



Unreserved business minutes of College Council on 22 May 2024

Present:

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

Introductory business

801 Apologies for absence

Dr Lambert was on leave, and apologies were received from Ms Hygate (Student Representative)

802 Approval of agenda

The agenda was **approved**, subject to:

- there being no proposals to discuss any of the individual HR Policies following annual or triennial review (Items 823-829), these policies being agreed collectively; and
- the Bursary Strategic Plan (Item 834) being deferred to the Annual Meeting.

803 Declaration of interests

None.

804 Unreserved business minutes of 1 May 2024

(CC.2324/804)

Confirmed by circulation.

805 Matters arising not elsewhere on the agenda

(CC.2324/805)

Noted.

Decision items

806 Draft College Budget 2024-25: Overview (Bursar)

(CC.2324/806)

Following the Governing Body's discussion, Council **endorsed** the draft budget for further review by the Finance & Needs Committee and presentation to Council for approval at the Annual Meeting.

807 Catering and External Charges 2024-25 (Bursar) (CC.2324/807)

The Bursar drew attention to the intention to keep cafeteria prices competitive. With regard to Formal Hall, the College's current price for students was the fourth lowest amongst all Colleges (excluding the cost of wine where included); the proposals would bring the College a little closer to, but still below, the median. The JCR President reflected on the tension between the need to address the catering deficit and the risk of increasing prices to a level which reduced student attendance, with which the Bursar agreed.

Council **agreed** the 2024/25 cafeteria (including the Minimum Meal Charge) and Formal Hall charges, and the external Conference & Events Catering and Accommodation charges.

808 Free reserves: updated calculation methodology and target (Bursar) (CC.2324/808)

The Bursar presented the outcome of the review of the current £5m Free Reserves target, which aims to ensure that the College had contingency funds which were completely unrestricted and readily realisable at short notice, noting that investment gains since the last financial year-end had raised the current free reserves to ~£8.4m. The proposal recommended an updated calculation methodology to set a dynamic target which would adjust automatically to changing circumstances.

Council **agreed**:

- a) the revised free reserves target methodology;
- b) the proposed process for annual review of the target, and the requirement for a full review of the methodology every three years;
- c) the revised free reserves target of £9.3m resulting from the revised methodology, recognising that this would be further refined after production of the 2023-24 accounts; and
- d) the Bursar to update the Free Reserves Policy in accordance with these decisions, for adoption at the Annual Meeting.

Action: Bursar

Council **noted** the other mitigations that existed should the free reserves available, whether or not meeting the target, be insufficient.

809 Proposed Student Residency Periods 2024/25-2029/30 (Bursar) (CC.2324/809)

The proposed student residency periods for the next five academic years were **approved**.

810 Research Fellowship Competition: Future Process (Acting Vice Master) (CC.2324/810)

Following consideration and discussion by the Governing Body, Council **agreed**:

- a) to hold two separate processes for the Arts, Humanities and Social Sciences (AHSS) and Science, Technology, Engineering and Medicine (STEM) subjects for 2024/25 in the first instance, and that these processes be able to operate on different timetables subject to Panel members' feedback on the most suitable timing for each competition;

- b) to move to a four-year cycle for AHSS competitions:
- Year 1: Historical Studies (including History of Science, Art History, Ancient History, Archaeology)
 - Year 2: Literary Studies (incl. English, Modern & Medieval Languages, Classics; etc)
 - Year 3: Law, Politics & International Relations, Economics, Land Economy & Management
 - Year 4: Anthropology, Architecture, Divinity, Education, Music, Philosophy, Sociology
- c) to retain interviews as part of the process, with a preference for in-person interviews wherever possible;
- d) to seek nominations for two Research Fellowship Competition Secretaries, who would also be voting members of their respective Competition Panels, for appointment to the time-limited role at the Annual Meeting of Council;
- Action: Acting Vice-Master / Registrar**
- e) to seek expressions of interest in serving on the 2024/25 Research Fellowship Competition Panels, appointments to be made at the Annual Meeting of Council;
- Action: Acting Vice-Master / Registrar**
- f) to invite the Fellow IT Officer to review the available IT platforms and to make a recommendation to Council for consideration at the Annual Meeting; and
- Action: Fellow IT Officer**
- g) to re-evaluate the process in Easter Term 2025.
- Action: Acting Vice-Master**

811 Proposal for Academic and Student Wellbeing Committees (Senior Tutor / Registrar) (CC.2324/811)

On the recommendation of the Education & Pastoral Care Committee, and **noting** the Governing Body's consideration of changes to the College's governance structure to reduce duplication of work across committees and subsequent demands on Fellows' time, Council:

- a) **agreed** to establish the Academic Committee and the Student Wellbeing Committee with effect from Michaelmas Term 2024;
- b) **approved** the terms of reference for both bodies, noting that there would be a joint annual meeting of the Academic and Student Wellbeing Committees;
- c) **agreed** to disestablish the Education & Pastoral Care, Admissions and Library Committees; and
- d) **invited** the continuing members of the Muniments Room Standing Committee to propose options for the future management of the College's historic assets (silver, portraits, manuscripts) for Council consideration in Michaelmas Term 2024, at which point the Committee would be formally disestablished. **Action: Registrar**

812 Proposal for Fellowship Committee (Acting Vice-Master / Registrar) (CC.2324/812)

On the recommendation of the Fellows' Amenities & Entertainment Committee, and after consultation with the Chair and membership of the Fellowship Engagement and Experience Working Group, Council **agreed** to establish the Fellowship Committee with effect from Michaelmas Term 2024 and **approved** the terms of reference.

813 Proposal for the Externally-Funded Horkan Visiting Fellowship (Professor Biagini) (CC.2324/813)

Following the discussion at the previous Council meeting to establish a scheme for externally-funded visiting Fellowships, Council **agreed** to establish the Horkan Visiting Fellowship with an initial donation of £35,000 from benefactors who wished to remain anonymous. The Visiting Fellowship would support scholars from diverse fields of study to contribute a greater understanding of the experiences and histories of the Irish in Britain.

814 Community engagement and charitable purposes (Master / Registrar) (CC.2324/814)

Council **agreed**

- a) to endorse the proposal to explore a partnership with 'It Takes a City' and one other local charity, delegating to the Master to appoint a group of interested parties to refine proposals for community engagement and present further information to Council for consideration in Michaelmas Term; and **Action: Master**
- b) abolish the Appeals Committee at the end of Easter Term 2024.

815 Student Regulation G9 (Substance Use and Misuse) (Senior Tutor / Registrar) (CC.2324/815)

The amended regulation was **approved** on the recommendation of the Education & Pastoral Care and Statutes & Ordinances Committees.

816 Student Regulation G11 (College Hall) (Registrar) (CC.2324/816)

The amended regulation was **approved** on the recommendation of the Statutes & Ordinances Committee.

817 Student Regulation G17 (SSCSU Code of Practice) (Registrar) (CC.2324/817)

The amended regulation was **approved** on the recommendation of the Statutes & Ordinances Committee.

818 Student Regulation P5 (Equal Opportunities: Reasonable Adjustments) (Senior Tutor / Registrar) (CC.2324/818)

The amended regulation was **approved** on the recommendation of the Education & Pastoral Care and Statutes & Ordinances Committees, subject to a minor correction to Paragraph 6 which should read: "to ensure that no student disclosing a disability under paragraphs 2-4 ~~does~~ ~~not~~ suffers a substantial disadvantage".

The Senior Tutor, Head of Student Wellbeing, Domestic Bursar and JCR Disability Officer would meet after exams to discuss the practical arrangements of how students' requests for reasonable adjustments were communicated to the Disability Group and to other relevant college departments.

819 Proposal for Allocation of Merit Awards for Staff 2024-25 (Bursar) (CC.2324/819)
Approved on the recommendation of the HR and Finance & Needs Committees.

820 Additional Salary Payments Review (Bursar) (CC.2324/820)
Approved on the recommendation of the HR Committee.

821 Long Service Awards Scheme (Bursar) (CC.2324/821)
Approved on the recommendation of the HR Committee.

822 HR Committee Terms of Reference (Bursar) (CC.2324/822)
Approved, noting that a further Governing Body Fellow had been added to the membership.

823 Staff Pay Framework (Bursar) (CC.2324/823)
Approved on the recommendation on the HR Committee.

824 Recruitment of Ex-Offenders Policy (Bursar) (CC.2324/824)
Approved on the recommendation on the HR Committee.

825 Security Policy (Bursar) (CC.2324/825)
Approved on the recommendation on the HR Committee.

826 Flexible Working Request Policy (Bursar) (CC.2324/826)
Approved on the recommendation on the HR Committee.

827 Staff Appeal Policy (Bursar) (CC.2324/827)
Approved on the recommendation on the HR Committee.

828 Updated Parental Leave and Pay Policies (Bursar) (CC.2324/828)
The following policies were **approved** on the recommendation on the HR Committee:

- Adoption Leave and Pay
- Maternity Leave and Pay
- Parental Bereavement Leave and Pay
- Paternity / Co-Parent Leave and Pay
- Shared Parental Leave
- Unpaid Parental Leave

- 829 Special Leave Policy (Bursar)** (CC.2324/829)
Approved on the recommendation on the HR Committee.

Information items

- 830 Q3 Management Accounts (Bursar)** (CC.2324/830)
The accounts were **received**, following consideration and discussion by the Governing Body.

- 831 HR Database and Payroll Project (Bursar)** (CC.2324/831)
The Bursar reported that the system identified would integrate personnel records with payroll to provide more structured employee data, and increase efficiency by enabling employee self-serve for a number of functions including booking annual leave and recording sick leave, and enabling line managers to view information on their team members instead of needing to request it from the HR Manager; it would also manage Employed Fellows' employment data. The project, benefits and risks, and budget allocated, were **noted** and the procurement of a system was **endorsed** subject to confirmation of costs and a detailed implementation plan.

- 832 Development 2023-24 Financial Year Q3 Report (Master)** (CC.2324/832)
Council **noted** the update, and that the Development Director was now on a phased return from maternity leave, returning fully to her role from the start of July.

- 833 Interim Postgraduate Admissions Report: 2023-24 Cycle (Dr Groom, Postgraduate Tutor)** (CC.2324/833)
In response to a query about why Sidney was no longer receiving open applications even as we remained some way below our PhD admissions objective, Dr Groom reported that the University allocated postgraduate applications to colleges on the basis of a target ratio of PhDs:MPhils and automatically cut off Colleges at 30% of their minimum wish for PhD students, until all colleges had reached this level. At that point, the allocator would re-open as further applications arrived. Council **noted** the report.

- 834 Bursary Strategic Plan: Priority issues 2024-25 (Bursar)**
Deferred to the Annual Meeting.

- 835 Updated draft College Calendar 2024-25 (Master)** (CC.2324/835)
The changes since the last meeting were **noted**. The final version would be presented to the Annual meeting for adoption.

Reports from committees

- 836 Education & Pastoral Care Committee 6 May 2024 (unconfirmed)** (CC.2324/836)
The minutes were **received**.

837 HR Committee 7 May 2024 (unconfirmed) (CC.2324/837)
The minutes were received.

838 Muniment Room Standing Committee 7 May 2024 (unconfirmed) (CC.2324/838)
The minutes were received.

839 Statutes & Ordinances Committee 7 May 2024 (unconfirmed) (CC.2324/839)
The minutes were received.

840 Prevent Committee 9 May 2024 (unconfirmed) (CC.2324/840)
The minutes were received.

841 Finance & Needs Committee 13 May 2024 (unconfirmed) (CC.2324/841)
The minutes were received.

Other business

842 Any other business
None.

843 Date of next meeting
Wednesday 26 June 2024 at **10am** in the William Mong Hall (Annual Meeting).