## **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**

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 is highest authority. Has

### **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**

Appeals
Building & Environment
Chapel
Development
Disciplinary Appeals (Staff)
Education and Pastoral Care

Admissions

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

### 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

SIDNEY SUSSEX COLLEGE STATUTES AND

**ORDINANCES** 



### 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

UNIVERSITY OF CAMBRIDGE

STATUTES AND ACT



### How we ensure compliance

 Statutes and Ordinances committee – see Terms of Reference CHARITY
COMMISSION
REGULATORY
REQUIREMENTS
AND CHARITY

# 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

OFFICE FOR STUDENTS

REGULATORY
REQUIREMENTS

### 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