



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Unconfirmed minutes

One hundred-and-twenty-first meeting of College Council 20 June 2023

Council Room at 4.30pm

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

Present: Sir Laurie Bristow (Chair, President), Prof Nidhi Singal (Vice-President), Veronica Hera (MCR President), Prof Bill Irish (from item 21.3 to item 21.15), Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Dr Carole Sargent, Dr Lars Vinx, Dr Claire West.

In Attendance: Mr Andrew Grieve (Assistant Bursar, to item 21.15), Dr Kevin Martin (Managing Director, DEFI, for item 21.15), Mrs Wendy Solomou (Secretary), Julia Watkinson (Compliance Manager).

On leave: Dr Sonia Ilie.

Apologies: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Ms Mahnaz Malik, Prof Ricardo Sabates, Yihan Yue (MCR Secretary).

OPEN BUSINESS

21.1. Introduction

21.1.1. Welcome

The President welcomed Mr Grieve and Julia Watkinson and informed Council that Dr Martin would be joining the meeting to speak to item 21.15.

21.1.2. Declarations of interests

There were no declarations of interests.

21.2. Minutes and Matters arising from the Open Business of College Council, of 23 May 2023

21.2.1. Approval of minutes (CC21 01)

The minutes were approved as an accurate record.

21.2.2. College Council action list: Open Business (CC21 02)

- [CC20.7] Remit for the Campaign Board.
 - See item 21.7.

21.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

21.3. President's report

The President reported:

- Governing Body had approved the '2030 Vision, Mission and Strategy' at its meeting of 14 June.
- The University was updating its Dignity at Work and Grievance policies for staff. The President said that he would consider whether to review the College's policies over the summer.
- The marking and assessment boycott was continuing to cause disruption and it was not clear when it would end. The College was unable to do anything to solve the problem since the industrial dispute was at the national level, but staff were doing all they could to support students. The Senior Tutor added that the boycott was affecting students differentially and that Tutors and Directors of Studies therefore had to deal with the issues faced by students on a case-by-case basis.

21.4. MCR business

The MCR President reported that the May Ball had been a success and that the MCR Committee were planning events for Freshers' Week in co-ordination with College societies and Bridge centres.

21.5. [CONFIDENTIAL ITEM] Estates Strategy (CC21 03)

21.6. Replacement system for Portal (CC21 04)

The Assistant Bursar provided an update on progress towards finding a replacement system for Portal which would support the admissions process, replace the student and Senior Member database, and replace the committee papers database. Several potential providers had been approached and various solutions evaluated and a preferred supplier identified.

In response to questions the Assistant Bursar:

- explained that the costs were accounted for in the capital budget for 2022/23 (but would move to the 2023/24 capital budget if expenditure were to be delayed) and that depreciation costs were already included in the 2023/24 operational budget;
- gave details of the due diligence checks undertaken (detailed in the paper);
- outlined options for various levels of ongoing maintenance and support and confirmed that in the longer term a certain degree of support could be developed in-house because the system was based on Microsoft Office 365 technologies;
- confirmed that options for collecting and securely holding Equality and Diversity data would be considered and included in the project initiation document.

Council noted that the Assistant Bursar hoped to circulate the project initiation document for approval by July, which would allow a go-live date in around October to November.

21.7. Terms of reference for a Campaign Board (CC21 05)

Council agreed that the proposed terms of reference needed to be reframed to match the format for committees contained in Ordinances and include more detail about the composition of the Campaign Board including reference to MCR representation.

ACTION: The Director of Institutional Advancement to submit revised terms of reference. The President to provide him with feedback from the meeting.

21.8. Annual reports from Honorary Post-holders

21.8.1. Research Convenor (CC21 06)

Council received Dr Fatmah (Mish) Ebrahim's report which, in addition to outlining activities and proposed future plans, gave a summary of a survey of the Hughes Hall postdoctoral community.

Dr Ebrahim acknowledged the support of a core group of five other postdoctoral Fellows (Angkana (Hat) Huang, Ariadna Albajara, Claire West, Derya Cavga, and Islam Alshamleh) and proposed updating the structure of the postdoctoral community leadership from a single Research Convenor to a formal committee, each member taking a distinct area of responsibility. Council was content to support such a structure which, it was noted, did not need the permission of Council.

Following discussion of the points raised in the report it was agreed that the Secretary should provide feedback to the Research Convenor.

The President gave a vote of thanks to Dr Ebrahim and the members of the Postdoctoral Committee.

ACTION: The Secretary to relay Council's feedback to the Research Convenor.

21.9.* Summary of FOI and SAR requests received in the academic year (CC21 07)**

Council received without discussion a summary of the FOI (Freedom of Information) and SAR (Subject Access Requests) requests received from Michaelmas 2022 to date.

21.10. Management accounts (CC21 08)

Council received the management accounts to 31 May 2023 (Month 10) noting that the College was still on course to achieve a small surplus.

The President noted a timing issue in the way donations were reported in the management accounts which did not allow a meaningful comparison to be made with development expenditure. It was agreed that the Assistant Bursar should provide a separate paper specifically tracking donations and development expenditure.

ACTION: The Bursar to request that the Assistant Bursar provide the donations/development expenditure paper for the next meeting.

21.11. *Minutes of committees**

Council received the minutes of the following committees without discussion:

21.11.1. Unconfirmed minutes Finance Committee, of 22 May 2023 (CC21 09)

21.11.2. Unconfirmed minutes Prevent Committee, of 16 May 2023 (CC21 10)

21.12. Any other Open Business

21.12.1. Appointment of Secretary to Council 2023/24

The President informed Council that Mrs Solomou would be standing down as Secretary to Council from 1 October and thanked her for her contribution to the role. Julia Watkinson would take over as Secretary for the next academic year.

21.12.2. Replacement boiler for the Library

The Bursar reported with regret that after extensive investigation by the Head of Facilities, it had been decided to replace the failed boiler servicing the Library with a gas boiler rather than an air-source heat pump. The cost of replacement with an air-source heat pump was not only almost £150k higher, but given the structure of the building, would take considerably longer to install and entail another winter of heating the Library with electric fan heaters.

End of Open Business WS