



## Selwyn College Cambridge

### MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE HELD IN THE WALTERS ROOM ON WEDNESDAY 24 NOVEMBER 2021.

**Present:** Bursar  
Finance Manager  
HR Manager  
Domus Manager  
Michael Wilson, representative for staff in the Library and Archives  
Shona Winnard, representative for the administrative staff  
Ian O'Connor, representative for the Porters

**1. Statement of Conflict of Interest**

No conflicts of interest were declared.

**2. Apologies for Absence**

Operations Manager and Head of Catering.

**3. Minutes of the meeting held on 19 May 2021**

The minutes of the meeting held on 19 May 2021 were approved as an accurate record.

**4. Matters Arising**

Advertising for new staff representatives – The HR Manager reported that following Shona Winnard's suggestion regarding committee membership at the last meeting, it was the intention to advertise for new committee members to all staff. The HR Manager asked if it would be preferable to ask for representatives from all departments. The Bursar suggested that this would probably result in too many members as it is currently a committee of approximately 10. It was agreed by all not to specify by department but open to any colleagues who are interested.

Shona Winnard suggested that staff be given information on the purpose of the committee to enable them decide. This could be in the form of a Terms of Reference. The Bursar stated that he will add this to his email to all staff and he can provide some information on the purpose of the committee. The Domus Manager stated that she would mention this to her team who may not see their work emails.

**5. COVID-19 Update**

The Bursar reported that the College remains in a very good position as the asymptomatic pool testing has showed no positive cases yet this term. There has only been one student who has tested positive all term and there have been no students in isolation since the start of November 2021.

The Bursar stated that other Colleges are in a similar position with few positive cases, despite the national increase in number of positive cases. The College's participation in the weekly pool test still remains one of the highest.

**6. Update on Pensions Consultation**

The Bursar reported that everyone should have received his email to all staff with the link to make pension choices. He stated the consultation continues until 06 December 2021. He urged that people should be encouraged to make their choices before the deadline of 30 November 2021, as if no choice has been made by then, the defaults would apply, i.e. if you are in CCFPS, you will remain in CCFPS, if in NEST, you will be join the new Aviva scheme and if you are currently not in any pension scheme, you will remain not in any scheme.

Shona Winnard asked what the cut-off date was for new members of staff joining the College to have the opportunity to join CCFPS. The Bursar stated that there were a few new staff commencing in the early days of December and the College will allow them join CCFPS if they wished. He noted that the Development Database Administrator will be commencing in January 2022 and that would definitely be past the deadline and they would not be able to join CCFPS.

**7. College Finances**

The Bursar reported that the financial results for 2020-21 were worse than last year due to the increased impact of COVID. In particular, the lack of conference business in this financial year made a significant adverse difference. While conference income was lower this year, accommodation and catering were better, although still well below pre-Covid levels. The Bursar reported that the impact of COVID to last financial year was £1.1 million and this year it was £2.4 million (before allowing for furlough grant income).

The Bursar stated that although this is not a very welcome picture, the good news is that it was better than the projected budget. However, the results are still a long way short of the threshold required to trigger the payment of the discretionary staff bonus for the year. However, a proposal has gone to College Council to pay something extra to all colleagues in December in line with arrangements in 2020, and to present all staff with a Christmas hamper. [NOTE – this has subsequently been agreed by College Council.]

The Bursar further reported that hopefully 2021/2022 will see better finances, although it remains unlikely that they will recover sufficiently for a discretionary staff bonus to be paid in 2022. Ian O'Connor stated that hopefully summer schools

will return next year and the Bursar stated that they were booked for 2022 as well but would need to make final decisions nearer the time. The Finance Manager stated that this was not helped by the volatile travel restrictions and requirements. The Bursar reported that the University booking of the new auditorium for lectures have been very helpful. This was booked for three days a week this term and has now been increased to five days a week next term which is an additional income of about £24,000.

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

The Bursar reported that the old library is due to be completed at the end of February 2022. This will include spaces for archives and rare books, seminar rooms, space for medical equipment and home to the Development Office, which will free up spaces in Ann's Court for purposes not yet decided.

The Bursar stated that the hostels are due to be completed in July 2022, but some challenges are being experienced, especially in 1 Selwyn Gardens, so the completion date cannot be confirmed yet.

**9. Bursar's Christmas Drinks**

The Bursar reported that this would be taking place on Wednesday 15 December at 1.00-3.00pm in the Harrison Room. Hopefully all staff should have seen his note in a recent fortnightly newsletter regarding this. He stated that the intention is to distribute the Christmas hampers on the same day and it is planned that this will be done in the Old SCR.

The Bursar hoped that people will be encouraged to attend so to ensure they can collect their hampers as well.

**10. Any Other Business**

The Domus Manager asked how best to deal with staff requests to take time off during working hours for the COVID booster jabs and flu jabs. The Bursar stated that it is hoped that staff will make these appointments out of work hours but where this is not possible, they can be allowed to take up these appointments during working hours, as the College is keen that as many staff as possible are fully vaccinated.

The Bursar asked how many people had registered to attend the College Staff Christmas party which is scheduled for Saturday 4 December and if the registration deadline was passed. It was confirmed that there were currently about 63 people registered to attend and the deadline had now passed, however, there may be flexibility in adding a few more people after the deadline.

Ian O'Connor asked if there was going to be a Snow Ball this year and the Bursar stated that none was taking place and there will also not be a May Ball in 2022.

**11. Dates of future meetings**

- 9 February 2022
- 11 May 2022