



## Selwyn College Cambridge

### MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE HELD IN OLD LIBRARY ROOM 4 ON FRIDAY 13 MAY 2022.

**Present:** Bursar  
Domus Manager  
Michael Wilson  
Christine McDonald (CMcD), representative for the administrative staff,  
deputising for Shona Winnard  
Helen Arnold (HA), representative for the Porters  
Chris Cowan, notes

**1. Statement of Conflict of Interest**

No conflicts of interest were declared.

**2. Apologies for Absence**

Finance Manager, Head of Catering and Shona Winnard

**3. Minutes of the meeting held on 9 February 2022**

The minutes of the meeting held on 9 February 2022 were approved as an accurate record.

**4. Matters Arising**

There were no matters arising.

**5. Recruitment Update**

The Bursar reported that Liz Hewitt had been appointed as the new HR Manager and would start on 6 June 2022. The Bursar added that Liz is currently Maternity Cover HR Manager at St John's College, and previously worked at the Department of Physics for approximately five years. Prior to that, Liz was HR Manager at both Murray Edwards and St Edmunds colleges.

The Bursar stated that eight applications were received for the role of Head of Buildings and Maintenance. Four candidates were invited to interview, with the final two candidates, James Secker and Luke Conner, visiting the college to meet with Matt Rowe (Interim Operations Manager) and Mary Richardson (Maintenance Coordinator) on Thursday and Friday this week. A final decision is expected soon.

The Bursar confirmed that Sue Jeffries will be retiring from the College. Her final day will be 10 June 2022. There will be an opportunity in the coming weeks to mark her departure. An advertisement for Sue's replacement will go out shortly.

The Bursar stated that the College was unable to appoint a new Bursar following the first recruitment campaign. The College has engaged headhunters to search the market. The Bursar added that it is a difficult recruitment market, affecting positions at all levels, but that the headhunters are confident of finding suitable candidates.

**6. COVID-19 Update**

The Bursar reported that cases of COVID-19 continue to be seen in College. Cases among staff peaked in April 2022, when cases were reported in multiple departments and the total number of cases came close to the level at which the College would have been forced to implement contingency plans. It is hoped cases will continue to fall over the summer, but it remains to be seen what will happen in the autumn. As part of preparations for the next academic year, an updated Risk Assessment will be presented to Council, which will incorporate COVID-19 and other illness, ensuring these are taken into account and requiring that all reasonable workplace precautions are taken. It is the College's position that COVID-19 remains a concern and will form part of our health and safety strategy for the foreseeable future. The Bursar added that current precautions, including an enhanced cleaning regime, would continue.

**7. Update on Building Plans 2021-22 and beyond**

The Bursar reported that the Old Library project had gone very smoothly. It was completed on time and at a lower than expected budget. The completed design is functional and makes good use of the space.

CMcD asked which architect was responsible for the design. The Bursar responded that Barnes engaged AMA Architects, who also worked on the library & auditorium and are also working on the ongoing hostels project.

The Bursar added that the hostels project continues to be difficult. This is due to unexpected structural problems being revealed once the work commenced, challenges around the installation of the ground source heat pump and issues around availability of workforce and building supplies, and costs.

CMcD asked if there were any plans to install ground source heat pumps in Old Court or elsewhere in College. The Bursar responded that there were no immediate plans to do so, largely due to the high costs of these systems and difficulties incorporating the required infrastructure inside heritage buildings, but that heat pumps will inevitably form a part of future sustainability initiatives.

The Bursar reported that the College would continue to use the accommodation at Wolfson Court in the next academic year, but that Wolfson Court is unlikely to be available to the College beyond next year.

The Bursar stated that no major building projects are planned for the 2022-23 academic year, and that the College was looking forward to a quieter academic year.

**8. Staff Survey**

The Bursar reported that the staff survey would start in the week beginning Monday 16 May and will run for two weeks.

The Bursar stated that the survey has 27 closed-choice questions, with staff asked how much they agree or disagree with each statement. These are followed by two optional free text questions. HoDs are asked to encourage their staff to complete the survey, which can be done at home or in work, on a PC or mobile phone.

The Domus Manager stated she was aware of some concerns among staff around anonymity of survey responses. The Bursar responded that the organisation running the survey will not be able to identify individual respondents, and would not pass this information to the College even if they were able to do so.

The Bursar asked the Domus Manager if she recalled any previous staff surveys. The Domus Manager responded that there have been previous surveys but these were not as extensive as the upcoming survey.

**9. Staff Sport and Social Committee**

CMcD stated that the Staff Sports and Social Committee had been running regular event up to the onset the pandemic, but had not run any events since that time, with the exception of the successful 2021 Christmas Party.

CMcD asked that Heads of Department and Committee members canvas staff to gauge the level of interest in events for staff, – a staff outing for example – and how often staff would like to see these take place.

The Domus Manager remarked that the Housekeeping department is currently short staffed, meaning it might be difficult for staff to attend any longer event or outing. The Domus Manager also noted that Housekeeping staff often need to leave work at their regular finishing time, and in the past many have been reluctant to join any event or outing finishing later in the afternoon or evening.

HA suggested that outings or events could be held on different days.

CMcD confirmed that there would be a Christmas party again this year, and that Saturday 3 December was the likely date. The Bursar noted that the Snowball will take place on 2 December.

HA noted that Keven Sargent (Deputy Head Porter) hopes to organise a staff-students football match to take place around the middle of next month, with more information to follow.

**10. Any Other Business**

The Bursar confirmed that the Bursar's Garden Party would be held on 29 June from 1.00pm to 3.00pm.

## **11. Dates of Future Meetings**

- 23 November 2022