



MINUTES

*of a meeting of the College Council in the Harrison Room
at 1:10pm on Tuesday 28 November 2023*

There were present the Master, Dr Beauregard, Ms MacDonald, Mr Matheson, Mr Nicholson, Dr O'Donnell, Dr O'Sullivan, Ms Phillips, Dr Reinbold, Dr Sewell, Prof Tasker, Dr V. Young; the JCR President, Ms Elina Smith, and the MCR President, Mr Joel Kandiah. The JCR President-elect, Ms Oketa Zogi Shala was in attendance. Dr Woodford was in attendance as secretary.

UNRESERVED BUSINESS

- cc2023.251* *Statement of Conflicts of Interest*
There were no conflicts of interest arising from the Unreserved Agenda concerning any of those persons present.
- cc2023.252* *Apologies for Absence*
Apologies were received from the JCR Treasurer, Mr Ben Harper. The Master welcomed Prof Robert Tasker and the JCR President-elect, Ms Oketa Zogi Shala, to their first meeting of Council.
- cc2023.253* *Minutes of the Unreserved Council Meeting held on 31 October 2023*
The minutes were received and signed.
- cc2023.254* *Matters Arising*
- i. cc2023.233 College Accounts*
The College Accounts for the year ending 30 June 2023 were formally approved and Council approved the signing of the letter of representation by the Master.
- ii. cc2023.184 Committee on Committees*
Prof Katharine Ellis was appointed to membership of the Wine Committee to replace Dr Robert Harding.
- cc2023.255* *GB/Council Decision-Making in the Light of the New Statutes*
The College Council strongly emphasised the principle that the Governing Body is the principal authority in the College and drew attention to the significance of its strategic oversight for matters of College policy. It was noted that the constituency system allows for all members of Governing Body to

contact their representative on the College Council if Governing Body Fellows would like to raise a view in connection with Council business, and that such communications would be welcomed by members of Council. It was agreed that it would be appropriate for the College Accounts to be discussed at Governing Body before they are considered by the College Council, reversing the order of business that had been in place under the old statutes when final approval from the Governing Body had been necessary for the College's auditors. In order for the accounts to be signed off in a timely manner, it was agreed that the meeting of Governing Body in Michaelmas 2024 should fall slightly earlier in term, on the date previously occupied by the second meeting of the College Council. It was noted that the other meetings of Governing Body could remain on their usual dates.

The Secretary to the College Council was urged to star more items of business for Council to avoid Council spending time ratifying business which has been carried out by other committees. It was resolved that the minutes of committees of the College Council would be starred items unless Chairs draw attention to items for discussion.

cc2023.256

Sustainability of the Estate

The Bursar reported on 'Project Kilowatt' (CP2023/113), a strategic engagement with the way the College can meet targets around the goal of cutting greenhouse gas emissions to as close to zero as possible ('net zero'). The project engages with strategic questions such as: How much do the buildings leak heat? What can the College do to reduce this? How much will it cost to address the problem? Would we be prepared to sell hostels in order to rebuild more sustainable accommodation? The paper identifies the incremental cost of sustainable renovation of hostels. Within the submitted report, which has been discussed by the Operations Committee, a 'third model' for a way forward is endorsed by the Bursar but would require substantial financial investment (estimates suggest around £30m) if the full extent of options were to be realised. The College already faces challenges in raising the capital funding needed for planned refurbishments to existing properties, and the support of the Development office would be necessary. The Development Director emphasised that evidence of a cohesive plan is essential to make a case for philanthropic support for sustainability improvements. Council endorsed the proposed way forward, to include ongoing review of estate utility data once available (an example being for the recently completed three hostels project), consideration of the University position regarding collective district heating initiatives, and ongoing awareness of other Colleges' projects precedents. Sustainability improvement opportunities should accordingly be assessed as refurbishment projects or donor support interests arise. The current project to increase solar panels on the Cripps building was an example of this. Council proposed and the Bursar agreed to take a strategic paper to Governing Body later in the year for discussion given the long-term implications for the College of these issues. Council noted its thanks to Prof Routh and the Caius Estates team for the work on the underlying model supporting the paper.

cc2023.257

Reserves Policy

Council agreed the Reserves Policy (**CP2023/114**). The College's definition of free reserves has been agreed by its auditors. In accordance with that definition, the College's free reserves have fallen to £1.4m and if 2023/24 performs in line with budget will fall further this year to negative £0.3m. The fall is as a result of operating at a loss. Council noted the level of free reserves and agreed to the mitigations that are in place.

cc2023.258

Annual Policies Review

The Bursar reported on the annual review of College policies (**CP2023/115a**). Council accepted and reviewed the Emergency Response Plan (**CP2023/115b**); and it received and approved the policies on Freedom of Information, Data Protection and Safeguarding (**CP2023/115c-e**). The Safeguarding policy is subject to annual review and is based on a template from the Office of Intercollegiate Services.

cc2023.259

Access Committee

The minutes of the meeting of the Access Committee held on 25 October 2023 were agreed and noted (**CP2023/116**).

cc2023.260

Library and Archives Committee

The minutes of the meeting of the Library and Archives Committee held on 7 November 2023 were agreed and noted (**CP2023/117**).

cc2023.261

Prevent Committee

Council reviewed the documentation and authorised the Senior Tutor to make the prevent return. The Senior Tutor reported that no cases had been escalated in the academical year 2022-23 through prevent monitoring structures. He noted a larger number of events with external speakers (330 against 240), none of which had been a source of concern. Council noted the minutes of the meeting of the Prevent Committee held on 8 November 2023 (**CP2023/118a**); it received the updated Terms of Reference (**CP2023/118b**) with minor changes; the updated Prevent Risk Assessment was noted and approved (**CP2023/118g**). The Master and the Senior Tutor noted that the statutory environment governing the Freedom of Speech statement, and the policies on External Events and Speakers, will change from October 2024, and that the College is awaiting guidance on the matter, including clarity on the relationship between the JCR, MCR and the College. The Chapel Management and Faith Groups (**CP2023/118c-f**) has been updated to reflect the new statutes.

cc2023.262

Paintings Committee

The minutes of the meeting of the Paintings Committee held on 9 November 2023 were received and noted (**CP2023/119**). The photographic portrait of Dr Tilby has been selected and will be framed and hung in the Harrison Room in Lent Term 2024.

cc2023.263

IT Committee

The minutes of the IT Committee held on 10 November 2023 were received and noted. After discussion, Council agreed that the committee be known as the 'IT and Data Committee' (**CP2023/120a**). The IT committee have accepted changes

to their terms of reference to include responsibility for data management and compliance in relation to GDPR and FOI (CP2023/120b).

cc2023.264 *Steward's Committee*

The minutes of the meeting of the Steward's Committee held on 14 November 2023 were received and noted (CP2023/121).

cc2023.265 *Gardens Committee*

The minutes of the meeting of the Gardens' Committee held on 17 November 2023 were received and noted (CP2023/122).

cc2023.266 *Sustainability Working Group*

The minutes of the meeting of the Sustainability Working Group held on 21 November 2023 were received and noted (CP2023/123). The Master noted that the Ramsay Murray lecturer had been invited after the implementation of the travel policy, which was not intended to prevent long-haul travel by academic speakers. The speaker would be attending other engagements over the course of his stay.

cc2023.267 *Compliance Committee*

The minutes of the meeting of the Compliance Committee held on 23 November 2023 were received and noted (CP2023/124).

cc2023.268 *University Admissions Governance Consultation*

The Senior Tutor agreed, together with the Admissions Tutors, to produce a draft College response to the consultation (CP2023/125).

cc2023.269 *Any Other Unreserved Business*

- i. The Snowball presidents had met with the Bursar to discuss the ticket sales which had been initially disappointing. With several days to go, around 150 tickets remained to be sold, leading to an expected break-even position on the budget, after drawing in full on reserves brought forward from previous surpluses. The Co-Presidents were commended for their response to these challenges. It was noted, however, that the scale and organisation of the ball should be reviewed, since the two post-Covid balls have not made a profit. The Vice Master and the Bursar agreed to meet with the Snowball Co-Presidents and representatives of the JCR to review the ball in the New Year, prior to a discussion at Council in the Lent Term. The JCR President noted that the Snowball Committee is independent from the JCR Committee.
- ii. The Master thanked Dr Bardhan, Dr V. Young, the JCR President and Treasurer, and the MCR President were warmly thanked for their contributions to Council over the past year.