

Sidney Sussex College

The Minutes of
COLLEGE COUNCIL
Held in William Mong Hall
on Wednesday 11 November 2022 following the
Governing Body Audit Meeting

In attendance:

Senior members:

The Master, Senior Tutor, Bursar, Ms Baskerville, Dr Fulda, Professor Garcia-Mayoral, Dr Groom, Dr Lambert, Dr Öner, Dr Ranasinghe, Dr Stasch

Student representatives:

Ms Lawson-Todd (JCR Vice-President), Mr Lu (JCR President), Mr Robertson (Student Representative)

Also present:

Ms Adams (College Registrar / Council Secretary)

UNRESERVED BUSINESS

1. INTRODUCTORY BUSINESS

1.1 Welcome and apologies for absence

The Master welcomed Ms Lawson-Todd, the new JCR Vice-President, and Mr Robertson, the new student representative on Council.

Apologies were received from the Vice-Master, the Acting Vice-Master, Dr Bordin, Professor Eilstrup-Sangiovanni, Professor Reynolds and Ms Horvat Menih (MCR President).

1.2 Approval of Agenda

The agenda was **approved** subject to the following changes:

- Item 2.1c Inter-Collegiate Business added;
- Item 2.3d(ii) was renamed “Hybrid Working Policy”;
- Item 2.6a, MCR Report 2021-22 and Plans for MT 2022, was starred;
- Item 2.6e, Student Bar Budget, was unstarred; and
- Item 2.6f, May Ball 2022 Report and Finance Summary, was unstarred.

1.3 Declarations of Interests

The Master, Senior Tutor, Bursar, Ms Baskerville, Dr Fulda, Dr Groom and Dr Lambert, as employed Fellows of the College, had a conflict of interest in item 2.3c, Support for Employees with the Rising Cost of Living.

The Master, Ms Lawson-Todd, Mr Lu and Mr Robertson had a conflict in Item 2.6g, June Event 2023 as likely recipients of free tickets, but Council agreed there was no requirement to withdraw.

1.4 Confirmation of the minutes of the unreserved business of the Meeting of Council on 12 October 2022 (CC.20221109.1.4)

The minutes were **confirmed**.

a) Matters arising not elsewhere on the agenda

There were no matters arising.

2. REPORTS FROM OFFICERS

2.1 Master's Business

a) Research Competitions: Confirmation of Interview Panels

Council **confirmed** the following appointments:

- Arts and Humanities: Professor Biagini (chair), Dr Carter, Dr Duschinsky, Professor Mayall and Dr Saunders
- STEM: the Master (chair), Dr Roberts, Dr Scalliet, Dr Strelchuk, Professor Walker and Dr A Weller.

b) **College Offices 2022-23 (Updated) (CC.221109.2.1b)

The updated list of College Offices was **approved**.

c) Inter-collegiate business

The Master outlined the inter-collegiate business which had taken place since the previous Council meeting:

Senior Tutors' Committee

- The University's Suicide Safer Strategy pilot training for frontline staff had been launched. Work was on-going to collect information on "near misses";
- A task and finish group had been established to reflect on OSCCA and the shared risk assessment on precautionary action; and
- College transfer procedures had been simplified to make the process quicker.

Colleges' Committee

- The Joint Wellbeing Committee was implementing the Suicide Safer Strategy. The Wellbeing Team was now fully staffed, and the number of Mental Health Advisors had increased. Under the new triage system, every student received an appointment within 10 working days, with those deemed at serious risk being seen within 2 days;
- The Reach Out campaign had been launched;
- In addition to its previous proposal for Reading Weeks in Michaelmas and Lent Terms, the Reading Week Working

- Group was gathering information about the possibility of a week-long mid-year break in Lent Term as an alternative;
- The Acting Vice-Chancellor reported on a far higher than normal volume of correspondence regarding various freedom of speech and platforming / non-platforming issues; and
 - The Initiated Grace on fossil fuel industry ties sparked debate on whether it was better to disengage entirely or to engage the industry on transition to green technology. A report had been commissioned to see what effect the Grace, if approved, would have on the University and on society.

2.2 Senior Tutor's Business

a) **Undergraduate Admissions Update 2022-23 (CC221109.2.2a)**

On behalf of the Acting Admissions Director, the Senior Tutor highlighted a number of specific points:

- direct applications to Sidney Sussex had increased 18%, and total applications by 8%;
- Directors of Studies would receive additional information about the Widening Participation profile of each Tripos to prepare for the Winter Pool;
- the Education and Pastoral Care Committee had endorsed the retention of the current norm (a baseline of 3% of each Tripos' intake, with margins of flexibility to reflect strength of the field), without prejudice to a future review of our subject allocation practice;
- the Acting Admissions Director had been analysing the impact of the Trinity / St John's financial incentive schemes, which did not initially appear to have had a significant negative impact on the overall numbers and socio-economic profile of applicants for other colleges.

The report was **noted**.

b) ***Postgraduate Admissions Report 2022-23 Entry and Admission Strategy for 2023-24 (CC.221109.2.2b)**

Council **noted** the 2022-23 Report and 2023-24 Strategy, and extended its gratitude to the Postgraduate Tutorial team.

c) **Preparation Week 2022 Report (CC.221109.2.2c)**

Students and Directors of Studies were encouraged to give Dr Groom any additional feedback on Preparation Week.

Council **noted** the report and thanked the organisers and the Tutorial Office team for its successful delivery.

- d) ****Annual Prevent Accountability and Data Return 2022**
(CC.221109.2.2d)
Council **approved** the Annual Prevent Accountability and Data Return 2022 for signature and submission to the Office for Students.
- e) **Report on Arrangements for Examinations in College 2023**
The Senior Tutor proposed to reserve one of the large College meeting rooms as an exam room during Easter Term. Council **endorsed** the principle of having a self-contained venue for examinations in College, and **requested** the Senior Tutor to confirm the usage statistics for both William Mong Hall and the Knox Shaw Room before a decision on which room to use was finalised.
Action: Senior Tutor
- f) **Update on Student Wellbeing Initiative**
Council **noted** that an offer for the post of Head of Student Wellbeing had been made and a response was awaited. Those involved were thanked for supporting the recruitment process.

2.3 Bursar's Business

- a) **2021-22 Accounts**
- i. ****Approval of 2021-22 Annual Report and Financial Statements** (GB.221109.2.3a.ii)
Council **approved** the 2021-22 Annual Report and Financial Statements.
- ii. ***Report of Auditors – Audit Matters** (GB.221109.2.3a.iii)
Council **noted** the Auditors' Report.
- iii. ****Letter of Representation** (GB.221109.2.3a.iv)
Council **approved** the Letter of Representation for signature by the Bursar.
- b) **Risk Review 2022** (CC.221109.2.3b.i)
The Bursar drew attention to changes since 2021, particularly the increased risks relating to student wellbeing, and the decrease to financial management risks, which were likely to be reversed in 2023.

Council **noted** the risk review and **approved** the Risk Register 2022 document (CC.221109.2.3b.ii)
- c) **Support for Employees with the Rising Cost of Living**
(CC.221109.2.3c)
Professor Garcia-Mayoral took the chair as the senior Fellow without a conflict of interest. The Bursar reported that the proposal mirrored the University's offer and had been supported by the non-conflicted members of the HR Committee and of the Remuneration and

Benefits Committee. The non-conflicted members of Finance and Needs Committee had noted that costs would be offset by payroll savings arising due to unfilled vacancies during the first quarter.

Trustees with conflicts of interest withdrew at this point. The meeting then becoming inquorate, those remaining indicated unanimous support for the proposals, and requested that the matter be considered by circulation to non-conflicted Trustees only.

Action: Council Secretary

Subsequent to the meeting, non-conflicted members of Council **approved** a one-off exceptional non-pensionable payment of 2% of basic annual salary to all members of the College who were paid through payroll by the College, whether on the University pay scale or Sidney pay scheme, and who had a permanent or fixed-term appointment. Payment would be made in six monthly instalments from November 2022-April 2023 as part of normal payroll; for any staff starting or leaving during the specified period, payment would be made pro rata for the proportion of time worked from 1 November 2022-30 April 2023.

- d) Hybrid (formerly Agile) Working Policy (CC.221109.2.3d)**
The Bursar reported that the policy had proven successful and would support recruitment of new employees.

Council **agreed** to rename the policy 'Hybrid Working Policy', and to adopt it as a permanent College policy, subject to review at least every three years (CC.221109.2.3d.i).

- e) **Use of College Seal**
i. Sale of Adnams B Shares
Council **noted** the use of the College seal.

2.4 Development Director's Business

- a) Development Director's Report (2021-22) (CC.221109.2.4a)**

The Development Director reported that there would be new a focus on generating a steady income stream from gifts under £10,000. Alumni participation, at around 9%, was lower than the average participation rate of 13-14% across all Colleges: the Development and Alumni Relations Office was reviewing its approach to alumni relations and its stewardship of the donor base.

Council **noted** the report.

b) Development Director's Report 2022-23: 1st Quarter (CC.221109.2.4b)

The telethon had been one of the most successful in recent years despite some calls being cancelled when half the campaign fell during the mourning period on the death of the Queen. A direct mail appeal had received positive feedback but not many donations.

Council **noted** the report and congratulated the team on its telethon work.

2.5 Steward's Business

There was no business.

2.6 Student Business

a) *MCR Report 2021-22 and Plans for MT 2022 (CC.221109.2.6a)
The report was **noted**.

b) *SSCSU Accounts 2021-22 (CC.221109.2.6b)
Council **noted** SSCSU's 2021-22 accounts.

c) SSCSU Budget 2022-23 (CC.221109.2.6c)
The SSCSU budget proposed a reduction to the accumulated reserves by investing in projects which would benefit students in the longer-term. The Bursar supported SSCSU running a deficit budget for such purposes.

Council **approved** the SSCSU 2022-23 budget.

d) *Student Bar Report & Accounts 2021-22 (CC.221109.2.6d)
Council **noted** the 2021-22 Student Bar report and accounts.

e) Student Bar Budget 2022-23 (CC.221109.2.6e)
Council **approved** the 2022-23 Student Bar budget, and **noted** that the Senior Tutor and Bursar would meet with students to discuss licencing requirements for CCTV in the Student Bar.

Action: Senior Tutor, Bursar

f) May Ball 2022 Report and Finance Summary (CC.221109.2.6f)
Whilst ultimately the Ball had been successful, disappointment was expressed that additional tickets had been released for sale before approval to do so had been given, more tickets than authorised had been sold, and that a lack of organisation had led to significant demands being placed on College staff to ensure delivery of a successful event.

Council **noted** the May Ball 2022 Report and emphasised that it held high expectations for students' organising abilities.

g) June Event 2023 (CC.221109.2.6g)

June Event 2023 Co-President, Ms S Lally, presented a proposal for a smaller-scale event. She anticipated that all committee roles would soon be filled and was confident that no additional demands would be placed on College staff. She confirmed that minutes of all committee meetings and details of key deadlines would be shared with the Domestic Bursar.

Council was **minded to approve** the proposal, subject to:

- i. consideration of an updated report at its next meeting, including confirmation of all committee appointments and a response from Cambridge City Council about suitable dates;
- ii. the committee working closely with the Domestic Bursar as licence holder; and
- iii. the committee providing a progress report to Council in Lent Term.

Action: June Event Committee

3. REPORTS FROM COMMITTEES

3.1 Muniment Room Standing Committee

- a)** *Unreserved minutes of the meeting of 10 October 2022
(CC.221109.3.1a)
- Council **noted** the minutes.

3.2 Health and Safety Committee

- a)** *Unreserved minutes of the meeting of 11 October 2022
(CC.221109.3.2a)
- Council **noted** the minutes, and **approved**:
- i. The Health and Safety Policy (CC.221109.3.2a.i); and
 - ii. The Prevention of Spread of Respiratory Communicable Diseases Guidance (CC.221109.3.2a.ii).

3.3 Student Awards Committee

- a)** *Unreserved minutes of the meeting of 18 October 2022
(CC.221109.3.3a)
- Council **noted** the minutes.

3.4 Environmental Sustainability Working Group

- a)** *Unreserved minutes of the meeting of 19 October 2022
(CC.221109.3.4a)
- Council **noted** the minutes.

3.5 Education and Pastoral Care Committee

- a)** *Unreserved minutes of the meeting of 24 October 2022
(CC.221109.3.5a)
- Council **noted** the minutes and the Workplan 2022-23
(CC.221109.3.5a.i).

3.6 Prevent Committee

- a) *Unreserved minutes of the meeting of 27 October 2022
(CC.221109.3.3a.i)
Council **noted** the minutes and **approved** the updated Terms of Reference (CC.221109.3.6a.ii).

3.7 HR Committee

- a) *Unreserved minutes of the meeting of 1 November 2022
(CC.221109.3.7a)
Council **noted** the minutes and **approved** the:
i. **Grievance Policy (CC.221109.3.7a.i);
ii. **Anti-Bullying and Harassment Policy (Cc.221109.3.7a.ii);
iii. **Disciplinary Policy (CC.221109.3.7a.iii);
iv. **Capability Policy (CC.221109.3.7a.iv);
v. **Sickness Absence Policy (CC.221109.3.7a.v);
vi. **Staff Appeal Policy (CC.221109.3.7a.vi);
vii. **Display Screen Equipment Policy (CC.221109.3.7a.vii); and
viii. **Shared Parental Leave Policy (CC.221109.3.7a.viii)

3.8 Statutes and Ordinances Committee

- a) *Unreserved minutes of the meeting of 1 November 2022
(GB.221109.3.3a)
Council **noted** the minutes and **approved** the updated Regulation P6 (Harassment and Sexual Misconduct) (CC.221109.3.8a.i).

4. OTHER BUSINESS

4.1 Any other business

Council **noted** that the University and College Union had announced strike action on Thursday 24 November, Friday 25 November and Wednesday 30 November, but that the College was not part of the dispute.

There was no further business.

4.2 Date of next meeting

Wednesday 30 November 2022 at 2.00pm in the William Mong Hall.