

## **Sidney Sussex College**

The Minutes of  
**COLLEGE COUNCIL**  
Held via Zoom  
on Wednesday 25 May 2022 following Governing Body at 2pm

### **In attendance**

#### **Senior Members Present**

The Master, Vice-Master, Senior Tutor, Bursar  
Dr Bordin, Prof Eilstrup Sangiovanni, Dr Fulda, Dr Garcia-Mayoral,  
Dr Groom, Dr Oner, Dr Ranasinghe, Prof Reynolds,  
Prof Sepulchre, Dr Stasch, Dr Sumnall.

#### **Student Members Present**

Mr Lu

#### **Also Present**

Ms Harkin (College Registrar) as Council Secretary  
Ms Merlini (MCR Vice-President) as an Observer

## **UNRESERVED BUSINESS**

### **1. INTRODUCTORY BUSINESS**

#### **1.1 Apologies for absence**

Apologies were received from Dr Doran, Ms Horvat Menih, Ms Kazani, and Ms Mahmood.

#### **1.2 Approval of Agenda**

The agenda was approved subject to 3.8a)i) being unstarred.

#### **1.3 Declaration of Interests**

The Master made Council members aware that interests would need to be declared for item 2.1b (the CTO review) but suggested that these be discussed when Council reached this particular agenda item. No other interests were declared.

#### **1.4 Confirmation of the minutes of the unreserved business of the Meeting of Council on 4 May 2022 (CC.220525.1.4)**

The minutes were confirmed.

##### **a) Matters arising not elsewhere on the agenda**

###### **4.1a – Hosting a Ukrainian refugee**

The Master updated Council on the College's progress in its enquiries with the University as to whether or not there was a

mechanism for a Cambridge College to offer support to a Ukrainian refugee. He reported that the Government had not yet set up a scheme for institutions to sponsor a refugee. At the moment there were two ways this could be done – either by a Ukrainian refugee applying to be an academic visitor in the normal way, or for an individual sponsor to host the refugee for the first six months, and then the institution to provide support after that. The University Council has agreed to put £0.5m towards supporting Ukraine, primarily for in-country support, and a small amount of funding is available to the Colleges for refugee support from that.

## 2. REPORTS FROM OFFICERS

### 2.1 Master's Business

#### a) Risk review

- (i) Governance (CC.220525.2.1ai)  
Council **noted** the updated risk register entry.
- (ii) Inter-collegiate relations (CC.220525.2.1aii)  
Council **noted** the updated risk register entry.

#### b) CTO Review

- (i) Review Group's report (CC.220525.2.1bi)
- (ii) Response from the CTOs (CC.220525.2.1bii)

The Master thanked Professor Hill and colleagues on the CTO review working group for their work and report; he also thanked the CTOs (College Teaching Officers) for their response to the report.

He explained that the Council members who were CTOs had a conflict of interest in the agenda item, particularly if decisions needed to be made, and he outlined a protocol that the University Council agreed yesterday, following legal advice as to how to manage conflicts of interest. This protocol suggested three stages – firstly an open discussion with all members, secondly a closed discussion between non-conflicted members, and finally decisions made by only non-conflicted members. The Master suggested that today's meeting should only cover the first stage of the protocol as the report contained a wide set of recommendations and it would be useful to hear what the CTOs had to say. The principal officers would then be asked to look individually at the implications of the recommendations from their perspectives and come back with a proposal as to the way forward at the next meeting. The Secretary of Statutes and Ordinances suggested that before endorsing the University's protocol, it should be referred to Statutes & Ordinances Committee as it might imply a change to the College ordinances.

Each of the report's recommendations were then discussed by Council:

**Hours:** It was commented that 240 hours is a high workload, when undertaken in addition to a substantive college post. The Bursar noted that if the change was adopted, it would be a change in terms and conditions, so it would need to go through the relevant Committees.

Departmental teaching was supported by members, but it was recognised that a suitable exchange mechanism between Colleges and Departments was required which was currently absent. This has implications for UTOs (University Teaching Officers) as well and perhaps posed an existential threat to the supervision system at Cambridge. Another member mentioned that teaching was carried out by other roles as well on a more casualised basis (e.g., PhD students) and that CTOs were one of the few ways to redress the balance of casual labour.

**Title:** It was agreed that the term CTO should be abandoned as a job title but the question was what to replace it with and whether the University recently changed equivalent titles should be adopted – i.e., assistant and associate professors. The Master informed Council members that the University would accept this if the word 'College' was put in front of these titles. It was noted that several other colleges had made the change and that Sidney should move in the direction of travel of other colleges and not adopt a completely new nomenclature.

**Salary progression:** The Master made Council members aware that the costs of the proposal relating to salary progression needed to be looked at and this would go to Finance & Needs Committee with some data on the cost implications and then Remcom, to then come back to Council at a later date.

**Class of CTO:** It is being proposed that in future a CTO class 1 should continue to be a five-year fixed term post but that unlike currently, there should be no expectation of progression to CTO class 2 at the end of the fixed term, and that the term would not normally be renewed but regarded as a career development post.

In discussion, it was queried whether the post being unquestionably non-renewable might deter people from applying, and it was noted that, whilst historically, strong applicants have consistently been attracted, it is theoretically possible that, in future labour market conditions, at the end of the five-year fixed term, there might be

difficulty in replacing them. The point was made that Sidney should keep up to speed with what other colleges were doing, and some flexibility of commitment within the five-year term might be required in order to be able to attract excellence.

**Teaching in faculties:** It was noted that either an individual could agree to do more teaching by taking on University as well as College teaching commitment or they could do a trade. However, as discussed earlier, the point was made that there is no mutually acceptable model for sharing costs. It was noted that the university had a strong commitment to increasing postgraduate numbers, with departments asking CTOs to contribute to the extra teaching required, adding to their college commitments. One Council member felt that if the University wanted CTOs to contribute to its teaching, the Colleges needed to be more assertive about terms and conditions.

**Living Out Allowance:** The Bursar said that the College needed to look at how College allocates and subsidises accommodation and suggested that it would be good to consider whether to offer an accommodation allowance to new Fellows, not just CTOs, though this would have significant financial implications.

In concluding the discussion, Council noted that CTOs were an integral part of the College and members thanked them for their contribution.

**Action:** The Principal Officers responsible for particular areas relevant to the recommendations would go away and bring back proposals for a way forward at the Annual Meeting in June. It was possible that some decisions could be taken at that meeting but in any case, the target would be for the process to be completed by the end of Michaelmas term 2022.

c) College Annual (CC.220525.2.1c)

The Master introduced the agenda item, explaining that the restriction on costs during the pandemic meant that the College Annual had been reduced in size. Dr Fulda presented his proposal to Council members, setting out the Annual's position within overall College communications, what its aims and objectives could be, as well as its audience. He made the point that the Annual would need more pages and space going forward if it was to be visually attractive, and presented a table of potential content, with outline costs. He said that he was asking Council for approval of the proposed direction of travel and budget. The Master said he was supportive but made the point that it was for the Finance & Needs

Committee to review and approve the budget which they had done, but that the Committee would listen to what Council had to say. Council **approved** the proposal but noted that care should be taken in how many copies were printed. It **noted** that proposals such as this should normally be taken to the appropriate committee before coming to Council.

- d) Annual College Planning Cycle (CC.220525.2.1d)  
The Vice-Master outlined his proposal for an annual college planning cycle which enhanced current practice. Council **approved** the proposal.
- e) Use of non-disclosure agreements (CC.220525.2.1e)  
The Master explained that the University had issued an announcement in response to the Minister for Higher and Further Education's request that Universities sign up to a commitment not to use non-disclosure agreements in a situation where victims have reported sexual misconduct. The University had endorsed this but had stated that in particular instances, where the victim wants to request a non-disclosure agreement, this would be allowed. The proposal was the College should agree to follow the University's statement.

The JCR President said that he would like to draw attention to student regulation P6, para 10, which sounded like an informal NDA, and said he had spoken to the Senior Tutor about this concern but now understood that the paragraph's intentions was to protect the confidentiality of parties in investigations. The Vice-Master confirmed this interpretation stating that the wording was to ensure confidentiality around the process and to protect its integrity. However, he added that, as the Chair of Statute & Ordinances Committee, he would ensure that the Committee looked at the ordinances and the regulations in this area to ensure that they do not have these consequences.

A Council member queried whether Council should be informed when an NDA had been entered into. The Master informed members that Council are already informed of these instances under reserved business, and that within his tenure there had been two to three compromise agreements which had included an NDA paragraph, but none had been to do with sexual misconduct.

**Action:** Statute & Ordinances Committee to review the implications of P6, para 10 in relation to non-disclosure agreements and their use.

- f) \*\*College Calendar (CC.220525.2.1f)  
It was noted that this item should have been double starred.

Council **approved** the final version of the 2022-23 calendar.

## 2.2 Senior Tutor's Business

- a) \*Interim Post Graduate Admissions report (2021-22 admissions cycle) (CC.220525.2.2a)

The Senior Tutor commented that the Postgraduate Tutors were predicting successful recruitment against the planned numbers, but with slightly fewer PhDs than they would like.

Council **noted** the report.

## 2.3 Bursar's Business

- a) Overview of first draft of budget (CC.220525.2.3a)

The Bursar provided an overview of the first draft of the College budget for 2022-23. She explained that the current draft budget was an operational deficit before major works and donations of £1.05 million. This is an improvement of £0.2 million against the Q2 forecast for the current year.

Operational income is forecast to increase by £1.3 million, primarily via conferencing but the College is still short of pre-pandemic conference income. There is a need to improve the College's accommodation occupancy levels and catering provision, as this is the income stream where there is most scope for growth.

Operational expenditure is forecast to increase by £1.1 million. Increased costs are driven by rising staff costs and inflationary increases to food and utility costs. It was noted that in the light of continued increases, that inflation may have been underestimated in the first draft budget and will be reviewed.

Council noted the first draft budget for 2022-23, the key changes in income and expenditure against the forecast outturn for the current year, and the assumptions used to develop a longer-term projection to 2028-29.

- b) Cambridge road network hierarchy review (CC.220525.2.3b)

The Bursar brought the review to the attention of Council, explaining that it had implications for the College as the roads being proposed as potential civic streets are key access roads for the College. A public consultation has started on the proposals which will run into the spring next year. It was noted that all the colleges were discussing this through inter-collegiate sub-committees. It was asked whether there was any benefit in individual members of College inputting into the consultation.

**Action:** The Bursar would provide a link to the consultation and provide some points that college members might want to consider if providing an individual response to the consultation.

- c) \*Use of College Seal
  - (i) Rent Deposit Deed and Lease – 8 Sussex Street
  - (ii) James Sharpe & Co Transfer Form - Sale of directly held sharesCouncil **noted** the use of the College seal

## 2.4 Development Director's Business

- a) Development Directors report Q3 2021-22 (CC.220525.2.4a)

The Master noted that circa £240k had been raised in donations in the last quarter, resulting in circa £800k this year to date, with a target of £1.1 million by the end of June. This would be a strong performance within the context of high staff turnover within the Development Office.

Council **noted** the report.

## 2.5 Steward's Business

- a) Audit Dinner nominations

The Master asked Council members to forward to him any nominations they had for the Audit dinner or Foundation feast.

## 2.6 Student Business

There was no student business.

## 3. REPORTS FROM COMMITTEES

### 3.1 Muniment Room

- a) \*Unreserved Minutes from the meeting of 25 April 2022 (CC.220525.3.1a)

Council **noted** the minutes.

### 3.2 Communications Working Group

- a) \*Unreserved Minutes from the meeting of 27 April 2022 (CC.220525.3.2a)

Council **noted** the minutes.

### 3.3 Chapel Committee

The Master commented that Council Secretary was still trying to obtain the minutes from the last couple of Chapel Committee meetings.

### 3.4 Music Committee

- a) \*Unreserved Minutes from the meeting of 29 April 2022 (CC.220525.3.4a)

Council **noted** the minutes.

**3.5 Statute & Ordinances Committee**

a) \*Unreserved Minutes from the meeting of 3 May 2022  
(CC.220525.3.5a)  
Council **noted** the minutes.

**3.6 Finance & Needs Committee**

a) \*Unreserved Minutes from the meeting of 9 May 2022  
(CC.220525.3.6a)  
Council **noted** the minutes.

**3.7 Prevent Committee**

a) \*Unreserved Minutes from the meeting of 12 May 2022  
(CC.220525.3.7a)  
Council **noted** the minutes.

**3.8 Education & Pastoral Care Committee**

a) \*Unreserved Minutes from the meeting of 16 May 2022  
(CC.220525.3.8a)  
Council **noted** the minutes.

- (i) Regulation on change of Tripos (CC.220525.3.8ai)  
It had been requested that this item be unstarred as the Secretary of Statute & Ordinances Committee wanted it noted that, although the proposed change was uncontroversial, a draft ordinance change should go through Statute & Ordinances Committee first. This point was **noted**.

**3.9 Student Awards Committee**

a) \*Unreserved Minutes from the meeting of 17 May 2022  
(CC.220525.3.9a)  
Council **noted** the minutes.

- (i) \*\*Terms of Reference (CC.220525.3.9ai)  
Council **approved** the amendment to the Terms of Reference.

**4. OTHER BUSINESS****4.1 Any other business**

There was no other business.

**4.2 Date of Next Meeting**

Wednesday 29 June 2022 at 10am in the William Mong Hall (Annual Meeting)