR (Middle Common Room) would be brought to the next meeting.

Council approved the following changes (the amended constitution is included in the appendix to the minutes of Open Business):

- Re-definitions of the Vice-President (Internal) and Vice-President (External) roles
- New role of Communication Officer (remit to include internal communications, formerly the responsibility of the Vice-President (Internal))
- Renaming of 'Accommodation Officer' as 'House Officer' and widening of the role's remit to include catering and operational queries

- Establishment of an Events Committee to comply with the new College protocols for running events

However, Council did not approve the proposal to divide the two Equality Officers' roles between a new role, Equality, Diversity and Inclusion (EDI) Officer, and the Equality and LGBTQ+ Officer. It was argued that 'EDI' covered all protected characteristics, whereas LGBTQ+ covered a subset; subsequently there was a lack of clarity in the remit of each role. One suggestion for revision was to consider having a single EDI Officer with champions for each strand represented on the Equality sub-committee. Council also asked that the MCR reconsider the stipulation that the EDI Officer should be normally limited to a student who self-identified as being from an ethnic minority or having a disability, given the wider remit of the role and the lack of any such stipulation for other committee roles.

It was agreed that the MCR President would discuss further revision on these points with the MCR and then consult a subset of Council members via the Senior Tutor.

#### **9.5. Unregulated undergraduate College fees for 2023-24 (CC9 04)**

The Assistant Bursar presented the proposed College undergraduate tuition fee for 2023-24 for students who pay the unregulated fee (which includes all students with Overseas fee status, and students with Home fee status who are studying for a second undergraduate degree in subjects other than architecture, medicine, or veterinary medicine).

{REDACTED}

Council approved the proposed fee and the associated terms and conditions.

#### **9.6. Accommodation allocation policy for 2022-23 (CC9 05)**

The Bursar presented the Accommodation Allocation Policy for 2022-23. He explained that the proposed changes were minor (for example, updates to dates and further clarification of definitions), but that the principles of allocation remained unchanged from the previous year's policy.

Council approved the Accommodation Allocation Policy for 2022-23.

#### **9.7. Accommodation prices for 2022-23 (CC9 06)**

The Assistant Bursar described the key factors determining changes to accommodation charges. He proposed a 4.0% inflationary increase for 2022-23 across all pricing bands with effect from 1 September 2022.

He explained that the proposal followed a review of expected costs for 2022-23 (which were particularly impacted by rising inflation and soaring energy costs) and a benchmarking exercise against student accommodation throughout Cambridge (described in the paper), as well as feedback from students and discussions with the MRC Committee.

Council approved the proposed accommodation fees for 2022-23.

### **9.8. Charges and fees for Hong Kong University Visiting Fellows for 2022-23 (CC9 07)**

The Assistant Bursar spoke to the paper and explained that the charges for the HKU Visiting Fellows consisted of accommodation charges and a College fee.

Council requested further information concerning the setting of the fee component. It was agreed that the proposal be brought back to the next meeting.

### **9.9. Annual report of the Data Protection Officer for the Colleges (CC9 08)**

Council received the report without discussion.

### **9.10. Centre for Climate Engagement funding (CC9 09)**

The President welcomed Ms Farnworth to the meeting.

{REDACTED}

### **9.11 Bursarial:**

#### **9.11.1. Bursar's report (CC9 10)**

The Bursar's report was received without discussion. His report covered the following:

- COVID update
- Update on staff vacancies and recruitment across departments
- Initial findings of an external IT audit which had recently completed
- College participation in the Green Impact Awards

#### **9.11.2. Management accounts update (CC9 11)**

The Bursar presented a summary of the management accounts to 31 January 2022 (Month 6). There were no questions raised.

### **9.12. Senior Tutor's report (CC9 12)**

The Senior Tutor's report was received without discussion. Her report covered the following:

- October undergraduate admissions round – 31 places offered for entry in 2022 and 23 for 2023 (excluding the offers for the Graduate Course in Medicine, which is subject to a quota of 10 places per year)
- Update on the postgraduate applications round
- Feedback from the pilot programme of writing support for masters' and undergraduate students

### **9.13. Director of Institutional Advancement's report (CC9 13)**

The Director of Institutional Advancement's report was received without discussion and covered the following:

- A new database manager would be joining the Development Office in March

- The recent legacy promotion in the US had produced an offer of a significant legacy to fund scholarships
- A series of online events had been scheduled for the President to bid farewell to alumni
- Current funding bids to support CCE and DEFI

Mr Conner also reported that the final tranche of a £562,000 legacy had recently been received and that an alumnus from Hong Kong had made a second donation of £100,000.

#### **9.14. Director of Strategy and the Bridge's report (CC9 14)**

The Director of Strategy and the Bridge's report was received without discussion and covered the following:

- Update on Bridge centres and project activity
- The recent show case for the Bridge Centres and the Impact Leadership Programme (ILP), which had been well attended
- Governance and finance of the Bridge Centres

He also reported that the two post-doctoral researchers had been recruited for the NHS/Health Education England (HEE) evaluation projects.

#### **9.15. Minutes of committees**

Council received the minutes of the following committee without discussion:

##### **9.15.1. \*\*\*Unconfirmed minutes Development Strategy Group, of 8 February 2022 (CC9 15)**

#### **9.16. Any other Open Business**

##### **9.16.1. Next meeting – in person, online or hybrid**

Council agreed that future meetings should be held online.

End of Open Business WS



### **Hughes Hall MCR Constitution**

Last updated: 15<sup>th</sup> February 2022

Ratified by College Council: 22<sup>nd</sup> February 2022

#### **Article 1: Name**

**1.1** Throughout this document MCR shall stand for *Hughes Hall Middle Common Room*.

#### **Article 2: Objectives**

**2.1** To promote the wellbeing of the membership.

**2.2** To foster and make provision for the intellectual, cultural, recreational, social, and sporting activities of the membership.

**2.3** To represent the opinions of members to the appropriate bodies, both within and outside the College.

**2.4** To do all such things as agreed by the membership at General or Extraordinary Meetings.

**2.5** To ensure that the MCR's policies, activities and spending are organised and conducted in a sustainable manner.

#### **Article 3: Democracy**

**3.1** The MCR shall operate in a fair and democratic manner.

#### **Article 4: Membership**

**4.1** The members of MCR are the current full-time and part-time students of Hughes Hall, as determined by the College authorities. Membership entitles full use of college facilities and a vote in MCR General and Extraordinary Meetings.

#### **Article 5: Withdrawal of Members**

**5.1** A member may declare by written notice to the MCR President that they do not wish to be a member, and their membership will be withdrawn.

## **Article 6: Committee Officers**

**6.1** An Officer of the MCR Committee is an elected member who carries out the responsibilities of the defined role.

The MCR Committee shall comprise the following officers:

**6.2** The President shall be responsible for compliance with this Constitution, and make it available to any member on request, chair MCR Committee and General Meetings and ensure representation of the MCR on College Committees as required by College Ordinances. The President has final responsibility for the management of MCR property. The President shall also sit as ex officio on meetings of the May Ball Committee.

**6.3** The Vice President (Internal) shall work closely with the President. Responsibilities include chairing the Events Committee, managing the organization of the Freshers' Week calendar and any inductions during the Summer holidays, including college family allocation when applicable and online subject inductions.

**6.4** The Vice President (External) shall fulfil the duties of External Officer and represent the MCR at Cambridge Students Union (Cambridge SU) Council and other committees and meetings external to the college. The Vice President (External) will also choose which external, university-wide schemes the college should participate in, such as Green Week. They will then work with the relevant officers to ensure appropriate events and advertising is put in place to comply with these schemes.

**6.5** The Secretary shall give notice of all MCR Committee, General, and Extraordinary meetings and circulate agendas in advance, keep the minutes of all meetings and make them available to any member on request and be responsible for the archives of the MCR.

**6.6** The Treasurer shall be responsible for managing all financial transactions of the MCR in consultation with the Senior Treasurer, as appointed by the College Council, prepare the budget and the budget audit, keep the accounts of the MCR and make them available to any Member on request.

The Senior Treasurer provides essential continuity in the society's administration and signs the annual accounts before they are submitted by the Treasurer to the MCR Committee and the College.

**6.7** Two Social Officers shall work in conjunction with each other to organise both internal and external social events. They shall lead the Social Subcommittee. The internal social events would include but are not limited to social events organised within the College and for college students such as bops, Freshers' month, and other social events which the Social Officers deem appropriate. The external social events would include formal swaps with other colleges (at least 3 a term) and any other involvement of members of the MCR in intercollegiate social events. They shall both be responsible for organising the yearly visits to and from Linacre College, Hughes Hall's sister college at Oxford University. They will also liaise with the Bar Manager regarding any MCR events held in the MCR Clubroom.

**6.8** Two Welfare Officers, one Male and Non-binary and one Female and Non-binary, shall be responsible for welfare support and advice of male, female and non-binary students, and for promoting equal opportunities in conjunction with the College. They

shall further advise the MCR Committee on privacy and health related concerns amongst the members of the MCR and deal confidentially with the welfare problems of members.

The Female Welfare Officer will also be the MCR's representative to the Cambridge SU Women's campaign.

**6.9** The IT and Infrastructure Officer shall manage bookings of the MCR's rooms, update the website, manage punt bookings, and assist the Secretary with other communication, such as student surveys. They also look after the content of the MCR's rooms and the MCR's stores.

**6.10** The Academic Affairs Officer shall lead an Academic Affairs Subcommittee with the aim of keeping track of the academic and learning resources' needs of the members. The subcommittee shall consist of representatives of each of the substantial academic constituencies within the College, as assessed by the MCR Committee. The Academic Officer shall organise Academic Events in conjunction with the Programmes Manager, as well as attend all relevant Cambridge SU Education meetings on behalf of the MCR Committee.

**6.11** The Ethical and Environmental Affairs Officer shall be responsible for formulating and enacting MCR green and ethical policies. They shall sit on the College's Green Committee, and attend all relevant Cambridge SU meetings, to encourage the College to carry out university-wide policies. The Ethical and Environmental Affairs Officer shall also be the RAG representative for Hughes Hall.

**6.12** The Sports and Societies Officer shall be the point of contact in the MCR Committee for all MCR Sports, Clubs and Societies.

**6.13** The House Officer shall be a point of contact for students regarding accommodation, catering and other operational queries within college and shall sit on the College House Committee. The House Officer shall also represent the accommodation-related interests of students with disabilities and/or physical access needs. They will oversee organising the Summer Storage programme in partnership with the College and assist College and students should there be a need to find privately rented accommodation. They will also meet regularly with the Head of Catering in the college to find innovative and engaging solutions to make catering as attractive to students as possible.

**6.14** The Equality Officers will be responsible for promoting diversity and equality across Hughes Hall. They shall co-chair the Equality Subcommittee which shall work towards these aims. They shall ensure that relevant Cambridge SU Campaign initiatives are implemented in college and the diverse needs and perspectives of the student population are well represented within the College. The Officers will also work closely with the College's Disability Equality Officer, and ensure that the racial discrimination policy is implemented within the College, and shall sit on the College Prevent Committee.

The Equality Officers' roles shall be divided between the Equality and BAME Officer and the Equality and LGBTQ+ Officer. The Equality Officers shall agree how the Equality Subcommittee will be divided each year.

The Equality and BAME Officer position shall normally be filled by a self-identifying Black, Asian or Minority Ethnic candidate. If no such candidate is elected, this position may be filled by any student who is concerned with raising BAME awareness.



The Equality and LGBTQ+ Officer shall be responsible for the Hughes Hall LGBTQ+ Facebook page, organising and promoting events throughout the year for members of the LGBTQ+ society within college, with other colleges and as part of the Cambridge SU LGBTQ+. They shall also act to promote the welfare and interests of students within college.

**6.15** The One-Year Officer shall represent the experiences and express the concerns of one-year students. The One-Year Officer shall be filled by a student recently matriculated into the College.

**6.16** The Communications Officer shall be involved in student body internal communication which encompasses the dissemination of information that concerns the interests of all College members including students, staff and senior members of the College. This involves the operation of social media channels, the Hughes Ents Facebook page and work with the Secretary to form and design the weekly newsletter. They will also work with the IT and Infrastructure Officer to further digitalise and modernise the communications procedure.

### **Article 7: MCR Officers' Responsibility for Student Conduct at MCR Events**

**7.1** An MCR Committee-led event is one which is organised by one or more MCR Committee Officers and then communicated as an MCR Committee event and/or notified by an MCR-role email address.

**7.2** MCR Committee Officers are responsible for the good conduct of any MCR Committee-led event they organise, in compliance with College policies and procedures. The organising MCR Officer should attend the event in full or nominate a substitute responsible to host the event. However, a responsible Officer shall not be personally liable for the misconduct of students at an event, unless the MCR Officer or nominated substitute has been clearly negligent or has condoned unacceptable behaviour by these students.

**7.3** An Events Committee is chaired by the Vice President (Internal) and consists of: the Vice President (Internal), Bar Manager, Social Officers, Welfare Officers and a maximum of 2 ex-officio independent members. The Events Committee should meet at least twice a month and will: 1) Ensure an inclusive events calendar is in place at the start of the term, complying with the college's request 2) Ensure the events follow the protocol agreed between the students and the college 3) Ensure that the events are organized, setup and cleared away appropriately and the right resources are allocated.

### **Article 8: Vacant and New Posts**

**8.1 Ad-Interim arrangements.** In the eventuality of any of the following posts failing to be filled, they shall be re-advertised for election as soon as possible and covered ad interim as follows:

- President post covered ad-interim by either one of the Vice Presidents or Secretary (MCR Committee to decide)
- Vice President (Internal) post covered ad-interim by the Secretary or the President (MCR Committee to decide)
- Vice President (External) post covered ad-interim by the Treasurer or the President (MCR Committee to decide)
- Secretary post covered ad-interim by Treasurer or either one of the Vice-Presidents (MCR Committee to decide)
- Treasurer post covered ad-interim by Secretary or either one of the Vice-Presidents (MCR Committee to decide)

No individual on the MCR Committee can cover ad-interim more than one of the following posts: President, either vice President. Secretary, Treasurer.

The following committee posts can be covered ad-interim by any member of the MCR Committee, or by the MCR Committee as a whole, and should be re-advertised for election as soon as possible:

- Social Officer(s)
- Ethical and Environmental Affairs Officer
- Welfare Officer(s)
- Sports and Societies Officer
- Academic Affairs Officer
- Infrastructure Officer
- House Officer
- Equality Officer(s)
- One-Year Officer

## **8.2 Creation of New Posts. The MCR Committee has the power to create new posts for its year of office.**

Proposal to introduce a new MCR post shall be submitted to or by the President in a document detailing the role specification. This document shall (then) be submitted to the whole committee during term and at least a week before the end of full term, and a vote taken on the creation under the procedure for motion.

**8.3 Subcommittees.** MCR Committee Officers shall directly perform their functions and responsibilities as stated in the Constitution. However, in circumstances where projects or activities outside of their usual functions necessitate additional assistance, the relevant MCR Committee Officer may propose the creation of a subcommittee for the MCR Committee's approval, which shall be approved by the MCR Committee by a majority vote. Members of a subcommittee are not members of the MCR Committee, but they shall be given appropriate credit for their work and may be 'in-attendance' at MCR Committee meetings.

There are four constitutional subcommittees: the Social Subcommittee, the Academic Subcommittee, the Welfare Subcommittee and the Equality Subcommittee. These shall be led by their relevant MCR Officers. They shall be constituted at the start of either Easter or Michaelmas Terms with notification given to the MCR Committee at the next MCR Committee Meeting, and serve for a full year until the next MCR Officer Elections. In addition to these four constitutional subcommittees, relevant officers are encouraged to form subcommittees for appropriate consultation.

The Equality Subcommittee shall have the following representatives if there are sufficient appropriate volunteers:

- +1 and Families Representative;
- Mature Representative (30+);
- Disabled Students' Representative;
- Religious Representative;
- International Students' Representative.

The head(s) of the other subcommittees shall appoint their own representatives.

Any MCR Officer can join any subcommittee. A representative may sit on multiple subcommittees. A secretary for one committee may be a representative on another subcommittee.

## **Article 9: Elections**

**9.1 Election Mode.** Appointment to the MCR Committee shall be by election in a secret ballot in which all members are entitled to vote, and at which a Fellow on the College Council shall be the returning officer.

**9.2 Vote.** Election shall be by single transferable vote and shall include the choice to Re-Open Nominations (RON).

**9.3 Manifestos.** Candidates should communicate their manifestos at least three days prior to the election.

**9.4 Seconding.** Candidates must be members and seconded by members.

**9.5 Period of Service.** The MCR Committee elections shall be advertised in Lent Term Week 6 for all positions except the One-Year Officer Position. All those elected shall serve from the beginning of the Easter Term until the end of the following Easter vacation. The subcommittee secretaries and representatives shall serve for one academic year. The One-Year Officer position shall be advertised in Michaelmas Term week 2 and the individual elected shall serve from then until their graduation.

**9.6 Hustings.** There shall be a hustings meeting where candidates may present themselves and answer questions from members.

**9.7 Ballot.** Following formal nominations and the hustings, a secret ballot shall be conducted. No proxy votes shall be permitted.

**9.8 Ties.** In the event of a tie for any MCR Committee post, a recount shall be taken, followed by a coin toss by the MCR President if the votes are still equal.

**9.9 Unfilled Positions.** There are 5 positions which need to be elected. These are the President, Vice President (Internal), Vice President (External), Secretary and Treasurer. Should another position be unfilled after two rounds of votes then the MCR Committee are able to appoint a member to that position by a majority vote.

#### **Article 10: Cessation of Office**

**10.1 Voluntary Resignation.** Officers may voluntarily resign during their term of office, having given their reasons to the MCR Committee.

**10.2 Removal from Office.** An officer is removed from their position if they have had a motion of no confidence passed against them at a duly notified and quorate General or Extraordinary General Meeting. A motion of no confidence is only valid if it complies with the conditions set out in this Constitution.

#### **Article 11: Finance**

**11.1 Membership Fee.** Membership fees shall be drawn from College Fees at a rate determined by the College Council.

**11.2 Annual Accounts.** The MCR Treasurer shall present to the Bursar annually, the accounts for the previous year for submission to the College auditors.

**11.3 Financial Report.** The MCR Committee shall publish annually to all members a financial report, which shall include details of any donations by the MCR to external organisations.

**11.4 Transparency.** The MCR Committee shall set down in writing, and make freely accessible to all members and to the College Council a statement of the procedure for allocating resources to groups and clubs.

**11.5 Administration of Funds.** The MCR Committee shall have the authority to administer the funds of the MCR in accordance with its Objectives. No money belonging to the MCR may be allocated without the prior authorisation of the MCR Committee. In cases of emergency, the President of the MCR shall have the power to allocate money not exceeding 5% of the budget without the prior authorisation of the MCR Committee. The emergency

spending must be ratified by the next MCR Committee meeting and if deemed necessary the MCR Committee or the Senior Treasurer may refer a decision on any financial matter to a General Meeting or to College Council.

#### **Article 12: Bank Accounts**

There shall be the following bank accounts.

**12.1 Amalgamated Clubs Account** All membership fees shall be paid into this account, which acts as the college holding account for MCR Funds. The Senior Treasurer and Bursar shall be the signatories to this account.

**12.2 Senior Treasurer's Account.** Ten percent of the income of the MCR shall be set aside for the Senior Treasurer's account on which the Senior Treasurer shall be the sole signatory.

**12.3 MCR Account.** This shall be the MCR current account, and the Treasurer and Senior Treasurer shall be joint signatories. Any signature is sufficient, but agreement on the part of the Senior Treasurer is necessary for expenditures over £1000.

#### **Article 13: Communication of Business**

**13.1** Notices, agendas and minutes of all Committee Meetings shall be communicated to all members of the MCR Committee. Notices, agendas and minutes of all General and Extraordinary General Meetings and notices of all elections shall be communicated to all members of the MCR and to the Senior Treasurer. Communication shall normally occur both by email and by posting on the Hughes Hall Facebook Page.

#### **Article 14: Committee Meetings**

**14.1 Frequency and Notice.** The MCR Committee shall meet at least three times each term. Notice of a meeting and the agenda shall be communicated not later than 24 hours beforehand. The minutes shall be displayed not more than 14 days after a meeting.

**14.2 Quorum.** At least half of the MCR Officers (as defined in 6.1) including the MCR President or either of the Vice Presidents shall constitute a quorum for a meeting and no decision shall be binding if the meeting is not quorate.

**14.3 Voting.** Decisions shall be made by simple majority vote of the Officers present at the meeting, abstentions not counted. In the event of a tie, the President shall have a further deciding vote. Any MCR Committee officer may abstain from voting, but may not later cast a vote to break such a tie.

**14.4 Record.** Records of all decisions taken shall be entered in the MCR Committee archive, available on the MCR website.

**14.5 Official Positions of the MCR Committee.** Any motion put forward in an MCR Committee meeting requires a vote in order to become an official position of the MCR Committee.

#### **Article 15: General Meetings**

**15.1 Notice.** There shall be a General Meeting at least once during each Full Term. Notice of a General Meeting shall be displayed at least seven days beforehand. The agenda shall be displayed not later than 24 hours beforehand. Minutes shall be displayed not more than 14 days after the meeting.

**15.2 Quorum.** Thirty members shall constitute a quorum for a General Meeting, and no decision shall be binding if the meeting is not quorate.

**15.3 Motions.** Meetings are open to all members of the MCR. Motions may be proposed and seconded by any member. Motions and resolutions shall be decided by simple majority vote of the members present at the meeting, abstentions not counted.

**15.4 Visitors.** Visitors may be invited at the discretion of the MCR Committee.

#### **Article 16: Extraordinary General Meetings**

**16.1 Notice.** In Full Term up to Tuesday of Week 7, upon a majority decision of the MCR Committee or if requested in writing by fifteen members, the President shall call an Extraordinary General Meeting to take place within 10 days. After Tuesday of Week 7 or out of Full Term, the President shall exercise their discretion as to whether and when to call an Extraordinary General Meeting, taking account of the urgency of the matter and the principle of fairness. The notice of such a meeting and the agenda shall be communicated at least two days beforehand.

**16.2 Procedure.** The quorum, voting procedure and communication of minutes shall be as for General Meetings.

#### **Article 17: Motions**

**17.1 Motions for General Meetings.** Motions for General Meetings shall be submitted to the Secretary not later than two days before the meeting. They should be in writing and indicate the proposer and seconder.

**17.2 Motions of No Confidence.** A Motion of No Confidence against one or more officers shall include a detailed statement of the reason(s).

**17.3 Binding motions and AOB.** No binding motion can be taken under Any Other Business.

#### **Article 18: Motions to Change the MCR Constitution**

**18.1** A motion to change this Constitution shall be brought to the MCR Committee, circulated to all members for consultation, passed at a General or Extraordinary Meeting, and receive ratification from College Council. Any proposed change shall be presented in a document including the current wording, the proposed new wording and the rationale for change. It shall first be brought to the MCR Committee for discussion and perhaps emendation. It shall then be communicated to all members by the Secretary, indicating whether the MCR Committee supports the proposal.

**18.2** Members shall be invited to comment in writing within 3 working days. The Committee will consider these comments, perhaps circulate them for further comment and perhaps amend the proposal. It shall then send the original or amended proposal with notice of the meeting at which a vote will be taken.

**18.3** The quorum, voting procedure and communication of the result shall be as for General Meetings.

**18.4** If passed, the change shall then be presented to the next College Council meeting for ratification.

**18.6.** If the College Council requires emendations to certain sections before ratifying them, these proposed emendations shall be brought to the MCR Committee. If the MCR Committee rejects them, the relevant sections shall be deemed unratified and the previous wording retained. If the MCR Committee accepts them, they shall be circulated to the MCR. If fifteen members submit written objections within three days, the relevant sections shall be deemed unratified and the previous wording retained. (In either case, further changes may be proposed as outlined above.) Otherwise all proposals shall be deemed ratified.

**Article 19: May Ball President**

**19.1** The position of May Ball President for the following year shall be advertised in Lent Term, for election at the beginning of Easter Term by a panel consisting of: the MCR President and another Committee member nominated by the President, two members of the previous and/or current May Ball committee, the college's Bursar and Head of Operations.

**19.2** Members of the previous or current May Ball Committee or MCR Committee may stand for May Ball President, as long as they will be students at the time of the Ball.

## **Appendix A: Memorandum of Understanding**

### **Hughes Hall MCR Bar**

#### **1. Background**

- 1.1 The primary aim of the MCR Bar is to enhance the experience of current students of Hughes Hall.
- 1.2 The MCR Committee believes that this can best be achieved by a student-run bar, meaning that all the staff employed to work at the bar are current students of Hughes Hall.
- 1.3 The aim of the bar is to break even financially. However, the accessibility and affordability of the bar to our students should wherever possible take precedence over the profit motive of the bar.

#### **2. Management Structure**

- 2.1 The Bar Manager will produce a monthly written report for the MCR Committee and Bursar.
- 2.2 The report should outline monthly income and expenditure, feedback on any events (e.g. bops, parties), and any concerns the Bar Manager has.
- 2.3 In addition, the Bar Manager will report in person to the MCR Committee meeting at least once per term (in Michaelmas, Lent and Easter Terms).
- 2.4 Decisions on allocation of budget for the MCR Bar (including but not limited to stock ordering, maintenance, decorations, furniture, crockery and barequipment) will be made by the MCR Committee upon advice from the Bar Manager.

#### **3. Bar Manager's Role**

- 3.1 To make recommendations to the Bursar on the appointment of new Bar Workers.
- 3.2 To conduct orientation for new Bar Workers.
- 3.3 To organise the rota of Bar Workers.
- 3.4 To maintain stock levels of drinks (monitoring demand, ordering replacement stock and organising delivery as appropriate).
- 3.5 To advise the MCR Committee on how to allocate the MCR Bar budget (considering maintenance, decorations, furniture, crockery and bar equipment).

#### **4. MCR's Role**

- 4.1 To plan, advertise and run events that are held in the MCR Clubroom. This includes advising the Bar Manager of dates of events, so that the rota can be adjusted as required.
- 4.2 To take responsibility – both financial and logistical – for the upkeep of the MCR Clubroom, bar, equipment, and furniture therein.
- 4.3 To represent the interests of the Hughes Hall student body in their desired use of the MCR bar and clubroom.

## **5. College's Role**

- 5.1 To manage payroll, and all related decisions for bar staff and Bar Manager.
- 5.2 To monitor and ensure compliance with all relevant employment, workplace safety, and university policies that apply to students as employees.
- 5.3 To monitor and ensure compliance with the terms of the licensing agreement (including responsibility for initial training for all new Bar Workers in responsible service of alcohol).

## **6. Appointment Process**

### **6A Bar Manager**

- 6A.1 The Bar Manager will be appointed by a panel of:
  - Three (3) MCR members (of which two should be President and Internal Social Secretary),
  - The Bursar
- 6A.2 The tenure of the Bar Manager shall be for one (1 year), running from the 1<sup>st</sup> March to the 28<sup>th</sup> February.
- 6A.3 An incumbent or former Bar Manager may be reappointed. There is no limit on the number of tenures a Bar Manager may serve, except that they must be a student for the duration of each tenure, and meet the residency requirements below.
- 6A.4 The Bar Manager is expected to be resident in Cambridge for their entire tenure. The selection panel will not consider an applicant who will be absent from Cambridge for a total of over 100 days of a given year, or who will be absent from Cambridge for any continuous period of one month (30 days) or longer during their proposed tenure.
- 6A.5 The panel is strongly encouraged to consider the opinions of current, active Bar Workers and the Catering Manager
- 6A.6 A student may not hold the positions of MCR President and Bar Manager simultaneously.

### **6B Student Workers**

- 6B.1 Bar Workers will be appointed by the Bursar, upon the recommendation of the Bar Manager
- 6B.2 Bar Workers must be students currently studying at Hughes Hall.
- 6B.3 Recruitment will take place during 'week zero' of each academic term, and in early June at the Bar Manager's discretion for the summer term. The total number of Bar Workers, and accordingly the number of vacancies, is to be determined by the Bar Manager.
- 6B.4 The Bar Manager is encouraged to work with the MCR Secretary to advertise widely amongst the Hughes Hall student membership when recruiting new student workers.

## **7. Training**

- 7.1 The college, under the direction of the Bursar and HR, will organise training for new Bar Workers. New workers must have completed training before their first shift.
- 7.2 The college will offer a training session at the start of each term (Michaelmas, Lent, Easter and Summer)
- 7.3 The training will include:
  - Responsible service of alcohol
  - Fire Safety Training
  - Basic First Aid Training



7.4 The Bar Manager will be responsible for conducting orientation and induction to the bar, including use of the till, explaining stock, and all relevant procedures to follow in the course of the shift [see Annex A]

**8. Hire of MCR Bar**

8.1 The MCR Bar *may only* be hired (either exclusively or non-exclusively) with the consent of the MCR Committee and the Bar Manager.

8.2 Applications must be made a minimum of three weeks (twenty-one days) before the intended event.

**8.3** In exercising their discretion, the MCR Committee and Bar Manager will give particular weight to the interests of current student members and residents of Hughes Hall, especially during the academic term.

## **Annex A – Suggested Bar Worker Checklist**

### **Start of Shift Checklist**

- *Arrive for shift at 7:55pm*
- *Keys retrieved*
- *Turn on till computer*
- *Count float in till, record on start of shift report*
- *Turn on music*
- *Shutters open, and drinks can be served from 8pm*
- *Ensure bar surface is clear*
- *Ensure clubroom is tidy, tables clear*
- *Fridge lights turned on*

### **End of Shift Checklist**

- *Ring bell for last drinks at 11:45*
- *Shutters down and locked at 11:59pm*
- *Cash up till, complete end of shift report, excess money in safe*
- *Fridge lights turned off*
- *Fridges restocked*
- *All glasses washed*
- *External bar clear*
- *Any broken glass safely disposed of in outside bins*
- *Bar surface wiped down, clean and tidy*
- *Keys returned to pidge*
- *Online shift report complete*



HUGHES  
HALL

UNIVERSITY OF CAMBRIDGE

## COLLEGE COUNCIL

### Confirmed minutes

#### One hundred-and-ninth meeting of College Council 22 February 2022

### RESERVED BUSINESS

#### 9.17. Declarations of interests

The President declared an interest in item 9.21.1, which was the final item, and withdrew from the meeting. The Vice-President took over as Chair from that point on.

#### 9.18. Minutes and Matters arising from the Reserved Business of College Council, of 19 January 2022

##### 9.18.1. Approval of minutes (CC9 16)

The minutes were approved as an accurate record.

##### 9.18.2. Matters arising not otherwise on the agenda

There were no other matters arising.

#### 9.19. Interim staffing review (CC9 17)

The Bursar spoke to the paper, which set out the case for recruiting additional staff to the Tutorial and Bursarial Offices following an interim staffing review. The additional costs were estimated to be £110k above the departmental budgets. The Bursar proposed funding the additional expenditure from a release of available contingency funds set aside for dealing with the pandemic.

The Bursar explained that following a review of staff structures and the recent IT audit it had become apparent that the several departments needed more staff. He proposed addressing the deficit in stages, initially with interim support, which would resolve some of the immediate needs but would also create the capacity to support the College Officers in conducting a more systematic review of requirements, to help with organisational design and to develop delivery plans.

The following posts, some interim, others permanent, were proposed together with the anticipated additional costs for the remainder of the financial year.

## Academic and tutorial

Reasons: the increased need for additional staff has arisen from the recent overall growth in student numbers which have not been matched by an increased level of administrative support; an increased emphasis on student wellbeing with regards to mental health; and the imminent departure of the current Deputy Senior Tutor (Welfare).

- **Temporary - To assist with strategic development**

A fixed term (up to 6 months), up to 0.5FTE role to work closely with the Senior Tutor to assist with the recruitment of new roles and defining future plans and strategic planning (for example developing Tutor roles, training programme).

***Proposed salary up to £44,046 pro rata (Grade 8) – anticipated additional cost this year c.£25k***

- **Temporary - Administrative resource**

A fixed term (up to 6 months), up to 0.5FTE role to provide additional administrative support to the Senior Tutor and Head of Education Services, in particular help with undergraduate admissions, student finance, scholarships, and accommodation.

***Proposed salary up to £27,511 pro rata (Grade 4) – anticipated additional cost this year c.8k***

- **Temporary - College nurse – increased hours**

The College Nurse (currently working 18 hours a week) to increase her hours to provide additional welfare resource for Easter term 2022. The additional hours still to be finalised but anticipated to be one additional day per week (moving to 24.5 hours).

***Current salary £44,494 pro rata (Grade 8, spine point 51) – anticipated additional cost this year c.£2k***

- **Permanent – Head of Student Wellbeing**

A new full-time role to have responsibility for all aspects of student welfare, liaising with the Senior Tutor, College Nurse, and Head of Education Services to develop policies and frameworks.

***Proposed salary £40,322 to £44,046 (Grade 8, spine points 48-51) –no anticipated additional cost this year***

- **Permanent – Outreach and Communications Officer**

A new full-time role to focus on widening the access for postgraduate and mature undergraduate students and communicating to Hughes students and other target audiences. The role to work across the Education Services and Communications departments.

***Proposed salary £27,116 to £30,497 (Grade 5, spine points 34-28) – anticipated additional cost this year c.£7k***

## IT Staffing

Reasons: the recent external IT audit has highlighted that some of the College's key business systems are not fit for purpose and need replacing urgently; that there are serious weaknesses in the back-up processes which mean increased cyber security risk; and that overall resourcing levels need reviewing.

Further, the audit identified that there is neither a strategy nor roadmap to address these issues and no effective available resource to deliver such plans.

- **Temporary – Interim Director of IT**

A fixed term (6-8 months), 0.8 FTE role with a brief to produce a roadmap for phasing out existing obsolete systems and developing a plan for implementing their replacement; to address immediate cyber security risks; and to help develop an IT strategy that meets current business needs, reduces risk, and increases resilience.

***Estimated cost c.£450 / day for 4 days a week for up to 5 months this year– additional cost this year c.£43k (inc. VAT)***

- **Temporary – IT support staff**

Additional day-to-day support to the existing IT team, which is already over-stretched, whilst the strategic review and system replacement exercise is underway.

***Estimated cost c.£150 / day for 5 days a week for up to 5 months – additional cost this year c.£18k (inc. VAT)***

### **Finance Team**

Reasons: the departure of the Management Accountant and growing needs of the College including increased demand for financial support from the Bridge Centres.

- **Permanent – Finance Business Partner**

The proposal is to replace the outgoing (0.6 FTE) Management Accountant (who reports to the Assistant Bursar) with a (1.0 FTE) Finance Business Partner who will report to the Finance Manager, thus giving the Finance Manager full oversight of all financial aspects of the College.

***Proposed salary up to £40k pa (Grade 7, spine points 43-48) – anticipated annualised increase cost c.£19k – anticipated additional cost this year c.£6k***

The Bursar requested that Council approve the Bursar and Senior Tutor proceeding immediately with recruitment, on the understanding that more detailed costings would be submitted to Council at its next meeting.

In response to a question as to whether there was a danger that the temporary posts would become permanent, the President confirmed that more staff would be needed, given the growth of the College, but that there would be sufficient income generated to cover the costs over time. The Bursar added that the need to address the issues raised in the IT audit was urgent, and that although it would not be necessary to permanently employ an IT Director, levels of support would have to rise given the current level of staffing of 1.5 FTE compared to an average for Cambridge colleges of 3.5 - 4.0 FTE.

The Senior Tutor responded that the College was the only mature college without an outreach officer and that with a resource of less than 1.0 FTE the College fell well behind the other colleges in communications provision. She said that the proposed increase in staffing for welfare provision was in line with the University's direction and that of other colleges.

In response to a question about whether there was adequate staffing provision in HR, particularly in view of the rapid increase in the demands for recruitment coming from the Bridge centres and recent

high turnover of staff, the Bursar said that he did not disagree that HR was overstretched, and that he had plans to address this, but it was a matter of timing and prioritisation.

Council approved the interim request so that the Bursar and Tutor could progress with recruitment on the understanding that more detailed costing would be provided at the next meeting.

## **9.20. College Officers' business**

The President reported the following on complaints and disciplinary action:

- A long-term, ongoing claim against the College had finally been resolved: all claims against the College had been rejected and the College had been awarded costs.
- Following a complaint by a student, which had been rejected as vexatious, the Office of the Independent Adjudicator had absolved the College on all counts (other than making a recommendation for minor revisions to a college procedure).
- It was possible that there would be a claim for compensation following the spiking incident at the student bop.
- The Senior Tutor and the Dean were considering whether to bring disciplinary action against two students who had been in serious breach of the COVID rules, which would require the formation of a disciplinary panel.

## **9.21. Any other Reserved Business**

### **9.21.1. Farewell events for the President (CC9 18)**

Council approved commissioning artist, Benjamin Sullivan, to paint a portrait of Dr Freeling to commemorate his eight years as President. It approved the allocation of £10k from contingency funds towards the cost (estimated at around £14-15k including framing) and noted that the President and Mrs Freeling-Powers would cover the balance with a donation to the College.

Council approved a preliminary budget of up to £31k for a farewell party to be held on 25 June to celebrate the College's achievements during Dr Freeling's presidency and everyone's efforts during the two years of the COVID pandemic. The Director of Institutional Advancement estimated that the event would be attended by up to approximately 400 senior members of College, staff, and guests. He informed Council that separate events would be held for alumni, including three virtual events and an afternoon party in College on 16 July.

It was agreed that a more detailed budget would be approved once plans for the event planned for 25 June were further developed.

End of Reserved Business WS