HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

One hundred-and-thirty-first meeting of College Council 15 October 2024

Council Room at 16.30

{} 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), Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Mrs Emily Farnworth, Prof Bill Irish, Dr Bart de Nijs, Prof John Doorbar, Dr Aga Iwasiewicz-Wabnig, Dr Guillermo Serrano Najera, Mrs Kerry Wilson (Development Director), Alexis Willett (Impact Director), Diana Bridgman (MCR President), Nowsha Farha (MCR Vice President); (via Zoom) Mahnaz Malik

In Attendance: Mrs Julia Watkinson (Secretary), Patrick Dunne (Assistant Bursar, to item 31.14), Sarah Langford (Head of Communications, to item 31.14), Kevin Martin (for item 31.2.2), Prof Rupert Wegerif (for item 31.2.2)

OPEN BUSINESS

31.1. Introduction

31.1.1. Welcome

The President welcomed new Council members Dr Aga Iwasiewicz-Wabnig and Dr Guillermo Serrano Navera. The President proposed a vote of thanks to Dr Lars Vinx for his contribution as a member of Council from 2019 to 2024.

31.1.2. Declarations of interests

Dr Iwasiewicz-Wabnig is a Director of Chapter Zero.

31.2. Minutes and Matters arising from Open Business of College Council, 18 June 2024

31.2.1. Approval of minutes (CC31 01)

31.2.2. College Council action list: Open Business (CC31 02)

- **[CC24.6] DEFI Financial Summary 2023/2024 (CC31 03)**
  DEFI's Managing Director summarised the Centre's current position **{(REDACTED)}**
  Council agreed to maintain active oversight of DEFI, pending Governing Body's approval of the funding agreement.

- **[CC30.9.1] Acceptable Use of IT Policy review**
  The President noted the current review of the Acceptable Use of IT Policy and the methods for disseminating this across staff, students and College members.

31.2.3. Matters arising not otherwise on the agenda

Strategic and operational items

31.3. * Decisions made by circulation since the meeting of 18 June 2024**

31.3.1. CCE Kantar Global Impact Study (CC31 04)

Council noted without discussion that approval was given by circulation for CCE to engage Kantar Consulting **{(REDACTED)}.**

31.3.2. Director of Impact membership of DEFI and CCE OSC (CC31 05)

Council noted without discussion that approval was given by circulation for the Impact Director to be a member of the DEFI and CCE Oversight Committees. This action requires amendments to the committee's Terms of Reference (ToR) to reflect the change in membership.

ACTION: Secretary to notify DEFI and CCE OSC Secretaries of the required ToR amendments.

31.4. Review of Council's composition and terms of reference (CC31 06)

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

31.5. President's Report

The President reported on the following key strands of the 2030 Vision:

- Development: a full team is in place, focusing on the 140th anniversary programme, bursaries and scholarships and UK-based alumni.
- Impact: the recently appointed Impact Director has been developing our impact strategy, focusing on next steps for the Bridge Centres, streamlining committee support, identifying how policies can support proposals and the resources needed to deliver impact.
- Estates: Council are considering an options appraisal for recommendation to Governing Body, the approval of which will provide a clear direction of travel for 2024/25.
- Fellowship: Governing Body held a special meeting on 3 October 2024 to consider Statutes and Ordinances reform which will address the size of trustee body through Statute change. Fellowships Committee have agreed principles for appointing By-Fellows and will make recommendations on appointing the next generation of Bridge Fellows.

The Head of Communications updated Council that communications with students, staff, seniors and local residents on Estates Development are ongoing, that Black History Month celebrated Black excellence at the college and nurturing Black academia at the University, and the team is focusing on 140th anniversary planning with the majority of events in Lent and Easter Terms 2025.

31.6. MCR Business

The MCR President provided their report, which centred on the May Ball Proposal.

31.6.1. MCR May Ball Proposal (CC31 07)

The MCR President presented a proposal for changing the format of the May Ball, to create a more affordable event which meets student objectives, reduces the impact on the organising committee and is financially sustainable. The proposal was developed with the Head of Domestic Operations.

Council discussed the importance of the May Ball to the student body and the Bursar commented that the purchase of tickets by Hughes Hall students did not support the premise that the students were committed to it being a formal, all-night event.

Council supported the proposal for changing the format of the event and the MCR President confirmed that further consideration would be given to the details to ensure the traditional celebration element is present, and that partnership opportunities with other colleges continue to be explored to support the May Ball's financial viability.

The MCR Vice President attended the University of Cambridge Student Council Meeting and provided an update on the matters arising; they also noted they are running in the University of Cambridge Sabbatical Officer Election. The MCR is also recruiting a College team for the preliminary stages of University Challenge, Series 32.

31.7. [CONFIDENTIAL] Pavilion Project Options Appraisal: (CC31 08)

The Bursar summarised the options under evaluation, prefaced by a brief outline of the project over the last twelve months. **{(REDACTED)}.**

Council discussed the options, confirmed their support of Project Board, and recommended Option 3 to Governing Body for its approval.

31.8. Environmental Policy (CC31 09)

The Bursar introduced the Environmental Policy, which updates and replaces the Carbon Reduction Policy previously approved by Council [CC88.12]. The Bursar noted that Estates Committee had queried whether they should have responsibility for environmental targets, but the Bursar had confirmed that Council retain this oversight because the targets and the required oversight extend beyond the Estates Committee's terms of reference.

Council noted the Environmental Policy does not have a College owner and that the level of detail within the policy appears onerous and may be challenging for the College to complete. The Bursar and CCE Director agreed to confer on whether the targets are achievable, and the College has the capacity to deliver on them.

ACTION: Bursar and CCE Director to discuss the targets and amend the policy accordingly, confirm the policy's owner, and resubmit the policy for Council approval.

31.9. CCE Funding Update (CC31 10)

The CCE Director confirmed the acceptance of two new grants which are within the delegated authority of the CCE Director, **{(REDACTED)}.**

31.10. * Recruitment of Chair of Chapter Zero (CC31 11)**

Council noted without discussion that the incumbent Chair of Chapter Zero is stepping down and recruitment for their replacement is underway. Council noted it is not required to be directly involved in this process but that it ratifies the proposed appointment, in accordance with the MOU.

Standing items

31.11. Bursarial:

31.11.1. Bursar's Report (CC31 12)

Items within the Bursar's Report not discussed elsewhere on the agenda included:

- Accommodation & Housekeeping: 100 students are currently on the accommodation waiting list. states work over summer and a summer room allocation policy is under development
- Catering & Conferencing: an Assistant Front of House Manager has been appointed, strengthening the customer facing team; a chef vacancy is proving challenging to recruit
- HR: Iris Cascade is being supported by the IT Network and Support Specialist. **{(REDACTED)}**
- Estates: repair of the Gresham Court roof is complete, repairs to Fenner's roof are ongoing
- Health & Safety: an annual audit will be conducted by the University's H&S team on 7/11/24
- Finance: the annual audit is underway and RF1 meetings with budget holders ongoing
- IT: upgrades to Porters hardware, College-wide Wi-Fi and Salto card continuity have been completed. The Athena (previously VALTO) project has seen Admissions work completed and in use, and work commence on the Papers system migration
- Compliance: **{(REDACTED)}**

31.11.2. Year End Management Accounts to 31 July 2024 (CC31 13)

The Assistant Bursar summarised the year-end financial position of a modest £52k net surplus against the forecast £234k net surplus. Council noted an unbudgeted transfer of £350k was made to capital reserves at year-end to fund future debt repayments, in line with the expectation to contribute at least £300k to debt repayment each year.

31.11.3. 2024-2025 Assistant Staff Pay Award (CC31 14)

The Bursar summarised the proposed pay award to all Hughes Hall Assistant Staff, backdated to the 1st August 2024, equating to a 4% annualized increase in the wage bill. This proposal is 0.5% above the Cambridge University salary increase for all spine points. The financial impact to the College in 2024/25 is a reduction in the annualized wage bill of £50k compared to the original agreed budget (June 2024).

The Bursar also outlined the proposal to increase the annual leave entitlement by 2 days to 27 days excluding bank holidays (pro-rated for part-time staff) effective from the 1st January 2025. This will ensure the College is competitive in its benefits offer within the Cambridge market and contributes to the College Christmas/New Year closure period which employees are obliged to take as holiday.

Council approved the pay award and the additional leave entitlement.

31.11.4. Budget 2024-2025 Reforecast 1 (CC31 15)

The Assistant Bursar talked to the restated budget paper, which is based on 814 fee-paying students (vs June 2024 original budget estimate of 782 students). The restated budgeted net deficit is £38k (June 2024: net deficit £95k). Income increased to £9,491k (June 2024: £9,413k) mainly due to changes in Academic Fees and Project Overhead Recovery and expenditure increased to £8,264k (June 2024: £8,252k) mainly due to delayed recruitment in Development and an increase in Facilities contracts. Capital expenditure increased to £196k (June 2024: £108k) due to capitalising the replacement windows at Centenary Building and installation of hearing loops.

Council recommended the Restated Budget 2024-2025 to Governing Body for its approval at its meeting on 23 October 2024.

31.12. Tutorial and Admissions

31.12.1. Safeguarding Policy (CC31 16)

The Senior Tutor noted the substantive policy remains as previously drafted, and that Council was approving minor amendments to the policy. Council noted that Tutors and DOS are not compulsorily DBS checked but this is under review by Tutorial in consultation with HR.

Council approved the policy, subject to minor formatting amends.

31.12.2. Harassment Policy (CC31 17)

Council noted the Harassment Policy which mirrors the University policy and queried the procedure and/or policy for a student harassing a member of staff.

Council approved the policy, subject to clarification on the student harassment of staff query.

31.13. * Minutes of committees**

Council received the minutes of the following committees without discussion

31.13.1. Unconfirmed minutes Prevent Committee, 21st May 2024 (CC31 18)

31.13.2. Unconfirmed minutes DEFI Oversight Committee, 30th May 2024 (CC31 19)

31.14. Any other Open Business

Council was notified that the Honorary Curator of Valuables will finish their post on 30 November 2024. There will be no immediate recruitment; the Archives Project currently under evaluation by the Library Services Manager will consider how this post could be fulfilled in the future.

End of Open Business JW