MINUTES OF A MEETING OF THE SELWYN STAFF COMMITTEE
HELD ON WEDNESDAY 21 NOVEMBER 2018.

Present:  Bursar
Operations Manager
HR & H&S Officer
Domus Manager, representative for Heads of Departments
Fabia Gawthrop and Diane Flack, representatives for Housekeeping
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
Apologies were received from Karoly Farkas, Matt Rowe and Sally Clayson.

3. Minutes of the meeting held on 9 May 2018
The minutes of the meeting held on 9 May 2018 were approved as an accurate record.

4. Matters Arising:
   a) Cycle racks (from previous meeting). Shona Winnard, Sue Jeffries and Michael Wilson reported that the cycle rack in front of the Library gate was still difficult to use. It was suggested that a handle could be installed on the Grange Road side to make it easier to use. **Action: Operations Manager to review the gate mechanism.**

5. College Accounts
The Bursar reported that although the accounts for 2018 were slightly better than budget, they were still down on last year. He informed the meeting that Selwyn was the fourth poorest Cambridge college and although there had been an annual increase in the endowment over 15 years from £18 million to £60 million, this increase was still not enough. The Bursar explained that there were restrictions on how the College could spend its endowment. The Cambridge college average endowment was £100 million. He also informed the meeting that the Governing
Body had authorised a bonus of one week’s pay. He also advised that the bonus £750,000 cash threshold would be raised to £1 million as of next year.

The Operations Manager added that staff needed to understand that the bonus received each December was a bonus based on the financial performance of the College as a whole, which happened to be paid in December - it was not a ‘Christmas’ bonus. **Action: Operations Manager, with Heads of Departments, to ensure staff are made more aware of this.**

6. **Any Other Business**

a) Christmas 2019 Annual Leave Dates – Shona Winnard reported that some staff were unhappy with having to take five days forced annual leave over the Christmas period in 2019 because the College would close from Friday 20 December 2019 and re-open Thursday 2 January 2020. The Operations Manager replied that staff feedback had been requested two meetings ago, after which it went to Council and was signed off.

The Operations Manager said opening the College for only one day would not be feasible due to costs. The Bursar suggested offering staff the option of taking unpaid leave during this period. Attendees said they believed this option would be popular among College staff. **Action: Bursar to discuss the option of offering unpaid leave, and other potential options, with Sally Clayson.**

December 2019 pay dates for casual and permanent staff were questioned but not confirmed. **Action: Bursar to request these dates from Sally Clayson.**

b) College Building Works & Car Parking – Ian O’Connor asked when the building works for the new Library/Auditorium would start and therefore barriers be installed in Cripps Court. The Operations Manager reported that Chubb had carried out a survey two weeks ago and the Maintenance Manager had the resultant quote. The College was in discussion with a Conservation Officer from the City Council about planning permission and was currently awaiting their decision. He also said staff and guests would be able to access the car park using a system, probably involving swiping staff cards to control the barrier.

The Bursar outlined the building works timescale, reporting that a tender had gone out to three different contractors and quotes were expected in January 2019. Subject to planning permission, building works were expected to start in late February/March 2019, be completed in September 2020, and the Library relocated in December 2020.

The issue of lost parking spaces was raised, as the 15 Anne’s Court parking spaces would be lost whilst the building works were taking place. The Operations Manager said he was in discussion with the Head Porter about reducing the number of reserved onsite parking spaces and was also in communication with Development, Maintenance and the Bursary about reserving a few spaces in the car park next to Ann’s Court. The Operations
Manager explained that there would be an entrance to Cripp’s car park from Grange Road and that the exit route would be one-way. The Bursar emphasised that staff and the public should be informed that they cannot make ‘U-turns’.

*Action: Operations Manager, with Porters, to educate staff about this.*

Other ideas were discussed, including using the Sportsground as a car park area, with culled bicycles used as shuttles to and from the College. It was also mentioned that there were four parking spaces in Selwyn Gardens.

7. **Dates of future meetings:**
The following dates were noted:

   12 February 2019  
   8 May 2019

All meetings will be held at 10:30am in the College Office Meeting Room.