

Committee on Community Activities

Annual Report to Council 2003-04

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Community Relations Strategic Review 2003-04 and
Operational Objectives 2004-05

The aim of the Community Relations Strategy is to ensure that the University is engaged with the community in a responsible, relevant and sustainable way. The strategy comprises four main threads, each with specific actions:

1. Consultation with stakeholder groups and decision making from a broad base
 - *by structured and informal discussion and making decisions via a University Committee with representatives from a range of stakeholder groups*
2. Focusing our community effort in key areas
 - *by Educational Outreach, Social Consultancy and Social Outreach*¹
3. Measurement and reporting
 - *by benchmarking our community commitment, performance and impact on society*
4. Leveraging funds from stakeholder groups
 - *by working with external stakeholders to deliver funds into University Projects.*²

This year's activity and next year's operational objectives are described in the body of this report, under the four main threads.

1 Consultation with stakeholder groups and decision making from a broad base

1.1 Report on activity 2003-2004

1.1.1 The Committee on Community Activities, which consists of representatives from internal stakeholder groups, continues to direct community activities at the University. This year, Chairmanship of the

¹ We aim to focus on those areas of activity which are particularly relevant to the University's unique resources, and are therefore of the most benefit to the University and the community. **Educational Outreach** – contributing to education and learning at all levels, for example, student volunteers support classroom science teachers.

Social Consultancy – volunteer use of specific skills and research in the community, for example, architecture students designing a new community centre.

Social Outreach – support for community-based charitable activities on a voluntary basis, for example, student groups who feed the homeless in the city on a weekly basis.

² The full version of the Community Relations Strategy was seen by the Council in July 2003.

Committee passed from Anne Lonsdale to David Yates. Membership of the Committee on Community Activities has been widened to include representatives from Millennium Maths and Science and Engineering Experiments for Kids (SEEK).³

- 1.1.2 There continues to be extensive consultation with internal and external stakeholders about the direction/role of community relations at the University.
- 1.1.3 Internally, the network of University 'outreach projects'⁴ has been strengthened. Co-ordination work in 2003-04 has included: meetings to share information and best practice; a series of training workshops; work on the branding of 'community outreach' on the University website; co-ordination of University of Cambridge involvement in initiatives such as the Cambridge Children's Festival.
- 1.1.4 A good network of student organisations working with the community has been established.
- 1.1.5 Central University offices are providing more support for community outreach activity. For example, the Press Office regularly helps outreach projects gain press coverage of their activity, and the Development Office has helped to provide tailored fundraising training for outreach projects.
- 1.1.6 The Committee has worked to ensure that community relations activities dovetail with access and other relevant initiatives, for example, to better co-ordinate the relationship between the Committee on Community Activities, the Council for Lifelong Learning and the access committees.
- 1.1.7 The Committee on Community Activities decided to allocate grants from the Active Community Fund to external community organisations, as well as Departments, Colleges and student societies. This has enabled sustainable partnerships to be set up with community-based organisations, which have outlived the funding received by the organisations through the grant scheme. Although the funding is short-term, many volunteers stay with the organisation after the ACF funding has finished. It has substantially raised the profile of volunteering by

³ A list of Committee members is given in Appendix 2.

⁴ By 'outreach project', we mean any charitable, educational or voluntary activity in the University working with the community. These activities include:

- University museums, gardens and galleries
- University wide projects such as the Cambridge Science Festival
- departmentally based projects such as Millennium Maths, SEEK (Science and Engineering Experiments for Kids) and the Cambridge School Classics Project
- student societies such as CHAOS (Cambridge Hands on Science)
- fundraising events, such as the Bridge the Gap sponsored walk
- events and lectures open to the public.

University students and staff – external organisations have often not considered the potential of tapping into the voluntary resources held in the University until their attention is caught by the grant scheme.

- 1.1.8 As well as grant making and placing volunteers, work with voluntary and community organisations has included:
- a. running the ‘Community Giveaway Board’ (<http://www.clo.cam.ac.uk/community/cgbb/>), which allows Departments and Colleges to offer used furniture and computers to not-for-profit organisations.
 - b. mapping HE provision to the voluntary and community sector in the Eastern region (this work is funded by a grant from the i10 project).⁵
 - c. supporting the Personnel Division to consider co-ordinating work placements in the University for excluded individuals, placed through voluntary support agencies.
- 1.1.9 Several partnership projects have been established with local organisations, for example, the Bridge the Gap charity walk. Bridge the Gap is a joint initiative between the University and Colleges, the Cambridge Evening News and the University Press, and has raised £75,000 over the last three years for the Arthur Rank Hospice, the East Anglia’s Children’s Hospices and Press Relief, as well as allowing local people to enjoy the College grounds.
- 1.1.10 The Community Relations Co-ordinator represents the University on the Cambridge City Local Strategic Partnership and belongs to other local networks.

1.2 Operational objectives for 2004-05

- 1.2.1 To consider groups not currently represented for membership of the Committee on Community Activities, e.g. Student Community Action, voluntary and community organisations.
- 1.2.2 To develop the Certificate in University-Community Relations with the Institute of Continuing Education, and to pilot it in 2005-2007. This will be aimed at staff and students involved in the management of outreach activities and will provide them with skills such as fundraising, management, marketing, budgeting and volunteer recruitment.

⁵ <http://www.i10.org.uk/>

- 1.2.3 To prepare a series of 'fact sheets' to provide support for students and staff wanting to set up and run outreach projects.
- 1.2.4 To establish a forum of University outreach projects other than those that work with schools, which are already well serviced by the 'Working with Schools' group chaired by Dr Pretty.
- 1.2.5 To support the Personnel Division in implementing a work placement scheme for excluded individuals by 2006.
- 1.2.6 To support the Finance Division in introducing payroll giving for University staff by 2006.
- 1.2.7 To market the Community Giveaway Board more effectively to increase usage by University and not-for-profit groups.
- 1.2.8 To plan how to continue to facilitate mutually beneficial partnerships with the voluntary and community sector, once the Higher Education Active Community Fund monies cease (2006).

2 Focusing our community effort in key areas

2.1 Report on activity 2003-2004

- 2.1.1 The Active Community Fund has continued to support voluntary and community organisations who want to use Cambridge University students and staff as volunteers. In the first 2 years of the Active Community Fund, we have:
 - made 107 grants
 - supported 79 organisations, who have used our grants to reach over 19,000 beneficiaries
 - involved 2,500 volunteers from the University.
- 2.1.2 The HEFCE funding requires us to meet targets of the number of new 'volunteering opportunities' we have created. Overall, for the first tranche of HEACF funding, our target was to create 262 volunteering opportunities - we created 304.⁶
- 2.1.3 A formal grant application process has been established, and the Committee on Community Activities decides the grant allocation, based

⁶ A 'volunteering opportunity' is defined as a new link into an organisation, rather than as the equivalent of a single volunteer.

on agreed criteria. Higher weighting is given to those projects that exploit the special characteristics and skills of the University.

- 2.1.4 In 2003-04, the University had increased levels of Higher Education Active Community Fund monies at its disposal, so a larger grant stream was established, allocating grants of up to £20,000 for larger collaborative projects. Projects funded through the larger stream have included: a project with the Cambridge Preservation Society to recruit volunteers for their new countryside reserve at Coton; support for the Cambridge Science Festival.
- 2.1.5 About 50% of grants go to voluntary and community organisations based outside of the University. The other half goes to student societies, museums, Departments, Colleges and other community projects based in the University. We have funded local, national and international community projects. All of the projects we fund involve volunteers from the University in their activities.
- 2.1.6 Through the Active Community Fund, the Committee on Community Activities has supported Departments, Colleges and student organisations to extend community outreach and volunteering across the University, for example, through a new Community Sports project (www.sport.cam.ac.uk/community), a new volunteering in University Museums project (www.cam.ac.uk/cambuniv/libmuseums/volunteering.html), and a new Outreach Officer in the Department of Engineering (www.eng.cam.ac.uk/outreach/).⁷
- 2.1.7 We require funded projects to evaluate the effect of the project on the beneficiaries and the volunteers, and comment on the grant making process. This has provided us with invaluable information by which we can improve our processes and learn which types of community activities are most beneficial to the University, the volunteers, the community organisation and the beneficiaries.
- 2.1.8 The involvement of the volunteers has included:
- training excluded young people in ice hockey skills
 - going into local schools to talk about geology or first aid
 - developing emergency shelters for disaster relief situations
 - helping out at a Saturday school for black and minority ethnic young people.

The volunteers' involvement has ranged across social outreach, social consultancy and educational outreach, which were the three areas of

⁷ There is a full list of Active Community Fund grants in Appendix 1.

activity identified as priority areas by the Committee on Community Activities in 2002.

2.1.9 These are just some of the skills that funded projects have named as having been acquired by University volunteers:

- media skills
- first aid and health and safety
- communication
- project planning
- practical engineering skills
- language skills
- financial planning
- teamwork
- management skills.

This sort of evidence has allowed us to evaluate the benefit of such partnerships to the University.

2.1.10 There has been work to improve signposting of volunteer opportunities for postgraduates and staff, e.g., we funded Student Community Action and the Cambridge Volunteer Centre to run the student and staff volunteering project 'Skillshare'.

2.1.11 We have facilitated student placements and projects with not-for-profit organisations, for example, with the Judge Institute and the Department of Geography.

2.1.12 In 2003-04, as in the previous year, we funded Student Community Action to complete criminal record checks for University volunteers that required a check to undertake a voluntary placement.

2.1.13 In September 2004, we held an event to showcase the projects that had been funded by the Active Community Fund, to celebrate the efforts of the volunteers and to give University and community representatives an opportunity to network.

2.2 Operational objectives for 2004-05

2.2.1 To continue to allocate grants from the Active Community Fund until 2006, and to maintain the balance of social outreach, social consultancy and educational outreach projects, as well as continuing to evaluate the success of funded projects.

2.2.2 To plan how to continue to support Departments, Colleges and student organisations to undertake community activities once the Higher Education Active Community Fund has ceased (2006).

- 2.2.3 To continue to work across Departments and Colleges to help students and staff who want to implement community links, and to focus particularly on collaborative projects between different University units and on areas where the University can add value and has traditionally been under-involved.
- 2.2.4 To work with Departments to increase the number of student placements and projects in not-for-profit organisations (service learning).
- 2.2.5 To ensure that student volunteering is taken into account when the infrastructure for the personal development planning is being developed.
- 2.2.6 To increase the profile of volunteering and community activities on the University website and in University publications.
- 2.2.7 To fund Student Community Action to complete Criminal Record Checks for student and staff volunteers in 2004-05.

3 Measurement and reporting

3.1 Report on activity 2003-2004

- 3.1.1 In 2003, a community engagement survey was undertaken to help the University look strategically at its role in community involvement.
- 3.1.2 The Community Relations Co-ordinator convened a group of community officers from the Russell Group of Universities. This group has developed a 'Higher Education Community Engagement Model', which ten Russell Group universities piloted in spring 2004. This model has been adapted for use in higher education institutions, from the London Benchmarking Group Model used by many companies to measure their community engagement. This model will be made available to all HEIs in 2005.
- 3.1.3 The 2004 Community Engagement Survey saw a huge response, and produced invaluable data on the nature and extent of community engagement at the University. The summary report is in this document.
- 3.1.4 The survey uncovered a vast amount of community engagement activity and has led to a more accurate picture of University and College support for educational and charitable initiatives, which, as well of being valuable for our own purposes, can be usefully fed to bodies such as HEFCE, the general public, the press and other potential supporters.

3.2 Operational objectives for 2004-05

- 3.2.1 To make the results of the Community Engagement Survey 2003-04 available to the University as a whole.
- 3.2.2 To make recommendations to respondents based on the information collected in the survey. The recommendations will suggest some ways that the University and Colleges might want to capitalise on the huge array of activity that has been shown to exist. For example by: sharing best practice across Departments; recording how much time and money are invested in community activities and equating this to their impact; using activities towards student and staff development; attracting potential applicants.
- 3.2.3 To work with the Press and Publication Office and the student press to publicise the top line results of the survey outside the University.
- 3.2.4 To set up the infrastructure to enable the Community Engagement Survey to be repeated bi-annually.
- 3.2.5 To consider how future Community Engagement Audits can concentrate more effectively on the mapping of the impact of the University's community relations.
- 3.2.6 To make the Higher Education Community Engagement Model available to the higher education sector.
- 3.2.7 To improve communication about and to look for opportunities for external recognition of University outreach activities, for example, to the press and to potential and current funders, students, employees, community partners, and through external awards.
- 3.2.8 To build a monitoring and evaluation element into the new Certificate in University-Community Relations, to enable projects to develop the skills to effectively monitor and evaluate their own activities.

4 Leveraging funds from stakeholder groups

4.1 Report on activity 2003-2004

- 4.1.1 The Co-ordinator set up an informal network of locally based companies interested in corporate social responsibility. This has developed into the Cambridge Business Community Action Network. Working closely with Business in the Community, the Network shares best practice in

corporate social responsibility and stimulates joint projects, such as the Bridge the Gap charity walk. We applied for funding from the Greater Cambridge Partnership for the co-ordination of the Network, but were unsuccessful.

- 4.1.2 There has been some work with the Corporate Liaison Office to engage the interest of larger companies in funding outreach projects at the University
- 4.1.3 The Community Relations Co-ordinator belongs to two regional funding fora, providing good links with funding bodies. This is helpful both in terms of referrals for the Active Community Fund, and finding out about possible funding sources for University outreach projects.
- 4.1.4 A fundraising workshop was provided for students and staff involved in the running of community outreach projects, in collaboration with the Development Office.
- 4.1.5 Information about possible funding sources has been distributed to University outreach projects.
- 4.1.6 We received funding from Cambridgeshire County Council to organise a Food and Fitness Fun Day in King's Hedges in January 2004. We also received funding from the i10 project (which is HEFCE funded).⁸

4.2 Operational objectives for 2004-05

- 4.2.1 To find resources to administer and develop the Cambridge Business Community Action Network.
- 4.2.2 To continue to identify appropriate funding sources for University outreach projects, and to look at how to co-ordinate approaches to funders.
- 4.2.3 To survey the Colleges on possible sources of College funding for students wanting to get involved in community activities, particularly over the long vacation.
- 4.2.4 To offer a fundraising module in the Certificate in University-Community Relations (see Operational Objective 1.2.2).

⁸ See 1.1.8.

- 4.2.5 To find other ways to fund University units to engage in community activities once the Higher Education Active Community Fund has ceased in its present form (2006).



University of Cambridge Community Engagement Summary 2003-2004

The Community Engagement survey aimed to capture charitable and educational activities undertaken by the departments, Colleges and student groups with the community. The data provided are actual figures provided by the respondents of the survey – we have chosen not to estimate what proportion of activity we have captured. It is, however, safe to assume that these figures by no means represent all of the community engagement activity undertaken by the University.

1. Student and staff involvement in community engagement 2003-04

	Number of people ⁹	Total hours	Monetary equivalent
Staff working with the community in University/College time	1,135	111,581	£2,163,555
Staff volunteering in their own time for University-related community activities ¹⁰	1,252	15,080	£137,680
Students volunteering in activities organised by the University/Colleges	1,345	10,603	£96,805
Students volunteering in activities organised by student organisations	4,009	65,148	£594,801
Total	7,741	202,412 ¹¹	£2,992,841

2. Types of community engagement activity

The sort of activities captured by the Survey included:

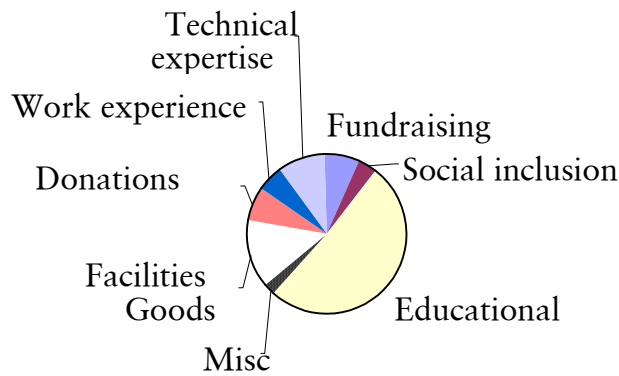
- The University museums work with schools to introduce them to their collections.
- CHAOS (Cambridge Hands on Science) promotes the fun of science through hands-on science tours.
- RAG raises around £100,000 every year for charity.
- Colleges and Departments lend their facilities to community organisations.
- The Active Community Fund makes grants to voluntary organisations.
- The Time Truck takes geology into primary schools with fun hands-on activities.
- Campus Holidays provides week-long activity holidays to 200 children from Liverpool.
- Big Siblings pairs student volunteers with disabled children.
- The Cambridge School Classics Project makes the classical world accessible to all ages and abilities through on-line resources and storytelling.
- Community Sports Liaison develops opportunities for University staff and students to get involved in community sport.

⁹ If an individual put time into more than one project, they will have been counted more than once.

¹⁰ We asked staff to tell us only about volunteering that they felt was connected to their role at the University.

¹¹ Assuming 7.5 hours a working day, this represents 26,988 person-days in 2003-04.

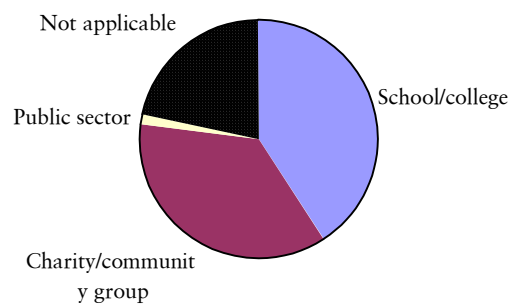
Breakdown of University of Cambridge community engagement activity, by type



3. External beneficiaries of community engagement activities 2003-04

Number of individuals directly benefiting	471,467
Number of organisations directly benefiting	3,905

University of Cambridge community engagement activity, by type of beneficiary organisation



Appendix 1

Projects supported by the University of Cambridge's Active Community Fund

Grant recipient	Project involving University of Cambridge volunteers
1. ACE Nursery School	Establishment of a new nursery school.
2. Centre of African Studies	Activities for Black History Month.
3. Aidworld	Staff and student volunteers from the University work on projects to improve IT in developing countries.
4. Alzheimer's Society	Advisory drop-in centre for people needing advice and information on dementia.
5. Museum of Archaeology and Anthropology	National Archaeology Day activities for the community.
6. Architectes sans Frontieres	Architectural volunteering placements with NGOs.
7. Arthur Rank Hospice	Arts project for terminally ill patients.
8. Cambridge University Basic Life Support Society	Student volunteers visit local schools to teach children about emergency life support techniques.
9. Black Women's Support Group	Saturday school for excluded young people from black and ethnic minorities.
10. Botanic Gardens (2 grants)	Family events for the Science Festival.
11. Bright Sparks	Projects to bring disadvantaged groups from the local community into University museums.
12. Britten Sinfonia (2 grants)	Music projects for excluded young people and people with learning and physical disabilities.
13. Cambridge Chinese School	To train volunteers to run classes and other activities.
14. Cambridge University Students Union and STIMULUS	Partnership for Progression mentoring programme for school pupils.
15. CAMFED (2 grants)	Global citizenship workshops in primary schools and other activities.
16. CAM Mind (2 grants)	Outing to London for a group from a local sheltered housing unit.
17. CAMPUS children's holidays	Holidays and activities for socially excluded children.
18. Castle Project	Sporting activities for disadvantaged young people.
19. Department of Chemistry (2 grants)	Chemistry Science Festival open days.
20. City Life Church (2 grants)	Summer Blast 2003 and 2004 - a week of free community activities in King's Hedges.
21. Connections Bus Project	To send a bus out regularly to villages to work with excluded young people.



Grant recipient	Project involving University of Cambridge volunteers
22. CONTACT (2 grants)	Students befriend elderly, housebound and infirm people.
23. Institute of Continuing Education (2 grants)	Community landscape and 'Talking Science' community projects.
24. Cross Border Arts	Funky Flamingo Club for people with learning disabilities.
25. DHInverse (2 grants)	School educational outreach programme and an advice and information project for people living with HIV in Cambridgeshire.
26. Downing College – Learning Links	Video conferencing project linking Cambridge academics with isolated schools in the South West.
27. Duke of Edinburgh's Award	Running the 'Certificate of Award Leadership' that trains PGCE students in the Duke of Edinburgh's Award and allows them to run it in schools.
28. East Anglia's Children's Hospices	Variety of fundraising and other activities, including help in charity shops and with children's outings.
29. Department of Engineering (3 grants)	Programme of outreach activities, which primarily involves outreach to schools by student volunteers.
30. Engineers without Borders (2 grants)	EWB sends engineering students on placements in developing countries to supply partner NGOs with technically competent help.
31. English Lang Scholarships for Tibetans (3 grants)	'Workshops' 2003 and 2005, which use a volunteer team to set up and run a week of educational activities for Tibetans in exile.
32. Cambridge University Entrepreneurs (2 grants)	Ethically oriented business plan competition for students.
33. Escape Artists	Cambridge Cantata project – series of workshops with disadvantaged groups, culminating in a performance at King's College Chapel.
34. Cambridge University First Aid Society	The Society provides First Aid cover at various events in Cambridge and promotes an active interest in First Aid in the University.
35. FOCUS Interaction Programme	Recruiting and training volunteers to support 'community challenges', delivered by excluded young people.
36. Goodnight Child Sitting Service	Sitting service for parents with disabled children.
37. Cambridge Green Belt Project	Volunteers from the University take part in conservation teams.



Grant recipient	Project involving University of Cambridge volunteers
38. Cambridge Hands on Science (3 grants)	2003 and 2004 Science Tours and a Christmas hands-on lecture series to schools.
39. Harambee Centre	International students go into schools to talk about life in 'Southern countries'.
40. Cambridge University Hellenic Society	Greek Culture Day for the local community.
41. Ice Cats	Ice hockey coaching for disadvantaged children.
42. Kettle's Yard	Educational outreach project to accompany an exhibition.
43. Linkline	Publicity materials to help recruit more male volunteers for the helpline.
44. Cambridge Independent Advice Centre	Law students help to man the Cambridge County Court Housing Desk.
45. Institute for Manufacturing (2 grants)	To support students wishing to undertake 'service learning' projects overseas.
46. The Naked Scientists	Radio and web-based show on the public understanding of science.
47. North Cambridge Churches	Outreach activities in North Cambridge.
48. NRICH	Student volunteers answer school pupils' maths queries online.
49. Parents First!	Work with parents in need and their children.
50. Peace Child International	Student volunteers go into schools to talk about sustainable development.
51. Petersfield Live at Home Scheme	Service which befriends and provides information and social activities for vulnerable and isolated older people.
52. Physical Education Department (3 grants)	Projects include a coaching scheme for community sports clubs and Science Festival activities.
53. Physics Outreach	Projects to encourage interest in physics in 11-19 year olds.
54. Cambridge Preservation Society	Staff and student volunteers provide a range of manual and expert help to set up a new countryside reserve.
55. RAG	Volunteer training to enable RAG to better fundraise for charitable causes.
56. RAG/SCA/CCVS	Recruitment of volunteers through a mailshot across the University.
57. RedR Cambridge	Training for students in practical engineering skills that can be used on placements with NGOs in developing countries.



Grant recipient	Project involving University of Cambridge volunteers
58. Romsey Mill	Initiatives for excluded young people, including a summer school, summer holiday events, a youth café and in-school help with literacy.
59. St John Ambulance Cambs	Foot care service for homeless people in Cambridge.
60. SATRO	Volunteers are science ambassadors, and run workshops and events.
61. Science and Education Experiments for Kids (SEEK) (2 grants)	Introducing children aged 9-11 to the fun and excitement of science and engineering.
62. Cambridge Science Festival	Programme of free, fun, science-related activities open to the general public.
63. Cambridge University Science Productions	Public communication of science.
64. Cambridge University Scout and Guide Club	“Forward 2004” – an incident hike for local guide and scout units.
65. Cambridge District Scout Council	Training and recruitment of volunteers.
66. Sedgwick Museum of Earth Sciences	Online ‘ask the expert’ service.
67. Shelter Centre (2 grants)	Variety of projects involving student volunteers, including setting up library on transitional settlement, developing training materials, developing standards for emergency family shelters.
68. Cambridge University Southern Africa Fund for Education	Art competition to design the outside of a classroom made of a shipping container.
69. Speaking Up (2 grants)	‘Next Steps’ programme to provide training courses for people with learning disabilities and training of volunteers to work with adults with learning difficulties to achieve their goals in a ‘learn to do’ project, e.g. teaching them to swim.
70. STIMULUS (2 grants)	Stimulus takes students out to schools to help in maths, science, technology and ICT lessons.
71. Student Community Action (3 grants)	Criminal Record Bureau checks for University staff and student volunteers; road-show to recruit more students to SCA projects and other voluntary work locally; children’s outing.
72. Student Community Action/Cambridge Volunteer Centre	To facilitate volunteering by University students and staff.



Grant recipient	Project involving University of Cambridge volunteers
73. Cambridge University Students' Pro Bono Society	The Society places volunteers into local voluntary organisations providing legal advice, such as the CAB and Victim Support.
74. The Time Truck (2 grants)	Time Truck brings geology to primary school children in the region by means of mobile displays, hands-on workshops and family days.
75. Turning Red Lights Green (2 grants)	To build a sensory garden for people with learning difficulties and to set up a new social enterprise.
76. Umbrella Autism	Support for families affected by autism.
77. Victim Support	University volunteers work with victims of crime.
78. Winged Fellowship Trust	Activity breaks for disabled people and their carers.
79. Youth Action	To provide literature to staff to encourage them to get involved with youth projects.



Appendix 2

Members of the Committee on Community Activities

Representative of	Name
1. Colleges Committee	David Yates (CHAIR)
2. University	Kate Pretty (Pro Vice Chancellor)
3. General Board	Rob Wallach
4. Council	Liba Taub
5. CUSU	Wes Streeting Naveed Anwar
6. Graduate Union	President
7. Corporate Liaison Office	Christopher Padfield
8. Physical Education	Karen Pearce
9. Joint Museums' Committee	Margaret Greeves
10. Co-opted	David Good (CMI)
11. Co-opted	Julia Hawkins (Millennium Maths)
12. Secretary	Penny Wilson (Secretary of the Committee and Community Relations Co-ordinator)