

**Sidney Sussex College**  
**Freedom of Information Act Disclosure Log 2023**



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**1. Teaching Staff Hourly Pay, received 19 January 2023**

Under the Freedom of Information Act, please can you send:

1. The number of teaching staff at Sidney Sussex College who are paid on an hourly rate.
2. The average hourly rate paid by Sidney Sussex College to its hourly-paid teaching staff.

**Response of 1 February 2023**

1. There are no teaching staff at Sidney Sussex College who are paid on an hourly rate. Teaching staff are employed and paid an annual salary. Other academic services provided to our students are paid on a piecework basis for work completed as set out on the University of Cambridge website: <https://www.seniortutors.admin.cam.ac.uk/guidance-and-procedures/undergraduate-supervisions-cambridge>.
2. N/A

**2. Manorial Holdings, received 19 January 2023**

I'm aware that your college has in the past had manorial holdings (<https://www.british-history.ac.uk/vch/cambs/vol3/pp481-487>).

I have not been able to discover from two of your publications available online (<https://www.sid.cam.ac.uk/sites/default/files/Financial%20Statements%20for%20yr%20to%2030%20June%202022%20Final%20signed%20PEM.pdf> and [https://www.sid.cam.ac.uk/sites/default/files/2020-04/publication\\_scheme\\_for\\_website.pdf](https://www.sid.cam.ac.uk/sites/default/files/2020-04/publication_scheme_for_website.pdf)) whether you still hold any lordship titles, manorial land, or manorial rights, as defined in this useful guide to this residue of pre-Norman property rights within current UK property law: <https://www.gov.uk/government/publications/manors/practice-guide-22-manors>.

I appreciate that this is a pretty abstruse question and may require some archival research, but it is being made of a pretty abstruse institution with some pretty high-powered academic personnel. So I envisage that it should not be impossible for you to answer it, drawing on the expertise of historians and lawyers you have on your staff.

**Response of 20 January 2023**

Sidney Sussex College does not hold any lordship titles, manorial land, or manorial rights.

### 3. Non-Disclosure Agreements, received 24 January 2023

Under the Freedom of Information Act 2000, I would like to request the following information:

- Whether or not the college uses NDAs as part of sexual assault settlements?
- How many NDAs have been used over the past 10 years within the college?
- If this data is available, a demographic breakdown on the gender and ethnicity of the complainant within the settlement agreement.

#### Response of 27 January 2023

The answers to your questions are as follows:

*Whether or not the college uses NDAs as part of sexual assault settlements?*

Sidney Sussex College follows the statement issued by the University of Cambridge on use of Non-Disclosure Agreements (NDAs):

<https://www.cam.ac.uk/notices/news/university-of-cambridge-statement-on-use-of-non-disclosure-agreements-ndas#:~:text=The%20University%20of%20Cambridge%20will,to%20cover%20up%20inappropriate%20behaviour.>

*How many NDAs have been used over the past 10 years within the college?*

0-5 – Due to the small numbers involved in the use of an NDA for any reason in the last 10 years, we have invoked the exemption contained within S40(2) of the Freedom of Information Act not to provide a specific number as we feel this could lead to individuals being identified which might cause distress or harm. None of the NDAs have been for sexual assault settlements.

*If this data is available, a demographic breakdown on the gender and ethnicity of the complainant within the settlement agreement.*

The College does not hold gender and ethnicity data.

#### **4. College Accommodation Rent and Meal Prices, received 13 February 2023**

We are doing a data investigation for the student newspaper Varsity. We would like to investigate trends in college accommodation rent grades/bands and college meal prices over the years.

Some of the colleges post information of the rent charges and meal prices on their websites of the current year only. We would like to make a temporal overview.

We would like to collect the following data, if available. We would like to collect the data as far back as possible, ideally going back to at least 2012.

1. The height of the different room rent grades/bands per week for each year/term.
2. The meal student price for a (dinner) main plus a side in the buttry/cafeteria for each year/term.

If such data is not kept, or is kept in a different format, we would like to know if that is the case.

#### **Response of 13 March 2023**

In answer to your questions, I would first note that we know that you have asked all Colleges for this data and would caution against direct comparisons of either rent data or catering data between Colleges. Colleges have different structures of charging for such services and your request as written does not take into account things like different lengths of rental agreements or the use or otherwise of kitchen fixed charges or minimum meal entitlements.

The detail requested over the last ten years will also not necessarily reflect policy changes in the Colleges, e.g., changes in structure of accommodation charges, any reflection of the inclusion of utility and other service costs, etc.

1. The attached spreadsheet shows the different room bands and the weekly rent charged from 2012 to date. Please note that the distribution and banding of rooms was changed from 2016-17 to 2017-18, and that in 2020-21 there was a fundamental change to the structure with the introduction of cohort pricing and rolling the existing kitchen fixed charge into the accommodation charge.
2. The College does not hold the historic data of student meal prices. The current price range for a main is £2.38 to £3.30 with a side costing 81p.

**04 - College Accommodation Charges and Room Bands 2012-22**

<b>Band</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
AA	117.25	119.78	124.33	126.94	128.97
A	111.58	113.99	118.32	120.80	122.73
B	105.63	107.91	112.01	114.36	116.19
C	99.62	101.76	105.63	107.85	109.58
D	94.69	96.72	100.40	102.51	104.15
E	89.58	91.50	94.98	96.97	98.52
F	84.61	86.42	89.70	91.58	93.05
G	101.67	103.86	107.81	110.07	111.83

<b>Band</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
A	128.90	132.38	135.56
B	124.12	127.47	130.53
C	119.35	122.57	125.51
D	114.57	117.66	120.48
E	109.80	112.76	115.47

<b>2020-21</b>	<b>2019 Cohort</b>	<b>2020 Cohort</b>
Band A	139.10	146.10
Band B	134.10	140.80
Band C	129.00	135.50
Band D	123.90	130.10
Band E	118.70	124.60

<b>2021-22</b>	<b>2019 Cohort</b>	<b>2020 Cohort</b>	<b>2021 Cohort</b>
Band A	155.30	162.40	166.90
Band B	149.60	156.40	160.70
Band C	143.80	150.40	154.50
Band D	138.00	144.40	148.30
Band E	132.30	138.40	142.10

<b>2022-23</b>	<b>2019 Cohort</b>	<b>2020 Cohort</b>	<b>2021 Cohort</b>	<b>2022 Cohort</b>
Band A	161.20	168.60	173.20	178.40
Band B	155.20	162.40	166.80	171.80
Band C	149.30	156.10	160.40	165.20
Band D	143.30	149.90	154.00	158.60
Band E	137.30	143.60	147.50	152.00

#### **5. Applications for Mathematics from China-domiciled individuals, received 13 February 2023**

As a student applying to Cambridge with a future major in mathematics, I would like to analyze the application results of mathematics in different colleges to help me choose a college. However, I have found that the data on the official website is not very specific, as it doesn't include information about the nationalities of people who are accepted into mathematics. This makes the data less representative for me, a Chinese student. That's why I ask for the data of Chinese students who apply for mathematics. It is acceptable for me not to collect the data, but it would be better for me to provide it. I hope that the data provided will include the following information from 2013 to 2023:

1. The number of Chinese applicants for mathematics
2. The number of offers received by Chinese applicants (including the winter pool)
3. The number of Chinese applicants accepted

#### **Response of 8 March 2023**

Our response to your FOI can be found in the attached spreadsheet.

Please note due to the small numbers involved in most of the years, we have invoked the exemption contained within S40(2) of the Freedom of Information Act to not provide the specific number as we feel that this could lead to individuals being identified.

The information requested for the current Admissions round 2022-23, insofar as it is held (noting that the current undergraduate applications cycle is ongoing), is exempt under section 36(2)(c) of the Act because its disclosure would be likely to prejudice the effective conduct of public affairs, in this case the integrity of the University's applications and admissions process which form a fundamental part of its mission as an educational institution. Please note that as the information requested is statistical in nature, the opinion of the qualified person did not need to be sought for this application of section 36. The current undergraduate applications cycle is ongoing and applications are still being submitted and assessed. The University considers that the disclosure of detailed statistics about applications made within the current cycle would be likely to prejudice the notion of a fair and confidential admissions process whereby each applicant has the same information at their disposal and partial granular data is not disclosed to specific members of the public while the process is ongoing. As this is a qualified exemption, the University has considered whether, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The University considers that, while some people might have an understandable private interest in these statistics, there is no genuine public interest in them when set against the extensive statistical information available about previous admissions cycles published at <https://www.undergraduate.study.cam.ac.uk/apply/statistics>, coupled with the prevailing public interest in maintaining a level playing field in terms of the information available to all applicants.

**05 - Mathematics Applications**

Year	Number of Chinese domicile applicants assigned to Sidney Sussex College for Mathematics	Number of Offers made to Chinese domiciles to study Mathematics at Sidney Sussex College	Number of Chinese applicants accepted to Sidney Sussex College for Mathematics
2013-2014	<5	<5	<5
2014-2015	<5	<5	<5
2015-2016	<5	<5	<5
2016-2017	<5	<5	<5
2017-2018	<5	<5	<5
2018-2019	7	<5	<5
2019-2020	<5	<5	<5
2020-2021	8	<5	<5
2021-2022	7	<5	<5
2022-2023	Excluded under section 36(2)(c)	Excluded under section 36(2)(c)	Excluded under section 36(2)(c)



**6. Mould and/or damp in College accommodation, received 27 February 2023**

1. Between 14 June 2017 and 14 November 2022, how many complaints has the college received from student tenants relating to mould and/or damp in college-owned or managed accommodation (halls of residence)?
2. What action was taken in response to the complaints?

**Response of 24 March 2023**

The College only holds the data going back to 14 January 2020. The College received 29 reports of mould through the e-maintenance reporting system between 14 January 2020 and 14 November 2022. Reports received through the e-maintenance system are picked up and remedied by the Maintenance team, however, the College does not specifically record actions taken.

**7. Students from comprehensive schools, received 28 February 2023**

I was wondering what percentage of your students are from comprehensive schools (state, not grammar schools).

**Response of 24 March 2023**

41.46% of current Sidney Sussex College undergraduate students came from a comprehensive school (excluding grammar schools).

**8. Business premises income, Cambridge Bursary Scheme spending, definition of 'depreciation', disability access spending, received 28 February 2023**

1. Please provide the details of the income that Sidney Sussex College has received from Business Premises in the years 2018/2019, 2019/2020, 2020-2021, and 2021-2022. For clarification of what is meant by 'Business Premises', I am referring to income received from premises (as would be regarded under OLA 1957) that are used for business (as defined in UCTA 1977).
2. Please also provide the annual spending on the Cambridge Bursary Scheme for the same years.
3. Please also provide what constitutes 'Depreciation' in relation to Accommodation Income & Expenditure accounts which have been published. Again, please provide this for the same years as requested above. For this, I am specifically requesting an itemised list of costs which are associated thereto (to as great a detail as FOI and GDPR would allow).
4. Please also provide the annual spending on Disability Access within college for the same years.

**Response of 20 March 2023**

The attached spreadsheet provides the figures requested in questions 1-3 above. The College's depreciation policy is set out in 'The Statement of Principal Accounting Policies' in the published Financial Statements:

<https://www.sid.cam.ac.uk/sites/default/files/Financial%20Statements%20for%20yr%20to%2030%20June%202022%20Final%20signed%20PEM.pdf>

In response to question 4, the College does not record spending on disability access as a separate budget line. Costs would be incorporated into departmental and project budgets. To support the College in improving accessibility of existing facilities, AccessAble Consultancy were engaged to review and publicise general accessibility. The costs incurred with AccessAble Consultancy to date are included in the attached spreadsheet.

**08 - Financial information requested  
FOI REQUEST**

	<u>YEAR TO</u> <u>30/06/2022</u>	<u>YEAR TO</u> <u>30/06/2021</u>	<u>YEAR TO</u> <u>30/06/2020</u>	<u>YEAR TO</u> <u>30/06/2019</u>		
INCOME FROM BUSINESS PREMISES	£ 942,822	£ 749,988	£ 1,380,817	£ 1,361,098	From Rental Management Accounts	
CBS SPEND	£ 220,645	£ 226,250	£ 199,126	£ 170,986		
DISABILITY ACCESS						
DEPRECIATION IN ACCOMMODATION IN & EXP ACCOUNTS	£ 941,325	£ 477,671	£ 440,059	£ 453,957	From Accomodation Accounts to F & N	21/11/2022

SPEND WITH ACCESSABLE

<b>Trans. Type</b>	<b>Trans. Date</b>	<b>Reference</b>	<b>Value</b>	<b>YEAR</b>
Invoice	01/03/2023	INV-1519648	1200.00	22/23
Invoice	01/03/2022	INV-1519047	1200.00	21/22
Invoice	24/03/2021	INV-1518574	6000.00	20/21
			8400.00	

**9. Casual worker pay rates and contracts, received 7 March 2023**

I would like to request the following information:

1. Any and all current hourly pay rates for Cleaners, Kitchen Staff, and Porters, as well as any benefits (pension contributions, bonuses, holiday pay, free/subsidised college meals, overtime)
2. The number of casual workers on each pay rate
3. Any agreed-upon plans to increase these hourly rates in the upcoming financial or tax year, starting in either April or June 2023; or a confirmation that there are no plans to increase rates
4. Any agreed-upon changes to casual worker contracts regarding number of working hours; or a confirmation that there are no planned changes to contracts

**Response of 3 April 2023**

1. Please see attached spreadsheet for the pay rates of all casual staff within the Catering, Housekeeping and Porter teams on the payroll as at 28 March 2023. Casual staff receive free meals when on duty (subject to the number of hours worked), holiday pay, statutory sick pay, and invitations to College events. They are also eligible to join the USS pension scheme if they do not already qualify for auto-enrolment.
2. We have 29 casual workers in total on the payroll at 28 March 2023. Please see attached spreadsheet for pay rates. Due to the small numbers involved in certain roles, we have invoked the exemption contained within S40(2) of the Freedom of Information Act not to provide a specific number as we feel that this could lead to individuals being identified.
3. A cost of living pay increase will be implemented in April 2023 backdated to 1 February 2023 and there will be a further increase effective from 1 August 2023.
4. There are currently no planned changes to casual worker contracts regarding number of working hours.

## 09 - Hourly Pay Rates for Staff

Job Title	Hourly Rate	No of Casuals on Rate
Trainee Chef / Casual Commis Chef	£10.72	<5
Chef de Partie	£13.06	<5
Casual Catering Assistant	£10.34	21
Casual Kitchen Porter	£10.51	<5
Casual Chef	£16.02	<5
Casual Porter	£11.39	<5

**10. Undergraduate rooms, received 14 March 2023**

Please provide a full list of undergraduate rooms in tabulated form, with each row containing the location, total area, ensuite status, 2022-2023 termly price, band allocation, and any additional notes held by the accommodation office of the specified room.

**Response of 4 April 2023**

Please see attached spreadsheet. The College does not hold the total area for the rooms. The College has 3 accessible rooms which also have kitchen facilities. These are all charged at Band C. Please note the termly price given is for 10 weeks which is the minimum contract period.

10 - Undergraduate Rooms

	Location	Room Band	Room Occupant	Det:Type	Termly Price	Notes
1	on-site	A	undergrads	Room Only	1,784.00	
2	on-site	A	undergrads	Room Only	1,784.00	
3	on-site	A	undergrads	Room Only	1,784.00	
4	on-site	A	undergrads	Room Only	1,784.00	
5	on-site	A	undergrads	Room Only	1,784.00	
6	on-site	A	undergrads	En-Suite	1,784.00	
7	on-site	A	undergrads	En-Suite	1,784.00	
8	on-site	A	undergrads	En-Suite	1,784.00	
9	on-site	A	undergrads	En-Suite	1,784.00	
10	on-site	A	undergrads	En-Suite	1,784.00	
11	on-site	A	undergrads	En-Suite	1,784.00	
12	on-site	A	undergrads	En-Suite	1,784.00	
13	on-site	A	undergrads	En-Suite	1,784.00	
14	on-site	A	undergrads	En-Suite	1,784.00	
15	on-site	A	undergrads	En-Suite	1,784.00	
16	on-site	A	undergrads	En-Suite	1,784.00	
17	on-site	A	undergrads	En-Suite	1,784.00	
18	on-site	A	undergrads	En-Suite	1,784.00	
19	on-site	A	undergrads	En-Suite	1,784.00	
20	on-site	A	undergrads	En-Suite	1,784.00	
21	on-site	A	undergrads	En-Suite	1,784.00	
22	on-site	A	undergrads	En-Suite	1,784.00	
23	on-site	A	undergrads	En-Suite	1,784.00	
24	on-site	A	undergrads	En-Suite	1,784.00	
25	on-site	A	undergrads	En-Suite	1,784.00	
26	on-site	A	undergrads	En-Suite	1,784.00	
27	on-site	A	undergrads	En-Suite	1,784.00	
28	on-site	A	undergrads	En-Suite	1,784.00	
29	on-site	A	undergrads	Room Only	1,784.00	
30	on-site	A	undergrads	Room Only	1,784.00	
31	on-site	A	undergrads	Room Only	1,784.00	
32	on-site	A	undergrads	Basin	1,784.00	
33	on-site	A	undergrads	Basin	1,784.00	
34	on-site	A	undergrads	Room Only	1,784.00	
35	on-site	A	undergrads	Room Only	1,784.00	
36	on-site	A	undergrads	Room Only	1,784.00	
37	on-site	A	undergrads	Room Only	1,784.00	
38	on-site	A	undergrads	Room Only	1,784.00	
39	on-site	A	undergrads	Room Only	1,784.00	
40	on-site	A	undergrads	Room Only	1,784.00	
41	on-site	A	undergrads	Room Only	1,784.00	
42	on-site	A	undergrads	Room Only	1,784.00	
43	on-site	A	undergrads	Room Only	1,784.00	
44	on-site	A	undergrads	Room Only	1,784.00	
45	on-site	A	undergrads	Room Only	1,784.00	
46	on-site	A	undergrads	Room Only	1,784.00	
47	on-site	A	undergrads	Room Only	1,784.00	
48	on-site	A	undergrads	Room Only	1,784.00	
49	on-site	A	undergrads	Room Only	1,784.00	
50	on-site	A	undergrads	Room Only	1,784.00	
51	on-site	A	undergrads	Room Only	1,784.00	
52	on-site	A	undergrads	Room Only	1,784.00	
53	on-site	A	undergrads	Room Only	1,784.00	
54	on-site	B	undergrads	En-Suite	1,718.00	
55	on-site	B	undergrads	En-Suite	1,718.00	
56	on-site	B	undergrads	En-Suite	1,718.00	
57	on-site	B	undergrads	En-Suite	1,718.00	
58	on-site	B	undergrads	En-Suite	1,718.00	
59	on-site	B	undergrads	Room Only	1,718.00	
60	on-site	B	undergrads	Room Only	1,718.00	
61	on-site	B	undergrads	Room Only	1,718.00	
62	on-site	B	undergrads	Room Only	1,718.00	
63	on-site	B	undergrads	Room Only	1,718.00	
64	on-site	B	undergrads	Room Only	1,718.00	
65	on-site	B	undergrads	Room Only	1,718.00	
66	off-site	B	undergrads	Room Only	1,718.00	
67	off-site	B	undergrads	Room Only	1,718.00	
68	on-site	B	undergrads	En-Suite	1,718.00	
69	on-site	B	undergrads	En-Suite	1,718.00	
70	on-site	B	undergrads	En-Suite	1,718.00	
71	on-site	B	undergrads	En-Suite	1,718.00	
72	on-site	B	undergrads	En-Suite	1,718.00	
73	on-site	B	undergrads	En-Suite	1,718.00	
74	on-site	B	undergrads	En-Suite	1,718.00	
75	on-site	B	undergrads	En-Suite	1,718.00	
76	on-site	B	undergrads	En-Suite	1,718.00	
77	on-site	B	undergrads	En-Suite	1,718.00	
78	on-site	B	undergrads	En-Suite	1,718.00	
79	on-site	B	undergrads	En-Suite	1,718.00	
80	on-site	B	undergrads	En-Suite	1,718.00	
81	on-site	B	undergrads	En-Suite	1,718.00	





	Location	Room Band	Room Occupant	Det:Type	Termly Price	Notes
164	on-site	C	undergrads	En-Suite	1,652.00	Accessible Room
165	on-site	C	undergrads	En-Suite	1,652.00	Accessible Room
166	on-site	C	undergrads	En-Suite	1,652.00	Accessible Room
167	on-site	C	undergrads	Room Only	1,652.00	
168	on-site	C	undergrads	Room Only	1,652.00	
169	on-site	C	undergrads	Room Only	1,652.00	
170	on-site	C	undergrads	Room Only	1,652.00	
171	on-site	C	undergrads	Room Only	1,652.00	
172	on-site	C	undergrads	Room Only	1,652.00	
173	on-site	C	undergrads	Room Only	1,652.00	
174	on-site	C	undergrads	Room Only	1,652.00	
175	on-site	C	undergrads	Room Only	1,652.00	
176	on-site	C	undergrads	Room Only	1,652.00	
177	on-site	C	undergrads	Room Only	1,652.00	
178	on-site	C	undergrads	Room Only	1,652.00	
179	on-site	C	undergrads	Room Only	1,652.00	
180	on-site	C	undergrads	Room Only	1,652.00	
181	on-site	C	undergrads	Room Only	1,652.00	
182	on-site	C	undergrads	Room Only	1,652.00	
183	on-site	C	undergrads	Room Only	1,652.00	
184	on-site	C	undergrads	Room Only	1,652.00	
185	on-site	C	undergrads	Room Only	1,652.00	
186	on-site	C	undergrads	Room Only	1,652.00	
187	on-site	C	undergrads	Room Only	1,652.00	
188	on-site	C	undergrads	Room Only	1,652.00	
189	on-site	D	undergrads	Basin	1,586.00	
190	on-site	D	undergrads	Basin	1,586.00	
191	on-site	D	undergrads	Basin	1,586.00	
192	on-site	D	undergrads	Basin	1,586.00	
193	on-site	D	undergrads	Basin	1,586.00	
194	on-site	D	undergrads	Basin	1,586.00	
195	on-site	D	undergrads	Basin	1,586.00	
196	on-site	D	undergrads	Basin	1,586.00	
197	on-site	D	undergrads	Room Only	1,586.00	
198	on-site	D	undergrads	Room Only	1,586.00	
199	on-site	D	undergrads	Room Only	1,586.00	
200	on-site	D	undergrads	Room Only	1,586.00	
201	on-site	D	undergrads	Room Only	1,586.00	
202	on-site	D	undergrads	Room Only	1,586.00	
203	on-site	D	undergrads	Room Only	1,586.00	
204	on-site	D	undergrads	Room Only	1,586.00	
205	on-site	D	undergrads	Room Only	1,586.00	
206	on-site	D	undergrads	Room Only	1,586.00	
207	on-site	D	undergrads	Room Only	1,586.00	
208	on-site	D	undergrads	Basin	1,586.00	
209	on-site	D	undergrads	Basin	1,586.00	
210	on-site	D	undergrads	Basin	1,586.00	
211	on-site	D	undergrads	Basin	1,586.00	
212	on-site	D	undergrads	Basin	1,586.00	
213	on-site	D	undergrads	Basin	1,586.00	
214	on-site	D	undergrads	Basin	1,586.00	
215	on-site	D	undergrads	Basin	1,586.00	
216	off-site	D	undergrads	Room Only	1,586.00	
217	off-site	D	undergrads	Room Only	1,586.00	
218	off-site	D	undergrads	Room Only	1,586.00	
219	off-site	D	undergrads	Room Only	1,586.00	
220	off-site	D	undergrads	Room Only	1,586.00	
221	off-site	D	undergrads	Room Only	1,586.00	
222	off-site	D	undergrads	Room Only	1,586.00	
223	off-site	D	undergrads	Room Only	1,586.00	
224	on-site	D	undergrads	En-Suite	1,586.00	
225	on-site	D	undergrads	En-Suite	1,586.00	
226	on-site	D	undergrads	En-Suite	1,586.00	
227	on-site	D	undergrads	En-Suite	1,586.00	
228	on-site	D	undergrads	Room Only	1,586.00	
229	on-site	D	undergrads	Room Only	1,586.00	
230	on-site	D	undergrads	Room Only	1,586.00	
231	on-site	D	undergrads	En-Suite	1,586.00	
232	on-site	D	undergrads	Room Only	1,586.00	
233	on-site	D	undergrads	Room Only	1,586.00	
234	on-site	D	undergrads	Room Only	1,586.00	
235	on-site	D	undergrads	Room Only	1,586.00	
236	on-site	D	undergrads	Room Only	1,586.00	
237	on-site	D	undergrads	Room Only	1,586.00	
238	on-site	D	undergrads	Room Only	1,586.00	
239	on-site	D	undergrads	Basin	1,586.00	
240	on-site	D	undergrads	Basin	1,586.00	
241	on-site	D	undergrads	Basin	1,586.00	
242	on-site	D	undergrads	Basin	1,586.00	
243	on-site	D	undergrads	Basin	1,586.00	
244	on-site	D	undergrads	Room Only	1,586.00	
245	on-site	D	undergrads	Room Only	1,586.00	

	Location	Room Band	Room Occupant Det	Type	Termly Price	Notes
246	on-site	D	undergrads	Room Only	1,586.00	
247	on-site	D	undergrads	Room Only	1,586.00	
248	on-site	D	undergrads	Room Only	1,586.00	
249	on-site	D	undergrads	Room Only	1,586.00	
250	on-site	D	undergrads	Room Only	1,586.00	
251	on-site	D	undergrads	Room Only	1,586.00	
252	on-site	D	undergrads	Room Only	1,586.00	
253	on-site	D	undergrads	Room Only	1,586.00	
254	on-site	E	undergrads	Basin	1,520.00	
255	on-site	E	undergrads	Basin	1,520.00	
256	on-site	E	undergrads	Basin	1,520.00	
257	on-site	E	undergrads	Basin	1,520.00	
258	on-site	E	undergrads	Basin	1,520.00	
259	on-site	E	undergrads	Basin	1,520.00	
260	on-site	E	undergrads	Basin	1,520.00	
261	on-site	E	undergrads	Basin	1,520.00	
262	on-site	E	undergrads	Basin	1,520.00	
263	on-site	E	undergrads	Basin	1,520.00	
264	on-site	E	undergrads	Basin	1,520.00	
265	on-site	E	undergrads	Basin	1,520.00	
266	on-site	E	undergrads	Basin	1,520.00	
267	on-site	E	undergrads	Basin	1,520.00	
268	on-site	E	undergrads	Basin	1,520.00	
269	on-site	E	undergrads	Basin	1,520.00	
270	on-site	E	undergrads	Basin	1,520.00	
271	on-site	E	undergrads	Basin	1,520.00	
272	on-site	E	undergrads	Basin	1,520.00	
273	on-site	E	undergrads	Basin	1,520.00	
274	on-site	E	undergrads	Basin	1,520.00	
275	on-site	E	undergrads	Basin	1,520.00	
276	on-site	E	undergrads	Basin	1,520.00	
277	on-site	E	undergrads	Basin	1,520.00	
278	on-site	E	undergrads	Basin	1,520.00	
279	on-site	E	undergrads	Basin	1,520.00	
280	on-site	E	undergrads	Basin	1,520.00	
281	on-site	E	undergrads	Basin	1,520.00	
282	on-site	E	undergrads	Basin	1,520.00	
283	on-site	E	undergrads	Basin	1,520.00	
284	on-site	E	undergrads	Basin	1,520.00	
285	on-site	E	undergrads	Basin	1,520.00	
286	on-site	E	undergrads	Basin	1,520.00	
287	on-site	E	undergrads	Basin	1,520.00	
288	on-site	E	undergrads	Basin	1,520.00	
289	on-site	E	undergrads	Basin	1,520.00	
290	on-site	E	undergrads	Basin	1,520.00	
291	on-site	E	undergrads	Basin	1,520.00	
292	on-site	E	undergrads	Basin	1,520.00	
293	on-site	E	undergrads	Basin	1,520.00	
294	on-site	E	undergrads	Basin	1,520.00	
295	on-site	E	undergrads	Basin	1,520.00	
296	on-site	E	undergrads	Basin	1,520.00	
297	on-site	E	undergrads	Basin	1,520.00	
298	on-site	E	undergrads	Basin	1,520.00	
299	on-site	E	undergrads	Basin	1,520.00	
300	on-site	E	undergrads	Basin	1,520.00	
301	on-site	E	undergrads	Basin	1,520.00	
302	on-site	E	undergrads	Basin	1,520.00	
303	off-site	E	undergrads	Room Only	1,520.00	
304	off-site	E	undergrads	Room Only	1,520.00	
305	off-site	E	undergrads	Room Only	1,520.00	
306	off-site	E	undergrads	Room Only	1,520.00	
307	off-site	E	undergrads	Room Only	1,520.00	
308	on-site	E	undergrads	Room Only	1,520.00	
309	on-site	E	undergrads	Room Only	1,520.00	
310	on-site	E	undergrads	Room Only	1,520.00	
311	on-site	E	undergrads	En-Suite	1,520.00	
312	on-site	E	undergrads	En-Suite	1,520.00	
313	on-site	E	undergrads	Room Only	1,520.00	
314	on-site	E	undergrads	Room Only	1,520.00	
315	on-site	E	undergrads	Room Only	1,520.00	
316	on-site	E	undergrads	Room Only	1,520.00	
317	on-site	E	undergrads	Room Only	1,520.00	
318	on-site	E	undergrads	Room Only	1,520.00	
319	on-site	E	undergrads	Room Only	1,520.00	
320	on-site	E	undergrads	Room Only	1,520.00	
321	on-site	E	undergrads	Room Only	1,520.00	

## 11. Fitness to Study procedures, received 4 April 2023

Could you please provide the following pieces of information:

- (1) Electronic copies, or accessible links to, any documents outlining Fitness to Study procedure, protocol or policy currently in effect. Please note the guidance above in selecting relevant material.
- (2) Any documents, or accessible links to documents, with prior versions of a Fitness to Study procedure that were active in any of the academic years through from 2020-21, 2021-22, or 2022-23, with their year indicated. Do not include any documents that have no changes to the currently active policy, but do indicate if there was no policy in general for any of these years.

For each of the academic years, 2020-21, 2021-22, and 2022-23 up to the date of this request, could you please provide:

- (3) A yes or no response to the question: has the College initiated a least one Fitness To Study procedure?
- (4) The number of students referred to a College-based Fitness To Study procedure, (i) as a total number per year; (ii) broken down by whether the referred students are undergraduates or postgraduates.
- (5) The number of students suspended temporarily as an outcome of Fitness To Study procedures (ie. an outcome similar to intermission).
- (6) The number of students deprived of membership and excluded permanently as an outcome of Fitness To Study procedures (ie. an outcome similar to course withdrawal).

Combining all of the academic years listed earlier (ie. 2020-21 through to the date of this request), please provide:

- (7) The number of times the Fitness to study procedure was started (i) as a total number (ii) broken down by the number of times the procedure was started at each stage. You may find that the procedure can begin at a later stage, or advance through stages at discretion rather than via a decision-making body or other measure included in the prior stage; treat this as the process starting at the later stage.

For example, a response might be:

Stage 1: 3

Stage 2: 1

Stage 3: 0

This would indicate that 3 students began the process at Stage 1, whilst 1 student was escalated at discretion or started directly at Stage 2, and no students were started at Stage 3.

**Response of 4 May 2023**

Responses to your questions are as follows:

1. [https://www.sid.cam.ac.uk/sites/default/files/P7\\_Fitness%20to%20Study\\_0.pdf](https://www.sid.cam.ac.uk/sites/default/files/P7_Fitness%20to%20Study_0.pdf)
2. The policy in the above link was in force throughout the relevant period; it was reviewed in October 2022 to ensure it remained consistent with the University's process and no changes were required.

3.

2020-21	No
2021-22	Yes
2022-23	Yes

4.

	Undergraduate	Postgraduate	Total
2020-21	0	0	0
2021-22	4	0	4
2022-23	3	0	3

5. None

6. None

7.

Stage 1	6
Stage 2	1
Stage 3	0
Total	7

**12. Hourly wages for housekeeping staff, received 6 April 2023**

I would like to find out how and when the hourly wages of the Sidney Sussex College housekeeping staff have changed over the last 5 years.

**Response of 2 May 2023**

Please see attached spreadsheet showing the hourly wages of the Sidney Sussex College housekeeping staff over the last 5 years.

## 12 - Housekeeping Staff Hourly Rates 2018-2023

Date	Total Staff Headcount	No of Different Roles*	Minimum Hourly Rate	Maximum Hourly Rate
01/08/2023	29**	4	£11.25	£12.28
01/02/2023	26	4	£11.03	£12.00
01/08/2022	26	4	£10.51	£11.48
01/05/2022	25	3	£10.13	£10.95
01/04/2022	26	3	£9.65	£10.95
01/08/2021	25	4	£9.58	£10.95
01/09/2020	39	5	£9.43	£11.40
01/08/2019	35	4	£9.16	£11.40
01/08/2018	37	4	£8.87	£11.13

\*There are a number of different roles in the Housekeeping Team but due to the small numbers of people appointed to certain roles, we have invoked the exemption contained within S40(2) of the Freedom of Information Act not to provide a specific number of people appointed to each role as we feel that this could lead to individuals being identified.

\*\* Number in post as at April 2023

**13. Accommodation profit and loss, received 11 April 2023**

I would like to submit an FOI to see

- 1) Accommodation Profit and Loss (adjusted for income/costs relevant to students) for Sidney Sussex College year on year since 2014/2015.

**Response of 21 April 2023**

Please see attached extracts from the College Financial Statements showing the Accommodation profit and loss (adjusted for income/costs relevant to students) for the College year on year since 2014/15.

**13 - Accommodation Profit and Loss (adjusted for income/costs relevant to students) 2014-2022**

	<u>2014/15</u>	<u>Note</u>	<u>Adjustments</u>	<u>Revised</u> <u>2014/15</u>	<u>%</u>	<u>Student Share</u>
<b><u>Income</u></b>						
Students Rents	1,642,933			1,642,933		1,642,933
Vacation Rents	130,204			130,204		130,204
Fellows Flats	82,125	a	188,844	270,969		
Fellows Offices		b	269,000	269,000		
Room Hire	56,600			56,600		
Contribution from Conference	324,153			324,153		
Sundry	6,451			6,451		
	<u>2,242,466</u>			<u>2,700,310</u>	65.7%	<u>1,773,137</u>
<b><u>Costs</u></b>						
Wages etc	788,910			788,910		
Rent	91,753			91,753		
Water Rates	43,794			43,794		
Insurance	-	c	7,659	7,659		
Net Utilities	347,456			347,456		
Carbon Charge	-	c	11,331	11,331		
Refuse	27,477			27,477		
Consumables including Laundry	110,487			110,487		
Maintenance Dept and Repairs & Renewals	653,849			653,849		
Professional fees	28,180			28,180		
Other costs	24,075			24,075		
Depreciation	402,375			402,375		
Total Cost	<u>2,518,356</u>			<u>2,537,346</u>		
Major Works	743,564	d		270,031		
Cost	<u>3,261,920</u>			<u>2,807,377</u>	65.7%	<u>1,843,442</u>
Gain / (Loss) including Major Works	(1,019,454)			(107,067)		(70,305) 4.0%



	<u>2015/16</u>	<u>Note</u>	<u>Adjustments</u>	<u>Revised</u> <u>2014/15</u>	%	<u>Student Share</u>
<b><u>Income</u></b>						
Students Rents	1,656,666			1,656,666		1,656,666
Vacation Rents	134,481			134,481		134,481
Fellows Flats	56,585	a	198,415	255,000		
Fellows Offices		b	272,000	272,000		
Room Hire	85,580			85,580		
Contribution from Conference	416,807			416,807		
Sundry	9,453			9,453		
	<u>2,359,572</u>			<u>2,829,987</u>	63.3%	<u>1,791,147</u>
<b><u>Costs</u></b>						
Wages etc	822,580			822,580		
Rent	111,387			111,387		
Insurance	-	c	7,659	7,659		
Rates & Utilities	359,457			359,457		
Carbon Charge	-	c	11,331	11,331		
Refuse	42,452			42,452		
Consumables including Laundry	115,238			115,238		
Maintenance Dept and Repairs & Renewals	602,675			602,675		
Professional fees	94,999	d	63,200	31,799		
Other costs	21,562			21,562		
Depreciation	435,881			435,881		
	<u>2,606,231</u>			<u>2,562,021</u>		
Total Cost						
Major Works	1,084,063	e		282,999		
Cost	<u>3,690,294</u>			<u>2,845,020</u>	63.3%	<u>1,800,661</u>
Gain / (Loss) including Major Works	(1,330,722)			(15,033)		(9,514) 0.5%

**Notes**

- a. 5 flats at £13,000 and 19 at £10,000
- b. Fellows offices £4,000 x 68
- c. Now in central cost centre
- d. Removing costs of property transactions

	<u>2016-17</u>	<u>Note</u>	<u>Adjustments</u>	<u>Revised</u> <u>2016/17</u>	%	<u>Student Share</u>
<b>Income</b>						
Students Rents	1,754,446			1,754,446		1,754,446
Vacation Rents	144,539			144,539		144,539
Fellows Flats	51,314	a	213,646	264,960		
Fellows Offices	-	b	271,875	271,875		
Room Hire	85,131			85,131		
Contribution from Conference	480,698			480,698		
Sundry	10,530			10,530		
	<u>2,526,658</u>			<u>3,012,179</u>	63.0%	<u>1,898,985</u>
<b>Costs</b>						
Wages etc	865,390			865,390		
Rent	90,463			90,463		
Insurance	-	c	7,659	7,659		
Rates & Utilities	399,499			399,499		
Carbon Charge	-	c	11,331	11,331		
Refuse	43,058			43,058		
Consumables including Laundry	129,256			129,256		
Maintenance Dept and Repairs & Renewals	591,826			591,826		
Professional fees	115,048	d	98,000	17,048		
Other costs	17,553			17,553		
Depreciation	468,465			468,465		
	<u>2,720,558</u>			<u>2,641,548</u>		
Total Cost						
Major Works	395,715	e		301,218		
Cost	<u>3,116,273</u>			<u>2,942,766</u>	63.0%	<u>1,855,225</u>
Gain / (Loss) including Major Works	(589,615)			69,413		43,760 -2.3%

**Notes**

- a. Rent on Fellows flats £960 per month, on 23 flats 264960
- b. Loss of rent omn Fellows offices £3,625 x 75 offices 271875
- c. Costs included in Bursary cost centre
- d. Removing Darwon Green fees
- e. 10% is normal level of Major Works

	<u>2017-18</u>	<u>Note</u>	<u>Adjustments</u>	<u>Revised</u> <u>2017/18</u>	<u>%</u>	<u>Student Share</u>
<b><u>Income</u></b>						
Students Rents	1,809,409			1,809,409		1,809,409
Vacation Rents	91,659			91,659		91,659
Fellows Flats	61,942	a	203,018	264,960		
Fellows Offices	5,000	b	264,957	269,957		
Room Hire	95,031			95,031		
Contribution from Conference	636,451			636,451		
Sundry	9,302			9,302		
	<u>2,708,794</u>			<u>3,176,769</u>	59.8%	<u>1,901,068</u>
<b><u>Costs</u></b>						
Wages etc	970,310			970,310		
Rent	43,298			43,298		
Insurance	-	c	34,505	34,505		
Rates & Utilities	382,745			382,745		
Carbon Charge	-	c	13,845	13,845		
Refuse	48,692			48,692		
Consumables including Laundry	123,515			123,515		
Maintenance Dept and Repairs & Renewals	669,415			669,415		
Professional fees	29,470			29,470		
Other costs	17,687			17,687		
Depreciation	457,889			457,889		
	<u>2,743,021</u>			<u>2,791,371</u>		
Total Cost						
Major Works	3,276,537	d	317,677			
Cost	<u>6,019,558</u>			<u>3,109,048</u>	59.8%	<u>1,860,542</u>
Gain / (Loss) including Major Works	(3,310,764)			67,721		40,526
	0					-2.1%

- a. Rent on Fellows flats £960 per month, on 23 Flats 264,960  
b. Loss of rent from Fellows offices £3,580 x 74 offices 264,957  
c. Costs included in Bursary cost centre  
d. 10% is normal level of Major Works

	pw	30 weeks	52 weeks
Band A	128.9	3867	6702.8
Band B	124.12	3723.6	6454.24
Band C	119.35	3580.5	6206.2
Band D	114.57	3437.1	5957.64

	<u>2018/2019</u>	<u>Note</u>	<u>Adjustments</u>	<u>Adjusted 2018/2019</u>	<u>Student share (% income)</u>	<u>Student Share</u>
<b>Income</b>						
Students Rents (including vacation rents)	1,933,933			1,933,933		1,933,933
Fellows' Flats	77,458	a	194,402	271,860		
Fellows' Offices	5,000	b	112,667	117,667		
College Members - room bookings	107,310			107,310		
Contribution from Conferencing activity	634,965			634,965		
Sundry	7,354			7,354		
	<u>2,766,020</u>			<u>3,073,089</u>	62.9%	<u>1,933,933</u>
<b>Expenditure</b>						
Wages	983,659			983,659		
Rent	4,557			4,557		
Insurance	-	c	33,783	33,783		
Rates & Utilities	426,670			426,670		
Carbon Charge	-	c	7,076	7,076		
Refuse	41,381			41,381		
Consumables including Laundry	119,841			119,841		
Maintenance Dept and Repairs & Renewals	478,212			478,212		
Professional fees	14,514			14,514		
Other costs	13,384			13,384		
Depreciation	453,957			453,957		
	<u>2,536,175</u>			<u>2,577,034</u>		
Major Works	479,075			479,075		
	<u>3,015,250</u>			<u>3,056,109</u>	62.9%	<u>1,923,247</u>
<b>Surplus / (Deficit)</b>	<b><u>(249,230)</u></b>			<b><u>16,980</u></b>		<b><u>10,686</u></b>
				0.6%		0.6%

Notes:

Excludes cost of capital

a. Loss of rent on 23 Fellows' flats (gross) 271,860

b. Loss of student rent from 32 Fellows offices (gross) 117,667

c. Costs allocated from Bursary cost centre

	<u>2019-20</u>	<u>Note</u>	<u>Adjustments</u>	<u>Adjusted 2019-20</u>	<u>Student share (%)</u>	<u>Student Share</u>
<b><u>Income</u></b>						
Students Rents (including vacation rents)	1,406,928			1,406,928		1,406,928
Fellows' Flats	89,428	a	21,234	110,662		
Fellows' Offices	5,000	b	115,490	120,490		
College Members - room bookings	63,779			63,779		
Contribution from Conferencing activity	403,766			403,766		
Sundry	7,947			7,947		
	<u>1,976,848</u>			<u>2,113,571</u>	66.6%	<u>1,406,928</u>
<b><u>Expenditure</u></b>						
Wages	969,307			969,307		
Less: furlough grant for accommodation dept	(116,393)			(116,393)		
Rent	762			762		
Insurance	0	c	31,010	31,010		
Rates & Utilities	395,397			395,397		
Carbon Charge	0	c	(120)	(120)		
Refuse	40,513			40,513		
Consumables including Laundry	83,829			83,829		
Maintenance Dept + Repairs / Renewals	526,046			526,046		
Less: furlough grant for maintenance dept	(5,965)			(5,965)		
Professional fees	11,058			11,058		
Other costs	12,187			12,187		
Depreciation	440,059			440,059		
Cost before major works	<u>2,356,800</u>			<u>2,387,690</u>	66.6%	<u>1,589,399</u>
Surplus / (Deficit) before major works	(379,952)			(274,119)		(182,471)
Major Works	363,990			363,990	66.6%	242,295
<b>Surplus / (Deficit)</b>	<u>(743,942)</u>			<u>(638,109)</u>		<u>(424,766)</u>
	-37.6%			-30.2%		-30.2%
<b>Notes:</b>						
Excludes cost of capital						
a. Loss of student rent on 23 Fellows' flats (gross)	110,662					
b. Loss of student rent from 32 Fellows' offices (gross)	120,490					
c. Costs allocated from Bursary cost centre to accommodation						
<b>Reconciliation</b>						
Cost before major works				2,387,690		
Add back: furlough income (accommodation)				116,393		
Add back: Rent				(762)		
Add back: furlough income (maintenance)				5,965		
Add back: Depreciation				(440,059)		
				<u>2,069,227</u>		
				0		

	<u>2020-21</u>	<u>Note</u>	<u>Adjustments</u>	<u>Adjusted 2020-21</u>	<u>Student share</u>	<u>Student Share</u>
<b><u>Income</u></b>						
Students Rents (including vacation rents)	1,577,253			1,577,253		1,577,253
Fellows' Flats	82,712	a	0	82,712		
Fellows' Offices	5,000	b	129,145	134,145		
College Members - room bookings	(89)			(89)		
Contribution from Conferencing activity	(22,648)			(22,648)		
Sundry	3,874			3,874		
	<u>1,646,102</u>			<u>1,775,247</u>	88.8%	<u>1,577,253</u>
<b><u>Expenditure</u></b>						
Wages	863,670			863,670		
Less: furlough grant for accommodation dept	(128,053)			(128,053)		
Rent	762			762		
Insurance	0	c	31,010	31,010		
Rates & Utilities	375,857			375,857		
Carbon Charge	0	c	1,875	1,875		
Refuse	39,920			39,920		
Consumables including Laundry	39,770			39,770		
Maintenance Dept + Repairs / Renewals	327,453			327,453		
Less: furlough grant for maintenance dept	0			0		
Professional fees	17,524			17,524		
Other costs	19,508			19,508		
Depreciation	477,671			477,671		
	<u>2,034,082</u>			<u>2,066,967</u>	88.8%	<u>1,836,437</u>
<b>Accommodation Surplus / (Deficit) before major works</b>	<b><u>(387,980)</u></b>			<b><u>(291,720)</u></b>		<b><u>(259,184)</u></b>
Major Works (excluding capital expenditure)	87,398	d		87,398	88.8%	77,650
<b>Accommodation Surplus / (Deficit) after major works</b>	<b><u>(475,378)</u></b>			<b><u>(379,118)</u></b>		<b><u>(336,835)</u></b>
	-28.9%			-21.4%		-21.4%

**Notes:**

- a. Loss of student rent on 9x 1-bed and 8x 2-bed Fellows' flats (gross) £ 76,601  
b. Loss of student rent from 33 Fellows' offices (gross) £ 134,145  
c. Costs allocated from Bursary cost centre to accommodation  
d. Excludes cost of capital

	<u>2021-22</u>	<u>Note</u>	<u>Adjustments</u>	<u>Adjusted 2021-22</u>	<u>Student share (%)</u>	<u>Student Share</u>
<b>Income</b>						
Students Rents (including vacation rents)	2,461,478			2,461,478		2,461,478
Fellows' Flats	80,895	a	23,494	104,389		
Fellows' Offices	12,000	b	145,590	157,590		
College Members - room bookings	22,105			22,105		
Contribution from Conferencing activity	155,396			155,396		
Sundry	3,172			3,172		
	<u>2,735,046</u>			<u>2,904,130</u>	84.8%	<u>2,461,478</u>
<b>Expenditure</b>						
Wages	696,999			696,999		
Less: furlough grant for accommodation dept	(15,237)			(15,237)		
Rent	1,163			1,163		
Insurance	0	c	44,531	44,531		
Rates & Utilities	523,152			523,152		
Carbon Charge	0	c	0	0		
Refuse	47,899			47,899		
Consumables including Laundry	46,477			46,477		
Maintenance Dept + Repairs / Renewals	382,870			382,870		
Professional fees	18,126			18,126		
Other costs	18,390			18,390		
Depreciation	941,325			941,325		
Sub-total: Accommodation expenditure (before major works)	<u>2,661,164</u>			<u>2,705,695</u>	84.8%	<u>2,293,289</u>
<b>Accommodation Surplus / (Deficit) before major works</b>	<u><b>73,882</b></u>			<u><b>198,435</b></u>		<u><b>168,189</b></u>
Major Works (excluding capital expenditure)	440,685	d		440,685	84.8%	373,515
<b>Accommodation Surplus / (Deficit) after major works</b>	<u><b>(366,803)</b></u>			<u><b>(242,250)</b></u>		<u><b>(205,326)</b></u>
	-13.4%			-8.3%		-8.3%

**Notes:**

- a. Loss of rent on 12x 1-bed and 6x 2-bed Fellows' flats (gross) £ 104,389  
b. Loss of student rent from 34 Fellows' offices (gross) £ 157,590  
c. Costs allocated from Bursary cost centre to accommodation  
d. Excludes cost of capital

**14. College's banks, received 11 April 2023**

Please provide the following information: Which bank(s) does the College bank with? If there is more than one bank, please list all in order of highest to largest banking volume.

**Response of 19 April 2023**

Details of who the College banks with can be found in our Financial Statements which are provided on our website:

<https://www.sid.cam.ac.uk/about-sidney/published-information/financial-statements>



**15. Divestment from fossil fuel industries and the College's investment policy, received 18 April 2023**

Could you please provide the following pieces of information:

- 1) Any documents since 2018 from the Governing Body, the Bursarial Committee, and Investments Committee containing any mention(s) of timelines relating to the College's divestment from the fossil fuel industries, including current levels of investments and projections of expected levels of investment.
- 2) Details of any procedures the College goes through in order to ensure that external advisors managing its investments adhere to the college's environmental, ethical and social responsibility standards.
- 3) Any documents since 2018 from the Bursarial Committee, the Governing Body and Investments Committee containing any mention(s) of procedures, or plans to introduce procedures through which the College will ensure that external advisors managing its investments adhere to the college's environmental, ethical and social responsibility standards.

Please provide an index of relating documents.

**Response of 15 May 2023**

Please refer to the College's Investment Policy and cover statement on its website: <https://www.sid.cam.ac.uk/about-sidney/published-information/college-policies-protocols-and-statements>

In 2019, the College undertook a review of Investment Managers. ESG criteria were a key consideration. BlackRock, the incumbent, were reappointed for 5 years. The College commissioned an independent report into BlackRock in 2021 to ensure progress had been made to improve their performance against ESG criteria with another review due to be carried out shortly.

Documents showing timelines relating to the College's divestment from fossil fuel industries are attached as follows:

1. Extract from Investment Committee minutes of 30 May 2018 – Item 11c – Ethical Investing/Divestment of Fossil Fuel Investments
2. Extract from Investment Committee minutes of 24 October 2018 – Item 10 – Investment Policy (refers to ethical investing)
3. Paper for Investment Committee on 6 November 2019 – Investment Manager Review – Report for Investment Committee (sets out ESG criteria considered)
4. Extract from Investment Committee minutes of 6 November 2019 – Item 6 – Investment Manager Review Feedback
5. Extract from Investment Committee minute of 4 November 2020 – Item 7a – Investment Policy – proposed amendment (related to ethical investment)
6. Extract from College Council minute of 2 December 2020 – Item 3.5ai – Investment Policy (amendments approved)

7. Email follow up dated 9 December 2020 to Investment Committee to confirm Investment Policy and cover statement for website
8. Extract from Investment Committee minute of 2 February 2022 – Item 5 – ESG review of BlackRock
9. Letter to BlackRock from the College dated 21 February 2022 – as reported to Council on 23 February 2022

1. 2018-05-30 Investment Committee

[REDACTED]

**c. Ethical Investing / Divestment of Fossil Fuel Investments**

The contents of the divestment working group were noted, and it was noted that the final report and outcome of University Council discussions was still awaited.

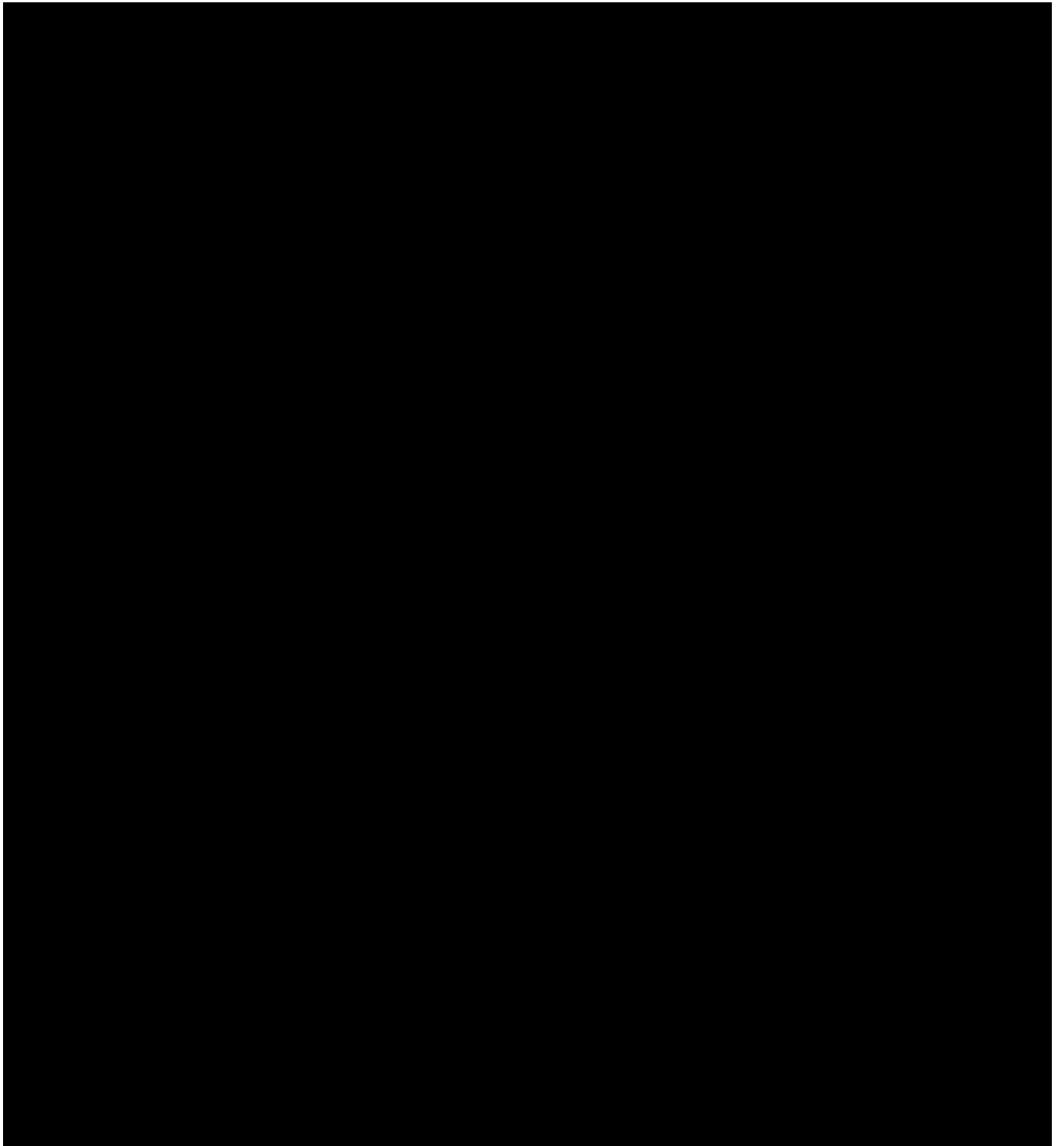
This would be considered as part of the college investment strategy review in Michaelmas 2018.

Attention was drawn to the recommendations on page 6 of the report - item 1 referred to direct equity investment. The College had no direct equity investments other than Adnams PLC and a small holding in Scottish and Southern Energy (SSE) PLC. The Adnams holding was reviewed under agenda item 7 and the SSE shares would be considered within the Michaelmas Term review.

The SCSU representative advised members that at a recent open meeting, attendees had overwhelmingly voted in favour of supporting divestment of investments in fossil fuels, but that no account of financial implications had been discussed. It was noted that it was possible that a more active ethical investment approach would probably result in higher management fees than the current tracker fund approach. On our current BlackRock investment portfolio of approximately £50 million, an increase of 50 basis points on fees would increase costs by £250k per annum (assuming an equal investment performance rate).

The Committee agreed to take into account the benefits of an ethical investing strategy, though noting that there were many different definitions of the same, whilst balancing the fiduciary duty to maximise financial returns for current and future beneficiaries of the College.

[REDACTED]



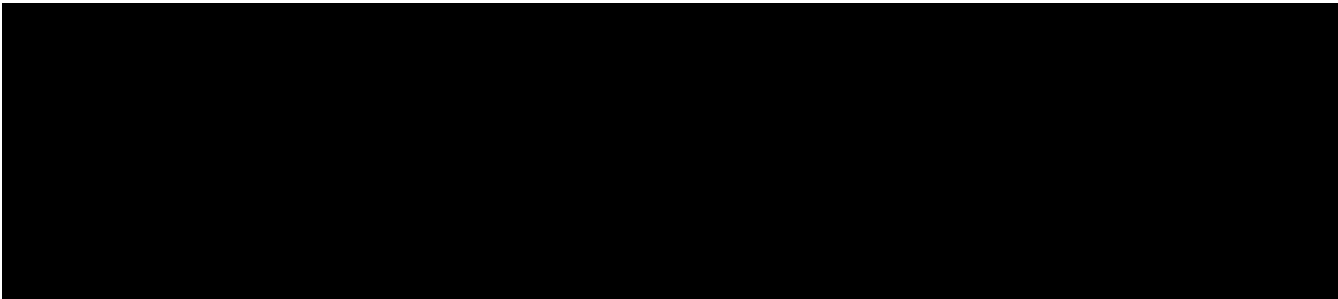
## **10. Investment Policy**

The Bursar spoke on the paper on the draft investment policy together with the points for discussion which the Committee were invited to discuss.

- It was suggested that as good practice, wording should be compared to any publicly available policies on investment produced by the University
- Asset Allocation – it was agreed that this should be reviewed each year. The Investment Committee confirmed agreement with the current asset allocation.
- Ethical Investment – it was noted that in assessing investment managers, consideration should be given to those that take ethical policies into account.

- Other investments – it was agreed to remove the statement about specific holdings liquidation, to avoid any potential market price impact.
- Cash – it was suggested that cash holdings are not held off shore, and that this should be an explicit statement in the Investment Policy
- Monitoring – it was agreed that performance review of key professional advisors should be on a five year basis, with staggered reviews. First priority would be to review Investment Managers in 2019.
- It was agreed to publish the policy on the website once approved by Council – but with names of advisors and values removed to ensure that it did not go out of date.

***Action: Bursar to update the document with amendments as discussed, and recirculate to members ahead of the next meeting in February.***



**INVESTMENT MANAGER REVIEW – REPORT FOR INVESTMENT COMMITTEE**

**A. BACKGROUND**

1. The Investment Manager Review working group was set up in 2019 as a time-limited group. The primary objective of the working group is to review the College's current Fund Managers (BlackRock) and compare with alternative providers within the market to see which institution is best suited to the College's requirements for management of passive funds.
2. The members of the working group as nominated by the Investment Committee were:
  - Sarah Bonnett – Bursar
  - Michael Pollitt – Fellow member of Investment Committee, Economics Professor at the Judge Business School
  - Mike Styles – External member of Investment Committee, more than 25 years' experience in the City as an analyst and in Corporate Finance
  - Edwina Neal – External member of Investment Committee, a specialist in investment strategy, asset allocation, equities and macroeconomics
3. The working group was also tasked with considering whether any of the Fund Managers would be appropriate to manage the equity investments of the Sidney Sussex 1975 Pension scheme. This is a separate legal entity to the College, and as such no consideration is given in this paper. Sarah Bonnett and Michael Pollitt, both trustees of the Sidney Sussex 1975 Pension Scheme will separately make recommendations to the trustees in this regard. There is no dependency from the College perspective in terms of fees or service.

**B. PROCESS OVERVIEW**

4. A shortlist of four Fund Managers was drawn up by the working group based on feedback from Bursars of other Cambridge Colleges – the shortlist included BlackRock, Vanguard, State Street and Casenove (part of Schroders).
5. Each fund manager was sent a copy of the College's Investment Policy and an outline of the questions to be asked. The questions were primarily focused on environmental, social and governance (ESG) issues, securities lending and fees.
6. The working group invited each Fund Manager into College for a meeting on Monday 30 September.
7. Subsequent to the meeting, and in the light of the publication of the Majority Action Report "Climate in the Boardroom: How Asset Manager voting shaped corporate climate action in 2019" (<https://www.majorityaction.us/asset-manager-report>) as well as the Guardian article on 12 October 2019 (<https://www.theguardian.com/environment/2019/oct/12/top-three-asset->

[managers-fossil-fuel-investments](#)) the investment managers were requested to answer 18 specific questions relating to ESG issues.

### **C. SERVICES PROVIDED**

8. The services provided by BlackRock, Vanguard and State Street are broadly similar, being dealing and custody. They invest directly in their own passive index tracker funds. BlackRock also includes automatic rebalancing and some advice on asset allocation.
9. Casenove is a different proposition. Shroders does not have its own passive investment funds, therefore they invest through the passive funds of the large passive managers – typically BlackRock and Vanguard. The advantage of their approach is that they have a much larger bargaining power with these fund managers so that they can achieve lower fees than the College can directly, they have a team which can assess the ESG integration of fund managers, and the size of their investments (on behalf of clients) gives them a stronger voice in effecting change in the market place. The advantage does of course come with additional costs.

In the initial presentation they presented a broad level of service including advice and investment selection. Whilst very useful, it was agreed that this was not necessary for the College's investment strategy and in subsequent discussions they reduced the level of service proposed to a dealing, custody and reporting solution with annual rebalancing. The fees were correspondingly reduced. They would provide an up-front investment review and advice on asset allocation free of charge.

### **D. ETHICAL, SOCIAL AND GOVERNANCE (ESG) CONSIDERATIONS**

10. The ESG related questions asked during the meeting, and the subsequent questionnaire were developed in consultation with, and support from, Lily Tomson from ShareAction and Ellen Quigley from the University Finance team (advisor on Responsible Investing).
11. The reason for the focus on ESG considerations is that the Investment Committee recognises that Colleges are permanent, charitable institutions, aiming to maintain endowments that can facilitate world-class education and research for centuries to come. Acute systemic crises such as climate change and ecosystem breakdown threaten not only the stability of capital markets but more critically the future of global society.
12. Whilst the College's equity investments of approximately £50 million are relatively small in the scheme of the large fund managers, and we know that with a passive investment policy we do not have the ability to directly influence companies, we do have the opportunity to influence fund managers to manage the market on our behalf.
13. In terms of feedback on ESG issues, whilst it is an area which is still relatively difficult to make direct comparisons, there are nevertheless some metrics on the fund manager's own ESG performance, approach to exclusions/divestment and voting and engagement record which can be used to start to measure the performance of fund managers.
14. In 2017, ShareAction conducted a survey and ranking of European Asset managers. The results for BlackRock, State Street and Shroders are shown in the table below. Vanguard is not included as it is US based.

<b>Lifting the Lid: Responsible Investment Performance of European Asset Managers (2017) – by ShareAction</b>	<b>BlackRock</b>	<b>Vanguard</b>	<b>State Street</b>	<b>Casenove (part of Schroders)</b>
Rank (out of 40)	12	n/a	13	1
Score (out of 90)	67.0	n/a	64.5	82.0

15. The table in Appendix 1 summaries the information provided in response to the specific ESG related questions asked. Appendices 2-5 give the detailed responses from each fund manager for reference.
16. Based on the ShareAction report and the response given to the questionnaire sent out by College, Casenove, as part of Schroders, would appear to be a more socially responsible institution, but the fact they invest in passive funds of large fund managers such as BlackRock and Vanguard, partly erodes this differential.
17. The investment committee working group came to the conclusion that whilst we are neither sufficiently informed or qualified to make a definitive judgement between fund managers based on ESG credentials, that whoever we appoint, it is recommended that the College confirms that there will be a further review after a maximum of 5 years, and that we would expect to see improvement on specific voting and engagement metrics otherwise we would transfer our investments to another fund manager with a better ESG integration track record.

#### **E. SECURITIES LENDING**

18. Securities lending is the act of loaning a stock, derivative or other security to an investor or firm. It has become a mainstream investment management activity. Securities lending requires the borrower to put up collateral, whether cash, security or a letter of credit. When a security is loaned, the title and the ownership are also transferred to the borrower.
19. The advantage of securities lending is that by increasing liquidity, securities lending not only facilitates transactions, but also helps mitigate price volatility and reduce transaction costs. The disadvantage however is that there is less transparency on what the investor's funds are actually being used to support.
20. Each of the fund managers has a different approach to stock lending and this was something which was raised with them all during the meetings.
  - BlackRock – the amount varies by product with some >50%. 62.5% proceeds to the fund, 32.5% proceeds to BlackRock. It should however be noted that there is no securities lending on Charitrack which is the fund through which the majority of the College's equities are currently invested.
  - Vanguard – cautious lending (<2% AUM). 100% revenue after costs to the fund.
  - State Street – 70% gross profit to the fund.
  - Casenove – not relevant as they invest through other passive fund managers.



## F. FINANCIAL CONSIDERATIONS

21. In addition to influencing fund manager behaviour relating to the long term issues of climate change and ecosystem breakdown, the College also has a fiduciary duty. Within this context, fees matter. Costs, like interest, have a compounding effect over time. They can have a dramatic impact on investment returns as the table below shows. Assuming neutral growth so that the compounding effect of costs is readily apparent and not obscured by investment returns, the table shows that a low cost portfolio such as 0.1% has just over 97% of capital retained after 30 years, while a higher cost portfolio, say 1.0%, has eroded by over 25%.

AMC (%)	Percentage of portfolio retained after costs (Years)			
	5	10	20	30
0.10	99.50	99.00	98.02	97.04
0.20	99.00	98.02	96.08	94.17
0.40	98.02	96.07	92.30	88.67
0.60	97.04	94.16	88.66	83.48
0.80	96.06	92.28	85.16	78.59
1.00	95.10	90.44	81.79	73.97
1.20	94.14	88.63	78.55	69.62

22. Whilst it is slightly simpler to compare the Fund Managers in terms of the fees which would be charged for a portfolio with a similar asset allocation to the College's current asset allocation, there are a number of variables including a downward pressure on fees in the market. Since the meetings, Vanguard have announced fee reductions, BlackRock have confirmed that they are likely to announce a reduction in early December, State Street have stated that they are expecting to do a deal for all Cambridge Colleges in the short-medium term future, and Casenove, who passively invest through larger fund managers, would also see the reductions in underlying fees.
23. The other key variable is the potential impact of a change in the asset allocation. For example, BlackRock presented a potential asset allocation in which the equities are moved into screened global exchange traded funds (ETFs) – under that the scenario the fees would reduce from current 13bp to 10bp.
24. The table below shows the expected level of fees for each fund manager based on the information given at the meetings (or subsequent confirmed values) and assuming the same, or similar, asset allocation as current. The differences shown are against the current BlackRock portfolio. Note that as set out above, all fees are expected to reduce to come extent, and this will erode the differentials. Other factors, such as additional costs for rebalancing or asset allocation advice would also have an impact – BlackRock include these within their current service.

<b>£'000</b>	<b>BlackRock</b>	<b>Vanguard</b>	<b>State Street</b>	<b>Casenove (part of Schroders)</b>
Indicative costs for current College portfolio	13bp	10bp	6bp	16bp
Annual costs (based on £50 million assets under management)	65	50	30	80
(Saving)/on-cost vs current provider	-	(15)	(35)	15

25. Given the reducing fees across all the fund managers, and the possible impact of a change in asset allocation within each of the fund managers, the working group concluded that the estimated size of the differential did not give a compelling reason on its own to choose between the fund managers.

#### **G. COSTS OF TRANSITION**

26. Inevitably there will be some costs of transition between Fund Managers, although the quantum is difficult to ascertain until there is a specific proposal and it is possible to determine whether Stamp Duty Reserve Tax is liable. Based on details provided by State Street it could range from about £6k to £170k.
27. There is also the less visible, but equally valid, cost in terms of management time.

#### **H. RECOMMENDATION**

28. The rationale for the recommendation below, drawing on the details set out in the report above are:
- In terms of ESG credentials, Casenove (as part of Schroders) does better than BlackRock, Vanguard and State Street, between whom there does not appear to be a significant difference. However, the fact that Casenove does not have their own passive index funds, mean that they would be investing via BlackRock and Vanguard anyway.
  - BlackRock fees are likely to come down, by the virtue of changing the asset allocation (the proposal presented was 3bp lower), and also they are expecting to announce fee reductions in December 2019. This will erode some of price differential with State Street.
  - State Street and Vanguard fees do not include the cost of rebalancing, nor advice – BlackRock provide both within their current fees.
  - In addition to fees, there are costs of transition between Fund managers (management time as well as money)

29. The Investment Manager Review working group therefore makes the following recommendation for consideration by the Investment Committee:

- Retain BlackRock as the College's investment fund manager, subject to a further review in a maximum of 5 years
- Specifically set out the improvements in voting and engagement metrics that the College would expect to see by the time of the next review in 2024, and ask for an annual report on progress towards those goals. Seek input in developing relevant targets<sup>1</sup>.
- Work with BlackRock to develop proposals on a revised asset allocation which would take into consideration ESG options and portfolio diversification. To be brought to the Investment Committee in H1 2020 for consideration.

**Bursar**  
**31 October 2019**

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<sup>1</sup> Sources of input could include Ellen Quigley as the University's responsible investing advisor; Institutional Investors Group on Climate Change (IIGCC – through the University's membership) and Responsible Investing Network, Universities (RINU – if the College decides to join the network; see separate item on Investment Committee agenda).

## Appendix 1: Summary of responses to Environmental, Social and Governance (ESG) issues questionnaire

Please note that in many cases the answers were complex and detailed. This is the Bursar's summary of those responses for the purposes of the Investment Committee, but recognise that this is not from the position of someone with detailed knowledge and experience of the socially responsible investment sector. Please see the full responses for detail and individual assessment if required, or the detailed stewardship reports that each fund manager produces.

BlackRock	Vanguard	State Street	Casenove (part of Schroders)
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### Fund Manager ESG performance:

1. What are your own firm's emissions? (Does this include Scope 3 emissions, supply chains, and contractors?)	Monitor, but no specific mention of setting targets within response	Relatively vague response	Monitor, plus reference to carbon reduction targets	Monitor, plus reference to carbon reduction targets, including an aim to increase use of renewable energy to 100% by 2025
2. What proportion of your senior management team comprises women or visible minorities?	CEO is a founding member of the US 30% Club. In Jan 2019, 28.4% of senior management team were women.	Consider data on employees to be confidential	26.3% on Business Leadership Team at State Street Global Advisors are female.	First signatories of 2016 Women in Finance Charter. 32% of senior team are female.
3. What is the ratio between the highest-paid employee and the median employee (total compensation, including bonuses, etc.) in your firm?	2018 CEO pay ratio 195:1	Considered confidential	Considered confidential	Group CEO pay is 63x employee median

	BlackRock	Vanguard	State Street	Casenove (part of Schroders)
<b>Exclusions/divestment:</b>				
4. Do you ever exclude a company from your index or portfolio for ESG-related reasons? If so, do you announce the exclusion?	Focus is on investment stewardship activities	Yes, in some SRI product ranges	Yes, will implement screens for clients	Yes, exclusions are summarised in Responsible Investing Policy. Specifically will not knowingly hold any security that derives revenue from, or provides funding to, cluster munitions or anti-personnel mines
5. What is your view of the divestment movement?	Will provide on a product basis	Will provide on a product basis	Prefer the route of engagement, but can offer solutions that incorporate exclusions if required.	Actively engaged in divestment movement. Published research: "Divestment, does it drive real change?". Three key conclusions: <ul style="list-style-type: none"> <li>• Divestment has raised public awareness and hurt company reputations</li> <li>• However there is limited effect on companies' operations</li> <li>• Focusing on divestment alone misses the bigger picture</li> </ul>

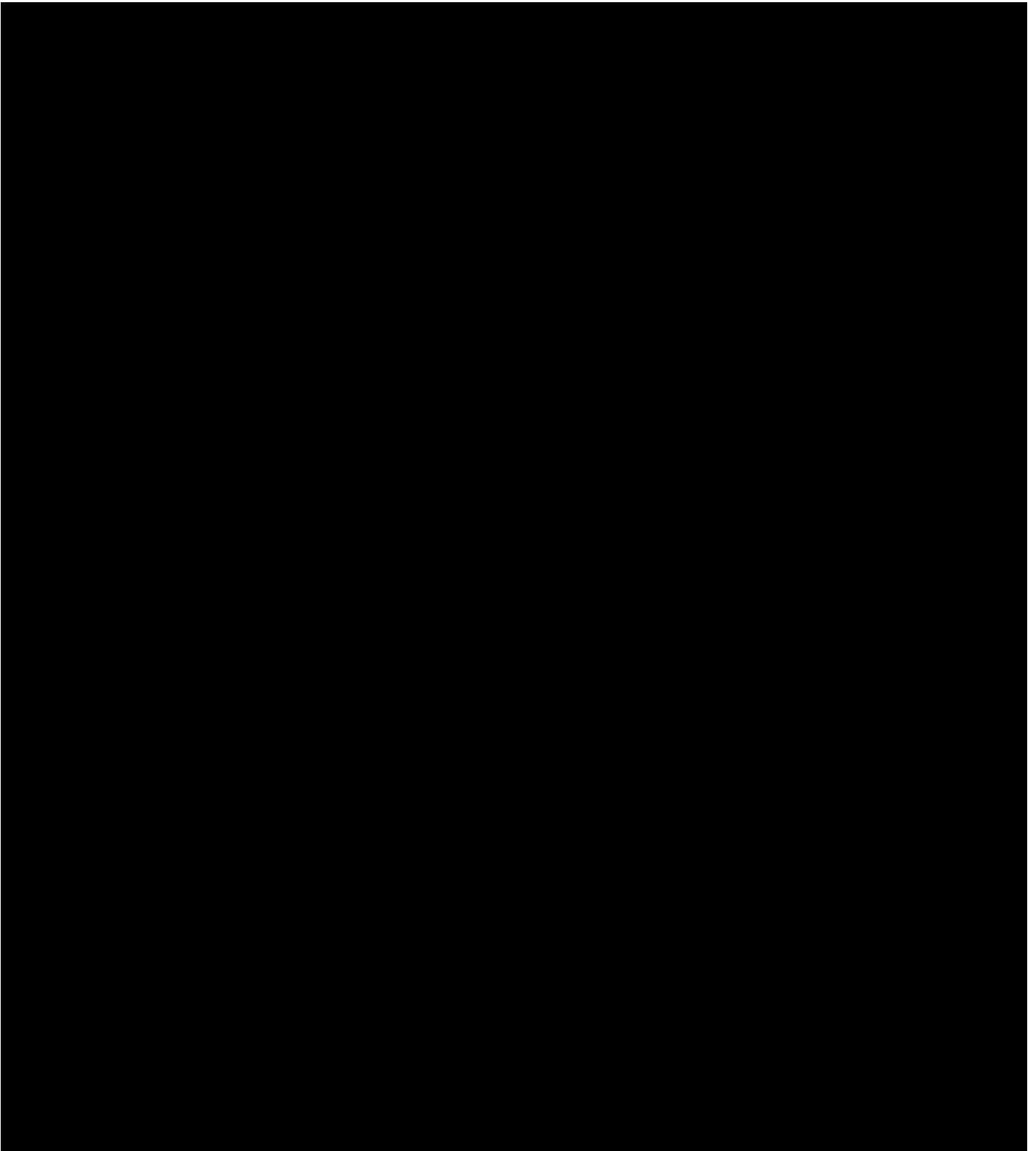
	BlackRock	Vanguard	State Street	Casenove (part of Schroders)
<b><u>Voting and engagement:</u></b>				
<p>6. What proportion of the time do you vote with or against management on shareholder resolutions, board appointments, auditor (re)appointments, and the like?</p> <p>7. What proportion of the time do you vote with or against management on ESG issues?</p> <p>8. How does this break down in terms of proxy votes on issues such as the climate, diversity, and remuneration? (Please see list of critical climate-related shareholder resolutions here: <a href="https://www.majorityaction.us/asset-manager-report">https://www.majorityaction.us/asset-manager-report</a> (pg. 36) or Appendix C)</p>	<p>Responses given and a separate public statement in response to the Majority Action Report</p>	<p>Detailed response given, including a table showing global summary of proxy votes cast by Vanguard Funds 2018/19.</p> <p>Climate – supported 7 out of 49 environmental proposals</p> <p>Diversity – supported 4 out of 15 proposals</p> <p>Remuneration – supported 60% compensation related shareholder proposals</p>	<p>Detailed response given</p> <p>Management proposals – 85.5% votes with management</p> <p>Shareholder proposals – 89% votes with management</p> <p>For shareholder proposals on environmental and social topics voted with management 72% of the time.</p> <p>For shareholder proposals on governance topics voted with management around 71% of the time.</p>	<p>Detailed response given.</p> <p>Voted at 5,227 meetings in 2018 and voted against management in 48%</p> <p>In 2019 eligible to vote on 339 Environmental and Social resolutions (as classified by ProxyInsight) and supported 68% by voting in favour</p>

	<b>BlackRock</b>	<b>Vanguard</b>	<b>State Street</b>	<b>Casenove (part of Schroders)</b>
<p>9. What proportion of all independent ESG shareholder resolutions do you support? (See Majority Action report Pages 12, 13, 17 and 24 or Appendices A and B)</p>	Relatively vague	Vanguard Funds supported 77% of all shareholder proposals, 7% of which were related to environmental or social issues.	In 2018 voted FOR 72% of shareholder resolutions concerning Environmental and Social related proposals	<p>2019 voting records:</p> <p>Votes in favour of management proposed directors in energy and utility companies – 88%</p> <p>Votes in favour of company proposed executive compensation in energy and utility companies – 74%</p> <p>Support for climate critical resolutions (as specified in Majority Action Report) – 85%</p>
<p>10. What proportion of remuneration packages do you vote in favour of?</p> <p>11. In your view, is the current level of executive remuneration too high, too low, or about right?</p> <p>12. How is this view reflected in your voting record on remuneration? (See Majority Action report Pages 12, and 13 or Appendix A)</p>	Details given on approach in this area, and the year on year increases in voting support on ‘say on pay’ votes.	<p>In proxy year 2019, Vanguard Funds supported 91% of executive remuneration plans put forth by management, and 60% of remuneration-related shareholder proposals</p> <p>Details and case study examples included in Annual Report</p>	<p>Voted on 5,986 proposals on compensation practices – supported 81%</p> <p>Details given on proprietary compensation screens, and regional differences in voting</p>	<p>Voted on 3,632 director remuneration resolutions in 2019 – supported 74%</p>

	<b>BlackRock</b>	<b>Vanguard</b>	<b>State Street</b>	<b>Casenove (part of Schroders)</b>
13. Can you give evidence of your specific policy on the use of 'abstentions' and/or 'special exemptions' during the last 12 months and disclose the annual percentage of votes where abstentions or special exemptions were used?	Relatively vague	<1% abstentions in 2019 proxy season	Introduced abstention as a voting option on management compensation packages in 2018 to reflect situation where they cannot give unqualified support as some but not all of concerns on pay have been addressed	<1% abstentions in 2018
14. Have you ever co-filed an ESG-related shareholder resolution? If not, would you be open to doing so?	Have not co-filed an ESG related shareholder resolution	Have not co-filed an ESG related shareholder resolution	Have not co-filed an ESG related shareholder resolution	Yes
15. Have you ever voted against a director for explicitly ESG-related reasons? If so, why? If not, would you consider doing so in the future?	Yes	Yes	Yes	Relatively vague



	<b>BlackRock</b>	<b>Vanguard</b>	<b>State Street</b>	<b>Casenove (part of Schroders)</b>
16. Do you contribute to, or vote in alignment with, the Climate Action 100+ initiative?	<i>"We consider ourselves to be aligned with Climate Action 100+"</i>	Do not vote in alignment with Climate Action 100+, but have actively supported efforts such as Task Force on Climate-related Financial Disclosures and Sustainable Accounting Standards Board	Not a member, but supportive, and voting and engagement efforts are aligned.	Founding signatory of Climate Action 100+
17. Do you engage with companies in your portfolio? If so, what is your goal when engaging; what are you trying to get the company to do, concretely?	Yes	Yes	Yes	Yes, aim is: <ul style="list-style-type: none"> <li>• To encourage companies to adopt longer-term approaches to stakeholder relationships</li> <li>• To improve investment insights on emerging risks and opportunities</li> <li>• To generate better returns</li> </ul>
18. What is your policy around the escalation of engagement; how and why might this happen and what is the ultimate tool you might use (e.g. divestment, voting against board re-election, etc.)?	Generally engage, write letters, then vote against if no action	Steps include direct engagement, letter writing, voting and potentially divestment	Escalate to Board level then may take voting action	Voting action.



**6. Investment Manager Review Feedback**

The Bursar spoke on the paper that summarised the work carried out by the Investment Manager Review working group. This consisted of the Bursar, Prof Pollitt, Mr Styles and Ms Neal. A shortlist of four investment managers had been drawn up: BlackRock; Vanguard; State Street; and, Casenove (part of Schroders). Each fund manager was sent a copy of the College Investment policy together with an outline list of questions and were invited to a meeting at the College on 30 September 2019. After that meeting, the investment managers were also requested to complete a detailed questionnaire with specific questions relating to ethical, social and governance (ESG) issues. The Bursar acknowledged the

assistance provided by Ellen Quigley, advisor on responsible investing to the University Finance Team, and also from Lily Tomson from ShareAction.

BlackRock, Vanguard and State Street were broadly similar in terms of the services provided, with BlackRock including automatic rebalancing and some advice on asset allocation in addition to the basic provision. Casenove is different, as Schrodgers do not have their own passive investment funds and hence invest in passive funds of others, typically BlackRock and Vanguard.

It was acknowledged that whilst the College investments of just over £50 million are relatively small for the large fund managers, by demanding answers on ESG issues which concern us, then it is an opportunity to influence the fund managers who manage the markets on our behalf. The outcome of the questions, and a Share Action report, indicated that Casenove would appear to be the most socially responsible of the four fund managers that were shortlisted, but as they invest in passive funds through BlackRock and Vanguard, this erodes the differential.

Each fund manager had different approaches to security lending with no major issues of concern being identified.

Financial considerations were also a key part of the review as the College has a fiduciary data to future as well as current beneficiaries. A table of expected fees, based on information at the meeting, taking into account additional costs and expected movement in fees from some of the institutions, did not give a compelling reason on its own to choose between the fund managers.

The Investment Manager Review working group recommended that BlackRock be retained as College Investment Fund Manager, subject to a further review in a maximum of five years. In the meantime, the College would set out specific improvements in voting and engagement that the College wished to see, and request an annual progress report. This would be developed in partnership with Ellen Quigley who has offered to work with the College in reviewing BlackRock's progress against key ESG integration metrics.

Further to this, the next steps Work with BlackRock to develop a proposal on a revised asset allocation which would take into consideration ESG options and portfolio diversification.

**The Investment Committee approved the recommendations of the Investment Manager Review working group, and thanked the members for the time and hard work which had been given to the review.**

[REDACTED]

**7. Investment Policy Review**

**a. Investment policy – proposed amendment**

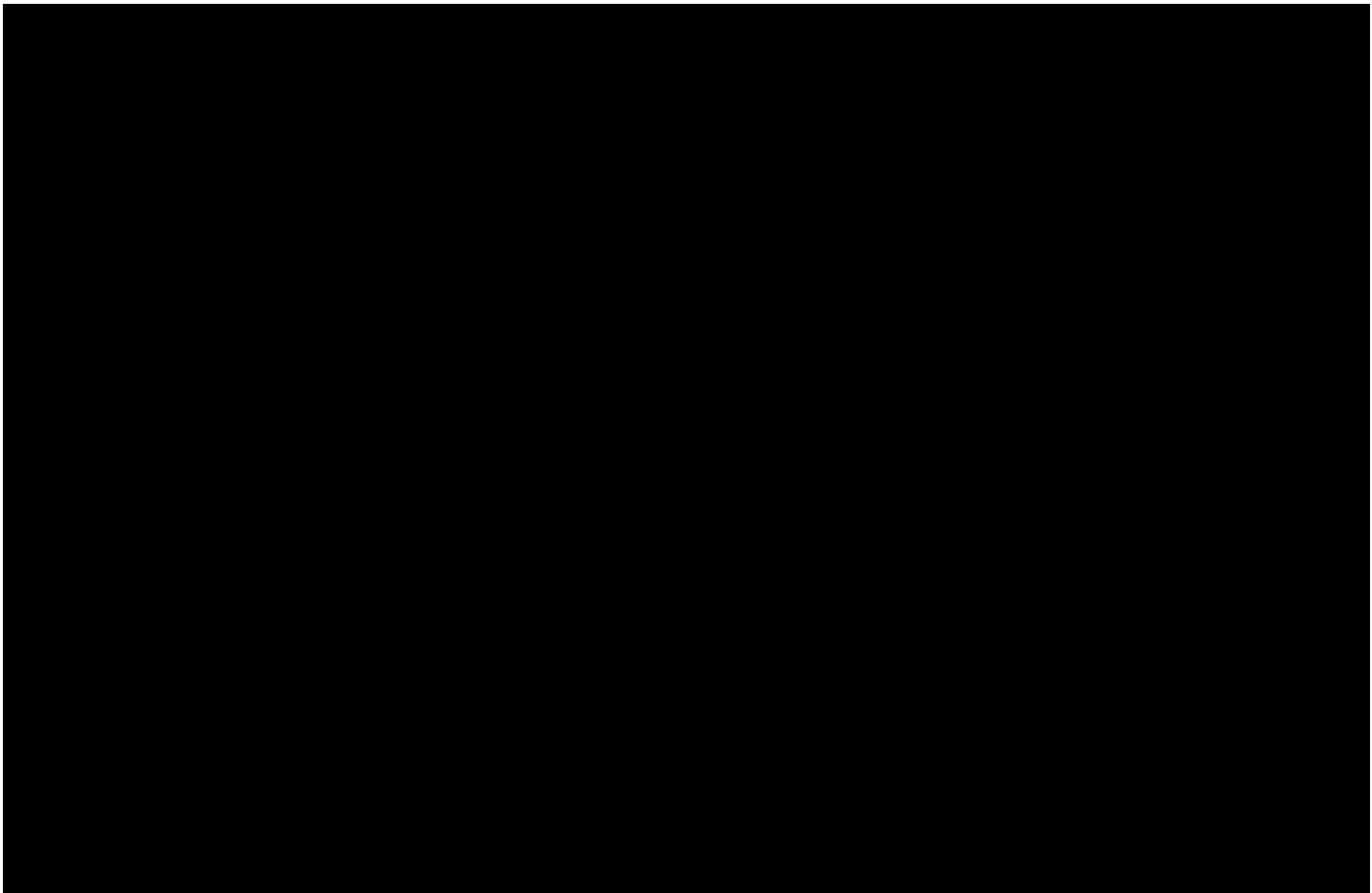
The Bursar referred to the updated policy document which showed tracked changes of proposed amendments since the previous version reviewed in February 2019 by both the Investment Committee and Council.

The Bursar drew attention in particular to section 2.6 on Ethical Investment which had been updated. She highlighted that, subject to approval by Council, the Investment Policy would be published on the College website with a short statement highlighting the current position.

The proposed amendments were approved for recommendation to Council.

**Action: Revised Investment Policy to be recommended to Council for approval.**

**Action: Subject to Council approval of the Investment Policy, the Policy and a short cover statement to be published on the website.**





**From:** [Sarah Bonnett](#)  
**To:** [Michael Pollitt](#); [Christopher Doran](#); [Kenneth Armstrong](#); [Treasurer SSCSU](#)  
**Cc:** [Richard Penty](#); [Head of Finance](#); [College Registrar](#)  
**Subject:** Investment Policy and cover statement for publication on website - your comments  
**Date:** 09 December 2020 10:33:08  
**Attachments:** [Sidney 2020-12 Investment Policy publication cover note.docx](#)  
[Sidney Sussex Investment Policy v2.0 - FINAL with appendices.pdf](#)

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Dear Investment Committee members,

Further to our meeting on 4 November, I am writing to follow up on the publication of the revised Investment Policy on the College's website.

The revised Investment Policy was approved by Council at its meeting last week, including agreement to publish the Investment Policy on the College website. **It was agreed that the covering statement on the website should be subject to approval by the Investment Committee.**

Attached is draft text for the statement on the website as a cover to the policy. Also attached for reference is the final version of the revised Investment Policy complete with appendices.

If you have any comments on the proposed draft cover statement, please let me know by **Monday 14 December** at the latest. I plan to upload the Investment Policy and cover statement to the website next week.

Best wishes,  
Sarah

**Sarah Bonnett**

Bursar and Fellow

Sidney Sussex College, Cambridge, CB2 3HU

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## **SIDNEY SUSSEX COLLEGE INVESTMENT POLICY**

Sidney Sussex College holds investments in securities and commercial property (principally retail units in Central Cambridge). This investment income is essential for the College's viable operation as an educational charity and therefore it has a fiduciary duty to maximise income in order to support its charitable purposes.

Within this context, the College takes into account social responsibility and ethical considerations in determining how to invest in securities and has recently updated its Investment Policy to ensure an enhanced emphasis on environmental, social and governance (ESG) considerations.

The College's securities portfolio consists of passive index tracker funds, and a small holding in the Charities Property Fund. From time to time the College receives directly held shares as part of a donation or legacy, and has set out its commitment to liquidating such holdings where possible, and reinvesting the proceeds in pooled funds. Where the College has held direct investments for historical reasons it has actively sought to sell these, and so does not hold direct investments in companies involved in fossil fuels or tobacco, nor has any intention of directly investing in such companies in the future.

The College aims to appoint investment managers with ambitious shareholder engagement goals. The default position is to expect managers to vote in favour of ESG shareholder resolutions, or explain deviations. The College will terminate relationships with investment managers whose voting records do not align with the College's policy.

Furthermore, where the College sees an opportunity to influence public discourse, it will work, within its fiduciary responsibilities, to effect such change. The College is currently reviewing its strategic asset allocation with this aim in mind, and is working with its investment managers to invest in pooled funds with superior ESG credentials.

Additionally, the College expects its bank to align with the College's ESG values, and will aim to switch providers if the bank's activities run counter to these values.

The Sidney Sussex Investment Policy [\[LINK\]](#) is published on the College's website.



## **SIDNEY SUSSEX COLLEGE**

### **INVESTMENT POLICY**

Version:	2.0
Author:	Bursar
Sub-committee responsible:	Investment Committee
Date reviewed by sub-committee:	4 November, 2020
Date approved by Council:	2 December 2020



## Revision History

Version	Author	Summary of changes	Sub-committee Review Date / Council Approved	Date by which next full review is due
1.0	Bursar	Initial draft for discussion		
1.1	Bursar	Revision of draft		
1.2	Bursar	Final draft for approval by Council	6 Feb 2019	Feb 2024
1.3	Bursar	Update of appendix 3 to reflect data in 2018-19 financial accounts	6 Nov 2019	Feb 2024
2.0	Bursar	<p>Review and update of the clauses relating to ethical investing in the light of developments in this area</p> <p>Update details under section on “Leverage and Loan Covenants” relating to private placement with PIC</p> <p>Update of appendix 3 to reflect data in 2019-20 financial accounts</p>	4 Nov 2020 / 2 Dec 2020	Feb 2024

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## Sidney Sussex College Investment Policy

### 1. Introduction

- 1.1 Sidney Sussex College, the “College”, is a permanently endowed charity established by a Royal Charter dated 25 July 1594.
- 1.2 The College’s charitable objective is to be a place of education, religion, learning and research, and it aims to promote academic excellence and freedom of thought. All the resources of the College are ultimately applied for this charitable purpose.
- 1.3 The College is a registered charity, subject to regulation by the Charity Commission for England and Wales under relevant UK legislation. The trustees of the College are the members of the College Council, and are governed by the Statutes and Ordinances of the College. Statute D grants to the Trustees powers to receive donations, make investments and spend money. The related ordinances D,I and D,II (see Appendices 1 and 2) set out how it should be managed.
- 1.4 Charity Commission guidance places trustees under an obligation to establish a clearly recorded and regularly reviewed investment policy. The policy should include such issues as how present and future activities need to be resourced, the level of investment risk they are prepared to accept, and the charity's position on ethical investment.
- 1.5 The College is managing not only its own funds, but also funds given for separate Special Trust Funds. This is done by amalgamating all the investments in securities into one amalgamated fund. All endowment funds are held in the amalgamated fund. The operation of the amalgamated fund is set out in Ordinance D, I.
- 1.6 The College’s total investment assets are held in securities and commercial property. The Commercial Property is a very illiquid asset class, and is subject to different investment objectives to those for the securities. As such the investment objectives are set out separately below.
- 1.7 Broadly the College has four categories of investments:
  - Securities portfolio (amalgamated fund) which is managed for long term total return.
  - Commercial property which comprises retail units that are integral to the College site, or student accommodation blocks. The College therefore is unlikely to be able to sell any of this property, so it is managed for income over the long term.
  - Other investments, which have been donated to the College. The College aims to reduce any direct holdings and convert investments into the equity portfolio.
  - Cash
- 1.8 The proportions held in each category change over time as a result of investment performance and operational need.

### 2. Securities Portfolio

- 2.1 The College currently adopts three critical principles with regard to securities:
  - Long-term horizon when making investments i.e. preference for equities and other real assets
  - Improve long-term risk adjusted returns by maintaining diversified geographic and sectoral distribution of assets
  - Minimise transaction and management costs i.e. strong preference for investing in quoted equities through low cost passive funds
- 2.2 These investments are managed to a single investment objective of seeking to produce the best financial return within an acceptable level of risk by balancing income and capital returns. The assets should be managed to at least maintain the real capital value of the investment, whilst generating a sustainable level of investment income, or total return, to support the current charitable activities.

### 2.3 Attitude to risk

The College relies on the investment income to fund current charitable activities. The stability of income is therefore important to the College. The key risk to the long term sustainability of the College's investments is inflation, and the assets should be invested to mitigate this risk over the long term. The trustees understand that this is likely to mean that investment will be concentrated in real assets and that the capital value will fluctuate. The trustees are able to tolerate volatility of the capital value of the investments, as long as there is a stable income, at least maintaining value in real terms.

### 2.4 Asset allocations

2.4..1 The Investment Committee relies on evidence which shows that over the long-term equities not only outperform inflation, but also provide a higher return than other financial assets such as bonds or cash on deposit. The Investment Committee considers that it is appropriate to retain a strong and diversified equity focus to generate the return objective.

2.4..2 Strategic asset allocations have been agreed, together with tactical ranges within which the portfolio may move on a short term basis to take account of market conditions. There is a deliberate policy not to change the allocation, or the Investment Managers too frequently. They should be reviewed on a regular, but not frequent basis (at least every 5 years) unless a significant change in financial markets, or a deterioration in the ethical, social and governance ("ESG") performance of the fund manager, or a change in policy by the Investment Committee, triggers an earlier review.

2.4..3 The asset allocations agreed by the Investment Committee in November 2014 for investments within the College's passive tracker funds are as follows:

UK	64%	+/- 3%
World	32%	+/- 3%
Gilts	4%	+/- 1%

2.4..4 There is currently no agreed allocation between the passive tracker funds and the Charity Property Fund which make up the amalgamated fund. The proportions will change over time as a result of investment performance.

2.4..5 The investment in the Charities Property Fund was made in October 2000 with 1,060,000 units. There has been no change to the number of units held since then.

### 2.5 Currency

The base currency of the investment portfolio is sterling, and this is the currency of the College's liabilities. As such there is an inherent foreign exchange exposure in the underlying assets held in the World tracker fund.

### 2.6 Ethical Investment

2.6..1 The College adheres to the Charity Commission guidance on ethical investments as a minimum standard, but will take additional action on ESG considerations whenever it is possible and effective to do so within the College's fiduciary responsibilities.

2.6..2 The College's current holdings are concentrated in publicly-listed companies through passive market tracker funds. Where the College sees that within its fiduciary responsibilities it can contribute to changes in public discourse, it will exclude particular companies or sectors from its portfolio for ESG considerations.

2.6..3 The College aims to appoint investment managers with ambitious shareholder engagement goals and methods, including those that combine divestment and engagement to good effect.

2.6..4 The College's default position will be to expect managers to vote in favour of ESG shareholder resolutions. Investment managers who do not align with these guidelines will be asked to explain deviations. The College will publicly terminate relationships with investment managers whose voting practices continue to misalign with the College.

### **3. Commercial Property**

- 3.1 The investment property held by the College is comprised of commercial retail units which are on the edges of the main College site, and/or an integrated part of student accommodation.
- 3.2 There are retail units on Sidney Street, Sussex Street and Hobson Street which are all integrated parts of the listed buildings forming the main site. There are also units on King Street, integrated into Cromwell Court, which is a more modern block of student accommodation and is independent of the main College site.
- 3.3 The investment property portfolio was revalued in June 2020 at £17,400k. For accounting purposes this revaluation will take place on a regular basis, normally at least every five years.
- 3.4 The College's Commercial Property portfolio is an illiquid asset. The retail units on Sidney Street, Sussex Street and Hobson Street will be held by the College for the foreseeable future given that they are integral to the main College site. The retail units on King Street would only be sold if the College were to divest itself of the entire Cromwell Court building, including the student accommodation. There are currently no plans to do this.
- 3.5 The investment objective for the commercial property is to adopt an investment strategy which will maximise returns from rental income over the long term.
- 3.6 The approach to property management is overseen by the Investment Committee, and where possible aims to contribute to decarbonisation of the College's estate.

### **4. Other Investments**

- 4.1 The College's holdings in other investments typically result from shares being donated to the College as part of a legacy.
- 4.2 The Investment Committee is committed to liquidate these holdings where possible, and to reinvest the proceeds in the amalgamated fund.
- 4.3 The Investment Committee recommends that the College makes clear to potential donors that any donations received in the form of shares, will normally be liquidated and then invested in the amalgamated fund, unless by prior agreement of the Investment Committee.

### **5. Cash**

- 5.1 The Investment Committee has agreed that the total cash balance should be split between at least three institutions to balance the risk of an individual institution collapsing.
- 5.2 The College's cash balances should be deposited with UK institutions with a rating description of Upper Medium Grade or higher (equivalent to Standard and Poor's rating of at least A-, or Moody's rating of at least A3) or invested in a diversified money market fund.
- 5.3 Normally no more than 50% of the College's cash balances should be held in one institution.
- 5.4 The credit rating of those institutions that hold funds on behalf of the College will be tracked and regularly reported to the Investment Committee.

### **6. Banking**

- 6.1 The College expects its bank to align with the College's ESG policies. The College will engage with its bank and will aim to switch providers if the bank's activities continue to run counter to the College's values.

### **7. Total Return**

- 7.1 The College has the power to invest on a Total Return Accounting basis. Timing of implementation will take into account market volatility and College priorities.

## **8. Leverage and Loan Covenants**

- 8.1 In 2013 a number of Colleges came together to raise some long term debt. A special purpose vehicle, Cambridge Colleges Funding Plc (CCF) was established for this debt issue. It sold private placement notes to investors and then lent the proceeds to the individual Colleges. The participating Colleges are shareholders in CCF. The debt issue completed on the 30 October 2013.
- 8.2 There was a subsequent debt issue through a similar structure, Cambridge Colleges Funding II PLC (CCF II). The debt issue completed on 31 January, 2014.
- 8.3 The College owns 5,000 £1 shares in both companies from incorporation. The shares of £10,000 are reflected under 'Other Investments' in the Investment Portfolio.
- 8.4 The College came together with two other Colleges in December 2019 to raise long term debt through a private placement with Pensions Insurance Corporation.
- 8.5 As a result of these debt issues, Sidney has raised £14.9 million of long term debt, on an interest only basis, with bullet repayment due when the loans mature, as follows:
- £2.9 million for 30 years at a fixed interest rate of 4.40%, maturing in October 2043
  - £1.2 million for 30 years at a fixed interest rate of 4.45%, maturing in January 2044
  - £2.3 million for 40 years at a fixed interest rate of 4.40%, maturing in October 2053
  - £8.5 million for 44 years at a fixed interest rate of 2.26%, maturing in December 2063
- 8.6 The level of these borrowings are limited by a loan covenant, which stipulates a financial covenant that the ratio of Net Debt to Net Tangible Assets shall not exceed 50%.

## **9. Management, Reporting and Monitoring**

- 9.1 The Investment Committee is a standing committee of the Council. The constitution and remit are set out in full in Ordinance D, II (see Appendix 2).
- 9.2 Investment Managers will be retained in connection with management of the College's funds. Investment Manager performance should be formally reviewed on a regular basis, at intervals of not more than five years, with more frequent interim reviews of ESG performance.
- 9.3 Professional Property Advisors will be retained in connection with the commercial property portfolio. Professional Property Advisor performance should be formally reviewed on a regular basis, at intervals of not more than five years.
- 9.4 Review of Investment Managers and Professional Property Advisors will be staggered.
- 9.5 Members of the College will be consulted on the College's Investment Policy regularly, and may raise particular concerns with the Bursar in the interim.

## **10. Approval and Review**

- 10.1 This Investment Policy Statement was prepared by the Investment Committee of Sidney Sussex College to provide a framework for the management of its investment assets. It will be reviewed on a three to five yearly basis in line with the review of asset allocation (see section 2.4) to ensure continuing appropriateness.

## **11. Appendices**

- 11.1 Appendix 1 – Ordinance D, I – Investment and Expenditure Powers
- 11.2 Appendix 2 – Ordinance D, II – Investment Committee
- 11.3 Appendix 3 – Summary of Investment Portfolio and advisors

## **ORDINANCES under STATUTE D**

### **FINANCE AND REMUNERATION**

#### ORDINANCE I (depending from Chapter II)

##### *Investment and Expenditure Powers*

##### *Amalgamated funds*

1. In order to facilitate the management of the property of the College, the Council may, under Statute D,II,8 from time to time resolve that all or any part or parts of the property of the College, including any special trust (a 'trust'), be brought into and managed within one or more amalgamated funds, in accordance with clauses 2-8.
2. Any property may be brought into an amalgamated fund at any time, provided that where property is subject to a trust:
  - (a) which came into operation less than sixty years prior to the proposed amalgamation;  
and
  - (b) the College is not the sole trustee;the consent of the trustees of that property shall be required.
3. Upon first being constituted, an amalgamated fund shall be held on behalf of its constituent funds in whole units allocated to each fund. The Council shall fix the initial total number of units held by the amalgamated fund, and shall allocate an appropriate number of units to each constituent fund as nearly as possible in proportion to the respective capital investments of each constituent fund in the amalgamated fund.
4. The Council may at any time increase or decrease the size of an amalgamated fund:
  - (a) by adding or withdrawing a constituent fund; or
  - (b) by increasing or decreasing the investment made in it by a constituent fund.
5. Where a new constituent fund is added to an amalgamated fund or the investment made by a constituent fund is increased:
  - (a) the total number of units in the amalgamated fund shall be increased by such number of units which as nearly as possible represents the value of the new investment based on the market value of the existing units; and
  - (b) the constituent fund shall be allocated that number of new units;  
always provided that the value of the existing units in the amalgamated fund shall not be prejudiced by the issue of such further units.
6. Where a constituent fund is withdrawn from an amalgamated fund or the investment made by a constituent fund is decreased:

- (a) the total number of units in the amalgamated fund shall be decreased by such number of units which as nearly as possible represents the value of the investment withdrawn based on the market value of the existing units; and
  - (b) the constituent fund shall give up that number of units, and the units shall be cancelled; always provided that the value of the existing units in the amalgamated fund shall not be prejudiced by the cancellation of such units.
7. The Council may at any time wind up an amalgamated fund and divide the investments between the constituent funds in proportion to the number of units held by each fund at that time.

*Annual dividends*

8. For each amalgamated fund, a dividend *per* unit shall be declared annually and paid out of the fund to all its unit holders for their expenditure, which may include re-investment in the fund.
9. For the purposes of the declaration under clause [8], the Council shall at a suitable time determine the process for calculating the value of the annual dividend; provided that:
- a) dividends shall only be paid out of income received by an amalgamated fund, subject to any exercise of the power under clauses 12-13 of this Ordinance to adopt a total return approach to expenditure; and
  - b) a fund shall not be required to distribute as dividends the whole of the income received in any one year, but may accumulate the whole or part of it from year to year.
10. The annual dividend declared by each amalgamated fund shall be included in the annual College Accounts, as approved by the Council under Statute A,IV,5(d).

*Expenditure powers*

11. In the absence of any resolution made by the Council under clauses 12-13, the College shall appropriate for expenditure such sums as are income and not capital receipts in the hands of the Trustees of the College.
12. In order to facilitate the investment and expenditure policies of the College, including the declaration under clauses 8-9 of dividends for unit holders in any amalgamated fund, the Council may at any time resolve to adopt a total return approach to investment and expenditure.
13. In clause [12], 'to adopt a total return approach' means to appropriate annually for expenditure, up to and no more than, as much of the fair value of:
- (a) any amalgamated fund created in accordance with this Ordinance; and/or
  - (b) any property or fund which has not been brought into an amalgamated fund;
- as the Council considers in its absolute discretion is prudent, having regard to the total return achieved and reasonably expected to be achieved in the long-term of the amalgamated fund, or other property or fund, respectively.



14. In clause [13], 'fair value' means the amount at which an asset could be exchanged in an arm's length transaction between informed and willing parties, other than in a forced or liquidation sale, and 'total return' means return in terms of both income, whether received or accrued, and capital appreciation, whether realised or unrealised.
15. When making a resolution under clauses 12-13, the Council shall comply with the procedures required by *The Charities (Total Return) Regulations 2013*, and/or with any relevant subsequent legislation. In particular, the Council shall formulate such policies as those procedures require for:
  - (a) the initial treatment of the permanent endowment; and
  - (b) the future management of the total return receivable on the amalgamated fund.
16. Any policy for the management of the total return adopted under clause 15(b) shall be incorporated into this Ordinance. Any policy may be revised from time to time and at each such time this Ordinance shall be amended accordingly.

ORDINANCE II  
(depending from Chapter II)

*Investment Committee*

*Status and constitution*

1. The Investment Committee shall be a standing committee of the Council, appointed annually, normally at the Annual Council Meeting.
2. The Committee shall comprise:
  - (a) the Master (Chair);
  - (b) Bursar (Secretary);
  - (c) the Treasurer of the JCR;
  - (d) at least four further members, including not less than two Fellows who may be Fellows in Class 4 and at least two external members with appropriate qualifications or experience.

An external member is a person who is not a Fellow or employee of the College. The Head of Accounting and Finance shall normally be in attendance.

3. The quorum for the conduct of business shall be four members. It shall meet at least once a term.

*Remit*

4. Within the terms of policies which shall be set by the Council and subject to any specific directions from the Council, the Committee shall have the management of:
  - a) cash, including the investment or realisation of operational cash;
  - b) stocks and shares and other financial instruments;
  - c) investment funds;
  - d) land or any interests in land held for investment purposes.The Committee shall not have responsibility for any other investment not included in categories (a)-(d), above.
5. The Committee shall have discretion to invest or re-invest College property in such assets as it deems appropriate, having regard to any reasonably foreseeable financial risks and returns of such assets. The Committee may delegate to any firm of investment managers or bankers power to effect a specified transaction, or a type of transaction, within the scope of standing instructions.
6. The Committee shall regularly monitor and review the performance of the College investments, assisted by valuations of the portfolio provided by the Bursar. All decisions taken and transactions entered into under clauses [4] and [5] shall be reported in the minutes.

**SIDNEY SUSSEX COLLEGE**  
**INVESTMENT POLICY STATEMENT APPENDIX 3 – JUNE 2020 DATA**

**1. Investment Portfolio**

As at June 2020 the investment assets<sup>1</sup> were split as follows:

	<u>£'000</u>	<u>%</u>
a) Securities Portfolio (Amalgamated Fund)	51,856	60.6%
b) Commercial Property	17,400	20.3%
c) Other investments <sup>2</sup>	2,131	2.5%
d) Cash <sup>3</sup>	14,231	16.6%
<b>Sub-total</b>	<b>85,619</b>	<b>100%</b>

**2. Borrowings**

At 30 June 2020, there were no borrowings apart from the Cambridge Colleges Funds (CCF) loans balance of £6.4 million and the Pension Insurance Corporation (PIC) loan balance of £8.5 million. At this date, total net assets were £123.3 million. Therefore, the debt to net asset ratio was 12.1% (2018-19 4.9 %). This is well within the loan covenant if 50%.

**3. Advisors**

- 3.1 Fund Manager – In 2019 a full review of Fund Managers was undertaken. It was decided to remain with BlackRock who were the incumbent Fund Manager of the passive tracker funds in which the College’s funds are held. This position is under ongoing review subject to BlackRock demonstrating progress in ethical investing.
- 3.2 Professional Property Advisor – Catlings Commercial were appointed for a property service management contract which commenced 1 January 1995. The contract was novated to Cheffins in 2003 when the companies merged. It has been reviewed on a regular basis since then.
- 3.3 Bank – the College currently banks with Barclays Bank

<sup>1</sup> Consistent with Annual Report and Financial Statements for the year ended 30 June 2020

<sup>2</sup> This primarily consists of shares in individual companies that were left in a legacy to the College. It is the College’s policy to divest directly held equity investments.

<sup>3</sup> Cash values were high as at 30 June 2020, with the receipt of the £8.5 million PIC loan in March 2020, and will be partly spent down as the Kitchen Project completes in 2021 and invested as the uncertainty relating to the COVID-19 pandemic abates.

**SIDNEY SUSSEX COLLEGE  
INVESTMENT COMMITTEE  
UNRESERVED**

Minutes of the Meeting held on Wednesday, 2 February 2022 via Zoom.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**5. Black Rock ESG Report**

The Bursar introduced the report and by way of background reminded the Committee that when the College re-tendered for investment manager in September 2019, it had been agreed to reappoint BlackRock subject to them improving their performance against ESG criteria, which would be reviewed regularly. In December 2020, the College Council had approved a revision to the investment policy to include ESG performance as an additional factor in the selection and retention of fund managers and also to announce publicly if a fund manager was terminated because it had failed to perform sufficiently well against metrics.

In 2021, Dr Quigley had been asked to carry out an independent review on progress since the reappointment. It was stressed that BlackRock had taken the matter very seriously and there had been engagement at a senior level within the organisation. The report to be reviewed by the Committee arose from the independent review by the advisor and focused on the performance regarding the environmental and social aspects of ESG.

Dr Quigley spoke to the report and answered a number of questions from Committee members on the findings set out in the report.

The Master thanked Dr Quigley for her work and she left the meeting.

A further discussion took place amongst Committee members. It was agreed that the College should retain BlackRock as fund manager, but that the Committee would send them a letter to set out specific areas where further progress was expected and to highlight that a further review would be undertaken. It was agreed that the Bursar along with Ms Neal and Mr Styles should draft the letter which would be shared with the Committee for agreement by circulation prior to sending to BlackRock.

**Action: Bursar, Ms Neal and Mr Styles to draft a response to BlackRock to be agreed by Committee members by circulation**

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■ [REDACTED]

[REDACTED]



**SIDNEY SUSSEX COLLEGE**  
CAMBRIDGE, CB2 3HU

**Sarah Bonnett**  
*Bursar*

Direct: 01223 338827  
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Robert Hayes  
BlackRock  
12 Throgmorton Avenue  
London  
EC2N 2DL

By email: [robert.hayes@blackrock.com](mailto:robert.hayes@blackrock.com)

21 February 2022

Dear Robert

**BlackRock Review on ESG Performance**

I am writing to you on behalf of the College's Investment Committee following its meeting on Wednesday, 2 February 2022.

As you will recall, the College undertook a re-tendering exercise for the College's Fund Manager in September 2019, as a result of which the College agreed to continue its engagement of BlackRock as its Fund Manager. At the time it was noted that BlackRock's progress in the area of environmental, social and governance (ESG) issues would be a key factor in the College's ongoing investment with BlackRock and the College set out the intention to undertake a regular review. As we have frequently discussed, given that BlackRock is the College's main Fund Manager, the reputation of the College with regard to investment matters is intrinsically linked to that of BlackRock.

Additionally, the College has publicly set out the following in its Investment Policy (Clause 2.6.4): "The College's default position will be to expect managers to vote in favour of ESG shareholder resolutions. Investment managers who do not align with these guidelines will be asked to explain deviations. The College will publicly terminate relationships with investment managers whose voting practices continue to misalign with the College." Given the complexities and differing sources of information in measuring BlackRock's ESG performance, the College's Investment Committee decided to commission Dr Ellen Quigley, as a Senior Research Associate in this field, to undertake an independent review of BlackRock and to report back to the Committee.

The final version of Dr Quigley's report was discussed at the College's Investment Committee on Wednesday, 2 February. The Committee understands that an initial draft was shared with you by Dr Quigley, that you provided a full and detailed response to her, and that some of your points were

reflected in the final version of the report. It was also noted that you had a meeting with Edwina Neal, Mike Styles and me on Monday, 31 January 2022, after Dr Quigley's final report had been circulated. The Committee asked me to specifically note its appreciation to you, Jenny Miller and all your colleagues at BlackRock who have been very co-operative and engaged throughout this review, and open to providing information and responding to the significant number of questions which have been raised. The Committee is grateful for the time you have all given this matter.

The Committee is pleased to confirm that there is evidence that BlackRock is making some progress on ESG issues, particularly in the area of its voting record, an area where BlackRock has the potential to make a significant impact.

In the light of these improvements, the Investment Committee has recommended that the College continues to engage BlackRock as its Fund Manager. It further recommends that Dr Quigley be asked to undertake a further independent review by March 2023, to report to the College's Investment Committee in May 2023, specifically focusing on improvements in the areas set out below which are aligned with the College's broader priorities.

- Shareholder resolutions related to **climate change** as identified by groups such as ShareAction and the Centre for the Study of Existential Risk, or other groups acknowledged to be experts in the area. In particular year-on-year change, and comparison to peers.
- Votes for or against directors on **climate-related** grounds, as such votes may have more direct impact on corporate behaviour than shareholder resolutions. In particular, year-on-year change, and comparison to peers.
- Shareholder resolutions and/or director votes specifically related to **equality, diversity and inclusivity (EDI)** issues. This could include, but may not be limited to diversity of the Board. In particular year-on-year change, and comparison to peers.
- Actions to **reduce thermal coal production** either through assertive engagement with companies, and/or offering investors competitively-priced coal-free index trackers and/or divestment.

Furthermore, as an academic institution, the College particularly values transparency of reporting, and would like to see improvements in some of the areas identified in Dr Quigley's report, particularly:

- Abstentions clearly separated from votes for a shareholder resolution or votes against the management.
- That in reporting carbon emissions in BlackRock's operations, any offsetting programmes are transparent, used only for residual emissions (in line with the IPCC's definition), and calculated on the basis of carbon removals achieved rather than on the basis of carbon reductions forecast. Offset projects supported should be demonstrably additional, measured against credible baseline scenarios, and socially and environmentally equitable.

The Investment Committee also noted the updated Global Principles and voting guidelines that BlackRock has set out for focus in 2022, and would like to be assured of evidence of impact being made in each area:

1. **Climate risk:** Continuing to ask that companies disclose a net zero-aligned business plan that is consistent with their business model and sector. Encouraging companies to demonstrate that their plans are resilient under likely decarbonization pathways, and the global aspiration to limit warming to 1.5°C and to disclose how considerations related to having a reliable energy supply and just transition affect their plans.
2. **Board diversity:** Strengthening focus on diversity of personal characteristics on boards.
3. **Sustainability reporting:** Continuing to ask that all companies report in alignment with the recommendations of the Task Force on Climate-related Financial Disclosures (TCFD) and evolving perspective on sustainability reporting to recognize that companies may use standards other than that of the Sustainability Accounting Standards Board (SASB)
4. **ESG in executive compensation:** If ESG criteria are included in executive compensation programs, those metrics should be rigorous, aligned with a company's strategy and business model, and linked to company performance.
5. **Changes to corporate form:** Taking the position that companies or shareholders proposing to change a company's corporate form (e.g., public benefit corporation) should put the measure to a shareholder vote, if not already required to do so under applicable law.

As a final point, the Investment Committee welcomed that you have been open about introducing the College to other similar clients of yours such as the Bursar at New College, Oxford, and the heads of ESG/responsible investment at Oxford University Endowment Management (OUem) and the Church Commissioners in order to compare thoughts on approaches to ESG and we would be keen to follow up on that in due course.

Thank you again for your co-operation.

Yours sincerely,



Sarah Bonnett  
Bursar



**16. Investments in energy sector companies, received 18 April 2023**

Could you please provide the following pieces of information:

1. A list of energy sector companies which the College holds stocks and shares in, specifying how many shares are held and the approximate value of the shareholding.
2. A list of indirect investments that the college has in energy sector companies, via exchange traded funds, private equity funds, mutual funds, index funds, commodities, hedge funds, and bonds.
3. A breakdown of energy sector companies that have been indirectly invested in, including the approximate value of each investment, and in cases of fund-based investments, please include the percentage of the total fund made up by energy sector company holdings.

Please provide an index of relating documents.

**Response of 2 May 2023**

1. The College does not have any direct investments in energy sector companies.
2. and 3. The College holds indirect investments with BlackRock Investment Management (UK) Limited in the BlackRock Charities UK Equities Index Fund and iShares Developed World Fossil Fuel Screened Index Fund (UK). BlackRock provide the top 10 holdings, sector breakdowns for each of the iShares funds on their website at the following links:

<https://www.ishares.com/uk/professional/en/products/316259/bcif-ishares-developed-world-fossil-fuel-screened-index-fund-uk?switchLocale=y&siteEntryPassthrough=true>

<https://www.blackrock.com/uk/individual/products/298249/blackrock-charities-uk-equity-index-fund>

**17. Master's Salary and Expenses, received 19 April 2023**

Could you please provide the following pieces of information:

- (1) The current salary of the College Master (in GBP),
- (2) The average annual expenses over the past 3 years claimed by the College Master from the College,
- (3) A list of the expenses claimed by the College Master over the past 3 years and the purpose for which they were claimed,
- (4) If available, a list of expenses grouped by any categories of expenditure determined by the College (e.g., development, fundraising activities, entertainment, etc.).

**Response of 2 May 2023**

1. Individual's salary details cannot be provided under Section 40(2) of the Freedom of Information Act, however, the salary range is published in the College's financial statements: <https://www.sid.cam.ac.uk/about-sidney/published-information/financial-statements>
2. and 3. Please see attached spreadsheet.
4. The College does not hold a breakdown of expenses in individual categories.

## 17 - Master Expenses 2019-22

### Summary of Master Expenses

2021-22	£ 5,630.09
2020-21	£ 1,715.15
2019-20	£ 10,305.87
TOTAL	<u>£ 17,651.11</u>
3 yr average	£ 5,883.70

## Master's Expenses for 2021/22 as per Sage account O1112-MAS

<b>Trans. Date</b>	<b>Narrative</b>	<b>Debit</b>
09/08/2021	Working Lunch with Bursar and Development Director (elect)	23.00
30/09/2021	Reception for the new Kitchen	327.50
31/10/2021	Governing Body Meeting & Reception for the Admission of New Fellows	305.00
30/11/2021	Fellows Talk Night	185.50
30/11/2021	Governing Body Meeting & Reception for the Admission of New Fellows	338.25
06/12/2021	Staff Carol Service (Secret Santa toys)	31.44
31/12/2021	Fellows' Christmas Dinner 10/12/2021	2,627.10
28/02/2022	Fellows Talk Night	95.00
28/02/2022	SSCSU and MCR Officers' Cheese & Wine	189.50
28/02/2022	Fellows' Spouses' & Partners' Supper	531.70
21/04/2022	Fellows, Staff and families Easter Egg Hunt	46.75
30/04/2022	Governing Body Meeting & Reception for the Admission of New Fellows	134.50
30/06/2022	Fellows Entertainment Expenses - R Penty - Wine for Emeritus Fellow's birthday	17.50
30/06/2022	Birthday present for Emeritus Fellow from the Master	23.50
30/06/2022	Master Dinner for Emeritus Fellow	753.85
		<b>5,630.09</b>

<b>2021/22 - Actual Spend</b>	<b>5,630.09</b>
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## Master's Expenses for 2020/21 as per Sage account O1112-MAS

<b>Trans. Date</b>	<b>Narrative</b>	<b>Debit</b>
31/10/2020	New Fellows and Bye-Fellows on the first Friday (present as Admission co	191.25
04/12/2020	Christmas presents for staff children	64.69
11/12/2020	Christmas presents for staff children	16.96
31/12/2020	Master's Christmas Eve Celebration for resident students and Fellows	215.75
30/06/2021	Development Director Leaving Event	225.50
30/06/2021	Fellows Talk & Emeritus Fellow's Celebration	412.00
30/06/2021	Fellows Formal Hall	589.00
		<b>1,715.15</b>

<b>2020/21 - Actual Spend</b>	<b>1,715.15</b>
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## Master's Expenses for 2019/20 as per Sage account O1112-MAS

Trans. Date	Narrative	Debit
24/07/2019	Team Lunch for Principal Officers	143.88
30/09/2019	Sidney Sussex Society event	40.00
31/10/2019	Governing Body Meeting & Admission of New Fellows	461.50
30/11/2019	Fellows Spouses & Partners Supper	982.28
30/11/2019	Fellows Talk Night	38.00
31/12/2019	Master's Christmas Dinner for Fellows	4938.76
31/12/2019	Master's Christmas Dinner for Fellows	29.00
31/01/2020	Sidney Sussex Society event - London Drinks	28.00
31/01/2020	Governing Body Meeting & Admission of New Fellows	272.50
31/01/2020	SSCSU Cheese and Wine Evening	160.70
29/02/2020	Fellows Spouses & Partners Supper	833.86
29/02/2020	Emeritus Fellow's Memorial Service - refreshments	1018.00
31/03/2020	Fellows Talk Night	26.50
30/06/2020	2019-20 PAYE Settlement CHGE re Fellows Spouses entertainment	1332.89
<b>2019/20 - Actual Spend</b>		<b>10,305.87</b>

**18. College investments, received 19 April 2023**

Could you please provide the following pieces of information:

- (1) A list of companies which the College holds stocks and shares in, specifying how many shares are held and the approximate value of the shareholding.
- (2) A list of exchange traded funds, private equity funds, mutual funds, index funds, commodities, hedge funds, and bonds that the college has investments in, including the approximate value of each.
- (3) In the case of any indirectly held or fund-based investments a breakdown of the companies invested in through the fund, including the percentage of the total fund made up by each holding.
- (4) In addition, please provide information on the above three requests in relation to holdings from each year since 2018.

Please provide an index of relating documents.

**Response of 15 May 2023**

- 1 and 2. Please see attached spreadsheet – we have interpreted ‘year’ to mean ‘financial year’. The College’s financial year-end is 30 June. Taking into consideration Question 4, the data has been provided for March 2023 (most recent quarter of the current financial year), and then June 2022, June 2021, June 2020, June 2019 and June 2018.
3. The College holds indirect investments with BlackRock Investment Management (UK) Limited in the BlackRock Charities UK Equities Index Fund and iShares Developed World Fossil Fuel Screened Index Fund (UK). BlackRock provide the top 10 holdings, sector breakdowns for each of the iShares funds on their website at the following links:  
  
<https://www.ishares.com/uk/professional/en/products/316259/bcif-ishares-developed-world-fossil-fuel-screened-index-fund-uk?switchLocale=y&siteEntryPassthrough=true>  
  
<https://www.blackrock.com/uk/individual/products/298249/blackrock-charities-uk-equity-index-fund>
4. Please see attached spreadsheet.

**18 - Investments**  
**INVESTMENTS - FOI**

	<u>30/06/2018</u>	<u>30/06/2018</u>	<u>30/06/2019</u>	<u>30/06/2019</u>	<u>30/06/2020</u>	<u>30/06/2020</u>	<u>30/06/2021</u>	<u>30/06/2021</u>	<u>30/06/2022</u>	<u>30/06/2022</u>	<u>31/03/2023</u>	<u>31/03/2023</u>
	<u>NO SHARES</u>	<u>VALUE</u>	<u>NO SHARES</u>	<u>VALUE</u>	<u>NO SHARES</u>	<u>VALUE</u>	<u>NO SHARES</u>	<u>VALUE</u>	<u>NO SHARES</u>	<u>VALUE</u>	<u>NO SHARES</u>	<u>VALUE</u>
		<u>£000'S</u>		<u>£000'S</u>		<u>£000'S</u>		<u>£000'S</u>		<u>£000'S</u>		<u>£000'S</u>
ADNAMS	42,970	£ 3,069	39,970	£ 2,427	36,970	£ 1,792	36,970	£ 2,155	30,970	£ 1,526	27,970	£ 992
SSE PLC	713	£ 10		£ -		0		0		0		0
CCF 1	5,000	£ 5	5,000	£ 5	5,000	£ 5	5,000	£ 5	5,000	£ 5	5,000	£ 5
CCF 2	5,000	£ 5	5,000	£ 5	5,000	£ 5	5,000	£ 5	5,000	£ 5	5,000	£ 5
<b>BLACK ROCK</b>												
Gilttrak		£ 2,029		£ 2,072		£ 1,579		£ -		£ -		£ -
BlackRock Charities UK Equity Index Tracker		£ 34,144		£ 31,828		£ 27,284		£ 35,410		£ 18,937		£ 19,228
iShares Developed World Equity Index Fund		£ 18,630		£ 17,971		£ 14,083		£ 21,090		£ -		£ -
iShares Developed World Fossil Fuel Screened Equity Index Fund		£ -		£ -		£ -		£ 7,078		£ 52,822		£ 55,995
		<u>£ 54,803</u>		<u>£ 51,871</u>		<u>£ 42,946</u>		<u>£ 63,578</u>		<u>£ 71,759</u>		<u>£ 75,223</u>
<b>CHARITIES PROPERTY FUND</b>		£ 1,363		£ 1,369		£ 1,301		£ 2,469		£ 2,925		£ 2,444



**19. College accessibility and disability information, received 26 April 2023 (with clarifications received 28 April 2023)**

*[Note that certain personal information submitted by the requester has been removed from the response.]*

Under the Freedom of Information Act and or Environmental Information Regulations, I request the following information;

- A copy of the 'Accessible Report' and any correspondence with 'Accessible';
- Any notes, emails, correspondence concerning the maintenance of Garden court, especially concentrating on the length of time the lift has been broken, costs, repairs or lack thereof to the plumbing and heating, spend on maintenance;
- Any disability, access, and Equality Act issues concerning the college;
- Statistics relating to the admission of physically disabled graduates and undergraduates, occupancy data of the three disabled rooms in Garden Court how many physically disabled students have applied or been pooled to Sidney and then been pooled or moved to other colleges;
- Any complaints (formal or informal) the college has received regarding accessibility, disability, or Equality Act matters;
- Any correspondence/information/emails/data/minutes of meetings, concerning the Varsity article;
- Any concerns regarding the College's liability regarding disability/Equality Act issues;
- Any concerns regarding the safety and accessibility of the college buildings and estates

The above information spans the time period March 2020 to today's date.

*On 28 April 2023 at 16.07, the College asked for clarification as follows:*

- *What is meant by 'issues' in the third bullet point?*
- *What is meant by 'data' in the sixth bullet point?*
- *What is meant by 'concerns' in the seventh and eighth bullet points?*

*The response, also on 28 April 2023 at 16.20, was:*

1. *Issues: a topic or problem for debate or discussion.*
2. *Data: facts and statistics, things known or assumed as facts, making the basis of reasoning or calculation.*
3. *Concerns/Concerning: relevant or important to, affect or involve, or have specific connection with, or a matter that engages a person's attention, interest, or care.*

## Response of 24 May 2023

- [1] A copy of the AccessAble report, converted to PDF and categorised into a folder in the attached Zip file, as per your request [...], has been provided.

An extensive email / file search and review would be required for any other information, including consideration of any information which may be exempt under S43 of the Act.

- [2] The College's spend on maintenance from March 2020-26 April 2023 can be found in its Financial Statements, available on its website: <https://www.sid.cam.ac.uk/about-sidney/published-information/financial-statements>.

An extensive email / file search and review would be required for any other information, including consideration of any information which may be exempt under S40(2) and/or S43 of the Act.

- [3] We have provided copies of papers relating to accessibility which were considered by the Accessibility Working Group, the Buildings and Environment Committee, the Finance and Needs Committee and to Council, and the relevant minutes of those meetings, converted to PDF and categorised into a folder in the attached Zip file, as per your request [...].

Beyond this, and despite the additional clarification as requested, the College is unable to determine what is being requested and therefore is unable to confirm or deny what other information it may hold.

- [4] Undergraduate applications from, and admission of, individuals declaring disabilities

There is no central collection of this data through the Universities and Colleges Admissions Service (UCAS). The College notes that individuals may declare disabilities at any time, and would only be able to provide the information requested after manual examination of approximately 1,750 undergraduate admissions and student files to determine whether individuals had submitted an Extenuating Circumstances Form (ECF) or had otherwise provided details of a declared disability on another form/email during the admissions process, or had notified the College of a disability subsequent to admission. An extensive email / file search and review would be required for this information, including consideration of any information which may be exempt under S40(2) of the Act.

Postgraduate applications from, and admission of, individuals declaring disabilities

For the academic years 2020-21 to 2022-23, the College has received the following applications that stated on the College registration form a disability which does require reasonable adjustments to accommodation:

- 2020-21: of the 14 applications that declared a disability which does require special accommodation requirements, all 14 were admitted.
- 2021-22: of the 9 applications that declared a disability which does require special accommodation requirements, all 9 were admitted.
- 2022-23: of the 9 applications that declared a disability which does require special accommodation requirements, all 9 were admitted.

An extensive email / file search and review would be required to compile from >700 individual postgraduate applications and student files details of all postgraduate applicants who have stated on the University registration form a disability which does not require reasonable adjustments to accommodation, including consideration of any information which may be exempt under S40(2) of the Act.

The information requested for the current Postgraduate Admissions round 2023-24, insofar as it is held (noting that the current cycle is ongoing), is exempt under section 36(2)(c) of the Act because its disclosure would be likely to prejudice the effective conduct of public affairs, in this case the integrity of the University's applications and admissions process which form a fundamental part of its mission as an educational institution. Please note that as the information requested is statistical in nature, the opinion of the qualified person did not need to be sought for this application of section 36. The current cycle is ongoing and applications are still being submitted and assessed. The University considers that the disclosure of detailed statistics about applications made within the current cycle would be likely to prejudice the notion of a fair and confidential admissions process whereby each applicant has the same information at their disposal and partial granular data is not disclosed to specific members of the public while the process is ongoing. As this is a qualified exemption, the University has considered whether, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The University considers that, while some people might have an understandable private interest in these statistics, there is no genuine public interest in them when set against the extensive statistical information available about previous admissions cycles published at <https://www.postgraduate.study.cam.ac.uk/admissions-statistics>, coupled with the prevailing public interest in maintaining a level playing field in terms of the information available to all applicants.

[5] The occupancy data for the three disabled rooms in Garden Court are as follows:

R17 – 1108 days occupied between 1/3/2020 and 26/4/23

P11 – 99 days occupied between 1/3/2020 and 26/4/23 (additionally the room was used for 255 further days as office/classroom space particularly during pandemic lockdown periods)

S17 – 340 days occupied between 1/3/2020 and 26/4/23

[6] Undergraduates

There is no central collection of this data through the Universities and Colleges Admissions Service (UCAS). The College notes that individuals may declare disabilities at any time, and would only be able to provide the information requested through manual examination of approximately 1,750 undergraduate admissions files to determine whether individuals had submitted an Extenuating Circumstances Form (ECF) or had otherwise provided details of a declared disability on another form/email during the admissions process, and then cross-reference this information with applications which were pooled to other Colleges.

An extensive email / file search and review would be required for this information, including consideration of any information which may be exempt under S40(2) of the Act.

Postgraduates

No postgraduate applicants with a declared disability were transferred to another College, although some applicants withdrew or were withdrawn if they did not meet the conditions of their offer.

Due to the small numbers involved, we have invoked the exemption contained within S40(2) of the Freedom of Information Act to not provide the specific number as we feel that this could lead to individuals being identified which might cause distress or harm.

[7] The College does not hold a centralised complaints register. An extensive email / file search and review, including consideration of any information which may be exempt under S40(2) of the Act, would be required.

[8] A copy of the Senior Tutor's 9 February 2023 email to students, converted to PDF and categorised into a folder in the attached Zip file, as per your request [...], has been provided.

Beyond this, and despite the additional clarification as requested, the College is unable to determine what is being requested and therefore is unable to confirm or deny what other information it may hold.

[9] Despite the additional clarification as requested, the College remains unable to determine what is being requested and therefore is unable to confirm or deny what information it may hold.

[10] Despite the additional clarification as requested, the College remains unable to determine what is being requested and therefore is unable to confirm or deny what information it may hold.

## Conclusion

Other than the information provided with this letter, the College refuses the remainder of your Freedom of Information Act request on the grounds that it estimates that the cost of compliance, including the extensive searching of multiple locations required to determine whether or not it holds any or all of the information and consideration of any information which may be exempt under S40(2) and/or S43 of the Act, would exceed the appropriate limit as set out in S12(1) of the Freedom of Information Act 2000 and S4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

In making a sensible and realistic estimate the College has considered the range of information requested, the results of a representative sampling exercise described below, the absence of clarity provided by you on 28 April 2023 in response to our request to clarify specific terms, and the staff time required to process your data subject access request of 10 March 2023. That subject access request included more specific parameters for more limited information within a narrower time span than the 26 April 2023 Freedom of Information request and resulted in 1,603 'hits' to be reviewed and, where appropriate, converted to PDF and the details of third parties removed or redacted. The staff time required to process that data subject access request exceeded 30 working hours. A representative sampling exercise at server level for all data containing both 'Garden Court' and 'lift' from 1 March 2020-26 April 2023 returned 9,084 'hits', the processing of which therefore would far exceed the appropriate limit as set out in S12(1) of the Freedom of Information Act 2000 and S4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

If you were to reform or re-focus your request it is possible that information could be provided within the cost ceiling; however, given the broad scope of the initial request and the lack of clarification provided by you in response to the College's request, it is not reasonable to expect the College to advise on how specifically this could be done.

### **Review request received 25 May 2023**

In the attached covering letter, the College has stated that “[9] *Despite the additional clarification as requested, the College remains unable to determine what is being requested and therefore is unable to confirm or deny what information it may hold.*”

My request is very specific, and I have indicated that would be happy to discuss with the College what information pursuant to FOI legislation and guidance I am looking for, indeed entitled to.

The only clarification requested by the College was as follows:

- *What is meant by 'issues' in the third bullet point?*
- *What is meant by 'data' in the sixth bullet point?*

- *What is meant by ‘concerns’ in the seventh and eighth bullet points?*

I provided this clarification, noting the plain English meaning of the words and dictionary definitions.

What I am most surprised about is that I have received not one internal email, for example I requested *“Any notes, emails, correspondence concerning the maintenance of Garden court, especially concentrating on the length of time the lift has been broken, costs, repairs or lack thereof to the plumbing and heating, spend on maintenance”*, I then listed other topics.

No clarification was sought as to this request, ergo I cannot understand the caveat that *“the College remains unable to determine what is being requested and therefore is unable to confirm or deny what information it may hold”*. Plainly, what I am requesting is correspondence, which in this day and age is often in the form of emails of PDF letters attached to emails, this is susceptible to FOI requests. I have listed the topics I am interested in.

I would therefore ask that you review the College’s response. The College can do a server level search, and it can also ask members of staff to search their own emails, i.e., ‘could you please forward any correspondence [sic] regarding x y z’ – note it should not say that this is for the purpose of FOI as individuals will self-censor. The College has not done this.

I note that the College has said that *“An extensive email / file search and review would be required for any other information, including consideration of any information which may be exempt under S43 of the Act.”* Yet it has decided not to rely on this as a defence, therefore in future it cannot raise s 43. It simply says, *“Beyond this, and despite the additional clarification as requested, the College is unable to determine what is being requested and therefore is unable to confirm or deny what other information it may hold”*.

I am also concerned to find that the College does not hold a centralised complaints register. My understanding is that the College is required to report to various regulatory agencies, including the central University and to the Office of the Independent Adjudicator the number of complaints it has received and how they have been resolved, as such how can it do so if it does not hold a register of complaints. I would ask that you investigate this. I know that many students have made complaints to the College, I am not asking for personal information, nor I am asking for the College to create a centralised register (albeit it seems that the College is required to hold this data nonetheless), I am simply asking for that information per FOI.

### **Review response of 19 June 2023**


I am responding to your request of 25th May for a review of the handling of your FOI request.

I have reviewed the papers and had discussions with those in the College involved in dealing with your FOI request.

My conclusions are:

1. Section 12 exemption sets out that the cost threshold for a public authority is £450, which at a rate of £25 per hour, amounts to 18 hours work. The College had estimated that the time required to undertake a full search for the information, review the information found and respond to the FOI would be in excess of this. Therefore, they have taken the view that an exemption under Section 12 applies. I concur with the College's view.
2. Under this exemption the College would be entitled to reject the entire request outright. In the spirit of being helpful and in keeping with the spirit of FOI, they decided to provide some answers where the information was readily available. My conclusion is this was unnecessary.
3. The FOI request was vague and not sufficiently specific for it to be easy to respond to. The College requested clarification from you, unfortunately your response did not assist. This contributed to the potential cost of carrying out the necessary searches. The FOI request and the clarification were such that I have concluded that it would not be reasonable to expect the College to provide you with advice on how to reframe the request.
4. In its response the College made reference to other exemptions that may apply, but without undertaking searches, it is not possible to conclude if these exemptions do apply. I have concluded that these exemptions are not relevant to this review, as Exemption 12 preempts them.
5. The College has in place processes for dealing with and recording formal complaints. It has informed me that it has received one formal complaint relating to 'accessibility, disability and Equality Act matters' since March 2020 [...].

My overall conclusion is that the College's response was reasonable. If you are not satisfied with this, you may make an appeal to the Information Commissioner's Office.

	<h2 style="margin: 0;">Summary - Key Points</h2>
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This matrix has been compiled following an access survey by AccessAble - a detailed access audit has not been carried out. It has taken into account the low cost improvements and reasonable adjustments at each venue. It cannot ensure compliance with previous (Disability Discrimination Act 1995 and 2005) or current (Equality Act 2010) legislation. Equally, it cannot protect from potential claims of discrimination. We do not accept any responsibility for any direct or third party loss or damages as a result of this document's use.

<b>Matrix Key</b>
Each column in the matrix references a statement in an Access Guide.
'x' is used to highlight improvements/adjustments related to that venue.
Empty cells are not intended for use as they are either; not relevant to the venue or the venue has this feature in place.
Notes' columns will indicate when more than one area/service/facility has been surveyed
Row 2 will include 'Advice' buttons which sends the user to the relevant advice for that improvement/adjustment
An additional Diagrams document will be supplied to accompany the guidance references

Total Number of Venues	1
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Venue Name	Parking	Buildings are clearly signposted from this car park.	Outside Access	Entrance doors are unlocked	The entrance area/door is clearly signed.	Outside Access Level Change	The ramp has handrails	The steps are clearly marked	There are handrails at the steps	Handrails cover the flight of stairs throughout its length.	Getting To	There is wayfinding signage along the route	Entrance (Internal)	Entrance doors are unlocked	Reception / Counter	There is wayfinding signage available at/close to the reception.	There are no windows, TVs, glazed screens or mirrors at/behind the reception point which could adversely affect the ability of someone to lip read.	There is a lowered section of the counter.	There is a hearing assistance system at the desk/counter	Inside Access / Getting Around	There is wayfinding signage available	There is a hearing assistance system	The hearing assistance system was tested	There is no flooring which is shiny and could cause issues with glare or look slippery to some people	There is no flooring which includes patterns or colours which could be confusing or look like steps or holes to some people	Inside Access / Getting Around Level Change	The steps are clearly marked	There are handrails at the steps	Eating and Drinking	There is a hearing assistance system	There is ample room for a wheelchair	There is no flooring which is shiny ar	There is a mixture of chairs with and	Adapted cups are available	Adapted cutlery is available					
Accommodation - Garden Court											x																													
Chapel					x			x	x		x										x	x					x	x												
Chapel Court 1 & 2																					x	x					x	x												
Common Rooms - MCR								x	x												x	x																		
Common Rooms - SCR											x																													
Dining Hall				x	x						x										x	x																		
Fellows' Garden					x						x																													
Gym				x				x	x		x																													
JCR Bar					x			x		x	x										x	x					x	x												
Knox-Shaw Room																																								
Library				x	x		x	x	x		x		x								x	x					x	x												
Old Kitchen					x						x																													
Old Library					x						x																													
Porters' Lodge					x						x																													
Post Room											x																													
Sidney Sussex College		x																																						
William Mong Hall					x						x																													
<b>Total With Symbols</b>		1	3	9	1	5	4	1			13		1	1	1	1	1	1	1		6	5	1	3	2		6	6				x	3	1	2	x	3	x	x	
<b>Percentage With Symbols</b>		6%	18%	53%	6%	29%	24%	6%			76%		6%	6%	6%	6%	6%	6%	6%		35%	29%	6%	18%	12%		35%	35%				18%	6%	12%	18%	6%	6%	6%	6%	

	Drinking straws are available	Meeting Room(s)	Directional and locational signage for the room(s) is available in upper and lower case lettering that is clearly visible.	There is a hearing assistance system	There is a chair with armrests available	Floor coverings in the rooms are even	Breakout Space(s)	Directional and locational signage for the rooms is available in upper and lower case lettering that is clearly visible	There is a hearing assistance system	Floor coverings in the rooms are even	Library	There are height adjustable desks available.	Kitchen/Dining Area	Lowered work surfaces are available.	There are some dining chairs without armrests only.	There is a knee recess under a work surface.	Gym	There is no flooring with a shiny finish which could cause issues with glare or be perceived as slippery.	There is a hearing assistance system.	Accommodation / Room	The emergency alarm is in reach (within 10cm (4") from floor)	Wardrobes have been adapted to allow use from a seated position.	There is a lateral transfer space	The dropdown rail is on the transfer side	There is a flush on the transfer side	There is a spatula type lever flush.	Wall-mounted grab rails are available on both sides of the toilet	There is a vertical wall-mounted grab rail on the transfer side	The mirror is placed at a lower level or at an angle for ease of use	The soap dispenser can be reached from seated on the toilet.	The colour contrast between the external room door and wall is fair/good	The toilet seat colour contrast is fair/good	Other Floors	Clear signs indicating the facilities on each floor are provided on landings.				
Accommod														x	x	x		x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Chapel																																						
Chapel Co				x	x	x																																
Common R									x					x			x																				x	
Common R								x	x	x																												
Dining Hall																																						
Fellows' Ga																																						
Gym																		x	x																		x	
JCR Bar																																						
Knox-Shaw				x	x	x																																
Library												x																										x
Old Kitcher																																						
Old Library			x	x		x																																x
Porters' Lo																																						
Post Room																																						
Sidney Sus																																						
William Mo	x																																					
Per	1 6%		1 6%	3 18%	2 12%	3 18%		1 6%	2 12%	1 6%		1 6%		2 12%	1 6%	2 12%		3 18%	2 12%		1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	5 29%		

	Signs indicating the location of the stairs are available from the entrance.	The steps are clearly marked	The steps have a handrail on both sides	Handrails are at the recommended height (90cm-100cm)	Handrails extend horizontally beyond the first and last steps	Handrails do cover the flight of stairs throughout its length.	Handrails are easy to grip.	Lift	Clear signs indicating the facilities on each floor are provided on lift lobby landings	Signs indicating the location of the lift are available from the entrance.	Lift doors do contrast visually with lift lobby walls.	The external controls for the lift are within 90cm - 110cm from the floor.	The lift has a visual floor indicator	The lift has an audible announcer	The lift has a hearing loop system	The lift has tactile markings	Accessible Toilet(s)	The emergency pull cord alarm is in r	The toilet does not have a lid	The towel dispenser is not placed hig	The contrast between the external do	The contrast between the internal do	The contrast between the wall-mount	The contrast between the dropdown r	The toilet seat colour contrast is fair/	The contrast between the hand dryer	Standard Toilet(s)	The contrast between the external do	An ambulant toilet with wall mounted		
Accommod	x	x																											x		
Chapel																													x		
Chapel Col																													x		
Common R	x	x		x	x	x																							x		
Common R																															
Dining Hall																															
Fellows' Ga																															
Gym			x	x	x	x	x		x		x	x	x	x	x	x													x		
JCR Bar																		x	x	x			x	x	x	x			x		
Knox-Shaw																															
Library	x			x					x	x		x		x	x													x	x		
Old Kitcher																															
Old Library		x	x	x	x	x	x																					x	x		
Porters' Lo																															
Post Room																															
Sidney Sus																															
William Mo																															
Per	3 18%	3 18%	2 12%	4 24%	3 18%	3 18%	2 12%		2 12%	1 6%	1 6%	2 12%	1 6%	2 12%	2 12%	1 6%		1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	1 6%	2 12%	1 6%	1 6%	1 6%	2 12%	8 47%



### **AccessAble Best Practice Guidance Reports**

This report has been compiled following an access survey by AccessAble - a detailed access audit has not been carried out.

It has taken into account the guidance in BS8300 - 1:2018 (External environment) and BS8300 - 2:2018 (Buildings) Design of an accessible and inclusive built environment. It cannot ensure compliance with previous (Disability Discrimination Act 1995 and 2005) or current (Equality Act 2010) legislation. Equally, it cannot protect from potential claims of discrimination.

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [Accommodation - Garden Court]	There is not wayfinding signage along the route to Garden Court.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Accommodation Summary	There is not a designated drop off point.	A designated setting-down point or picking-up point, suitable for disabled passengers, should be provided on firm and level ground, close to the accessible entrance to a building. Its location should be clearly indicated. This setting-down point should be provided in addition to designated accessible parking spaces and taxi waiting zones.	Vol 1 - 6.1	Figure 1	Low	Management	Medium (£501 - £5000) / High (over £5001)
Accommodation Summary	The accommodation has 2 accessible room(s) with accessible bathroom facilities.	In student accommodation, the minimum provision of accessible bedrooms as a percentage of the total number of bedrooms should be: • one room or 4%, whichever is the greater, • one room or 1%, whichever is the greater, with a tracked hoist system and a connecting door to an adjoining (standard) bedroom for use by an assistant or companion; • 5% easily adaptable wheelchair accessible rooms for independent use. Easily adaptable rooms should provide the space allowances and design features on completion, but not the grab rails, shower seat or alarm pull cords. In the case of easily adaptable assisted use wheelchair access rooms, the structural and ceiling height needs should be met on completion but the hoist can be fitted when required. All fittings should be easy to install when required.	Vol 2 - 19.2.1.3.2	Figures 30, 31, 32, 52, 53 and 54	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accommodation Summary	Accessible toilet facilities are not available.	At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Accommodation Summary	Portable hoists are not available on request.	The provision of hoists within accessible accommodation can greatly improve the safe and dignified use of facilities by disabled people with more complex and/or multiple impairments. A mobile hoist is intended for use only with assistance, and requires the assistant to move both the hoist and the person around the room. Additional space is needed within the facility for manoeuvring the hoist. It can become a trip hazard and, not being a fixture, might not be available when needed (e.g. it might have been removed). However, it does allow flexibility of use in a managed environment, where adequate space is provided.	Vol 2 - Annex F	N/A	High	Equipment	Medium (£501 - £5000)
Other Floors	Signs indicating the location of the stairs are not available from the entrance.	Signs and universally accepted symbols or pictograms, indicating lifting appliances, stairs, toilets, circulation routes and other parts of the building, should be provided at reception points. Where no specific reception point is provided directional information should be provided close to the entry point or points to indicate the facilities provided and their location. People need clear information about the purpose and layout of spaces if they are to maintain a clear sense of direction and independent use of a building. Clear signs and information are essential for people who are Deaf and hard of hearing who might be unable to ask, or feel uncomfortable about asking, for directions.	Vol 2 - 8.6.2, 8.6.3 & 12	N/A	High	Signage	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors	There are manual, heavy, single doors to enter and exit the stairwell from the first floor upwards.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations). For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.2, 8.3.1, 8.3.2 & 8.4.2	Table 2	High	Major Works	Medium (£501 - £5000)
Other Floors	There are 15+ steps between floors.	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors	The steps are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Other Floors	Clear signs indicating the facilities on each floor are not provided on landings.	Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.	Vol 2 - 21.1	N/A	High	Signage	Low (up to £500)
Accommodation	The door is manual with a key lock.	It should be possible to operate all door opening furniture one-handed, without the need to grasp or twist. Care should be taken in the selection of security fittings, such as short lever turn buttons, bolts, latches or locks, with the aim of making them manageable for all users. Wherever possible, door opening furniture used in conjunction with locks and latches should have a lever action. Knobs with a spherical, circular or similar design, as well as small symmetrical turn buttons, are difficult to use by many people with limited dexterity or limited upper body strength.	Vol 2 - 8.4.1	N/A	High	Equipment	Low (up to £500)
Accommodation	The keyhole height is 93cm.	Electronic door entry systems should, where practicable, be operated by a proximity-type card, with the activation point at a height of between 90cm and 110cm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 90cm to 100cm.	Vol 2 - 8.5.1	N/A	High	Minor Works	Low (up to £500)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accommodation	The keyhole height is 93cm.	Manual activation controls for power-operated pedestrian doors should be located at a height of between 75cm and 100cm from finished floor level. They should be located as close to the door as possible without causing a safety hazard (e.g. risk of collision with people who are blind or partially sighted and wheelchair users) when the door opens. Additional activation controls at a lower height that can be operated by the foot rest of a wheelchair can be useful for people with limited upper body strength.	Vol 2 - 8.2.3	N/A	Medium	Minor Works	Low (up to £500)
Accommodation	There are not lowered spy holes available.	A wide angle viewer should be provided in doors to accessible bedrooms at two heights, 105cm and 150cm above finished floor level, to allow viewing by a person from a seated position and a person standing.	Vol 2 - 19.2.4.2	N/A	High	Minor Works	Low (up to £500)
Accommodation	The bed is not moveable.	The clear minimum space to allow a wheelchair user to gain access to one side of a bed and to turn should not be less than 150cm x 150cm. The clear space to allow wheelchair users access to one side of a bed and also to turn through 180° should be at least 210cm wide x 225cm deep. The bed and bedside table should not be fixed to the wall so that they can be moved to suit a person's preferred mode of transfer to the bed. A clear space should be provided on one side and at the foot of a bed, to allow a person to assist with transfer. This space should be at least 70cm wide. A clear space should be provided to allow transfer with the aid of an assistant-operated mobile hoist turning through 180°. This space should be at least 225cm wide x 210cm deep	Vol 2 - 19.2.3.1	Figure 52 & 54	High	Management	Nil
Accommodation	The desk is not height adjustable.	The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.	Vol 2 - 17.6.1	N/A	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accommodation	Wardrobes have not been adapted to allow use from a seated position.	Where possible, the design of a wardrobe should incorporate open-fronted access for ease of access for wheelchair users. An open-fronted space provides a disabled person with the option of a front approach. The open-fronted space may be formed by the omission of shelving or drawers below a height of 72.5cm from finished floor level. However, this might result in the loss of some storage space. If the space in front of the open-fronted access to the wardrobe forms part of the wheelchair-to-bed transfer space, the room area is more economically utilized. The clear space for a wheelchair user in front of a wardrobe with an open front should be at least 110cm. Wherever possible, adjustable fixtures and fittings should be used as part of the shelving and hanging system within a wardrobe. Alternatively, one low and one high rail should be provided at heights that meet the height recommendations for clothes hooks (105cm & 140cm). Where possible, stored items at the rear of the highest shelf in a storage system should be visible to wheelchair users and people with ambulant mobility impairments, so that such items can be grasped safely and securely when viewed.	Vol 2 - 19.2.7.2	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Accommodation	The window controls are not at a suitable height for a wheelchair user.	Buildings should have easily accessible fastenings for opening and closing windows, located between 80cm and 100cm above finished floor level.	Vol 2 - 15.5.2	N/A	High	Minor Works	Medium (£501 - £5000)
Accommodation	The emergency pull cord alarm in the room is out of reach (higher than 10cm (4") from floor).	An emergency assistance alarm should be provided in an accessible bedroom and activated by a pull cord sited such that it can be operated both from the bed and from an adjacent floor area. The reset control for the emergency assistance alarm should be reachable from both a wheelchair and the bed.	Vol 2 - 19.2.10	N/A	High	Equipment	Low (up to £500)
Accommodation	The colour contrast between the external bathroom door and wall is poor.	To assist people in navigating and negotiating an environment, sufficient levels of visual contrast should be achieved. All internal doors should be identifiable and contrast visually with the surrounding wall and floor finishes, achieving a difference of at least 30 points in LRV.	Vol 2 - 8.3.4 & Annex B	N/A	High	Maintenance	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accommodation	The bathroom door opens by sliding.	Sliding doors might not always be appropriate as some people might have difficulties operating them. Where sliding doors are used, they should achieve the relevant minimum effective clear opening width with an unobstructed space of at least 30cm between the opening edge of any manual sliding door when closed and any return wall to either side of the sliding door. Increasing this space to 60cm will improve manoeuvrability, reduce the risk of wheelchairs colliding with the wall, and enable wheelchair users to pass through the door more easily. Handles on sliding doors should be easy to grip and manipulate. Sliding door gear should have a positive action and be easy to operate with limited force.	Vol 2 - 8.3.3	Table 2	High	Major Works	Medium (£501 - £5000)
Accommodation	The door does not have a horizontal grab rail.	To help people close the door when inside a room or compartment, outward-opening doors to sanitary accommodation should have a horizontal pull rail fixed to the closing, or interior, face where no door closing device is fitted.	Vol 2 - 18.1.6 & 18.6	N/A	High	Minor Works	Low (up to £500)
Accommodation	The dimensions of the bathroom are 210cm x 200cm.	The minimum dimensions of an accessible shower room with corner WC for independent use is 2.4m wide x 2.5m deep, The minimum dimensions of an accessible bathroom with corner WC for independent use is 2.7m wide x 2.5m deep, the minimum dimensions of a shower room (or bathroom) with ceiling mounted track hoist system is 2.5m wide x 3.1m deep.	Vol 2 - 18.2	Figure 30, 31, 32, 33, 34 & 36	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Accommodation	The bathroom does not have an unobstructed minimum turning space of 150cm x 150cm.	There should be a minimum 150cm x 150cm turning space within the cubicle clear of any fixtures and fittings.	Vol 2 - 18.2	Figure 30, 33 & 34	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accommodation	The mirror is not placed at a lower level or at an angle for ease of use.	When a mirror is located away from a washbasin, e.g. within an individual unisex accessible toilet, or when it is serving a range of compartments or other sanitary facilities, it should be at least 100cm tall and have its bottom edge set at 60cm above the floor. A mirror fixed between these heights and located away from a washbasin is suitable for use by people with ambulant mobility impairments and wheelchair users. Any mirror that is located above a large washbasin (not the hand rinse basin associated with a corner unisex WC layout) should be fixed as closely as possible to the top of the basin and extend to at least 160cm above the floor. Mirrors that cannot be extended down to the upper edge of the washbasin, e.g. because of the presence of a soap dispenser, should be tilted forward.	Vol 2 - 18.5.6.2	Figure 43	High	Minor Works	Low (up to £500)
Accommodation	Taps do not have clear markings to indicate hot and cold settings.	The markings on taps, shower controls, etc. should be logical and clear to people who are blind or partially sighted.	Vol 2 - 18.1.3	Figure 42 & 43	High	Signage	Low (up to £500)
Accommodation	The soap dispenser cannot be reached from seated on the toilet.	It is important for reasons of personal hygiene that a person seated on the WC can reach the basin, tap and soap dispenser to rinse their hands before adjusting their clothing.	Vol 2 - 18.5.3.1	Figure 42	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Accommodation	The height of the soap dispenser is 75cm.	Toilet accessories, such as dispensers for soap, should be suitable for single handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing. The soap dispenser should be fixed with its bottom edge 80cm - 100cm from the floor.	Vol 2 - 18.5.6.1	Figure 42	High	Minor Works	Low (up to £500)
Accommodation	The toilet seat colour contrast is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, the WC seat should contrast visually with the WC pan and cistern.	Vol 2 - 18.1.7 & Annex B	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accommodation	There is not a lateral transfer space.	The correct relationship of a shower and/or bath to a wheelchair manoeuvring space, and to other sanitary fittings, is critical in allowing disabled people to wash or bathe either independently or with assistance from others, when necessary. When more than one shower area incorporating a corner WC layout for wheelchair users is planned, a choice of left-hand and right-hand transfer layouts should be provided. However, where only one such shower area is provided, it should be designed, preferably, for right-hand transfer	Vol 2 - 18.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Accommodation	There is a flush, however it is not on the transfer side. There is not a spatula type lever flush.	The flush should be operated manually by a spatula type lever located between 80cm and 100cm above finished floor level and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.	Vol 2 - 18.5.3.4	N/A	High	Minor Works	Low (up to £500)
Accommodation	There is a dropdown rail, however it is not on the transfer side.	A hinged drop down support rail, located on the open side should be fixed at a height of 68cm, with its centre line 32cm from the centre line of the WC and should extend 5cm to 10cm beyond the front of the WC.	Vol 2 - 18.5.3.5	Figure 30, 31, 32, 33, 34, 36 & 42	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Accommodation	As you face the toilet, the wall mounted grab rails are on the right. There is not a vertical wall-mounted grab rail on the transfer side.	A fixed horizontal grab rail should be located on the side wall with a 5cm to 6cm clearance between the rail and the wall. Vertical grab rails, at least 60cm in length, should be fixed where possible with their centre line set at 10cm above the floor. The lateral position of vertical grab rails should be set 47cm from the centre line of the WC. The height of all horizontal, fixed grab rails or drop-down support rails should be set at 68cm above the floor.	Vol 2 - 18.5.3.5	Figure 30, 31, 32, 33, 34, 36 & 42	High	Minor Works	Low (up to £500)
Accommodation	The shower head is hand held.	The shower head should be mounted on a vertical rod so that its height can be adjustable between high and low level (105cm - 185cm).	Vol 2 - 18.3.5	Figure 38	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Accommodation	There is not a/are not wall-mounted grab rail(s) available for the shower.	Horizontal and vertical grab rails as well as drop-down rails should be provided. Drop-down support rails that are at right angles to each other help prevent a disabled person from falling forward.	Vol 2 - 18.3.5	Figure 38	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Kitchen/Dining Area [Accessible Room - S17]	Lowered work surfaces are not available.	Where space is available, and the kitchen is intended for use by wheelchair users and people with ambulant mobility impairments who occupy the same accommodation and cater for themselves, work surfaces, sinks and, if possible, hobs should be provided at different levels, as follows: a) 90cm for people standing; b) 76cm for wheelchair users. Where a facility is provided for making refreshments and heating pre-cooked meals only, and a dual facility cannot be accommodated, a single work surface of 85cm or adjustable height, which allows for the widest range of users, should be provided. The use of an adjustable height work surface gives greater flexibility and is therefore to be preferred.	Vol 2 - 19.1.3.2 & 19.1.3.3	Figures 49 & 50	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Kitchen/Dining Area [Accessible Room - S17]	The kitchen does not have an unobstructed floor space of at least 150cm x 150cm.	A kitchen area should have an unobstructed floor space of at least 150cm x 150cm between facing floor units or between floor units and a wall. Where possible, an unobstructed space or knee recess, at least 80cm wide, should be provided to one side of kitchen appliances such as refrigerators, washing machines, freezers or ovens.	Vol 2 - 19.1.2	Figure 49	Medium	Major Works	Medium (£501 - £5000)
Kitchen/Dining Area [S Floor Shared]	Lowered work surfaces are not available. The height of the lowest work surface is 92cm.	Where space is available, and the kitchen is intended for use by wheelchair users and people with ambulant mobility impairments who occupy the same accommodation and cater for themselves, work surfaces, sinks and, if possible, hobs should be provided at different levels, as follows: a) 90cm for people standing; b) 76cm for wheelchair users. Where a facility is provided for making refreshments and heating pre-cooked meals only, and a dual facility cannot be accommodated, a single work surface of 85cm or adjustable height, which allows for the widest range of users, should be provided. The use of an adjustable height work surface gives greater flexibility and is therefore to be preferred.	Vol 2 - 19.1.3.2 & 19.1.3.3	Figures 49 & 50	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Kitchen/Dining Area [S Floor Shared]	The kitchen does not have an unobstructed floor space of at least 150cm x 150cm.	A kitchen area should have an unobstructed floor space of at least 150cm x 150cm between facing floor units or between floor units and a wall. Where possible, an unobstructed space or knee recess, at least 80cm wide, should be provided to one side of kitchen appliances such as refrigerators, washing machines, freezers or ovens.	Vol 2 - 19.1.2	Figure 49	Medium	Major Works	Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Kitchen/Dining Area [S Floor Shared]</b>	There is not a knee recess under a work surface.	<b>A work surface should be not more than 60cm deep, with occasional knee recesses with reduced work surface depth to allow wheelchair users to reach as far as possible over the work surface in the preparation area and to reach switched socket outlets on the back wall. The front edge of the work surface should have a rounded profile.</b>	Vol 2 - 19.1.3.5	Figure 50	Low	Major Works	Medium (£501 - £5000)
<b>Kitchen/Dining Area [S Floor Shared]</b>	There are dining chairs without armrests only.	<b>A mixture of seating options, e.g. fixed or removable, with or without arm rests, should be provided for customers or visitors to a building. If a seat is too high or too low, or if there are no arm rests or side supports, a person can experience considerable discomfort as a result of poor posture. A person might also have difficulty rising from a seated position if the seat is set too low, or if it has no arm rests. Some seating should be provided with arm rests to both sides of the seat in order to provide additional support.</b>	Vol 2 - 15.1, 15.1.1 & 17.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
<b>Accessible Toilet(s)</b>	There is not an/are not accessible toilet(s) available.	<b>At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.</b>	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
<b>Standard Toilet(s) [S Floor Shared Bathroom]</b>	An ambulant toilet cubicle is not available.	<b>Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.</b>	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
<b>Standard Shower [S Floor Shared Bathroom]</b>	There is not level access to the shower facilities.	<b>If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.</b>	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Chapel]	There is not wayfinding signage along the route to the Chapel.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Chapel Court Entrance]	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Chapel Court Entrance]	There is stepped access at this entrance.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access [Chapel Court Entrance]	There is a dark mat or floor marking at this entrance that might be perceived as a hole.	A high level of visual contrast at door thresholds or between floor surfaces can be perceived as indicating a level change, or as a void. This can lead to anxiety or hesitancy in movement, leading to falls.	Vol 2 - 11.3	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [Chapel Court Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Outside Access [Chapel Court Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Outside Access [Chapel Court Entrance]	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Outside Access [Chapel Court Entrance]	The height of the step(s) is/are 14cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access [Chapel Court Entrance]	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	There is not step-free access throughout the area.	<b>If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.</b>	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Inside Access	The type of flooring is carpet and stone.	<b>Carpet construction, pile height and underlay type should be taken into account when assessing the suitability for wheelchair users and for people using walking sticks or frames. Deep pile carpets and coir matting on the surface of the floor or within a mat well should not be used.</b>	Vol 2 - 11.3	N/A	Low	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Inside Access	There is some flooring which includes patterns or colours which could be confusing or look like steps or holes to some people.	<b>Large, repeating patterns that incorporate bold contrasting colours or simulate steps should not be used for any floor surface. People who are blind or partially sighted, and people with sensory/neurological processing difficulties, can be confused by bold patterns used in floor coverings and might read them as changes in level. A high level of visual contrast at door thresholds or between floor surfaces can be perceived as indicating a level change, or as a void. This can lead to anxiety or hesitancy in movement, leading to falls.</b>	Vol 2 - 11.3	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Inside Access	There is some flooring which is shiny and could cause issues with glare or look slippery to some people.	<b>Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.</b>	Vol 2 - 11.3	N/A	High	Maintenance	Low (up to £500)
Inside Access	The lighting levels are low to moderate.	<b>Lighting in a corridor should be even, diffused and without glare, reflections or shadows. Artificial lighting for corridors that receive no daylight should be designed to achieve an illuminance at floor level of at least 100 lux.</b>	Vol 2 - 9.1.4	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	Wayfinding signage is not provided.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access	Dementia friendly signage is not provided.	Universally recognized public information symbols should be used to replace text, wherever possible. Signs other than universally recognised signs should include Plain English text and pictograms together to assist people who have sensory/neurological processing difficulties.	Vol 2 - 12.1.4 & 12.2	Figure 9	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access	There is not a designated place of safety which can be used by people with dementia, autism or learning disabilities.	It might be appropriate to provide a dedicated room or space for calm, tranquillity, prayer or contemplation. In environments where stress and sensory overload are likely to be especially intense for some people, the provision of quiet spaces can be particularly beneficial. Within public buildings and workplace environments, the local population and the requirements of the building users should be taken into account. Where possible, a room or space should be provided that can be used as a quiet space where individuals might find peace and calm in order to manage sensory/neurological processing needs or spend time in contemplation or prayer.	Vol 2 - 19.3	N/A	Medium	Management	Nil

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Step(s)	There is a/are step(s) located after entry into the Chapel, approximately 11 metres from the entrance.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s)	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Step(s)	The height of the step(s) is/are 12cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Step(s)	There is not a/are not handrail(s) at the step(s).	<b>A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.</b>	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Step(s)	There is a/are step(s) located at the front of the Chapel, approximately 25 metres from the entrance.	<b>Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.</b>	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s)	The step(s) is/are not clearly marked.	<b>Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.</b>	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Step(s)	There is not a/are not handrail(s) at the step(s).	<b>A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.</b>	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Step(s)	There is a/are step(s) located at the front right-hand side of the Chapel.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s)	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Step(s)	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Accessible Toilet(s)	There is not an/are not accessible toilet(s) available.	At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [Chapel Court 1 & 2]	There is limited wayfinding signage along the route to Chapel Court 1 & 2.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 1]	The corridor outside the room(s) is not sufficiently wide enough (150cm+) to allow wheelchair users to pass.	A corridor should either have a surface width of not less than 180cm or, if less, be provided with passing places, 180cm wide and at least 180cm in length, at reasonable intervals. The surface width of a corridor should be not less than 120cm, with the exception of permanent obstructions over a short distance.	Vol 2 - 9.1.2	Figure 8	Low	Major Works	High (over £5001)
Meeting Room(s) [Chapel Court Meeting Room 1]	There is not step free access into the room(s) from the corridor.	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Meeting Room(s) [Chapel Court Meeting Room 1]	There is/are 2 medium height (11cm - 17cm) step(s) for access to the room(s).	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform. Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2 & 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s) [Chapel Court Meeting Room 1]	The step(s) is not/are not clearly marked and do/does not have handrails.	<b>A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.</b>	Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 1]	The step(s) is not/are not clearly marked and do/does not have handrails.	<b>Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.</b>	Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Meeting Room(s) [Chapel Court Meeting Room 1]	The door(s) for the room(s) is/are not push pad activated.	<b>Door opening furniture that is easily reached, and which provides a secure grip, is of critical importance to many disabled people, including some disabled children. Many people can also find it difficult to open and close doors when door operation is not power-assisted</b>	Vol 2 - 8.4	N/A	Low	Major Works	Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 1]	There is not a hearing assistance system for the room(s).	<b>An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.</b>	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 1]	There is not a visual fire alarm beacon in the room(s).	<b>In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.</b>	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s) [Chapel Court Meeting Room 1]	The clear floor space beneath tables in the room(s) ranges between 67cm and 70cm. A height adjustable table/bench is not available.	<b>The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.</b>	Vol 2 - 17.6.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 1]	There are no chairs with armrests on both sides within the room(s).	<b>A mixture of seating options, e.g. fixed or removable, with or without arm rests, should be provided for customers or visitors to a building. If a seat is too high or too low, or if there are no arm rests or side supports, a person can experience considerable discomfort as a result of poor posture. A person might also have difficulty rising from a seated position if the seat is set too low, or if it has no arm rests. Some seating should be provided with arm rests to both sides of the seat in order to provide additional support.</b>	Vol 2 - 15.1, 15.1.1 & 17.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 1]	Floor coverings in the room(s) are not even.	<b>Sudden changes in the frictional characteristics of a floor surface can cause a person to stumble and fall or otherwise lose control. Where there is a change in the characteristics of materials on a circulation route, such as from a tile to carpet finish, transition needs to be level and to offer similar frictional characteristics. Where this is not practical, differing surfaces need to contrast visually to identify the change in material and reduce the potential for an incident.</b>	Vol 2 - Annex B	N/A	High	Management	Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 2]	The corridor outside the room(s) is not sufficiently wide enough (150cm+) to allow wheelchair users to pass.	<b>A corridor should either have a surface width of not less than 180cm or, if less, be provided with passing places, 180cm wide and at least 180cm in length, at reasonable intervals. The surface width of a corridor should be not less than 120cm, with the exception of permanent obstructions over a short distance.</b>	Vol 2 - 9.1.2	Figure 8	Low	Major Works	High (over £5001)
Meeting Room(s) [Chapel Court Meeting Room 2]	There is not step free access into the room(s) from the corridor.	<b>If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.</b>	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s) [Chapel Court Meeting Room 2]	There is/are 1 deep (18cm+) step(s) for access to the room(s).	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform. Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2 & 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Meeting Room(s) [Chapel Court Meeting Room 2]	There is/are 1 deep (18cm+) step(s) for access to the room(s).	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Meeting Room(s) [Chapel Court Meeting Room 2]	The step(s) is not/are not clearly marked and do/does not have handrails.	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 2]	The step(s) is not/are not clearly marked and do/does not have handrails.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s) [Chapel Court Meeting Room 2]	The door(s) for the room(s) is/are not push pad activated.	Door opening furniture that is easily reached, and which provides a secure grip, is of critical importance to many disabled people, including some disabled children. Many people can also find it difficult to open and close doors when door operation is not power-assisted	Vol 2 - 8.4	N/A	Low	Major Works	Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 2]	There is not a hearing assistance system for the room(s).	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 2]	There is not a visual fire alarm beacon in the room(s).	In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)
Meeting Room(s) [Chapel Court Meeting Room 2]	The clear floor space beneath tables in the room(s) ranges between 67cm and 70cm. A height adjustable table/bench is not available.	The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.	Vol 2 - 17.6.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s) [Chapel Court Meeting Room 2]	There are no chairs with armrests on both sides within the room(s).	A mixture of seating options, e.g. fixed or removable, with or without arm rests, should be provided for customers or visitors to a building. If a seat is too high or too low, or if there are no arm rests or side supports, a person can experience considerable discomfort as a result of poor posture. A person might also have difficulty rising from a seated position if the seat is set too low, or if it has no arm rests. Some seating should be provided with arm rests to both sides of the seat in order to provide additional support.	Vol 2 - 15.1, 15.1.1 & 17.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s) [Chapel Court Meeting Room 2]	Floor coverings in the room(s) are not even.	Sudden changes in the frictional characteristics of a floor surface can cause a person to stumble and fall or otherwise lose control. Where there is a change in the characteristics of materials on a circulation route, such as from a tile to carpet finish, transition needs to be level and to offer similar frictional characteristics. Where this is not practical, differing surfaces need to contrast visually to identify the change in material and reduce the potential for an incident.	Vol 2 - Annex B	N/A	High	Management	Medium (£501 - £5000)
Standard Toilet(s)	An ambulant toilet cubicle is not available.	Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Standard Toilet(s)	There is stepped access to the toilet(s).	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Standard Toilet(s)	An ambulant toilet cubicle is not available.	Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Step(s) [Male Standard Toilets]	There is a/are step(s) located in the doorway to the male standard toilets.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Step(s) [Male Standard Toilets]	There is/are 1 step(s).	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 1 - 9.1.3 & Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s) [Male Standard Toilets]	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Step(s) [Male Standard Toilets]	The height of the step(s) is/are 3cm. The depth of the step(s) is/are not between 30cm and 45cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s) [Male Standard Toilets]	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [MCR]	There is limited wayfinding signage along the route to MCR.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Other Floors [Staff Court]	Signs indicating the location of the stairs are not available from the entrance.	Signs and universally accepted symbols or pictograms, indicating lifting appliances, stairs, toilets, circulation routes and other parts of the building, should be provided at reception points. Where no specific reception point is provided directional information should be provided close to the entry point or points to indicate the facilities provided and their location. People need clear information about the purpose and layout of spaces if they are to maintain a clear sense of direction and independent use of a building. Clear signs and information are essential for people who are Deaf and hard of hearing who might be unable to ask, or feel uncomfortable about asking, for directions.	Vol 2 - 8.6.2, 8.6.3 & 12	N/A	High	Signage	Low (up to £500)
Other Floors [Staff Court]	There are 15 steps between floors.	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors [Staff Court]	The depth of the step(s) is/are not between the recommended 30cm and 45cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Other Floors [Staff Court]	The steps are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Other Floors [Staff Court]	Handrails are not at the recommended height (90cm-100cm). Handrails do not cover the flight of stairs throughout its length.	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors [Staff Court]	Handrails do not extend horizontally beyond the first and last steps.	The horizontal extension of a handrail beyond the ramp flight or the first and last steps allows an individual to steady or to brace themselves before ascending or descending. For a person who is blind or partially sighted, the change in slope of the handrail and its return into a wall signals the start or finish of the flight. A handrail should be terminated to include a minimum 30cm long section in the horizontal plane beyond the start and finish of the ramp or the last nosing of a stair, at both top and bottom (increasing the length of termination of the handrail at the top and bottom of a flight can be advantageous in certain situations, e.g. where large crowds are anticipated). The handrail should be terminated in a way that reduces the risk of clothing being caught (it is preferable for this to be achieved by returning the handrail to the wall or floor. Where this is not possible, e.g. where the handrail extends beyond balustrading, the handrail may be terminated back to the nearest vertical support in such a way as to eliminate the risk of clothing being caught).	Vol 2 - 10.3.2	N/A	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Other Floors [Staff Court]	Clear signs indicating the facilities on each floor are not provided on landings.	Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.	Vol 2 - 21.1	N/A	High	Signage	Low (up to £500)
Outside Access [MCR Corridor]	There is stepped access at this entrance.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [MCR Corridor]	The height of the key card reader is 101cm.	Electronic door entry systems should, where practicable, be operated by a proximity-type card, with the activation point at a height of between 90cm and 110cm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 90cm to 100cm.	Vol 2 - 8.5.1	N/A	High	Minor Works	Low (up to £500)
Outside Access [MCR Corridor]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Outside Access [MCR Corridor]	The width of the door opening is 68cm.	Unless suitably designed, the entrance to a building can be a critical barrier to access for disabled people. The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 100cm (a 77.5cm door is however still acceptable for existing buildings under current Building Regulations). There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability, reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily.	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Outside Access [MCR Corridor]	There is/are 1 step(s).	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 1 - 9.1.3 & Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [MCR Corridor]	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Outside Access [MCR Corridor]	The height of the step(s) is/are 6cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access [MCR Corridor]	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Inside Access	The type of flooring is carpet.	Carpet construction, pile height and underlay type should be taken into account when assessing the suitability for wheelchair users and for people using walking sticks or frames. Deep pile carpets and coir matting on the surface of the floor or within a mat well should not be used.	Vol 2 - 11.3	N/A	Low	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	Wayfinding signage is not provided.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access	There is not a designated place of safety which can be used by people with dementia, autism or learning disabilities.	It might be appropriate to provide a dedicated room or space for calm, tranquillity, prayer or contemplation. In environments where stress and sensory overload are likely to be especially intense for some people, the provision of quiet spaces can be particularly beneficial. Within public buildings and workplace environments, the local population and the requirements of the building users should be taken into account. Where possible, a room or space should be provided that can be used as a quiet space where individuals might find peace and calm in order to manage sensory/neurological processing needs or spend time in contemplation or prayer.	Vol 2 - 19.3	N/A	Medium	Management	Nil
Inside Access	This area does play background music/sound.	Background noise can cause difficulties for people who are Deaf and hard of hearing, people with sensory/neurological processing difficulties and people with heightened sensitivity to noise. Management should consider the impact of background noise (e.g. music) on people who are Deaf and hard of hearing.	Vol 2 - 20.6 & Annex A.18	N/A	High	Management	Nil

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Kitchen/Dining Area [Kitchen]	Lowered work surfaces are not available. The height of the lowest work surface is 92cm.	Where space is available, and the kitchen is intended for use by wheelchair users and people with ambulant mobility impairments who occupy the same accommodation and cater for themselves, work surfaces, sinks and, if possible, hobs should be provided at different levels, as follows: a) 90cm for people standing; b) 76cm for wheelchair users. Where a facility is provided for making refreshments and heating pre-cooked meals only, and a dual facility cannot be accommodated, a single work surface of 85cm or adjustable height, which allows for the widest range of users, should be provided. The use of an adjustable height work surface gives greater flexibility and is therefore to be preferred.	Vol 2 - 19.1.3.2 & 19.1.3.3	Figures 49 & 50	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Kitchen/Dining Area [Kitchen]	There is not a knee recess under a work surface.	A work surface should be not more than 60cm deep, with occasional knee recesses with reduced work surface depth to allow wheelchair users to reach as far as possible over the work surface in the preparation area and to reach switched socket outlets on the back wall. The front edge of the work surface should have a rounded profile.	Vol 2 - 19.1.3.5	Figure 50	Low	Major Works	Medium (£501 - £5000)
Breakout Space(s) [MCR]	The corridor outside the room(s) is not sufficiently wide enough (150cm+) to allow wheelchair users to pass.	A corridor should either have a surface width of not less than 180cm or, if less, be provided with passing places, 180cm wide and at least 180cm in length, at reasonable intervals. The surface width of a corridor should be not less than 120cm, with the exception of permanent obstructions over a short distance.	Vol 2 - 9.1.2	Figure 8	Low	Major Works	High (over £5001)
Breakout Space(s) [MCR]	The door(s) for the room(s) is/are not push pad activated.	Door opening furniture that is easily reached, and which provides a secure grip, is of critical importance to many disabled people, including some disabled children. Many people can also find it difficult to open and close doors when door operation is not power-assisted	Vol 2 - 8.4	N/A	Low	Major Works	Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Breakout Space(s) [MCR]</b>	There is not a hearing assistance system for the room(s).	<b>An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.</b>	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
<b>Breakout Space(s) [MCR]</b>	There is not a visual fire alarm beacon in the room(s).	<b>In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.</b>	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)
<b>Breakout Space(s) [MCR]</b>	A height adjustable table/bench is not available.	<b>The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.</b>	Vol 2 - 17.6.1	N/A	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)
<b>Standard Toilet(s)</b>	An ambulant toilet cubicle is not available.	<b>Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.</b>	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
<b>Standard Toilet(s)</b>	The wash basin(s) tap type is push.	<b>Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps. A disabled person with a poor grip can operate a single lever action mixer tap or an individual lever action tap by using the flat of the hand or the wrist.</b>	Vol 2 - 18.1.3	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Breakout Space(s)</b>	Directional and locational signage for the room(s) is not available in upper and lower case lettering that is clearly visible.	Signs to rooms should generally not be placed on doors but on the wall to the leading edge side of the door, as the sign might not be visible when the door is open. However, there are some situations where a sign needs to be placed on a door, e.g. signs to toilets, pull/push signs, and hazard warnings on plant room doors. Signs should be positioned to avoid reflections from daylight and artificial lighting. Signs other than universally recognized signs should include Plain English text and pictograms together to assist people who have sensory/neurological processing difficulties. Visual signs should comprise simple words, clearly separated from one another, in short sentences. Sentences or single word messages should begin with an upper case letter and continue with lower case letters. Text entirely in upper case type (capitals) should not be used.	Vol 2 - 12.2	Table 5	High	Signage	Low (up to £500)
<b>Breakout Space(s)</b>	The door(s) for the room(s) is/are not push pad activated.	Door opening furniture that is easily reached, and which provides a secure grip, is of critical importance to many disabled people, including some disabled children. Many people can also find it difficult to open and close doors when door operation is not power-assisted	Vol 2 - 8.4	N/A	Low	Major Works	Medium (£501 - £5000)
<b>Breakout Space(s)</b>	There is not a hearing assistance system for the room(s).	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
<b>Breakout Space(s)</b>	There is not a visual fire alarm beacon in the room(s).	In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Breakout Space(s)	The clear floor space beneath tables in the room(s) ranges between 59cm and 70cm. A height adjustable table/bench is not available.	<b>The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.</b>	Vol 2 - 17.6.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Breakout Space(s)	Floor coverings in the room(s) are not even.	<b>Sudden changes in the frictional characteristics of a floor surface can cause a person to stumble and fall or otherwise lose control. Where there is a change in the characteristics of materials on a circulation route, such as from a tile to carpet finish, transition needs to be level and to offer similar frictional characteristics. Where this is not practical, differing surfaces need to contrast visually to identify the change in material and reduce the potential for an incident.</b>	Vol 2 - Annex B	N/A	High	Management	Medium (£501 - £5000)
Accessible Toilet(s)	There is not an/are not accessible toilet(s) available.	<b>At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.</b>	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Dining Hall]	There is not wayfinding signage along the route to the Dining Hall.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Hall Court Entrance]	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Hall Court Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [Hall Court Entrance]	The door(s) is/are double width but one door is locked. The width of the door opening is 58cm.	Unless suitably designed, the entrance to a building can be a critical barrier to access for disabled people. The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 100cm (a 77.5cm door is however still acceptable for existing buildings under current Building Regulations). There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability, reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily.	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Outside Access [Hall Court Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Outside Access [Hall Court Entrance]	There is not a level landing at the top of the ramp/slope.	Landings should be provided at the foot and head of a ramp. They should be at least the width of the ramp and not less than 150cm long, clear of any door swing or other obstruction.	Vol 1 - 9.2.4 & Vol 2 - 10.2.4	N/A	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)
Inside Access [Corridor Leading from the Entrance]	There is some flooring which includes patterns or colours which could be confusing or look like steps or holes to some people.	Large, repeating patterns that incorporate bold contrasting colours or simulate steps should not be used for any floor surface. People who are blind or partially sighted, and people with sensory/neurological processing difficulties, can be confused by bold patterns used in floor coverings and might read them as changes in level. A high level of visual contrast at door thresholds or between floor surfaces can be perceived as indicating a level change, or as a void. This can lead to anxiety or hesitancy in movement, leading to falls.	Vol 2 - 11.3	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Inside Access [Corridor Leading from the Entrance]	There is some flooring which is shiny and could cause issues with glare or look slippery to some people.	Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.	Vol 2 - 11.3	N/A	High	Maintenance	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access [Corridor Leading from the Entrance]	Wayfinding signage is not provided.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access [Corridor Leading from the Entrance]	Dementia friendly signage is not provided.	Universally recognized public information symbols should be used to replace text, wherever possible. Signs other than universally recognised signs should include Plain English text and pictograms together to assist people who have sensory/neurological processing difficulties.	Vol 2 - 12.1.4 & 12.2	Figure 9	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access [Corridor Leading from the Entrance]	There is not a designated place of safety which can be used by people with dementia, autism or learning disabilities.	It might be appropriate to provide a dedicated room or space for calm, tranquillity, prayer or contemplation. In environments where stress and sensory overload are likely to be especially intense for some people, the provision of quiet spaces can be particularly beneficial. Within public buildings and workplace environments, the local population and the requirements of the building users should be taken into account. Where possible, a room or space should be provided that can be used as a quiet space where individuals might find peace and calm in order to manage sensory/neurological processing needs or spend time in contemplation or prayer.	Vol 2 - 19.3	N/A	Medium	Management	Nil

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access [Corridor Leading from the Entrance]	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking [Dining Hall]	For access there is a single manual door which is permanently held open.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Eating and Drinking [Dining Hall]	There is not ample room for a wheelchair user to manoeuvre.	The minimum space between tables to accommodate wheelchair users should be the same as that for desks (105cm - 205cm).	Vol 2 - 20.6	N/A	High	Management	Nil
Eating and Drinking [Dining Hall]	The standard height for the underside of dining tables is 64cm.	A range of table heights should be available, with the clear space to the underside of the tables between 70cm and 80cm.	Vol 2 - 20.6	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking [Dining Hall]	No chairs have armrests on both sides.	At least some chairs should have armrests.	Vol 2 - 20.6	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Eating and Drinking [Dining Hall]	There is some flooring which is shiny and could cause issues with glare or look slippery to some people.	<b>Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.</b>	Vol 2 - 11.3	N/A	High	Maintenance	Low (up to £500)
Step(s) [Top / Head Table and Fire Exit]	There is a/are step(s) located towards the rear of the Dining Hall.	<b>Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.</b>	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s) [Top / Head Table and Fire Exit]	There is/are 1 step(s).	<b>Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.</b>	Vol 1 - 9.1.3 & Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s) [Top / Head Table and Fire Exit]	The step(s) is/are not clearly marked.	<b>Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.</b>	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Step(s) [Top / Head Table and Fire Exit]</b>	The height of the step(s) is/are 12cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
<b>Step(s) [Top / Head Table and Fire Exit]</b>	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
<b>Accessible Toilet(s)</b>	There is not an/are not accessible toilet(s) available.	At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Fellows' Garden]	There is not wayfinding signage along the route to the Fellows' Garden.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access	There is not a canopy or recess which provides weather protection at this entrance.	In order to provide shelter for those having to pause before entering a building, the entrance should incorporate a form of weather protection, such as a canopy or recessed entrance, unless freely accessible automatic doors are installed. No part of the structure of a canopy should present an obstruction or hazard to people who are blind or partially sighted.	Vol 2 - 8.1.3	N/A	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Gym - Sussex House]	There is not wayfinding signage along the route to the Gym.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Building Parking [Hobson Street]	The building does not have its own dedicated parking.	Management should provide clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival.	Vol 2 - Annex A c.1	N/A	High	Management	Low (up to £500)
Building Parking [Hobson Street]	There is not a designated drop off point.	A designated setting-down point or picking-up point, suitable for disabled passengers, should be provided on firm and level ground, close to the accessible entrance to a building. Its location should be clearly indicated. This setting-down point should be provided in addition to designated accessible parking spaces and taxi waiting zones.	Vol 1 - 6.1	Figure 1	Low	Management	Medium (£501 - £5000) / High (over £5001)
Outside Access [Hobson Street Entrance]	There is stepped access at this entrance.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [Hobson Street Entrance]	There is a dark mat or floor marking at this entrance that might be perceived as a hole.	A high level of visual contrast at door thresholds or between floor surfaces can be perceived as indicating a level change, or as a void. This can lead to anxiety or hesitancy in movement, leading to falls.	Vol 2 - 11.3	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Hobson Street Entrance]	The door(s) is/are double width but one door is locked.	Unless suitably designed, the entrance to a building can be a critical barrier to access for disabled people. The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 100cm (a 77.5cm door is however still acceptable for existing buildings under current Building Regulations). There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability, reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily.	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Outside Access [Hobson Street Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Outside Access [Hobson Street Entrance]	There is a small lip on the threshold of the entrance, with a height of 2cm or below.	The entrance threshold should be level. In exceptional circumstances where the provision of a raised threshold is unavoidable, it should have one or more upstands, provided the cumulative height of such upstands is not more than 1.5cm. If raised, the threshold should have as few upstands and slopes as practicable. Any upstand more than 0.5cm high should have exposed edges chamfered or pencil rounded.	Vol 2 - 8.1.4	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Hobson Street Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [Hobson Street Entrance]	There is/are 1 step(s).	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 1 - 9.1.3 & Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access [Hobson Street Entrance]	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Outside Access [Hobson Street Entrance]	The height of the step(s) is/are 5cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access [Hobson Street Entrance]	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors	There are 15+ steps between floors.	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Other Floors	The steps have a handrail on the right going up. Handrails are not at the recommended height (90cm-100cm). Handrails do not cover the flight of stairs throughout its length.	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Other Floors	Handrails are not easy to grip.	A handrail should be easy and comfortable to grip with no sharp edges, but able to provide adequate resistance to hand slippage (An external perimeter of between 10cm and 16cm is the optimum size to provide a power grip around a handrail. Suitable profiles include circular or oval. A flatter profile gives better forearm support.	Vol 2 - 10.3.2	N/A	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors	Handrails do not extend horizontally beyond the first and last steps.	The horizontal extension of a handrail beyond the ramp flight or the first and last steps allows an individual to steady or to brace themselves before ascending or descending. For a person who is blind or partially sighted, the change in slope of the handrail and its return into a wall signals the start or finish of the flight. A handrail should be terminated to include a minimum 30cm long section in the horizontal plane beyond the start and finish of the ramp or the last nosing of a stair, at both top and bottom (increasing the length of termination of the handrail at the top and bottom of a flight can be advantageous in certain situations, e.g. where large crowds are anticipated). The handrail should be terminated in a way that reduces the risk of clothing being caught (it is preferable for this to be achieved by returning the handrail to the wall or floor. Where this is not possible, e.g. where the handrail extends beyond balustrading, the handrail may be terminated back to the nearest vertical support in such a way as to eliminate the risk of clothing being caught).	Vol 2 - 10.3.2	N/A	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Other Floors	Clear signs indicating the facilities on each floor are not provided on landings.	Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.	Vol 2 - 21.1	N/A	High	Signage	Low (up to £500)
Lift	Clear signs indicating the facilities on each floor are not provided on lift lobby landings.	Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.	Vol 2 - 21.1	N/A	High	Signage	Low (up to £500)
Lift	There is not a clear level manoeuvring space of 150cm x 150cm in front of the lift.	A clear level manoeuvring space of not less than 150cm x 150cm should be provided in front of the entrance to all types of lifting appliance. If the lifting appliance has a swing door, this space should be measured clear of the door swing.	Vol 2 - 10.5.2	N/A	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)
Lift	Lift doors do not contrast visually with lift lobby walls.	A lift door should contrast visually with the adjoining wall of the lift lobby.	Vol 2 - 10.5.3.4	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Lift	The external controls for the lift are not within 90cm - 110cm from the floor.	All visual indicators and lift call buttons should be clearly visible from within the lift lobby. Lift call controls in the lift lobby should be within 90cm - 110cm from the floor.	Vol 2 - 10.5.3.3	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Lift	The clear door width is 76cm.	Passenger lift doors should have an effective clear width of at least 80cm, but at least 90cm for all new buildings. Platform lift doors should have an effective clear width of at least 80cm for a 90cm wide lifting platform, and at least 90cm for a lifting platform that is 110cm wide or larger and where door openings are at 90° relative to each other.	Vol 2 - 10.5.3.4	N/A	Medium	Major Works	High (over £5001)
Lift	The lift does not have a visual floor indicator. The lift does not have an audible announcer.	Within a passenger lift car, there should be a visual indication and an audible announcement of the level reached. A lifting platform should provide audible and visual information to tell users, when waiting, that the platform has arrived at their level and, when using the platform, which floor it has reached.	Vol 2 - 10.5.3 & 10.5.5.1	N/A	Low	Minor Works	Medium (£501 - £5000)
Lift	The internal controls for the lift are not within 90cm - 120cm from the floor.	All users, including wheelchair users, should be able to reach and use the controls that summon and direct the lifting platform. In large lifts (200cm wide x 140cm deep), a duplicate set of controls should be provided on the opposite side of the lift car.	Vol 2 - 10.5.3.4	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Lift	There is not a hearing loop system.	An inductive coupler with additional volume control to adjust amplification, should be fitted into the circuitry of all public or visitor phones, entry phones and emergency telephones in lifting appliances. The inductive coupler is for people who wear a hearing aid that has an inductive pick-up, and the volume control is to adjust amplification for people who do not wear an aid but have a significant hearing loss.	Vol 2 - 13.6	N/A	Low	Equipment	Medium (£501 - £5000)
Lift	The lift does not have tactile markings.	The use of well-contrasted tactile text and symbols can cater for both sighted and blind/partially sighted users. People who are blind or partially sighted and who do not read Braille can still identify, or be aided by, tactile information.	Vol 2 - 12.4	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Gym	There are manual, heavy, single doors to access the gym.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations). For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.2, 8.3.1, 8.3.2 & 8.4.2	Table 2	High	Major Works	Medium (£501 - £5000)
Gym	There is flooring with a shiny finish which could cause issues with glare or be perceived as slippery.	Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.	Vol 2 - 11.3	N/A	High	Maintenance	Low (up to £500)
Gym	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s)	There is not an/are not accessible toilet(s) available.	At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Standard Toilet(s)	An ambulant toilet cubicle is not available.	Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Standard Toilet(s)	The wash basin(s) tap type is twist/turn.	Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps. A disabled person with a poor grip can operate a single lever action mixer tap or an individual lever action tap by using the flat of the hand or the wrist.	Vol 2 - 18.1.3	N/A	High	Minor Works	Low (up to £500)
Standard Changing Room [Out of Action]	The door opens inwards.	An outward opening door is particularly useful for people with limited mobility or impaired balance. Also, a person in distress or someone who has collapsed against the door within the compartment can more easily and quickly receive assistance if the door opens outwards.	Vol 2 - 18.1.6	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The JCR TV Room]	There is not wayfinding signage along the route to the JCR TV Room.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Breakout Space(s) [JCR TV Room]	The corridor outside the room(s) is not sufficiently wide enough (150cm+) to allow wheelchair users to pass.	A corridor should either have a surface width of not less than 180cm or, if less, be provided with passing places, 180cm wide and at least 180cm in length, at reasonable intervals. The surface width of a corridor should be not less than 120cm, with the exception of permanent obstructions over a short distance.	Vol 2 - 9.1.2	Figure 8	Low	Major Works	High (over £5001)
Breakout Space(s) [JCR TV Room]	There is not step free access into the room(s) from the corridor.	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Breakout Space(s) [JCR TV Room]	There is/are 2 medium height (11cm - 17cm) step(s) for access to the room(s).	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform. Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2 & 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Breakout Space(s)</b> [JCR TV Room]	There is/are 2 medium height (11cm - 17cm) step(s) for access to the room(s).	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
<b>Breakout Space(s)</b> [JCR TV Room]	The step(s) is not/are not clearly marked and do/does not have handrails.	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
<b>Breakout Space(s)</b> [JCR TV Room]	The step(s) is not/are not clearly marked and do/does not have handrails.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
<b>Breakout Space(s)</b> [JCR TV Room]	The door(s) for the room(s) is/are not push pad activated.	Door opening furniture that is easily reached, and which provides a secure grip, is of critical importance to many disabled people, including some disabled children. Many people can also find it difficult to open and close doors when door operation is not power-assisted	Vol 2 - 8.4	N/A	Low	Major Works	Medium (£501 - £5000)
<b>Breakout Space(s)</b> [JCR TV Room]	There is not a visual fire alarm beacon in the room(s).	In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)
<b>Breakout Space(s)</b> [JCR TV Room]	A height adjustable table/bench is not available.	The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.	Vol 2 - 17.6.1	N/A	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Approach [Covered Walkway]	There is a/are step(s) on the approach.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Approach [Covered Walkway]	There is/are 10+ unmarked step(s), with a handrail on the right going up.	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Approach [Covered Walkway]	There is/are 10+ unmarked step(s), with a handrail on the right going up.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Approach [Covered Walkway]	Handrails do not cover the flight of stairs throughout its length.	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Approach [Covered Walkway]	The height of the step(s) is/are 12cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [Blundell Court Ground Floor Bar Corridor Entrance]	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Blundell Court Ground Floor Bar Corridor Entrance]	The height of the key card reader is 107cm.	Electronic door entry systems should, where practicable, be operated by a proximity-type card, with the activation point at a height of between 90cm and 110cm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 90cm to 100cm.	Vol 2 - 8.5.1	N/A	High	Minor Works	Low (up to £500)
Outside Access [Blundell Court Ground Floor Bar Corridor Entrance]	The door(s) is/are single width with a locked extension leaf.	Unless suitably designed, the entrance to a building can be a critical barrier to access for disabled people. The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 100cm (a 77.5cm door is however still acceptable for existing buildings under current Building Regulations). There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability, reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily.	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Outside Access [Blundell Court Ground Floor Bar Corridor Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Inside Access [JCR Bar]	There is flooring which is shiny and could cause issues with glare or look slippery to some people.	Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.	Vol 2 - 11.3	N/A	High	Maintenance	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access [JCR Bar]	Wayfinding signage is not provided.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access [JCR Bar]	There is not a designated place of safety which can be used by people with dementia, autism or learning disabilities.	It might be appropriate to provide a dedicated room or space for calm, tranquillity, prayer or contemplation. In environments where stress and sensory overload are likely to be especially intense for some people, the provision of quiet spaces can be particularly beneficial. Within public buildings and workplace environments, the local population and the requirements of the building users should be taken into account. Where possible, a room or space should be provided that can be used as a quiet space where individuals might find peace and calm in order to manage sensory/neurological processing needs or spend time in contemplation or prayer.	Vol 2 - 19.3	N/A	Medium	Management	Nil
Inside Access [JCR Bar]	This area does play background music/sound.	Background noise can cause difficulties for people who are Deaf and hard of hearing, people with sensory/neurological processing difficulties and people with heightened sensitivity to noise. Management should consider the impact of background noise (e.g. music) on people who are Deaf and hard of hearing.	Vol 2 - 20.6 & Annex A.18	N/A	High	Management	Nil

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access [JCR Bar]	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking [JCR Bar]	For access there is a single manual door which may be difficult to open.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Eating and Drinking [JCR Bar]	Background music is played at all times.	Background noise can cause difficulties for people who are Deaf and hard of hearing, people with sensory/neurological processing difficulties and people with heightened sensitivity to noise. Management should consider the impact of background noise (e.g. music) on people who are Deaf and hard of hearing.	Vol 2 - 20.6 & Annex A.18	N/A	High	Management	Nil
Eating and Drinking [JCR Bar]	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The door is heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [JCR Bar - Left Transfer]	The door is locked by a lever twist.	It should be possible to operate all door opening furniture one-handed, without the need to grasp or twist. Care should be taken in the selection of security fittings, such as short lever turn buttons, bolts, latches or locks, with the aim of making them manageable for all users. Wherever possible, door opening furniture used in conjunction with locks and latches should have a lever action. Knobs with a spherical, circular or similar design, as well as small symmetrical turn buttons, are difficult to use by many people with limited dexterity or limited upper body strength.	Vol 2 - 8.4.1	N/A	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The dimensions of the accessible toilet are 139cm x 231cm.	Where there is only one toilet available in a building, or self contained unit within a building, it should be of unisex wheelchair-accessible corner design, but enlarged (2m wide x 2.2m deep) to accommodate a standing user height washbasin, with its rim 78cm to 80cm above the floor, in addition to the hand rinse basin. Minimum dimensions for a standard, unisex wheelchair accessible WC are 1.7m wide x 2.2m deep (dimensions of 1.5m wide x 2.2m deep are however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 18.5.1 & 18.5.3.1	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The accessible toilet does not have an unobstructed minimum turning space of 150cm x 150cm.	There should be a minimum 150cm x 150cm turning space within the cubicle clear of any fixtures and fittings.	Vol 2 - 18.1.6 & 18.5.3.1	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [JCR Bar - Left Transfer]	As you face the toilet pan the transfer space is on the left.	Where only one bathroom, shower room, changing room or toilet can be provided, it should be a unisex type, preferably designed for right-hand transfer. Where more than one unisex facility can be accommodated, a choice of left-hand and right-hand transfer layouts should be provided.	Vol 2 - 18.1.2	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [JCR Bar - Left Transfer]	The lateral transfer space is 104cm.	Within wheelchair-accessible toilets, the correct relationship of WC to basin and other accessories, and to the space required for manoeuvring, is critical in enabling disabled people to adopt various transfer techniques that allow independent or assisted use of sanitary facilities. From the centre of the WC to the wall should be a minimum 120cm.	Vol 2 - 18.5	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The contrast between the dropdown rail(s) and wall is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall.	Vol 2 - 18.1.7 & Annex B	N/A	High	Maintenance	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The contrast between the wall-mounted grab rail(s) and wall is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall.	Vol 2 - 18.1.7 & Annex B	N/A	High	Maintenance	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The emergency pull cord alarm was out of reach (higher than 10cm (4") from floor) when surveyed.	Emergency assistance alarm systems should be provided with a pull cord reachable from changing or shower seats, from the WC and from the floor. Pull cords and reset switches should be provided near to all seating where a transfer procedure might be carried out, and the pull cord should be not more than 5cm from the adjacent wall. An emergency assistance pull cord, coloured red, should be provided with two red bangles of 5cm diameter, one set at a height between 80cm and 100cm and the other set at 10cm above finished floor level.	Vol 2 - 18.1.8 & 13.7.2	Figure 40 & 42	High	Equipment	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	There is not a red flashing fire alarm beacon within the toilet.	In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	There is not a/are not coat hook(s).	Clothes hooks should be located at a height of 140cm and 105cm to allow use by people with ambulant mobility impairments and wheelchair users respectively.	Vol 2 - 18.1.5	Figure 40 & 41	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [JCR Bar - Left Transfer]	There is not a shelf within the accessible toilet.	Shelves should be provided in accessible sanitary accommodation, but care should be taken to ensure that their size and location do not compromise access to and use of the sanitary facilities, fixtures and fittings, and associated manoeuvring spaces. Dimensions of 25cm wide × 15cm deep, at a height of 95cm above finished floor level, are considered suitable for a colostomy bag changing shelf over a high or low level or reduced flush cistern. Where a cistern is close-coupled, the same function may be provided by its top surface, provided that it is flat. Dimensions of 40cm wide × 20cm deep, at a height of 76cm above finished floor level, are considered suitable for a shelf for general use.	Vol 2 - 18.1.5	Figure 42	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	There is a lid attached to the toilet seat.	Seat covers should not be used as they impede transfer when raised.	Vol 2 - 18.5.3.4	N/A	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The toilet seat colour contrast is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, the WC seat should contrast visually with the WC pan and cistern.	Vol 2 - 18.1.7 & Annex B	N/A	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The contrast between the wash basin wall-mounted grab rail(s) and wall is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall.	Vol 2 - 18.1.7 & Annex B	N/A	High	Maintenance	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The height of the soap dispenser is 102cm.	Toilet accessories, such as dispensers for soap, should be suitable for single handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing. The soap dispenser should be fixed with its bottom edge 80cm - 100cm from the floor.	Vol 2 - 18.5.6.1	Figure 42	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The towel dispenser cannot be reached from seated on the toilet. The height of the towel dispenser is 130cm (4ft 3in).	Toilet accessories, such as dispensers for paper towels, should be suitable for single handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing. The paper towel dispenser should be fixed with its bottom edge 80cm - 100cm from the floor.	Vol 2 - 18.5.6.1	Figure 42	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [JCR Bar - Left Transfer]	The contrast between the towel dispenser and the wall is fair.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, sanitary fittings and accessories should contrast visually with the background against which they are seen.	Vol 2 - 18.1.7 & Annex B	N/A	Medium	Maintenance	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The height of the hand dryer is 118cm (3ft 10in).	Electric hand dryers with an automatic timed duration should be provided in addition to a paper towel dispenser, and should be located on the door side of the washbasin so as not to obstruct access to the WC. They should be operated either by a movement sensor or by an easily operated push button. Hand dryers that require the user to insert their hands in the top of the dryer should not be installed. Noise from electric hand dryers can cause difficulties for people with sensory/neurological processing difficulties or with heightened sensitivity to noise. The hand dryer should be fixed with its bottom edge 80cm - 100cm from the floor.	Vol 2 - 18.5.6.1	Figure 42 & 43	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [JCR Bar - Left Transfer]	The contrast between the hand dryer and the wall is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, sanitary fittings and accessories should contrast visually with the background against which they are seen.	Vol 2 - 18.1.7 & Annex B	N/A	High	Maintenance	Low (up to £500)
Standard Toilet(s) [JCR Bar]	An ambulant toilet cubicle is not available.	Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Standard Toilet(s) [JCR Bar]	The wash basin(s) tap type is twist/turn.	Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps. A disabled person with a poor grip can operate a single lever action mixer tap or an individual lever action tap by using the flat of the hand or the wrist.	Vol 2 - 18.1.3	N/A	High	Minor Works	Low (up to £500)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Knox-Shaw Room]	There is limited wayfinding signage along the route to The Knox-Shaw Room.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Staircase L Entrance]	The height of the key code reader is 141cm.	Electronic door entry systems should, where practicable, be operated by a proximity-type card, with the activation point at a height of between 90cm and 110cm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 90cm to 100cm.	Vol 2 - 8.5.1	N/A	High	Minor Works	Low (up to £500)
Outside Access [Staircase L Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Outside Access [Staircase M Entrance]	The height of the key code reader is 141cm.	Electronic door entry systems should, where practicable, be operated by a proximity-type card, with the activation point at a height of between 90cm and 110cm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 90cm to 100cm.	Vol 2 - 8.5.1	N/A	High	Minor Works	Low (up to £500)
Outside Access [Staircase M Entrance]	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s)	The corridor outside the room(s) is not sufficiently wide enough (150cm+) to allow wheelchair users to pass.	<b>A corridor should either have a surface width of not less than 180cm or, if less, be provided with passing places, 180cm wide and at least 180cm in length, at reasonable intervals. The surface width of a corridor should be not less than 120cm, with the exception of permanent obstructions over a short distance.</b>	Vol 2 - 9.1.2	Figure 8	Low	Major Works	High (over £5001)
Meeting Room(s)	The door(s) for the room(s) is/are not push pad activated.	<b>Door opening furniture that is easily reached, and which provides a secure grip, is of critical importance to many disabled people, including some disabled children. Many people can also find it difficult to open and close doors when door operation is not power-assisted</b>	Vol 2 - 8.4	N/A	Low	Major Works	Medium (£501 - £5000)
Meeting Room(s)	The lectern is not height adjustable.	<b>Lecterns should have a stable base, and should be designed such that the height of the reading surface is adjustable (between a range of 80cm to 110cm) to enable participation by a wheelchair user or a person standing.</b>	Vol 2 - 17.5	Figure 27	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s)	There is not a hearing assistance system for the room(s).	<b>An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.</b>	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s)	There is not a visual fire alarm beacon in the room(s).	<b>In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.</b>	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)
Meeting Room(s)	A height adjustable table/bench is not available.	<b>The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.</b>	Vol 2 - 17.6.1	N/A	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s)	There are no chairs with armrests on both sides within the room(s).	A mixture of seating options, e.g. fixed or removable, with or without arm rests, should be provided for customers or visitors to a building. If a seat is too high or too low, or if there are no arm rests or side supports, a person can experience considerable discomfort as a result of poor posture. A person might also have difficulty rising from a seated position if the seat is set too low, or if it has no arm rests. Some seating should be provided with arm rests to both sides of the seat in order to provide additional support.	Vol 2 - 15.1, 15.1.1 & 17.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s)	Floor coverings in the room(s) are not even.	Sudden changes in the frictional characteristics of a floor surface can cause a person to stumble and fall or otherwise lose control. Where there is a change in the characteristics of materials on a circulation route, such as from a tile to carpet finish, transition needs to be level and to offer similar frictional characteristics. Where this is not practical, differing surfaces need to contrast visually to identify the change in material and reduce the potential for an incident.	Vol 2 - Annex B	N/A	High	Management	Medium (£501 - £5000)
Accessible Toilet(s)	There is not an/are not accessible toilet(s) available.	At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Standard Toilet(s)	There is stepped access to the toilet(s).	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Standard Toilet(s)	The colour contrast between the external toilet door(s) and wall(s) is poor.	To assist people in navigating and negotiating an environment, sufficient levels of visual contrast should be achieved. All internal doors should be identifiable and contrast visually with the surrounding wall and floor finishes, achieving a difference of at least 30 points in LRV.	Vol 2 - 8.3.4 & Annex B	N/A	High	Maintenance	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Standard Toilet(s)	An ambulant toilet cubicle is not available.	Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Standard Toilet(s)	The wash basin(s) tap type is twist/turn.	Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps. A disabled person with a poor grip can operate a single lever action mixer tap or an individual lever action tap by using the flat of the hand or the wrist.	Vol 2 - 18.1.3	N/A	High	Minor Works	Low (up to £500)
Step(s) [Standard Toilets]	There is a/are step(s) located in Staircase L.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s) [Standard Toilets]	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Step(s) [Standard Toilets]	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Library]	There is not wayfinding signage along the route to the Library.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Garden Court]	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Garden Court]	There is not a canopy or recess which provides weather protection at this entrance.	In order to provide shelter for those having to pause before entering a building, the entrance should incorporate a form of weather protection, such as a canopy or recessed entrance, unless freely accessible automatic doors are installed. No part of the structure of a canopy should present an obstruction or hazard to people who are blind or partially sighted.	Vol 2 - 8.1.3	N/A	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access [Garden Court]	There is a dark mat or floor marking at this entrance that might be perceived as a hole.	A high level of visual contrast at door thresholds or between floor surfaces can be perceived as indicating a level change, or as a void. This can lead to anxiety or hesitancy in movement, leading to falls.	Vol 2 - 11.3	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Garden Court]	The main door(s) open(s) automatically (towards you).	Automatically activated powered entrance doors that open towards people entering a building should incorporate clear text indicating their automatic operation and direction of swing.	Vol 2 - 8.2.3	N/A	Low	Signage	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [Garden Court]	The exit push pad or push button is 112cm from floor level.	Manual activation controls for power-operated pedestrian doors should be located at a height of between 75cm and 100cm from finished floor level. They should be located as close to the door as possible without causing a safety hazard (e.g. risk of collision with people who are blind or partially sighted and wheelchair users) when the door opens. Additional activation controls at a lower height that can be operated by the foot rest of a wheelchair can be useful for people with limited upper body strength.	Vol 2 - 8.2.3	N/A	Medium	Minor Works	Low (up to £500)
Outside Access [Garden Court]	The door(s) is/are double width but one door is locked.	Unless suitably designed, the entrance to a building can be a critical barrier to access for disabled people. The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 100cm (a 77.5cm door is however still acceptable for existing buildings under current Building Regulations). There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability, reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily.	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Outside Access [Garden Court]	There is not a/are not handrail(s) at the ramp.	A handrail should be provided on each side of a ramp throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the surface of a ramp and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Outside Access [Garden Court]	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Outside Access [Garden Court]</b>	There is not a/are not handrail(s) at the step(s).	<b>A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.</b>	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
<b>Entrance [Ground Floor Library Entrance]</b>	The height of the key card reader is 104cm.	<b>Electronic door entry systems should, where practicable, be operated by a proximity-type card, with the activation point at a height of between 90cm and 110cm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 90cm to 100cm.</b>	Vol 2 - 8.5.1	N/A	High	Minor Works	Low (up to £500)
<b>Entrance [Ground Floor Library Entrance]</b>	The exit push pad or push button is 105cm from floor level.	<b>Manual activation controls for power-operated pedestrian doors should be located at a height of between 75cm and 100cm from finished floor level. They should be located as close to the door as possible without causing a safety hazard (e.g. risk of collision with people who are blind or partially sighted and wheelchair users) when the door opens. Additional activation controls at a lower height that can be operated by the foot rest of a wheelchair can be useful for people with limited upper body strength.</b>	Vol 2 - 8.2.3	N/A	Medium	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Entrance [Ground Floor Library Entrance]	The door(s) is/are double width but one door is locked.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Inside Access	The type of flooring is carpet and wood.	Carpet construction, pile height and underlay type should be taken into account when assessing the suitability for wheelchair users and for people using walking sticks or frames. Deep pile carpets and coir matting on the surface of the floor or within a mat well should not be used.	Vol 2 - 11.3	N/A	Low	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Inside Access	Wayfinding signage is not provided.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	Dementia friendly signage is not provided.	Universally recognized public information symbols should be used to replace text, wherever possible. Signs other than universally recognised signs should include Plain English text and pictograms together to assist people who have sensory/neurological processing difficulties.	Vol 2 - 12.1.4 & 12.2	Figure 9	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access	There is not a designated place of safety which can be used by people with dementia, autism or learning disabilities.	It might be appropriate to provide a dedicated room or space for calm, tranquillity, prayer or contemplation. In environments where stress and sensory overload are likely to be especially intense for some people, the provision of quiet spaces can be particularly beneficial. Within public buildings and workplace environments, the local population and the requirements of the building users should be taken into account. Where possible, a room or space should be provided that can be used as a quiet space where individuals might find peace and calm in order to manage sensory/neurological processing needs or spend time in contemplation or prayer.	Vol 2 - 19.3	N/A	Medium	Management	Nil
Inside Access	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors [Spiral Staircase]	Signs indicating the location of the stairs are not available from the entrance.	Signs and universally accepted symbols or pictograms, indicating lifting appliances, stairs, toilets, circulation routes and other parts of the building, should be provided at reception points. Where no specific reception point is provided directional information should be provided close to the entry point or points to indicate the facilities provided and their location. People need clear information about the purpose and layout of spaces if they are to maintain a clear sense of direction and independent use of a building. Clear signs and information are essential for people who are Deaf and hard of hearing who might be unable to ask, or feel uncomfortable about asking, for directions.	Vol 2 - 8.6.2, 8.6.3 & 12	N/A	High	Signage	Low (up to £500)
Other Floors [Spiral Staircase]	There are manual, light, single doors to enter and exit the stairwell on the ground floor and on the first floor.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors [Spiral Staircase]	There are 15+ steps between floors.	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Other Floors [Spiral Staircase]	The depth of the step(s) is/are not between the recommended 30cm and 45cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Other Floors [Spiral Staircase]	Handrails are not at the recommended height (90cm-100cm).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Other Floors [Spiral Staircase]	Clear signs indicating the facilities on each floor are not provided on landings.	Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.	Vol 2 - 21.1	N/A	High	Signage	Low (up to £500)
Library	The type of flooring in the library is carpet.	Carpet construction, pile height and underlay type should be taken into account when assessing the suitability for wheelchair users and for people using walking sticks or frames. Deep pile carpets and coir matting on the surface of the floor or within a mat well should not be used.	Vol 2 - 11.3	N/A	Low	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Library	There is a/are self service book borrow/return machine(s) available.	Touch screen interfaces are not accessible to many people, particularly people who are blind or partially sighted, people who have limited dexterity and people with sensory/neurological processing difficulties; and they should therefore not be used as the only means of accessing a service.	Vol 2 - 15.4	N/A	High	Management	Nil

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Library	The majority of the reading/study desk(s) are 63cm in height. There are no height adjustable desks available.	<b>The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.</b>	Vol 2 - 17.6.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Lift	Signs indicating the location of the lift are not available from the entrance.	<b>Signs and universally accepted symbols or pictograms, indicating lifting appliances, stairs, toilets, circulation routes and other parts of the building, should be provided at reception points. Where no specific reception point is provided directional information should be provided close to the entry point or points to indicate the facilities provided and their location. People need clear information about the purpose and layout of spaces if they are to maintain a clear sense of direction and independent use of a building. Clear signs and information are essential for people who are Deaf and hard of hearing who might be unable to ask, or feel uncomfortable about asking, for directions.</b>	Vol 2 - 8.6.2, 8.6.3 & 12	N/A	High	Signage	Low (up to £500)
Lift	Clear signs indicating the facilities on each floor are not provided on lift lobby landings.	<b>Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.</b>	Vol 2 - 21.1	N/A	High	Signage	Low (up to £500)
Lift	There is not a clear level manoeuvring space of 150cm x 150cm in front of the lift.	<b>A clear level manoeuvring space of not less than 150cm x 150cm should be provided in front of the entrance to all types of lifting appliance. If the lifting appliance has a swing door, this space should be measured clear of the door swing.</b>	Vol 2 - 10.5.2	N/A	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)
Lift	The external controls for the lift are not within 90cm - 110cm from the floor.	<b>All visual indicators and lift call buttons should be clearly visible from within the lift lobby. Lift call controls in the lift lobby should be within 90cm - 110cm from the floor.</b>	Vol 2 - 10.5.3.3	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Lift	The lift does not have an audible announcer.	<b>Within a passenger lift car, there should be a visual indication and an audible announcement of the level reached. A lifting platform should provide audible and visual information to tell users, when waiting, that the platform has arrived at their level and, when using the platform, which floor it has reached.</b>	Vol 2 - 10.5.3 & 10.5.5.1	N/A	Low	Minor Works	Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Lift	There is not a hearing loop system.	An inductive coupler with additional volume control to adjust amplification, should be fitted into the circuitry of all public or visitor phones, entry phones and emergency telephones in lifting appliances. The inductive coupler is for people who wear a hearing aid that has an inductive pick-up, and the volume control is to adjust amplification for people who do not wear an aid but have a significant hearing loss.	Vol 2 - 13.6	N/A	Low	Equipment	Medium (£501 - £5000)
Entrance [First Floor Entrance]	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Entrance [First Floor Entrance]	The height of the key code reader is 114cm.	Electronic door entry systems should, where practicable, be operated by a proximity-type card, with the activation point at a height of between 90cm and 110cm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 90cm to 100cm.	Vol 2 - 8.5.1	N/A	High	Minor Works	Low (up to £500)
Entrance [First Floor Entrance]	The door(s) is/are double width but one door is locked.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Entrance [First Floor Entrance]</b>	The door(s) is/are heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
<b>Accessible Toilet(s)</b>	There is not an/are not accessible toilet(s) available.	At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
<b>Standard Toilet(s)</b>	There is stepped access to the toilet(s).	If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)
<b>Standard Toilet(s)</b>	An ambulant toilet cubicle is not available.	Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
<b>Standard Toilet(s)</b>	The wash basin(s) tap type is twist/turn.	Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps. A disabled person with a poor grip can operate a single lever action mixer tap or an individual lever action tap by using the flat of the hand or the wrist.	Vol 2 - 18.1.3	N/A	High	Minor Works	Low (up to £500)
<b>Step(s) [Standard Shared Toilet]</b>	There is a/are step(s) located before the door into the toilet.	Access routes should not contain steps, stairs, turnstiles, revolving doors, escalators or other features which constitute a barrier to disabled people, unless a suitable means for bypassing the barrier has been provided close by and is always available for use. If a change in level along an internal circulation route is unavoidable, it is necessary to provide an alternative means of access, i.e. a slope or ramp, or, if there is insufficient space for a ramp, a non-enclosed vertical lifting platform.	Vol 1 - 8.1.1 & Vol 2 - 10.2	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Step(s) [Standard Shared Toilet]	The step(s) is/are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 1 - 9.1.5 & Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Step(s) [Standard Shared Toilet]	The height of the step(s) is/are 20cm.	Where practicable, the dimensional ranges for steps and stairs should be between 15cm and 18cm for the rise and between 30cm and 45cm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step in a series of flights should also be uniform. Tapered risers should not be used.	Vol 1 - 9.1.2 & Vol 2 - 10.1.1	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Step(s) [Standard Shared Toilet]	There is not a/are not handrail(s) at the step(s).	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	Figure 11	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Getting To [The Old Kitchen / Master's Lodge]</b>	There is not wayfinding signage along the route to the Old Kitchen / Master's Lodge.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
<b>Outside Access [Cut Through Entrance off Chapel Court]</b>	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Eating and Drinking [Old Kitchen / Master's Lodge]	The opening width is under 75cm.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Eating and Drinking [Old Kitchen / Master's Lodge]	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking [Old Kitchen / Master's Lodge]	The height of the counter is 90cm.	All customer counters or reception desks should include two work surface heights to accommodate customers or visitors standing (95cm - 110cm) and sitting (76cm - 86cm) (including wheelchair users), as appropriate to the circumstance.	Vol 2 - 16.3	Figure 21	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking [Old Kitchen / Master's Lodge]	The height of the tray counter/rail is 90cm.	A self service area should have a continuous counter at a height of 85cm to allow a disabled person to manoeuvre a tray, and a suitable table should be provided within close proximity of the till.	Vol 2 - 20.6	N/A	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
<b>Eating and Drinking [Old Kitchen / Master's Lodge]</b>	The lighting levels are adjustable.	<b>Good lighting is crucial in ensuring that partially sighted people and people with sensory/neurological processing difficulties are able to use buildings conveniently and safely. The illuminance on interior surfaces, the quality of the lighting, good colour rendering and the avoidance of glare are key factors to be considered. Glare from bright patches of light within the field of view can be misleading and cause confusion, particularly for people who are blind and partially sighted and people with sensory/neurological processing difficulties. An even illuminance across a room or space is preferred. Both natural and artificial sources of lighting should be designed to avoid creating glare, pools of bright light and strong shadows. Uplighters with a light source at floor or low level should not be used as they cause glare and obscure vision.</b>	Vol 2 - 14 & 14.2	N/A	Medium	Minor Works	Low (up to £500)
<b>Eating and Drinking [Old Kitchen / Master's Lodge]</b>	The distance between the floor and the underside of the lowest dining table is 68cm.	<b>A range of table heights should be available, with the clear space to the underside of the tables between 70cm and 80cm.</b>	Vol 2 - 20.6	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
<b>Eating and Drinking [Old Kitchen / Master's Lodge]</b>	No chairs have armrests on both sides.	<b>At least some chairs should have armrests.</b>	Vol 2 - 20.6	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
<b>Accessible Toilet(s)</b>	There is not an/are not accessible toilet(s) available.	<b>At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.</b>	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Outside Access [William M W Mong Entrance]	The entrance area/door is not clearly signed.	<b>Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.</b>	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access [William M W Mong Entrance]	The main door(s) open(s) automatically (towards you).	<b>Automatically activated powered entrance doors that open towards people entering a building should incorporate clear text indicating their automatic operation and direction of swing.</b>	Vol 2 - 8.2.3	N/A	Low	Signage	Low (up to £500)
Outside Access [William M W Mong Entrance]	The gradient of the ramp/slope is steep.	<b>A ramp should have the lowest practicable gradient within the range 1:20 to 1:12 (5% - 8.3%).</b>	Vol 1 - 9.2.2 & Vol 2 - 10.2.2	Table 3	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access [William M W Mong Entrance]	There is not a level landing at the top of the ramp/slope.	<b>Landings should be provided at the foot and head of a ramp. They should be at least the width of the ramp and not less than 150cm long, clear of any door swing or other obstruction.</b>	Vol 1 - 9.2.4 & Vol 2 - 10.2.4	N/A	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors	There are manual, heavy, single doors to enter and exit the stairwell on the ground floor.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations). For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.2, 8.3.1, 8.3.2 & 8.4.2	Table 2	High	Major Works	Medium (£501 - £5000)
Other Floors	There are 15+ steps between floors.	Single steps should be avoided as, even when highlighted using visual contrast, they present a significant trip hazard. Thus, where there is a change in level of less than 30cm, the change should be accommodated by a ramp alone. Where the change in level exceeds 30cm, both a stair and ramp should be provided. Flights on a stepped access route should not contain more than 20 risers and, where practicable, the numbers of risers in successive flights should be uniform.	Vol 2 - 10.1.2	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors	The steps are not clearly marked.	Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 5cm to 6.5cm in width from the front edge of the tread and 3cm to 5.5cm from the top of the riser, and should contrast visually with the remainder of the tread and riser.	Vol 2 - 10.1.4	N/A	High	Minor Works	Low (up to £500)
Other Floors	The steps have a handrail on the right going up. Handrails are not at the recommended height (90cm-100cm). Handrails do not cover the flight of stairs throughout its length.	A handrail should be provided on each side of a stair flight throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the pitch line of a stair and between 90cm and 110cm from the landing.	Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Other Floors	Handrails are not easy to grip.	A handrail should be easy and comfortable to grip with no sharp edges, but able to provide adequate resistance to hand slippage (An external perimeter of between 10cm and 16cm is the optimum size to provide a power grip around a handrail. Suitable profiles include circular or oval. A flatter profile gives better forearm support.	Vol 2 - 10.3.2	N/A	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Other Floors	Handrails do not extend horizontally beyond the first and last steps.	The horizontal extension of a handrail beyond the ramp flight or the first and last steps allows an individual to steady or to brace themselves before ascending or descending. For a person who is blind or partially sighted, the change in slope of the handrail and its return into a wall signals the start or finish of the flight. A handrail should be terminated to include a minimum 30cm long section in the horizontal plane beyond the start and finish of the ramp or the last nosing of a stair, at both top and bottom (increasing the length of termination of the handrail at the top and bottom of a flight can be advantageous in certain situations, e.g. where large crowds are anticipated). The handrail should be terminated in a way that reduces the risk of clothing being caught (it is preferable for this to be achieved by returning the handrail to the wall or floor. Where this is not possible, e.g. where the handrail extends beyond balustrading, the handrail may be terminated back to the nearest vertical support in such a way as to eliminate the risk of clothing being caught).	Vol 2 - 10.3.2	N/A	Medium	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Other Floors	Clear signs indicating the facilities on each floor are not provided on landings.	Clear directions indicating the facilities on each floor of a building are essential on lift and stair landings to help ensure that people do not visit the wrong floor.	Vol 2 - 21.1	N/A	High	Signage	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s)	Directional and locational signage for the room(s) is not available in upper and lower case lettering that is clearly visible.	Signs to rooms should generally not be placed on doors but on the wall to the leading edge side of the door, as the sign might not be visible when the door is open. However, there are some situations where a sign needs to be placed on a door, e.g. signs to toilets, pull/push signs, and hazard warnings on plant room doors. Signs should be positioned to avoid reflections from daylight and artificial lighting. Signs other than universally recognized signs should include Plain English text and pictograms together to assist people who have sensory/neurological processing difficulties. Visual signs should comprise simple words, clearly separated from one another, in short sentences. Sentences or single word messages should begin with an upper case letter and continue with lower case letters. Text entirely in upper case type (capitals) should not be used.	Vol 2 - 12.2	Table 5	High	Signage	Low (up to £500)
Meeting Room(s)	The door(s) for the room(s) is/are not push pad activated.	Door opening furniture that is easily reached, and which provides a secure grip, is of critical importance to many disabled people, including some disabled children. Many people can also find it difficult to open and close doors when door operation is not power-assisted	Vol 2 - 8.4	N/A	Low	Major Works	Medium (£501 - £5000)
Meeting Room(s)	There is not a hearing assistance system for the room(s).	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s)	There is not a visual fire alarm beacon in the room(s).	In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Meeting Room(s)	The clear floor space beneath tables in the room(s) ranges between 60cm and 71cm. A height adjustable table/bench is not available.	<b>The height of a fixed desk surface should be between 73cm and 75cm, with the clear height under the desk of at least 70cm. Where feasible, adjustable height desks should be provided.</b>	Vol 2 - 17.6.1	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Meeting Room(s)	Floor coverings in the room(s) are not even.	<b>Sudden changes in the frictional characteristics of a floor surface can cause a person to stumble and fall or otherwise lose control. Where there is a change in the characteristics of materials on a circulation route, such as from a tile to carpet finish, transition needs to be level and to offer similar frictional characteristics. Where this is not practical, differing surfaces need to contrast visually to identify the change in material and reduce the potential for an incident.</b>	Vol 2 - Annex B	N/A	High	Management	Medium (£501 - £5000)
Standard Toilet(s)	The colour contrast between the external toilet door(s) and wall(s) is poor.	<b>To assist people in navigating and negotiating an environment, sufficient levels of visual contrast should be achieved. All internal doors should be identifiable and contrast visually with the surrounding wall and floor finishes, achieving a difference of at least 30 points in LRV.</b>	Vol 2 - 8.3.4 & Annex B	N/A	High	Maintenance	Low (up to £500)
Standard Toilet(s)	An ambulant toilet cubicle is not available.	<b>Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided and identified within each range of WC cubicles in separate-sex toilet washrooms, irrespective of whether a wheelchair-accessible cubicle has been provided in the same range.</b>	Vol 2 - 18.5.1	Figure 39 & 46	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Porters' Lodge]	There is not wayfinding signage along the route to the Porters' Lodge.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Reception	There are windows, TVs, glazed screens or mirrors at/behind the reception point which could adversely affect the ability of someone to lip read.	Glazed screens at counters and reception points should be constructed from glass with a low light reflectance and located such that they do not affect the ability of people who are Deaf and hard of hearing to lip read through them. Glass that is silvered or highly reflective should be avoided.	Vol 2 - 8.6.3, 11.5 & 16.6	N/A	High	Management	Low (up to £500) / Medium (£501 - £5000)
Reception	There is not a lowered section of the counter.	All customer counters or reception desks should include two work surface heights to accommodate customers or visitors standing (95cm - 110cm) and sitting (76cm - 86cm) (including wheelchair users), as appropriate to the circumstance.	Vol 2 - 16.3	Figure 21	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Reception	There is not a hearing assistance system at the reception point.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Reception	There is no wayfinding signage available at/close to the reception.	Signs and universally accepted symbols or pictograms, indicating lifting appliances, stairs, toilets, circulation routes and other parts of the building, should be provided at reception points. Where no specific reception point is provided directional information should be provided close to the entry point or points to indicate the facilities provided and their location. People need clear information about the purpose and layout of spaces if they are to maintain a clear sense of direction and independent use of a building. Clear signs and information are essential for people who are Deaf and hard of hearing who might be unable to ask, or feel uncomfortable about asking, for directions.	Vol 2 - 8.6.2, 8.6.3 & 12	N/A	High	Signage	Low (up to £500)
Reception	The type of flooring in the reception area is carpet.	Carpet construction, pile height and underlay type should be taken into account when assessing the suitability for wheelchair users and for people using walking sticks or frames. Deep pile carpets and coir matting on the surface of the floor or within a mat well should not be used.	Vol 2 - 11.3	N/A	Low	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Inside Access	The type of flooring is carpet.	Carpet construction, pile height and underlay type should be taken into account when assessing the suitability for wheelchair users and for people using walking sticks or frames. Deep pile carpets and coir matting on the surface of the floor or within a mat well should not be used.	Vol 2 - 11.3	N/A	Low	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	Wayfinding signage is not provided.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access	Dementia friendly signage is not provided.	Universally recognized public information symbols should be used to replace text, wherever possible. Signs other than universally recognised signs should include Plain English text and pictograms together to assist people who have sensory/neurological processing difficulties.	Vol 2 - 12.1.4 & 12.2	Figure 9	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Inside Access	There is not a designated place of safety which can be used by people with dementia, autism or learning disabilities.	It might be appropriate to provide a dedicated room or space for calm, tranquillity, prayer or contemplation. In environments where stress and sensory overload are likely to be especially intense for some people, the provision of quiet spaces can be particularly beneficial. Within public buildings and workplace environments, the local population and the requirements of the building users should be taken into account. Where possible, a room or space should be provided that can be used as a quiet space where individuals might find peace and calm in order to manage sensory/neurological processing needs or spend time in contemplation or prayer.	Vol 2 - 19.3	N/A	Medium	Management	Nil

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Inside Access	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Accessible Toilet(s)	There is not an/are not accessible toilet(s) available.	At least one unisex accessible WC should be provided at each location where toilet accommodation is provided for the use of customers, employees or visitors. A unisex accessible WC should be located as close as possible to the entrance and/or waiting area of a building.	Vol 2 - 18.5.1	N/A	High	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The Post Room]	There is not wayfinding signage along the route to the Post Room.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Site/Campus Car Park [King Street Car Park]	Designated Blue Badge parking bays are not available.	Any car parking provision needs to accommodate designated spaces for disabled people, including wheelchair users. For education buildings, the minimum number of designated spaces should be one space for each employee who is a disabled motorist, plus 5% of the total visitor capacity for visiting disabled motorists. One space should be provided for each disabled employee; 5% of the remaining spaces should be designated accessible parking spaces and 5% should be enlarged spaces.	Vol 1 - 7.4.3	Table 2	High	Management	Medium (£501 - £5000) / High (over £5001)
Site/Campus Car Park [King Street Car Park]	There is not a designated drop off point in this car park.	A designated setting-down point or picking-up point, suitable for disabled passengers, should be provided on firm and level ground, close to the accessible entrance to a building. Its location should be clearly indicated. This setting-down point should be provided in addition to designated accessible parking spaces and taxi waiting zones.	Vol 1 - 6.1	Figure 1	Low	Management	Medium (£501 - £5000) / High (over £5001)
Site/Campus Car Park [King Street Car Park]	Buildings are not clearly signposted from this car park.	Routes to, and the location of, key accessible facilities such as entrance, parking, transport hubs, information centres and sanitary facilities, should be clearly indicated as part of the overall signage strategy. Directional signs should specifically identify routes that are accessible and step-free, and should give as much information as possible to assist people in planning and navigating their route, including distances and gradients where appropriate. Signage should reaffirm directions on a route that continues over a long distance or at changes in direction.	Vol 1 - 8.3.1	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The contrast between the external door and wall is poor.	To assist people in navigating and negotiating an environment, sufficient levels of visual contrast should be achieved. All internal doors should be identifiable and contrast visually with the surrounding wall and floor finishes, achieving a difference of at least 30 points in LRV.	Vol 2 - 8.3.4 & Annex B	N/A	High	Maintenance	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The push pad or push button is 113cm from floor level.	Manual activation controls for power-operated pedestrian doors should be located at a height of between 75cm and 100cm from finished floor level. They should be located as close to the door as possible without causing a safety hazard (e.g. risk of collision with people who are blind or partially sighted and wheelchair users) when the door opens. Additional activation controls at a lower height that can be operated by the foot rest of a wheelchair can be useful for people with limited upper body strength.	Vol 2 - 8.2.3	N/A	Medium	Minor Works	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The contrast between the internal door and wall is poor.	To assist people in navigating and negotiating an environment, sufficient levels of visual contrast should be achieved. All internal doors should be identifiable and contrast visually with the surrounding wall and floor finishes, achieving a difference of at least 30 points in LRV.	Vol 2 - 8.3.4 & Annex B	N/A	High	Maintenance	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The dimensions of the accessible toilet are 150cm x 200cm.	Where there is only one toilet available in a building, or self contained unit within a building, it should be of unisex wheelchair-accessible corner design, but enlarged (2m wide x 2.2m deep) to accommodate a standing user height washbasin, with its rim 78cm to 80cm above the floor, in addition to the hand rinse basin. Minimum dimensions for a standard, unisex wheelchair accessible WC are 1.7m wide x 2.2m deep (dimensions of 1.5m wide x 2.2m deep are however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 18.5.1 & 18.5.3.1	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The accessible toilet does not have an unobstructed minimum turning space of 150cm x 150cm.	There should be a minimum 150cm x 150cm turning space within the cubicle clear of any fixtures and fittings.	Vol 2 - 18.1.6 & 18.5.3.1	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	As you face the toilet pan the transfer space is on the left.	Where only one bathroom, shower room, changing room or toilet can be provided, it should be a unisex type, preferably designed for right-hand transfer. Where more than one unisex facility can be accommodated, a choice of left-hand and right-hand transfer layouts should be provided.	Vol 2 - 18.1.2	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The lateral transfer space is 78cm.	Within wheelchair-accessible toilets, the correct relationship of WC to basin and other accessories, and to the space required for manoeuvring, is critical in enabling disabled people to adopt various transfer techniques that allow independent or assisted use of sanitary facilities. From the centre of the WC to the wall should be a minimum 120cm.	Vol 2 - 18.5	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	There is a flush, however it is not on the transfer side.	The flush should be operated manually by a spatula type lever located between 80cm and 100cm above finished floor level and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.	Vol 2 - 18.5.3.4	N/A	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The contrast between the wall-mounted grab rail(s) to the right of the toilet and wall is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall.	Vol 2 - 18.1.7 & Annex B	N/A	High	Maintenance	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The contrast between the walls and floor is fair.	The ceiling is often the least cluttered area of a space and can give partially sighted people a good impression of the size of the space that they have entered. However, as most people concentrate their vision below 120cm from the floor, the contrast between the floor and the wall is critical for way-finding. Differences in LRV should be used to assess the degree of visual contrast between surfaces such as floors, walls, doors and ceilings and between key fittings/fixtures and surrounding surfaces. The LRV of a wall should be 30 points different from that of the ceiling and of the floor. To avoid giving the wrong impression about the size of a room, skirtings should have the same LRV as the wall so that the junction between the skirting and the floor marks the extent of the room, except where coved skirtings are used, where the skirting should have the same LRV as the floor and should extend not more than 10cm above finished floor level.	Vol 2 - 11.1 & Annex B	N/A	Medium	Maintenance	Low (up to £500)



Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The emergency pull cord alarm was out of reach (higher than 10cm (4") from floor) when surveyed.	Emergency assistance alarm systems should be provided with a pull cord reachable from changing or shower seats, from the WC and from the floor. Pull cords and reset switches should be provided near to all seating where a transfer procedure might be carried out, and the pull cord should be not more than 5cm from the adjacent wall. An emergency assistance pull cord, coloured red, should be provided with two red bangles of 5cm diameter, one set at a height between 80cm and 100cm and the other set at 10cm above finished floor level.	Vol 2 - 18.1.8 & 13.7.2	Figure 40 & 42	High	Equipment	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	There is not a red flashing fire alarm beacon within the toilet.	In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	There is not a/are not coat hook(s).	Clothes hooks should be located at a height of 140cm and 105cm to allow use by people with ambulant mobility impairments and wheelchair users respectively.	Vol 2 - 18.1.5	Figure 40 & 41	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	There is not a shelf within the accessible toilet.	Shelves should be provided in accessible sanitary accommodation, but care should be taken to ensure that their size and location do not compromise access to and use of the sanitary facilities, fixtures and fittings, and associated manoeuvring spaces. Dimensions of 25cm wide x 15cm deep, at a height of 95cm above finished floor level, are considered suitable for a colostomy bag changing shelf over a high or low level or reduced flush cistern. Where a cistern is close-coupled, the same function may be provided by its top surface, provided that it is flat. Dimensions of 40cm wide x 20cm deep, at a height of 76cm above finished floor level, are considered suitable for a shelf for general use.	Vol 2 - 18.1.5	Figure 42	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The contrast between the wash basin wall-mounted grab rail(s) and wall is poor.	To help people who are blind or partially sighted identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall.	Vol 2 - 18.1.7 & Annex B	N/A	High	Maintenance	Low (up to £500)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	The soap dispenser cannot be reached from seated on the toilet.	It is important for reasons of personal hygiene that a person seated on the WC can reach the basin, tap and soap dispenser to rinse their hands before adjusting their clothing.	Vol 2 - 18.5.3.1	Figure 42	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Accessible Toilet(s) [William M W Mong Building - Left Transfer]	There is not a towel dispenser.	Toilet accessories, such as dispensers for paper towels, should be suitable for single handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing. The paper towel dispenser should be fixed with its bottom edge 80cm - 100cm from the floor.	Vol 2 - 18.5.6.1	Figure 42	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [Staff Court - Right Transfer]	The door is heavy.	For many people to have independent access through single or double swing doors, the opening force, when measured at the leading edge of the door, should be not more than 30 N from 0° (the door in the closed position) to 30° open, and not more than 22.5 N from 30° to 60° of the opening cycle.	Vol 2 - 8.4.2	N/A	High	Maintenance	Low (up to £500)
Accessible Toilet(s) [Staff Court - Right Transfer]	The door is locked by a twist lock.	It should be possible to operate all door opening furniture one-handed, without the need to grasp or twist. Care should be taken in the selection of security fittings, such as short lever turn buttons, bolts, latches or locks, with the aim of making them manageable for all users. Wherever possible, door opening furniture used in conjunction with locks and latches should have a lever action. Knobs with a spherical, circular or similar design, as well as small symmetrical turn buttons, are difficult to use by many people with limited dexterity or limited upper body strength.	Vol 2 - 8.4.1	N/A	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [Staff Court - Right Transfer]	The dimensions of the accessible toilet are 145cm x 250cm.	Where there is only one toilet available in a building, or self contained unit within a building, it should be of unisex wheelchair-accessible corner design, but enlarged (2m wide x 2.2m deep) to accommodate a standing user height washbasin, with its rim 78cm to 80cm above the floor, in addition to the hand rinse basin. Minimum dimensions for a standard, unisex wheelchair accessible WC are 1.7m wide x 2.2m deep (dimensions of 1.5m wide x 2.2m deep are however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 18.5.1 & 18.5.3.1	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [Staff Court - Right Transfer]	The accessible toilet does not have an unobstructed minimum turning space of 150cm x 150cm.	There should be a minimum 150cm x 150cm turning space within the cubicle clear of any fixtures and fittings.	Vol 2 - 18.1.6 & 18.5.3.1	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [Staff Court - Right Transfer]	The lateral transfer space is 95cm.	Within wheelchair-accessible toilets, the correct relationship of WC to basin and other accessories, and to the space required for manoeuvring, is critical in enabling disabled people to adopt various transfer techniques that allow independent or assisted use of sanitary facilities. From the centre of the WC to the wall should be a minimum 120cm.	Vol 2 - 18.5	Figure 40 & 41	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Accessible Toilet(s) [Staff Court - Right Transfer]	There is not an emergency alarm.	Emergency assistance alarm systems should be provided with a pull cord reachable from changing or shower seats, from the WC and from the floor. Pull cords and reset switches should be provided near to all seating where a transfer procedure might be carried out, and the pull cord should be not more than 5cm from the adjacent wall. An emergency assistance pull cord, coloured red, should be provided with two red bangles of 5cm diameter, one set at a height between 80cm and 100cm and the other set at 10cm above finished floor level.	Vol 2 - 18.1.8 & 13.7.2	Figure 40 & 42	High	Equipment	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [Staff Court - Right Transfer]	There is not a red flashing fire alarm beacon within the toilet.	In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	Vol 2 - 13.7.1	N/A	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [Staff Court - Right Transfer]	The height of the coat hook is 164cm from the floor.	Clothes hooks should be located at a height of 140cm and 105cm to allow use by people with ambulant mobility impairments and wheelchair users respectively.	Vol 2 - 18.1.5	Figure 40 & 41	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [Staff Court - Right Transfer]	The shelf is at a height of 70cm.	Shelves should be provided in accessible sanitary accommodation, but care should be taken to ensure that their size and location do not compromise access to and use of the sanitary facilities, fixtures and fittings, and associated manoeuvring spaces. Dimensions of 25cm wide × 15cm deep, at a height of 95cm above finished floor level, are considered suitable for a colostomy bag changing shelf over a high or low level or reduced flush cistern. Where a cistern is close-coupled, the same function may be provided by its top surface, provided that it is flat. Dimensions of 40cm wide × 20cm deep, at a height of 76cm above finished floor level, are considered suitable for a shelf for general use.	Vol 2 - 18.1.5	Figure 42	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [Staff Court - Right Transfer]	The soap dispenser cannot be reached from seated on the toilet.	It is important for reasons of personal hygiene that a person seated on the WC can reach the basin, tap and soap dispenser to rinse their hands before adjusting their clothing.	Vol 2 - 18.5.3.1	Figure 42	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Accessible Toilet(s) [Staff Court - Right Transfer]	The towel dispenser cannot be reached from seated on the toilet. The height of the towel dispenser is 130cm (4ft 3in).	Toilet accessories, such as dispensers for paper towels, should be suitable for single handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing. The paper towel dispenser should be fixed with its bottom edge 80cm - 100cm from the floor.	Vol 2 - 18.5.6.1	Figure 42	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Accessible Toilet(s) [Staff Court - Right Transfer]	There is not a hand dryer.	Electric hand dryers with an automatic timed duration should be provided in addition to a paper towel dispenser, and should be located on the door side of the washbasin so as not to obstruct access to the WC. They should be operated either by a movement sensor or by an easily operated push button. Hand dryers that require the user to insert their hands in the top of the dryer should not be installed. Noise from electric hand dryers can cause difficulties for people with sensory/neurological processing difficulties or with heightened sensitivity to noise. The hand dryer should be fixed with its bottom edge 80cm - 100cm from the floor.	Vol 2 - 18.5.6.1	Figure 42 & 43	High	Minor Works	Low (up to £500)
Accessible Toilet(s) [Staff Court - Right Transfer]	Baby changing facilities are located within the accessible toilet.	Where baby changing facilities are provided, they should be accessible. The unisex accessible toilet should not incorporate baby changing facilities, however, where there is only one toilet in a building or self-contained unit within a building, an enlarged unisex accessible toilet containing baby changing facilities should be provided.	Vol 2 - 18.4 & 18.5.3.1	Figure 44	Low	Major Works	High (over £5001)
Accessible Toilet(s) [Staff Court - Right Transfer]	The height of the baby change table is 90cm.	A wall-mounted baby changing table, either permanently fixed at 75cm above finished floor level or adjustable in height, allowing a minimum 70cm of clear space above finished floor level for a wheelchair user to access and use the table.	Vol 2 - 18.4.a	Figure 44	High	Minor Works	Low (up to £500)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Getting To [The William Mong Hall]	There is not wayfinding signage along the route to the William Mong Hall.	Signs should form part of an integrated communication scheme that gives clear directions, information and instructions for the use of a building. They should support a way-finding strategy that takes into account the requirements of different types of building users as well as the complexity of the building layout. Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters where induction loop systems are fitted. The colour, design and typeface of signs should be consistent throughout a building. In entertainment-related buildings, it is vital that the concourse provides clear directions to all facilities within the building.	Vol 2 - 12.1.1	Table 5	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access	The entrance area/door is not clearly signed.	Any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration.	Vol 2 - 8.1.2	N/A	High	Signage	Low (up to £500) / Medium (£501 - £5000)
Outside Access	The main door(s) open(s) automatically (towards you).	Automatically activated powered entrance doors that open towards people entering a building should incorporate clear text indicating their automatic operation and direction of swing.	Vol 2 - 8.2.3	N/A	Low	Signage	Low (up to £500)
Outside Access	The gradient of the ramp/slope is steep.	A ramp should have the lowest practicable gradient within the range 1:20 to 1:12 (5% - 8.3%).	Vol 1 - 9.2.2 & Vol 2 - 10.2.2	Table 3	Low	Major Works	Medium (£501 - £5000) / High (over £5001)
Outside Access	There is not a level landing at the top of the ramp/slope.	Landings should be provided at the foot and head of a ramp. They should be at least the width of the ramp and not less than 150cm long, clear of any door swing or other obstruction.	Vol 1 - 9.2.4 & Vol 2 - 10.2.4	N/A	Medium	Major Works	Medium (£501 - £5000) / High (over £5001)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Eating and Drinking	For access there are double manual doors which are permanently held open.	The minimum effective clear width of a single leaf door, or one leaf (the primary leaf) of a double leaf door, clear of any projections from the face of the door should be 82.5cm where the approach is at right angles from an access route at least 120cm wide and 80cm either straight on or at right angles from an access route at least 150cm wide. There should be an unobstructed space of at least 30cm between the leading edge of the door and a return wall or other obstruction. Increasing this space to 60cm will improve manoeuvrability; reduce the risk of wheelchair colliding with the wall, and enable wheelchair users to pass through the door more easily. An effective clear width of less than 80cm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame (a 75cm – 77.5cm door (depending on the approach) is however still acceptable for existing buildings under current Building Regulations).	Vol 2 - 8.2, 8.3.1 & 8.3.2	Table 2	High	Major Works	Medium (£501 - £5000)
Eating and Drinking	There is not a hearing assistance system.	An assistive listening system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at help and information points and service or reception counters where the background noise level is not low or where glazed screens are used. The presence of an assistive listening system should be clearly indicated for each area by the relevant public information symbol.	Vol 2 - 13.2	Figure 9	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking	The height of the counter is 90cm.	All customer counters or reception desks should include two work surface heights to accommodate customers or visitors standing (95cm - 110cm) and sitting (76cm - 86cm) (including wheelchair users), as appropriate to the circumstance.	Vol 2 - 16.3	Figure 21	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking	There is not a moveable card machine available for payment.	Where a chip and PIN device is provided, it should be usable by both seated and standing customers.	Vol 2 - 16.3	N/A	Medium	Management	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance	Guidance Ref	Diagram Ref	Priority	Category	Cost
Eating and Drinking	The height of the counter is 83cm.	All customer counters or reception desks should include two work surface heights to accommodate customers or visitors standing (95cm - 110cm) and sitting (76cm - 86cm) (including wheelchair users), as appropriate to the circumstance.	Vol 2 - 16.3	Figure 21	Low	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking	There is not a moveable card machine available for payment.	Where a chip and PIN device is provided, it should be usable by both seated and standing customers.	Vol 2 - 16.3	N/A	Medium	Management	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking	No chairs have armrests on both sides.	At least some chairs should have armrests.	Vol 2 - 20.6	N/A	High	Equipment	Low (up to £500) / Medium (£501 - £5000)
Eating and Drinking	There is flooring which is shiny and could cause issues with glare or look slippery to some people.	Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.	Vol 2 - 11.3	N/A	High	Maintenance	Low (up to £500)
Ramp(s) or Slope(s)	The handrail(s) is/are on the left going up.	A handrail should be provided on each side of a ramp throughout its length (including intermediate landings where this does not obstruct the use of adjoining access routes). The top surface of the handrail should be between 90cm and 100cm from the surface of a ramp and between 90cm and 110cm from the landing.	Vol 1 - 9.3.1 & Vol 2 - 10.3.1	N/A	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)
Ramp(s) or Slope(s)	The width of the ramp/slope is 124cm (4ft 1in).	The surface width of a ramp, between walls, upstands or kerbs, should be not less than 150cm. Where wider ramps are divided into separate channels, no channel should have a surface width less than 150cm.	Vol 1 - 9.2.3 & Vol 2 - 10.2.3	N/A	Low	Major Works	Medium (£501 - £5000) / High (over £5001)



## Disability Access at Sidney Sussex: AccessAble recommendations

### 1. Purpose

The purpose of this paper is to report to Building & Environment Committee on the recommendations from AccessAble on improving access to the College facilities and agree next steps.

### 2. Background – Higher Education and the Equality Act

The Equality Act continues the existing duty upon providers of higher education to make reasonable adjustments for staff, students and service users in relation to:

- i. Adjustments to the way things are done (change in policy)
- ii. Adjustments to physical features (such as making changes to the physical environment to improve access)
- iii. Adjustments involving the provision of auxiliary aids and services (such as providing information in accessible formats, hearing enhancement)

Education providers have a duty to make reasonable adjustments to ensure disabled people do not face substantial disadvantage in comparison with non-disabled people. The duty remains anticipatory. This means that in addition to responding to the needs of individual disabled people as their requirements become apparent there is a need to build inclusion for disabled people into planning and review work and to deliver a certain level of accessibility in advance.

Since September 2016, Colleges have been legally required to provide the following resources for disabled students (if they are deemed to be reasonable adjustments):

- Accommodation needs or adjustments
- Ergonomic equipment and furniture
- Library resource (including accessible printing and scanning facilities)

How is reasonableness determined?

The Quality Assurance Agency for Higher Education (QAA) guidance advises that, 'the application of an adjustment will result from consideration of the circumstances of the individual student and will involve the student in discussion of possible courses of action. What is "reasonable" for an institution will vary according to a range of factors and will depend on the circumstances of the individual case. Factors influencing the determination of what is reasonable will include the effectiveness of taking particular steps in enabling the student to overcome the relevant disadvantage, health and safety issues, the effect on other students and the financial cost to the institution'.

### 3. Improving Accessibility of the College

The College takes accessibility seriously and this is factored in to planning. Given the historical nature of the College's estate, substantive improvements in accessibility are usually addressed at the point of building new facilities or significant refurbishment of existing facilities.

As an example, the College invested significantly as part of the kitchen project to improve accessibility, installing a new reduced slope ramp into the Mong Hall, providing level access into the Old Kitchen, fitted a

new disabled “touch to enter” motorised door, a new disabled toilet and a much better (and longer) ramp to the terrace and Master’s garden for events held there.

To support the College in improving accessibility of existing facilities, we engaged the services of AccessAble ([www.accessable.co.uk](http://www.accessable.co.uk)), to review and publicise general accessibility.

Any adjustments to buildings must conform to the relevant planning regulations and be practical. The College has some restrictions on what alterations may be made to its buildings given that several are Grade 1 listed buildings and deemed to be of historical importance.

#### 4. AccessAble

AccessAble provided a detailed report setting out suggested recommendations in May 2022, and access guidance documents were published which are available on the Sidney website: [Accessibility | Sidney Sussex College Cambridge](#) as well as directly via AccessAble website [Sidney Sussex College | AccessAble](#).

The AccessAble team inspected the areas of our premises specifically designed for general access and the disabled student accommodation.

The areas inspected by AccessAble were:

- Accommodation (Garden Court Disabled Access Rooms)
- Chapel
- Chapel Court Meeting Rooms 1 & 2
- Common Room – MCR
- Common Room – SCR
- Dining Hall
- Fellows Garden
- Gym
- JCR Bar and TV Room
- Knox Shaw
- Library
- Old Kitchen
- Old Library
- Porters Lodge
- Post Room
- William Mong Hall
- Sidney Sussex General

The AccessAble recommendations were categorised by **type of work**, **priority** and **indicative cost**.

##### **Type of work**

1. Equipment: May involve the purchase of new equipment e.g. furniture or fittings but with no construction works or maintenance element.
2. Maintenance: Maintenance or housekeeping items which can usually be done by the minor works, caretaker or facilities department e.g. door closer adjustments, cleaning light fittings, easy taps etc.
3. Management: This would be an administrative, policy or procedural item.
4. Minor works: Smaller building works that do not require major construction, feasibility studies or construction drawings e.g. redesign or refurbishment of WC facilities (these will be subject to listed planning consent and building regulations).
5. Major works: These would require construction works and may require feasibility studies or construction drawings e.g. construction of new entrance or new ramped approach (these will be subject to listed planning consent and building regulations).
6. Signage: This would require new or improved signage.

7. Employee: This is an employee requirement rather than a member of the public e.g. specific equipment or alteration of working areas.

### **Priority**

Each recommendation was given a priority rating based on AccessAble's assessment of importance based on the impact it could have on the community and visitors: High Priority; Medium Priority; or, Low Priority.

### **Indicative costs**

Each recommendation was allocated an indicative cost by AccessAble within four bands. It should be noted that these are generic costs from AccessAble and do not take into consideration the specifics of the College site. Some will not be feasible due to planning restrictions, some will be significantly less than the AccessAble indicative cost, and others more:

- High cost (AccessAble indicative cost > £5,001)
- Medium cost (AccessAble indicative cost £501 - £5,000)
- Low cost (AccessAble indicative cost up to £500)
- N/A or nil (as per AccessAble assessment)

## 5. Analysis of AccessAble recommendations

The detailed AccessAble recommendations have been reviewed, and within each priority level an overview of the type of work by areas has been produced, along with an indicative estimate of potential costs based on AccessAble's bandings (see above). These are only estimates at this time and require more thorough investigation subject to the specifics of the College site, feasibility and College priorities.

Based on this analysis, the high level cost estimate is £0.8million in total: £419k for high priority recommendations; £36k for medium priority recommendations; and, £346k for low priority recommendations. There may well be opportunities to bring these costs down – for example the total cost of high priority signage of £31,500 could be a lot less if conducted as one single program of work. Conversely there may be some recommendations which are not feasible to implement due to planning regulations.

The three tables below show a summary of the recommendations, and Appendix 1 sets out in detail the high priority recommendations for each area.

### AccessAble works identified as high priority

Area	Equipment	Maintenance	Major Works	Minor Works	Management	Signage	Total
Accommodation Garden Court	3,000	500	20,000	6,000	-	1,500	31,000
Chapel	5,000	1,500	-	-	-	3,000	9,500
Chapel Court 1&2	15,000	10,000	-	20,000	-	1,000	46,000
MCR	5,000	500	10,000	8,000	-	1,000	24,500
SCR	1,000	-	10,000	1,000	-	500	12,500
Dining Hall	40,000	1,500	20,000	2,000	-	2,000	65,500
Fellows Gardens	-	-	-	-	-	5,000	5,000
Gym	1,000	1,500	20,000	15,000	-	1,000	38,500
JCR Bar	1,000	5,000	20,000	11,000	-	1,000	38,000
Knox Shaw	10,000	5,000	-	4,000	10,000	1,000	30,000
Library	10,000	500	5,000	10,000	-	4,000	29,500
Old Kitchen	10,000	-	5,000	-	-	1,000	16,000
Old Library	15,000	500	5,000	3,000	10,000	1,000	34,500
Portes Lodge	1,000	-	-	2,000	-	5,000	8,000
Post Room	-	-	-	-	-	500	500
Mong Hall	10,000	-	5,000	5,000	-	1,000	21,000
Sidney Sussex General	500	2,000	-	4,000	500	2,000	9,000
Totals	127,500	28,500	120,000	91,000	20,500	31,500	419,000

### AssessAble works identified as medium priority

Area	Equipment	Maintenance	Major Works	Minor Works	Management	Signage	Total
Accommodation Garden Court	-	-	-	1,000	-	-	1,000
Chapel	-	-	-	-	-	-	-
Chapel Court 1&2	-	-	-	-	-	-	-
MCR	-	-	-	5,000	-	-	5,000
SCR	-	-	-	-	-	-	-
Dining Hall	-	-	5,000	-	-	-	5,000
Fellows Gardens	-	-	10,000	-	-	-	10,000
Gym	-	-	-	-	-	-	-
JCR Bar	-	500	-	-	-	-	500
Knox Shaw	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
Old Kitchen	-	-	-	1,000	-	-	1,000
Old Library	-	-	5,000	2,000	-	-	7,000
Portes Lodge	-	-	-	-	-	-	-
Post Room	-	-	-	-	-	-	-
Mong Hall	-	-	5,000	-	500	-	5,500
Sidney Sussex General	-	500	-	500	-	-	1,000
Totals	-	1,000	25,000	9,500	500	-	36,000

AccessAble works identified as low priority							
Area	Equipment	Maintenance	Major Works	Minor Works	Management	Signage	Total
Accommodation Garden Court	1,000	-	10,000	-	500	-	11,500
Chapel	-	-	10,000	5,000	-	-	15,000
Chapel Court 1&2	-	-	30,000	-	-	-	30,000
MCR	1,000	-	30,000	-	-	-	31,000
SCR	-	-	1,000	-	-	-	1,000
Dining Hall	-	-	10,000	-	-	-	10,000
Fellows Gardens	-	-	-	-	-	-	-
Gym	1,000	-	10,000	1,000	500	-	12,500
JCR Bar	1,000	-	50,000	-	-	-	51,000
Knox Shaw	1,000	-	-	-	-	-	1,000
Library	1,000	-	50,000	30,000	-	500	81,500
Old Kitchen	1,000	-	-	-	-	-	1,000
Old Library	-	-	50,000	-	-	500	50,500
Portes Lodge	2,000	-	-	5,000	-	-	7,000
Post Room	-	-	-	-	-	-	-
Mong Hall	2,000	-	10,000	-	-	500	12,500
Sidney Sussex General	-	-	30,000	-	500	-	30,500
Totals	11,000	-	291,000	41,000	1,500	1,500	346,000

## 6. Current status

The three main areas which are currently being considered are: access to the JCR and MCR Common Rooms; acoustics in the Dining Hall and Old Kitchen; and, signage.

1. Ramp access to JCR & MCR – quotations being sought and will be proposed as part of major works budget to be completed in summer 2023.
2. Acoustics in the Dining Hall and Old Kitchen – visits arranged to other Colleges to establish benefit prior to arranging for a survey of our buildings.
3. Signage review to be undertaken over summer 2023 to develop a proposal setting out:
  - Where signage should be placed (within planning regulations)
  - Design options
  - Proposed budget

## 7. Next Steps

- A. There will be financial implications for each of the points set out under current status above, and Building & Environment Committee is asked to indicate where each of these should sit within the priorities for the budget envelope for the 2023-24 major works, noting that subject to the quotes received for 2023-24 works that not all works will be affordable within the £550,000 budget envelope and may need to be delayed or cancelled.
- B. In addition, it is proposed that a joint working group is established, to be chaired by the Domestic Bursar, and comprising student EDI (Equality, Diversity and Inclusion) representatives, the College Surveyors (PH&N), Maintenance Manager and Accommodation Manager. The remit of the working group would be to prioritise recommendations by:
  - Assessing which recommendations would have the most impact on improving accessibility for current and future students

- Engaging with AccessAble to provide further advice and guidance to contextualise their recommendations
- Investigating feasibility (within the College's Grade 1 listed status and the requirement to get listed building consent) of the recommendations
- Developing cost estimates for high impact and feasible reasonable adjustments
- Identifying the realistic timescales for implementation of adjustments
- Drafting a proposed plan and budget for review by Building & Environment Committee in Easter Term alongside the other quotes for 2023-24 major works for decision on priorities.
- Conduit for communication to college community

**Domestic Bursar**  
**February 2023**

<p>Accommodation (Disabled Rooms in Garden Court)</p>	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to Garden Court.</li> <li>• Accessible toilet facilities are not available.</li> <li>• Portable hoists are not available on request.</li> <li>• Signs indicating the location of the stairs are not available from the entrance.</li> <li>• There are manual, heavy, single doors to enter and exit the stairwell from the first floor upwards.</li> <li>• The steps are not clearly marked.</li> <li>• Clear signs indicating the facilities on each floor are not provided on landings.</li> <li>• The door is manual with a key lock.</li> <li>• The keyhole height is 93cm.</li> <li>• There are not lowered spy holes available.</li> <li>• The bed is not moveable.</li> <li>• Wardrobes have not been adapted to allow use from a seated position.</li> <li>• The window controls are not at a suitable height for a wheelchair user.</li> <li>• The emergency pull cord alarm in the room is out of reach (higher than 10cm (4") from floor).</li> <li>• The colour contrast between the external bathroom door and wall is poor.</li> <li>• The bathroom door opens by sliding.</li> <li>• The door does not have a horizontal grab rail.</li> <li>• The dimensions of the bathroom are 210cm x 200cm.</li> <li>• The mirror is not placed at a lower level or at an angle for ease of use.</li> <li>• Taps do not have clear markings to indicate hot and cold settings.</li> <li>• The soap dispenser cannot be reached from seated on the toilet.</li> <li>• The height of the soap dispenser is 75cm.</li> <li>• The toilet seat colour contrast is poor.</li> <li>• There is not a lateral transfer space.</li> <li>• There is a flush, however it is not on the transfer side. There is not a spatula type lever flush.</li> <li>• There is a dropdown rail, however it is not on the transfer side.</li> <li>• As you face the toilet, the wall mounted grab rails are on the right. There is not a vertical wall-mounted grab rail on the transfer side.</li> <li>• The shower head is hand held.</li> <li>• There is not a/are not wall-mounted grab rail(s) available for the shower.</li> <li>• There are dining chairs without armrests only.</li> <li>• There is not an/are not accessible toilet(s) available.</li> </ul>	<p>Indicative cost for high priority works £31,000</p>
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	<ul style="list-style-type: none"> <li>• An ambulant toilet cubicle is not available.</li> <li>• There is not level access to the shower facilities.</li> <li>• There is not wayfinding signage along the route to Garden Court.</li> <li>• Accessible toilet facilities are not available.</li> <li>• Portable hoists are not available on request.</li> <li>• Signs indicating the location of the stairs are not available from the entrance.</li> <li>• There are manual, heavy, single doors to enter and exit the stairwell from the first floor upwards.</li> <li>• The steps are not clearly marked.</li> <li>• Clear signs indicating the facilities on each floor are not provided on landings.</li> <li>• The door is manual with a key lock.</li> <li>• The keyhole height is 93cm.</li> <li>• There are not lowered spy holes available.</li> <li>• The bed is not moveable.</li> <li>• Wardrobes have not been adapted to allow use from a seated position.</li> <li>• The window controls are not at a suitable height for a wheelchair user.</li> <li>• The emergency pull cord alarm in the room is out of reach (higher than 10cm (4") from floor).</li> <li>• The colour contrast between the external bathroom door and wall is poor.</li> <li>• The bathroom door opens by sliding.</li> <li>• The door does not have a horizontal grab rail.</li> <li>• The dimensions of the bathroom are 210cm x 200cm.</li> <li>• The mirror is not placed at a lower level or at an angle for ease of use.</li> <li>• Taps do not have clear markings to indicate hot and cold settings.</li> <li>• The soap dispenser cannot be reached from seated on the toilet.</li> <li>• The height of the soap dispenser is 75cm.</li> <li>• The toilet seat colour contrast is poor.</li> <li>• There is not a lateral transfer space.</li> <li>• There is a flush, however it is not on the transfer side. There is not a spatula type lever flush.</li> <li>• There is a dropdown rail, however it is not on the transfer side.</li> <li>• As you face the toilet, the wall mounted grab rails are on the right. There is not a vertical wall-mounted grab rail on the transfer side.</li> <li>• The shower head is hand held.</li> <li>• There is not a/are not wall-mounted grab rail(s) available for the shower.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• There are dining chairs without armrests only.</li> <li>• There is not an/are not accessible toilet(s) available.</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• There is not level access to the shower facilities.</li> </ul>	
Chapel	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Chapel.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• There is stepped access at this entrance.</li> <li>• There is a dark mat or floor marking at this entrance that might be perceived as a hole.</li> <li>• The door(s) is/are heavy.</li> <li>• The door(s) is/are heavy.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• There is not step-free access throughout the area.</li> <li>• There is some flooring which includes patterns or colours which could be confusing or look like steps or holes to some people.</li> <li>• There is some flooring which is shiny and could cause issues with glare or look slippery to some people.</li> <li>• The lighting levels are low to moderate.</li> <li>• Wayfinding signage is not provided.</li> <li>• Dementia friendly signage is not provided.</li> <li>• There is not a hearing assistance system.</li> <li>• There is a/are step(s) located after entry into the Chapel, approximately 11 metres from the entrance.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• There is a/are step(s) located at the front of the Chapel, approximately 25 metres from the entrance.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• There is a/are step(s) located at the front right-hand side of the Chapel.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• There is not an/are not accessible toilet(s) available.</li> </ul>	Indicative cost for high priority works £9,500

<p>Chapel Court Rooms</p>	<ul style="list-style-type: none"> <li>• There is limited wayfinding signage along the route to Chapel Court 1 &amp; 2.</li> <li>• There is not step free access into the room(s) from the corridor.</li> <li>• There is/are 2 medium height (11cm - 17cm) step(s) for access to the room(s).</li> <li>• The step(s) is not/are not clearly marked and do/does not have handrails.</li> <li>• The step(s) is not/are not clearly marked and do/does not have handrails.</li> <li>• There is not a hearing assistance system for the room(s).</li> <li>• There is not a visual fire alarm beacon in the room(s).</li> <li>• The clear floor space beneath tables in the room(s) ranges between 67cm and 70cm. A height adjustable table/bench is not available.</li> <li>• There are no chairs with armrests on both sides within the room(s).</li> <li>• Floor coverings in the room(s) are not even.</li> <li>• There is not step free access into the room(s) from the corridor.</li> <li>• There is/are 1 deep (18cm+) step(s) for access to the room(s).</li> <li>• The step(s) is not/are not clearly marked and do/does not have handrails.</li> <li>• The step(s) is not/are not clearly marked and do/does not have handrails.</li> <li>• There is not a hearing assistance system for the room(s).</li> <li>• There is not a visual fire alarm beacon in the room(s).</li> <li>• The clear floor space beneath tables in the room(s) ranges between 67cm and 70cm. A height adjustable table/bench is not available.</li> <li>• There are no chairs with armrests on both sides within the room(s).</li> <li>• Floor coverings in the room(s) are not even.</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• There is stepped access to the toilet(s).</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• There is a/are step(s) located in the doorway to the male standard toilets.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> </ul>	<p>Indicative cost for high priority works £46,000</p>
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<p>Common Rooms - MCR</p>	<ul style="list-style-type: none"> <li>• There is limited wayfinding signage along the route to MCR.</li> <li>• Signs indicating the location of the stairs are not available from the entrance.</li> <li>• The steps are not clearly marked.</li> <li>• Handrails are not at the recommended height (90cm-100cm). Handrails do not cover the flight of stairs throughout its length.</li> <li>• Clear signs indicating the facilities on each floor are not provided on landings.</li> <li>• There is stepped access at this entrance.</li> <li>• The height of the key card reader is 101cm.</li> <li>• The door(s) is/are heavy.</li> <li>• The width of the door opening is 68cm.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• Wayfinding signage is not provided.</li> <li>• This area does play background music/sound.</li> <li>• There is not a hearing assistance system.</li> <li>• There is not a hearing assistance system for the room(s).</li> <li>• There is not a visual fire alarm beacon in the room(s).</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• The wash basin(s) tap type is push.</li> </ul>	<p>Indicative cost for high priority works £24,500</p>
<p>Common Rooms – SCR</p>	<ul style="list-style-type: none"> <li>• Directional and locational signage for the room(s) is not available in upper and lower case lettering that is clearly visible.</li> <li>• There is not a hearing assistance system for the room(s).</li> <li>• There is not a visual fire alarm beacon in the room(s).</li> <li>• The clear floor space beneath tables in the room(s) ranges between 59cm and 70cm. A height adjustable table/bench is not available.</li> <li>• Floor coverings in the room(s) are not even.</li> <li>• There is not an/are not accessible toilet(s) available.</li> </ul>	<p>Indicative cost for high priority works £12,500</p>

Dining Hall	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Dining Hall.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• The door(s) is/are heavy.</li> <li>• The door(s) is/are double width but one door is locked. The width of the door opening is 58cm.</li> <li>• The door(s) is/are heavy.</li> <li>• There is some flooring which includes patterns or colours which could be confusing or look like steps or holes to some people.</li> <li>• There is some flooring which is shiny and could cause issues with glare or look slippery to some people.</li> <li>• Wayfinding signage is not provided.</li> <li>• Dementia friendly signage is not provided.</li> <li>• There is not a hearing assistance system.</li> <li>• For access there is a single manual door which is permanently held open.</li> <li>• There is not ample room for a wheelchair user to manoeuvre.</li> <li>• The standard height for the underside of dining tables is 64cm.</li> <li>• No chairs have armrests on both sides.</li> <li>• There is some flooring which is shiny and could cause issues with glare or look slippery to some people.</li> <li>• There is a/are step(s) located towards the rear of the Dining Hall.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• There is not an/are not accessible toilet(s) available.</li> </ul>	Indicative cost for high priority works £65,500
Fellows garden	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Fellows' Garden.</li> <li>• The entrance area/door is not clearly signed.</li> </ul>	Indicative cost for high priority works £5,000

Gym	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Gym.</li> <li>• The building does not have its own dedicated parking.</li> <li>• There is stepped access at this entrance.</li> <li>• There is a dark mat or floor marking at this entrance that might be perceived as a hole.</li> <li>• The door(s) is/are double width but one door is locked.</li> <li>• The door(s) is/are heavy.</li> <li>• There is a small lip on the threshold of the entrance, with a height of 2cm or below.</li> <li>• The door(s) is/are heavy.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• The steps have a handrail on the right going up. Handrails are not at the recommended height (90cm-100cm). Handrails do not cover the flight of stairs throughout its length.</li> <li>• Clear signs indicating the facilities on each floor are not provided on landings.</li> <li>• Clear signs indicating the facilities on each floor are not provided on lift lobby landings.</li> <li>• Lift doors do not contrast visually with lift lobby walls.</li> <li>• The external controls for the lift are not within 90cm - 110cm from the floor.</li> <li>• The internal controls for the lift are not within 90cm - 120cm from the floor.</li> <li>• The lift does not have tactile markings.</li> <li>• There are manual, heavy, single doors to access the gym.</li> <li>• There is flooring with a shiny finish which could cause issues with glare or be perceived as slippery.</li> <li>• There is not a hearing assistance system.</li> <li>• There is not an/are not accessible toilet(s) available.</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• The wash basin(s) tap type is twist/turn.</li> <li>• The door opens inwards.</li> </ul>	Indicative cost for high priority works £38,500
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<p>JCR TV Room and Bar</p>	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the JCR TV Room.</li> <li>• There is not step free access into the room(s) from the corridor.</li> <li>• There is/are 2 medium height (11cm - 17cm) step(s) for access to the room(s).</li> <li>• The step(s) is not/are not clearly marked and do/does not have handrails.</li> <li>• The step(s) is not/are not clearly marked and do/does not have handrails.</li> <li>• There is not a visual fire alarm beacon in the room(s).</li> <li>• There is a/are step(s) on the approach.</li> <li>• There is/are 10+ unmarked step(s), with a handrail on the right going up.</li> <li>• There is/are 10+ unmarked step(s), with a handrail on the right going up.</li> <li>• Handrails do not cover the flight of stairs throughout its length.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• The height of the key card reader is 107cm.</li> <li>• The door(s) is/are single width with a locked extension leaf.</li> <li>• The door(s) is/are heavy.</li> <li>• There is flooring which is shiny and could cause issues with glare or look slippery to some people.</li> <li>• Wayfinding signage is not provided.</li> <li>• This area does play background music/sound.</li> <li>• There is not a hearing assistance system.</li> <li>• For access there is a single manual door which may be difficult to open.</li> <li>• Background music is played at all times.</li> <li>• There is not a hearing assistance system.</li> <li>• The door is heavy.</li> <li>• The door is locked by a lever twist.</li> <li>• The contrast between the dropdown rail(s) and wall is poor.</li> <li>• The contrast between the wall-mounted grab rail(s) and wall is poor.</li> <li>• The emergency pull cord alarm was out of reach (higher than 10cm (4") from floor) when surveyed.</li> <li>• There is not a red flashing fire alarm beacon within the toilet.</li> <li>• There is not a/are not coat hook(s).</li> <li>• There is not a shelf within the accessible toilet.</li> <li>• There is a lid attached to the toilet seat.</li> <li>• The toilet seat colour contrast is poor.</li> <li>• The contrast between the wash basin wall-mounted grab rail(s) and wall is poor.</li> </ul>	<p>Indicative cost for high priority works £38,000</p>
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	<ul style="list-style-type: none"> <li>• The height of the soap dispenser is 102cm.</li> <li>• The towel dispenser cannot be reached from seated on the toilet. The height of the towel dispenser is 130cm (4ft 3in).</li> <li>• The height of the hand dryer is 118cm (3ft 10in).</li> <li>• The contrast between the hand dryer and the wall is poor.</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• The wash basin(s) tap type is twist/turn.</li> </ul>	
Knox Shaw Room	<ul style="list-style-type: none"> <li>• There is limited wayfinding signage along the route to The Knox-Shaw Room.</li> <li>• The height of the key code reader is 141cm.</li> <li>• The door(s) is/are heavy.</li> <li>• The height of the key code reader is 141cm.</li> <li>• The door(s) is/are heavy.</li> <li>• The lectern is not height adjustable.</li> <li>• There is not a hearing assistance system for the room(s).</li> <li>• There is not a visual fire alarm beacon in the room(s).</li> <li>• There are no chairs with armrests on both sides within the room(s).</li> <li>• Floor coverings in the room(s) are not even.</li> <li>• There is not an/are not accessible toilet(s) available.</li> <li>• There is stepped access to the toilet(s).</li> <li>• The colour contrast between the external toilet door(s) and wall(s) is poor.</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• The wash basin(s) tap type is twist/turn.</li> <li>• There is a/are step(s) located in Staircase L.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> </ul>	Indicative cost for high priority works £30,000

Library	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Library.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• There is a dark mat or floor marking at this entrance that might be perceived as a hole.</li> <li>• The door(s) is/are double width but one door is locked.</li> <li>• There is not a/are not handrail(s) at the ramp.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> <li>• The height of the key card reader is 104cm.</li> <li>• The door(s) is/are double width but one door is locked.</li> <li>• Wayfinding signage is not provided.</li> <li>• Dementia friendly signage is not provided.</li> <li>• There is not a hearing assistance system.</li> <li>• Signs indicating the location of the stairs are not available from the entrance.</li> <li>• There are manual, light, single doors to enter and exit the stairwell on the ground floor and on the first floor.</li> <li>• Handrails are not at the recommended height (90cm-100cm).</li> <li>• Clear signs indicating the facilities on each floor are not provided on landings.</li> <li>• There is a/are self service book borrow/return machine(s) available.</li> <li>• The majority of the reading/study desk(s) are 63cm in height. There are no height adjustable desks available.</li> <li>• Signs indicating the location of the lift are not available from the entrance.</li> <li>• Clear signs indicating the facilities on each floor are not provided on lift lobby landings.</li> <li>• The external controls for the lift are not within 90cm - 110cm from the floor.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• The height of the key code reader is 114cm.</li> <li>• The door(s) is/are double width but one door is locked.</li> <li>• The door(s) is/are heavy.</li> <li>• There is not an/are not accessible toilet(s) available.</li> <li>• There is stepped access to the toilet(s).</li> <li>• An ambulant toilet cubicle is not available.</li> <li>• The wash basin(s) tap type is twist/turn.</li> <li>• There is a/are step(s) located before the door into the toilet.</li> <li>• The step(s) is/are not clearly marked.</li> <li>• There is not a/are not handrail(s) at the step(s).</li> </ul>	Indicative cost for high priority works £29,500
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Old Kitchen	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Old Kitchen / Master's Lodge.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• The opening width is under 75cm.</li> <li>• There is not a hearing assistance system.</li> <li>• The distance between the floor and the underside of the lowest dining table is 68cm.</li> <li>• No chairs have armrests on both sides.</li> <li>• There is not an/are not accessible toilet(s) available.</li> </ul>	Indicative cost for high priority works £16,000
Old Library	<ul style="list-style-type: none"> <li>• The entrance area/door is not clearly signed.</li> <li>• There are manual, heavy, single doors to enter and exit the stairwell on the ground floor.</li> <li>• The steps are not clearly marked.</li> <li>• The steps have a handrail on the right going up. Handrails are not at the recommended height (90cm-100cm). Handrails do not cover the flight of stairs throughout its length.</li> <li>• Clear signs indicating the facilities on each floor are not provided on landings.</li> <li>• Directional and locational signage for the room(s) is not available in upper and lower case lettering that is clearly visible.</li> <li>• There is not a hearing assistance system for the room(s).</li> <li>• There is not a visual fire alarm beacon in the room(s).</li> <li>• The clear floor space beneath tables in the room(s) ranges between 60cm and 71cm. A height adjustable table/bench is not available.</li> <li>• Floor coverings in the room(s) are not even.</li> <li>• The colour contrast between the external toilet door(s) and wall(s) is poor.</li> <li>• An ambulant toilet cubicle is not available.</li> </ul>	Indicative cost for high priority works £34,500
Porters Lodge	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Porters' Lodge.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• There are windows, TVs, glazed screens or mirrors at/behind the reception point which could adversely affect the ability of someone to lip read.</li> <li>• There is not a hearing assistance system at the reception point.</li> <li>• There is no wayfinding signage available at/close to the reception.</li> <li>• Wayfinding signage is not provided.</li> <li>• Dementia friendly signage is not provided.</li> <li>• There is not a hearing assistance system.</li> <li>• There is not an/are not accessible toilet(s) available.</li> </ul>	Indicative cost for high priority works £8,000

Post Room	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the Post Room.</li> </ul>	Indicative cost for high priority works £500
Mong Hall	<ul style="list-style-type: none"> <li>• There is not wayfinding signage along the route to the William Mong Hall.</li> <li>• The entrance area/door is not clearly signed.</li> <li>• For access there are double manual doors which are permanently held open.</li> <li>• There is not a hearing assistance system.</li> <li>• No chairs have armrests on both sides.</li> <li>• There is flooring which is shiny and could cause issues with glare or look slippery to some people.</li> <li>• The handrail(s) is/are on the left going up.</li> </ul>	Indicative cost for high priority works £21,000
General	<ul style="list-style-type: none"> <li>• Designated Blue Badge parking bays are not available.</li> <li>• Buildings are not clearly signposted from this car park.</li> </ul>	Indicative cost for high priority works £9,000

<p>Accessible Toilets by Mong Hall</p>	<ul style="list-style-type: none"> <li>• The contrast between the external door and wall is poor.</li> <li>• The contrast between the internal door and wall is poor.</li> <li>• There is a flush, however it is not on the transfer side.</li> <li>• The contrast between the wall-mounted grab rail(s) to the right of the toilet and wall is poor.</li> <li>• The emergency pull cord alarm was out of reach (higher than 10cm (4") from floor) when surveyed.</li> <li>• There is not a red flashing fire alarm beacon within the toilet.</li> <li>• There is not a/are not coat hook(s).</li> <li>• There is not a shelf within the accessible toilet.</li> <li>• The contrast between the wash basin wall-mounted grab rail(s) and wall is poor.</li> <li>• The soap dispenser cannot be reached from seated on the toilet.</li> <li>• There is not a towel dispenser.</li> <li>• The door is heavy.</li> <li>• The door is locked by a twist lock.</li> <li>• There is not an emergency alarm.</li> <li>• There is not a red flashing fire alarm beacon within the toilet.</li> <li>• The height of the coat hook is 164cm from the floor.</li> <li>• The shelf is at a height of 70cm.</li> <li>• The soap dispenser cannot be reached from seated on the toilet.</li> <li>• The towel dispenser cannot be reached from seated on the toilet. The height of the towel dispenser is 130cm (4ft 3in).</li> <li>• There is not a hand dryer.</li> <li>• The height of the baby change table is 90cm.</li> </ul>	
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## **SSCSU – Accessibility Issues within Sidney Sussex College**

### **Legislative Framework**

*The information listed below is sourced and often quotes directly from the Equality Act 2010 and the EHRC's guidance on the Equality Act for Higher Education Providers.<sup>1</sup>*

- The Public Sector Equality Duty, arising from the Equality Act, requires public authorities to: eliminate discrimination, promote equality; and foster good relations between groups defined by reference to a “protected characteristic”. Public authorities include higher education providers, like Sidney Sussex College. The requirement to promote equality is a *proactive* duty under this legislation.
- The duty to make reasonable adjustments under the Equality Act requires the college to take positive steps to ensure that disabled students can fully participate in the education, facilities and services provided for students.
- This duty extends to existing students, applicants and in some cases disabled former students.
- The duty is an anticipatory and continuing one that the college owe to disabled students generally, regardless of whether they know that a particular student is disabled or whether they currently have any disabled students. The college should plan ahead and anticipate requirements and adjustments of disabled students, rather than wait for someone to approach them.
- The Act defines a ‘substantial disadvantage’ as one that is more than minor or trivial. The level of disadvantage created by a lack of reasonable adjustments is measured in comparison with what the position would be if the disabled student in question did not have a disability. The factors to take into account for what counts as a substantial disadvantage are: the time and effort that might need to be expended by a disabled student, the inconvenience, indignity or discomfort a disabled student might suffer and the loss of opportunity or the diminished progress a disabled student might make in comparison with his or her peers who are not disabled.
- Legal obligations to students cover all services, facilities and benefits, both educational and non-educational, from teaching and learning to the physical environment, and any leisure and accommodation facilities. In addition, the college must not discriminate against a student by excluding them. Any behaviour or exclusion procedures, practices or decisions which discriminate may be unlawful.
- Many institutions will run a variety of events to attract applicants. Such events should not exclude people with particular characteristics.

### **Findings Within the College**

- There is no accessible entrance to the JCR common room for wheelchair users. The college held an admissions talk, where a wheelchair user was unable to attend. The college has since agreed to pay for a ramp, but has classed this as important but not urgent, because they claim there is temporary ramp access. One of these ramps is demonstrably unsafe. There is one other ramp kept by the porters, but this has been shown to be insufficient - a student became stuck in a supervision room because this ramp was already in use, and students have claimed this ramp was too steep to exit the room.

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<sup>1</sup>[https://www.equalityhumanrights.com/sites/default/files/what\\_equality\\_law\\_means\\_for\\_you\\_as\\_an\\_education\\_provider\\_further\\_and\\_higher\\_education.pdf](https://www.equalityhumanrights.com/sites/default/files/what_equality_law_means_for_you_as_an_education_provider_further_and_higher_education.pdf)

- A permanent ramp in the college is very steep, and a wheelchair user has described it as 'dangerous'. The only functioning wheelchair accessible entrance into the college is through the car park and up this ramp. Wheelchair users have reportedly struggled to push themselves up this ramp, because of its gradient. If this ramp is illegally steep, there is no other wheelchair accessible entrance to the college.
- Lifts in Garden Court have been intermittently broken for over 3 years. This building contains the college's 3 wheelchair accessible rooms, so 2 of these rooms are only accessible by multiple flights of stairs. The broken lift means there is no wheelchair access to the upper library and computer room, and the lift is not advertised as broken on the college website or on the college's access report. There is also no lift access to supervision rooms in this building. A student with chronic pain reported struggling to reach their supervision room without a lift. On their website, the college says 'there is good disabled access to the library and other public rooms'.<sup>2</sup>
- The chapel has temporary ramp access, but there is no signage to indicate this, and the ramp available has been described as precarious. The ramp is stored inside the chapel, and to gain access wheelchair users have to ask someone to put this out for them. There is also a step between the antechapel and the chapel. Services are open to the public, but because the only wheelchair accessible entrance is through the car park, and requires a cam card, disabled members of the public, prospective applicants and former students are less able to attend.
- The accessible entrance in the car park has been known to break, and is not clearly signposted. The car park is not an ideal surface for a wheelchair user. There is another entrance by the bins but this is kept permanently locked. Our Disabled Students Officer suggested an accessible entrance at the front of the college, that didn't interfere with listed building access, but the college has not acted on this. A student reportedly dislocated their shoulder trying to open the Great Gate to gain access to the college.
- There are 3 disabled toilets for visitors. The toilet by the Mong Hall is card access only, and students are unable to use it. The other requires a key from the porters lodge. The third is in the bar, which only Sidney students can access, and is accessible via a heavy, locked gate that students don't know the code to.
- The college has made no improvements to wheelchair accessibility since 2013, and no wheelchair user has matriculated for a number of years.
- The college has said students need an SSD (a document administered by central university services) to apply for accommodation adjustments, but at many other colleges, when a disability is disclosed the college anticipates needs and offers solutions. The JCR has had to clarify that students do not need this document.
- The college has frequently only met some accessibility needs for accommodation, rather than all of them. There have been instances of students finding a friend to swap with to meet their accommodation needs, but the college has refused swaps, even when they are for a disability related reason.
- Whilst some rooms do technically have wheelchair access, this access is often only gained by speaking to the porters. Because of this, it takes disabled students a long time to get anywhere in the college.
- There is a lack of uniform training across the tutorial system on topics like double time and disability access, although we are aware the college is making improvements to this.
- Students are not always replied to when they email members of staff about disability access.

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<sup>2</sup> <https://www.sid.cam.ac.uk/life-sidney/where-you-live/undergraduate-accommodation>

## **How these Findings Relate to the Equality Act and Broader University Policies**

- The Equality Act is legislation that is proactive in nature. The fact the college hasn't made any changes to wheelchair accessibility since 2013, and that students are the ones advocating for changes, suggests the college is not complying with their legal obligation to promote equality.
- The college has failed in its duty to make reasonable adjustments (as part of its obligations under the Equality Act) on multiple occasions, both in individual cases with student rooms and within the context of supervisions. It has also failed to make reasonable adjustments for prospective applicants; when a wheelchair user was unable to access an event, they were excluded due to a protected characteristic.
- Current policies put disabled students at a 'substantial disadvantage'. It takes significantly more time to navigate around the college as a disabled student, because of the system we currently have in place regarding ramps. It is inconvenient to wait for ramp access at all times, and to have to actively request it. There are many students living in unsuitable rooms, despite having raised this with the college. Supervisions are also sometimes held in inaccessible locations, and the upstairs library and computer room are also inaccessible, meaning disabled students are excluded from certain educational opportunities.
- Disabled students are unable to access key social spaces in the college like the JCR TV room and the bar, and are therefore unable to 'fully participate' in college life.
- These issues also go against university wide objectives, such as the policy of 'embedding responsibility for equality across the university' and developing 'inclusive teaching and learning practices to support achievement and progression of all students'.<sup>3</sup> They also go against the University's own code of practice on disability, which sets out expectations around support for disabled students.<sup>4</sup>

## **Next Steps**

- We would like to request a written response from the college, both to this document and in response to the Varsity article published. We request that the college issue an apology to disabled students.
- We would like the college to create a comprehensive list of improvements in consultation with a specialist about the changes necessary to become compliant with the Equality Act, and to publish a full timeline, ordered by priority, of when changes will be taking place. We'd also like the college to set out how they plan to measure progress on these issues, and consult students as a part of this process.

## **Overall Summary**

Sidney Sussex College's approach to issues around disability is currently unlawful and in breach of the Equality Act. This is also in breach of the University's own policies on disability. We would like to see a proposed time frame for the college to become compliant with the law and the University's disability access policies.

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<sup>3</sup> [https://www.equality.admin.cam.ac.uk/files/equality\\_and\\_diversity\\_information\\_report\\_20-21.pdf](https://www.equality.admin.cam.ac.uk/files/equality_and_diversity_information_report_20-21.pdf)

<sup>4</sup> [https://www.educationalpolicy.admin.cam.ac.uk/files/disabled\\_cop\\_22-23.pdf](https://www.educationalpolicy.admin.cam.ac.uk/files/disabled_cop_22-23.pdf)

**Sidney Sussex College – Building & Environment Committee**  
**Meeting on Monday 13 February 2023 at 4.00pm in the Old Parlour**

**Minutes**

Present:

Master (Richard Penty) – Chair  
Domestic Bursar (Kathryn Smart) – Secretary  
Bursar (Sarah Bonnett)  
Head of Maintenance (David Soley)  
Prof Sir Tom Blundell  
Dr Colin Roberts  
Dr Charles Roddie  
MCR Representative (Ines Horvat-Mineh)  
JCR Representative (Felicia Cebotari)

In attendance: Mr Anthony Nix (PHN), Mrs Sharon Bentley (Minute taker)

**6. Disability Access – AccessAble Recommendations and Actions**

**a. SCSU Paper – Sidney Sussex Accessibility Issues**

The Committee discussed both papers together.

The AccessAble recommendations and actions were circulated to the Committee. Each recommendation has been given a priority based on AccessAble’s assessment of importance based on the impact it could have on the community and visitors and has been allocated an indicative cost but it was noted that these were generic costs and did not take into consideration the specifics of the College site and the possibility that some may not be feasible due to planning restrictions. The Committee will need to consider which should sit within the budget envelope for 2023-24 works, noting that it is likely that not all works, including those already agreed by the Committee, will be affordable within the £550,000 budget envelope and therefore some may need to be delayed or cancelled.

Following a detailed discussion on the accessibility issues, it was **agreed** that a working group would be formed to investigate the priority and feasibility of accessibility improvements, develop costed proposals and propose timings in relation to the overall major works project to B&E. The working group would be chaired by the Domestic Bursar and comprising student 2 JCR and 1 MCR EDI representatives, a Fellow representative (Dr Colin Roberts), the College Surveyors, and the Maintenance and Accommodation Managers. Based on the AccessAble report and the SCSU paper, it was **agreed** that the following areas would be considered for inclusion in the first phase:

- JCR access
- MCR access
- Chapel access
- Incline running between Mong & Garden Court buildings
- Access via Galloway and Porter Gate
- Acoustics in Hall / Old Kitchen
- Signage
- Surface in King Street car park

**Action: Domestic Bursar to set up and Accessibility Working Group to develop recommendations for accessibility improvements to the College estate.**



## Access Working Group

### Minutes of meeting – Thursday 23 February 2023

#### Present

Kathryn Smart – Domestic Bursar - Chair  
Felicia Cebotari – JCR Representative  
Elisa Merlini – MCR Representative  
Colin Roberts - Fellow  
David Soley – Maintenance Manager  
Jane Fricker – Accommodation Manager  
Tony Nix - PH&N Consultants  
Abigail Hygate – Invited but did not attend

#### Minutes

1. KS outlined the brief of the working group and clarified the current areas to be considered
  - a. JCR Access
  - b. MCR Access
  - c. Chapel Access
  - d. Incline between Mong Hall & Garden Court
  - e. Access through Staff Court Gate
  - f. Acoustics in Hall & Old Kitchen
  - g. Signage
  - h. Surface in Kings Street Car Park
2. The Bar access had also been requested to be added by the students at the recent Council Meeting – FC to clarify what the specific concerns are so this can be progressed accordingly, as she was unaware of the details.
3. The group discussed the order of priority for the issues recognising that not everything could be done at the same time and felt that the social spaces for students was the most pressing concerns.

Area	Priority	Lead
JCR	1	PH&N/ Domestic Bursar
MCR	1	PH&N/ Domestic Bursar
Bar	1	JCR rep to report back
Chapel	1	Head Porter
Staff Court	2	Maintenance Manager
Incline between Mong Hall & Garden Court	4	PH&N/ Domestic Bursar
Acoustics	5	Head of Hospitality
King Street Car Park	3	Maintenance Manager
Signage	6	Accommodation Manager

4. JCR Ramp – TN presented a drawing for a proposal for a ramped access into the JCR and Chapel Court Room 1 for consideration. This was seen as a very favourable option by the group, FC to discuss with the JCR exec for feedback.
5. TN presented sketch drawing of impact of a ramped access to the chapel and explained the full implications to the group of such a ramp. It was agreed that this was probably not something to take forward at this time, but to continue to investigate better temporary ramp options. FC to discuss with JCR exec for feedback.
6. CR requested to visit all areas of concern to familiarise himself, KS to meet CR& JF on Tuesday 28 February 8am for walk round.
7. Immediate quick wins were discussed and to be progressed
  - a. signage on the staff court gates
  - b. intercoms for staff court and Kings Street car park gates
8. Next meeting to be arranged quickly to keep momentum going – in 2 – 3 weeks if possible.

## Access Working Group

### Minutes of meeting – Tuesday 8 March 2023

#### Present

Kathryn Smart – Domestic Bursar - Chair

Felicia Cebotari – JCR Representative

Miguel Costa – MCR Representative

Colin Roberts - Fellow

Jane Fricker – Accommodation Manager

Tony Nix - PH&N Consultants

Abigail Hygate – JCR Representative

David Soley – Maintenance Manager – invited but did not attend

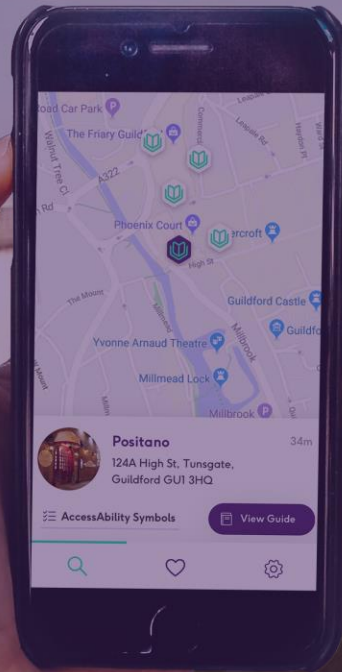
#### Minutes

1. KS opened the meeting with an apology for sending out an incorrect document instead of the previous meetings minutes that morning. The correct minutes were recirculated and the original email recalled. Recipients were reminded of their duties under data protection and that they had been asked to ensure they deleted the email and confirmed that they had done this.
2. KS summarised the discussions from the previous meeting.
3. JCR ramp – FC & AH confirmed that the JCR were happy with the proposal to construct a ramp internally allowing wheelchair access to both the JCR and Chapel Court Room 2.
4. MCR access – TN presented 2 options for installation of a lift to the MCR.
  - a. Option 1 was in the current disabled toilet space. - this would mean the loss of the maintenance workshop below, the disabled toilet and an area within the MCR.
  - b. Option 2 was a new structure in the corner of Staff Court – this would need a full survey to ensure it was viable, but the benefit would be greater with access enabled to several staircases with Fellows Offices and possibly Montagu House. It would affect Bravissimo air conditioning units which we have agreed they can install.Both options would be more than £100k plus VAT and would need further investigation regarding viability. An alternative option would be to move the MCR to another location.
5. Still waiting quotes for temporary ramps to for the Chapel, these are expected in the next couple of weeks.
6. The idea for a second gate inside Staff Court was agreed as a good solution to enable staff court to be used as an accessible entrance. AH also raised that if the staff court entrance was resolved the need to change the ramp between the Mong would be less important.
7. The revised quote for surveying the Dining Hall and Old Kitchen has been requested, once this is received arrangements can be made to progress.
8. An initial meeting has taken place between Head Porter, Accommodation Manager and Conference Manager to discuss signage across the College, an update with suggestions will be compiled.
9. No further action has yet been taken on the Car Park re-surfacing.
10. Date of next meeting – 1<sup>st</sup> week of Lent Term



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### Accessibility Symbols



Level Access and Automatic Doors (or No Doors)



Ramped/Sloped Access, and/or Manual Doors



Mobility Impaired Walker



On-Site Parking



Blue Badge/Accessible Parking Bays



Accessible Toilet



Ambulant Toilet



Step Free Standard Toilet



Baby Changing Facility



Accessible Shower



Seat(s) Available



Assistive Listening












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-  Reception >
-  Getting Around >
-  Entrance (Disability Resource Centre) >
- Reception (Disability

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### Photos



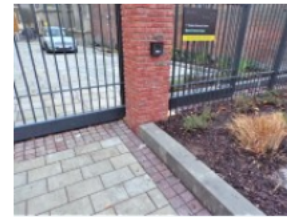
1



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4


## Building Parking


- The building does have its own dedicated parking.

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Building Car Park	View 
Site/Campus Car Parks	View 
Public Car Parks	View 
Drop Off Point	View 
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### Building Car Park

View 

- The car park can be used by Blue Badge holders.
- There are no parking charges that apply on the day.
- The car park is located at the front of the building, accessed off Bene't Street.
- The car park type is open air/surface.
- The car park does not have a height restriction barrier.
- Designated Blue Badge parking bays are available.
- There is/are 2 designated parking bay(s) within the car park.
- The Blue Badge bay(s) is/are clearly marked.
- The dimensions of the designated parking bay(s) are 370cm x 600cm (12ft 2in x 19ft 8in).
- The dimensions of the designated bays do not vary in size.
- Parking spaces for Blue Badge holders do need to be booked in advance.
- The nearest designated bay is 20m (21yd 2ft) from the main entrance.
- The route from the car park to the building is accessible to a wheelchair user.
- The car park surface is block paving.

### Site/Campus Car Parks

View 

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Building Parking >

Site/Campus Car Park (David Attenborough Building) >

Outside Access (Main Entrance)

Outside Access (Side Entrance) >

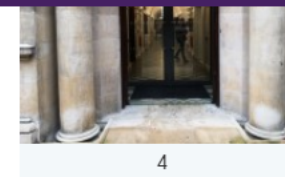
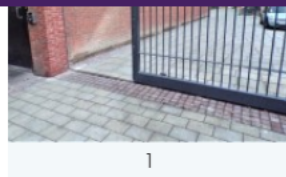
Outside Access (Basement Entrance) >

Reception >

Getting Around >

Entrance (Disability Resource Centre) >

Reception (Disability Resource Centre) >



## Outside Access (Main Entrance)

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### Entrance

View ▼

- This information is for the entrance located at the front of the building.
- There is step free access at this entrance.
- There is a bell/buzzer.
- There is an intercom.
- The height of the intercom is 107cm (3ft 6in).
- There is a canopy or recess which provides weather protection at this entrance.

Something changed?



Reception (Disability Resource Centre) >

Opening Times (Disability Resource Centre) >

Other Floors (Main) >

Other Floors (Basement) >

Lift >

Lecture Theatre(s) (Lecture Theatre A)

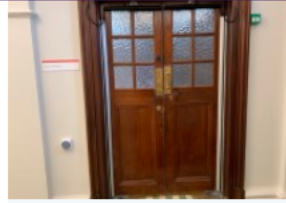
Location of Toilet/Changing Facilities >

Changing Places >

Accessible Toilet(s) (Ground Floor) >

Accessible Toilet(s) (First Floor) >

Accessible Toilet(s) >



1



2



3



4



5



6

## Lecture Theatre(s) (Lecture Theatre A)

- Directional and locational signage for the lecture theatre(s) is available in upper and lower case lettering that is clearly visible.
- The corridor outside the lecture theatre(s) is sufficiently wide enough (150cm+) to allow wheelchair users to pass.
- There is step free access into the lecture theatre(s).
- The door opening width(s) is/are 75cm+ for the lecture theatre(s).
- The door(s) for the lecture theatre(s) is/are not push pad activated.
- There are designated spaces for wheelchair users within the lecture theatre(s).
- The designated spaces for wheelchairs users are located at the front.

Something changed?

Reception (Disability Resource Centre) >

Opening Times (Disability Resource Centre) >

Other Floors (Main) >

Other Floors (Basement) >

Lift >

Lecture Theatre(s) (Lecture Theatre A) >

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Changing Places >

Accessible Toilet(s) (Ground Floor) >

Accessible Toilet(s) (First Floor) >

Accessible Toilet(s) >



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## Accessible Toilet(s) (Ground Floor)

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Location and Access

View ▾

Toilet Features

View ▾


Additional Fixtures


View ▾

Accessible Shower

View ▾

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 Lecture Theatre(s)  
(Lecture Theatre A) >


 Location of  
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 Accessible Toilet(s)  
(Ground Floor)

 Accessible Toilet(s)  
(First Floor) >

 Accessible Toilet(s)  
(Second Floor) >

 Accessible Toilet(s)  
(Third Floor) >

 Standard Toilet(s)  
(Ground to Third  
Floors) >

 Standard Toilet(s)  
(Basement Floor) >

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## Location and Access

View 

- This accessible toilet is located on the ground floor of the New Wing.
- This accessible toilet is approximately 35m (38yd 10in) from the side entrance.
- There is step-free access to the accessible toilet.
- This is a shared toilet.
- A key is not required for the accessible toilet.
- There is pictorial signage on or near the toilet door.
- The contrast between the external door and wall is good.
- The door opens outwards.
- The door is push pad or push button activated.
- The push pad or push button is 90cm from floor level.
- The door is locked by a push button or pad.
- The width of the accessible toilet opening is 110cm (3ft 7in).
- The contrast between the internal door and wall is good.
- The door does not have a horizontal grab rail.

## Toilet Features

View 

## Additional Fixtures

View 





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Lift

Lecture Theatre(s)  
(Lecture Theatre A)Location of  
Toilet/Changing  
Facilities


Changing Places


Accessible Toilet(s)  
(Ground Floor)Accessible Toilet(s)  
(First Floor)Accessible Toilet(s)  
(Second Floor)Accessible Toilet(s)  
(Third Floor)Standard Toilet(s)  
(Ground to Third  
Floors)Standard Toilet(s)  
(Basement Floor)

## Toilet Features

View 

- The dimensions of the accessible toilet are 258cm x 270cm (8ft 6in x 8ft 10in).
- There is a lateral transfer space.
- As you face the toilet pan the transfer space is on the right.
- The lateral transfer space is 190cm (6ft 3in).
- There is a flush, however it is not on the transfer side.
- There is not a spatula type lever flush.
- There is a push button flush.
- There is a dropdown rail on the transfer side.
- The contrast between the dropdown rail(s) and wall is poor.
- There is a/are wall-mounted grab rail(s) available.
- As you face the toilet the wall-mounted grab rail(s) is/are on both sides.
- There is a vertical wall-mounted grab rail on the transfer side.
- There is a horizontal wall-mounted grab rail on the opposite side of the seat to the transfer space.
- The contrast between the wall-mounted grab rail(s) to the left of the toilet and wall is good.
- The contrast between the wall-mounted grab rail(s) to the right of the toilet and wall is poor.
- The contrast between the walls and floor is fair.
- There is an emergency alarm.
- The emergency pull cord alarm was out of reach (higher than 10cm (4") from floor) when surveyed.
- There is not a red flashing fire alarm beacon within the toilet.

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 Lift >

 Lecture Theatre(s)  
(Lecture Theatre A) >

 Location of  
Toilet/Changing  
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(Ground Floor)


 Accessible Toilet(s)  
(First Floor) >

 Accessible Toilet(s)  
(Second Floor) >

 Accessible Toilet(s)  
(Third Floor) >

 Standard Toilet(s)  
(Ground to Third  
Floors) >

 Standard Toilet(s)  
(Basement Floor) >

Additional Fixtures View 

- There is a mirror.
- The mirror is placed at a lower level or at an angle for ease of use.
- There is a colostomy bag shelf next to the toilet.
- The colostomy bag shelf is at a height of 96cm.
- The toilet has a backrest.
- The height of the toilet seat above floor level is 48cm (1ft 7in).
- The toilet seat colour contrast is poor.
- There is a toilet roll holder.
- The toilet roll holder is on the dropdown rail.
- The toilet roll holder can be reached from seated on the toilet.
- The toilet roll holder is not placed higher than 100cm (3ft 3in).
- There is a wash basin.
- The wash basin and tap(s) can be reached from seated on the toilet.
- The wash basin is not placed higher than 74cm (2ft 5in).
- There are vertical wall-mounted grab rails on both sides of the wash basin.
- The contrast between the wash basin wall-mounted grab rail(s) and wall is good.
- The wash basin tap type is lever mixer.
- There is a wall fixed soap dispenser.
- The soap dispenser cannot be reached from seated on the toilet.
- The height of the soap dispenser is 94cm.



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North Bank Street to Bank Street >

**Bank Street to Lawnmarket**

King George IV Bridge to Victoria Street >

Cross Victoria Street >

George IV Bridge to Candlemaker Row >

Candlemaker Row - Forrest Road >

Forrest Road >

Cross Forrest Road and Lauriston Place >

Lauriston Place/Teviot Place/Bristo Place to Potterrow >



1



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4



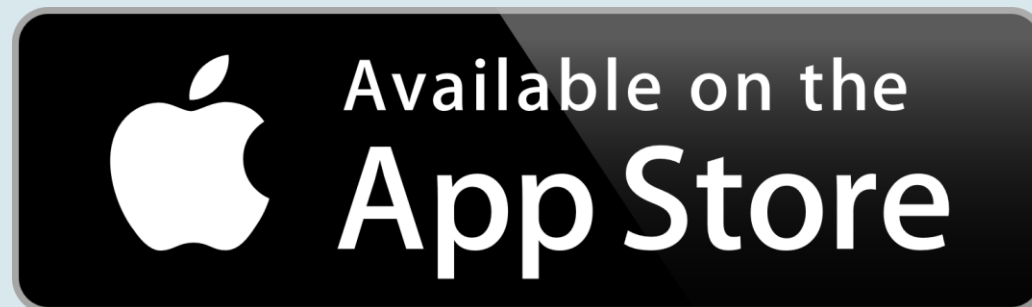
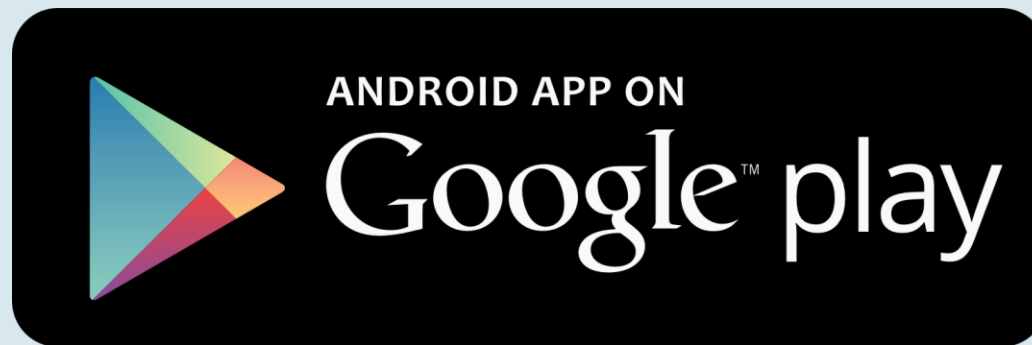
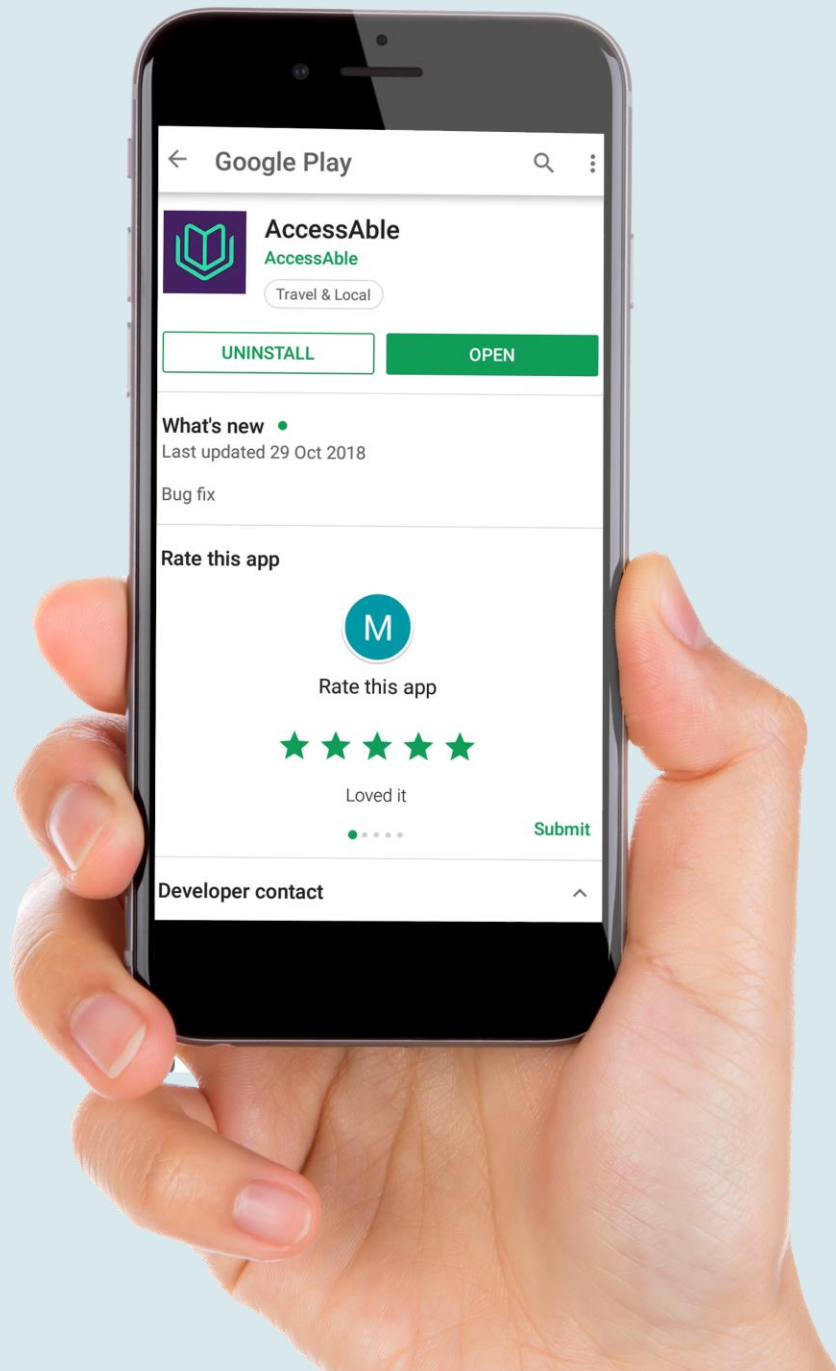
5



6

## Bank Street to Lawnmarket

- Turn Right for 60m until you reach Lawnmarket. The surface of the pavement is block paving with the occasional manhole cover.
- There is a steep uphill gradient along the pavement to reach Lawnmarket.
- Once you reach Lawnmarket head to the pedestrian crossing to your right and use it to cross Lawnmarket. This can be seen in photographs 3, 4, 5 and 6.
- There are traffic lights at the pedestrian crossing.
- There are tactile drop kerbs on either side of the road.
- The surface of the road is cobbled.





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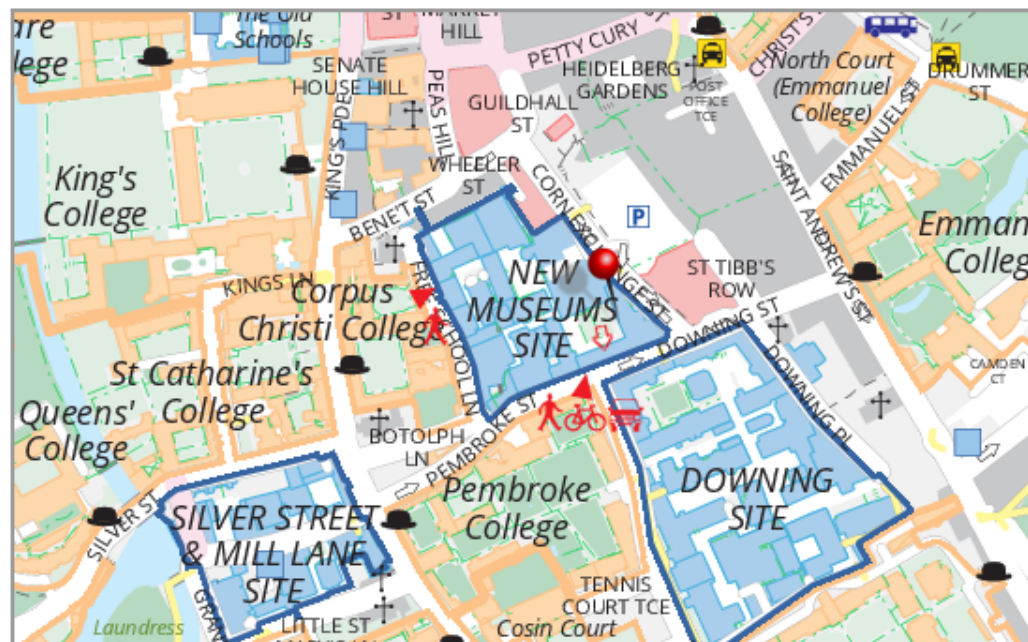
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The Museum of Archaeology and Anthropology (MAA) actively encourages all visitors to the Museum, including people on the autistic spectrum. We have prepared the following information to help you plan for your visit. We hope that it will help to make your time with us enjoyable and we look forward to seeing you.

We have prepared a Visual Story which is available for you to download or print off to create a Social Story for your child. This is a visual guide which will help your child to know what to expect and ease the anxiety which often accompanies a visit to somewhere new and unfamiliar. The Visual Story has been designed for you, the parent/carer, to decide which pages would be most beneficial for your individual circumstances. [You can download the Visual Story here.](#)

[Find out more information here.](#)

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To request a research visit, please email [research.visits@maa.cam.ac.uk](mailto:research.visits@maa.cam.ac.uk). More information for visiting researchers and research enquiries [is available on the Museum's website.](#)

For image permissions, please email [images@maa.cam.ac.uk](mailto:images@maa.cam.ac.uk).

## Assistance dogs

are very welcome.

## Disabled parking

Onsite parking can be arranged. Please contact the Museum in advance of your visit.

## Changing Places Toilet

The closest Changing Places toilet is located in the Grand Arcade car park. [Locate more Changing Places toilets in Cambridge.](#)

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# Best Practice Guidance Report



**AccessAble**  
Your Accessibility Guide

Venue 1



Area	Comment	Best Practice Guidance	Guidance Ref				Diagram Ref	Priority	Category	Cost
			Guidance Ref	Diagram Ref	Priority	Category				
Parking	The Blue Badge bay(s) markings are faded.	A zone 120cm wide should be provided between designated accessible parking spaces and between the designated spaces and a roadway (without reducing the width of the roadway) to enable a disabled driver or passenger to get in or out of a vehicle and access safely the boot, rear hoist or rear access ramp. These zones should be marked with durable markings contrasting visually with the surface to which they are applied. A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct motorists to the relevant designated accessible parking spaces. Bays should be identified and clearly marked using the International Symbol for Access 140cm high within the parking bay. A sign should also be provided with its lower edge 100cm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, and with the words "Blue Badge holders only".	Vol1 - 7.6 & 7.11.2	Figure 4 & 5	High	Minor Works		Low (up to £500) / Medium (£501 - £5000)		
Parking	There is/are 10+ designated Blue Badge parking bay(s) within the car park.	Any car parking provision needs to accommodate designated spaces for disabled people, including wheelchair users. For medical and health facilities, the minimum number of designated spaces should be one space for each employee who is a disabled motorist, plus 6% of the total visitor capacity for visiting disabled motorists. One space should be provided for each disabled employee; 6% of the remaining spaces should be designated accessible parking spaces and 4% should be enlarged spaces.	Vol1 - 7.4.3	Table 2	High	Major Works		Medium (£501 - £5000) / High (over £5000)		
Parking	There is not a 120cm hatched zone around the Blue Badge parking bay(s).	A zone 120cm wide should be provided between designated accessible parking spaces and between the designated spaces and a roadway (without reducing the width of the roadway) to enable a disabled driver or passenger to get in or out of a vehicle and access safely the boot, rear hoist or rear access ramp. These zones should be marked with durable markings contrasting visually with the surface to which they are applied.	Vol1 - 7.6	Figure 4 & 5	High	Minor Works		Low (up to £500) / Medium (£501 - £5000)		
Parking	The dimensions of other designated Blue Badge parking bay(s) vary in size.	A standard accessible parking bay should have minimum dimensions of 2.4m wide x 4.8m deep. A zone 120cm wide should be provided between designated accessible parking spaces and a roadway (without reducing the width of the roadway) to enable a disabled driver or passenger to get in or out of a vehicle and access safely the boot, rear hoist or rear access ramp. These zones should be marked with durable markings contrasting visually with the surface to which they are applied.				Minor Works		Medium (£501 - £5000) / High (over £5000)		
Parking	There is not a designated drop-off point.	A designated setting-down point or picking-up point for disabled passengers, should be provided on a route close to the accessible entrance to a building clearly indicated. This setting-down point should be in addition to designated accessible parking spaces.								
Parking	Payment signs are located above the payment machines in the car park.	Information on the conditions and requirements for height restrictions, payment terms, cost, payment methods, details for support, etc., should be clearly displayed to a car park.								

Guidance Ref	Diagram Ref	Priority	Category	Cost
Vol1 - 7.6 & 7.11.2	Figure 4 & 5	High	Minor Works	Low (up to £500) / Medium (£501 - £5000)

Area	Comment	Best Practice Guidance
Parking	The Blue Badge bay(s) markings are faded.	A zone 120cm wide should be provided between designated accessible parking spaces and between the designated spaces and a roadway (without reducing the width of the roadway) to enable a disabled driver or passenger to get in or out of a vehicle and access safely the boot, rear hoist or rear access ramp. These zones should be marked with durable markings contrasting visually with the surface to which they are applied. A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct motorists to the relevant designated accessible parking spaces. Bays should be identified and clearly marked using the International Symbol for Access 140cm high within the parking bay. A sign should also be provided with its lower edge 100cm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, and with the words "Blue Badge holders only".

# Recommendations Matrix



Venue Name										<b>P</b> **	<b>P</b> *	
Venue 1	x	✓	✓	✓	x	✓	x	✓	✓	N/A	N/A	✓
Venue 2	✓	✓	✓	✓	x	✓	✓	✓	✓	N/A	N/A	✓
Venue 3	x	x	x	✓	x	x	x	✓	✓	N/A	N/A	✓
Venue 4	x	✓	✓	✓	✓	✓	x	✓	✓	N/A	N/A	x
Venue 5	x	✓	✓	✓	✓	✓	x	✓	✓	N/A	N/A	✓
Venue 6	x	✓	✓	✓	x	✓	x	✓	✓	N/A	N/A	✓
<b>Total With</b>										0	0	5
<b>Percentage With</b>										0%	0%	6%

Parking	The Blue Badge bays are clearly marked	There is a 120cm hatched zone around the Blue Badge parking bay(s)	Payment signs make it clear if parking charges apply to Blue Badge holders	There is a payment machine at a convenient height for wheelchair users	Outside Access	The entrance door contrasts visually with its immediate surroundings	Entrance doors are unlocked	Outside Access Level Change	The ramp has handrails	The steps are clearly marked
	x	x	x	x		x			x	
			x	x		x				
							x			x
	1	1	2	2					1	1
	1%	1%	2%	2%					1%	1%
						2	1			
						2%	1%			



## **Next Steps – April-November**

- **April/May – Planning and scheduling**
- **June - Survey preparation**
- **July-August - Surveys**
- **Sept/Oct – Quality Assurance**
- **October – Review Guides**
- **November – Launch event**

## April – May – Planning and scheduling



- Initial project kick off meeting held
- Surveying Planning
  - AccessAble to visit cross-section of Colleges to plan surveys
- Opportunity for a press release announcing the project
- Deliverables
  - AccessAble to visit selection of Colleges in order to plan the surveys effectively
  - Confirm survey schedule (individual Colleges) - dates identified during the surveying window inappropriate for the survey
  - Branding requirements of each College for Homepages
  - Initial promotion of project - Work with AccessAble to promote the project via a PR and Social Media (Internal and External)



# June – Surveying Preparation



- Final surveying preparations
- Deliverables
  - Finalise Route Guide plans
  - Identify arrangements for the surveyors to arrive on site:
    - Where to report to
    - Security arrangements
    - Additional requirements whilst on site (e.g Covid-19 current situation)

# July – September – Surveying



- AccessAble surveyors will be on site to collect data to produce Access Guides
- AccessAble will start work on building pages on [www.AccessAble.co.uk](http://www.AccessAble.co.uk) for each College

## Deliverables

- Surveys completed
- College homepages completed

# September – October – Quality Assurance and College Review



- AccessAble's Quality Assurance team will check through all guides preparing them for release to the Colleges
- Integration of Access Guides
  - Work with AccessAble to integrate the Access Guides into your own websites
- Deliverables
  - All Guides to individual Colleges complete and uploaded to secure area of [www.AccessAble.co.uk](http://www.AccessAble.co.uk)
  - All Guides reviewed and available to go 'live'

# October – Finalise review and confirm launch plans



What date and time is most appropriate?

- International Day of People with Disabilities (3<sup>rd</sup> December 2021)
- What format should the event take?
  - Virtual
  - In person
- What should be within the agenda?
  - Speakers
  - Discussion focus

## Deliverables

- Launch plans confirmed – agenda, format, sequencing
- Promotion of service including PR and Social Media

# November – Launch!



Launch event takes place

Guidance Documentation produced, **note** these can only be produced once the Access Guides have been signed off by the Colleges.

## Deliverables

- Launch event
- Supported comms plan for first 12 months



260 Access Guides to be created across 16 Colleges

- 150 Surveying Days spread across a team of 5 Surveyors
- All surveys completed within 12 weeks
- 25 QA days to complete construction of Access Guides
- 25 QA days to produce Guidance Documentation for each College



**Questions?**



# AccessAble

Your Accessibility Guide



**Sidney Sussex College – Building & Environment Committee**  
**Meeting on Monday 14 November 2022 at 4.00pm in the Knox Shaw Room**

**Minutes**

Present:

Master (Richard Penty) – Chair  
Domestic Bursar (Kathryn Smart) – Secretary  
Bursar (Sarah Bonnett)  
Head of Maintenance (David Soley)  
Prof Sir Tom Blundell  
Dr Colin Roberts  
Dr Charles Roddie  
JCR Building & Environment Officer (Ashutosh Khatri)  
Connor Hiza – in place of MCR Sustainability Officer

In attendance: Mr Anthony Nix (PHN), Mrs Sharon Bentley (Minute taker)  
Mr David Hawkins (Skelly & Couch) - for item 7

**MCR accessibility**

Concerns have been raised about the accessibility of the current location of the MCR. Whilst it is a very nice room, it is only accessible by stairs and therefore excludes those who use wheelchairs or have mobility difficulties. The Maintenance Manager has had an initial look at access via Montagu House which has a lift going up to the level of the MCR. The Maintenance Manager agreed to look further at this option to check viability.

**Action: Maintenance Manager to explore the possibility of accessing the MCR via Montagu House for those unable to access via stairs.**

**Sidney Sussex College – Building & Environment Committee**  
**Meeting on Monday 23 May 2022 at 4.00pm in the Old Library**  
**Minutes**

Present:

Bursar (Sarah Bonnett) – Acting Chair  
Domestic Bursar (Kathryn Smart) – Secretary  
Head of Maintenance (David Soley)  
Prof Rodolphe Sepulchre  
Prof Sir Tom Blundell

In attendance: Mr Anthony Nix (PHN), Mrs Sharon Bentley (Minute taker)

**6. Maintenance Manager's Update**

**a. Maintenance Manager Report**

The Maintenance Manager presented the update report. In particular, the Maintenance Manager drew attention to the lift in Garden Court which has been out of action for some time. A considerable amount of money has already been spent on trying to fix the lift. Otis have spent a lot of time on site trying to rectify the problem which is covered by the service contract, however, they admit they do not know what the issue is. The next step is for it to be reset to factory settings which will happen this week. Negotiations on covering the cost of any repairs will have to take place with Otis. The lack of lift will have an impact on the students at the end of term and additional resource may have to be put in place to ensure students get assistance in removing their belongings from rooms. Mr Nix noted that he had a contact for an independent lift contractor. It was agreed that it may be worth bringing them in if the factory reset does not work as they may be able to find a fault that Otis have missed. It may also help in negotiating payment for the cost of repairs.

**Action: Maintenance Manager to contact the independent lift contractor if the factory reset of the Garden Court lift does not resolve the issue.**

**Sidney Sussex College – Building & Environment Committee**  
**Meeting on Monday 24 May 2021 at 4.00pm by Zoom video conference**

**Minutes**

1. Present: Professor Richard Penty (Chair), Professor Sir Tom Blundell, Professor Rodolphe Sepulchre, Ms Sarah Bonnett, Dr Colin Roberts, Mr David Soley, Mr Anthony Nix (PHN), Mr Albert Ray (Secretary)

Apologies: Dr Michael Ramage

9. **AccessAble project update**

Details of the AccessAble project were circulated to the Committee. Following agreement with the Finance and Needs Committee the contract has been signed. The website development is being progressed and the survey of the College is due to be completed over the summer, with the aim of a launch of the website in November 2021.

## Holly Adams

---

**From:** sid-students-request@lists.cam.ac.uk on behalf of Senior Tutor (Sidney Sussex College)  
<SeniorTutor@sid.cam.ac.uk>  
**Sent:** 09 February 2023 18:46  
**To:** Senior Tutor (Sidney Sussex College)  
**Subject:** accessibility, reasonable adjustments, and support for disabled students

Dear Sidney students,

We know that you are keen to hear from the College about the issues around accessibility, reasonable adjustments, and overall support (including pastoral support) for disabled students, raised in an article in Varsity last week, and also in a document that SSCSU pulled together highlighting observations on specific disability access issues. The Bursar, Domestic Bursar and I met with your student representatives (Anna, Abi and Felicia for the JCR, and Elisa for the MCR) yesterday to discuss these issues, and had previously agreed with them that we would send out a message following that meeting.

We all believe that every student should feel welcomed, valued and accommodated at Sidney; and we apologise to any disabled students who feel that this has not been the case. We do not believe that the College's physical estate is in breach of the Equalities Act in general, but the College's principal officers and wider management team all acknowledge that there continues to be important work to be done to ensure that Sidney is consistently, reliably accessible to people with disabilities, and that the necessary reasonable adjustments are made.

The College has built accessibility into all new developments: most recently, as part of the kitchen project, we constructed gender-neutral and a wheelchair accessible toilet in the Mong, built a new ramp to access the Mong, and ensured level access to the Old Kitchen.

As part of our commitment to improve accessibility, we commissioned AccessAble to audit our facilities, and an overview of their recommendations is being presented next week at Buildings & Environment Committee, alongside a copy of the SSCSU findings on disability access.

Following a constructive discussion with your student representatives yesterday, there are some quick follow up actions which have already been taken:

- Access to disabled-access toilets: you will have seen an email from the Domestic Bursar confirming that the Mong Toilets are open to all Sidney students using their University card, and also that the access to the disabled toilet in staff court is now by the keypad, rather than having to go and ask for a key from the Porter's Lodge.
- Accessible spaces for Access Events: Mong and other accessible venues have now been booked for Open Days and other main access events up to 2030 included, so that we do not have to fall back on venues that are not fully accessible.

We know that Garden Court lift has been a significant issue, impacting all members of College. I am delighted to say after many attempts to repair it and over £30,000 spent on new parts, it is now working. It has been hugely frustrating that due to delays in sourcing parts and slow service from the lift operator it has taken so long, and we are equally conscious that poor communications, on this specific issue as well as more generally, will have added to your concerns about accessibility.

Other more substantive accessibility improvements to the fabric of our buildings, for example ramp access around College and to communal spaces such as the JCR and MCR, will be considered at Building & Environment Committee on Monday and reported back through Council and via your student representatives.

We recognise that it is not just changes to the fabric of our facilities which cause concern, but also the processes for securing reasonable adjustments for students with disabilities, and more broadly measures around learning and assessment, from exams in college to alternative mode of assessment (AMAs). I am currently in contact with the JCR's Disabled Students' and Academic Welfare Officers to work on this with myself, Brett, and our new Head of Student Wellbeing.

I hope that this update offers a clear outline of how we plan to improve the position for disabled students.

Yours sincerely

Max Beber

Mr Massimo (Max) M. Beber, Senior Tutor

Sidney Sussex College, Cambridge CB2 3HU (Registered Charity No. 1137586)

[SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk); + 44 1223 338870 (direct) & 338847 (Office)

**THIS INBOX IS MONITORED 9AM-5PM MON-FRI: FOR EMERGENCIES, PLEASE CONTACT [PORTER@SID.CAM.AC.UK](mailto:PORTER@SID.CAM.AC.UK) (+ 44 1223 338800)**

**20. Regent House Grace on fossil fuel ties, received 27 April 2023**

Could you please provide any email correspondence, and information relating to the recent Regent's House Grace relating to fossil fuel ties from 01/11/2022 and 31/03/2023.

To keep information retrieval focused, please search email records of:

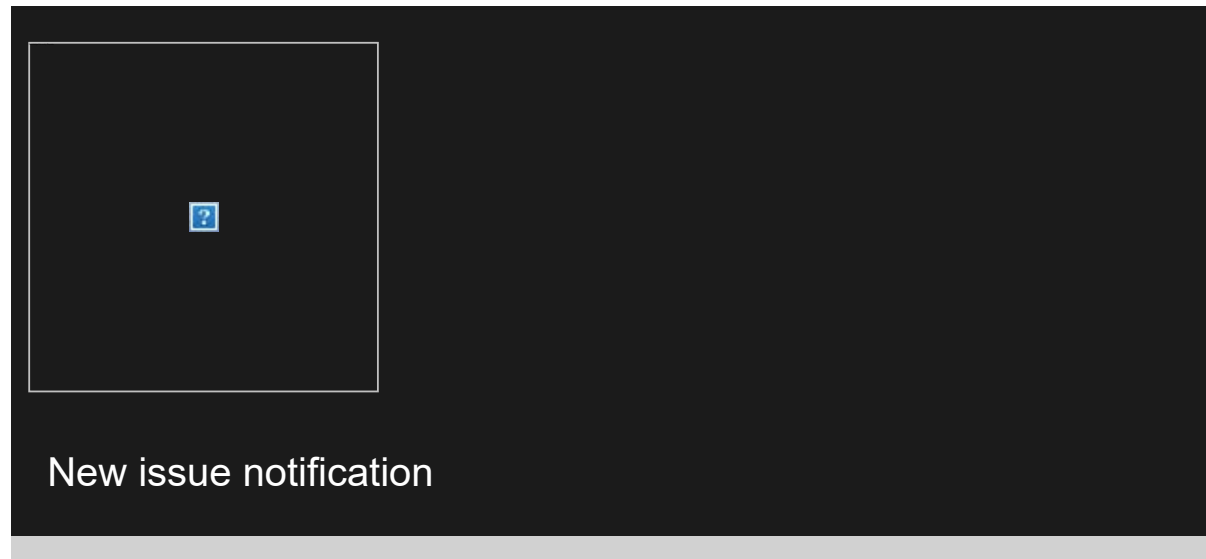
- (1) The Head(s) of House (Master/s, President/s or similar), Senior Tutor and Bursar, and any deputies thereof.
- (2) College lists consisting of: fellows; governing body.
- (3) All members of college council or analogous body.

Key word searching: "fossil fuel", "grace", and "Regent House" would direct searches to the following information within the time constraints of the request.

**Response of 17 May 2023**

The attached emails were found following an Exchange server search of emails of the role-based and individual emails of Master, Bursar and Senior Tutor, as well as the distribution lists for Sidney Sussex College Fellows and Sidney Sussex College Governing Body, using the search parameters "Grace" AND "Regent House" AND "Fossil Fuel" for the period 1 November 2022 to 31 March 2023 inclusive.

From: [University of Cambridge, Reporter Editor](#)  
To: [mb65@cam.ac.uk](mailto:mb65@cam.ac.uk)  
Subject: Cambridge University Reporter: 15 December 2022  
Date: 15 December 2022 17:10:50



The latest issue of the *Cambridge University Reporter* is now available.

## Cambridge University Reporter

### No 6680, 15 December 2022

[Open the PDF »](#)

[Issue homepage »](#)

**Please note that this is the last weekly issue of the *Reporter* for this calendar year; the next issue is due for publication on Wednesday, 11 January 2023.**

Weekly issues of the *Reporter* are currently being published in PDF FORMAT ONLY. The contents listing below is included for information but not hyperlinked. To access the issue contents please use the buttons above.

## Issue contents

### Notices

- Calendar
- Discussion on Tuesday, 24 January 2023
- Dates of Congregations, 2022–23
- Election to the Board of Scrutiny in class (c)(ii)
- Grace on fossil fuel industry ties: Terms of reference for study
- Anti-slavery and anti-trafficking statement and policy

Bank holiday, 8 May 2023: University offices

- Ballot of the Regent House: Voting open until 19 December 2022

#### **Vacancies, appointments, etc.**

- Electors to the Professorship of Economic History
- Electors to the Professorship of Geography (1931)
- Electors to the Professorship of Quantitative Plant Development
- Election, appointments and grants of title
- Vacancies in the University

#### **Notices by the General Board**

- Payments to Examiners and Assessors who are medically qualified: Notice withdrawal

#### **Reports**

- Report of the Council on the transfer of parts of Statute concerning the Chest to Special Ordinance

#### **Graces**

- Grace submitted to the Regent House on 15 December 2022

#### **Acta**

- Approval of Graces submitted to the Regent House on 30 November 2022

*End of the Official Part of the 'Reporter'*

#### **Report of Discussion: 6 December 2022**

- Report of the Council in response to Grace 1 of 21 April 2022 on the Universities Superannuation Scheme
- Report of the General Board on the introduction of the degree of Master of the Conservation of Easel Paintings in the Faculty of Architecture and History of Art

#### **College Notices**

- Elections
- Vacancies

#### **External Notices**

- Oxford Notices

## About the Reporter

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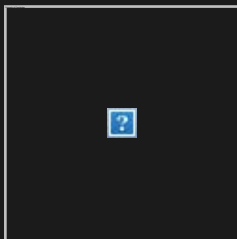
to exam regulations, congregation lists, and brief information on awards, appointments, certain job vacancies and College elections.

In addition to the regular weekly issues, special numbers come out at certain times of the year. These include the [Roll of the Regent House](#) and the [Fellows of the Colleges](#). Extraordinary issues, published outside of the advertised schedule, may also be published from time to time and at the discretion of the Registry. The [Annual Reports and Financial Statements](#) are usually published as an extraordinary issue each year.

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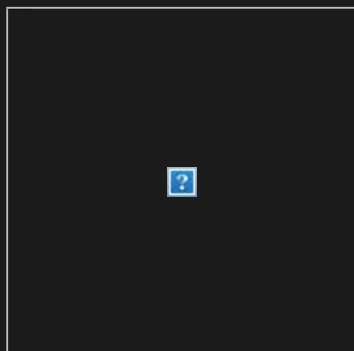
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**From:** [University of Cambridge, Reporter Editor](#)  
**To:** [mb65@cam.ac.uk](mailto:mb65@cam.ac.uk)  
**Subject:** Cambridge University Reporter: 9 February 2023  
**Date:** 09 February 2023 10:32:07



## New issue notification

The latest issue of the *Cambridge University Reporter* is now available.

# Cambridge University Reporter

## No 6687, 9 February 2023

[Open the PDF »](#)

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## Issue contents

### Notices

- Calendar
- Discussion on Tuesday, 21 February 2023
- Report of the Council pursuant to Special Ordinance A (ii) 7 concerning an initiated Grace relating to fossil fuel industry ties: Notice in response to Discussion remarks
- Grace on fossil fuel industry ties: Author of study

### Vacancies, appointments, etc.

- Electors to the Professorship of Education (2008): Amendment
- Electors to the Tata Steel Professorship of Metallurgy

**Events, courses, etc.**

- Announcement of lectures, seminars, etc.

**Notices by Faculty Boards, etc.**

- Natural Sciences Tripos, Part II (Biological and Biomedical Sciences), 2023–24

**Reports**

- Report of the Council on the replacement and upgrading of the heating and cooling systems at Kettle's Yard

**Obituaries**

- Obituary Notices

**Graces**

- Graces submitted to the Regent House on 9 February 2023

**Acta**

- Approval of Graces submitted to the Regent House on 25 January 2023

~ *End of the Official Part of the 'Reporter'* ~

**College Notices**

- Elections
- Vacancies
- Events

**Societies, etc.**

- Cambridge Philosophical Society

**External Notices**

- Oxford Notices

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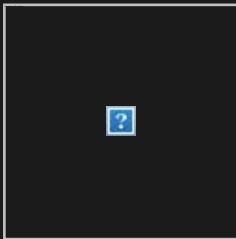
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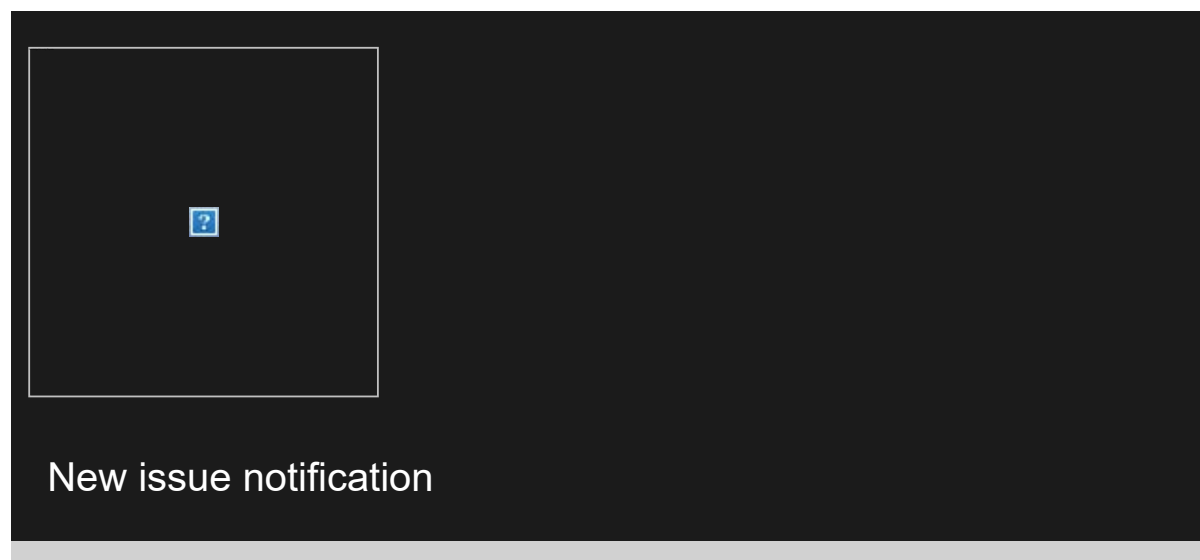
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**From:** [University of Cambridge, Reporter Editor](#)  
**To:** [mb65@cam.ac.uk](mailto:mb65@cam.ac.uk)  
**Subject:** Cambridge University Reporter: 22 February 2023  
**Date:** 22 February 2023 14:03:48

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The latest issue of the *Cambridge University Reporter* is now available.

## Cambridge University Reporter

### No 6689, 22 February 2023

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## Issue contents

### Notices

- Calendar
- Discussion on 7 March 2023: Cancellation
- Statutes approved: Clinical Professors
- Discussions
- Grace 2 of 9 February 2023 (non-submission of Grace on fossil fuel industry ties): Notice of a ballot
- Review of the University Retirement Policy
- Acting Vice-Chancellor: Extension of period of appointment

**Vacancies, appointments, etc.**

- Electors to the Professorship of Law (1973)
- Vacancies in the University

**Notices by the General Board**

- Academic Career Pathways, 1 October 2023 exercises: Committee amendments
- Payments to Examiners and Assessors who are medically qualified

**Notices by Faculty Boards, etc.**

- Natural Sciences Tripos, Part II (Psychology), 2023–24: Optional papers

**Obituaries**

- Obituary Notice

**Graces**

- Grace submitted to the Regent House on 22 February 2023
- Graces to be submitted to the Regent House at a Congregation on 25 February 2023

**Acta**

- Approval of Graces submitted to the Regent House on 9 February 2023

*End of the Official Part of the 'Reporter'*

**College Notices**

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- Society for the History of the University

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**From:** [R.V. Penty](#)  
**To:** [Senior Tutor \(Sidney Sussex College\)](#)  
**Cc:** [Sarah Bonnett](#); [Christopher Doran](#)  
**Subject:** RE: Flysheet - request for signatories  
**Date:** 02 March 2023 07:04:29

---

I've already signed, Max. In my capacity of member of Council who supported the action to get the report done.

I don't see any downside to Sidney from signing – Council's position is that the University should have the facts before deciding on this matter. In any case presumably you would sign as an individual. My own personal position would go quite a way beyond that, I think as a public position it's a very reasonable one (though not all students will like it – being perhaps more moved by ideology than evidence, but of course on the other hand many will). I

Richard

---

**From:** Senior Tutor (Sidney Sussex College) <[SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk)>  
**Sent:** 02 March 2023 06:31  
**To:** Michael Sewell <[mjs1001@cam.ac.uk](mailto:mjs1001@cam.ac.uk)>  
**Cc:** R.V. Penty <[rvp11@cam.ac.uk](mailto:rvp11@cam.ac.uk)>; [bursar@sid.cam.ac.uk](mailto:bursar@sid.cam.ac.uk); Christopher Doran <[cjld1@cam.ac.uk](mailto:cjld1@cam.ac.uk)>  
**Subject:** RE: Flysheet - request for signatories

Thank you Mike! I am minded to sign for the reasons you (and the Grace) spell out. I'll consult fellow principal officers first (hence cc.), to assess any potential internal fallouts from doing so; and I would sign as mb65, in a personal capacity - though I imagine that's true of all signatures on a fly-sheet.

All good wishes

Max

Mr Massimo (Max) M. Beber, Senior Tutor  
Sidney Sussex College, Cambridge CB2 3HU (Registered Charity No. 1137586)  
[SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk); + 44 1223 338870 (direct) & 338847 (Office)

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[PORTER@SID.CAM.AC.UK](mailto:PORTER@SID.CAM.AC.UK) (+ 44 1223 338800)**

---

**From:** Michael Sewell <[mjs1001@cam.ac.uk](mailto:mjs1001@cam.ac.uk)>  
**Sent:** 01 March 2023 19:27  
**Subject:** Flysheet - request for signatories

Dear colleague,

I am apologise for importuning you but hope that I may be able to secure your signature on a flysheet on a matter of the utmost importance to the future of the University.



At the most recent meeting of the University Council, the Registry reported that 73 members of the Regent House have asked for a ballot on the Council's decision last term not to authorise submission of a Grace on fossil fuel industry ties. The request has triggered a vote on whether or not to support Council's decision. The member of Council who authored the relevant Petition, has decided to contest the decision again.

I have just initiated a "Placet" flysheet – i.e., a statement to explain why members of the Regent House should vote in favour of supporting the Council's decision. The process now is that at least 10 members of the Regent House need to sign my flysheet in order for it to be presented to those who choose to vote.

The link to this is:

<https://universityofcambridgecloud.sharepoint.com/sites/RegentHousePetitions/SitePages/MSO1placetflysheet-grace2of9feb2023.aspx>

For more information about the Petitions site and the process, please see: <https://www.governance.cam.ac.uk/governance/key-bodies/RH-Senate/Pages/RH-Petitions.aspx>

The matter is not just procedural. Faced by a bid to move quickly on the issue, the Council's decision was that there is a lack of clarity regarding the consequences of supporting the original Grace, and that therefore more evidence was required in order to have an appropriate debate. In addition, even some members of the Council who were worried about the principle of fossil fuel funding found the Grace to be poorly drafted, potentially catching a large proportion of actual or potential funders well beyond the energy industry. I hope that you will agree that gathering the relevant evidence through the report commissioned from Nigel Topping was the right decision. He is UN Climate Change High Level Climate Champion, COP26 and widely respected as a leading expert in this field nationally and internationally.

The intention of this flysheet is to secure support for an approach that promotes informed debate across the whole University on a topic of fundamental importance (either way) to the University's future. My purpose is not to advocate for either side. I hope you may agree with me that on so crucial an issue we should have the best expertise we can find to provide us with the basis for making decisions, whatever conclusion anyone comes to once they have access to the results of the study. If so, **please will you sign the flysheet yourself, and also ask trusted friends and colleagues to do so too?** My hope is that a broad cross-section of the University will sign (and in due course vote) to support the Council's original decision.

Best wishes,

Mike Sewell

**From:** [Ruari McColl](#)  
**To:** [Max Beber](#)  
**Subject:** Action on University Climate Change Policy  
**Date:** 06 March 2023 20:54:55

---

Dear Massimo,

Apologies for the previous email I sent without the links!

My name is Ruari and I'm a second-year economist. I am emailing today about the **crucial issue of fossil fuel industry funding for research** at Cambridge. Fossil fuel money distorts research outcomes ([Almond et al., 2022](#)), threatens academic freedom by making researchers question whether they can speak their mind without losing future funding, and allows the greenwashing of companies like BP who are making record profits and [scaling back climate targets](#). You can read more in [this open letter](#), signed by IPCC scientists, university chancellors, a former President of Ireland, and Nobel prize winners: over 800 academics and experts from 130+ institutions, including over 100 from Cambridge. Online voting will open at 10 am on Wednesday, 15 March 2023 and close at 5 pm on Friday, 24 March 2023

**I am writing to ask if you would consider joining them and [signing](#) to show your support.**

Last October, the [proposed Grace](#) to end fossil fuel industry funding for research and collaborations ([covered here in the New York Times](#)) was [refused authorisation](#) by the University Council. An [upcoming \(15th-23rd March\) ballot](#) says that this Grace must be heard at Regent House, to give you a chance to vote. All academics of the Regent House should be allowed to have their say. **If you agree, vote NON-PLACET to the University Council's decision to block the Fossil Free Research Grace.**

IN SUMMARY:

- Vote NON-PLACET to the University Council's decision to not authorise the Grace.
- Sign [this open letter](#) for Fossil Free Research.
- Join the Cambridge Climate Justice [mailing list](#) for occasional updates on climate change issues at the University.

Thank you for your time. I would be happy to answer any questions you have.

Yours sincerely,

Ruari

**From:** [Christopher Doran](#)  
**To:** [Richard Penty](#); [Sarah Bonnett](#); [Senior Tutor \(Sidney Sussex College\)](#)  
**Subject:** RE: Energy sector flysheet  
**Date:** 14 March 2023 09:51:13  
**Attachments:** [image001.png](#)

---

It feels a bit odd to me. I think all Fellows are capable of making up their own mind on this matter without additional campaigning, and I'm not sure I'd be that happy to receive such an email.

FWIW I don't support the grace. This has been inevitable for over 15 years, and the fact that the University has not conducted research into its implications yet is an abject failing on their part. Its too late now and we should just get on with it. The whole 'more research is needed' line is one that many of us are tired of hearing. (Of course 'more research is needed' is a fundamental creed for many academics!)

Chris

---

**From:** R.V. Penty <[rvp11@cam.ac.uk](mailto:rvp11@cam.ac.uk)>  
**Sent:** Tuesday, March 14, 2023 8:47 AM  
**To:** [bursar@sid.cam.ac.uk](mailto:bursar@sid.cam.ac.uk); 'Senior Tutor (SeniorTutor@sid.cam.ac.uk)' <[SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk)>; Christopher Doran <[cjld1@cam.ac.uk](mailto:cjld1@cam.ac.uk)>  
**Subject:** FW: Energy sector flysheet  
**Importance:** High

Dear All,

As we don't have a full POM tomorrow, I thought I would mail you about this.

I would like to mail the Fellowship (as an individual, not as Master and certainly not purporting to represent a College view) on this important topic. Whilst I'm on one particular side of the Grace, as a member of University Council I was strongly in support of there being some research done on the potential implications of the Fossil Fuel grace, which are potentially very far reaching for the University. I'd just ask people to vote to agree that the report is produced – not give an opinion as to what should happen in the almost inevitable following vote.

Would you be happy with that – I'm conscious that a mail from me might be seen to have some College backing, but I will be explicit that it doesn't

Ideally I'd like to send tomorrow am, so would appreciate comments before then.

Best wishes

Richard

---

**From:** David Cardwell <[dc135@cam.ac.uk](mailto:dc135@cam.ac.uk)>  
**Sent:** 13 March 2023 20:02  
**To:** R.V. Penty <[rvp11@cam.ac.uk](mailto:rvp11@cam.ac.uk)>  
**Subject:** Energy sector flysheet

Dear Richard,

Thank you for signing the flysheet in support of the Council's decision to commission a study into the University's future relationships with energy sector companies and [the implications of the associated Grace](#).

This is an issue of huge importance to the University, its research, its future relationships with a whole range of organisations, and to many academics and researchers. There is a campaign under way to vote against the Council's decision so it is important that those in favour of the Council's decision use their vote in this ballot.

As the flysheet makes very clear, **voting placet** in this ballot would show support for an evidence-based approach to a subject of vital importance to the University and its people. I encourage you to do two things:

- (a) Vote in the ballot. Online voting will open at **10am on Wednesday 15 March and close on Friday 24 March at 5pm**. Flysheets [can now be read online](#) (see full URL below as well). This is the page that members of the Regent House will be directed to by email when voting opens.
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Thank you for your interest in this vital matter.

Full URL to ballot information and voting:

<https://www.governance.cam.ac.uk/ballots/voting/Pages/ballot-grace2of9feb2023.aspx>

Best wishes,

David

*While it suits me to e-mail outside normal working hours, I do not expect a response outside your own.*

Professor David Cardwell FREng  
Pro-Vice-Chancellor (Strategy and Planning)  
The Old Schools  
University of Cambridge  
Trinity Lane  
Cambridge  
CB2 1TN  
Tel: 01223 765695

EA: Nicola Gillam

[PVCS@admin.cam.ac.uk](mailto:PVCS@admin.cam.ac.uk)

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**From:** [R.V. Penty](#)  
**To:** [Senior Tutor \(Sidney Sussex College\)](#)  
**Subject:** RE: Energy sector flysheet  
**Date:** 14 March 2023 08:57:53  
**Attachments:** [image001.png](#)

---

Thanks Max. Thought you'd signed up btw – but didn't see your name on the flysheet.

---

**From:** Senior Tutor (Sidney Sussex College) <SeniorTutor@sid.cam.ac.uk>  
**Sent:** 14 March 2023 08:51  
**To:** R.V. Penty <rvp11@cam.ac.uk>; bursar@sid.cam.ac.uk; Senior Tutor (Sidney Sussex College) <SeniorTutor@sid.cam.ac.uk>; Christopher Doran <cjld1@cam.ac.uk>  
**Subject:** RE: Energy sector flysheet

Dear Richard,  
Greenlight from me!  
M

Mr Massimo (Max) M. Beber, Senior Tutor  
Sidney Sussex College, Cambridge CB2 3HU (Registered Charity No. 1137586)  
[SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk); + 44 1223 338870 (direct) & 338847 (Office)  
**THIS INBOX IS MONITORED 9AM-5PM MON-FRI: FOR EMERGENCIES, PLEASE CONTACT  
[PORTER@SID.CAM.AC.UK](mailto:PORTER@SID.CAM.AC.UK) (+ 44 1223 338800)**

---

**From:** R.V. Penty <[rvp11@cam.ac.uk](mailto:rvp11@cam.ac.uk)>  
**Sent:** 14 March 2023 08:47  
**To:** Sarah Bonnett <[Bursar@sid.cam.ac.uk](mailto:Bursar@sid.cam.ac.uk)>; Senior Tutor (Sidney Sussex College) <[SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk)>; Christopher Doran <[cjld1@cam.ac.uk](mailto:cjld1@cam.ac.uk)>  
**Subject:** FW: Energy sector flysheet  
**Importance:** High

Dear All,

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I would like to mail the Fellowship (as an individual, not as Master and certainly not purporting to represent a College view) on this important topic. Whilst I'm on one particular side of the Grace, as a member of University Council I was strongly in support of there being some research done on the potential implications of the Fossil Fuel grace, which are potentially very far reaching for the University. I'd just ask people to vote to agree that the report is produced – not give an opinion as to what should happen in the almost inevitable following vote.

Would you be happy with that – I'm conscious that a mail from me might be seen to have some College backing, but I will be explicit that it doesn't

Ideally I'd like to send tomorrow am, so would appreciate comments before then.

Best wishes

Richard

---

**From:** David Cardwell <[dc135@cam.ac.uk](mailto:dc135@cam.ac.uk)>

**Sent:** 13 March 2023 20:02

**To:** R.V. Penty <[rvp11@cam.ac.uk](mailto:rvp11@cam.ac.uk)>

**Subject:** Energy sector flysheet

Dear Richard,

Thank you for signing the flysheet in support of the Council's decision to commission a study into the University's future relationships with energy sector companies and [the implications of the associated Grace](#).

This is an issue of huge importance to the University, its research, its future relationships with a whole range of organisations, and to many academics and researchers. There is a campaign under way to vote against the Council's decision so it is important that those in favour of the Council's decision use their vote in this ballot.

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Best wishes,

David

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Professor David Cardwell FREng  
Pro-Vice-Chancellor (Strategy and Planning)  
The Old Schools  
University of Cambridge  
Trinity Lane  
Cambridge  
CB2 1TN  
Tel: 01223 765695

EA: Nicola Gillam

[PVCS@admin.cam.ac.uk](mailto:PVCS@admin.cam.ac.uk)

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**From:** [Sarah Bonnett](#)  
**To:** [R.V. Penty](#); [Senior Tutor \(Sidney Sussex College\)](#); [Christopher Doran](#)  
**Bcc:** [Sarah Bonnett](#)  
**Subject:** RE: Energy sector flysheet  
**Date:** 14 March 2023 09:28:00  
**Attachments:** [image001.png](#)

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Dear Richard,

If you are being explicit that you are sending round as an individual and not in your capacity as Master, and you would feel comfortable if another Fellow were to do the same in terms of encouraging colleagues to use their vote in a ballot, then I would not object.

Best wishes,  
Sarah

**Sarah Bonnett**

Bursar and Fellow

Sidney Sussex College, Cambridge, CB2 3HU (Registered Charity No 1137586)  
01223 3 38827 | 07592 110 350 | [Bursar@sid.cam.ac.uk](mailto:Bursar@sid.cam.ac.uk) | [www.sid.cam.ac.uk](http://www.sid.cam.ac.uk)

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**Sent:** 14 March 2023 08:47  
**To:** Sarah Bonnett <Bursar@sid.cam.ac.uk>; Senior Tutor (Sidney Sussex College) <SeniorTutor@sid.cam.ac.uk>; Christopher Doran <cjld1@cam.ac.uk>  
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Richard

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Best wishes,

David

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Professor David Cardwell FEng  
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**From:** [sid-fellows-request@lists.cam.ac.uk](mailto:sid-fellows-request@lists.cam.ac.uk) on behalf of [R.V. Penty](#)  
**To:** [Richard Penty](#)  
**Subject:** FW: Ballots of the Regent House: Voting now open  
**Date:** 15 March 2023 17:57:51

---

Dear Colleagues,

I hope you don't mind me mailing you to ask you to vote in the ballot of Regent House that has just been opened (see notice below). I do this as an individual, certainly not as Master, but also as a former member of University Council. I want to make it clear that the College has no position on the ballot.

Whilst I'm sure everyone is united in wanting Cambridge to contribute as best it can to solving the climate crisis, there is a lot of dispute about how most effectively to achieve this ambition (see report on the Discussion on the topic at [Cambridge University Reporter No 6687, Thursday 9 February 2023, Vol 153, No 20](#)). Council therefore commissioned Nigel Topping, UN Climate Change High Level Climate Champion for COP26, to look into the implications of implementing the Grace on Fossil Fuel Ties on the University's effectiveness on delivering on the energy transition and the implications on its research and its researchers.

This ballot is not about the grace on Fossil Fuel ties directly, but rather whether Council was right to commission the report and then consult on it when published rather than accept (or not) the original grace immediately. Of course I wouldn't presume to tell you how to vote, you are intelligent enough to decide for yourself and the flyersheets advocating on both sides of the question are available via the link below. My own view is that this is a complex subject with potentially extremely far reaching consequences for the University and individual staff and that I don't feel qualified or knowledgeable enough to make an informed decision. Cambridge has always taken an evidence based approach to important policy debates. Hence I believe Council was very sensible to do what it did in commissioning the report and will be voting "placet" in the ballot.

With best wishes

Richard

---

**From:** [ucam-rrha-request@lists.cam.ac.uk](mailto:ucam-rrha-request@lists.cam.ac.uk) <[ucam-rrha-request@lists.cam.ac.uk](mailto:ucam-rrha-request@lists.cam.ac.uk)> **On Behalf Of** University Draftsman  
**Sent:** 15 March 2023 10:17  
**To:** '[ucam-rrha@lists.cam.ac.uk](mailto:ucam-rrha@lists.cam.ac.uk)' <[ucam-rrha@lists.cam.ac.uk](mailto:ucam-rrha@lists.cam.ac.uk)>  
**Cc:** University Draftsman <[universitydraftsman@admin.cam.ac.uk](mailto:universitydraftsman@admin.cam.ac.uk)>; Reporter Editor <[reportereditor@admin.cam.ac.uk](mailto:reportereditor@admin.cam.ac.uk)>  
**Subject:** Ballots of the Regent House: Voting now open

**To: All members of the Regent House, the University's governing body**

## **Ballots of the Regent House**

Voting period: Now until 5pm on Friday, 24 March 2023

The following ballot is currently open for voting by members of the Regent House (Raven required):

- [Grace 2 of 9 February 2023 \(non-submission of Grace on fossil fuel industry ties\)](#)

All members of the Regent House are eligible to vote in the ballot. Voting is open now and will **close at 5pm on Friday, 24 March 2023**. Further information about the ballot, including fly-sheets and access to the online voting system, is available on the [ballots website](#) (Raven required).

The default method of voting in ballots of the Regent House is online. However, if you opted to receive hardcopy voting papers for the period until the next promulgation of the Roll in November 2023, or we have been unable to confirm your CRSid in time to enable you to vote online, you should have received your voting materials in the post to the address we have on file (which is likely to be a University or College address). Completed voting papers must be received by Civica **before the end of the voting period** (see above). Access to the online voting portal is restricted to online voters only. On first reaching the portal, fields containing your unique voter ID are auto-populated by the system so you can continue on to the voting area. *If you experience problems accessing the voting portal, please email the University Draftsman's office via [ballots@admin.cam.ac.uk](mailto:ballots@admin.cam.ac.uk) in the first instance.*

The results of the ballots will be posted in the [Advance Notices](#) section of the [Reporter website](#) once known and published in the [Reporter](#) on Wednesday, 19 April 2023.

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## About the Regent House

*Information on the Regent House:*

[Regent House booklet \(pdf\)](#) | [Ballots of the Regent House \(University Governance site\)](#)

The Regent House is the University's governing body and is largely comprised of academic, senior research and senior administrative staff of the University and the Colleges. Ballots are votes on matters for decision by the Regent House and are typically held on Graces that propose major change, prove controversial, or are on matters of significant importance to the University, as well as on elections to the Council (and other bodies) when there is more than one eligible candidate. General information on the Regent House is available from the [University Governance site](#) and the [Regent House Petitions site](#).

[Membership of the Regent House](#) is governed by Special Ordinance A (i) and the Ordinance on the Roll of the Regent House. The list of members is formally promulgated on the fifth weekday in November each year, with those named able to participate in ballots of the Regent House that take place throughout the year until the next promulgation. Enquiries on membership of the Roll should be addressed to [Roll.Enquiries@admin.cam.ac.uk](mailto:Roll.Enquiries@admin.cam.ac.uk) in the first instance.

View the [current Roll of the Regent House](#) »

**From:** [Domestic Bursar](#)  
**To:** [Sarah Bonnett](#)  
**Subject:** RE: Action on University Climate Change Policy  
**Date:** 15 March 2023 07:22:53

---

Thanks Sarah

I have replied accordingly.

Best wishes,  
Kathryn

**Kathryn Smart CMgr FCMI MBA(open)**

Domestic Bursar

Sidney Sussex College, Cambridge, CB2 3HU

**Direct:** 01223 760948 or 07701 317333

**Email:** [domesticbursar@sid.cam.ac.uk](mailto:domesticbursar@sid.cam.ac.uk)

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---

**From:** Sarah Bonnett <[Bursar@sid.cam.ac.uk](mailto:Bursar@sid.cam.ac.uk)>  
**Sent:** 14 March 2023 18:36  
**To:** Domestic Bursar <[DomesticBursar@sid.cam.ac.uk](mailto:DomesticBursar@sid.cam.ac.uk)>  
**Subject:** RE: Action on University Climate Change Policy

Dear Kathryn,

There is a grace and I believe that Richard (as an individual) may be considering sending an email to Fellows to encourage them to vote the other way.

A grace ([Graces \(cam.ac.uk\)](#)) can only be voted on by members of the Regent House ([RRH-govguide-2020.pdf \(cam.ac.uk\)](#)) and you are not actually a member of Regent House (from Colleges it is only Fellows) so in some ways your answer is very easy as you can say thank you very much, I will take a look at the information (no commitment to do anything although of course you can if you feel inclined to) but unfortunately you are not able to vote on the grace as you are not a member of Regent House.

Best wishes,  
Sarah

**Sarah Bonnett**

Bursar and Fellow

Sidney Sussex College, Cambridge, CB2 3HU (Registered Charity No 1137586)

01223 3 38827 | 07592 110 350 | [Bursar@sid.cam.ac.uk](mailto:Bursar@sid.cam.ac.uk) | [www.sid.cam.ac.uk](http://www.sid.cam.ac.uk)

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---

**From:** Domestic Bursar <[DomesticBursar@sid.cam.ac.uk](mailto:DomesticBursar@sid.cam.ac.uk)>  
**Sent:** 10 March 2023 08:37  
**To:** Sarah Bonnett <[Bursar@sid.cam.ac.uk](mailto:Bursar@sid.cam.ac.uk)>  
**Subject:** FW: Action on University Climate Change Policy

Dear Sarah

This was sent this morning, any thoughts as to how I should respond?

Best wishes,  
Kathryn

**Kathryn Smart CMgr FCMI MBA(open)**

Domestic Bursar  
Sidney Sussex College, Cambridge, CB2 3HU  
**Direct:** 01223 760948 or 07701 317333

**Email:** [domesticbursar@sid.cam.ac.uk](mailto:domesticbursar@sid.cam.ac.uk)

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---

**From:** Katja Ruda <[ksr31@cam.ac.uk](mailto:ksr31@cam.ac.uk)>  
**Sent:** 10 March 2023 08:19  
**To:** Kathryn Smart <[kes74@cam.ac.uk](mailto:kes74@cam.ac.uk)>  
**Subject:** Action on University Climate Change Policy

Dear Kathryn,

My name is Katja, and I am emailing today about the **crucial issue of fossil fuel industry funding for research** at Cambridge. Fossil fuel money distorts research outcomes ([Almond et al., 2022](#)), threatens academic freedom by making researchers question whether they can speak their mind without losing future funding, and allows greenwashing by companies like BP who are making record profits and [scaling back climate targets](#). You can read more in [this open letter](#), signed by IPCC scientists, university chancellors, a former President of Ireland, and Nobel prize winners: over 800 academics and experts from 130+ institutions, including over 100 from Cambridge.

**As a student in your faculty, I am writing to ask if you would consider joining them and signing to show your support.**

Last October, the [proposed Grace](#) to end fossil fuel industry funding for research and collaborations ([covered here in the New York Times](#)) was [refused authorisation](#) by the University Council. An [upcoming \(15th-23rd March\) ballot](#) says that this Grace must be heard at Regent House, to give you a chance to vote. All academics of the Regent House should be allowed to have their say. **If you agree, vote NON-PLACET to the University Council's decision to block the Fossil Free Research Grace.** Online voting will open at 10 am on Wednesday, 15 March 2023 and close at 5 pm on Friday, 24 March 2023.

In summary, please consider doing the following:

- Voting **non-placet** to the University Council's decision to not authorise the Grace.
- Signing [this open letter](#) for Fossil Free Research.
- Joining the Cambridge Climate Justice [mailing list](#) for occasional updates on climate

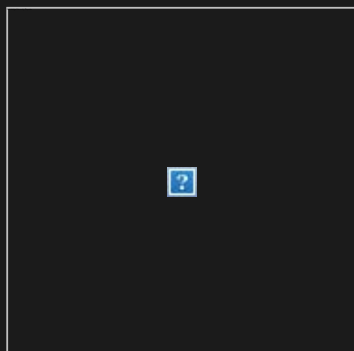
change issues at the University.

Thank you for your time. I would be happy to answer any questions you have.

Yours sincerely,

Katja

**From:** [University of Cambridge, Reporter Editor](#)  
**To:** [mb65@cam.ac.uk](mailto:mb65@cam.ac.uk)  
**Subject:** Cambridge University Reporter: 27 March 2023  
**Date:** 27 March 2023 19:33:13



## Two new issues published

Two extraordinary issues of the *Cambridge University Reporter* are now available.

# Cambridge University Reporter

No 6695, 27 March 2023

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### Acta

- Approval of Graces submitted to the Regent House on 15 March 2023
- Result of ballot on Grace 2 of 9 February 2023 (non-submission of fossil fuel industry ties Grace)

*End of the Official Part of the 'Reporter'*

### Fly-sheets reprinted

- Fly-sheets relating to the ballot on Grace 2 of 9 February 2023 (non-submission of fossil fuel industry ties Grace)



### Report of Discussion: 21 March 2023

- No remarks on the Report of the Council on changes to the Flexible Working Policy in Ordinance and related matters
- No remarks on the Report of the Council on the disbanding of the Accommodation Syndicate

## Cambridge University Reporter

No 6694, 24 March 2023

### Annual Reports and Financial Statements; and Annual Remuneration Report, 2021–22

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## About the Reporter

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The *Cambridge University Reporter* is the primary means through which University business and governance-related information is communicated to the University community and beyond. It is usually published on Wednesday each week during Full Term.

The *Reporter* carries a range of information, including: Notices by the Vice-Chancellor, Council and General Board, Discussions, Graces (proposals for approval by the Regent House), and ballot information, changes to exam regulations, congregation lists, and brief information on awards, appointments, certain job vacancies and College elections.

In addition to the regular weekly issues, special numbers come out at certain times of the year. These include the [Roll of the Regent House](#) and the [Fellows of the Colleges](#). Extraordinary issues, published outside of the advertised schedule, may also be published from time to time and at the discretion of the Registry. The [Annual Reports and Financial Statements](#) are usually published as an extraordinary issue each year.

### Contact the Reporter Office

Notices for publication in the *Reporter* and queries concerning content should be sent to [reporter.editor@admin.cam.ac.uk](mailto:reporter.editor@admin.cam.ac.uk). Inclusion is at the discretion of the Editor.

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**University of Cambridge, The Old Schools, Trinity Lane, Cambridge CB2 1TN, United Kingdom**

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**21. Pre-reading for Classics applicants, received 3 May 2023**

Please provide the following information:

1. Whether pre-interview reading was given to applicants for the three year Classics course for interviews in 2021 (for 2022 entry) and 2022 (for 2023 entry). Please list the information separately for each year.
2. Whether any pre-reading given as per paragraph 1. above was invigilated. Please list the information separately for each year.
3. Whether any pre-reading given contained a citation.

**Response of 9 May 2023**

The College has not given pre-interview reading to applicants for the three year Classics course for interview in 2021 (for 2022 entry) or 2022 (for 2023 entry).

**22. CCTV Manufacturers, received 4 May 2023**

I would like to know whether the college operates any CCTV equipment manufactured by Hikvision (Hangzhou Hikvision Digital Technology Co.) or Dahua (Zhejiang Dahua Technology Co.) on its property. If this is the case, I would like to find out how many CCTV cameras this applies to.

**Response of 11 May 2023**

The College does not hold records of its CCTV hardware (make or model) other than for installations since July 2021. Of those four installations, one CCTV camera is manufactured by Hikvision.

**23. Applications by school type / from specific schools, received 17 May 2023**

Please provide the following, for 2021-22 application cycle (i.e. entry in September 2022, or deferred entry to 2023), as well as the four preceding cycles (2021 entry, 2020 entry, 2019 entry and 2018 entry):

1. The number of applications, offers and acceptances\* of Home undergraduate students, by school type (Comprehensive; Grammar; Sixth Form College; FE and Tertiary College; Independent)
2. The number of applications, offers and acceptances of Home undergraduate students, by school type (Maintained; Independent) and region of domicile (North East; North West; Yorkshire and The Humber; East Midlands; West Midlands; East of England; London; South East; South West; Northern Ireland; Scotland; Wales)
3. The number of applications, offers and acceptances of Home undergraduate students for each of the following schools:
  - a. Westminster School, SW1P 3PB
  - b. The Perse School, CB2 8QF
  - c. Eton College, SL4 6DW
  - d. St Paul's Girls' School, London, W6 7BS
  - e. St Paul's School, London, SW13 9JT
  - f. Magdalen College School, Oxford, OX4 1DZ
  - g. City of London School, EC4V 3AL
  - h. Sevenoaks School, TN13 1HU
  - i. Highgate School, N6 4AY
  - j. Brighton College, BN2 0AL
  - k. King's College School, SW19 4TT
  - l. North London Collegiate School, HA8 7RJ
  - m. Manchester Grammar School, M13 0XT
  - n. Tonbridge School, TN9 1JP
  - o. Guildford High School, GU1 1SJ
  - p. Latymer Upper School, W6 9LR
  - q. Winchester College, SO23 9NA
  - r. Dulwich College, SE21 7LD
  - s. Royal Grammar School, Guildford, GU1 3BB
  - t. Haberdashers' School for Girls, Elstree, WD6 3BT

4. The number of applications, offers and acceptances of Home undergraduate students for all the 20 schools (i.e. the summed total) listed in Question 3.
5. The number of applications, offers and acceptances of Home undergraduate students eligible for free school meals for those applying from the state maintained sector.

**Response of 5 June 2023**

Please see attached spreadsheet which includes the data for all questions. Please note that due where numbers are less than 3, we have invoked the exemption contained within S40(2) of the Freedom of Information Act to not provide the specific number as we feel that this could lead to individuals being identified.

### 23 - 2021-22 Applications

Q Number	Question	2022 Apply
	University of Cambridge - Sidney Sussex College (Home Domiciled)	
Q1	Comp - applications	120
	Grammar - applications	54
	Sixth Form - applications	56
	FE and Tertiary - applications	9
	Independent - applications	110
	Comp - offers	35
	Grammar - offers	24
	Sixth Form - offers	16
	FE and Tertiary - offers	<3
	Independent - offers	28
	Comp - acceptances	27
	Grammar - acceptances	18
	Sixth Form - acceptances	10
	FE and Tertiary - acceptances	<3
	Independent - acceptances	25
Q2	Maintained - applications - North East	6
	Maintained - offers - North East	0
	Maintained - acceptances - North East	0
	Maintained - applications - North West	38
	Maintained - offers - North West	14
	Maintained - acceptances - North West	7
	Maintained - applications - Yorkshire and The Humber	13
	Maintained - offers - Yorkshire and The Humber	3
	Maintained - acceptances - Yorkshire and The Humber	<3
	Maintained - applications - East Midlands	15
	Maintained - offers - East Midlands	3
	Maintained - acceptances - East Midlands	3
	Maintained - applications - West Midlands	17
	Maintained - offers - West Midlands	5
	Maintained - acceptances - West Midlands	5
	Maintained - applications - East of England	28
	Maintained - offers - East of England	9
	Maintained - acceptances - East of England	6
	Maintained - applications - London	60
	Maintained - offers - London	23
	Maintained - acceptances - London	19
	Maintained - applications - South East	36
	Maintained - offers - South East	13
	Maintained - acceptances - South East	10
	Maintained - applications - South West	15
	Maintained - offers - South West	4
	Maintained - acceptances - South West	4
	Maintained - applications - Northern Ireland	<3
	Maintained - offers - Northern Ireland	<3
	Maintained - acceptances - Northern Ireland	<3

Q Number	Question	2022 Apply
	Maintained - applications - Scotland	<3
	Maintained - offers - Scotland	<3
	Maintained - acceptances - Scotland	0
	Maintained - applications - Wales	8
	Maintained - offers - Wales	0
	Maintained - acceptances - Wales	0
	Independent - applications - North East	<3
	Independent - offers - North East	0
	Independent - acceptances - North East	0
	Independent - applications - North West	5
	Independent - offers - North West	0
	Independent - acceptances - North West	0
	Independent - applications - Yorkshire and The Humber	3
	Independent - offers - Yorkshire and The Humber	<3
	Independent - acceptances - Yorkshire and The Humber	<3
	Independent - applications - East Midlands	3
	Independent - offers - East Midlands	<3
	Independent - acceptances - East Midlands	<3
	Independent - applications - West Midlands	10
	Independent - offers - West Midlands	0
	Independent - acceptances - West Midlands	0
	Independent - applications - East of England	12
	Independent - offers - East of England	5
	Independent - acceptances - East of England	4
	Independent - applications - London	35
	Independent - offers - London	13
	Independent - acceptances - London	12
	Independent - applications - South East	30
	Independent - offers - South East	6
	Independent - acceptances - South East	5
	Independent - applications - South West	5
	Independent - offers - South West	0
	Independent - acceptances - South West	0
	Independent - applications - Northern Ireland	<3
	Independent - offers - Northern Ireland	0
	Independent - acceptances - Northern Ireland	0
	Independent - applications - Scotland	<3
	Independent - offers - Scotland	<3
	Independent - acceptances - Scotland	<3
	Independent - applications - Wales	3
	Independent - offers - Wales	<3
	Independent - acceptances - Wales	<3
Q3	Westminster School - applications	<3
	Westminster School - offers	<3
	Westminster School - acceptances	<3
	The Perse School - applications	<3
	The Perse School - offers	<3

Q Number	Question	2022 Apply
	The Perse School - acceptances	<3
	Eton College - applications	<3
	Eton College - offers	0
	Eton College - acceptances	0
	St Paul's Girls' School, London - applications	<3
	St Paul's Girls' School, London - offers	<3
	St Paul's Girls' School, London - acceptances	<3
	St Paul's School, London - applications	0
	St Paul's School, London - offers	<3
	St Paul's School, London - acceptances	<3
	Magdalen College School, Oxford - applications	5
	Magdalen College School, Oxford - offers	<3
	Magdalen College School, Oxford - acceptances	<3
	City of London School - applications	3
	City of London School - offers	<3
	City of London School - acceptances	<3
	Sevenoaks School - applications	0
	Sevenoaks School - offers	0
	Sevenoaks School- acceptances	0
	Highgate School - applications	<3
	Highgate School - offers	0
	Highgate School- acceptances	0
	Brighton College - applications	0
	Brighton College - offers	0
	Brighton College - acceptances	0
	King's College School - applications	0
	King's College School - offers	0
	King's College School- acceptances	0
	North London Collegiate School - applications	0
	North London Collegiate School - offers	<3
	North London Collegiate School- acceptances	0
	Manchester Grammar School - applications	<3
	Manchester Grammar School - offers	0
	Manchester Grammar School- acceptances	0
	Tonbridge School - applications	<3
	Tonbridge School - offers	0
	Tonbridge School- acceptances	0
	Guildford High School - applications	0
	Guildford High School - offers	0
	Guildford High School- acceptances	0
	Latymer Upper School - applications	0
	Latymer Upper School - offers	0
	Latymer Upper School- acceptances	0
	Winchester College - applications	<3
	Winchester College - offers	0
	Winchester College - acceptances	0
	Dulwich College - applications	<3



Q Number	Question	2022 Apply
	Dulwich College - offers	0
	Dulwich College - acceptances	0
	Royal Grammar School, Guildford - applications	0
	Royal Grammar School, Guildford - offers	0
	Royal Grammar School, Guildford - acceptances	0
	Haberdashers' School for Girls, Elstree - applications	<3
	Haberdashers' School for Girls, Elstree - offers	<3
	Haberdashers' School for Girls, Elstree - acceptances	<3
Q4	All 20 schools from Q3 - applications	23
	All 20 schools from Q3 - offers	10
	All 20 schools from Q3 - acceptances	8
Q5	Maintained FSM - applications	29
	Maintained FSM - offers	11
	Maintained FSM - acceptances	5

2021 Apply	2020 Apply	2019 Apply	2018 Apply
153	121	126	116
63	44	50	44
38	49	44	32
8	8	10	5
135	104	93	95
39	34	45	41
14	18	18	14
11	17	14	13
<3	<3	<3	<3
36	33	27	37
31	29	31	30
11	19	15	11
9	14	13	8
<3	<3	<3	0
35	33	21	34
6	4	10	7
<3	<3	4	4
<3	<3	4	4
34	29	38	25
6	6	14	10
6	6	13	9
10	18	17	10
8	8	7	4
5	6	4	0
19	10	13	9
6	<3	3	3
6	<3	<3	<3
15	19	13	14
5	5	6	5
3	<3	3	5
35	29	21	32
11	11	9	11
7	8	8	5
57	57	59	53
11	14	14	14
10	14	10	11
47	36	29	33
10	13	12	13
9	16	10	10
14	12	14	8
3	4	3	3
3	4	3	<3
9	4	5	<3
3	3	<3	<3
<3	3	<3	<3

2021 Apply	2020 Apply	2019 Apply	2018 Apply
5	<3	3	0
<3	<3	3	0
0	0	<3	0
11	<3	8	4
0	<3	<3	<3
0	<3	<3	0
0	<3	0	0
0	<3	0	0
0	<3	0	0
9	5	<3	6
3	<3	0	<3
3	<3	0	<3
6	<3	3	3
3	0	<3	<3
3	0	<3	<3
<3	3	3	6
0	<3	<3	<3
0	<3	<3	<3
6	6	6	3
<3	<3	<3	0
<3	<3	<3	0
19	12	14	16
3	4	<3	7
3	5	<3	6
46	38	27	32
13	9	9	10
13	9	8	10
35	30	24	22
8	11	10	11
7	9	6	9
4	<3	10	4
<3	<3	<3	<3
<3	<3	<3	<3
0	0	0	<3
0	0	0	0
0	0	0	0
6	4	<3	<3
3	0	0	<3
3	0	0	<3
<3	<3	<3	0
<3	<3	<3	0
<3	<3	<3	0
3	0	<3	<3
4	0	<3	<3
4	0	<3	<3
3	3	3	5
<3	0	<3	4

2021 Apply	2020 Apply	2019 Apply	2018 Apply
<3	0	<3	4
<3	<3	<3	<3
<3	<3	<3	3
<3	0	<3	3
<3	<3	<3	<3
0	0	0	0
0	0	0	0
<3	0	<3	0
0	0	0	<3
0	0	0	<3
4	<3	<3	<3
<3	<3	<3	3
<3	<3	0	3
3	<3	<3	<3
<3	<3	0	<3
<3	<3	0	<3
<3	0	0	<3
0	0	0	0
0	0	0	0
3	<3	<3	<3
<3	0	<3	<3
<3	0	<3	<3
<3	<3	5	<3
0	<3	<3	0
0	<3	<3	0
<3	<3	0	<3
0	<3	<3	<3
0	<3	<3	<3
<3	<3	0	<3
<3	0	0	0
<3	0	0	0
3	0	0	<3
<3	0	0	<3
<3	0	0	<3
<3	0	<3	0
0	0	<3	0
0	0	<3	0
<3	4	<3	<3
<3	<3	0	0
<3	<3	0	0
<3	0	0	<3
0	0	0	0
0	0	0	0
0	<3	<3	<3
0	<3	<3	<3
0	<3	<3	<3
<3	0	0	0

2021 Apply	2020 Apply	2019 Apply	2018 Apply
0	0	0	0
0	0	0	0
0	<3	<3	<3
0	<3	0	<3
0	<3	0	<3
3	<3	<3	3
3	<3	0	<3
3	<3	0	0
36	26	23	29
15	9	11	20
15	8	10	19
29	21	26	23
8	7	9	10
8	7	6	5

**24. Donations from oil, gas and mining companies, received 26 May 2023**

This is a request under the Environmental Information Regulations 2004. I would like to request the following information:

For the calendar years 2017, 2018, 2019, 2020, 2021 and 2022, I would like to be provided with details on accepted donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) that have come from oil, gas and mining companies. For each, I would like the following information:

- The name of the oil/gas/mining company that gave the donation, gift, grant, sponsorship, scholarship or funding
- The start and end date of the donation, gift, grant, sponsorship, scholarship or funding if available
- The sum and description of the accepted donation, gift, grant, sponsorship, scholarship and funding
- A description of what the donation, gift, grant, sponsorship, scholarship and funding was used for

If your records are held in such a way where it is difficult to search by sector (e.g. oil/gas/mining), then I am happy to narrow the request to the following companies:

- Petrobras
- Repsol
- National Iranian Oil Co.
- Pemex
- Sonatrach
- Jiangxi Copper
- Vale
- Coal India
- Aluminium Corporation of China
- Zijin Mining Group
- Tata Steel
- Hindalco
- CMOG
- Freeport-McMoRan
- Cleveland Cliffs
- United States Steel
- Nornickel

**Response of 6 June 2023**

As you will be aware from our responses of 7 September 2022 and 11 November 2022 to your substantially similar requests under the Freedom of Information Act and Environmental Information Regulations respectively: Sidney Sussex College has not received any donations, gifts, grants, sponsorships, scholarships or funding from the companies received in the calendar years 2017-2022 to date. It is not possible to search our records by sector.

For the avoidance of any doubt, the College does not have any responsibility for university staff or professorships.

**25. Student accommodation availability and charges, received 19 June 2023**

Under the freedom of information act, I request the following information:

1. Revenues and spending on college owned/operated student housing for the academic year 2022/23 and 2021/22
2. Average price of rent per week and per year for students in 2022/23, and also cheapest and most expensive prices per week
3. Average price of rent per week and per year for students in 2023/24 , and also cheapest and most expensive prices per week
4. Number of places for students in halls this coming year
5. How much has rent increased this year?
6. How much has rent increased by over the last ten years?
7. How many applications for accommodation were received for the coming year, and of those, how many were accepted or rejected?

**Response of 14 July 2023**

1. Revenues and spending on college owned/operated student housing for the academic year 2021/22 is available in our Financial Statements published on our website: <https://www.sid.cam.ac.uk/about-sidney/published-information/financial-statements>. The current financial year end is 30 June 2023, therefore the draft 2022-23 accounts have not yet been prepared. These will be finalised in the autumn and made available on our website after approval on 8 November 2023.
2. Please see attached spreadsheet.
3. Please see attached spreadsheet.
4. Please see attached spreadsheet.
5. Please see attached spreadsheet.
6. The attached spreadsheet shows the different room bands and the weekly rent charged from 2012 to date. Please note that the distribution and banding of rooms was changed from 2016-17 to 2017-18, and that in 2020-21 there was a fundamental change to the structure with the introduction of cohort pricing and rolling the existing kitchen fixed charge into the accommodation charge. Therefore, the year on year charges across this ten year period are not directly comparable.
7. As the Admissions cycle for 2023-24 is not yet complete, we are unable to provide this information.



## 25 Accommodation Charge Information

Student Accommodation Charges 2022-23	2019 cohort and earlier	2020 cohort	2021 cohort	2022 cohort	
	£ per week	£ per week	£ per week	£ per week	
Band A	161.20	168.60	173.20	178.40	Expensive
Band B	155.20	162.40	166.80	171.80	
Band C	149.30	156.10	160.40	165.20	
Band D	143.30	149.90	154.00	158.60	
Band E	137.30	143.60	147.50	152.00	Cheapest
Average	149.30	156.10	160.40	165.20	£ 157.75 £ 22.54

Student Accommodation Charges 2023-24	2019 cohort and earlier	2020 cohort	2021 cohort	2022 cohort	2023 cohort	
	£ per week	£ per week	£ per week	£ per week	£ per week	
Band A	176.60	184.60	189.60	195.40	195.40	Expensive
Band B	170.00	177.70	182.60	188.10	188.10	
Band C	163.50	170.90	175.60	180.90	180.90	
Band D	157.00	164.10	168.60	173.70	173.70	
Band E	150.40	157.20	161.60	166.40	166.40	Cheapest
Average	163.50	170.90	175.60	180.90	180.90	£ 174.36 £ 24.91

Total rooms 466  
Rent raised 9.6%

<b>Band</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
AA	117.25	119.78	124.33	126.94	128.97
A	111.58	113.99	118.32	120.80	122.73
B	105.63	107.91	112.01	114.36	116.19
C	99.62	101.76	105.63	107.85	109.58
D	94.69	96.72	100.40	102.51	104.15
E	89.58	91.50	94.98	96.97	98.52
F	84.61	86.42	89.70	91.58	93.05
G	101.67	103.86	107.81	110.07	111.83

<b>Band</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
A	128.90	132.38	135.56
B	124.12	127.47	130.53
C	119.35	122.57	125.51
D	114.57	117.66	120.48
E	109.80	112.76	115.47

<b>2020-21</b>	<b>2019 Coho</b>	<b>2020 Cohort</b>
Band A	139.10	146.10
Band B	134.10	140.80
Band C	129.00	135.50
Band D	123.90	130.10
Band E	118.70	124.60

<b>2021-22</b>	<b>2019 Coho</b>	<b>2020 Coho</b>	<b>2021 Cohort</b>
Band A	155.30	162.40	166.90
Band B	149.60	156.40	160.70
Band C	143.80	150.40	154.50
Band D	138.00	144.40	148.30
Band E	132.30	138.40	142.10

<b>2022-23</b>	<b>2019 Coho</b>	<b>2020 Coho</b>	<b>2021 Coho</b>	<b>2022 Cohort</b>
Band A	161.20	168.60	173.20	178.40
Band B	155.20	162.40	166.80	171.80
Band C	149.30	156.10	160.40	165.20
Band D	143.30	149.90	154.00	158.60
Band E	137.30	143.60	147.50	152.00

**26. Support for trans students, received 19 June 2023**

What support (if any) do you offer your trans students to affirm their gender identity? Please state if this includes access to free chest binders, tuckers, hormones and top or bottom surgery.

**Response of 29 June 2023**

All students of Sidney Sussex College are supported by a Pastoral Care Team and are directed to the appropriate support networks that may be available. The College does not offer free chest binders, tuckers, hormones or top or bottom surgery.

**27. Agricultural landholdings, received 29 June 2023**

Please could you tell us:

1. Does your college, and/or any wholly owned subsidiary, own any agricultural land in the UK?
2. What is the approximate total area, in hectares, of the agricultural land holdings owned by your college, and/or wholly owned subsidiary, in the UK?
3. If the agricultural land that your college, and/or any wholly owned subsidiary, owns is split over multiple holdings under separate management, please could you tell us the number of separately managed agricultural holdings?
4. How many hectares of the agricultural land owned by your college, and/or any wholly owned subsidiary, are managed by staff employed directly by your college and/or the subsidiary?
5. How many hectares of the agricultural land owned by your college, and/or any wholly owned subsidiary, are leased to one or more tenant farmers?
6. Please tell us the type of leases in place on that tenanted land: (a) farm business tenancy (subject to the Agricultural Tenancies Act 1995), (b) annual grazing/cropping license, (c) full agricultural tenancy (subject to the Agricultural Tenancies Act 1986), (d) other (please specify)

**Response of 29 June 2023**

Sidney Sussex College does not own any agricultural land in the UK.

**28. Donations from oil and gas companies, received 14 July 2023**

For the calendar years 2017, 2018, 2019, 2020, 2021 and 2022, I would like to be provided with details on accepted donations, gifts, grants, sponsorships, scholarships and funding (including research funding and teaching funding, as well as funding for university staff and professorships) that have come from oil and gas companies connected to the North Sea\*. For each, I would like the following information:

- The name of the oil and gas company that gave the donation, gift, grant, sponsorship, scholarship or funding
- The start and end date of the donation, gift, grant, sponsorship, scholarship or funding if available
- The sum and description of the accepted donation, gift, grant, sponsorship, scholarship and funding
- A description of what the donation, gift, grant, sponsorship, scholarship and funding was used for

\*I define oil and gas companies connected to the North Sea as the following companies:

Harbour Energy (formerly known as Chrysaor) NEO Energy Ithaca Energy Spirit Energy Apache Serica Energy Premier Oil Centrica Resources Petoro  
Maersk Oil

**Response of 20 July 2023**

Sidney Sussex College has not received any donations, gifts, grants, sponsorships, scholarships or funding from the above mentioned companies in the calendar years 2017-2022 to date. As you will be aware from your substantially similar requests in September 2022, November 2022 and May 2023 under the Freedom of Information Act and Environmental Information Regulations respectively, it is not possible to search our records by sector and the College does not have any responsibility for university staff or professorships.

**29. Regent House and University Council voting, received 17 July 2023**

Could you please provide me with details of any college conventions, guidelines or rules regarding discussion (digitally, in person or in writing) of Regent House and University Council voting:

1. By college staff and fellows
2. By college senior leadership

**Response of 20 July 2023**

The College has no convention, guideline or rules regarding discussion (digitally, in person or in writing) of Regent House and University Council voting.

**30. College-level financial support, hardship funds, higher Cambridge Bursaries, Cambridge Bursary waiting times, Cambridge Bursaries awarded (5 separate requests from same individual), received 3 August 2023**

***College-level financial support***

Could you please provide the following pieces of information:

1. The number of applications made for additional college-level financial support, beyond University-level schemes (such as the Cambridge Bursary and the Hardship Fund), received by your college in the academic year 2022-23.
2. The number of these applications which were approved.
3. The amount of money which was paid out to students at your college through such applications, in the academic year 2022-23.
4. The number of these applications which were made by students who identify as female, and the number of these applications that were approved.
5. The number of these applications which were made by students who identify as BAME (Black and Minority Ethnic), and the number of these applications which were approved.

***Hardship Fund***

Could you please provide the following pieces of information:

6. The number of applications made with the support of your college's Tutors for the university Hardship Fund for Undergraduate Students in the academic year 2022/23.
7. The number of these applications, for the university Hardship Fund in the academic year 2022/23, which were successful.

8. The total amount of money awarded to students at your college through these successful applications.
9. The number of these successful applications which included all or any of the additional £1,500 Cost of Living support fund.
10. The shortest, longest, and average waiting time between students applying for the Hardship Fund, and receiving it.

### ***Higher Cambridge Bursaries***

Could you please provide the following pieces of information:

11. The higher Cambridge Bursary amount awarded as standard to students at your college who qualify for free school meals, according to the policy that such students are eligible to receive more than the standard £3,500 bursary per academic year.
12. The number of these higher Cambridge Bursary payments made to students at your college in the academic year 2022-23.
13. The number of these higher Cambridge Bursary payments which were made, by your college, to students who identify as female.
14. The number of these higher Cambridge Bursary payments which were made, by your college, to students who identify as BAME (Black and Minority Ethnic).

### ***Cambridge Bursary waiting times***

Could you please provide the following pieces of information:

15. The average waiting time for students at your college to receive the Cambridge Bursary.
16. The frequently occurring reasons that would delay the processing of the Cambridge Bursary.

### ***Cambridge Bursaries awarded***

Could you please provide the following pieces of information:

17. The number of applications made by students at your college for the full Cambridge Bursary in the academic year 2022-23.
18. The number of full Cambridge Bursaries awarded to students at your college in the academic year 2022-23.
19. Whether there is a limit on the number of Cambridge Bursaries that can be awarded to students within your college, per academic year.
20. The number of these awarded Cambridge Bursaries that were of a higher amount than the standard £3,500.
21. The number of these higher awards that fell into each of the various categories provided by the University's website, namely medical students in their clinical years, independent students including care leavers, and students who were eligible for free school meals.

### **Response of 1 September 2023**

As notified to you in our email of 8 August 2023, we have amalgamated the requests 'College-level financial support', 'Hardship Fund', 'Higher Cambridge Bursaries', 'Cambridge Bursary waiting times' and 'Cambridge Bursaries awarded' and our response is below.

#### ***College-level financial support***

1. Only successful applications are recorded.
2. 43
3. £25,966.36
4. 28 approved applications.
5. 15 approved applications

#### ***Hardship Fund***

6. 5
7. 5
8. £11,350
9. 1
10. The shortest time was 2 weeks and the longest was 2 months.

#### ***Higher Cambridge Bursaries***

11. An Education Premium of £1,000 is paid to students who had been eligible for free school meals. This is in addition to their means-assessed Cambridge Bursary.
12. 13
13. 8
14. 8

#### ***Cambridge Bursary waiting times***

15. The scheme is administered through the Student Loans Company (SLC) which assesses students' household income and eligibility for maintenance loans and tuition fee support. As an extra service that the University purchases, SLC use their means testing to determine eligibility for the CBS and pay funds to the student on our behalf. Cambridge Bursaries are paid to the student termly. The College confirms

attendance at the start of each term and funds cannot be released until this has been done. In 2022/23, the earliest date that the SLC paid funds to the student each term was as follows:

Michaelmas Term – 24 October 2022

Lent Term – 13 February 2023

Easter Term – 15 May 2023

97% of instalments were paid on time.

16. As processing is administered through the SLC, the College does not have access to this data.

#### ***Cambridge Bursaries awarded***

17. The College does not hold the data for the number of applications received. 88 students received a Cambridge Bursary in 2022/23.

18. 43 students received a Full Cambridge Bursary of £3,500.

19. There are no limits on the number of Cambridge Bursaries that can be awarded.

20. There were no enhanced Cambridge Bursaries in 2022/23.

21. Students who had been eligible for free school meals received an Education Premium of £1,000 in addition to any Cambridge Bursary. There were 13 students who received these bursaries.

#### **31. Internal complaints, Further on internal complaints, SCPF2 Student Complaints Procedure Formal Complaint forms (3 requests from same individual), received 3 August 2023**

##### ***Internal Complaints***

Could you please provide the following pieces of information:

1. The number of student complaints made internally to your college, against staff employed by the college, in the academic year 2022-23.
2. The number of student complaints, made internally to your college in the academic year 2022-23, which were responded to by the Responsible Officer within 21 calendar days of receipt.
3. The number of student complaints, made internally to your college in the academic year 2022-23, which resulted in disciplinary action against a staff member.
4. The number of student complaints, made internally to your college in the academic year 2022-23, which resulted in monetary compensation being given to the affected student.



5. The total sum of monetary compensation paid to students resulting from complaints made internally to your your college in the academic year 2022-23.

***Further on internal complaints***

Could you please provide the following pieces of information:

6. The number of student complaints made internally to your college, against staff employed by your college, in the academic year 2022-23, which were made by students who identity as female.
7. The number of student complaints made internally to your college in the academic year 2022-23, which were made by students who identity as BAME.
8. The number of student complaints, made internally to your college in the academic year 2022-23, which resulted in disciplinary action against a staff member.
9. The number of these complaints which resulted in disciplinary action, which were made by students who identify as female.
10. The number of these complaints which resulted in disciplinary action, which were made by students who identify as BAME (Black and Minority Ethnic).

***SCPF2 Student Complaints Procedure Formal Complaint forms***

Could you please provide the following pieces of information:

11. The number of SCPF2 Student Complaints Procedure Formal Complaint forms filed against staff members at your college, in the academic year 2022-23.
12. The number of these forms which were made by students who identify as female.
13. The number of these forms which were submitted by students who identify as BAME (Black and Minority Ethnic).
14. The number of these SCPF2 Formal Complaint forms which were decided to be ineligible for an investigation by the Case Handler, following their screening of the complaint.
15. The number of these ineligible complaint forms, which were made by students who identify as female.
16. The number of these ineligible complaint forms, which were made by students who identify as BAME.
17. The number of these Formal Complaint forms, filed against staff members at your college, which resulted in disciplinary action being taken.
18. The number of the complaints which resulted in disciplinary action, which were made by students who identify as female.
19. The number of the complaints which resulted in disciplinary action, which were made by students who identify as BAME.
20. The number of these disciplinary actions which resulted in the resignation or departure of a staff member at your college.

### **Response of 22 August 2023**

As notified to you in our email of 8 August 2023, we have amalgamated the requests 'Internal Complaints', 'Further on internal complaints' and 'SCPF2 Student Complaints Procedure Formal Complaint forms' and our response is below.

Our responses below relate to complaints made under our formal processes:

1. <5. Due to the small numbers involved, we have invoked the exemption contained within S40(2) of the Freedom of Information Act not to provide a specific number as we feel this could lead to individuals being identified which might cause distress or harm.
2. All complaints were responded to within the deadlines set by the relevant College rule.
3. None
4. None
5. N/A
6. <5. Due to the small numbers involved, we have invoked the exemption contained within S40(2) of the Freedom of Information Act not to provide a specific number as we feel this could lead to individuals being identified which might cause distress or harm.
7. <5. Due to the small numbers involved, we have invoked the exemption contained within S40(2) of the Freedom of Information Act not to provide a specific number as we feel this could lead to individuals being identified which might cause distress or harm.
8. Repeat of question 3 answered above.
9. None.
10. None
- 11-20. The College would only know of SCPF2 submissions if shared with it by the University or the reporting student themselves. We have not been informed of any such complaints.

### **32. Defence industry funding, Investments in defence and arms industry (2 requests from same individual), received 3 August 2023**

#### ***Defence Industry funding***

Could you please provide the following pieces of information:

1. The amount of funding received by your college from the defence or arms manufacture industries.
2. The names of the companies, manufacturers, and bodies in the defence or arms manufacture industries which make up this portion of the college's funding.
3. The amount and type of funding made to the college by each body within the defence or arms manufacture industries in the academic year 2022-23.

### ***Investment in defence and arms industry***

Could you please provide the following pieces of information:

4. The amount of your college's endowment fund which is invested in the defence or arms manufacture industries.
5. The names of the companies, manufacturers, and bodies in the defence or arms manufacture industries in which parts of the college's endowment fund are invested.
6. The amount and type of investment made by the college into each relevant body, involved in the defence or arms manufacture industries, in the past five academic years, including 2022-23.

### **Response of 24 August 2023**

As notified to you in our email of 8 August 2023, we have amalgamated the requests 'Defence Industry funding' and 'Investment in defence and arms industry' and our response is below.

1. None
2. N/A
3. N/A
- 4-6. The College does not have any direct investments in defence or arms companies. The College holds indirect investments with BlackRock Investment Management (UK) Limited in the BlackRock Charities UK Equities Index Fund and iShares Developed World Fossil Fuel Screened Index Fund (UK) and the Cambridge University Endowment Fund (CUEF). BlackRock provide the top 10 holdings, sector breakdowns for each of the iShares funds on their website at the following links:

<https://www.ishares.com/uk/professional/en/products/316259/bcif-ishares-developed-world-fossil-fuel-screened-index-fund-uk?switchLocale=y&siteEntryPassthrough=true>

<https://www.blackrock.com/uk/individual/products/298249/blackrock-charities-uk-equity-index-fund>

**33. Financial support to students, received 7 August 2023**

Could you please provide the following pieces of information:

1. A list of grants, bursaries, and other financial support offered by the College to its students, including the total amount in £ made available, and subsequently awarded.
2. A list of any additional payments and other financial support made available to your students in response to the increase in cost of living during the 2022-23 academic year, including the amount made available and the amount eventually paid to students in £ of each support.
3. A list of any additional planned payments and other financial support for your students in response to the increase in cost of living for the 2023-24 academic year, including the amount made available in £ of each support.
4. A breakdown of average termly student costs for college-provided accommodation, including any fixed charges where applicable, and catering in the 2022-23 academic year.
5. A breakdown of projected average termly student costs for college-provided accommodation, including any fixed charges where applicable, and catering in the 2023-24 academic year.

**Response of 24 August 2023**

Please see attached our responses to your questions.

### 33 Financial Support Information

1. *A list of grants, bursaries, and other financial support offered by the College to its students, including the total amount in £ made available, and subsequently awarded.*

List	£ Made Available	£ Awarded
Cambridge Bursaries	Allocated subject to agreed CBS Award structure – administered by Student Loan Company	£288,454.00
CULP Language Course Grants	£100 per successful completion of a course	£1,700.00
Graduate Research Expenses	£1,000 per PhD student over the period of their PhD	£39,119.15
Travel Awards	Up to £750 per eligible application	£23,696.30
Medical Elective Funding	£17,500	£16,000.00
College Access Bursaries	Bursaries of £500 or £1,000 based on eligibility	£36,500.00
Research and Professional Experience Grants	Up to £1000 per eligible application	£21,880.00
Organ Scholarships	£450 per Organ Scholar	£900.00
Choral Scholarships	£100 per Choral Scholar	£1,100.00
Blue and Half-Blue Awards	£100 per Student awarded a Blue or Half-Blue	£1,800.00
Sports Funding	£2500	£2,381.40
Scholarships	£300 per Student Awarded a Scholarship	TBC
Prizes	£130 per Student Awarded a College Prize	TBC
Exhibitions	£130 per Student Awarded a College Exhibition	TBC

**2. A list of any additional payments and other financial support made available to your students in response to the increase in cost of living during the 2022-23 academic year, including the amount made available and the amount eventually paid to students in £ of each support.**

List	£ Made Available	£ Awarded
Hardship Grants	£49,000	£29,572.22
CBS Bursary Holder Automatic Rent Rebate	A rebate equal to 5% of the rent for a Band C room for all CBS bursary holders	£18,432.90

**3. A list of any additional planned payments and other financial support for your students in response to the increase in cost of living for the 2023-24 academic year, including the amount made available in £ of each support.**

List	£ Made Available	£ Awarded
Hardship Grants	TBC – expected to be in line with prior year	
CBS Bursary Holder Automatic Rent Rebate	A rebate equal to 9.5% of the rent for a Band C room for all CBS bursary holders	

**4. A breakdown of average termly student costs for college-provided accommodation, including any fixed charges where applicable, and catering in the 2022-23 academic year.**

Rents are determined by the room rent band, the length of accommodation licence and the year of matriculation (Cohort). The average band for each cohort is Band C and the accommodation licence available are as follows: 30-Weeks; 34-Weeks; 39 Weeks

The average cost of a student in a Band C room, who matriculated in 2022, and selected the 30-week licence would be £1,652 per term.

Student Accommodation Charges 2022-23	2019 cohort and earlier	2020 cohort	2021 cohort	2022 cohort
	£ per week	£ per week	£ per week	£ per week
<b>Band A</b>	161.20	168.60	173.20	178.40
<b>Band B</b>	155.20	162.40	166.80	171.80
<b>Band C</b>	149.30	156.10	160.40	165.20
<b>Band D</b>	143.30	149.90	154.00	158.60
<b>Band E</b>	137.30	143.60	147.50	152.00

Catering charges: All undergraduates and first year postgraduates pay a minimum meal charge (MMC) This pre-paid charge will see each student receiving a £56.10 termly credit to spend on College dining. Students living out of college are required to pay a Kitchen Fixed Charge (KFC).

Catering charges for 2022-23	Minimum Meal Charge		Kitchen Fixed Charge	
	£/term	£/annum	£/term	£/annum
U/G - all years (living in College)	51.70	155.10	-	-
U/G - all years (living out of College)	51.70	155.10	46.50	139.50
P/G Year 1 (living in College)	51.70	155.10	-	-
P/G Year 1 (living out of College)	51.70	155.10	46.50	139.50
P/G Year 2-3 (living in College)	-	-	-	-
P/G Year 2-3 (living out of College)	-	-	46.50	139.50
P/G Year 4+ or part-time	-	-	-	-

**5. A breakdown of projected average termly student costs for college-provided accommodation, including any fixed charges where applicable, and catering in the 2023-24 academic year.**

Rents are determined by the room rent band, the length of accommodation licence and the year of matriculation (Cohort). The average band for each cohort is Band C and the accommodation licence available are as follows: 30-Weeks; 34-Weeks; 39 Weeks

The average cost of a student in a Band C room, who matriculated in 2023, and selected the 30-week licence would be £1,809 per term.

Student Accommodation Charges 2023-24	2019 cohort and earlier	2020 cohort	2021 cohort	2022 cohort	2023 cohort
	£ per week	£ per week	£ per week	£ per week	£ per week
<b>Band A</b>	176.60	184.60	189.60	195.40	195.40
<b>Band B</b>	170.00	177.70	182.60	188.10	188.10
<b>Band C</b>	163.50	170.90	175.60	180.90	180.90
<b>Band D</b>	157.00	164.10	168.60	173.70	173.70
<b>Band E</b>	150.40	157.20	161.60	166.40	166.40

Catering: All undergraduates and first year postgraduates pay a minimum meal charge (MMC) This pre-paid charge will see each student receiving a £56.10 termly credit to spend on college dining. Students living out of college are required to pay a Kitchen Fixed Charge (KFC).

Proposed catering charges for 2023-24	Minimum Meal Charge		Kitchen Fixed Charge	
	£/term	£/annum	£/term	£/annum
U/G - all years (living in College)	56.10	168.40	-	-
U/G - all years (living out of College)	56.10	168.40	50.50	151.50
P/G Year 1 (living in College)	56.10	168.40	-	-
P/G Year 1 (living out of College)	56.10	168.40	50.50	151.50
P/G Year 2-3 (living in College)	-	-	-	-
P/G Year 2-3 (living out of College)	-	-	50.50	151.50
P/G Year 4+ or part-time	-	-	-	-



**34. Academic and non-academic misconduct, received 22 August 2023**

**PART A**

Please provide the relevant answers for each of the following, broken down by the academic years of 2017/18, 2018/19, 2020/21, 2021/22, and 2022/23

- a) The number of incidents of academic misconduct recorded by the College
- b) The number of incidents of non-academic misconduct recorded by the College
- c) The number of incidents of plagiarism recorded by the College
- d) The number of incidents of unauthorised use of artificial intelligence (AI) for exams or submitted work recorded by the College

I define 'incidents' as any case which prompted an investigation by the College, whether or not that investigation resulted in a confirmation of misconduct, plagiarism or use of AI as relevant. Please also provide the relevant number of cases that did result in a finding of misconduct.

**PART B**

Please provide a list containing an anonymised description of every non-academic misconduct incident that was found to have occurred in the College in the academic year 2022/23, and the resulting disciplinary action taken.

**Response of 22 August 2023**

Please see below our responses to your question. Whilst we note that you didn't request the data for the academic year 2019/20, in the spirit of the Freedom of Information Act, we have included this data in our response.

**PART A**

a)	2017/18	0-5
	2018/19	0-5
	2019/20	0-5
	2020/21	0-5
	2021/22	0-5
	2022/23	0-5
b)*	2017/18	0-5
	2018/19	0-5

	2019/20	0-5
	2020/21	6
	2021/22	0-5
	2022/23	0-5
c)*	2017/18	0-5
	2018/19	0-5
	2019/20	0-5
	2020/21	0-5
	2021/22	0-5
	2022/23	0-5
d)	2017/18	0-5
	2018/19	0-5
	2019/20	0-5
	2020/21	0-5
	2021/22	0-5
	2022/23	0-5

\* This is where we have received formal notification from Office of Student Conduct, Complaints and Appeals (OSCCA).

The numbers 0-5 have been used under section 40(2) of the Freedom of information Act to provide the specific number as we feel that this could lead to individuals being identified which might cause distress or harm.

## **PART B**

We have invoked the exemption contained within section 40(2) of the Freedom of Information Act as we feel that providing this information could lead to individuals being identified which might cause distress or harm.

### **Review request received 18 September 2023**

I would like an internal review of this response please. I am dissatisfied with the provision of "0 to 5" as an answer. I would understand, as is common practice, answering either 0 or "1 to 5" in order to preserve data protection/privacy.

There is no benefit to data protection or privacy in excluding whether the answer is a non-zero number at all.

**Review response of 28 September 2023**

I have completed my review of your FOI. I agree with your suggestion that answer using 0 and 1 – 5 would be appropriate. Below is a revised response. I am sorry for any inconvenience.

a) The number of incidents of academic misconduct recorded by the College

2017/18 1-5

2018/19 0

2019/20 0

2020/21 1-5

2021/22 1-5

2022/23 1-5

b) The number of incidents of non-academic misconduct recorded by the College (where we have received formal notification from Office of Student Conduct, Complaints and Appeals (OSCCA))

2017/18 0

2018/19 1-5

2019/20 1-5

2020/21 6

2021/22 1-5

2022/23 1-5

c) The number of incidents of plagiarism recorded by the College (where we have received formal notification from Office of Student Conduct, Complaints and Appeals (OSCCA))

2017/18 1-5

2018/19 0

2019/20 0

2020/21 1-5

2021/22 0

2022/23 1-5

- d) The number of incidents of unauthorised use of artificial intelligence (AI) for exams or submitted work recorded by the College
- 2017/18 0
  - 2018/19 0
  - 2019/20 0
  - 2020/21 0
  - 2021/22 0
  - 2022/23 0

**35. Non-disclosure agreements, received 4 September 2023**

Could you please provide the following pieces of information:

1. The number of non-disclosure agreements that the College has requested students sign in the last two years (i.e. between September 4 2021 and September 4 2023)
2. The number of non-disclosure agreements that have been signed by students at the request of the College in the last two years (i.e. between September 4 2021 and September 4 2023)
3. The nature of the complaint being investigated that prompted each request to sign a non-disclosure agreement (i.e. sexual harassment, sexual assault, plagiarism ect [sic].)
4. The consequences (if any) for a student who chooses to decline a request made by the College to sign a non-disclosure agreement

**Response of 2 October 2023**

Our responses to your questions are as follows:

1. None
2. None
3. N/A
4. N/A

**36. Staff pay and Real Living Wage, received 5 September 2023**

1. As of September 2023, the exact lowest hourly wage paid by the college to permanent or temporary employees, over the age of 18, who are not trainees or apprentices, not including holiday pay or benefits.

2. As of September 2023, the exact lowest hourly wage paid by the college to casual workers (including those on zero-hour contracts, if applicable), over the age of 18, who are not trainees or apprentices, not including holiday pay or benefits.
3. As of September 2023, the number of workers (employees or casual workers), if any, in the college who are over the age of 18 and paid below £10.42 per hour.
4. As of September 2023, the number of workers (employees or casual workers), if any, in the college who are over the age of 18 and paid over £80,000 annually.
5. As of September 2023, the percentage of workers (employees or casual workers) in the college in non-academic/administrative positions who are over the age of 18 and paid below £10.42 per hour.
6. As of September 2023, is the college currently in the process of gaining accreditation from the Living Wage Foundation?
7. The Real Living Wage for 2023, set by the Living Wage Foundation, is set to be announced in September. What plans or timeline does the college have for increasing pay in line with this?
8. If the college uses any external employment agencies to provide staff, the number of contracted staff who worked 2 or more hours a day, in any day of the week, for 12 or more consecutive weeks, in the year prior to September 2023, who were paid below £10.42 per hour.
9. The exact highest hourly wage paid by the college to permanent or temporary employees, over the age of 18, who are not trainees or apprentices, not including holiday pay or benefits.

### **Response of 5 September 2023**

Our responses to your questions are as follows:

1. £11.23. This excludes College Interns who we employ over the Summer as trainees.
2. £11.06
3. 0
4. 3
5. 0%
6. No
7. The College normally reviews wages annually and makes changes from 1 August taking into consideration the Real Living Wage in place at the time.
8. Whilst the College does use external employment agencies and pays in excess of £10.42 per hour to the agency, we are not provided with the hourly rate that the agency pays the worker.
9. Given the small numbers involved, we are invoking Section 40(2) of the Freedom of Information Act to protect the personal data of individuals.

**37. 2023 Home applicant data, received 7 September 2023**

This is a formal request under the Freedom of Information Act 2000.

Could you please provide the following pieces of information for the home applicants in the 2023 cycle:

1. A breakdown of state-educated applicants into attendance at grammar or comprehensive schools. If possible, please also provide a breakdown of comprehensive-educated applicants into community schools, foundation schools, and academies.
2. A breakdown of state-educated offer-holders into attendance at grammar or comprehensive schools. If possible, please also provide a breakdown of comprehensive-educated offer-holders into community schools, foundation schools, and academies.
3. The proportion of post-16 state-educated applicants who attended private schools in Key Stage 4, and the proportion of post-16 state-educated offer-holders who attended private schools in Key Stage 4.
4. The proportion of post-16 private-educated applicants who attended state schools in Key Stage 4, and the proportion of post-16 private-educated offer-holders who attended state schools in Key Stage 4.
5. A breakdown of the percentage of applicants from each region in England, and the percentage of offer-holders from each region in England.
6. A breakdown of the proportion of ethnic backgrounds of applicants, and a breakdown of the proportion of ethnic backgrounds of offer-holders

**Response of 26 September 2023**

Our response to your FOI is as follows:

1. Please see attached spreadsheet
2. Please see attached spreadsheet
3. We do not have this data.
4. We do not have this data.
5. We do not have this data. Undergraduate Admissions statistics containing regional data is published by the University and this data will be available in Spring 2024: <https://www.undergraduate.study.cam.ac.uk/find-out-more/publications>.
6. We do not currently hold this data.

Please note that these data refer to applications received and offers made in the 2023 UCAS application cycle (1st Sept 2022 to 31st August 2023).

Please note that data on offer holders includes applicants taken from the Winter, Summer, and August Reconsideration Pools.

Please note that, where the cell count is 5 or under, we have used the exemption under Section 40(2) of the Freedom of Information Act to secure the personal data of those involved.

Please note that these data relate to Home students.

<b>School type</b>	<b>Applicants</b>	<b>Offer holders</b>	
Comprehensive School	106	Comprehensive School	35
Further Education	11	Further Education	< 5
Grammar School	60	Grammar School	18
Other	6		< 5
Sixth Form College	44	Sixth Form College	19
Tertiary College	< 5		< 5

**38. Students in private accommodation, received 7 October 2023**

Could you please provide the following pieces of information:

1. Please indicate the proportion of current students and the proportion of incoming students who have had to search for private accommodation in the academic year 2023-24.
2. Please indicate an approximate proportion of cases where students who could not be accommodated in the college are due to the disruption caused by the Marking and Assessment Boycott (MAB).
3. For academic years starting 2019, 2020, 2021 and 2022, please indicate the proportion of students who have used private accommodation

Please provide an index of relating documents.

**Response of 2 October 2023**

Our answers to your questions are as follows:

1. The College does not hold the data for students who have had to search for private accommodation as there are many reasons why students may not require College-provided accommodation. For 2023-24, the College has 650 undergraduate and postgraduate students with 474 provided with college accommodation. All our undergraduate students are guaranteed college accommodation for the duration of their degree if it is required.
2. None. The College allowed for the Marking and Assessment Boycott and no students were affected in terms of accommodation.
3. The College does not hold the information requested. Please note that the period requested spans the Covid-19 global pandemic, during which there were extended periods when a majority of students were unable to reside in Cambridge, which would significantly affect the proportion of students living in private accommodation.



**39. Mathematics applicants from Eton College, received 11 September 2023**

For the below “Applications, Offers & Acceptances by UCAS Apply Centre” data published by Cambridge, please confirm how many applications and offers from your college were to read Mathematics for applicants from Eton College?

A second question is that of the applications and offers to read Mathematics, how many went to Eton students who were previously entitled to free school meals in the last six years?

A third question is that of the applications and offers to read Mathematics, how many went to Eton students who had been on a full needs based scholarship?

We need information about the admission cycles for at least the last 3 years (but ideally last 5 years).

If you do not hold the data for Eton specifically (although there is no reason you shouldn't hold it as you publish data by apply centre), then I would need it for independent schools generally which may at least be of some use.

[https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate\\_admissions\\_by\\_apply\\_centre\\_2022\\_cycle.pdf](https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate_admissions_by_apply_centre_2022_cycle.pdf)

[https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate\\_admissions\\_by\\_apply\\_centre\\_2021\\_cycle.pdf](https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate_admissions_by_apply_centre_2021_cycle.pdf)

[https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate\\_admissions\\_by\\_apply\\_centre\\_2020\\_cycle.pdf](https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate_admissions_by_apply_centre_2020_cycle.pdf)

[https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate\\_admissions\\_by\\_apply\\_centre\\_2019\\_cycle.pdf](https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate_admissions_by_apply_centre_2019_cycle.pdf)

**Response of 9 October 2023**

Our responses to your questions can be found in the attached spreadsheet.

1. Please confirm how many applications were received from and offers made to applicants from Eton College to read any combination of Mathematics at undergraduate level at your college?

2. A second question is, of the applications from Eton College to read any combination of Mathematics at undergraduate level, how many resulted in an interview?

I would be grateful if you could provide the date for the last 3 admissions cycles as a minimum but ideally for the last 5 cycles if possible.

3. In addition, if you have these Eton college Maths apply/interview/offer figures for Cambridge university as a whole I would also be grateful for that.

Q1. Data on this question cannot be released because the total is fewer than 5, even when data are aggregated over the past 5 admissions cycles. Exemption: Section 40(2).

Q2. Data on this question cannot be released because the total is fewer than 5, even when data are aggregated over the past 5 admissions cycles. Exemption: Section 40(2).

Q3. Data not held for the wider collegiate University. Please see publications on the Undergraduate Study website for available data on Apply Centre for each cycle, for example [https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate\\_admissions\\_by\\_apply\\_centre\\_2022\\_cycle.pdf](https://www.undergraduate.study.cam.ac.uk/files/publications/undergraduate_admissions_by_apply_centre_2022_cycle.pdf)

Data relating to Eton College admissions for Mathematics at Sidney Sussex are subject to the Section 40(2) exemption on the protection of personal data. All answers below therefore refer to independent schools, as requested, and have been aggregated over the past 5 admissions cycles. Any data still subject to the Section 40(2) exemption are recorded as redacted.

Q1. Applications and offers - Mathematics - independent school background.

Data are aggregated over the 2019-23 application cycles to avoid cell counts of 5 or fewer.

	Independent
Applications	17
Offers	7

Q2. Applications and offers - Mathematics - independent school background, Free School Meals eligible.

Data on this question cannot be released because the total is fewer than 5, even when data are aggregated over the past 5 admissions cycles. Exemption: Section 40(2).

As is usual, data relating to small numbers is not released due to the risk of individuals being identified.

Q3. Applications and offers - Mathematics - independent school background, full needs based scholarship.

Data on this question cannot be released because the total is fewer than 5, even when data are aggregated over the past 5 admissions cycles. Exemption: Section 40(2).

As is usual, data relating to small numbers is not released due to the risk of individuals being identified.

**40. Mathematics offers to applicants from Eton College, received 14 September 2023**

For the admissions cycles for years 2022, 2021, 2020, 2019 & 2018, how many offers were made by your college to applications from the UCAS Apply Centre (10092) Eton College for the following:

- 1) For any undergraduate degree?
- 2) For the G100 Mathematics undergraduate degree?

**Response of 12 October 2023**

Even when aggregating the data for the years 2018-2022, the count is still less than 5 so we are unable to provide the data under Section 40(2) of the Freedom of Information Act due to the risk of individuals being identified.

**41. Home students applying for A100 medicine, received 18 September 2023**

Please can you provide the data for the following requests regarding home students applying for the A100 medicine course in the years of 2021, 2022 and 2023:

- 1) Number of applicants
- 2) Number of applicants interviewed
- 3) Number of applicants given a direct offer
- 4) Number of applicants given a winter pool offer
- 5) Average BMAT score on each section of (all) offer holders

**Response of 16 October 2023**

Please note that the data for questions 1, 3 and 4 are published here: <https://www.undergraduate.study.cam.ac.uk/apply/statistics>. The data are replicated below for convenience alongside answers to questions 2 and 5:

<b>Medicine</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Applicants	54	51	41
Interviewed	35	38	26
Direct offers	9	9	8
Winter pool offers	0	0	1-5
Average BMAT1	6.1	6.7	6
Average BMAT2	6.1	6.4	6.3

The numbers 1-5 have been used under Section 40(2) of the Freedom of Information Act to avoid the risk of individuals being identified.

**42. Student drug use, received 28 September 2023**

Could you please provide the following pieces of information, which are based on anecdotal concerns I have received from students and professionals in this sector:

- 1) Does your college take a 'harm reduction' approach to students found in possession of illegal drugs? If not, please could you disclose your policy towards drug possession?
- 2) Where case numbers are available, how many students have disclosed concerns about their own or another student's drug use in the last five years?

- 3) In the last five years, have there been any cases of students in your college facing college or university disciplinary procedures for possession of illegal drugs? If so, has any student been 'sent down'/excluded from the college as a result of drug possession?
- 4) Where a disciplinary case has been brought forward, how many of these cases of drug possession have involved drink spiking or other forms of harassment?
- 5) Does the college have a policy of contacting the police in circumstances where a student is found in possession of illegal drugs?
- 6) What steps is the college taking to support students who disclose drug harm?
- 7) What training do relevant welfare staff receive pertaining to students who disclose alcohol and drug harm?
- 8) Does the college include a clause in license/tenancy agreements related to drug possession? If so, please disclose any relevant clauses.
- 9) Where there is a clause related to drug use/possession in license/tenancy agreements issued by the college, have any students been have been unable to access further accommodation based on drug possession? If so please list the number of students who have been unable to access accommodation or removed from accommodation for this reason in the last five years.

#### **Response of 26 October 2023**

Our responses to your questions are as follows:

- 1) The College does take a 'harm reduction' approach and we also include a policy statement in the White Book ([Regulation G9 - Substance Use and Misuse](#)) which makes clear we expect students to comply with the law. Pastoral staff are clear that personal drug use can be discussed with them confidentially and without disciplinary implications.
- 2) Disclosures are typically made under pastoral confidentiality and therefore follow-up supportive action is not recorded.
- 3) No
- 4) N/A
- 5) No
- 6) Any student making a disclosure would receive pastoral support from a team including one or more of their personal Tutor, Pastoral Leads (Chaplain, Nurse and Head of Student Wellbeing), as well as being encouraged and supported in accessing the relevant University student services and NHS addiction services.
- 7) Students with addiction related issues may disclose one or more of a wide variety of personal challenges, and support training is provided (currently via Charlie Waller Trust, Mental Health First Aid England, and University Counselling Service & Mental Health Advisors, as well as reflective practice) which equips Tutors and others to help and signpost to expert support across a range of scenarios including addiction.
- 8) [Regulation G9 - Substance Use and Misuse](#) is repeated in the Terms and Conditions in our Occupancy Licences (paragraph 34): with no explicit reference to the consequences of the terms being breached.
- 9) No students have had access to accommodation affected based on drug possession.

**43. Economics interview questions, received 2 October 2023**

I hope this message finds you well. I am writing to request access to past interview questions for the Economics program at Cambridge University, in accordance with the provisions of the Freedom of Information Act.

As a prospective applicant with a strong interest in economics, I believe that access to past interview questions would significantly enhance my preparation and understanding of the interview process at Cambridge. Moreover, it would provide valuable insights into the university's approach to assessing candidates and help me better align my expectations and readiness.

I understand that certain interview questions and materials may be sensitive or confidential, and I assure you that my request is solely for personal educational purposes. I am committed to maintaining the confidentiality and security of any materials provided, and I will not share them with any third parties.

I kindly request that you provide access to any available past interview questions for the Economics program or direct me to the appropriate department or resource where I can obtain this information.

**Response of 30 October 2023**

The College does not hold past interview questions for the Economics programme.

**44. Short stay accommodation at College, received 4 October 2023**

Under the Freedom of Information Act, I would like to request the following information:

Information regarding the short stay accommodations at the university.

1. Are you currently selling or planning to sell rooms for commercial purposes or to transient guests?
2. Do you sell rooms throughout the entire year (365 days) or only during specific vacation periods?
3. How many rooms are you currently selling for commercial purposes?
4. Are your rooms listed on online travel agents like Booking.com, Airbnb, or Expedia?
5. If yes to 4, approximately, what percentage of your bookings come from online travel agents (OTAs)?
6. If yes to 4, how many full-time employees (FTEs) are responsible for processing room bookings and managing OTAs?
7. What is your approximate monthly occupancy rate?

**[Request withdrawn by requestor, 9 October 2023]**

**45. College website, received 16 October 2023**

Please could you provide answers to the following questions for Sidney Sussex College (Cambridge):

Public Facing Website

1. What CMS/software and version does your public facing University website use? (e.g. In-house, Sharepoint, Jada, Drupal 9)
2. Is your public facing University website hosted and supported by a third party IT partner or on-premise? If a third party, when does your current contract expire?
3. When was your public facing University website launched?
4. What are your separate budgets for hosting/supporting and development for your public facing University website?
5. Which team/department/individual is responsible for maintaining your public facing University website?

Digital Accessibility

6. When was your public facing University website last audited for accessibility compliance?
7. Which team/department/individual is responsible for maintaining accessibility compliance across your public facing websites?

Website Content

8. Do you work with external marketing/communications suppliers to create content for your public facing services?
9. When was the last time you conducted a content audit on your website to remove outdated content?

**Response of 3 November 2023**

Our responses to your questions are as follows, noting that where you ask about the 'public facing University website' we assume you mean Sidney Sussex College. The University of Cambridge have a separate website:

Public Facing Website

1. Drupal 10 (updated October 2023)
2. The College's public facing website is hosted by an external agency. We are billed quarterly, in advance, so the arrangement could be terminated at the end of the current three-month period.
3. The current website was launched in April 2020 but the College has had a website since the 1990s.
4. The College spends £1,300 (incl. VAT) on hosting per year. The College employs an external agency to fix bugs, complete security updates and provide ongoing development support on a retainer of £7,140 (ex. VAT) per annum.



5. All staff teams within the College should have one member trained to work on the CMS and to manage their area of the website. The Head of Communications oversees the website and manages web development and the look and feel of the website, in partnership with an external agency.

#### Digital Accessibility

1. The College website was checked for accessibility at launch (April 2020). We are currently working with our external agency to schedule a new accessibility report.
2. The Head of Communications, working with colleagues and our external agency.

#### Website Content

1. Our Development and Alumni Relations Office (DARO) occasionally commissions graphics from a freelance graphic designer, some of which are used on the website. DARO also work with an external copywriter. The College has previously employed freelance photographers, with their work sometimes appearing on the external website. The College also commissioned an external supplier to produce a 360 degree tour of the College. All other content is currently produced in-house.
2. We are currently working with our external agency to plan a content audit. We do not retain records regarding previous content audits.

#### **46. Spend on external legal advice and consultants, received 20 October 2023**

I am writing to you to request the following information:

1. "Between January 2022 and today's date how much has the college spent on external legal advisors and could you please break this down by firm, counsel, chambers?"
2. "Between January 2022 and today's date, how much has the college spent on consultants, and please could you break this down by name, company, and reasons for the consultation?"

#### **Response of 16 November 2023**

Our answers to your questions are as follows:

1. Spend on external legal advisors from January 2022 to 20 October 2023 broken down into total costs spent with individual legal firms is set out in the table below. We have not provided costs paid to any individual counsel as to do so would contravene the principles relating to the processing of personal data as set out in Article 5 of the General Data Protection Regulation ('GDPR'). This is covered under the exemption provided under section 40(3A)(a) of the Freedom of Information Act.

<b>Firm</b>	<b>Total Spend, 1 January 2022-20 October 2023</b>
Mills & Reeve	£131,783.57
Sackers	£18,821.79
Birketts	£5,341.76
Taylor Vinters	£4,482.60

2. Spend on consultants between January 2022 to 20 October 2023 broken down by name/company and reasons for the consultation is provided in the table below. We have not provided costs paid to any individual consultant employed personally as to do so would contravene the principles relating to the processing of personal data as set out in Article 5 of the General Data Protection Regulation ('GDPR'). This is covered under the exemption provided under section 40(3A)(a) of the Freedom of Information Act.

<b>Name/Company</b>	<b>Reason for Consultation</b>	<b>Total Spend, 1 January 2022-20 October 2023</b>
Incitus Limited (t/a Global Data)	Development	£5,587.50
Skelly Data	Development	£14,495.08
AccessAble	Access Survey	£2,346.60
CQMS	Health & Safety	£5,467.64
Ramboll	Acoustics	£7,610.20
CAE	IT	£10,771.36

**47. Mathematics / Mathematics with Physics STEP / A-Level results, received 31 October 2023**

With reference to the attached spreadsheet, I would like it completed for all of those individuals who commenced the Mathematics or Mathematics with Physics undergraduate courses in October 2023 (or have deferred to 2024) who did not attain the following minimum combination of exam results:

STEP (ii) grade 1

and

STEP (iii) grade 1

For those candidates who sat exams other than A-Levels, for example International Baccalaureate, leave the cells relating to A-Levels blank.

If any grade was not attained in the last series of exams (June 2023), then please annotate in the respective cell's comment.

I do not believe that any of the data that I have requested breaches the Freedom of Information Act. However, if you believe that the data in any cell would breach the Freedom of Information Act then please leave the cell blank and annotate in the cell's notes 'FOI + reason for breach of FOI Act'.

**Response of 2 November 2023**

Thank you for your FOI request received on 31 October 2023. We are unable to provide the detailed breakdown you have asked for in your excel spreadsheet under the Section 40(2) exemption of the Freedom of Information Act as there is a risk of individuals being identified. We can, however, provide you with STEP range, A Level range by subjects, overall gender and ethnicity breakdowns in the subject (where appropriate). Please confirm if you would like to receive this information.

**[no response received]**

**48. Correspondence to or from the Master mentioning 'Israel', 'antisemitism' or 'antisemitic', received 6 November 2023**

Could you please provide the following pieces of information:

1. All emails sent to [mb2603@cam.ac.uk](mailto:mb2603@cam.ac.uk), [master@sid.cam.ac.uk](mailto:master@sid.cam.ac.uk), and Martin Burton's college master email account, which include the key words 'Israel' and/or 'antisemitism' and/or 'antisemitic' in the month of October and November 2023.
2. All emails sent from [mb2603@cam.ac.uk](mailto:mb2603@cam.ac.uk), [master@sid.cam.ac.uk](mailto:master@sid.cam.ac.uk), and Martin Burton's college master email account, which include the key words 'Israel' and/or 'antisemitism' and/or 'antisemitic' in the month of October and November 2023.

**Response of 30 November 2023**

The following emails sent to [mb2603@cam.ac.uk](mailto:mb2603@cam.ac.uk) or to [master@sid.cam.ac.uk](mailto:master@sid.cam.ac.uk) have been provided:

<b>Date</b>	<b>Time</b>	<b>Title</b>
09/10/2023	17:05	FOR INFO: University response to recent events in Israel, Gaza and the Middle East
12/10/2023	17:38	colleagues with Middle East links
13/10/2023	13:52	FW: Key Issues Bulletin - 13 October 2023
19/10/2023	13:40	RCS Newsletter Meet our new Grassroots partners
31/10/2023	14:28	Colleges' Committee: Minutes 28 October 2023
02/11/2023	18:01	FOR INFO: Key Issues Bulletin - 2 November 2023
03/11/2023	9:29	FW: This Weekend in Chapel (Early Start to Tonight's Service!)
03/11/2023	14:59	FW: Charities Property Fund Q3 2023 Factsheet & covering letter
04/11/2023	9:03	Daily update from GOV.UK for: The Charity Commission
06/11/2023	15:45	FW: Senior Tutors' Committee minutes - 3 November 2023
07/11/2023	18:11	FW: U.S. Department of Education Reminds Schools of Their Legal Obligation to Address Discrimination, Including Harassment

The Master, having considered and reviewed all the emails, has concluded that any correspondence directly linked to discussions of policies or positions about, or responses to, the Middle East situation is exempt under Section 36(2)(b) of the Act. Additionally, we have exempted under Sections 38 and 40(2) of the Act any correspondence which could, if disclosed, endanger the physical or mental health or safety of an individual.

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**From:** ucam-college-heads-request@lists.cam.ac.uk on behalf of Head Office of Intercollegiate Services <head@ois.cam.ac.uk>  
**Sent:** 09 October 2023 17:05  
**To:** Ucam-college-heads@lists.cam.ac.uk; ucam-senior-tutors@lists.cam.ac.uk; 'UCAM-college-bursars@lists.cam.ac.uk'; Development Directors; HR Forum; College Comms Leads  
**Subject:** FOR INFO: University response to recent events in Israel, Gaza and the Middle East

To: Heads of House, Bursars, Development Directors, Senior Tutors, HR Managers and College comms leads

*Sent via OIS on behalf of OEAC -- **please liaise internally about how (and whether) to disseminate some or all of this within your College***

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**From:** University All Staff Notice <allstaffnotice@admin.cam.ac.uk>  
**Sent:** Monday, October 9, 2023 3:06 PM  
**To:** University All Staff Notice <allstaffnotice@admin.cam.ac.uk>  
**Subject:** University response to recent events in Israel, Gaza and the Middle East

To: all staff

Dear colleagues

Our thoughts are with everyone affected by the recent events in Israel, Gaza and the Middle East.

We understand this is a hugely difficult and distressing time, particularly for students and colleagues with connections to the region. If you need support or someone to talk to, we urge you to speak to your line manager. The Staff Counselling Centre is always available to provide emotional support. Further information can be found [here](#).

In addition to support from the collegiate University, charities and the NHS offer services:

[Samaritans](#) is an independent listening service – always available 24/7 by telephone or online chat

[The NHS Mental Health Helpline](#) is open 24/7 for people who need mental health care when their situation is not life-threatening.

We are urgently establishing whether any staff or students are in the region.

If you have any research or fieldwork planned in the region, please keep up to date [with Government Travel advice](#). You must also complete a risk assessment before travelling.

Yours

Kamal  
Professor Kamal Munir, Pro-Vice-Chancellor – University Community and Engagement

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**From:** Senior Tutor (Sidney Sussex College)  
**Sent:** 12 October 2023 17:38  
**To:** Master; Prof. Kenneth Armstrong; Martin Pierce; Bursar  
**Subject:** colleagues with Middle East links

Dear all,

You may have thought of this already – among our Fellows, [REDACTED] may actually be in Israel at the moment, and has [REDACTED] there; [REDACTED] in one of the areas most affected; and I wonder about [REDACTED]. I've dropped [REDACTED] a line; [REDACTED] is dining tomorrow so there's a chance to express sympathy there; [REDACTED] I can reach out to directly; and if one of you wishes to check, maybe [REDACTED] might know whether [REDACTED] is indeed from the region, and still feels connected to it ([REDACTED] whole career has been in the UK).

M

**Mr Massimo (Max) M. Beber, Senior Tutor**  
Sidney Sussex College, Cambridge CB2 3HU ( Registered Charity No. 1137586)

Email: [SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk)  
Telephone: + 44 1223 338870 (direct) & 338847 (Office) - **9AM-5PM MON-FRI ONLY**  
Emergencies: [Porter@sid.cam.ac.uk](mailto:Porter@sid.cam.ac.uk) (+ 44 1223 338800)

**From:** ucam-college-heads-request@lists.cam.ac.uk on behalf of Head Office of Intercollegiate Services <head@ois.cam.ac.uk>  
**Sent:** 13 October 2023 13:52  
**To:** Bursars; College Comms Leads; Development Directors; Heads of House; Senior Tutors  
**Subject:** FW: Key Issues Bulletin - 13 October 2023

To: Heads of House, Bursars, Development Directors, Senior Tutors, HR Managers and College comms leads

*Sent via OIS on behalf of OEAC -- please liaise internally about how (and whether) to disseminate some or all of this within your College*

**From:** University Internal Comms <internalcomms@admin.cam.ac.uk>  
**Sent:** Friday, October 13, 2023 12:16 PM  
**To:** University Internal Comms <internalcomms@admin.cam.ac.uk>  
**Subject:** Key Issues Bulletin - 13 October 2023

To: Heads and Administrators of GB Departments; Chairs and Secretaries of Faculty Boards; Heads and Administrators of Council Institutions; Heads and Secretaries of Schools; School Finance Managers; Office of Intercollegiate Services; Department Safety Officers.

This bulletin rounds up key issues and information of interest to heads and operational leads in University institutions. **Highlighted items** are for forwarding, with further details provided in the text of each item. **Substantive issues, policy news and formal consultations will be highlighted**, when appropriate, within the table and bulletin text.

Content for previous bulletins is [archived](#) on the SharePoint site. To report any SharePoint access issues, or to request access for colleagues, contact [internalcomms@admin.cam.ac.uk](mailto:internalcomms@admin.cam.ac.uk).

Item	Relevant to institutions?	Relevant to Colleges?
<b>SAFETY</b>		
Travel safety for Israel, occupied Palestinian territories and Lebanon	yes	
Safety newsletter	yes	
<b>INSTITUTION</b>		
Events data for Prevent return to the Office for Students - responses by Friday 3 November	yes	
Industrial action	yes	
<b>EDUCATION</b>		
Introduction of blended learning service	yes	yes
Visa restrictions for international postgraduate students acting as undergraduate supervisors	yes	yes
<b>STAFF</b>		
Employer Justified Retirement Age (ERJA) survey closes on 16 October	yes	

## SAFETY

### Travel safety for Israel, the occupied Palestinian territories and Lebanon

Information for heads, departmental administrators and safety officers.

The Foreign, Commonwealth and Development Office has updated its travel advice for Israel, the occupied Palestinian territories and Lebanon. It advises against travel to some parts and against all but essential travel to the rest. Therefore, pre-travel risk assessments for any work or study trips planned by staff or students are now considered a high or elevated risk and must be referred to the [study away risk assessment committee](#) (SARAC). The University's travel insurance is extremely unlikely to be obtained for trips to these areas under the present circumstances.

Colleagues planning trips to other countries in the region should keep their plans under review and check [the Government's foreign travel advice](#), as it may change as the situation develops. You can sign up to receive alerts for changes on their website, and access travel safety advice via the [healix travel oracle app](#).

If you know of any staff or students currently located in Israel, the occupied Palestinian territories or Lebanon, please email [insurance@admin.cam.ac.uk](mailto:insurance@admin.cam.ac.uk) (if you have not already done so) so assistance can be co-ordinated.

### Safety newsletter

Information for all safety officers, departmental administrators and heads of departments.

The Safety Office has published the [September Safety Newsletter](#). The newsletter is published quarterly, covering relevant health and safety publications, Safety Office staff changes, and new or revised health and safety advice. All past and future issues can be accessed on the [Safety Office website](#).

## INSTITUTION

### Events data for Prevent return to the Office for Students (OfS) - responses by Friday 3 November

Each year the University must complete an accountability and data return to the OfS about its compliance with the [Prevent Duty](#). As part of this, data has to be compiled on the total number of non-curricular University events involving external speakers in the year.

In the past, this question has been answered using data held on the [Booker room booking system](#). Last year, the OfS asked the University to make efforts to collect more complete data.

The OfS has recently confirmed the parameters and timings of this year's return. Departments are therefore asked to take the following steps by Friday 3 November 2023, and send their replies to [James.Knapton@admin.cam.ac.uk](mailto:James.Knapton@admin.cam.ac.uk) in the Governance and Compliance Division.

- ☐ If your department uses Booker to manage all its room bookings for events, please confirm this
- ☐ If your department uses systems or processes other than Booker to manage some or all of its room bookings for events, please return the total number of 'non-Booker' events in your department that meet all of the following criteria:
  - ☐ Took place between 1 August 2022 and 31 July 2023
  - ☐ Involved an external speaker (a speaker who is neither a member of University nor College staff or a student)
  - ☐ Took place on your own departmental premises
  - ☐ Was not part of the curriculum (not related in any way to teaching activities, whether core or optional)
  - ☐ Was not a commercial hire of premises (not an external organisation paying to use your departmental premises to run their own event that is wholly unconnected to the University).

Questions should be addressed to [James.Knapton@admin.cam.ac.uk](mailto:James.Knapton@admin.cam.ac.uk).



## Industrial action

The University has been informed by Unite that its members will be taking strike action on the following dates: Tuesday 24 October; Thursday 26 October; Wednesday 1 November; Tuesday 7 November. The Industrial Action Task Force has notified those institutions that it thinks will be most affected. Further information, including participation forms for this strike action, will be published later today (Friday 13 October) on the [industrial action website](#).

## EDUCATION

### New blended learning service

Please forward to academic staff in your institution

The University is pleased to announce the launch of its new [blended learning service](#). The service will provide support, training and guidance to help integrate digital learning into our outstanding residential educational experiences. This marks a significant milestone in the University's commitment to delivering exceptional education in a rapidly evolving digital landscape.

Services include:

- Opportunities for staff development, training and demonstrations
- One to one support to discuss, develop and evaluate blended learning challenges and opportunities
- A regularly updated suite of resources and guidance for autonomous professional development
- Collaborative opportunities and forums for discussion
- Alignment and networking across multiple services in support of education
- Advice on good practice in blended education.

Further information is on the [blended learning website](#). Queries can be directed to [info@blendedlearning.cam.ac.uk](mailto:info@blendedlearning.cam.ac.uk).

### Visa restrictions for international postgraduate students acting as undergraduate supervisors

Departments should be aware that, because of their visa conditions, international postgraduate students need to complete a worker agreement with their College before they can deliver undergraduate supervisions. Departments who are engaged in commissioning or recommending undergraduate supervisors should advise international postgraduate students that they *must* contact their College tutorial office for advice before they start supervising.

## STAFF

### Employer Justified Retirement Age (ERJA) survey closes on 16 October

Please remind staff and postdocs in your institution about the survey deadline

Staff are reminded that the deadline for completing the [Employer Justified Retirement Age \(ERJA\) staff survey](#) is 16 October 2023. As a reminder, the survey has been produced by the group overseeing the University's review of its [Retirement Policy](#) and Employer Justified Retirement Age (ERJA) to help it understand the impact of the EJRA on University staff. All University staff are eligible to complete the survey, but the group is particularly interested in hearing from University officers or those who could become one in the future, for instance, by joining the academic career pathway. Technical queries about the survey can be directed to [EJRAsurveyqueries@admin.cam.ac.uk](mailto:EJRAsurveyqueries@admin.cam.ac.uk).

*Internal Communications Team*

**From:** The Royal College of Surgeons of England <news@updates-rcseng.co.uk>  
**Sent:** 19 October 2023 17:57  
**To:** Martin Burton  
**Subject:** RCS Newsletter | Meet our new Grassroots partners

**CAUTION:** This email originated from outside the organization. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.

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Royal College  
of Surgeons  
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ADVANCING SURGICAL CARE

## RCS England Newsletter

*We are deeply distressed by the ongoing violence in Gaza, Israel and the Middle East and the resulting humanitarian crisis. Many of our members work in the region and some are delivering life-saving surgery in the most unimaginable circumstances. We support the **World Health Organization's call** for the protection of health workers, patients, facilities and transport in accordance with international humanitarian law. If you are in any way impacted, you can access confidential support and advice from a trained counsellor via our 24/7 helpline on **0800 028 0199**. [Read more.](#)*

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Prescribing and adverse event reporting information  
can be found here: <https://www.emcpi.com/pi/42044>

AGUK-291-03/2023



## Grassroots in Surgery scheme

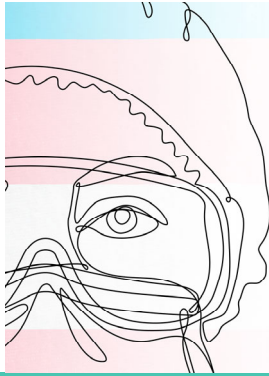
**Congratulations to our new Grassroots in Surgery scheme partners**

We're pleased to announce that seven projects created to improve Diversity, Equity and Inclusion in surgery will receive our funding and support for the year ahead through our Grassroots in Surgery scheme.

Our partners for this year are:

- **ACGBI Medical Students Committee;**
- **UK Plastics Research Collaborative for their INSPIRE Programme;**
- **Hull University Teaching Hospitals NHS Trust for their SSTICH project;**
- **Surgical Scarf Project;**
- **The SurgicalCoaching121 project;**
- **The Aspiring Medic's Support (TAMS) CIC for their Scholar Programme;**
- **and The Portfolio Clinic for their International Medical Graduate (IMG) mentorship programme.**

We encourage you to read more about our partners and would like to thank everyone who applied this year. Read more about our **Diversity, Equity and Inclusion work**.



## Supporting transgender patients and colleagues

New *Bulletin* article

We welcome [the recent \*Bulletin\* article](#), which offers useful information and advice to help surgeons be inclusive of transgender, non-binary and gender-diverse patients and colleagues. As a College, we aim to continually improve standards of surgical care by breaking any barriers and to embrace diversity by building an inclusive profession.

We would like to thank the authors; this piece supports our broader work towards building a welcoming and inclusive workforce and the equitable treatment of women and minority groups in surgery to deliver the highest standards of patient care.

[Read more.](#)



## Future Surgery Show 2023

Last chance to book

We're only one month away from **Future Surgery 2023**, with an exciting programme including discussions on sustainability, lessons from the 2023 census and key updates on sexual misconduct in surgery. Sir Stephen Powis, National Medical Director at NHS England will open day two with a keynote speech about the future of the NHS.

Tickets for this two-day conference on **14–15 November** at ExCeL London are free for RCS England members using the code **FSRCSE**.

Already booked? Be sure to download the Future Surgery app to start planning your conference. Search for '**CloserStill Healthcare**' in the Apple and Google Play Stores.

### Annual General Meeting

The next annual general meeting of fellows and members will be held online on **Wednesday 29 November at 6pm**. The meeting will include an address from the President, the presentation of the Annual Accounts for 2022/23 and consideration

### Mentorship survey

Has mentorship impacted your career in surgery? If you've ever been a mentor or mentee or would like to be involved in mentoring at some point in your career, [take our five-minute survey](#). Help us identify how we can support mentoring among

### Statement on Physician Associates (PAs)

The Intercollegiate Extended Surgical Team Board has established a task and finish group to address the gap in guidance for PAs and other roles in the extended surgical team. Recommendations will be

of any motions submitted.

**Find out more and register to attend.**

members of all career stages. The survey closes on **30 October**.

released in early 2024.

Until then, surgical departments must carefully consider the work that PAs undertake. **Read more.**

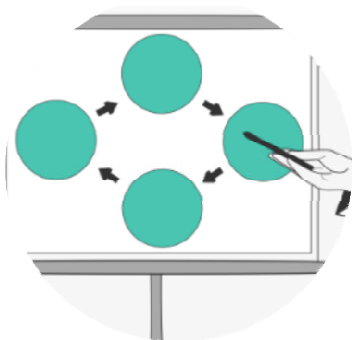


## Put paper consent forms where they belong. In the bin.\*

\*Only put the unused ones in the bin. Don't go crazy.



### Training the Trainers: Developing Educator Skills course



We've transformed our popular Training the Trainers course into a multi-modal course that will equip you with the skills you need to successfully deliver surgical training. With extensive e-learning modules, a 1-2-1 session with faculty and a one-day face-to-face training day, other generic teaching courses don't compare. Multiple dates are available, and members can enjoy an exclusive **40% discount**, saving over £270. **Book your place today.**

### SAS surgeons welcomed as MRCS clinical examiners

In a significant development that will enhance inclusivity and address the pressing need to accommodate higher numbers of candidates, SAS surgeons can now become MRCS and MRCS (ENT) clinical examiners. **Read more** or **apply to join our Court of Examiners** today.



### Pump priming grants

We are offering awards of up to £10,000 to assist surgeons in the early stages of their independent research careers. Awards will

### Trauma Papers competition

Enter your abstracts in the highly prestigious Trauma Papers competition. The winner will have the opportunity to fly out to the Annual

be made competitively and may be used flexibly to support the award holder's research programme. **Find out more** and apply. Applications close on **7 December**.

Conference in Chicago, USA, in March 2024 to present your paper with other regional winners around the world. **Submit your abstract** by **6 November**.



### Parents in Surgery

We have hosted the first two in a series of Parents in Surgery workshops focused on identifying and prioritising the actions needed to deliver change, following our initial **research and report**. If you are a senior leader interested in joining and contributing to these workshops, please **get in touch** for more information.

[VISIT OUR WEBSITE](#)



### The breast surgeon who got breast cancer

The Hunterian Museum welcomes Dr Liz O'Riordan, who will share her incredible story as a breast surgeon who got breast cancer not once but three times. She uses her influence to educate and empower cancer patients and to improve cancer care. The event takes place at **7pm** on **Wednesday 25 October**.

[BOOK NOW](#)

### Rewards Plus: Offer of the month



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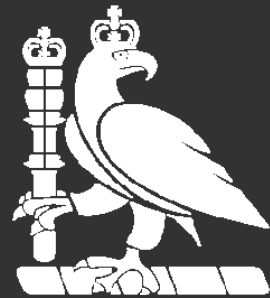
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**From:** ucam-college-heads-request@lists.cam.ac.uk on behalf of Admin Office of Intercollegiate Services <admin@ois.cam.ac.uk>  
**Sent:** 31 October 2023 14:28  
**To:** ucam-college-heads@lists.cam.ac.uk  
**Cc:** Marina Frasca-Spada; bursar@jesus.cam.ac.uk; senior.bursar@cai.cam.ac.uk; Judith Bunbury; Stuart Martin; Rachelle Stretch  
**Subject:** Colleges' Committee: Minutes 28 October 2023  
**Attachments:** 2023-10-28 CC minutes v2.docx; CC(23-24.MT1)08 - CDDC - Minutes 25 October 2023.pdf

To: Members of the Colleges' Committee

The minutes of the meeting on Saturday, 28 October 2023 are attached, together with a late paper, number 8: CDDC minutes of 28 October 2023.

Best wishes  
Diane

Diane Brooker  
Office Manager | Office of Intercollegiate Services | 12b King's Parade | Cambridge | CB2 1SJ

t 01223 (7)68745 (Main) | 68737 (Direct)

Working hours:  
Monday - Friday (8 am to 4 pm)

Please use [admin@ois.cam.ac.uk](mailto:admin@ois.cam.ac.uk) for emails as this inbox is monitored by other staff in the office.  
If you need to email me confidentially, please use [deb36@cam.ac.uk](mailto:deb36@cam.ac.uk)



## COLLEGES' COMMITTEE

Minutes of a meeting held at 11.00 am on **Saturday, 28 October 2023** at Trinity Hall

Items marked as “**COMMON ACTION**” are decisions set within the framework of intercollegiate decision-making. The principles are provided in a document that can be viewed at [Intercollegiate agreements and protocols \(cam.ac.uk\)](https://www.cam.ac.uk/intercollegiate-agreements-and-protocols).

The meeting was chaired by Professor Pippa Rogerson (CAI): the minute taker was Dr Matthew Russell (Head of the Office of Intercollegiate Services).

### Members' Attendance:

*Please note that any blank cells below show Colleges that were not represented at the meeting.*

<b>Christ's</b>	Lord Simon McDonald	<b>Magdalene</b>	Sir Christopher Greenwood
<b>Churchill</b>	Professor Dame Athene Donald	<b>Murray Edwards</b>	
<b>Clare</b>	Ms Loretta Minghella	<b>Newnham</b>	Ms Alison Rose
<b>Clare Hall</b>	Professor Alan Short	<b>Pembroke</b>	Lord Christopher Smith
<b>Corpus Christi</b>	Marina Frasca-Spada*	<b>Peterhouse</b>	Professor Andy Parker
<b>Darwin</b>	Dr Michael Rands	<b>Queens'</b>	Dr Mohamed El Erian
<b>Downing</b>	Professor Graham Virgo	<b>Robinson</b>	Sir Richard Heaton
<b>Emmanuel</b>	Mr Doug Chalmers	<b>St. Catharine's</b>	Sir John Bengier
<b>Fitzwilliam</b>	Baroness Sally Morgan	<b>St. Edmund's</b>	Ms Catherine Arnold
<b>Girton</b>	Dr Elisabeth Kendall	<b>St John's</b>	Ms Heather Hancock
<b>Gonville &amp; Caius</b>	Professor Pippa Rogerson	<b>Selwyn</b>	Mr Roger Mosey
<b>Homerton</b>		<b>Sidney Sussex</b>	Professor Martin Burton
<b>Hughes Hall</b>	Sir Laurie Bristow	<b>Trinity</b>	
<b>Jesus</b>	Ms Sonita Alleyne	<b>Trinity Hall</b>	Ms Mary Hockaday
<b>King's</b>	Ms Gillian Tett	<b>Wolfson</b>	Professor Jane Clarke
<b>Lucy Cavendish</b>	Professor Dame Madeleine Atkins		

*Those names marked with an asterisk (\*) attended as a substitute for their respective Head of House.*

### Attendees

<b>Intercollegiate Officers</b>	Dr Richard Anthony (Chair, Bursars' Committee) Dr Judith Bunbury (Associate Secretary, Senior Tutors' Committee) Dr Marina Frasca-Spada (Chair, Senior Tutors' Committee) Mr Robert Gardiner (Secretary, Bursars' Committee) Dr Stuart Martin (Associate Secretary, Senior Tutors' Committee) Mr Malcolm Millbrook (Deputy Head, Office of Intercollegiate Services) Dr Rachelle Stretch (Chair, College Development Directors Committee)
<b>University</b>	Professor Deborah Prentice (Vice-Chancellor) Professor Bhaskar Vira (Pro-Vice-Chancellor (Education))

**Apologies:** Ms Dorothy Byrne (MUR), Professor Dame Sally Davies (T), Prof Christopher Kelly (CC), and Lord Simon Wooley (HO).  
Professor Andy Neely (Senior Pro-Vice-Chancellor (Enterprise and Business Relations)), Ms Emma Rampton (Registry), and Dr Michael Glover (Academic Secretary)

Madeleine Atkins (LC) declared an interest in minute CC.23.5 (a close personal relationship with an employee of CUDAR): it was not felt necessary to be excluded from the discussion or the decision.

The following people were invited to the meeting:

- CC.23.5 Georgina Cannon (Marketing Director of Development, CUDAR)

#### **CC.23.1 Welcome**

The following new members and attendees were welcomed to their first formal meeting:

- Sir John Benger (Master, CTH)
- Professor Martin Burton (Master, SID)
- Ms Gillian Tett (Provost, K)
- Professor Graham Virgo (Master, DOW)
  
- Mr Robert Gardiner (CAI), Secretary of the Bursars' Committee

It was also noted that Dr Richard Anthony (JE) had taken up the role of Chair of the Bursars' Committee.

#### **CC.23.2 Minutes of the meeting held on 8 July 2023**

The minutes of the meeting on 8 July 2023 were approved as a true record, subject to an amendment to minute CC.22.117: it was agreed to replace the minute with a record of the Council's decision:

The Academic Secretary updated the Committee on the discussions of a revised proposal for the introduction of a Reading Week, discussed at the General Board on 2 June 2023 and Council on 19 June 2023:

Paper 4                      Reading Week consultation

The meeting of Council on 19 June 2023 concluded that the University and the Colleges should collectively seek to address the issue of excessive workloads on both students and staff as a priority. To that end, the Council had agreed that a paper should be drafted presenting options to reduce student workload (e.g. syllabus review, supervision norms and grace weeks, as well as the proposal for the Reading Week pilot), which would be received in Michaelmas Term 2023. The Council noted that concerns about staff workload would be addressed via the People Strategy.

#### **CC.23.3 Matters arising not elsewhere on the agenda**

#### **CC.23.4 Committee terms of reference**

The Committee received for information its terms of reference:

Paper 1                      Terms of reference

## **PRINCIPAL ITEMS OF BUSINESS**

### **CC.23.5 Principles of Collaboration (relating to fundraising)**

#### **COMMON ACTION DECISION**

*Georgina Cannon (CUDAR) attended the meeting for this item.*

The Committee received a proposal for a revised set of *Principles of Collaboration* (which would replace in its entirety the current Code of Practice on Fundraising):

Paper 3	<i>Principles of Collaboration</i>
Paper 3a	Minute extract: CDDC, 25 October 2023

As co-Chairs of the Joint Working Group of Collaboration (JWGC, which reports to the Joint Committee on Development (JCD)), Georgina Cannon (CUDAR) and Rachelle Stretch (Chair of the College Development Directors Committee (CDDC), TH) noted the history of the development of the document and its most recent discussion at CDDC on 25 October 2023. They noted that the current formulation had been the result of many months of working with a range of fundraisers to address what were universally-felt to be a number of shortcomings in the existing Code of Practice on Fundraising: the focus of the work had been to improve the clarity and shared understanding of a number of terms in the Code of Practice. Feedback from all quarters had been received to support the view that the *Principles of Collaboration* had met that aim. They also drew attention to the underlying principles to support fundraising for the Collegiate University.

It was reported that at the recent meeting of CDDC, two clauses of the document had been discussed at length:

- Paragraph 1a, where while the additional clarity of the “threshold” for defining “shared prospects” was welcomed and appreciated, concerns had been expressed by some members of CDDC that the threshold of “£1m over 5 years” was too low, given it had not been reviewed since the Code of Practice was introduced over a decade ago.
- Paragraph 3c of the “Areas of Collaboration”, which related to when “other prospects” (as opposed to “shared prospects”) could be actively pursued by CUDAR, where members of CDDC had expressed concern that the definitions in that paragraph remained unclear.

The Committee had a wide-reaching discussion about the *Principles of Collaboration* document. It was clear throughout the discussion that the Committee warmly welcomed the re-formulation of the Code of Practice into this newer form, and strongly endorsed the concepts and principles of collaborative fundraising. While it could not agree to adopt the document in full at this meeting, there was a strong level of support for the document being taken forward. It recognised and supported the two areas of concern expressed at CDDC and discussed these in turn:

#### **Paragraph 1a**

- a) A number of Heads of House supported the view that the relationship between an alumnus and their College was a precious asset and that fundraising from them formed a significant proportion of their available sources of income. Colleges, in considering the threshold, needed to consider the extent to which they needed to guard against shrinking the field of fundraising opportunities.
- b) It was generally understood that Colleges should focus on fostering good relationships with alumni (for fundraising and other reasons) and that CUDAR should be more invested in fundraising from trusts, foundations and external organisations, where the size and reach of any individual College was likely to be too small to be effective.

- c) Concerns were expressed by some Heads of House about the amount of time that was spent by staff in their development offices in engaging with both CUDAR and shared prospects over the fundraising approaches and priorities. There was also a strong belief that such discussions were detrimental to developing better and closer relationships with potential and existing donors.
- d) It was emphasised that the concept of giving potential over a five year period was a common concept in the fundraising industry, it was not universally felt that this five year period had been applied for the Code of Practice: the clarity of the “£1m over 5 years” for some Colleges, therefore, represented a significant reduction in the perception of the threshold. Moreover, other work of the JWGC had already revealed that the rating methodology of giving potential as a proportion of known wealth varied substantially (figures of between 1% and 15% were reported): it was clear that the agreement of a shared rating methodology was an essential part of agreeing an appropriate threshold (and might address the concern in c above about time-consuming discussions).
- e) Irrespective of the level of the threshold, the first principle “placing the donor at the centre of our work” should take primacy, and that neither CUDAR nor a College should disregard any donor’s interests or intentions of giving at the expense of donations not coming to the Collegiate University at all.
- f) A low threshold might act as a disincentive for Colleges to further expand their development activities.
- g) Whatever the value of the threshold, it should not preclude any College proactively engaging with CUDAR about support for developing a donor relationship.
- h) Colleges needs to be mindful that Faculties and Departments also had, or were developing, prospect lists to support their own priorities, and a number of these may include people who may not be classified as shared prospects.
- i) Retaining the current threshold level may be perceived externally as the University taking funding that is traditionally the area of support for the Colleges, which would be counteractive to fundraising engagement with alumni.

There was a general feeling at the meeting that continuing with a threshold of “£1m over 5 years” was not a good outcome for the Colleges. A number of alternative suggestions were proposed at the meeting, including:

- Adopting the current threshold in the *Principles of Collaboration* document with a clear expectation of reviewing it by the end of this academic year (in order to proceed to an agreement);
- Replacing the threshold figure with “£x m over 5 years”, with x being either 1.5 or 2;
- Each College entering into a bilateral agreement about an appropriate threshold;
- Agreeing some form of indexation method for the threshold.

It was then noted that the original £1m in the Code of Practice had been settled on fairly arbitrarily and the Vice-Chancellor suggested that some research could be undertaken to arrive at a more empirical figure.

**Nevertheless, the Committee agreed that it could not move forward to a common action decision with the University at this point and proposed to the University to replace the threshold in paragraph 1a with “£2m over five years” with a commitment to review the threshold again in two year’s time, but with an explicit understanding that a College could at any time collaborate in fundraising with CUDAR at any level. Should this be acceptable to the University, then it was felt a common action decision should be reached as other parts of the document could proceed unchanged.**

### Paragraph 3c

- a) It is in any event challenging to identify when someone who donates, or is introduced to the University, is an “other prospect”, and that it would be difficult to police or manage CUDAR activities without having a deleterious effect of the cultivation of the donor.
- b) It would equally be very challenging to enforce such restrictions for University-adjacent fundraisers, including independent sports societies and other organisations.

**Nevertheless, it was suggested that the wording of this paragraph could usefully be reviewed to articulate more clearly that CUDAR would not actively pursue those who give modestly to University causes and could promote engagement as an alumnus with their College. It was also suggested that the people listed as introducing others to University fundraisers should be limited to those directly engaged with University fundraising rather than those who interact with University causes (i.e. volunteer fundraisers rather than volunteers at events).**

### **CC.23.6      Scope and terms of reference of the proposed teaching review**

The Pro-Vice-Chancellor (Education) updated the Committee on progress for the creation of a Working Group, which would undertake a “teaching review”. He noted that the origins of the review included: the Reading Week proposal and the latest discussions of this at General Board and Council, ongoing interactions with representatives of the Justice for College Supervisors campaign and the most recent report from the Board of Scrutiny. He reported that the draft terms of reference as presented had evolved rapidly and taken into account feedback from the officers of the intercollegiate committees and Senior Tutors at a recent Breakfast Meeting and had been received and supported by the General Board’s Education Committee:

#### Paper 2      Review of student teaching: draft terms of reference

The Pro-Vice-Chancellor (Education) drew attention that the focus of the teaching review would be on student workload and the perceived issues with the practical and financial sustainability of the undergraduate supervision system. He noted that it would necessarily touch upon staff workloads, but that the University’s People Strategy would focus on that element of the work more in due course. It was noted that staff workloads (and particularly that of those engaged in delivering undergraduate supervisions) was intrinsically linked to the practical and financial sustainability of the supervision system.

In the discussion, it was noted:

- a) While not necessarily needing re-wording of the terms of reference, the Working Group needed to be mindful of the central point that the complementary delivery of undergraduate education by the University and the Colleges, while expensive, was unique to the Collegiate University and contributed substantially to the reputation of academic excellence.
- b) The order of the terms of reference was not necessarily reflective of their relative importance: for example, the last two points (ix) and (x) were extremely important in ensuring that the respective roles in supporting undergraduate education were well-understood between Faculties, Departments and Colleges, and that communication between these groups was vital in ensuring that the performance of the supervision system for each Tripos was both well-understood and communicated clearly to students.
- c) The review would need to be mindful of the different academic and financial resources that are available across all Colleges, noting in particular the different levels of UTO engagement, both for Triposes and for Colleges.
- d) The six College representatives would need to be carefully identified and would be expected to consult widely across all Colleges in their engagement in the Working Group.

- e) The review of student workloads would need to be mindful of the wellbeing and mental health expectations, both of students and of those that support them.
- f) The Working Group would need to communicate clearly and often about its work timetable and expected milestone dates of any wider consultations and outcomes.
- g) Some Triposes were more constrained than others about content and volume, particularly those with accreditation with professional and statutory bodies. For this reason, it was clear that a homogenous approach to workload would not be practical or lead to the expected outcomes. A pilot approach focusing on known overloaded courses was suggested.

The Committee supported the terms of reference and encouraged the Working Group to commence its programme of work as soon as possible.

### **OTHER MATTERS FOR DECISION**

There are no matters for decision.

### **OTHER BUSINESS**

#### **CC.23.7      Report by the Vice-Chancellor**

The Vice-Chancellor provided reports on the following matters:

- a) People Strategy: as announced in her first annual address to the University on 2 October 2023, the University would be proceeding with a People Strategy, the main aim being to review pay and conditions for all staff. The Vice-Chancellor reported that the University would be using external consultants to benchmark against relevant universities. She recognised that this need a concomitant exercise to drive efficiencies in order to address the affordability of any identified pay gaps. She further noted that this work would converge with teaching review noted in minute CC.23.6 above.

A request to be mindful of the gender equality pay gap was made.

- b) Environmental Sustainability and Climate Change: the Vice-Chancellor announced a Council-led focus on a wider University strategy, noting the recent receipt of the Topping Report. Any strategy would need to synergise both top-down and bottom-up initiatives, and the Council had proposed the creation and appointment of a sixth Pro-Vice-Chancellor to lead on this area, both for academic and operational elements.
- c) Developments in the Middle East: the Vice-Chancellor stressed that the University was continuing to focus on where stresses were emerging across the University and that these tensions were playing out differently in different parts of the Collegiate University. She and the two Pro-Vice-Chancellors for Education and University Community and Engagement had had several meetings with interested groups of students, student societies and staff, and noted this would be ongoing as the external situation changed. She reported that they had recently received notice of a “teach-in”, an event jointly hosted by UCU and PalSoc on Tuesday next week. She emphasised that balancing the responsibilities of free speech, staff and student welfare, and legal requirements was very challenging.

A request for rapid and regular briefings to Heads of House and Senior Tutors of the actions and interactions of the University with various groups would be very helpful to assist in ameliorating concerns being raised within Colleges. An example of difficult conversations was how to respond to were emerging rumours of incidents of racial harassment, both antisemitism and Islamophobia, both within the confines of the University or College premises but in the wider city.

The Pro-Vice-Chancellor noted the launch next week of two email lines for reporting concerns: one for students and staff to report incidents of concern, and one for Heads of Department and College senior officers to seek advice or support on how best to respond to developments. Both lines would be triaged to consider issues of race harassment, criminality and what parts of the University needed to be engaged: the group would include the University’s race harassment adviser. In response, It was stressed that the University would need to be clear about how these channels integrated and interacted with formal channels for complaints and disciplinary action, and it should be mindful of when civil unrest in the city should be directed to the police.

- d) Vice-Chancellor’s Dialogues: the Vice-Chancellor drew attention to the first in a series of events to assist in developing “muscles in free speech” across the University. The first of these (as noted in the Head of House Forum on 24 October 2023) will be on 8 November 2023 with the topic of “Is assisted dying compassionate, or dangerous for society?”

The Pro-Vice-Chancellor (Education) also reported:

- e) Marking and Assessment Boycott: 11,000 students had now received their final marks, with only one Faculty’s result being outstanding. Few failures had been reported.
- f) Cost of living: it was recognised that the impact of rises in the cost of living would continue to affect students, and that parental contributions were likely to be more constrained, resulting in a larger number of students in the “squeezed middle” of household incomes being affected. He requested that Colleges used their financial assistance funds generously.

**CC.23.8 Summary of strategic items of business from Colleges’ Standing Committee**

The Committee received for information a summary of the major strategic items of business that were currently being kept under review by the Colleges’ Standing Committee:

Paper 4 Summary of strategic items of business

**BUSINESS FOR REPORT**

The following papers were received for information:

**CC.23.9 Recent minutes of intercollegiate committees**

Paper	Committee/body	Date of meeting
5	Bursars’ Committee minutes	13 July 2023
6	Senior Tutors’ Committee bulletin and minutes	21 July 2023
7	Colleges’ Standing Committee minutes	10 October 2023
[8]	Colleges Development Directors Committee minutes	25 October 2023 [ <i>not yet available for circulation</i> ]

The Chair of the Bursars’ Committee drew attention to ongoing and constructive discussions with representatives of the Justice for College Supervisors campaign (noting that the teaching review would be essential in maintaining good progress on the agreed programme of work), the commencement of a piece of work looking at the workings of the Colleges Fund and the expectations that the work of the Cambridge Bursary Scheme Working Group would continue this year.

**CC.23.10      Recent minutes of joint committees**

Paper	Committee/body	Date of meeting
9	University and Colleges Joint Committee minutes	17 October 2023
	Joint Committee on Development	no meetings

The Chair drew attention to minute UCJC.23.69, noting that the Research Excellence Framework 2028 would require the University to gather data relating to equality and diversity of College employees: the data collected would be used by the University only for that purpose and would not be provided to Colleges.

The Pro-Vice-Chancellor also noted minute UCJC.23.70, noting that “Cambridge 2040” was now “Cambridge 2050” but would nevertheless be of longer term interest to the Colleges.

**CC.23.11      Reports from representative members on other bodies**

Paper	Committee/body	Representative	Date of report
10	Undergraduate Admissions Assessments (update)	Sally Morgan (F)	October 2023

**CC.23.12      Implementation of the UTO Scheme**

The Committee received for information the latest “running report” of the Scheme:

**Paper 11      UTO Scheme report, October 2023**

**CC.23.13      Mental Health Change Programme update**

The Committee received for information an update on progress of the Mental Health Change Programme, noting it had been circulated previously by e-mail:

**Paper 12      Mental Health Change Programme report, October 2023**

**CC.23.14      Dates of future meetings**

Date	Approximate times	Head of House Cafe	Colleges’ Committee
<b>MICHAELMAS TERM</b>			
6 October 2023	9:00-10:00	Friday @ 9 Zoom Café	
28 October 2023	9:30-10:30		Café <b>TH</b>
28 October 2023	10:30-12:30		Meeting <b>TH</b>
17 November 2023	9:00-10:00	Friday @ 9 Zoom Café	
<b>LENT TERM</b>			
19 January 2024	9:00-10:00	Friday @ 9 Zoom Café	
3 February 2024	9:30-10:30		Café <b>ED</b>
3 February 2024	10:30-12:30		Meeting <b>ED</b>
1 March 2024	9:00-10:00	Friday @ 9 Zoom Café	
<b>EASTER TERM</b>			
26 April 2024	9:00-10:00	Friday @ 9 Zoom Café	
11 May 2024	9:30-10:30		Café <b>JN</b>
11 May 2024	10:30-12:30		Meeting <b>JN</b>
7 June 2024	9:00-10:00	Friday @ 9 Zoom Café	
6 July 2024	9:30-10:30		Café <b>T</b>
6 July 2024	10:30-12:30		Meeting <b>T</b>



**CC.23.15**      **Thanks**

The Committee thanked the Master and Fellows of Trinity Hall for their generous hospitality.

2023-10-28 CC minutes

Dr M Russell  
30 October 2023

**From:** ucam-college-heads-request@lists.cam.ac.uk on behalf of Head Office of Intercollegiate Services <head@ois.cam.ac.uk>  
**Sent:** 02 November 2023 18:01  
**To:** Ucam-college-heads@lists.cam.ac.uk; ucam-senior-tutors@lists.cam.ac.uk; 'UCAM-college-bursars@lists.cam.ac.uk'; Development Directors; College Comms Leads; HR Forum  
**Subject:** FOR INFO: Key Issues Bulletin - 2 November 2023  
**Attachments:** New International Response Operational Group.pdf

To: Heads of House, Bursars, Development Directors, Senior Tutors, HR Managers and College comms leads

*Sent via OIS on behalf of OEAC -- please liaise internally about how (and whether) to disseminate some or all of this within your College*

For convenience, the membership and remit of the International Response Operational Group is attached for information

**From:** University Internal Comms <[internalcomms@admin.cam.ac.uk](mailto:internalcomms@admin.cam.ac.uk)>  
**Sent:** Thursday, November 2, 2023 3:27 PM  
**To:** University Internal Comms <[internalcomms@admin.cam.ac.uk](mailto:internalcomms@admin.cam.ac.uk)>  
**Subject:** Key Issues Bulletin - 2 November 2023

To: Heads and Administrators of GB Departments; Chairs and Secretaries of Faculty Boards; Heads and Administrators of Council Institutions; Heads and Secretaries of Schools; School Finance Managers; Office of Intercollegiate Services; Department Safety Officers.

This bulletin rounds up key issues and information of interest to heads and operational leads in University institutions. **Highlighted items** are for forwarding, with further details provided in the text of each item. **Substantive issues, policy news and formal consultations will be highlighted**, when appropriate, within the table and bulletin text.

Content for previous bulletins is [archived](#) on the SharePoint site. To report any SharePoint access issues, or to request access for colleagues, contact [internalcomms@admin.cam.ac.uk](mailto:internalcomms@admin.cam.ac.uk).

Item	Relevant to institutions?	Relevant to Colleges?
<b>INTERNATIONAL</b>		
Guidance for handling complaints, requests for advice and correspondence relating to the Middle East	yes	yes
New digital system for pre-travel risk assessments	yes	
<b>STAFF</b>		
Real Living Wage increased to £12 per hour	yes	
Survey - Being LGBTQ+ in Cambridge: a review of the experiences and support of staff at the University of Cambridge	yes	yes
Professional Services Staff Conference: bookings open	yes	

## COMMUNICATIONS

Change communications toolkit

yes

## INTERNATIONAL

### Guidance for handling concerns, complaints, requests for advice and correspondence relating to the Middle East

Information for Heads of Institution and Senior Tutors

1. Students and staff wishing to make formal complaints about incidents arising from events in the Middle East should continue to use the usual routes:
  - a. **For students** making a formal complaint, advice and guidance can be found on the [student complaints site](#).
  - b. **For staff** making a formal complaint, advice and guidance can be found on the [HR website](#).
2. Students seeking emotional and practical support in connection with racism, antisemitism, Islamophobia, unlawful discrimination and abuse, including that based on ethno-religious identity, should contact the Harassment and Violence Support Service at [HVSS@studentsupport.cam.ac.uk](mailto:HVSS@studentsupport.cam.ac.uk). See also further information about support in relation to [harassment and violence](#) and [sexual misconduct](#).
3. Students and staff who do not necessarily wish to make formal complaints and are seeking wider advice should contact their Senior Tutor or Head of Institution who should contact the International Response Operational Group at [internationalresponse@admin.cam.ac.uk](mailto:internationalresponse@admin.cam.ac.uk).
4. Heads of Institution or Senior Tutors seeking general advice should also contact the International Response Operational Group at [internationalresponse@admin.cam.ac.uk](mailto:internationalresponse@admin.cam.ac.uk). This is a small expert group who will field all concerns, complaints and requests for advice on matters relating to the Middle East. They will provide advice on how to respond and will aim to do so within 48 hours. Where possible, they will use existing processes and procedures and liaise with colleagues accordingly. More information explaining how the group will work is [on the section of the staff hub for heads of institutions](#).
5. General correspondence should be sent to the Vice Chancellor's Office ([VCO.Enquiries@admin.cam.ac.uk](mailto:VCO.Enquiries@admin.cam.ac.uk)) or to the International Response Operational Group: [internationalresponse@admin.cam.ac.uk](mailto:internationalresponse@admin.cam.ac.uk).

### New digital system for pre-travel risk assessments: Peregrine Foresight

Information for Heads of Institution, administrators and safety officers from Professor David Cardwell, Chair of the Health and Safety Executive Committee

Under the University's [Guidance on Managing Risks from Travel, Fieldwork and Work Away](#), institutions must have procedures to manage risks to staff and students from international travel by:

- Knowing where travellers are
- Reviewing and approving pre-travel risk assessments
- Remaining in contact with travellers, especially when high risks are identified.

The University is introducing a new digital platform, Peregrine Foresight, to help travellers undertake an appropriate level of risk assessment for their trip, and to support departments with reviewing and approving those plans. This should make it easier for institutions to manage travel risks within their departments. It will also provide a single record of staff and student travel, which will enable the University to respond more quickly in the event of an emergency overseas where individuals may be at risk of harm (such as the recent outbreak of hostilities in the Middle East).

The rollout of Peregrine Foresight begins next week with the intention of getting all departments enabled on the system by the end of January 2024.

Heads of institution and departmental staff with safety responsibilities are invited to book a place to attend a virtual demonstration of the new system on [10 November or 17 November](#). Full training for those who will be responsible for approving pre-travel risk assessments in Peregrine Foresight will be provided, starting with sessions on [21 and 22 November](#). For more information please visit [Peregrine Foresight | Safeguarding Work Away \(cam.ac.uk\)](#) or send your query to the helpdesk via [internationalsupport@admin.cam.ac.uk](mailto:internationalsupport@admin.cam.ac.uk).

## STAFF

### Real Living Wage increased to £12 per hour

The Real Living Wage (RLW) has increased from £10.90 to £12.00 per hour. In line with previous years, the University will retain point 21 as the highest point in Grade 1 and will increase the lowest spine point in use for Grade 2 to point 23. This will take effect in November 2023.

Employees in Grade 2 currently on point 22 will automatically be moved to point 23. Employees in Grade 1 on point 21, and those in Grade 2 on point 23, will see a 'Living Wage' element on their payslip. This element will pay the difference between the employee's spine point and the Real Living Wage. The value of the element will decrease as the employee progresses through the service points of Grade 2 and will cease when the employee reaches point 24.

The new RLW rate also applies to casual workers who claim their hours via the Cambridge Casual Worker System and workers on assignment from the Temporary Employment Service. The revised RLW rate for these groups will be effective from 6 November (the first Monday in November).

Institutions that have locally agreed contracts that include the RLW clause (i.e. contracts issued after August 2019) will need to advise their suppliers of the increased rate. Under the terms of the University's Living Wage accreditation, suppliers will be required to implement the new rate by 1 May 2024. Suppliers covered by centrally issued contracts will be notified by the central procurement team.

Any questions on the RLW can be sent to [cambens@admin.cam.ac.uk](mailto:cambens@admin.cam.ac.uk).

### Survey - Being LGBTQ+ in Cambridge: a review of the experiences and support of staff at the University of Cambridge

Administrators are asked to share with staff in their institution.

All employees of the collegiate University are encouraged to [complete a survey](#) about the experiences and support of LGBTQ+ staff at Cambridge by **17 November 2023**. The survey is open to those identifying themselves as part of the LGBTQ+ community and those who do not. Your views and experiences are important and will inform recommendations for how the University can further champion and improve LGBTQ+ inclusion within its community. You can find out more on the [Equality, Diversity and Inclusion website](#).

### Professional Services Staff Conference: bookings open

Administrators are asked to share with staff in their institution.

Booking is now open for all University staff to attend events at the [Professional Service Conference 2024](#). Look through the programme and book the sessions you are most interested in.

- View the [main event programme](#)
- View the [technicians' schedule](#)

The conference will also include a professional services poster exhibition. More information about this will be provided next week. If you are interested in making a poster, there will be online poster design sessions on 9 November at 2pm and 23 November at 11 am.

[Read a blog](#) from the Registry, Emma Rampton, about the conference.

## COMMUNICATIONS

### Change communications toolkit

The updated edition of the [change communications toolkit](#) for November is now available, with information about the University-wide change programmes under the remit of the Change and Programme Management Board (CPM Board). It includes a timeline of programme milestones, information about individual programmes, and upcoming communications and engagement activities. [Downloadable slide packs](#) explaining the change programmes are also

available on the [Change at Cambridge SharePoint site](#). If you have any questions about the toolkit, please contact [change@admin.cam.ac.uk](mailto:change@admin.cam.ac.uk).

*Internal Communications Team*

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**From:** Martin Burton  
**Sent:** 03 November 2023 09:29  
**To:** Sarah Burton  
**Subject:** FW: This Weekend in Chapel (Early Start to Tonight's Service!)

**Professor Martin Burton MA DM FRCS**

**Master  
Sidney Sussex College, Cambridge**



Founded in 1596  
from the legacy of Lady Frances Sidney, Countess of Sussex

Personal Assistant | Alice Brown 01223 330868 | [MastersPA@sid.cam.ac.uk](mailto:MastersPA@sid.cam.ac.uk)  
Main switchboard | 01223 338800  
Sidney Sussex College, Cambridge, CB2 3HU  
[www.sid.cam.ac.uk](http://www.sid.cam.ac.uk)

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**From:** <sid-fellows-request@lists.cam.ac.uk> on behalf of Pastoral Tutor <PastoralTutor@sid.cam.ac.uk>  
**Date:** Friday, 3 November 2023 at 09:25  
**To:** Pastoral Tutor <PastoralTutor@sid.cam.ac.uk>  
**Subject:** This Weekend in Chapel (Early Start to Tonight's Service!)

Dear Sidney,

Tonight sees our annual All Souls service, where the Choir sing a Requiem and we remember those we've loved and lost. Please note, because it is a longer service than normal **there is an earlier start time of 6.15pm**. If you have a loved one who's died and you would wish remembered, you still have till 2pm today to send me a name to add to our All Souls list.

On Sunday we are delighted to have Dr Gemma Simmonds CJ as our guest preacher. Sister Gemma is a Senior Research Fellow at the Margaret Beaufort Institute here in Cambridge and a member of the Community of Jesus. Considering that our College was founded at a time of religious turmoil and division in England, and that Sister Gemma will be speaking on Bonfire Night (historically a flashpoint for sectarian division and anti-Catholic hatred in these islands), it seems especially appropriate to have her with us. We'll also be able to enjoy music from our composer in residence Nico Muhly, as well as Howells' anthem 'O Pray for the Peace of Jerusalem'.

Howell's anthem is a setting of lines from Psalm 122. On Sunday it will stand as a prayer for all of Abraham's children, Muslim, Jew, and Christian, who live in Israel and the Palestinian Territories, that they may find peace and security alongside one another in those troubled lands that we also call Holy.

This service starts at 6pm.

Brett

The Revd Dr Brett Gray  
Chaplain, Pastoral Tutor, and Director of Studies  
in Theology, Religion, and the Philosophy of Religion

Sidney Sussex College  
University of Cambridge

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**From:** Bursars PA  
**Sent:** 03 November 2023 14:59  
**To:** Dr Christopher Doran; Head of Finance; Dr Charles Roddie; Edwina Neal; Julian Boardman  
Weston [REDACTED]; Martin Pierce; Master; Mike Styles [REDACTED]  
[REDACTED]; Prof. Michael Pollitt  
**Cc:** Reporting Accountant  
**Subject:** FW: Charities Property Fund Q3 2023 Factsheet & covering letter  
**Attachments:** Charities Property Fund Q3 Factsheet & Covering Letter.pdf

Dear Investment Committee

Please see attached latest factsheet from the Charities Property Fund.

Kind regards  
Sharon

Sharon Bentley  
**Bursary and HR Assistant**  
Sidney Sussex College  
Cambridge  
CB2 3HU

T 01223 (3)38882  
E [BursarsPA@sid.cam.ac.uk](mailto:BursarsPA@sid.cam.ac.uk)



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2 November 2023

Dear Investor,

Following the sharp sell-off in markets at the end of last year, the nascent optimism evident at the beginning of 2023 has gradually evaporated with the steady increase in interest rates and ever higher bond yields. Geopolitical and local political uncertainties continue to dominate the risk landscape. Tensions between the U.S. and China persist, as does the risk of the ongoing Russia-Ukraine conflict escalating, potentially spilling over to affect other economies. To add to this the Middle East risks the prospect of a fresh regional war following the Hamas attack on Israel.

As a result, it is perhaps unsurprising that global stock markets remain subdued with the FTSE 100 down 2.5%<sup>1</sup> this year. Gilt rates are the highest they have been since 2007, eclipsing the rates seen after the mini budget last year. The Bank of England base rate has increased from 1.25% in June 2022 to 5.25% today and the 10-year Gilt rate stands at 4.59%<sup>2</sup>.

Commercial real estate has continued to be impacted as significantly higher interest rates lead to higher property yields, pushing down the value of assets. Valuations within the All-Balanced Funds Index have fallen approximately 20.2%<sup>3</sup> from the peak in June 2022, to September 2023, with the majority of the fall coming in Q4 last year.

Returns have stabilised in 2023 and the Charities Property Fund has delivered a total return of +0.9% for the 9 months to 30<sup>th</sup> September. Performance was -0.4% for the third quarter, in line with the AREF UK All Balanced Open-Ended Property Fund Index which also registered a return of -0.4%. The Fund has outperformed the Index by +1.1% over the last 9 months, +2.6% over the last 12 months, by an average of +1.4% per annum over the last 3 years, +1.2% per annum over the last 5 years and +1.0% per annum over 10 years.

#### Performance to 30 September

	3 months	9 months	Year to Sep 2023	Year to Sep 2022	Year to Sep 2021	Year to Sep 2020	Year to Sep 2019
<b>The Charities Property Fund</b>	<b>-0.4%</b>	<b>+0.9%</b>	<b>-11.7%</b>	<b>+16.1%</b>	<b>+11.5%</b>	<b>+1.8%</b>	<b>+3.4%</b>
AREF/MSCI UK All Balanced Open Ended Property Funds Index	-0.4%	-0.2%	-14.3%	+13.3%	+13.1%	-2.8%	+2.2%

Source: AREF/MSCI UK All Balanced Property Fund Index 30 September 2023. NB past performance is not a reliable indicator of future performance. Total return is net of fees and expenses.

Due to the higher yield available elsewhere, there are few active buyers of commercial real estate and many sellers. A risk-off attitude and higher rates has also led to a lack of debt finance and the number of sellers has increased due to pension funds seeking to reallocate away from illiquid assets.

This weakening environment has again led to several real estate funds registering high levels of redemptions and restricting outflows. M&G and St James's Place have both publicly suspended dealings in their property funds this month, as investors seek to exit. These funds differ from the Charities Property Fund as they undertake to offer daily liquidity which can be unrealistic for a direct property fund in the face of elevated levels of redemptions. These funds can end up struggling to sell assets and are faced with the unpalatable choice of selling at fire sale prices or gating for long periods.

The Charities Property Fund remains open and has continued to trade normally throughout 2023. One of the reasons for this is that our long-established quarterly dealing mechanism is much more suited to commercial property funds. However, whilst much less affected, we are not immune from contagion and in a deteriorating climate there is a possibility that we may also need to defer redemptions in the future. If we end up being the only fund that remains open, we could be used as an 'ATM' – tapped for liquidity because there is none elsewhere, which would not be in the interest of unit holders.

Paradoxically, occupational markets continue to see strong rental growth particularly in the industrial and logistics sectors and most of the alternative sub-sectors (our two largest sector exposures). There is also strength in the retail warehouse occupational markets with vacancy levels remaining low. The main areas of weakness are high street and shopping centres and the office market – which is continuing to wrestle with the double hit of companies downsizing due to more flexible working (although there are signs this trend is reversing) whilst demanding buildings with ever improved environmental credentials.

This growth in rents is flowing through into dividends and the Q3 distribution (payable in November) is estimated at 1.48 pence per unit, +18.2% above the same period last year. The dividend for the last 12 months at 5.73 pence per unit is 11% ahead of the previous 12 months. This compares well to CPI of 6.7% for the year to September 2023.

The attached factsheet focuses on recent successes with both lettings and rent reviews. We signed seven leases over the quarter, four within the retail warehouse sector, one within industrial and two office leases at Aspect House in Brighton. The five rent reviews we settled delivered an average increase of 20% and added £1.17 million per annum in rent.

We have reduced our vacancy rate over the quarter, and it now stands at only 1.8% compared to the market average of 10.8%<sup>4</sup>. Reducing this from 5% at the beginning of last year has also helped to extinguish most of the irrecoverable expenditure that was incurred from maintaining vacant property.

Clearly headwinds remain – the cost-of-living crisis continues to bite, and unemployment has started to rise – up to 4.2% in August from 4.0% in May according to the ONS. Whilst inflation (CPI) is abating, it is still in positive territory and prices continue to rise.

Despite all this, we maintain that the low-risk characteristics of the fund provide some insulation. Importantly we have no debt and therefore no refinancing risk or covenants to breach. The low office weighting and very low vacancy rate provide additional protection. Our leases are long - the weighted average unexpired lease term (WAULT) is 11.0 years. We believe the locations and assets we are invested in are of high quality and importantly 49% of our leases are index linked or benefit from guaranteed uplifts. This is helping to provide substantial growth in the dividend. We believe this growth and the low vacancy rate is indicative of the quality of the portfolio.

Finally, I am pleased to report that the Charities Property Fund was shortlisted for “Outstanding Fund Achievement in ESG” at the AREF 2023 Awards. We were only one of four funds (out of 50 in the Index) to make the shortlist.

The attached factsheet sets out the key points and highlights of the fund for the quarter.

Yours sincerely,



**Harry de Ferry Foster MRICS**  
Fund Director



1 FTSE 27<sup>th</sup> October 2023  
2 ONS 27<sup>th</sup> October 2023  
3 AREF All Balanced Open Ended Property Funds Index September 2023  
4 MSCI June 2023

#### **Contact Information**

For Property & Investor Relations enquiries:

Harry de Ferry Foster ([harry.deferryfoster@savillsim.com](mailto:harry.deferryfoster@savillsim.com))

Further information can be found about the Fund at our dedicated website: [www.cpfund.co.uk](http://www.cpfund.co.uk)

## IMPORTANT NOTICE

This letter is issued by Savills Investment Management (UK) Limited (registered in England, number 03680998 at 33 Margaret Street, London W1G 0JD), which is authorised and regulated by the Financial Conduct Authority (firm reference number 193863) and operates as the Manager of the Charities Property Fund (“The Fund”).

This Fund is a registered charity (number 1080290) and is a common investment fund established by the Charity Commission for England and Wales under Section 24 of the Charities Act 1993. Investment into the Fund is only available to charities within the meaning of section 96 or 100 of the Charities Act 2011.

This letter has been prepared for existing investors of the Fund. It has been provided for information purposes only and may not be reproduced in any form without the express permission of the Manager. The opinions expressed here represent the views of the Manager at the time of preparation and should not be interpreted as investment advice. This letter does not constitute an offer to sell or solicitation of an offer to buy any units in the Fund.

The value of property is generally a matter of a valuer’s opinion rather than fact. Please remember that past performance is not necessarily a guide to future performance. The value of an investment and the income from it can fall as well as rise and investors may not get back the amount originally invested. Property can be difficult to sell, and it may be difficult to realise your investment when you want to.

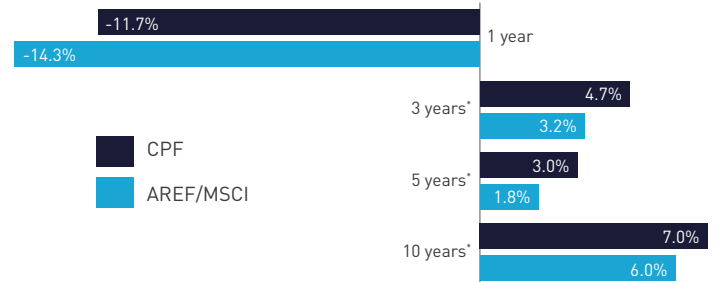
## Fund Objectives

The Charities Property Fund is the original and largest tax efficient pooled property vehicle available to all charities in the UK (AREF/MSCI September 2023). It is a Common Investment Fund regulated by the Charity Commission and helps c.1,500 charities to invest in commercial real estate in an ethical, responsible and tax-efficient way. The Fund has a strong focus on ESG and looks to improve the environmental credentials of the assets it holds and favours socially beneficial occupiers. The Fund's objective is to invest in property throughout the UK to provide a balanced and diversified portfolio to deliver a high and secure level of income and to maintain the capital value of assets held over the long term.

## Key Points - 30 September 2023

- Fund size £1.12 billion
- No debt
- Well diversified and balanced portfolio
- 112 properties and 233 tenants
- No high street retail and no shopping centres
- Portfolio weighted to London and the South of England
- High yielding (5.3% gross and 4.7% net of costs)
- Low vacancy rate (1.8% versus MSCI at 10.8%)
- Strong covenants (72% rated low or negligible risk)
- Long average unexpired lease term of 11.0 years to expiry (8.7 years to break)
- 49% of income benefits from fixed or index linked rental increases, two thirds of which are linked to RPI

## Fund Performance Annualised



Source: Savills Investment Management, MSCI/AREF Quarterly Property Funds Index, 30 September 2023)  
 Basis: NAV-to-NAV with gross income reinvested  
 The Charities Property Fund launched in 2000. Total return is net of fees and expenses.  
 Past performance is not an indicator of future performance.

## Annual Performance to 30 September

	Year ended Sep 23	Year ended Sep 22	Year ended Sep 21	Year ended Sep 20	Year ended Sep 19
Charities Property Fund	-11.7%	16.1%	11.5%	1.8%	3.4%
AREF/MSCI All Balanced Funds Index	-14.3%	13.3%	13.1%	-2.8%	2.2%

## Asset Management – Lettings

The Fund completed five leases over the quarter, increasing, extending and protecting income. At Wilverley Industrial Estate in Bristol we signed a new lease with Tastetech who were paying a rent of £175,000 per annum on a lease expiring in March 2024. The new lease is for a term of 15 years, at a rent of £335,580 pa – an increase of 92%. No rent free was granted to the tenant and future reviews have been linked to the higher of open market or CPI. This particular transaction illustrates the continued strength of the industrial market.

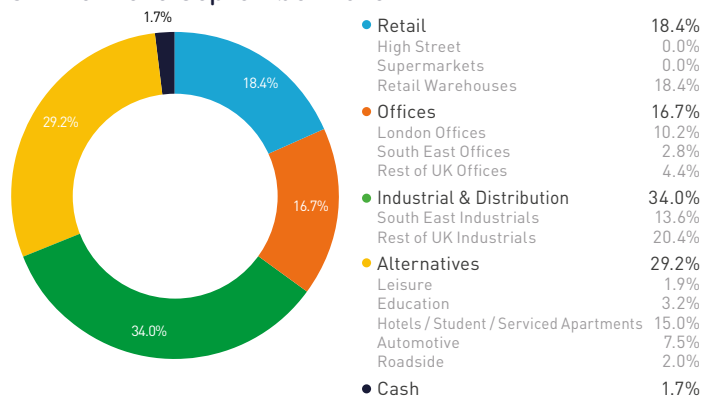
We also completed four new leases within the retail warehouse sector. The first was in West Malling in Kent, where we agreed a new 15 year lease with Waitrose at £180,000 per annum. Their existing lease was

due to expire in December 2026. The rent agreed represented a 14% reduction on the rent previously passing, but the new lease opened up the ability for us to sell at a premium price due to the increased term. We are currently in the process of marketing the property and have enjoyed competitive bidding, receiving six bids.

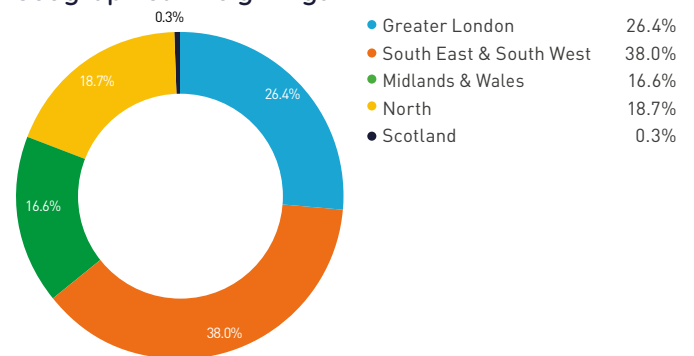
We also agreed three new leases with Iceland/Food Warehouse at retail parks in Redditch, Wolverhampton and Merthyr Tydfil. At Redditch and Merthyr Tydfil we extended the leases which both expire next year, until 2034, providing 11 years term certain and maintaining the rents of £16.50 per sq ft and £13.00 per sq ft respectively. At Wolverhampton we had 4 years remaining and this has also been extended to 2034, again maintaining the rent at £13.00 per sq ft.



## CPF Portfolio September 2023



## Geographical Weightings



Source: Savills Investment Management, September 2023

Source: Savills Investment Management, September 2023

## Fund Information - (As At 30 September 2023)

Launch date	September 2000
Fund size	£1.12 billion
No of investors	c.1,500
Historic distribution yield	4.66%*
Prospective distribution yield	4.70%**
Fund costs (TER)	0.56% per annum
Unit price	NAV - 122.86 pence
	Bid - 121.12 pence
	Offer - 125.03 pence
Bid spread	1.42%
Offer spread	1.76%
SEDOL	0208075
Next distribution date	15 November 2023
Last distribution payment	1.52p per unit
Next dealing date	31 December 2023#

\* Based on the last four distributions declared divided by the current NAV

\*\*Based on the next four estimated distributions divided by the current NAV

# Applications must be received on the 15th day of the month in which the Valuation Date falls (or if that is not a Business Day the preceding Business Day) for dealing on the next Dealing Date.

## Asset Management – Rent Reviews

We have successfully completed a number of both index-linked and open market rent reviews this quarter. Four of the reviews were linked to increases in the retail price index (RPI). In Cambridge we have settled the rent review with Travelodge and agreed to increase the rent from £1.225 million pa to £1.632 million pa, reflecting growth of 33% over the last five years. This review is linked to RPI and helpfully there is no cap on the annual increase.

At Banbury Road in Oxford, also in the alternatives sector and also linked to RPI, the rent increased 11.4% from £1.581 million per annum to £1.761 million per annum in just 12 months, again showing the benefit of the rent review mechanism, this time collected annually.



## Five Largest Tenants

Travelodge Hotels Limited	6.7%
Macmillan Publishers International Limited	3.6%
Leonardo Hotel Management (UK) Limited	3.5%
Tesco Stores Limited	3.5%
Sytner Properties Limited (surety: Sytner Group Limited)	2.8%
<b>Total (across 12 locations)</b>	<b>20.1%</b>

## 10 Largest Assets

London EC1 - The Smithson, Farringdon (Office)	5.1%
London SE7 - Greenwich (Retail Warehouse)	4.1%
Brighton - Leonardo Hotel (Alternative)	3.3%
Oxford - 333 Banbury Road (Alternative)	3.3%
London SW11 - Battersea (Alternative)	3.1%
Gateshead - Metro Park West (Retail Warehouse)	2.6%
Cambridge - Travelodge (Alternative)	2.4%
Bury St Edmunds - Suffolk Park (Industrial)	2.1%
Tamworth - Emperor Point (Industrial)	1.9%
Epsom - Epsom Trade Park (Industrial)	1.9%
<b>Total</b>	<b>29.8%</b>

Two further index-linked rent reviews were documented, the first at the student accommodation also on Banbury Road in Oxford, increasing the rent from £466,814 pa to £514,662 pa - an increase of 10.25% over three years (the increase here was capped at 5% per annum) and secondly at Gateshead where Tesco's rent increased from £2,262,843 pa to £2,638,689 pa, an increase of 16.6%. The increase here was capped at 4% pa.

Finally, we completed an open market rent review on an industrial unit in South Normanton, increasing the rent from £310,000 pa to £446,500 pa, an increase of 44% over 5 years. These 5 reviews have added £1.165 million pa in income alone and show an average 20% increase over the previous passing rents.



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**From:** GOV.UK Email <gov.uk.email@notifications.service.gov.uk>  
**Sent:** 04 November 2023 09:03  
**To:** Martin Burton  
**Subject:** Daily update from GOV.UK for: The Charity Commission

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Daily update from GOV.UK for:

## The Charity Commission

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### [Charity Commission advice on how to help civilians impacted by the Israel-Gaza conflict](#)

Page summary:

Charity regulator urges people to give support via existing, regulated charities.

Change made:

First published.

Time updated:

9:35am, 3 November 2023

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**From:** Senior Tutor (Sidney Sussex College)  
**Sent:** 06 November 2023 15:45  
**To:** Master  
**Subject:** FW: Senior Tutors' Committee minutes - 3 November 2023  
**Attachments:** 2023-11-03 STC minutes.docx; ATT00001.txt

Dear Martin,

This may come in handy as a reference for your intercollegiate business update to Council. Let me know whether you prefer to cover STC business directly or hand over to me for that part of your report.

M

**Mr Massimo (Max) M. Beber, Senior Tutor**  
Sidney Sussex College, Cambridge CB2 3HU ( Registered Charity No. 1137586)

Email: [SeniorTutor@sid.cam.ac.uk](mailto:SeniorTutor@sid.cam.ac.uk)  
Telephone: + 44 1223 338870 (direct) & 338847 (Office) - **9AM-5PM MON-FRI ONLY**  
Emergencies: [Porter@sid.cam.ac.uk](mailto:Porter@sid.cam.ac.uk) (+ 44 1223 338800)

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**From:** [ucam-senior-tutors-request@lists.cam.ac.uk](mailto:ucam-senior-tutors-request@lists.cam.ac.uk) <[ucam-senior-tutors-request@lists.cam.ac.uk](mailto:ucam-senior-tutors-request@lists.cam.ac.uk)> **On Behalf Of**  
Deputy Head Office of Intercollegiate Services  
**Sent:** Monday, November 6, 2023 9:51 AM  
**To:** 'Ucam-senior-tutors@lists.cam.ac.uk' <[ucam-senior-tutors@lists.cam.ac.uk](mailto:ucam-senior-tutors@lists.cam.ac.uk)>  
**Cc:** [ucam-college-st-committee@lists.cam.ac.uk](mailto:ucam-college-st-committee@lists.cam.ac.uk); [ucam-utf@lists.cam.ac.uk](mailto:ucam-utf@lists.cam.ac.uk)  
**Subject:** RE: Senior Tutors' Committee minutes - 3 November 2023

To members of the Senior Tutors' Committee and Tutorial Managers

The unconfirmed minutes of the Senior Tutors' Committee meeting held on Friday last week are attached.

Kind regards

Malcolm

Mr Malcolm Millbrook  
Deputy Head | Office of Intercollegiate Services | 12b King's Parade | Cambridge | CB2 1SJ

t 01223 (7)68745 (Main) | 60638 (direct)

My working hours:

Monday - Friday (9 am to 5.30 pm)

Please use [deputy@ois.cam.ac.uk](mailto:deputy@ois.cam.ac.uk) for emails as this inbox is monitored by other staff in the office.  
If you need to email me confidentially, please use [md494@cam.ac.uk](mailto:md494@cam.ac.uk)

## Senior Tutors' Committee

### MINUTES of the meeting held at 2.15 pm on Friday 3 November 2023 in the Frankopan Hall, West Court, Jesus College

The meeting was chaired by Marina Frasca-Spada (CC): the Executive Secretary was Malcolm Millbrook (Office of Intercollegiate Services).

**Members' Attendance:** Please note that blank cells below represent Colleges that were not represented at the meeting. The name marked with an asterisk (\*) attended as a substitute for the respective member.

<b>Christ's</b>	Tom Monie
<b>Churchill</b>	Rita Monson
<b>Clare</b>	Jackie Tasioulas
<b>Clare Hall</b>	Holly Hedgeland
<b>Corpus Christi</b>	Marina Frasca-Spada
<b>Darwin</b>	
<b>Downing</b>	Guy Williams
<b>Emmanuel</b>	Robert Henderson
<b>Fitzwilliam</b>	Miles Stopher
<b>Girton</b>	Toni Williams
<b>Gonville &amp; Caius</b>	Andrew Spencer
<b>Homerton</b>	Penny Barton
<b>Hughes Hall</b>	Tori McKee
<b>Jesus</b>	Paul Dominiak
<b>King's</b>	Myfanwy Hill
<b>Lucy Cavendish</b>	Jane Greatorex
<b>Magdalene</b>	Stuart Martin (Assoc. Sec.)

<b>Murray Edwards</b>	Andrew Rudd
<b>Newnham</b>	Sheila Watts
<b>Pembroke</b>	Robert Mayhew
<b>Peterhouse</b>	Stephen Hampton
<b>Queens'</b>	Andrew Thompson
<b>Robinson</b>	Scott Annett
<b>St. Catharine's</b>	Holly Canuto
<b>St. Edmund's</b>	Kieron Devey
<b>St John's</b>	Richard Partington
<b>Selwyn</b>	Mike Sewell
<b>Sidney Sussex</b>	Max Beber
<b>Trinity</b>	*Sachiko Kusukawa
<b>Trinity Hall</b>	Michael Sutherland
<b>Wolfson</b>	Susan Larsen
<b>CSU: UG President</b>	Fergus Kirman
<b>CSU: PG President</b>	Vareesh Pratap

#### Attendees

<b>University</b>	Alice Benton, Head of Education Services Deborah Prentice, Vice-Chancellor Bhaskar Vira, Pro-Vice-Chancellor for Education
<b>Colleges</b>	Judith Bunbury (W), Associate Secretary Robert Gardiner (CAI), Secretary of the Bursars' Committee Heather Hancock (JN), Deputy Chair of the Colleges' Committee Martin Thompson (ED), Director of Undergraduate Admissions
<b>OIS</b>	Diane Brooker, Office Manager Malcolm Millbrook, Deputy Head Matthew Russell, Head

There were no declarations of interest.

#### STC.23.1 Welcome

The following were welcomed to their first meeting in their new roles:

- Scott Annett (R)
- Miles Stopher (F)
- Kieron Devey (ED)
- Michael Sutherland (TH)
  
- Robert Gardiner (CAI), Secretary of the Bursars' Committee
- Martin Thompson (OIS), Director of Undergraduate Admissions

### **STC.23.2**      **Minutes of the meeting held on 21 July 2023**

The Committee approved the unreserved and reserved minutes of the meeting on 21 July 2023 as a true record.

### **STC.23.3**      **Terms of reference**

Senior Tutors approved changes to the Committee's terms of reference, as recommended by the Business Committee, to standardise the titles of officers across intercollegiate committees. The privacy statement on the management of public information about the Committee's minutes were provided for information and reference:

Paper 1	Revised STC terms of reference
Paper 2	Privacy statement

## **PRINCIPAL AND SUBSTANTIVE BUSINESS**

### **STC.23.4**      **Teaching Review**

The Committee discussed the establishment of a joint University and Colleges Teaching Review, following its approval by the Colleges' Committee on 28 October 2023:

Paper 3	Review of Student Teaching terms of reference
---------	---

The Chair informed members that the terms of reference now allowed six College representatives on the Teaching Review Working Group. Those selected to represent the Colleges were Judith Bunbury (Associate Secretary, Grad. Tutor at W), Paul Dominiak (JE), Chris Lawrence (Bursar, N), Malcolm Millbrook (OIS), and Rita Monson (CHU), and; a Head of House to join the Working Group had yet to be confirmed.

The Pro-Vice-Chancellor for Education reported that the six School representatives were being identified, but it was hoped that the Working Group could meet before the end of the current term. A Project Manager was being sought to act as a single point of contact for the Working Group, to liaise closely with the Executive Secretary and his work with the Justice for College Supervisors (J4CS) campaigners. The Teaching Review was due to be discussed by Council, in particular on what structural issues could be changed at an institutional level.

There was discussion on the desirable scope of the review. It was acknowledged that, while some particular aspects of the situation could be prioritised, the complexity of the work needed both at the level of the Colleges and in the University was undeniable and would involve a number of different aspects (financial and human resource-related, for example, as well as educational). This would, therefore, require time. The Chair noted that the latest report of the Board of Scrutiny had recently welcomed the establishment of this teaching review and made a series of recommendations of issues it should consider concerning the ecosystem from which Colleges recruited supervisors (UTOs' undergraduate supervising, linked appointment, etc.). The Chair also indicated that a shorter-term high priority of the review was setting the management of Directors of Studies Committees on an efficient and well-organised footing. This would have a major positive impact on the interaction between Triposes and Colleges and mark a substantial practical improvement on the current situation.

Members also discussed the need for the Teaching Review to keep into account student workloads, to investigate this at the level of individual Triposes, and to compare them more concretely to the published supervision norms. This would require an examination of currently held data as well as the surveying of students and departments.

### **STC.23.5**      **'Justice for College Supervisors' (J4CS) campaign**

Judith Bunbury and the Executive Secretary updated the Committee on the latest meetings held with J4CS campaigners, following the suspension of a call for a supervisor boycott:

Paper 4      J4CS programme of work

Three meetings had been held since the boycott was announced: discussions had been positive, with the creation of the programme of work and a planned survey on supervisor workloads. Future meetings would likely be less congenial as topics were raised on which convergence would be more difficult to achieve. It was expected that the campaigners might display a strong negative reaction to disagreements with the College representatives.

The Pro-Vice-Chancellor for Education informed the Committee that the Oxford branch of the UCU had recently published a report on the use of casualised academic work, which could be of use to discussions with the J4CS campaign.

### **STC.23.6**      **Undergraduate Admissions Assessments**

The Director of Admissions updated the Committee on the current progress of providing new assessments for candidates applying in 2024.

Paper 5      Update on Undergraduate Admissions Assessments 2024-25

The University had joined the UCAT Consortium, STEP was now administered by OCR, and a preferred provider for ESAT and TUMA had been identified: negotiations were proceeding well and a contract was expected to be signed later that month. A Joint Venture Company had been established with Imperial College London, financed by both universities.

The model adopted to provide ESAT and TUMA were unlike those used currently by the University of Oxford: the tests would be held online but at test centres, not schools, and the preferred provider had significant experience in delivering online admissions assessments in test centres. The preferred provider would manage any difficulties applicants experienced in sitting the tests and give sufficient contextual information to Colleges for the appropriate use of test results.

Members discussed the current statement that UCAT would be used for deselection only. Many believed that more permissive language was needed. Current data showed a strong correlation between UCAT and BMAT results, it was hoped that further data would soon become available to show whether there was as correlation between UCAT and A-Level results. The majority of universities which had previously used BMAT had also joined the UCAT Consortium, and that subset of institutes could be interested in creating a 'UCAT+' featuring an additional science section but that version of the assessment would not be available for the next admissions round. The use of UCAT would require further discussions with the Pre-Clinical Medicine Directors of Studies.

### **STC.23.7**      **Undergraduate Admissions Governance**

The Director of Undergraduate Admissions updated the Committee on the creation of a new collegiate University governance structure for undergraduate admissions:

Paper 6      Undergraduate admissions governance

A consultation on draft terms of reference for the new governance structure was underway, with College and University stakeholders able to provide responses as individuals or as representing the views of institutions.

Several members reported dissatisfaction amongst their Colleges' Fellowships: although the rationalisation of admissions governance was sensible in principle, there were concerns that the draft terms of reference were taking decision power away from the Colleges. It was recognised that experiences with the Admissions Forum, of it making decisions without ensuring sufficient consultation or the representation of diverse views, indicated that it would not be appropriate for a new intercollegiate admissions governance structure to be able to make binding decisions on behalf of the Colleges.

It was noted that the proposed governance structure was designed to bring current powers of the University and Colleges together into one committee, rather than infringe on any institute's autonomy or operations. The proposed terms of reference were designed to avoid previous poor governance experiences: each College would appoint an appropriate spokesperson with the authority and knowledge to represent their College at a new Undergraduate Admissions Committee, to enable informed discussions and appropriate decision-making by all stakeholders in undergraduate admissions across the University and the Colleges. This would allow the Senior Tutors' Committee more time to consider other vital matters relevant to education, welfare, etc.

The Director of Undergraduate Admissions was available for any member to discuss their concerns with the proposed governance structure. Several members felt that the closing date of the consultation was unrealistically short, so the Chair recommended that the deadline for responses be moved into the Lent Term.

## **STANDING REPORTS**

### **STC.23.8      Reports of the Vice-Chancellor and Pro-Vice-Chancellor for Education**

The Vice-Chancellor thanked the Senior Tutors for supporting the University community during challenging times. The Colleges' Committee had recently discussed how the Gaza-Israel conflict had impacted students, with a varied range of experiences reported.

The Pro-Vice-Chancellor for Education informed the Committee that the University's focus had been on supporting students and staff affected by the conflict. Meetings with student groups had been held to listen to and respond to their concerns, the University had avoided making political statements despite frequent requests. Guidance for handling concerns, complaints, or requests for advice had recently been provided to heads of institutions: an e-mail address to contact the International Response Operational Group had been created to centralise signposting of current support networks, the group was not a decision-making body but available to provide expert advice on matters relating to the Middle East and would monitor and gather information.

Members reported of research students whose work was being disrupted by the conflict due to travel restrictions. The Pro-Vice-Chancellor for Education clarified that departmental risk assessments for studying abroad followed recommendations from the Foreign Office, and that the risk assessment process should establish the department as taking a lead in communicating with affected students. Insurance companies should bear the cost of disrupted travel plans, not Colleges or University departments. A balance needed to be struck between risk and academic research.

### **STC.23.9      Report of the Chair of the Committee**

The Chair of the Committee informed members of a request from the University's Head of Student Support: following some of the Colleges' experiences, it was recommended that Colleges consider a run with all relevant personnel of how the implementation of the student death response plan would work. This would take approximately an hour.

## OTHER BUSINESS

### STC.23.10 Mental Health Change Programme update

The Committee received an update on progress of the Mental Health Change Programme, previously circulated via e-mail:

Paper 7 Mental Health Change Programme report, October 2023

A presentation of the Mental Health Change Programme and its costs would be given at the Committee's next meeting.

### STC.23.11 Student Mental Health and Wellbeing Governance Arrangements

The Committee approved the revised Terms of Reference of the Joint Wellbeing Committee, on the recommendation of the Business Committee:

Paper 8 Student Mental Health and Wellbeing Governance Arrangements

### STC.23.12 Update to Criminal Records Panel procedures

The Committee approved revisions to procedures for the University's Criminal Records Panel, which reviews cases of students who had been offered a place on the Medical Sciences Tripos but were subject of a criminal matter:

Paper 9 CRP policy procedure 2023/24

The main revision was an update to the process that applicants went through to obtain a DBS check, and to remove references to veterinary students who no longer required a DBS check.

### STC.23.13 Membership of Sub-Committees and Other Bodies

The Committee approved the following proposals for representation on other committees:

<i>On ...</i>	<i>Appointment of ...</i>	<i>Replacing ...</i>
EDI Online Training Module Working Group	Max Beber (SID)	<i>New</i>
Exam Resits Task and Finish Group	Rita Monson (CHU) Sheila Watts (N)	<i>New</i>
Financial Assistance Committee	Rita Monson (CHU) Tori McKee (HH)	Penny Barton (HO) Stuart Martin (M)
Management Board of the University of Cambridge/Mastercard Foundation Climate Resilience and Sustainability Collaborative & Scholars Program	Susan Laren (W)	<i>New</i>
Medical and Veterinary Students Progress Panel	Myfanwy Hill (K)	Geoff Parks (JE) Mike Sewell (SE)
Precautionary Action Task and Finish Group:	Tom Monie (CHR)	<i>New – to serve alongside Toni Williams (G)</i>

The following paper was circulated for information:

Paper 10 Membership reports as of 27 October 2023

Senior Tutors were asked to check this for accuracy and advise OIS of any amendments/additions.

## STANDING BUSINESS – MATTERS FROM STANDING COMMITTEES

### STC.23.17 Senior Tutors' Business Committee

The unconfirmed minutes of the most recent meetings were circulated for information:

Paper 11 Minutes of the meeting on 23 October 2023

The Committee noted the following:

#### a) Minute STBC.23.4.a: Review of the College transfer process

The Working Group had met twice and was still in the phase of gathering information: the University's Head of Graduate Admissions had briefed the Working Group on how the transfer process intersected with postgraduate admissions, the Head of the Accessibility & Disability Resource Centre was due to brief the Working Group on how the transfer process supported students with disabilities.

#### b) Minute STBC.23.4.b: Impact of AI on undergraduate admissions and education

It was clear that the use of AI would soon become impossible to detect, and therefore any assessments of academic performance would need to adapt. The Executive Secretary was in the process of creating terms of reference for the Working Group, and guidance for supervisors on the use of AI. This was going to be adapted from University guidance for undergraduate teaching. The Working Group would next meet in late January, to review the impact of AI on the current undergraduate admission round.

### STC.23.18 Reports of Standing Committees

#### a) Postgraduate Tutors' Committee

The unconfirmed minutes of the meetings held on 12 October 2023 were circulated for information:

Paper 12 Postgraduate Tutors' Committee: Minutes 12 October 2023

Duncan Needham (DAR), as Chair of the Postgraduate Tutors' Committee, drew attention to:

#### i) Minute 23.36.4: Committee priorities for 2023/24

The Committee noted the Postgraduate Tutors' Committee's agreed priorities for the current academic year.

#### ii) Minute 23.36.5: PhD student visa-holders undertaking supervisions

The Committee noted a discussion about Right to Work checks/worker agreements for visa-holding students who undertook supervisions, in response to a paper raised by the Cambridge SU.

#### b) Standing Committee on Education

The unconfirmed minutes of the meeting held on 20 October 2023 were circulated for information:

Paper 13 Senior Tutors' Education Committee: Minutes 20 October 2023

## STANDING BUSINESS – UNDERGRADUATE ADMISSIONS MATTERS

### STC.23.19 Minutes from the Undergraduate Admissions Committee and the Admissions Forum

The Committee received minutes from:

Paper	Committee/body	Date of meeting
14	Admissions Forum	16 August 2023
15		13 October 2023
16	Undergraduate Admissions Committee	15 May 2023

## REPORTED BUSINESS

### STC.23.20 Minutes and Reports from Other Intercollegiate Committees

Minutes had been received from the following committees:

<b>Committee minutes</b>	<b>Meetings since last STC</b>
Bursars' Committee	13 July 2023
Colleges' Committee	<i>Has not met</i>
College Development Directors' Committee	25 October 2023
Colleges' IT Committee	18 October 2023
Colleges' Standing Committee	10 October 2023
Fees and Student Finance Sub-Committee	11 October 2023
Legal Affairs & Employment Sub-Committee	13 October 2023
University and Colleges Joint Committee	17 October 2023

### STC.23.21 Minutes and Reports from Committee Representatives on University Committees and Joint Committees

Minutes had been received from the following committees:

<b>Committee minutes</b>	<b>Meetings since last STC</b>
Access and Participation Plan Scrutiny Group	16 May 2023
Admissions Assessments Steering Group	12 October 2023
Admissions Research Steering Group	<i>No minutes</i>
Cambridge Outreach Strategy Committee	5 October 2023
Information Services Committee	18 July 2023
Joint Student Numbers Management Group	<i>No minutes</i>
Joint Wellbeing Committee	<i>No minutes</i>
Mental Health Funding Task and Finish Group	13 October 2023
Postgraduate Admissions Committee	15 June 2023
Review of Part Time Students Steering Group	<i>No minutes</i>
Undergraduate Admissions Tests Steering Group	<i>No minutes</i>



## FINAL DISCUSSIONS

### STC.23.22 Discussion of other items raised in advance

#### a) Multi-factor authentication

Toni Williams (G) reported that the introduction of multi-factor authentication for access to UIS services had caused difficulties for her College due to the lack of mobile signal coverage. She asked that members please note this difficulty for any of their students living around Eddington.

#### b) Recent student death

Andrew Rudd (MUR) thanked members and University staff for the kindness and support his College had received in response to the death of a student. This was the first implementation of the recently approved student death response plan: the procedures were found to be very useful and fit for purpose. Feedback would be provided to the University's Head of Student Support and Robert Mayhew (PEM), as Chair of the Suicide Safer Task and Finish Group.

### STC.23.23 Future meetings

Meeting dates for 2023-24 are listed below: all meetings will take place at 2:15 pm, with coffee served from 2:00 pm:

1 December 2023	King's College
16 February 2024	Lucy Cavendish College
15 March 2024	Peterhouse
24 May 2024	Pembroke College
12 July 2024	Newnham College

2023-11-03 STC minutes

M Millbrook  
6 November 2023

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**From:** Martin Burton  
**Sent:** 07 November 2023 18:11  
**To:** College Registrar  
**Subject:** FW: U.S. Department of Education Reminds Schools of Their Legal Obligation to Address Discrimination, Including Harassment

Please forward on as necessary

M

**Professor Martin Burton MA DM FRCS**

**Master  
Sidney Sussex College, Cambridge**



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from the legacy of Lady Frances Sidney, Countess of Sussex

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**Date:** Tuesday, 7 November 2023 at 15:32  
**To:** Master <Master@sid.cam.ac.uk>  
**Subject:** U.S. Department of Education Reminds Schools of Their Legal Obligation to Address Discrimination, Including Harassment

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**FOR IMMEDIATE RELEASE**

Nov 7, 2023

Contact: Press Office

(202) 401-1576 or [press@ed.gov](mailto:press@ed.gov)

## **U.S. Department of Education Reminds Schools of Their Legal Obligation to Address Discrimination, Including Harassment**

As part of the Biden-Harris Administration’s continued efforts to take aggressive action to address the alarming rise in reports of antisemitic, Islamophobic, and other hate-based or bias-based incidents at schools and on college campuses since the October 7<sup>th</sup> Israel-Hamas conflict, today the U.S. Department of Education’s (Department) Office for Civil Rights (OCR) released a new [Dear Colleague Letter](#) reminding schools of their legal obligations under Title VI of the Civil Rights Act of 1964 (Title VI) to provide all students, including students who are or are perceived to be Jewish, Israeli, Muslim, Arab, or Palestinian, a school environment free from discrimination based on race, color, or national origin. The Biden-Harris Administration is implementing the [U.S. National Strategy to Counter Antisemitism](#), and the White House also [announced](#) last week that the Biden-Harris Administration will develop a U.S. National Strategy to Counter Islamophobia. The Department will continue to complete actions under the strategy to counter antisemitism and anticipates additional actions under its purview will result from the forthcoming strategy to counter Islamophobia.

“The rise of reports of hate incidents on our college campuses in the wake of the Israel-Hamas conflict is deeply traumatic for students and should be alarming to all Americans. Antisemitism, Islamophobia, and all other forms of hatred go against everything we stand for as a nation,” said U.S. Secretary of Education Miguel Cardona. “The Biden-Harris Administration is committed to upholding the civil rights of students of all backgrounds, including students who are, or who are perceived to be, Jewish, Israeli, Muslim, Arab, or Palestinian or of any other shared ancestry. College and university leaders must be unequivocal about condemning hatred and violence and work harder than ever to ensure all students have the freedom to learn in safe and inclusive campus communities.”

Today's announcement comes on the heels of Secretary Cardona's and White House Domestic Policy Advisor Neera Tanden's visit to the Baltimore Hebrew Institute at Towson University last week. The leaders held a roundtable discussion with Jewish students from several Baltimore-area universities as part of the Department's [Antisemitism Awareness Campaign](#), initiated under the Biden-Harris Administration's National Strategy to Counter Antisemitism. In recent weeks, as part of its Antisemitism Awareness Campaign, the Department has conducted site visits in cities across the country to address and learn about antisemitism at schools and college campuses.

OCR also recently released an updated complaint [form](#) specifying that Title VI's protection from discrimination based on race, color, or national origin extends to students who are or are perceived to be Jewish, Muslim, Hindu, or Sikh, or based on other shared ancestry or ethnic characteristics. This update will help individuals understand how to file a Title VI complaint.

Anyone who believes that a school has discriminated against a student based on race, color, or national origin can file a complaint of discrimination with OCR. The person who files the complaint does not need to have been the target of the alleged violation, but could be a family member, or faculty, staff, or any other concerned community member who is aware of possible discrimination. To file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

The Department is available to provide technical assistance webinars on the application of Title VI to discrimination based on race, color, or national origin as described in the letter released today. To request such a training, please contact OCR at [OCR@ed.gov](mailto:OCR@ed.gov).

"Through this letter we urge school communities to be vigilant of your students' rights under Title VI, understanding that we in OCR are and will be," said Assistant Secretary for Civil Rights Catherine E. Lhamon. "Jewish students, Israeli students, Muslim students, Arab students, and Palestinian students, and all other students who reside within our school communities have the right to learn in our nation's schools free from discrimination."

Title VI's protection from race, color, or national origin discrimination extends to students who experience discrimination, including harassment, based on their actual or perceived: (i) shared ancestry or ethnic characteristics; or (ii) citizenship or residency in a country with a dominant religion or distinct religious identity. Schools that receive federal financial assistance have a responsibility to address discrimination when the discrimination involves racial, ethnic, or ancestral slurs or stereotypes; when the discrimination is based on a student's skin color, physical features, or style of dress that reflects both ethnic and religious traditions, to name a few characteristics. Likewise, schools have a responsibility to address discrimination against students based on the region of the world they come from or are perceived to come from.

Today's newly released documents are among several resources released by OCR to support schools in complying with their obligations under Title VI to address discrimination based on race, color, or national origin, including shared ancestry and ethnic characteristics. Additional resources in this area include a fact sheet, [Protecting Students from Discrimination Based on Shared Ancestry or Ethnic](#)

[Characteristics](#), released in January 2023, and a [Dear Colleague Letter](#) issued in May 2023 as part of the Department's launch of an Antisemitism Awareness Campaign. These resources are available on the [Shared Ancestry or Ethnic Characteristics](#) page of OCR's website. Information about recently resolved complaints under Title VI, including complaints alleging discrimination based on shared ancestry or ethnic characteristics, is available [here](#).

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**49. Spend on external legal advice and consultants: further information, received 19 December 2023**

Thank you very much for taking the time to reply to my request, it is much appreciated.

As you have not provided costs to any individual counsel(s)/consultant(s) due to GDPR, please could you instead provide this information (amount spent and reason for spending) with the name of the individual redacted?

Additionally, can you clarify how much the college has spent with/on the 'Browne Jacobson' firm and for what reasons.

If there were multiple instances, please could the amounts and reasons be itemized (with any names of individuals redacted to comply with GDPR).

**Response of 12 January 2024**

1. Additional information relating to spend on individual counsel(s)/consultant(s) from January 2022 to 20 October 2023 is set out in the table below. We have not provided details of the costs paid to a named consultant employed in Development during that period as do so would contravene the principles relating to the processing of personal data as set out in Article 5 of the General Data Protection Regulation ('GDPR'). This is covered under the exemption provided under section 40(3A)(a) of the Freedom of Information Act.

<b>Individual's Name</b>	<b>Type</b>	<b>Reason</b>	<b>Total Spend, 1 January 2022-20 October 2023</b>
[redacted]	Counsel	Taxation advice re: investments	£4,208.40
[redacted]	Consultancy services	VAT advice	£2,351.60
[redacted]	Consultancy services	Development	[redacted]

2. The College has not spent any money with/on the 'Browne Jacobson' firm.