

Sidney Sussex College

The Minutes of
COLLEGE COUNCIL
Held in William Mong Hall
on Wednesday 24 May 2023
following the meeting of the
Governing Body

In attendance:

Senior members:

The Master, Acting Vice-Master, Senior Tutor, Bursar, Ms Baskerville, Dr Bordin, Professor Eilstrup-Sangiovanni, Dr Fulda, Professor Garcia-Mayoral, Dr Groom, Dr Lambert, Dr Ranasinghe, Professor Reynolds, Dr Stasch

Student representatives:

Ms Mahmood (MCR President), Ms Morgan (JCR President),
Mr Nicholas (JCR Vice-President)

Also present:

Ms Adams (College Registrar / Council Secretary)

UNRESERVED BUSINESS

1. INTRODUCTORY BUSINESS

1.1 Welcome and apologies for absence

The Master welcomed Professor Martin Burton, Master-elect as a non-speaking observer. Apologies were received from Dr Öner and Mr Robertson (Student Representative).

1.2 Approval of Agenda

The agenda was approved subject to the following amendments:

- Item 2.1(c)(i) to be titled "Intercollegiate decision-making proposal"
- Item 2.1(d), College Calendar 2023-24, to be unstarred
- Item 2.2(c), Reading Week Consultation, to be unstarred
- Item 2.4(d) to be titled 'The Gill Family Fund Regulations' and be double-starred
- Item 4.1(a) to add Proposals for Annual Donor Board and Major Donor Plaque

1.3 Declarations of Interests

Ms Morgan and Mr Nicholas declared indirect interests in item 2.1(b), BBC Request to Record and Broadcast Choral Evensong, as members of the College Choir

All present declared an interest in item 2.3(b), Proposed Catering Charges from 1 October 2023, as users of the College catering service.

1.4 Confirmation of the minutes of the unreserved business of the Meeting of Council on 3 May 2023 (CC.2023.05.24.1.4)
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) **Risk Register 2023 Finalisation (CC.2023.05.24.2.1a)**
Council **approved** final versions of the Governance Risks (CC.2023.05.24.2.1a.i) and the University and Inter-collegiate Risks (CC.2023.05.24.2.1a.ii) for inclusion in the 2023 Risk Register.
- b) **BBC Request to Record and Broadcast Choral Evensong on Wednesday 22 November 2023 (CC.2023.05.24.2.1b)**
Council, noting the logistical arrangements, **approved** the BBC's request to record and broadcast Choral Evensong on 22 November 2023 for Radio 3, and congratulated the Choir on being invited to participate.
- c) **Intercollegiate decision-making proposal (CC.2023.05.24.2.1c)**
The Master reported that the proposals were an attempt to articulate a mechanism through which intercollegiate decisions could be taken, and that the Colleges' Committee had felt this to be a broadly reasonable framework through which the individual Colleges could work towards consensus. Council **endorsed** the proposal (CC.2023.05.24.2.1c.i).
- d) **College Calendar 2023-24: Sign-off**
The 2023-24 Calendar was **approved**, subject to the addition of an Open / Town Hall Meeting organised by SCSU at 6pm on Thursday 16 November 2023.

2.2 Senior Tutor's Business

- a) ***Interim Postgraduate Admissions: Report on 2022-23 Admissions (CC.2023.05.24.2.2a)**
The report was **noted**.
- b) ***Student Wellbeing Strategy Update (CC.2023.05.24.2.2b)**
The update was **noted**.
- c) **Reading Week Consultation (CC.2023.05.24.2.2c)**
The Senior Tutor reported that the Senior Tutors' Committee would be discussing the proposals at its next meeting. He drew attention to

Education and Pastoral Care Committee's recognition of genuine concerns about students' workloads, and also of the difficulties involved in the proposed scheme. Council considered the proposal and noted the lack of clarity on:

- whether students would be expected to use the time complete existing work or if supervisors would be able to set new assignments during Reading Week;
- whether students would use the time for academic or leisure purposes, and whether leaving Cambridge during Reading Week would affect their residence requirements; and
- the impact on academics' research time and on the operation of the winter admissions pool.

The Colleges' Standing Committee Working Group's consultation paper was **noted**.

2.3 Bursar's Business

a) **Draft College Budget 2023-24: Overview (CC.2023.05.24.2.3a)**

The Bursar presented the key assumptions underpinning the first draft budget, noting that further work was ongoing and a second draft budget would be presented to Finance and Needs Committee in June for recommendation to Council at its Annual Meeting. She drew attention to:

- increases in conferencing and development income offset by larger increases in costs, a situation which was not sustainable in the long-term;
- expenditure increases arising primarily from payroll, including cost of living support and filling the majority of vacant posts;
- inflationary increases in the cost of power, heat and light, demonstrating the importance of investment in improving the College's environmental sustainability;
- a reduction in commercial property lettings post-pandemic which was unlikely to be recovered in the short to medium term; and
- the above resulting in a predicted deficit of just over £1 million.

The Bursar reported that difficult decisions would need to be made in 2023-24 to address the deficit and return to an in-year break-even position.

Action: Bursar

Council **noted** the draft budget.

b) **Proposed Catering Charges from 1 October 2023 (CC.2023.05.24.2.2b)**

The Bursar reported that the proposed catering charges would cap food cost increases to Fellows, students and staff at 9.5% (matching accommodation charge increases) to recognise the effects of the

cost-of-living crisis; the full inflation rate of 16.8% would be applied to external guests. Charges for alcoholic beverages would be increased by 5.8%.

Council **approved** the catering charges from 1 October 2023 and **agreed** that the annual Consumer Price Inflation (CPI) Food and Alcoholic Beverage rates to January be used as the basis for future annual price rises.

c) **Controls and Accounting Frameworks: Statement for Auditors (CC.2023.05.24.2.2c)

Council **approved** the responses to the Controls and Accounting Frameworks questionnaire required by the College's auditors.

d) College Policies on the Website (CC.2023.05.24.2.2d)

Council **agreed** to publish the following policies on the College website:

- Anti-Money Laundering Policy
- CCTV Policy
- Safeguarding Children and Vulnerable Adults Policy

Council further **agreed** that the following documents be drafted with the expectation that they would be published on the website upon adoption:

- Anti-Bribery and Corruption Policy
- Donation Solicitation and Acceptance Policy
- Environmental Sustainability Strategy
- Filming and Photography Policy
- Weddings and Baptism Policy

e) **Lent Term Appeals and Charitable Donations (CC.2023.05.24.2.2e)

Council **approved** donations of:

- £250 to The Mays Anthology;
- £50 towards the CUSU Student-Led Teaching Awards; and
- £300 to Cambridge University Cricket Club with the stipulation that the monies must be used for women's cricket.

f) *Use of College Seal

(i) Lease Renewal – 28 Sidney Street

Council **noted** the use of the College seal.

2.4 Development Director's Business

a) Quarterly Report 2022-23 (3rd Quarter) (CC.2023.05.24.2.4a)

The Development Director reported that the total from donations and legacies was on track to achieve £1.35 million by the end of the year. Council **noted** the report and congratulated the Development and Alumni Relations Office team.

- b) ****The Gill Family Fund Regulations (CC.2023.05.24.2.4b)**
Council **approved** The Gill Family Fund Regulations in respect of
The Gill Family Fund established by Council on 3 May 2023
(CC.2023.05.03.2.4a).

2.5 Steward's Business

Nothing to report.

2.6 Student Business

Nothing to report.

3. REPORTS FROM COMMITTEES

3.1 Chapel Committee

- a) ***Unreserved minutes of the meeting of 6 February 2023**
(CC.2023.05.24.3.1a)

The minutes were noted.

3.2 Student Wellbeing Initiative Governance Board

- a) ***Unreserved minutes of the meeting of 28 March 2023**
(CC.2023.05.24.3.2a)

The minutes were noted.

3.3 Health and Safety Committee

- a) ***Unreserved minutes of the meeting of 25 April 2023**
(CC.2023.05.24.3.3a)

The minutes were noted.

3.4 Muniment Room Standing Committee

- a) ***Unreserved minutes of the meeting of 1 May 2023**
(CC.2023.05.24.3.4a)

The minutes were noted.

3.5 Statutes & Ordinances Committee

- a) ***Unreserved minutes of the meeting of 2 May 2023**
(GB.2023.05.24.3.2a)

The minutes were noted.

- (i) ****Amendments to Regulation F3 (CC.2023.05.24.3.5a.i)**
The amendments were **approved**.

- (ii) ****Amendments to Regulation G5 (CC.2023.05.24.3.5a.ii)**
The amendments were **approved**.

3.6 Joint meeting of Chapel and Music Committees

- a) ***Unreserved minutes of the joint meeting of 5 May 2023**
(CC.2023.05.24.3.6a)

The minutes were noted.

3.7 HR Committee

- a) *Unreserved minutes of the meeting of 9 May 2023
(CC.2023.05.24.3.7a)

The minutes were noted.

- (i) **Time Off In Lieu Policy (CC.2023.05.24.3.7a.i)
The policy was approved.

3.8 Education and Pastoral Care Committee

- a) *Unreserved minutes of the meeting of 10 May 2023
(CC.2023.05.24.3.8a)

The minutes were noted.

3.9 Finance and Needs Committee

- a) *Unreserved minutes of the meeting of 15 May 2023
(CC.2023.05.24.3.9a)

The minutes were noted.

- (i) **Anti-Money Laundering Policy (CC.2023.05.24.3.9a.i)
The policy was approved.

- (ii) **Staff Pay Framework (CC.2023.05.24.3.9a.ii)
The framework was approved.

4. OTHER BUSINESS

4.1 Any other business

- a) **Proposals for Annual Donor Board and Major Donor Plaque
(Council, 29 June 2022, 2.4b)**

Following Council's 29 June 2022 agreement in principle to recognise donors of over £100,000 and those giving smaller, regular donations, Council **agreed**:

- to erect an annual donor board in the foyer outside the Mong Hall;
- to apply for planning permission to erect a major donor plaque in Cloister Court, subject to the final confirmation of dimensions from the College's architects; and
- the naming and recognition conventions for both.

4.2 Date of next meeting

Wednesday 28 June 2023 (Annual Meeting) at **10am** in the William Mong Hall.