

**King's College Cambridge**

**Standing Committees**

**January 2016**

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## Adornment Committee

## Council Committee

<b>General Membership</b>  Provost (Chair) Domus Bursar Keeper of the College Collections  Four Fellows  One graduate One undergraduate	<b>Current elected members (2016)</b>  Dr Hernandez (2016) Professor Massing (2016) Dr Teufel (2016) Professor Zeeman (2016)  <b><i>Meeting once a Term</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To advise the Buildings Committee (and where appropriate the Council and other interested College bodies) about the decoration and refurbishment of the public spaces within the College.</li><li>• To ensure so far as practicable the satisfactory condition of the College's pictures, tapestries, hangings, rugs and other valuable possessions.</li><li>• To be responsible for maintaining the catalogue of the College's pictures, including information about the whereabouts of all pictures.</li><li>• To be responsible for ensuring that two Fellows at any time hold keys to the Treasury.</li><li>• To be responsible for ensuring the maintenance and safe-keeping of the College silver.</li><li>• The Buildings Committee be asked to provide copies of the minutes of its meetings and details of all projects likely to affect the appearance of the public spaces in the College to the members of the Adornment Committee.</li></ul>	
<b>Reporting</b>  All Minutes to Council  Chair: Provost (appointed by Council)	
<b>Administration</b>  Domus Bursar (Secretary)  Papers: Vice Provost's PA	
<b>Votes by GB / Council</b>  -	

## Buildings & Safety Committee

## Council Committee

<b>General Membership</b> Provost (Chair) Senior Tutor or Assistant Tutor First Bursar Domus Bursar  Five Fellows  One graduate One undergraduate  <b>In attendance:</b> Chair of Adornment Committee, Director of Development, Clerk of Works, Health and Safety Officer ( <i>when required</i> )	<b>Current elected members (2016)</b>  Dr Atkins (2016) Professor Bullock (2015) Dr Flack (2014) Dr Hernandez (2016) Dr Teufel (2014)  <b><i>Meeting once in Michaelmas, Once in Easter and twice in Lent</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To advise on priorities for expenditure on the repair and maintenance of the College buildings, existing and to be built.</li><li>• To consider the current and future buildings infrastructure and the implementation of Council policy.</li><li>• To monitor the repair and maintenance programmes of the College buildings.</li><li>• To oversee, through Council Working Parties, the management of building projects which materially affect the living conditions of members of the College or which have a material visual impact. A member of the Buildings &amp; Safety Committee to be a member of any such Working Parties.</li><li>• To oversee the application of health and safety regulations, and monitor safety requirements, throughout College.</li><li>• The Committee may request the attendance of the Health &amp; Safety Officer, the Clerk of Works and the Chair of the Adornment Committee at all or part of any meeting.</li></ul>	
<b>Reporting</b>  All minutes to Council  Chair: Provost (appointed by Council)	
<b>Administration</b>  Domus Bursar (Secretary)  Papers: Domus Bursar's PA	
<b>Votes by GB / Council</b>	

## Catering Committee

## Council Committee

<p><b>General Membership</b></p> <p>Vice-Provost (Chair)          Senior Tutor          First Bursar          Wine Steward          Domus Bursar          Head of Catering Services</p> <p>Four Fellows          One graduate          One undergraduate</p> <p><b>In attendance as requested:</b>          Executive Chef          Assistant Bursar</p>	<p><b>Current elected members (2016)</b></p> <p>Dr H Godazgar (2016)          Dr M Godazgar (2016)          Dr Migliori (2016)          Dr Omitowoju (216)</p> <p><b><i>Meeting twice a Term</i></b></p>
<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• To oversee the provision and quality of meals provided by the kitchens and catering department, including all relevant events.</li> <li>• To review regularly the physical space and equipment of the kitchens, servery, bar, coffee bar, etc, so as to meet modern catering requirements and expectations.</li> <li>• To oversee long-term planning for all activities pertaining to the Catering department within the College.</li> <li>• To recommend to Council guidelines for the use of the Hall and other accommodation for commercial use, including conferences.</li> <li>• To oversee the activities and budgets of the catering department, and annually prepare the budget for the Finance Committee, including the pricing of catering for Fellows and students, the Kitchen Fixed Charge, and the costs of College dinners and feasts.</li> <li>• To set up working groups, as needed, to organise College dinners, feasts and other relevant events.</li> </ul>	
<p><b>Reporting</b></p> <p>All minutes to Council <span style="float: right;">Chair: Vice Provost (appointed by Council)</span></p>	
<p><b>Administration</b></p> <p>Domus Bursar (Secretary) <span style="float: right;">Papers: Vice Provost's PA</span></p>	
<p><b>Votes by GB / Council</b></p> <p>GB 11.6.13: Catering &amp; Entertainment Committee to split          AC 2013: Membership and Terms of Reference approved</p>	

## Chapel Committee

## Council Committee

<b>General Membership</b> Dean (Chair) Domus Bursar Development Director Director of Music Senior Tutor  Three Fellows  One graduate One undergraduate  In attendance: First Bursar Chaplain	<b>Current elected members (2016)</b>  <i>Professor Marston (2015)</i> <i>Dr Munday (2016)</i> <i>Dr Weibye (2015)</i>  <b>Meeting once a Term</b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To consider and make recommendations about all matters concerning the Chapel, including:<ul style="list-style-type: none"><li>• Structure and fittings.</li><li>• Services and events</li><li>• Security and insurance</li><li>• Staff</li><li>• Relation to visits</li><li>• Use</li><li>• Finance</li></ul></li></ul>	
<b>Reporting</b>  All minutes to Council  Chair: Dean (appointed by Council)	
<b>Administration</b>  Dean (Secretary)  Papers: Dean's PA	
<b>Votes by GB / Council</b>  AC: 21.02.12 To form the Chapel Committee AC: 6.3.12 Regulations adopted	

## Choir Strategy Committee

## Council Committee

<b>General Membership</b> Dean (Chair) First Bursar Director of Music Senior Tutor Development Director  Two Fellows	<b>Current elected members (2016)</b>  Dr Barber (2014) Professor Osborne (2016)  <b><i>Meeting once a Term</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To coordinate and oversee the whole range of Choir activities as they relate to the wider purposes of the College, including the planning of tours, concerts and recordings, media presence and fundraising.</li><li>• To meet at least once a term. In addition to regular termly reports, it should make an annual report each Easter Term.</li><li>• The Choir Strategy Group should consider and make recommendations about all matters concerning the overall strategic planning and scheduling for Choir tours, concerts and recordings, and for the Choir's media presence. In addition, it will review Choir budgets and oversee the diary of Choir commitments, and the process of consulting with the School Headmaster (Master of the Choristers) and the Senior Tutor about reconciling the commitments of the Choir with the academic requirements of the choristers and Choral and Organ Scholars.</li><li>• The Chair of the Choir Strategy Group shall be the Dean. The Director of Music, Bursar, Senior Tutor and Development Director shall be members ex officio. Its membership shall comprise in addition 2 Fellows annually appointed</li></ul>	
<b>Reporting</b>  All minutes to Council  Chair: Dean (appointed by Council)	
<b>Administration</b>  Dean (Secretary)  Papers: Dean's PA	
<b>Votes by GB / Council</b>  Established Oct 2014	

## Church Patronage Committee

## Council Committee

<b>General Membership</b> Dean (Chair) First Bursar Chaplain  Four Fellows	<b>Current elected members (2016)</b>  Dr Kelly (2015) Dr Munday (2014) Mr Trevithick (2016) <i>Dr Weibye (2015)</i>  <b><i>Meeting once a Term</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To make appointments to College livings.</li><li>• Authorised to charge appropriate expenditure on the Advowson Fund or the Smith Advowson.</li><li>• Grants in excess of £2000 to be approved by Council.</li></ul>	
<b>Reporting</b>  All minutes to Council  Chair: Dean (appointed by Council)	
<b>Administration</b>  Dean (Secretary)  Papers: Dean's PA	
<b>Votes by GB / Council</b>	

## Computing & Website Committee

## Council Committee

<b>General Membership</b>  Vice Provost Computer Manager Webmaster Domus Bursar  Three Fellows  One graduate One undergraduate  <b><i>(Chair to be elected by Committee)</i></b>	<b>Current elected members (2016)</b>  Dr Braybrook (2016) Dr Ruse Khan (2016) Dr Moody (2016)  <b><i>Meeting once a Term</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To be responsible for academic computing within the College, advising Council on policy, and to ensure the appropriate infrastructure is in place and maintained.</li><li>• To be responsible for administration computing within the College, advising Council on policy, and to ensure the appropriate infrastructure is in place and maintained.</li><li>• To oversee the College's website, i.e. its usage, content, and development.</li><li>• To prepare and monitor the annual Computing budget.</li></ul>	
<b>Reporting</b>  All minutes to Council  Chair: Appointed by Council	
<b>Administration</b>  Computer Manager (Secretary)  Papers: Computer Manager	
<b>Votes by GB / Council</b>	

## Council

<p><b>General Membership</b></p> <p>Provost (Chair)</p> <p>Ten Fellows One graduate One undergraduate</p> <p><b><i>During Lent 2016 meeting times alternate between 2.00pm and 4.30pm</i></b></p> <p><b>In attendance:</b> First Bursar, Vice-Provost, Senior Tutor, Domus Bursar, President of KCSU, President of KCGS</p>	<p><b>Current elected members (2016)</b></p> <p>Dr Barber (2016) Dr Candea (2014) Revd Dr Cherry (2015) Professor Dunn (2015) Professor Laidlaw (2016) Dr Moffett (2015) Professor Mouhot (2016) Dr Taylor (2016) Mr Trevithick (23016) Dr Weibye (2016)</p> <p><b><i>Meeting every 2 weeks in Full Term (4 per Term) 3 times in Long Vac</i></b></p>
<p>Terms of Reference [<i>Defined by Statute C.1-5</i>]</p> <ul style="list-style-type: none"> <li>• The Council shall have such authority in relation to the general administration and management of the affairs of the College as shall from time to time be entrusted to it by the Governing Body, and such authority may be withdrawn or modified in like manner. The Council may, to the extent of the authority so entrusted to it, exercise all powers which by the Statutes are given to the Governing Body by name, but it shall not be authorised to perform any acts which by the Statutes a Congregation is expressly required or empowered to perform.</li> <li>• The Council shall exercise a general superintendence over the educational work of the College, and shall have the power of electing to Scholarships, of awarding prizes, of appointing and of dismissing the staff of the College, and of performing such other acts as it is by the Statutes expressly required or empowered to perform.</li> <li>• The Council shall, to the extent of the authority entrusted to it, have power from time to time to make standing orders, which shall be called Regulations, for the good government of the College and for the promotion of its welfare as a place of education, religion, learning and research.</li> <li>• The composition of the Council shall be determined by Ordinance, provided that the Provost shall always be a member.</li> <li>• The procedure for the conduct of Council business shall be determined by Ordinance.</li> </ul>	
<p><b>Administration</b></p> <p>Provost's PA</p> <p>Agenda and papers for Council meetings will be circulated in hard copy in advance of each meeting.</p> <p>Papers for submission to Council must be received by the Provost's PA more than three full working days before the relevant Council meeting; papers for the normal Tuesday meetings must be in by 9 a.m. the preceding Thursday.</p>	
<p><b>Votes by GB / Council</b></p> <p>New Statutes agreed by GB 12.3.07 and approved by the Queen in Council 25 July 2007</p> <p>Ordinances changed by GB 02.12.10</p>	

## Development Committee

## GB Committee

<b>General Membership</b> Provost (Chair) Vice-Provost First Bursar Development Director Dean Director of Music Research Fellowship Managers Senior Tutor  Four Fellows  Chairman of the Development Board Other Non-Resident Members or external members as named by Council (up to four)  One graduate One undergraduate	<b>Current elected members (2016)</b>  Dr Adkins (2016) Mr Causton (2014) Professor Goldhill (2014) Dr Good (2013)  Ian Jones  <b><i>Meeting once a Term</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To advise the College on the cases for support, objectives and priorities for fund-raising on behalf of the College in accordance with the College's strategic goals</li><li>• To monitor and report to the Council progress in achieving these objectives</li><li>• To advise and support the Director of Development</li><li>• To promote good relations between resident and non-resident members of the College, in particular in promotion of the goals of the College</li><li>• To supervise the budget and management of the Development Office</li><li>• To oversee the working of the College's fundraising committees</li></ul>	
<b>Reporting</b>  All minutes to Council <span style="float: right;">Chair: Provost</span>  Annual report to Governing Body	
<b>Administration</b>  Director of Development (Secretary) <span style="float: right;">Papers: Director of Development's PA</span>	
<b>Votes by GB / Council</b>	

## Disciplinary Committee

[Not Elected]

<p><b>General Membership</b></p> <p>Two members of each caucus.</p> <p>One external member of Regent House, appointed by the Provost</p>	<p><b>Current membership who have agreed for 2016</b></p> <p>Professor Bate Dr Bozic Dr Candea Mr Causton Professor Humphrey Dr Qato</p> <p>Professor Dame Carol Black Principal Newnham College</p> <p><b><i>Meeting when necessary</i></b></p>
<p><b>Terms of Reference</b></p> <p>See Statutes R III 4</p> <p>A Disciplinary Committee shall consist of three persons selected by the Council from a panel of seven persons appointed annually by the Governing Body. The members of the panel shall be Fellows of the College or other persons, being members of the Regent House of the University. In selecting members of the panel for appointment as members of a Disciplinary Committee, the Governing Body shall exclude the person charged, and any person who has been involved in or associated with the making of the complaint or any part of it, or who has been involved in any preliminary hearing or investigation.</p>	
<p><b>Reporting</b></p> <p>-</p>	
<p><b>Administration</b></p> <p><b>Provost's PA</b></p>	
<p><b>Votes by GB / Council</b></p> <p>Council 5.2.07</p>	

## Fellows' Remuneration Committee

## GB Committee

<b>General Membership</b>  Provost (Chair) First Bursar  Three Fellows – elected by Governing Body  Four External members appointed by the College Council	<b>Current elected members (2016)</b>  Dr Laidlaw (2014) Professor Loke (2013) Dr O'Bryen (2014)  Mr Donald Hearn Professor Barbara Goff Mr Nigel Brown Alan Jones  <i>Meeting as and when necessary</i>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To determine the stipends, benefits, employment and other terms and conditions to be awarded to individual Fellows in accordance with the remuneration policies determined by the Governing Body.</li><li>• To determine the general pay award if any, made annually to Fellows generally.</li><li>• To recommend to the Governing Body arrangements for the provision of stipends and other benefits to Fellows.</li><li>• To consider and make appropriate recommendations in respect of the remuneration policies for Fellows generally.</li></ul>	
<b>Reporting</b>  To Governing Body	Chair: Provost
<b>Administration</b>  Bursar (Secretary)	Papers: Bursar's PA
<b>Votes by GB / Council</b>	

## Fellowship Committee

## GB Committee

<b>General Membership</b> Provost (Chair) Vice-Provost Senior Tutor First Bursar  Six Fellows	<b>Current elected members (2016)</b>  Dr Adkins (2014) Professor Bate (2014) Professor Burgwinkle (2016) Professor Dunn (2016) Professor Foley (2016) Professor Henderson (2013)  <i>Meeting once a Term</i>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To make recommendations to Council for the election or appointment of new Professorial, Honorary, Extraordinary and Emeritus Fellows.</li><li>• To review annually the process for the renewal of Fellowships and College appointments.</li><li>• To consider the structure and balance of the fellowship especially in relation to type of fellowships, subjects, gender and age distribution.</li><li>• To review and monitor equal opportunities policy in relation to the fellowship.</li><li>• To consider the support and career development of Fellows, including mentoring.</li><li>• To consider Fellows' benefits and make recommendations to Council and the Governing Body.</li><li>• To address longer term and broader issues concerning the fellowship, including Terms of Service and Expectations.</li></ul>	
<b>Reporting</b>  All minutes to Council (in Reserved Business) <span style="float: right;">Chair: Provost</span>	
<b>Administration</b>  Provost (Secretary) <span style="float: right;">Papers: Provost's PA</span>	
<b>Votes by GB / Council</b>	

## Finance Committee

## Council Committee

<p><b>General Membership</b></p> <p>First Bursar Domus Bursar</p> <p>Five Fellows</p> <p>One graduate One undergraduate</p> <p><b>In attendance:</b> Assistant Bursar <b>(Chair to be elected by Committee)</b></p>	<p><b>Current elected members (2016)</b></p> <p>Dr Al Attar (2015) Rev'd Dr Cherry (2016) Dr Mody (2014) Dr Keverne (2016) Dr Wallach (2016)</p> <p><b><i>Meeting generally once or twice a Term except Easter Term when meetings are once a week</i></b></p>
<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• The principal responsibility of the Committee is to oversee the conduct of the College's financial affairs and to make recommendations (and within the powers from time to time delegated to it by the Council to decide) on the College's financial matters, always excepting investment policy and its implementation.</li> <li>• The Committee shall in particular make recommendations annually at the beginning of each budget round to the Council for current expenditure from the College Account in the next budget year, and for capital expenditure in the budget year and in the four subsequent financial years, in all cases within the limits laid down by the Council.</li> <li>• The Committee is responsible for overseeing the operation of proper financial controls and financial budgets and accounts across the College and for making recommendations to Council for any change to the College's financial control procedures and limits. As part of this, the Committee will routinely discuss the College's budgets, expenditure and long-term financial aspirations, including meeting annually with Fellows heading departments.</li> </ul>	
<p><b>Reporting</b></p> <p>All minutes to Council <span style="float: right;">Chair: Appointed by Council</span></p>	
<p><b>Administration</b></p> <p>Bursar (Secretary) <span style="float: right;">Papers: Bursar's PA</span></p>	
<p><b>Votes by GB / Council</b></p>	

## Gardens Committee

## Council Committee

<b>General Membership</b> Provost (Chair) Domus Bursar  Five Fellows  One graduate One undergraduate  One member of staff Head Gardener	<b>Current elected members (2016)</b>  Professor Bateson (2016) Dr Hillman (2015) Dr Moggridge (2013) Dr O'Bryen (2015) Mr Trevithick (2013)  <b><i>Mrs V Few</i></b>  <b><i>Meeting once a Term</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To be responsible for advising on the planting maintenance of the Fellows' Garden and, in consultation with other committees, other College grounds, including the courts within and adjacent to its main curtilage, including the podium of King's Parade and the gardens of other college residential properties in Cambridge.</li><li>• The Committee shall have joint responsibility with the Provost for the planting and maintenance of the Provost's Garden</li></ul>	
<b>Reporting</b>  All minutes to Council  Chair: Appointed by Council	
<b>Administration</b>  Domus Bursar (Secretary)  Papers: Domus Bursar's PA	
<b>Votes by GB / Council</b>	

## Grievance Committee

[Not Elected]

<b>General Membership</b>  Three Fellows	<b>Current membership who have agreed for 2016</b>  Mr Jones Dr Omitowoju Dr Gripaios  <i>Meeting when required</i>
<b>Terms of Reference</b>  See Statute R, Chapter VI 5  The Grievance Committee shall comprise 3 Fellows of the College appointed annually by the Governing Body.	
<b>Reporting</b>  All minutes to Council	
<b>Administration</b>  -	
<b>Votes by GB / Council</b>	

## Investment Committee

## GB Committee

<p><b>General Membership</b></p> <p>Provost (Chair)          First Bursar          Dr Cavalla (co-opted)          Four Fellows</p> <p>Four external members appointed by the Council who shall either be qualified to give advice on investment matters, or who shall be experienced in investment on a substantial scale on behalf of trusts or charities.</p> <p><b>It will be proposed at the AC that Nick Cavalla be co-opted onto the Investment Committee and so does not have to be elected.</b></p> <p>One graduate          One undergraduate</p> <p><b>In attendance:</b> Assistant Bursar</p>	<p><b>Current elected members (2016)</b></p> <p>Professor Dun (2016)          Dr Flack (2016)          Dr Moody (2013)          Professor Sabourian (2014)</p> <p>Paul Aylieff          Mark Gilbert          Oliver Williams          Daniel Davies</p> <p><i>Meeting twice a Term</i></p>
<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• The Committee’s principal responsibility is to execute the College’s investment policy or, when appropriate, to recommend changes to it.</li> <li>• The Committee has responsibility to ensure that the College’s investments are managed prudently, within the requirements of charity law and equitably in the interests of both current and future beneficiaries of the charity.</li> <li>• The Committee shall set the allocation of the investment portfolio and shall be responsible for reviewing the allocation at least annually.</li> <li>• The Committee shall have power, in respect of the College’s investment assets, to approve transactions relating to all assets within the investment portfolio, subject to the allocation principles agreed from time to time.</li> <li>• The Committee shall have the responsibility annually at the beginning of each budget round of recommending to the Council the sum to be allocated to current expenditure in the budget year, and the sum (if any) to be allocated to capital expenditure in the budget and four subsequent financial years.</li> <li>• [The quorum of the Committee shall be four, provided that at least either the Provost or the First Bursar and at least one of the external members shall be present.]</li> </ul>	
<p><b>Reporting</b></p> <p>To Governing Body(annually) <span style="float: right;">Chair: Provost</span></p>	
<p><b>Administration</b></p> <p>Bursar (Secretary) <span style="float: right;">Papers: Bursar’s PA</span></p>	
<p><b>Votes by GB / Council</b></p>	

## Library Committee

## Council Committee

<b>General Membership</b>  Senior Tutor Librarian Assistant Librarian Archivist Honorary Rowe Music Librarian  Three Fellows  One graduate One undergraduate  <b><i>(Chair to be elected by Committee)</i></b>	<b>Current elected members (2016)</b>  Dr McIntosh (2014) Professor Prendergast (2013) Dr Ranganathan (2016)  <b><i>Meeting once a Term</i></b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To oversee the activities of the Library and the Archives.</li><li>• To advise the Librarian on the preparation of annual budgets for the Library and Archives, and on forward strategy for services to members of the College and research visitors.</li><li>• To receive and discuss annual reports on the Library and Archives, including statements of actual spending in the year against the approved books purchase budget.</li><li>• To notify Directors of Studies of their target figures for book purchases within the framework of the approved budget early in each Michaelmas Term.</li></ul>	
<b>Reporting</b>  All minutes to Council	Chair: Appointed by Council
<b>Administration</b>  Librarian (Secretary)	Papers: Librarian
<b>Votes by GB / Council</b>	

## Personnel Committee

## Council Committee

<p><b>General Membership</b></p> <p>Provost (Chair)          First Bursar          Senior Tutor          Dean of Chapel          Domus Bursar          Director of Development          Librarian          Personnel Manager (Secretary)</p> <p>Three Fellows (Neither to have management responsibility within the college; one to be a member of the Staff Consultative Group).</p>	<p><b>Current elected members (2016)</b></p> <p>Dr Braybrook (2014)          Professor Griffiths (2016)          Dr Omitowaju (2014)</p> <p><b><i>Meeting once a Term</i></b></p>	
<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• The Committee is a subcommittee of Council. All minutes of the Personnel Committee should be sent to Council under Private Business and all decisions need to be approved by Council before they become effective. The names of individuals will, however, not normally be minuted by Council. It will also send an annual report on staff matters to Council for presentation to the Annual Congregation.</li> <li>• The Personnel Committee will consider the terms and conditions of the College's employees, except for Fellows, and recommend to Council any changes it considers desirable. It is responsible for ensuring that members of College staff are treated well and consistently</li> <li>• The Committee will oversee the recruitment of individual members of staff. Where existing members of staff are to be replaced, this may be approved by the First Bursar and the Personnel Manager. Where a new post is being created, this requires approval by the Personnel Committee and ratification by Council.</li> <li>• The Committee will consider all requests for salary increases and advise Council. It will review salaries and propose a general, annual increase to Council. It will also consider whether any extraordinary increases or bonuses for individual members of staff are justified and make recommendations to Council. Such extraordinary increases must be within the scope agreed by Council for the year as part of the budget process, or else explicitly marked as an increase to the budget and so requiring explicit approval by Council.</li> <li>• The Committee will consider periodically the comparison of pay rates within the College with those available at other colleges or at comparable employers. The Committee should try to ensure that our salaries remain attractive and do not fall out of line with other colleges. It will also ask members of staff who consider that they deserve an extraordinary increase to apply to the Committee on one occasion during the year so that all such applications may be weighed against each other.</li> </ul>		
<p><b>Reporting</b></p>	<p>All minutes to Council</p>	<p>Chair: Provost (appointed by Council)</p>
<p><b>Administration</b></p>	<p>Personnel Manager (Secretary)</p>	<p>Papers: Personnel Manager</p>
<p><b>Votes by GB / Council</b>          Council 12.11.13 Membership &amp; Terms of Reference Approved</p>		

## Research Committee

## GB Committee

<b>General Membership</b> Provost (Chair) Vice-Provost Senior Tutor First Bursar Research Fellowship Managers  Nine Fellows  <b><i>Meeting four times in Lent Term, once in Michaelmas, Easter and Long Vac</i></b>	<b>Elected members for Easter Term (2016)</b>  Professor Bate (2014) Professor Berestycki (2016) Dr T Griffin (2015) Professor Goldhill (2015) Dr Hillman (2015) Professor Humphrey (2016) Dr Nanopoulos (2016) Professor Osborne (2016) Dr Weiss-Sussex (2016)
<b>Terms of Reference</b>  <b>Members of the Research Committee shall be elected at the Annual Congregation to serve for one year from the beginning of the following Easter Term.</b> <b>Members elected at the Annual Congregation 2014 shall serve from 1.1.15 until the day before the beginning of the Easter Term 2016.</b>  <ul style="list-style-type: none"><li>• To be responsible for the development of research strategy in the College, and to support research through research fellowships, research projects, and grants for individual Fellows' research</li><li>• To make available an annual review of research supported by the College</li><li>• To ensure that science and humanities research activities have approximately equal presence in College</li><li>• To aim to elect a minimum of four stipendiary JRFs each year</li><li>• To be able to collaborate with University Departments in running subject-specific JRF competitions</li><li>• To make a concerted effort to recruit by advertisement funded post-doctoral researchers as non-stipendiary fellows, with a view to electing two per year</li><li>• To appoint each year one Senior Research Fellow (a distinguished mid-career academic holding externally-funded positions and available for limited teaching for the College)</li><li>• To advertise the College's Visiting Fellow scheme</li><li>• To ensure that each new Research Fellow has a mentor from within the fellowship</li><li>• To ensure the upkeep of the research section of the College's website</li></ul>	
<b>Reporting</b>  To Governing Body (annually) <span style="float: right;">Chair: Provost</span>	
<b>Administration</b>  Research Managers (Secretary) <span style="float: right;">Papers: Provost's PA</span>	
<b>Votes by GB / Council</b>  Structure and remit revised by GB 17.7.15	

## Studentship Electors

## Council Committee

<b>General Membership</b> Senior Tutor (Chair) First Bursar Graduate Tutor Bursarial Tutor Admissions Tutor  Three Fellows	<b>Current elected members (2016)</b>  Dr Al Attar (2015) Dr Hall (2014) Professor Laidlaw (2013)  <i>Meeting three times a year</i>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To be responsible for the application of the income of the College's Studentship funds, provided that no studentship is to be awarded for more than twelve months save on the recommendation of the Council and provided always that no student may hold a studentship award for longer than three years in total.</li><li>• To apply the guidelines set out in the paper approved by Vote III of 4 February 1994, such guidelines not to be amended without the approval of the Council.</li></ul>	
<b>Reporting</b>  All minutes to Council                      Chair: Senior Tutor (appointed by Council)	
<b>Administration</b>  Graduate Tutor (Secretary)                      Papers: Graduate Tutors' PA	
<b>Votes by GB / Council</b>	

## Visitors Committee

## Council Committee

<b>General Membership</b>  Provost (Chair) Dean of Chapel Domus Bursar  Two Fellows  <b>In attendance:</b> Head of Visitor Services, Dean's Verger, Head Porter	<b>Members to be elected (2016)</b>  Dr Candea (2016) Dr Omitowoju (2016)  <b>Meeting once per term</b>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To oversee the way in which visitor functions are managed on behalf of Council, ensuring that the interests of the College as a place of education, religion, learning and research predominate over other pressures.</li><li>• To receive reports and offer advice on the financial management of visitor services and associated retail activities in the Visitor Centre.</li><li>• To monitor the development of all relevant visitor operations – including publicity, marketing, booking, merchandising, security, signage, ticketing (College and Chapel events), and management of visitors on site.</li><li>• To ensure the good reputation of the College is maintained by members of the Visitors' Department.</li><li>• To liaise with the Chapel Committee as required on matters of a shared concern.</li><li>• To ensure and endorse the Annual Visitors' Department Report to Council during Michaelmas Term, which should review and recommend admission charges to College.</li></ul>	
<b>Reporting</b>  All minutes to Council  Chair: Provost (appointed by Council)	
<b>Administration</b>  Domus Bursar (Secretary)  Papers: Visitor Services Administrator	
<b>Votes by GB / Council</b>  Established Nov 2015	

## Wine Committee

## GB Committee

<b>General Membership</b> Provost (Chair) Vice-Provost First Bursar Wine Steward  Six Fellows	<b>Current elected members (2016)</b> Professor Dunn (2016) Dr Fried (2016) Professor Goldhill (2016) Mr Isaac (2016) Dr Moggridge (2013) Dr Moody (2016)  <i>Meeting twice a Term</i>
<b>Terms of Reference</b> <ul style="list-style-type: none"><li>• To buy and store wines for feasts, special occasions and for the Wine Room; to provide wine for normal High Table use; to maintain in the Pantry a sales point where wines and spirits can be bought by Members of the College.</li><li>• General supervision of the financial state of the Wine Account.</li></ul>	
<b>Reporting</b>  <p style="text-align: right;"><b>Chair: Provost</b></p>	
<b>Administration</b>  Wine Steward (Secretary)	
<b>Votes by GB / Council</b>	

## Inspector of Accounts

3 or 4 Fellows	<b>Current elected members (2016)</b>  Dr Srinivasan (final year) Dr Flack (from 2016) Dr Munday (from 2016) Professor Osborne (from 2016)  <b><i>Meeting as necessary</i></b>
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### Terms of Reference

- To take an overview of the College and how it functions with an emphasis on, but not restricted to, financial matters
- To read, question and further investigation if necessary, the end of year accounts after the auditors have made their reports (normally October) .
- The Chair Inspector makes a report to the Annual Congregation in December

The team is made up of 4 inspectors and each team member is normally elected for 4 years:

Past Chair (the Fellow who was Chair the year before) Chair, Newer member (likely to take over as chair the following year) Newly elected member.