Overview of Sidney Sussex College Governance

Charitable Objects: A place of education, religion, learning and research, and aims to promote academic excellence, freedom of thought and belief

Part 1a: Governance structure and responsibilities

GOVERNING BODY

Governing Body is highest authority. Has general oversight of the financial and other governance of the College. Composed of: Master, Fellows Class 1-3 (no less than 25 foundation fellows), and the student members elected for Council.

GOVERNING BODY COMMITTEES

Audit
Disciplinary Panel
Honorary Fellowships
Nominations
Remuneration and Benefits
Statutes and Ordinances

COUNCIL

Council has general control and management of administration of college. Members of Council are the Charity Trustees of the College. Composed of: Master, Vice-Master, Bursar, Senior Tutor, 9-12 Fellows elected by and from Governing Body, 4 elected students members.

COUNCIL COMMITTEES

Admissions
Appeals
Building & Environment
Chapel
Development
Disciplinary Appeals (Staff)
Education and Pastoral Care
Fellows Amenities & Entertainment
Fellowship Re-election
Finance and Needs
Fellows’ Research Fund
HR Committee
Investments
IT steering
Kitchen Project Oversight
Library
Muniment Room
Music
Nominations
Prevent
Staff Liaison

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Part 1b: Governance structure and responsibilities

FOUNDATION FELLOWS

Class 1: Academic responsibilities, in particular teaching and research

Class 2: Research

Class 3: Contribution of substantial nature to college; normally associated with a College Office or Academic Post

Class 4 (Emeritus Fellow): Master or any Fellow Class 1-3, eligible on retiring, resigning or vacating on expiry of tenureship

NON-FOUNDATION FELLOWS

Honorary Fellows: Any former Fellow, or other person of national or international distinction

Visiting Fellows: Any person of high academic, artistic or cultural standing whose temporary association with the College will be to the College’s benefit

Bye Fellows: Any person undertaking substantial responsibilities for the College, whether academic or non-academic

Fellow Commoners: Any person who in furtherance of the charitable aims of the College is providing or has provided voluntary service of a substantial nature or to a significant extent

STATUTORY COLLEGE OFFICES

Master: Responsible for good governance of College; leadership & direction

Vice-Master: Conducts election of Master; acts as Master’s deputy where Master leave of absence up to 3 months

Senior Tutor: Overall responsibility for operational effectiveness of all aspects of College provision re admission, education and welfare of College students; and compliance by College with relevant University and other legislative requirements

Bursar: Overall responsibility for operational effectiveness of all aspects of College provision regarding property, finances and accounting of the College; and compliance by College with relevant University and other legislative requirements

ACADEMIC POSTS

Directors of Studies: One or more in each subject for which the College admits UG and taught-PG students. Ensures each student assigned to his or her care is provided with College teaching, of nature and quantity appropriate

Tutors: Such numbers as Council from time to time determines. Shall promote the studies and watch over the welfare and conduct, of the tutorial students assigned to his or her care

Chaplain: Oversight of spiritual care of Christian community in College and charge of College chapel. Provides leadership in supporting the well-being of members of the whole College community

Dean: One or more who shall oversee the discipline and good order of the students of the College

Praelector: Presents students of the College for matriculation as members of the University, and shall present for admission to degrees those persons approved by the College
Part 2a: Ensuring compliance with legislation and regulatory requirements

How we ensure compliance
- Statutes and Ordinances committee
- Embedding relevant S&O provision within Terms of Reference of other relevant Committees
- Secretary to Governing Body and Council advises on/ ensures S&O requirements adhered to when Governing Body and Council conduct business

How we ensure compliance
- Statutes and Ordinances committee – see Terms of Reference

How we ensure compliance
- Annual set of accounts and trustees report produced
- Existing and new Charity Commission guidance / publications regularly reviewed by Bursar and/or Registrar
- Auditor updates/reports on what required
- OIS updates
- Updates from legal advisors

How we ensure compliance
- Work with University to ensure Office for Students registration information is current (OIS)
- Reporting against Access and Participation plan
Part 2b: Ensuring compliance with legislation and regulatory requirements

**EMPLOYMENT LAW**

- How we ensure compliance
  - HR, Staff Liaison, Remuneration & Benefits committees and Disciplinary Panel
  - HR professional/manager with oversight for compliance
  - Policies covering range of staff and employment issues
  - Access to external legal advice re employment issues

**EQUAL OPPORTUNITIES LAW**

- How we ensure compliance
  - Adherence to recommended recruitment practice re equality and diversity
  - Access to University online training for staff re EDI issues
  - The College is currently considering setting up an EDI working group or Committee

**SAFEGUARDING AND PREVENT DUTIES**

- How we ensure compliance
  - College Prevent Committee
  - Submission of a ‘Prevent Accountability and Data’ Report to Cambridge University each year as part of their wider Prevent report to the OfS
  - Access to University online training for staff re Prevent

**HEALTH AND SAFETY LAW**

- How we ensure compliance
  - Domestic Bursar has oversight of College’s compliance with Health & Safety Law
  - Health & Safety Committee reports into Buildings & Environment Committee
  - Health & Safety Policy is published on the College website
  - Risk assessments carried out for new buildings and events

**FINANCE AND PROPERTY LAW**

- How we ensure compliance
  - F&N, Investments, Estates and Building, Development, and Audit Committees
  - Legal services bought in (Mills & Reeve) to handle commercial property matters, provide ad hoc advice
  - Code of Fundraising implemented by Development Director
  - Production of externally audited Annual Report and Financial Statements

**INFORMATION AND DATA PROTECTION LAW**

- How we ensure compliance
  - FOI and College Data Protection lead
  - Access to advice from Office for Inter-Collegiate Services
  - IT steering committee (and a communications sub-committee) which has oversight of information and data protections issues