

Sidney Sussex College

The **Unreserved Business** Minutes of **College Council** held on Wednesday 8 November 2023 following the Audit Meeting of the Governing Body

Present:

Ex officio members	Master, Vice-Master, Senior Tutor, Bursar
Elected members	Dr Bordin, Dr Doran, Professor Eilstrup-Sangiovanni, Professor Garcia-Mayoral, Dr Groom, Dr Lambert, Dr Ranasinghe, Dr Sumnall, Dr Wilson-Lee
Student members	Ms Hygate (Student Representative), Ms Mahmood (MCR President), Ms Morgan (JCR President)
In attendance	College Registrar (Council Secretary), Mr Nicholas (JCR President-elect), Ms Woods (JCR Vice-President-elect)

1. Introductory Business

1.1 Apologies for absence

Apologies have been received from Professor Biagini and Dr Strelchuk.

1.2 Approval of Agenda

The agenda was **approved**.

1.3 Declarations of Interests

There were no declarations of interest.

1.4 Unreserved business minutes of 11 October 2023 (CC.2023.11.08.1.4)

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) Inter-collegiate business and other relevant issues

This report had already been given in the Governing Body meeting.

b) College Strategy and Vision

Council **endorsed** the Master's proposal to organise a meeting of the Master and Governing Body Fellows to agree a process for developing a College Strategy and Vision. Consultation on the contents of the Strategy and Vision would be undertaken with all College constituencies once the process had been agreed.

2.2 Vice-Master's Business

Nothing to report.

2.3 Senior Tutor's Business

a) Postgraduate Admissions Report: 2023-24 Entry and Admission Strategy (CC.2023.11.08.2.3a)

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The Graduate Tutors reported that:

- The PhD target had not been met, reflecting the University-wide situation;
- An imbalance remained between AHSS and STEM subjects, also reflecting the wider University picture.

The Postgraduate Tutors agreed to review the publicity given to financial support available for postgraduate students.

Action: Postgraduate Tutors

The Bursar undertook to investigate postgraduate students' access to College catering facilities outside of term-time.

Action: Bursar

The report was **noted**.

2.4 Bursar's Business

a) ****2022-23 Accounts**

A presentation and discussion of the 2022-23 Accounts having already taken place at the Audit Meeting of the Governing Body, Council

- i. **approved** the 2022-23 Annual Report and Financial Statements (GB.2023.11.08.2.3a.ii);
- ii. **noted** the auditors' report (Audit Matters, (GB.2023.11.08.2.3a.iii); and
- iii. **confirmed** the contents of the Letter of Representation and **authorised** the Bursar to sign on behalf of the College (GB.2023.11.08.2.3a.iv)

b) ****Risk Review and 2023 Risk Register (CC.2023.11.08.2.4b)** Council **approved** the risk review and 2023 risk register.

c) ***Use of College Seal**

Council **noted** the use of the College Seal:

- i. New Lease and Rent Deposit Deed – 99 King Street
- ii. Renewal Lease and Rent Deposit Deed – 101 King Street

2.5 Development Director's Business

a) **Annual Report 2022-23 (CC.2023.11.08.2.5a)** The report was **noted**.

2.6 Steward's Business

Nothing to report.

2.7 Safeguarding Officer's Business

Nothing to report.

2.8 Student Business

a) ***SSCSU Accounts 2022-23 (CC.2023.11.08.2.8a)** The 2022-23 accounts were **noted**.

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- b) **SSCSU Budget 2023-24** (CC.2023.11.08.2.8b)
The JCR President reported that the JCR was keen to spend down its reserves through provision of funding to student-led societies and initiatives.
The 2023-24 budget was **approved**.
- c) ***Student Bar Report & Accounts 2022-23** (CC.2023.11.08.2.8c)
The 2022-23 bar report and accounts were **noted**.
- d) ****Student Bar Budget 2023-24** (CC.2023.11.08.2.8d)
The 2023-24 bar budget was **approved**.
- e) ***June Event 2023 Finance Summary** (CC.2023.11.08.2.8e)
The summary was **noted**.
- f) ***May Ball 2024 Update** (CC.2023.11.08.2.8f)
The update was **noted**.

3. Reports from Committees

3.1 Chapel Committee

- a) ***Unreserved minutes of 25 May 2023 (unconfirmed)**
(CC.2023.11.08.3.1a)
The minutes were **noted**.

3.2 Health and Safety Committee

- a) ***Unreserved minutes of 9 October 2023 (unconfirmed)**
(CC.2023.11.08.3.2a)
The minutes were **noted**.
 - i) ****Health and Safety Policy Annual Review**
(CC.2023.11.08.3.2a.i)
The policy was **approved**.
 - ii) ****Prevention of Spread of Communicable Diseases**
(CC.2023.11.08.3.2a.ii)
The guidance was **approved**.
 - iii) ****Terms of Reference** (CC.2023.11.08.3.2a.iii)
The terms of reference were **approved**.

3.3 Music Committee

- a) ***Unreserved minutes of 13 October 2023 (unconfirmed)**
(CC.2023.11.08.3.3a)
The minutes were **noted**.
 - i) ***Director of Music's Annual Report 2022-23**
(CC.2023.11.08.3.3a.i)
The report was **noted**.

3.4 Equality, Diversity and Inclusion Committee

- a) ***Unreserved minutes of 23 October 2023 (unconfirmed)**
(CC.2023.11.08.3.3a)

The minutes were **noted**.

- i) **Equality, Diversity & Inclusion (EDI) Framework Publication**
Council **agreed** that webpages on the public website be created in due course to promote the College's EDI work.

3.5 Prevent Committee

- a) ***Unreserved minutes of 26 October 2023 (unconfirmed)**
(CC.2023.11.08.3.5a)

The minutes were **noted**.

- i) ****Annual Prevent Accountability and Data Return 2023**
(CC.2023.11.08.3.5a.i)
The annual accountability and data return 2023 was **approved**.

- ii) ****Terms of Reference** (CC.2023.11.08.3.5a.ii)
The terms of reference were **approved**.

3.6 Statutes & Ordinances Committee

- a) ***Unreserved minutes of 31 October 2023 (unconfirmed)**
(GB.2023.11.08.3.3a)

- i) **Ordinance B,XXIII (Membership of the College)**
(GB.2023.11.08.3.3a.iii)

As Governing Body had agreed to amendments to Ordinance B,XXIII, Council **directed** the Statutes and Ordinances Committee to draft a new Regulation setting out a procedure through which College membership, or the benefits and privileges thereof, could be removed, suspended or withdrawn.

Statutes and Ordinances Committee were asked to consider:

- whether inclusion of an appeal process was appropriate;
- whether a media strategy would be required in instances where there was public interest in the College's decision;
- thresholds at which it would become appropriate to engage the procedure;
- whether privileges and benefits could be suspended as a precautionary measure.

Action: Registrar

- ii) ****Whistleblowing Policy** (CC.2023.11.08.3.6a.ii)
The policy was **approved**.

3.7 HR Committee

- a) ***Unreserved minutes of 31 October 2023 (unconfirmed)**
(CC.2023.11.08.3.7a)

The minutes were **noted**.

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- i) ****Staff Pay Framework** (CC.2023.11.08.3.7a.i)
The framework was **approved**.
- ii) ****Display Screen Equipment (DSE) Policy** (CC.2023.11.08.3.7a.ii)
The policy was **approved**.
- iii) ****On-Call Policy** (CC.2023.11.08.3.7a.iii)
The policy was **approved**.
- iv) ****Employment Handbook** (CC.2023.11.08.3.7a.iv)
The handbook was **approved**.
- v) ****Workers' Handbook** (CC.2023.11.08.3.7a.v)
The handbook was **approved**.

4. Other Business

4.1 Any other business

Ms Morgan was thanked for her service to Council.

4.2 Date of next meeting

Wednesday 29 November 2023 at 2pm in the William Mong Hall.