



**NEWNHAM COLLEGE
SENIOR MEMBERS' HANDBOOK**



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INTRODUCTION TO THE SENIOR MEMBERS' HANDBOOK

The Senior Members' Handbook is intended to be a guide to the governance, management and procedures of Newnham College to help Fellows and other Senior Members of College understand what the College has to offer and how they can make the best contribution to College life.

The Handbook applies to all Senior Members who are entitled to attend Governing Body meetings, to Bye-Fellows and other members of the College who hold a teaching or administrative post which entitles them to Membership of the Senior Combination Room. Some sections apply only to those for whom the College is their main employer and who have a contractual letter of appointment. This is flagged up in the relevant sections.

The entitlements and privileges which are attached to any appointment within the College are balanced by obligations to make a contribution to the smooth running of the College as an institution and community.

This Senior Members' Handbook should be read in conjunction with the College Statutes and Ordinances. The College recognises that many office-holders or employees may be affiliated to or employed by other institutions, including the University of Cambridge or another College. While respecting the obligations a Senior Member may have to another institution, the College expects the contents of this Handbook to be observed so far as they are appropriate to the Senior Member's relationship with the College.

INTRODUCTION TO NEWNHAM COLLEGE

Newnham College is an educational charity founded in 1871 to promote academic excellence for women. It has been a College of the University of Cambridge since 1948. The College's main purpose, enshrined in its Royal Charter, is to advance education and learning among women, to provide accommodation in which they can reside and study, and to support and promote research.

The College is a charitable corporation registered with the Charity Commission. The Principal and Fellows who are members of the Governing Body together form the legal entity that is Newnham College. Members of the College Council are the College's charity trustees.

The College is a self-governing institution, operating within the context of the University of Cambridge.

Newnham College has an ethos of personal responsibility and of respect for the dignity of all members of the Newnham community, be they academic or non-academic staff, postgraduate or undergraduate students. We encourage an environment in which each individual can develop personally and can take on new roles when ready to do so.

Each member of the Newnham community plays her or his own part in our success. We value each individual contribution as well as the achievements of the College as a whole. We are committed to seeking the views of all members of College when making decisions that affect them and we welcome suggestions as to how we might do things better.

GOVERNANCE STRUCTURE OF THE COLLEGE

Governance framework in which the College must operate

Newnham College was created by Royal Charter granted on 12 April 1917. The Charter is the key constitutional document of the College.

The College was received into the University of Cambridge by University Statute on 27 April 1948. The College thereupon became subject to the Universities of Oxford and Cambridge Act 1923 together with the other Acts of Parliament which apply to the Cambridge Colleges. These include the Universities and Colleges Estates Act 1925 and the Universities Colleges and Trusts Act 1943. There is therefore a legislative context in which the College must operate as part of the University.

Each College also has its own independent legal status under its own governing Statutes. The Statutes for Newnham College are published on the College's website. These Statutes set out the principal rules by which the College is governed and managed, under its Charter, and within the wider context of both the University Statutes and the legislative background.

The Statutes (which can be amended only by formal process) are augmented by Ordinances in which are set out the more general rules of management. The Ordinances can be amended by the College (following due procedure) whereas any proposed alteration to the College Statutes requires the approval of HM the Queen in Privy Council.

Responsibility for governance and management

The Principal (Statute VI)

The College's Statutes provide (Statute VI(2)) that the Principal 'shall exercise a general superintendence over the affairs of the College and shall have power, in all cases not provided for by the Charter or by these Statutes or by order of the Governing Body or Council, to make such provisions for the good government and discipline of the College as she shall think fit.' The effect of this is that the Principal has final responsibility for ensuring (and is accountable for ensuring) the good governance of the College. This responsibility remains in place whether or not she is acting through the College's formal committee structure (explained further below).

Governing Body (Statute IV)

The College's Charter (Article 7) provides that the Governing Body's powers 'shall extend...to all questions affecting the good Government of the College, the promotion of the interests thereof, and the maintenance and improvement of the discipline and studies of the students'. This is understood to mean that the Governing Body is responsible for the long-term strategic vision of the College, and also provides the policy context within which the Council's management takes place. The Ordinances of the Governing Body, together with the Statutes, govern its business.

In addition to its broad general powers, the Governing Body has certain defined responsibilities. These include: the election of the Principal (Statute VII), the appointment of the Bursar (Statute IX), election of certain Fellows (Statute III), approval

of the College accounts (Statute XIX) and of the constitutions of the student bodies (Education Act 1994: Student Union Reform).

The membership of the Governing Body is prescribed by the College's Charter and consists of the Principal, Fellows in Categories A to E and a representative number of Junior Members.

In addition, certain Senior Members of the College (including the Bursar, the Domestic Bursar, the Development Director and male College Lecturers), if not Fellows, may be either entitled or invited to attend meetings of the Governing Body, and their attendance may be required by the terms of their appointment.

The wide membership and representation at Governing Body meetings is to ensure that the College is appropriately governed within its governance framework and that there is engagement with the College's governance responsibilities across the Senior and Junior Members of College.

The Bursar has a general duty under Statute IX(2): "The property and income of the College shall be managed by the Bursar in accordance with the directions of the Council". This is currently understood to mean that the Bursar is responsible to the College Council and Governing Body for all matters affecting the College finances and management of the College estate, properties, trust and other funds; for legal matters; for personnel and IT policy and for the maintenance and development of the College site and buildings.

The Senior Tutor, although her role is not defined in the Statutes, is currently expected to be responsible for the smooth running of the College's academic administration and its teaching and tutorial arrangements.

The College Council (Statute V)

The College Council is responsible for managing the College and conducting its general business, subject to resolutions of the Governing Body, to the Charter and Statutes (Charter Article 12, Statute V, 8).

Membership of the Council is also prescribed by the College's Charter (Article 11 and Statute V, 1 and 2). The Council is chaired by the Principal, who is an ex officio member as are the Vice-Principal, the Senior Tutor and the Bursar. The other Council members are eight Senior Members elected from the Governing Body, together with one elected representative of the Middle Combination Room and two elected representatives of the Junior Combination Room.

Members of the Council, as charity trustees, are required to fulfil their responsibilities in accordance with charity law. Charity trustees are required to ensure that there is a governance structure in place which applies throughout the organisation for which they are responsible, to support the College in fulfilling the objectives set out in its Charter.

Fellows

The categories of Fellow elected by Newnham College are set out in Statute III, 1. These are:

Members of the Governing Body: Fellows in Categories A to E.

Fellows who are not members of the Governing Body: Honorary Fellows, Fellows Emeritae, Bye-Fellows, Visiting Research Fellows, Travelling Research Fellows.

Further information about Fellowships may be found on the College website.

Promise to observe good governance

The importance attached to recognition of good governance within the College is underlined by the fact that new Fellows joining the College participate in the Solemn Admission procedures set out by the Governing Body.

Senior Members who do not make a Fellow's Promise are required by their contracts of employment to observe the requirements of the College's Statutes and Ordinances, and the College's approved policies and procedures as outlined in this Handbook.

Other College Offices and Roles

Because the College is a self-governing body, there are a variety of ways in which Senior Members will be expected to contribute: first and foremost amongst these is attendance at Governing Body meetings if a Member, or a Senior Member entitled or invited to attend.

There are several offices which Senior Members may be invited to hold.

In relation to the academic and teaching purposes of the College and to student welfare, these include:

- Director of Studies
- Special Supervisor
- Tutor
- Postgraduate Mentor

In support of the College Community and its broader activities, these include:

- Director of Music
- High Table Steward/Wine Steward
- Praelector
- President of the Senior Combination Room
- Secretary of the Governing Body

and such other positions as the Council or Governing Body may from time to time approve.

College Committees

Newnham College is a self-governing institution. Newnham's committee structure is a vital part of this.

There are several Standing Committees of the Council and of the Governing Body. Their membership and duties are laid down in the relevant body's Ordinances. A number of other committees have been set up to perform a particular function with membership and duties laid down by the Council.

These committees are an integral part of the College's democratic approach to decision-making processes and to the running of College business. Senior Members are expected to involve themselves in the committee structure by participating in one or more of the College's committees so that over time all Senior Members are able to contribute to the continuing and developing life of the College as a self-governing community.

PRINCIPLES OF GOOD GOVERNANCE

Introduction

The success of the College community depends on the contributions made by its members and the reasonable observance of the rights and responsibilities associated with membership. These are rooted in the Statutes and Ordinances and further expressed in the policies from time to time adopted by the College.

The members of College who are elected to the Council additionally assume the voluntary role of charity trustee, with all the legal obligations and responsibilities attendant on that role.

Principles of good governance

The set of principles of good governance promulgated by the Charity Commission is widely recognised as evidencing ‘best practice’ within a charitable organisation. As a guide to what is expected of all members of such an organisation, the principles provide a practical governance framework.

The principles derive from Lord Nolan’s Committee on Standards in Public Life. These have been adopted as having general application in the public, charitable and voluntary sectors and are routinely applied to the conduct of bodies in these sectors. They are: selflessness; integrity; objectivity; accountability; openness; honesty and leadership. The Nolan Principles articulate the standards of mutual consideration and professionalism traditionally expected within the College.

Embodying the principles of good governance in the College community

These principles, together with the legislative and regulatory requirements that apply to the College, have application as relevant to the differing and particular roles and responsibilities of Senior Members. Relevant legislation and regulations (relating to Health and Safety, Employment Law requirements, and other matters) have been incorporated into College policies over time. Both of these inform the Guidance Notes and Information for Senior Members which follow.

- Leadership – Members of the Governing Body contribute to the collective process of setting the College’s objectives and strategic direction; Senior Members are expected to uphold the College’s values and to set a good example to others.
- Selflessness - Individuals acting in a College role should put the interests of the College first, so far as possible. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends. Conflicts of interest which may arise, particularly between University and College duties, should be properly dealt with in line with the College’s policies and procedures.
- Integrity – Senior Members should act in accordance with high ethical standards and should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the

performance of their College duties.

- **Objectivity** – In carrying out their College duties, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Senior Members should make choices on merit and consider as equally as possible the best interests of all who are affected by decisions.
- **Accountability** – The College regularly reviews its objectives and performance in various contexts, at both strategic and detailed levels. Individuals have an important role to play in ensuring that the College is maintaining a high level of performance, as assessed in the light of its agreed objectives in any given context. Holders of College office are accountable to the College for their decisions and actions in carrying out their responsibilities.
- **Openness** – Senior Members should be as open as possible about the decisions and actions they take on the College’s behalf and should restrict information only when the wider College interest clearly demands.
- **Honesty** – Senior Members have a duty to declare any private interests relating to their College duties and to take steps to resolve any conflicts arising in a way that protects the interests of the College.

By following these principles as their own mode of operation, the Governing Body and Council set the standard and values which they expect all members of College, and all College staff, to observe in their relationships with one another and in their conduct of College business.

BECOMING A SENIOR MEMBER OF THE COLLEGE

Induction

Letters of appointment for all teaching and administrative staff are issued by the Bursar and will include the detailed terms and conditions of that individual's appointment.

Either the Senior Tutor or the relevant Director of Studies (as appropriate to the position) will be responsible for conducting the inductions of Senior Members appointed to teaching posts.

The Senior Tutor is responsible for conducting the inductions of Senior Members appointed to Tutorial posts.

The relevant Head of Department is responsible for conducting the inductions of new members of an administrative department.

The induction process will include an introduction to relevant colleagues and an opportunity to discuss the responsibilities of the job.

The Information & Support Manager is responsible for providing:

- Information about Solemn Admission (for new Fellows)
- Information about the Senior Combination Room and its facilities
- Information about Formal Occasions and guidance about College arrangements and procedures

New Senior Members will be introduced to the College's social arrangements and procedures by a College Contact.

Career development and training

The College provides Senior Members with opportunities to attend appropriate courses in order to develop their professional competence, whether these are offered by the University of Cambridge or through in-house training. However, Senior Members carry primary responsibility for their own career development, with the guidance and support of senior colleagues as appropriate. Senior Members are encouraged to seek such advice whenever they feel they need it.



NEWNHAM COLLEGE SENIOR MEMBERS' HANDBOOK



SECTION II: GUIDANCE NOTES AND INFORMATION

SECTION II: GUIDANCE NOTES AND INFORMATION FOR SENIOR MEMBERS

CONTENTS

Section II of the Senior Member Handbook provides information on employment procedures. Some of these are required by employment legislation, some are set out in the Statutes and some have been introduced by the College.

Some sections apply only to those for whom the College is their main employer, some to all who are paid by the College and some to all members of the College community. This is flagged up in the relevant sections.

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REMUNERATION

This Section applies to all who receive payment from the College.

Administration

1. Payment

- a. For those Senior Members on the pay roll the pay period is the calendar month. Basic salaries are paid by the 26th day of the current month. Any adjustments are made one month in arrears.
- b. For those Senior Members not on the pay roll, payment will be made either quarterly or as appropriate.
- c. The College reviews its pay scales from time to time in light of any cost of living increases awarded by the University and Senior Members will be entitled to receive any such increases as are agreed by the College Council.
- d. A payslip will be issued showing how the total amount of pay has been calculated. It will also show appropriate deductions that have been made: e.g. Income Tax, National Insurance, etc. Senior Members electing to pay their College Bill through their pay will see these deductions on their payslip.
- e. Any pay queries should be raised with the College Accountant.
- f. The normal method of payment is by transfer of credit to a bank account or equivalent.

2. Underpayments and Overpayments

Many Senior Members are remunerated for contracted duties, expressed in terms of hours per annum or on a per capita basis, through the payroll. Payments are made on a monthly basis on the assumption that the duties will be precisely fulfilled. At the end of the year, where those duties include supervising, a check is made against the data recorded in CamCORS and necessary adjustments are made. If a Senior Member has done more than their contracted hours then a supplementary payment is made.

If for any reason they have done fewer than their contracted hours, the total amount of the overpayment will normally be deducted from the next payment. If this causes hardship, arrangements may be made for the overpayment to be recovered over a longer period. The right to reclaim the overpayment may be waived, or waived in part, in exceptional circumstances.

3. Income Tax and National Insurance

At the end of each tax year an Inland Revenue Form **P60** will be issued to current employees which shows the total pay received from the College during that year, Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) and the total amount of deductions for Income Tax and National Insurance. A form **P11D** may also be issued showing non-salary but taxable benefits. These documents [**P60 & P11D**] should be kept in a safe place (no duplicates can be issued) as they may be required for dealings with the Inland Revenue and other government departments, for example if completing a self-assessment form.

Hours of Work and Times of Duty

1. The hours of work for most Senior Members are not fixed and the flexibility and commitment appropriate to a Senior Member appointment are expected.
2. Some evening or weekend attendance may be expected, or this may be required. In particular, Senior Members who are members of the Governing Body are expected to attend meetings of the Governing Body.
3. Senior Members are normally expected to be in Cambridge during the working week in Full Term. [See “Holiday Entitlement and Procedures” and “Absence during Full Term...” later in this Section.]

Working Extra Hours and Its Compensation

1. Senior Members are not normally eligible for additional payment unless this has been agreed in advance in recognition of taking on additional duties for a certain period
2. Senior Members choosing, or being required, to work Public, Bank or Statutory Holidays, particularly those falling during Full Term, are expected to take time off in lieu at their discretion. **[See also “Holiday Entitlement and Procedures” later in this Handbook]**

Lateness / Absenteeism

1. Absences due to sickness should be reported to the Bursary so that arrangements for sick pay may be made if appropriate. [See also section on **Sickness/Injury Payments and Conditions** below.]
2. Any Senior Member unable to fulfil their teaching commitment through sickness, or for any other reason, should ensure so far as possible that suitable alternative arrangements are made and students are informed as necessary. The Senior Tutor should be advised if the Senior Member is unable to make alternative arrangements so that these may be made on their behalf. The Senior Tutor should be informed of any prolonged or repeated absences.
3. Any Senior Member in a senior administrative position who is absent due to sickness, or for any other reason, should inform the College appropriately and make appropriate arrangements to ensure the continued smooth running of the College.
4. Unexplained failure to carry out the duties attached to a post may result in disciplinary action and/or loss of appropriate payment.

Maternity/Paternity, Parental and Adoption Leave and Pay

Entitlement to statutory maternity, paternity and adoption leave and pay will be applied in accordance with the current statutory provisions. In view of the complexity of the statutory regulations these are dealt with separately. The College Accountant, the Bursar or the Senior Tutor, as appropriate, should be contacted in the first instance, to establish individual entitlements and any additional contractual pay or leave. **[Also see the College’s Policies and Procedures: Family Friendly Entitlements.]**

Time Off for Dependants

The College understands the sometimes complex nature of family situations and childcare provisions and recognises that there may be occasions when a Senior Member needs time off from their College duties to take any action necessary to provide help to dependants or children. (For these purposes a dependant is a spouse, partner, child, parent, any other family member living in the same household as the Senior Member or someone who reasonably relies on the Senior Member for help in an emergency.) Should this be necessary the expected length of absence and the reason for it must be discussed with the relevant Senior Member as soon as possible. Absences of this nature are not expected to last for more than one or two days.

Senior Members who have tutorial or teaching responsibilities are expected to ensure that appropriate information is provided to their students and that alternative arrangements are made as necessary to meet their obligations to the students, and to advise the Senior Tutor accordingly.

Senior Members in administrative posts are expected to discuss arrangements with their line manager or relevant Senior Member and should note that such time off may be unpaid.

[Also see the College's Policies and Procedures: Family Friendly Entitlements.]

Bereavement Leave

Individuals' reactions to bereavement vary greatly and it is the College's policy to grant compassionate leave where appropriate for the death of a close relative. However, the circumstances should be discussed with the Senior Tutor, Vice-Principal or Line Manager, as appropriate, to agree time off and, if necessary, to agree appropriate cover.

PENSION SCHEME

Senior Members may be eligible to join the Universities Superannuation Scheme. Details will be included in the letter of appointment. The College Accountant should be contacted for further details.

MEAL PRIVILEGES

Senior Members are offered a certain number of meals at College expense to enable them to play a full part in the College as a community. Details will be included in the letter of appointment.

PROFESSIONAL INDEMNITY INSURANCE

Senior Members are covered by Professional Indemnity Insurance in the course of their professional duties on behalf of the College. The College Accountant should be contacted for further details.

RESEARCH SUPPORT

This Section relates to Senior Members in academic roles, as outlined under “Eligibility” below.

The College is committed to supporting research by Senior Members and does this in a number of ways:

- There are several funds dedicated to the support of Senior Members’ research. These are managed by the Senior Members Research Support Committee [see below].
- In addition, the College has established a scheme to make available a sum of up to £10,000 to each Research Fellow during their tenure to host a “Research Project or Event” or series of “Events”. (Further information about this scheme is supplied separately to Research Fellows on appointment.)
- The College will, so far as possible, grant leave in conjunction with any sabbatical or research leave agreed by the University for those Senior Members who are also University Teaching Officers. College Teaching Officers are entitled to apply for leave on similar terms to those applied by the University. All College Teaching Officers and others with tutorial or teaching responsibilities are expected to inform the College in good time of their intentions to apply for such research leave and to assist the College in making appropriate cover arrangements for the period. [See the Guidance Note on **Absence during Full Term: Short Leave or Leave to work away; Sabbatical, Research and Special Leave** included in this Section]

Through the Senior Members Research Support Committee [SMRS] the following support is available:

- A non-discretionary annual allowance (SMRS will advise on the amount available)
- Discretionary research support for which application needs to be made to SMRS.

Eligibility

The following Senior Members are automatically eligible for the non-discretionary annual allowance, and to apply for discretionary research support:

- Fellows in Categories A, B and C
- Fellows in Category D who are also Directors of Studies
- Bye-Fellows who are also Directors of Studies
- College Lecturers who are not Fellows
- College Librarian
- The Director of the Skilliter Centre.

Fellows in Category D who are not Directors of Studies are not eligible for the non-discretionary allowance, but may apply for discretionary research support if undertaking academic research of benefit to the College.

SMRS consider applications each term. Further information, including the sorts of expenses for which support is provided, is circulated by the Committee.

HOLIDAY ENTITLEMENT AND PROCEDURES

Senior Members on administrative contracts are entitled to paid holiday leave. This Section does not apply to Senior Members in academic roles. Senior Members with teaching or tutorial responsibilities are expected to take holiday leave as their responsibilities allow outside Term. Please see next section for arrangements regarding Absence during Full Term, academic leave, etc.

A) **Holiday Entitlement**

The basic annual holiday leave entitlement per annum is given in the letter of appointment. This statement clarifies whether Public, Bank or Statutory Holidays are additional or are included in the entitlement and whether any additional compensation is made for working a Public, Bank or Statutory Holiday.

The normal annual holiday leave entitlement will be 25 working days, as well as the 8 Public, Bank or Statutory Holidays in a 'holiday leave year' which runs from 1 January to 31 December unless varied by the letter of appointment.

B) **Public, Bank or Statutory Holidays**

Public, Bank or Statutory Holidays are not normally working days for the College's staff, but Senior Members and some staff may choose to, or be required to, work on these days. In particular, those Public, Bank or Statutory Holidays which fall during Full Term are treated as normal working days. [See also "Working extra hours ..." under "Remuneration" above]

C) **Holidays for Joiners and Leavers**

For those Senior Members with holiday leave entitlement this will be pro-rated in the years of joining and leaving the College. For those leaving the College, the College will deduct from final salary any payment for extra days taken which exceeds the pro-rated entitlement or make payments in lieu of any outstanding accrued holiday leave that has not been taken.

D) **Arranging Holidays**

Senior Members with holiday leave entitlement are expected to take holiday leave at times appropriate to their responsibilities. This is normally expected not to be during Full Term although in exceptional circumstances a request for holiday leave during Full Term may be put to the College Council. Holiday arrangements should be agreed in advance, where appropriate, with the Senior Member's line manager or relevant Senior Member.

E) **Part-Time Staff**

Senior Members with holiday leave entitlement who work less than a standard week will have their holiday leave entitlement pro-rated to equate to the entitlement of comparable full time Senior Members.

F) **Carry-Over of Holiday**

Holiday leave entitlement must be used in the current 'holiday leave year' and the carrying forward of holiday leave is not normally permitted. However, in exceptional circumstances, holiday leave which is in excess of the statutory

provision may be carried forward by agreement with the Senior Member's line manager, or relevant Senior Member, but only for the first two months of the next 'holiday leave year' or it will be considered lost. Payment will not normally be made for unused holiday leave entitlement, other than when the Senior Member's employment with the College ceases.

G) Cancellation of Holiday

In the very unlikely circumstances that the College were to request that an employee cancel a pre-arranged holiday for which payment has already been made, the College will give notice of cancellation in as timely a fashion as circumstances allow and will reimburse appropriate costs.

H) College Closure

The College may be partially closed during certain periods in vacations. Senior Members may work normally during these periods but should note that College Staff may be required to take part or all of these periods as annual leave.

I) Service Related Holiday

Any entitlement to service-related holiday will be included in the letter of appointment. If applicable, this is:

Service (Unbroken)	Additional paid leave
Nine years	1 day
Each additional period of 3 years	1 day
	<i>(Up to a maximum of 4 additional days paid leave)</i>

J) Sickness During Holiday

In the event of sickness whilst on holiday, holiday may be re-instated but this is subject to the approval of the relevant College Officer, whose decision is final, and will not in any event be re-instated unless a Medical Certificate (Med 3) is provided.

ABSENCE DURING FULL TERM: SHORT LEAVE, LEAVE TO WORK AWAY; SABBATICAL, RESEARCH AND SPECIAL LEAVE

This Note was approved by the College Council on 14 March 2008 and an amendment was approved on 17 January 2014. It applies to the Senior Tutor, Vice-Principal, College Lecturers, Associate Lecturers, Directors of Studies, Fellows in Categories A to C, Fellows in Category D [who have teaching responsibilities], Tutors.

These procedures aim to balance the need that Senior Members may have to be away with their teaching, tutorial and administrative responsibilities, and they reflect the current arrangements for short term leave in the University. Senior Members who are intending to be away from Cambridge during Full Term are asked to take action in good time. The Council should be informed of absence during Full Term. In most cases its formal permission for leave to be away for one full week or less will not be required.

A) Short Leave during Full Term

Senior Members with Teaching and Tutorial Responsibilities

No permission is needed for absences of three working days or fewer.

Any Senior Member with teaching or tutorial responsibilities who is planning to be away from Cambridge for a period of more than three working days, but for less than one full week, should inform the Senior Tutor at least a week in advance of their intention to be away. The Senior Tutor will wish to be assured that appropriate arrangements for cover of teaching or tutorial responsibilities have been made. The details of these arrangements may be sent by email, or using the form (on the College website). The Senior Tutor will normally confirm these and notify the Council.

Senior Members are not expected to be away from Cambridge for more than one full week during Full Term in normal circumstances. Should they need to be away for more than one full week during Full Term they should inform the Senior Tutor in good time so that she can seek the permission of the Council on their behalf.

Should the Senior Tutor wish to be away from the College for more than three working days during Full Term she will seek the permission of the Council through the Principal.

B) Leave to work away during Full Term

Senior Members without Teaching and Tutorial Responsibilities

Research Fellows who are planning to undertake fieldwork or other work away from Cambridge during Full Term for more than 10 consecutive working days should seek leave from the Council by writing to the Senior Tutor with details of their request for leave. The Council will not unreasonably refuse permission, but needs to know that a Research Fellow will be absent.

Other Senior Members with no formal College duties or obligations to teach but who may be undertaking some teaching or administration (for

example, Professorial Fellows or Fellows in Category D): No permission is required for absence of less than 10 days, but it is assumed you will take account of any college responsibilities in planning absences. Where appropriate (as for a major administrative post) the Senior Tutor should be notified in advance of any substantial periods away during Full Term.

C) Sabbatical or Extended Research Leave
Senior Members with Teaching and Tutorial Responsibilities

The College recognises the vital importance of sabbatical leave in the research profile of Senior Members. College Lecturers who are also UTOs can expect the College to grant leave in conjunction with any leave agreed by the University. It is however vital that the College should be able to ensure proper support for its students. For this reason, any Senior Member with teaching or tutorial responsibilities who is planning sabbatical or extended research leave is asked to contact the Senior Tutor at the earliest stage of planning. Council permission must be sought and arrangements to cover teaching and/or tutorial responsibilities should be clarified in good time.

At its meeting on 27 June 2003, the Council approved the following more detailed guidelines concerning sabbatical and other research leave, noting that there was a joint obligation on the part of the Director of Studies or College Lecturer and of the College to ensure that the admissions process would be appropriately conducted:

“The College is in principle supportive of applications from College Teaching Officers for sabbatical and other research leave of a term or more and recognises the importance of such leave in building a research base. The College seeks, broadly and *mutatis mutandis*, to parallel the terms of sabbatical leave granted to its Teaching Officers by the University. Accordingly the officer is expected to spend a considerable portion of leave in study and to give up all teaching, administrative and examining duties for the University and for the College(s). Permission will normally be given to continue with the supervision and examining of Postgraduate Students.

Vacations contiguous with sabbatical terms shall generally be considered to fall under the terms of the leave as far as exemption from administrative and other duties are concerned, save only for those duties connected with the admission of undergraduates, with which the officer would normally be involved as Director of Studies or as College Lecturer. The officer shall normally be expected to participate in the admission of undergraduates and shall always be entitled to do so should they wish. If the officer is unable for good reason (such as undertaking a period of study away from Cambridge) to participate in the admissions process, it shall be the duty of the officer to assist the Senior Tutor and the Admissions Tutor to identify a suitable and qualified substitute; this may involve entering into a reasonable reciprocal agreement.”

D) Special Leave

The College also recognises that periods of extended, externally funded research leave are playing an increasingly important role in academic careers. It wishes to support Senior Members both in applying for such periods of special leave and in their tenure of them – while also ensuring that appropriate arrangements are in place for teaching and student support. At its meeting on 27 June 2003, the Council agreed the following procedures for special leave, noting that it was important for the College to be advised of plans to take special leave at the earliest opportunity -- preferably at the time of the initial application for funding:

- a) College Lecturers, Tutors or Directors of Studies applying for special leave should consult the Senior Tutor, at the earliest stage in their application, to explore ways to include the College stipend and other overheads in costs included in grant applications, whenever feasible.
- b) If a College Lecturer, Tutor or Director of Studies wished to retain a room in College during her/his leave and, in particular, if the person providing replacement teaching also required a room in College, then the cost would be greater and a higher sum should be applied for when possible.
- c) It is open to a College Lecturer, Tutor or Director of Studies to make a case to retain the use of a room in College, and the Vice Principal, in charge of room assignment, would meet a criterion of reasonableness. In certain cases, when leave is for more than one academical year, a room different from the College Lecturer's, Tutor's or Director of Studies' current room might be deemed appropriate.
- d) The Senior Tutor and Bursar, in collaboration with the College Lecturer, Tutor or Director of Studies would, when advised of a special leave application, explore the possibility of an arrangement with a Faculty whereby the person providing replacement teaching for the University might also provide replacement College teaching on some quid pro quo basis.

E) Sponsored Migrants

The College has certain obligations to monitor the whereabouts of any Senior Member working under a Skilled Worker Visa. The UK Border Agency (UKBA) currently requires that if a migrant sponsored under a Skilled Worker Visa is absent from work for more than 10 consecutive working days without the College's permission, the College must report this to the UKBA within 10 working days of the 10th day of absence. Senior Members working under a Skilled Worker Visa must notify the Senior Tutor in writing of their intention to be absent from College well in advance of their anticipated absence. This rule applies to any such absence, whether it is in full term or not, during the currency of the visa.

SICKNESS/INJURY PAYMENTS AND CONDITIONS

This Section applies to all who receive payment from the College through the payroll. The College has statutory obligations, amongst its employment duties, to provide sick pay and has a general duty of care to its members and employees. To enable it to fulfil these duties, absences from work need to be notified.

Sickness or injury payments can only be applied if the Senior Member informs the College of their sickness and provides a copy of their medical certificate to the Bursary. For many who have a short-term sickness, this will seem unnecessary since they will reschedule their commitments. Even so the Senior Tutor should be informed of the situation and of the arrangements which have been made.

A) Notification of Incapacity for Work

Absence from work must be notified to the Senior Tutor, the Bursar or the Principal, as appropriate, by telephone or e-mail at the earliest possible opportunity. Notification should be made personally or, if this is not possible, by a relative, neighbour or friend.

Senior Members with tutorial or teaching responsibilities should notify the Senior Tutor in time to ensure that appropriate arrangements are made for supervising or seeing students.

Senior Members with senior administrative responsibilities should make such arrangements as they can to ensure the continued smooth running of the College.

Some indication of the expected date of return should be given, if possible, and the College should be notified as soon as possible if this date changes.

If incapacity extends to more than seven consecutive calendar days, the College should be notified of the Senior Member's continued incapacity once a week thereafter, unless otherwise agreed.

B) Evidence of Incapacity

1. A fit note is not normally required for short-term incapacity (up to seven calendar days). In these cases of incapacity a self-certification absence form must be completed and signed on return to work.
2. If sickness has lasted (or it is known that it will last) for longer than seven calendar days a fit note from a GP must be provided and forwarded to the Bursar without delay. Subsequently, consecutive doctors' fit notes to cover the whole period of absence must be provided promptly and regularly.
3. Those for whom the University or another institution is the principal employer and who wish the College to deal with any remuneration paid by the College through the payroll to recognise their sick-leave, must inform the Bursary of their situation and provide a copy of their medical certificate to the Bursar.

C) Payments

1. **Contractual sickness/injury payments**

The eligibility criteria for College sick pay in excess of Statutory Sick Pay (SSP) are shown in the following table, unless otherwise stated in the Individual Statement of Main Terms of Employment [offer letter]:

Entitlement to College sick pay	Total number of weeks	
Period of unbroken service from the date of appointment	At a rate equal to basic salary	At a rate equal to half basic salary or SSP whichever is greater
Up to six months	No entitlement, except to SSP	
Up to 1 year	8 weeks	followed by 8 weeks
Over 1 year and up to 3 years	12 weeks	followed by 12 weeks
Over 3 years and up to 5 years	20 weeks	followed by 20 weeks
Over 5 years	26 weeks	followed by 26 weeks

The period of unbroken service is that applying on the first day of absence. The total number of weeks shown in the right hand column shall be reduced by the aggregate of the periods of absence due to sickness during the twelve months immediately preceding the first day of absence.

2. **Statutory Sick Pay (SSP)** is payable for absence because of sickness or injury provided the criteria in the current SSP regulations are met. For absences of four or more consecutive days SSP will be paid by the College where the eligibility criteria are satisfied. SSP is subject to normal deductions.
3. Any Statutory Sick Pay to which the employee is entitled is deemed to be included in the amount of College sick pay payable.
4. Qualifying days are the only days for which there is entitlement to SSP. These days are normal working days unless otherwise notified. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days do not apply.
5. Where the circumstances of incapacity are such that an individual receives or is awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which the College may have made because of the absence (including SSP) shall be repaid by the Senior Member to the College up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by the College.
6. The level of College sick pay is the Senior Member's basic salary level.

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7. If a Senior Member is certified by a Doctor as having been ill when he/she would otherwise be absent on annual holiday leave, the relevant College Officer has discretion to treat the period concerned as sick leave and grant a substitute period of annual holiday leave at a later date. Should this prove impracticable, or if the Senior Member so requests, the period of absence concerned shall stand as annual holiday leave, to be paid at the Senior Member's basic rate of pay, and shall not count as part of his/her entitlement to payments during sickness as defined in this Handbook.
 8. If a Senior Member is certified by a Doctor as having been ill during their sabbatical leave and if the College is their principal employer, they may wish, depending on the circumstances, to ask for the sabbatical to be cancelled.
 9. If the Senior Member's principal employer is the University, then the College would expect to shadow the arrangements made with the University. In such an event the Senior Tutor should be informed of the new situation at the earliest practical opportunity and be kept informed of the situation as it develops. Information provided to the University is not communicated by the University to the College.

D) Return to Work

1. The Senior Tutor or the relevant Senior Member (as appropriate) should be notified as soon as possible as to which day the Senior Member will be returning to work, if this differs from a date of return previously notified.

Should the Senior Member returning to work after sickness be the Senior Tutor or Bursar, they should notify the Principal of their anticipated return date, and the Principal will inform the Council and others as appropriate. The Principal, returning to work after sickness, should notify the Vice-Principal who will inform the Council and others as appropriate.

2. If the Senior Member is or has been suffering from an infectious or contagious disease or illness (such as rubella or hepatitis) clearance from the GP must be given before returning to work.
3. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), a self-certification absence form must also be completed and returned to the Bursary in person.
4. Upon returning to work, the Senior Tutor, Bursar or relevant Senior Member will conduct a return-to-work interview to discuss state of health and fitness for work.

E) General

1. Submission of a fit note or sickness self-certification absence form, although giving the College the reason for absence, may not always be regarded by the

College as sufficient justification for accepting absence. An excessive level of absence may lead to the Managing Performance procedures being applied.

2. In deciding whether absence is acceptable or not the College will take into account the reasons and extent of all absences, including any absence caused by sickness. The College cannot operate with an excessive level of absence as all absence, for whatever reason, reduces the effectiveness of the service the College provides. In such instances, the 'Managing Performance ' may be applied.
3. The College will take a serious view of leave taken on the grounds of sickness/injury which is not genuine, and this may result in disciplinary action being taken.
4. An individual's permission may be requested for the College to contact the relevant GP or to arrange an independent medical examination if the College deems such contact necessary.
5. Breach of the absence notification procedures will be dealt with under the Disciplinary Procedure.

F) Long-Term Ill Health

In the case of long-term sickness, discussions should take place between the College and the individual to ascertain the long-term prognosis. The College may request the individual to allow the College to contact the relevant GP in accordance with the Access to Medical Records Act 1988. Also the College may request an independent Medical examination by a doctor nominated by the College or may refer the individual to the Health & Work Assessment and Advisory Service. Alternative employment or reduced hours may be considered if the operational needs of the College allow.

TERMINATION OF EMPLOYMENT

This Section applies to all Senior Members employed by the College

A) Retirement Age

Newnham's normal retirement age for Senior Members is 67.

B) Resignation

A Senior Member wishing to resign from employment with the College, must inform the Principal, Senior Tutor or Bursar (as appropriate) in writing. Unless otherwise indicated in the letter of appointment, a Senior Member with more than one year's continuous service, will be expected to give a minimum of two months' notice. A Senior Member with less than one year's continuous service, need only give one week's notice of resignation. Senior Members with teaching or tutorial commitments are asked to honour these commitments to the end of the term in which they give notice.

A Senior Member wishing to resign from an office [see Handbook Section 1: "Other College Offices and Roles"] should inform the Senior Tutor (for roles relating to the academic and teaching purposes of the College and to student welfare), or the Principal (for roles in support of the College Community and its broader activities).

Resignation of employment, College office or role may have consequences for Fellowship status.

C) Terminating Employment Without Giving Notice

If a Senior Member terminates their employment without giving or working the required period of notice, as indicated either in this Handbook or in their letter of appointment, at the discretion of the College an amount equal to any additional cost of covering those duties during the notice period not worked may be deducted from any termination pay due. A Senior Member entitled to paid holiday leave will forfeit any contractual accrued holiday pay due over and above statutory holiday pay, if the required period of notice is not given or worked.

D) Return of College Property

On the termination of employment all College property must be returned (this includes but is not limited to, keys, car park permit and the University Card). All passwords or other codes applied to College documents should be disclosed to the College before leaving. The Bursar (the College's DPA Officer) should be consulted in case of doubt.

E) College Bills and Other Debts

On the termination of employment, outstanding College bills must be paid along with any other debts to the College. Failure to make such payments will result in the monies being deducted from any payments outstanding.

F) Payment in Lieu of Notice

The College may pay basic salary and a sum equal to the cost to the College of providing benefits in lieu of all or part of the Senior Member's notice. A Senior Member dismissed for gross misconduct or for serious breach of contract will be dismissed without notice or any payment in lieu.

RETIREMENT

This Section applies to all full-time employees, Senior Members with tutorial or teaching responsibilities and Fellows other than Associate Fellows, Honorary Fellows or Fellows Emeritae.

A) Introduction

The College has adopted an Employer Justified Retirement Age for academic staff, with a retirement age fixed as the end of the academical year in which a person attains the age of 67. The majority of Colleges have adopted a similar policy. Newnham believes that retaining a specified retirement age enables inter-generational fairness and career progression; effective succession planning; innovation in research and knowledge creation and promotes equality and diversity.

B) Criteria for Evaluating Requests to work beyond the EJRA

If it is judged to be in the best interests of the College to do so, a member of the Academic Staff may be appointed on a year-to-year, or shorter term basis as a casual supervisor, or to continue their duties if required to do so in exceptional circumstances. Further details see the College's Retirement policy at: <https://newn.cam.ac.uk/wp-content/uploads/2022/04/Retirement-Policy.pdf>

C) Pension

Entitlements to pension are determined by the terms of the pension scheme (if any) and by entitlements to the state pension appropriate to each Senior Member.

If a Senior Member has any questions or concerns regarding retirement and their pension these should be addressed in the first instance to the College Accountant.

D) Early Retirement

A Senior Member seeking early retirement should discuss this in the first instance with the Senior Tutor, Bursar or line manager (as appropriate), who will discuss the process with the Senior Member, and with the College Accountant who will be able to provide details regarding pension and final salary payments, etc.

RESIDENTIAL ACCOMMODATION FOR NEW FELLOWS

This Section applies to new Fellows who will teach at least 80 hours a year. This section does not apply to Research Fellow.

A) Introduction

The College has a limited number of one-bedroom self-contained flats and sets that are available to rent. The College's aims in providing accommodation for new Fellows in College are as follows:

- a) to encourage new Fellows who wish to be accommodated outside the College to rent College-owned accommodation close to the College
- b) if possible, to be sufficiently attractive compared with other Colleges to attract good people in Cambridge to posts in Newnham College
- c) to find ways of encouraging by appropriate incentives applications from outside Cambridge for College posts

The task of allocating accommodation to Senior Members rests with the Vice-Principal.

B) Eligibility and Rent

1. New Fellows who will teach more than 80 hours a year may be offered a flat in College-owned accommodation (if available), for up to a maximum of five years at a rent discounted against the market rent as follows:

Year 1:	25% of the market rent
Year 2:	50% of the market rent
Year 3:	80% of the market rent
Year 4:	80% of the market rent
Year 5:	80% of the market rent.

The discount counts as a taxable benefit and will be reported to HMRC and your tax code will be adjusted accordingly.

C) Other Charges

Occupants will pay Council Tax and ordinary out-goings for gas, electricity, and water for the flat.

Cleaning and linen will not be provided.

GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES

This Section applies to all Senior Members covered by this Handbook unless otherwise indicated in any sub-section.

A) Changes in Personal Details

The Information & Support Office must be notified of any change of name, address, telephone number, emergency contact number, bank account details etc. so that accurate records can be maintained and contact can be made with Senior Members in an emergency, if necessary, outside normal working hours.

B) Other Employment

Senior Members who have a full-time contract with the College should not take on any other significant additional employment without prior written permission from the College. (Book reviewing, lecturing, examining, etc. are not regarded as “significant additional employment”.) Such permission will not be unreasonably withheld provided that there is no conflict of interest; it does not interfere with the execution of College duties; and it does not affect entitlements under current working time legislation.

C) Time Off

Circumstances may arise where time off is needed by Senior Members who have full-time contracts of employment with the College for medical/dental appointments, or for other reasons. Senior Members should, where possible, arrange these so as not to interfere with their College duties.

Senior Members with tutorial or teaching responsibilities are expected to keep the College appropriately informed and to make alternative arrangements where absence for any reason prevents them from keeping arrangements made with students.

D) Travel Expenses

The College will reimburse reasonable expenses incurred whilst travelling on necessary College business. Any travel for Admissions or Development Business should be agreed with the Admissions Tutor or Development Director (as relevant) in advance. Any other travel must be agreed in principle with the College Accountant or the Bursar in advance of incurring the expense.

It is expected that travel to London and other destinations easily accessible by train will be by use of the railway, and second-class rail fares will be reimbursed on production of receipts.

Senior Members using their cars for travel on College business to other destinations must have business use included in their car insurance. Without this they will not be insured. Mileage is reimbursed at an appropriate rate per mile (the current rate is available from the College Accountant) and this takes into account the cost of the full insurance cover required.

E) Communications

The College will try to keep Senior Members informed about items of interest by means of the ***Newnham News***. Senior Members may ask the editor [the Director of Communications] to include items considered of interest to the College or other members of staff. The decision as to whether items should be included is at the discretion of the editor.

F) Personal Property

The College does not accept liability for any loss of, or damage to, property that Senior Members bring onto the premises. Senior Members are advised not to bring personal items of value onto the premises and, in particular, not to leave any such items overnight.

G) Loss of, or Damage to, College Property

Any damage to stock or property (including non-statutory safety equipment) that is the result of an individual's carelessness, negligence or deliberate vandalism may render the Senior Member liable to pay the cost of repair or replacement, in full or in part.

Any loss to the College that is the result of a failure to observe rules, procedures or instruction, or is as a result of negligent behaviour or unsatisfactory standards of work may render the Senior Member liable to reimburse to the College the cost of the loss, in full or in part.

In the event of failure to pay, the College has the contractual right to deduct such costs from pay.

H) Parking

To avoid congestion, all vehicles must be parked only in the designated parking areas.

Liability cannot normally be accepted for damage to private vehicles, however caused. Most such damage would normally be covered by the individual's motor insurance. Where that is not the case or where damage has not been caused by inappropriate action on the part of a member of staff or Senior Member, then the matter should be reported to the Bursar or Domestic Bursar who will carry out a full investigation and take appropriate action.

Car park passes are available from the Head Porter and must be displayed in vehicles at all times. Any overnight or longer-term parking should be arranged with the Head Porter in advance. The Head Porter will also discuss whether your car keys need to be left in the Porters' Lodge safe (in case of an emergency situation requiring the car to be moved).

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- I) Post**
All mail received at the College may be opened in exceptional circumstances, including that addressed to individual Senior Members. Under normal circumstances any mail marked 'personal' or 'confidential' will not be opened. No private mail may be posted at College expense except in those cases where a formal re-charge arrangement has been made. [**See also “Monitoring of e-mail and use of IT facilities” under “Responsibilities of Staff and Senior Members” later in this Handbook.**]
- J) Telephone Calls / Mobile Phones**
Telephones are essential for College business. Personal calls should be kept to an absolute minimum.
- It is a legal offence to use a mobile phone whilst driving and Newnham College will be liable if we “cause or permit” Senior Members to use hand-held phones whilst driving on College business. Therefore all Senior Members must have their mobile phones switched off, unless hands-free, whilst driving on College business, whether a private or College vehicle is being driven.
- K) Rooms in College**
Senior Members with a full-time employment contract with the College will be allocated a room/office, or shared room/office, in College. Senior Members with a teaching commitment of 80 or more hours a year will normally be allocated a room or shared room in College. [**Please see also “Residential Accommodation for new Fellows earlier in this Section.**]
- L) Access to College**
Keys, cards and access codes are issued to Senior Members. These are for individual use only and should not be given to anyone else. Breach of this regulation may result in disciplinary action being taken.
- M) College Bills**
Any bills charged to Senior Members must be paid within **30** days. In the event of failure to pay, the College will normally deduct such charges from salary.
- N) Eye Tests**
A Senior Member who uses a computer for the majority of their time at work is entitled to reimbursement of the cost of a routine eye test on production of a receipt for such.

RESPONSIBILITIES OF SENIOR MEMBERS

This Section applies to all Senior Members covered by this Handbook unless otherwise indicated in any sub-section.

A) Confidentiality

1. All information that...
 - a. is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence; and
 - b. relates particularly to the affairs of the College, Fellows, Senior Members, staff, students or visitors, or to the affairs of other persons or bodies with whom the College has dealings of any sort; and
 - c. has not been made public by, or with the College's authority;... shall be confidential, and (save in the course of the College business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without the College's written consent.
2. Senior Members are expected to exercise reasonable care to keep safe all documentary or other material containing confidential information, including electronic records, and shall at the time of termination of their employment with the College, or at any other time upon demand, return to the College any such material in their possession.

B) Freedom of Speech

Section 43 of the Education Act (No 2) 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members, students and employees and for visiting speakers. The regulations apply to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies.

C) Copyright

All written material, whether held on paper or electronically which was made by a Senior Member for the purposes of the College during the course of employment with the College, is the property of the College and the College's copyright. At the time of termination of employment with the College, or at any other time upon demand, any such material shall be returned to the College.

D) Statements to the Media

Any request for statements to reporters from newspapers, radio, television, etc. in relation to the College must be referred to the Principal who may refer it to the Senior Tutor, Bursar or other relevant College Officer.

E) College Security

Senior Members are expected to assist in maintaining the security of the College buildings and contents. If any unknown person is seen to be acting suspiciously in any of the College buildings, the Porters' Lodge should be immediately informed.

F) CCTV & Access Control

In the interests of security, the prevention, investigation and detection of crime the College has in operation both CCTV and access control. The data held in relation to both of these systems is subject to **Newnham's Code of Practice** and the Information Commissioner's Code of Practice.

G) Provision of IT equipment for Senior Members

Senior Members with rooms in College and Junior Research Fellows are entitled to the College's standard "IT package" which is provided for the purposes of teaching, research and administration. Senior Members may connect their own computers to the network if they wish. Information about the options and how to do this is available from the IT Helpdesk.

Senior Members who do not have a room in College or other College accommodation may use the computer in the SCR. To use this machine you will need a College user account (so that you can be recognised by the network) and an initial password: arrangements should be made with the IT Helpdesk.

Senior Members in administrative roles will be provided with College IT equipment and software appropriate to their responsibilities.

All Senior Members may use their laptops, mobile phones, etc. on the wireless network, which is available in all public rooms. The IT Helpdesk will advise which wireless system should be used and will assist with setting up.

1. Use of College IT equipment and of the College network

Most of the rules and guidelines below apply to the use of any equipment connected to the College network; a few points are specific to College-owned equipment.

2. Security

It is essential that all equipment connected to the network is adequately virus-protected and patched. In the case of College-owned equipment this is dealt with by the IT Office who advise that computers should be left switched on overnight so that security updates can be applied remotely, including the updating of anti-virus software.

For personal machines virus-protection and security patching is the responsibility of the owner; the IT Helpdesk will advise if necessary.

Users are expected to exercise normal care when using systems on the network (e.g. being wary of unexpected attachments or other suspect emails, and of websites or emails which ask for personal or financial details).

College machines are provided with a range of commonly-required software, and other items may be requested from the IT Helpdesk. Applications software may not be installed on any College machine without prior permission from the Bursar or IT Helpdesk.

All Senior Members must take reasonable precautions to keep their passwords to all systems secure, and not to share them with other users except within an office where this has been explicitly agreed. (Note that the sharing of UCS-provided passwords is explicitly forbidden by the rules of the University's Information Strategy and Services Syndicate [ISSS]).

Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action.

3. **University rules**

All use of IT equipment attached to the College network (and therefore to the University Data Network [CUDN]) is subject to the rules and guidelines issued by the University's Information Strategy and Services Syndicate (ISSS).

A breach of any of the rules issued by the University Computing Service (UCS) or in the College's own policies may result in disciplinary action in accordance with the College's disciplinary procedure.

4. **Data Protection**

The College's Data Protection Policy is available on the College's website. "Personal data" means information relating to a living individual who can be identified either from that information or from that information together with other information which is in the possession of, or is likely to come into the possession of, the holder of the information.

Senior Members holding personal data on their own systems, whether College-owned or personal, need to handle and process the data in accordance with the requirements of the Data Protection Act (DPA). The College's DPA Officer (the Bursar) should be consulted in case of doubt. On-line training courses are available through the University: <http://training.csx.cam.ac.uk/>.

5. **Acceptable use of email and the Internet**

Most of this is covered by the guidelines referred to above. Note in particular that:

- a) Internet connectivity is provided as a shared communications and information resource for all members of the College. Extraordinarily high use of bandwidth may have an adverse impact on system performance as a whole and will need to be investigated.
- b) Any breach of the law on the viewing or downloading of offensive material will be taken very seriously by the College and may result in disciplinary action
- c) All users must observe the rules of copyright, including software copyright. Software licensed to the College, or data owned and licensed by the College, must not be copied without explicit permission from the IT Department.
- d) Occasional personal use of email (whether using the College's own email system or the University system) is permitted by the guidelines; however,

the use of the College or University email systems for commercial purposes is strictly forbidden. Email must conform to all the relevant College policies including those on harassment.

- e) Users should remember that email is not totally secure, and should exercise great care in sending personal or confidential data. Email is considered as a form of publication and therefore individuals as well as the College may be sued for libel, defamation, or breach of trust. Any concerns over the contents of an email should be brought to the attention of the Bursar or of a member of the IT Department.

6. **Monitoring of email or other use of IT facilities**

It is not the policy of the College to intercept or monitor network use by Senior Members other than for the normal practices of traffic logging in order to deal with possible disruptions to the network. However, the College reserves the right to intercept communications for the purposes permitted by the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.

PUBLIC INTEREST DISCLOSURE ACT 1998: WHISTLE-BLOWERS POLICY

Under certain circumstances, employees have legal protection if they make disclosures about organisations for which they work. These employees are commonly referred to as 'whistle blowers' and their activities have often received wide publicity in the media.

The Public Interest Disclosure Act 1998 is designed to prevent employees from suffering a detriment or having their employment terminated for 'whistle blowing'. The College takes very seriously any concerns which are raised under this legislation which applies equally to Senior Members. **For the full policy please refer to the College's Policies and Procedures on the College website.**

STATUTE XXV

Statute XXV and Governing Body Ordinance V cover:

- Redundancy
- Discipline, dismissal and removal from office
- Removal for incapacity on medical grounds
- Appeals
- Grievance procedures
- Removal of the Principal from office

They apply to:

- a) The holders of the following offices of Vice-Principal, Bursar, Librarian, Senior Tutor, Admissions Tutor, Postgraduate Tutor, Tutor, Domestic Bursar
- b) College Lecturers and the Lectrice
- c) Any Senior Member of the College entitled to attend meetings of the Governing Body and who is employed by the College in teaching or research on a part-time basis only as Special Supervisor or Director of Studies.

EQUAL OPPORTUNITIES

The College recognises that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedures, the College has made the decision to adopt a formal equal opportunities policy. Breaches of the policy may lead to formal disciplinary proceedings and, if appropriate, disciplinary action.

For the full Equal Opportunities policy please refer to the **College's Policies and Procedures** [available on the website]

HARASSMENT AND DISCRIMINATION

The College is committed to providing an environment for all College Staff, Senior Members and students which is free from all forms of bullying, unlawful discrimination or harassment as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability. All members of Newnham are expected and required to treat all colleagues with respect and dignity at all times.

Bullying, intimidation and personal harassment in whatever form it takes are unacceptable and the College will take any such incidents brought to its attention seriously.

The College has issued a code of advice and instructions which sets out the definitions of harassment and bullying and the procedures to be followed if a member of staff experiences such treatment.

For the full policy please refer to the College's Policies and Procedures [available on the website].