

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held
on Tuesday 16th May 2023 at 2.00pm in the Audit Room and zoom

Present:	Provost	In Attendance:	Vice-Provost
	Professor Griffiths		Senior Tutor
	Professor Hall		First Bursar
	Professor Dunn		Domus Bursar
	Dr Dolan		
	Dr Good		
	Dr Adhikari		*Ms Olumide-Wahab
	*Ms Kadlecova		
	*Mr Erwig		*Open business

Apologies for Absence

Mr Gasienica-Ciulacz apologised for his absence. Professors Giannitsarou and Candea were on leave. The Admissions Tutor attended for paper 205.

OPEN BUSINESS

199. Declarations of Interest

None.

200. Minutes of Open Business 2nd May 2023

Dr Dolan asked that Paper 175 be amended (line 38) to read 'The Financial Tutor was saddened to read of students' experience of applying for College grants, and questioned whether there might be a gap between perception and reality when it comes to the requirements of the process; the wording of the guidance notes on overrun/hardship grants for graduate students was drawn to his attention and he agreed that it did not reflect current practise and committed to updating the notes immediately.' He has further commented that there could be post-meeting note that the relevant guidance notes were updated on 3rd May 2023. This was accepted by Council.

201. Matters arising

None.

202. Council Timetable – Open Matters

In agenda, with one paper outstanding, a report from the Honorary Rowe Librarian, which will forthcoming.

203. Council Action List – Open Matters

A number of papers due during Easter Term.

204. Oral reports

None.

Principal Items of Business

205. Martin Reavley Equipment Fund

The Admissions Tutor presented a paper written in consultation with Martin and Sue Reavley, and the Financial Tutor and Senior Tutor introducing the new Reavley Equipment Fund. The paper outlined a proposed mechanism for the administration of this very generous donation of £25,000.

While similar funds currently exist to enable financial support to students, this proposal seeks to remove many limitations, and the purchase of items that might not be approved elsewhere. The fund is aimed at first year undergraduates, who will have a number of opportunities to make a proposal to the fund, with up to twenty x £250 grants being made each year, over a five year period. The Admissions and Financial Tutor will provide guidance of the application process which invites but does not expect disclosure of financial need; a degree of relevance might add value to the application. A number of examples of items that might be approved and seen as setting up an undergraduate from the outset could be a bicycle (new or second hand), computing equipment, headphones, research supporting equipment, software etc.

Council were most supportive, with the students asking that the guidelines are made very clear, and that in the main they come from the generous donors. The Admissions Tutor was keen to work with the student representatives to agree the preamble and motives behind the fund on the College intranet. Some Council members asked that this is seen as something that all first year undergraduates could benefit from, albeit the more deserving cases would be accorded priority.

Council approved the proposal to establish a Martin Reavley Equipment Grant, and asked the Admissions Tutor to take the necessary steps to ensure that the scheme can be implemented in time for the start of Michaelmas 2023, in accordance with the desire of the donors.

Other Items for Discussion

206. King's Affair – June 2023

The Domus Bursar asked Council to note progress being made towards the King's Affair 2023 and to approve the staging of the event, subject to final approval of the Domus Bursar/DPS and Lay Dean. He remarked that many lessons had been learned from the 2022 event, and that the Co-Chairs of the 2023 event were collaborating well with Heads of Departments, and their committee. The Domus Bursar confirmed that the specific requests to Council could be met, including temporary closure of College when equipment is being moved into, and out, of College.

Council noted the final planning of the King's Affair 2023 and approved the event, subject to final agreements with the Domus Bursar/DPS and Lay Dean.

207. Purchase of dining chairs for Hall – further paper

While Council had already approved the purchase of 40 chairs for a trial in hall (Paper 2023/177)) the Provost informed Council that a number of approaches had been made by members of the Adornment Committee, who determined that they should be engaged in the process to identify a suitable chair to replace the existing chairs in the hall – and they should make their recommendation to Council. The Domus Bursar informed Council that the 40 chairs had not yet been ordered, and that alternative chairs had been requested, in order to provide choices of style, comfort and value. A further report will be made following a meeting of the Adornment Committee.

Council agreed to defer their decision until the Adornment Committee had met and considered from a range of chairs, and shared their views.

208. CCTV Policy – May 2023

The Domus Bursar invited Council to approve the annual review of the CCTV policy statement. He informed Council that while the wording of the policy was little changed, a number of additional cameras had been installed, on the new development on Stephen Taylor Court, in the grounds of the Provost Lodge, and in the College bar (the latter being to monitor the bar area/stock and not patrons of the bar).

Council approved the annual CCTV Policy Statement dated May 2023, with any further recommendations for changes to the intended positioning of the cameras being made to Council for their consideration during the intervening period, and to further review during Easter Term 2024.

209. Health & Safety Policy – May 2023

The Domus Bursar presented the updated Health & Safety and Compliance Statement and Policy, and sought its annual approval. He informed Council that a number of changes had been made, mainly arising from the legal separation of the School from College.

Dr Dolan reminded College that he is the Designated Fellow and as such on behalf of Council is assisted by the Health & Safety Officer (Domus Bursar) in implementing the Compliance Policy, and gives responsibility for the day to day administration of such policy to the Health & Safety Advisor. As Dr Dolan is stepping down from Council at the end of 2023 (through time served) he asked Council whether another member should assume this role; this was agreed by Council and they asked to review the assignment of role later in 2023. Dr Dolan asked that any actions arising from Staff Safety Representatives be made known to the Safety Sub Committee, and offered a number of changes to the proposed Statement; these will be incorporated.

Council approved the King's College, Cambridge Health, Safety and Compliance Statement and Policy dated May 2023, with changes as indicated, and to review internally on an annual basis, and on change of Provost.

210. Business Continuity Plan – May 2023

The Domus Bursar presented a fully rewritten Business Continuity Plan (BCP), and sought comment from Council and acknowledgement that it is a dynamic

document that responds to lessons learned and feedback from training, and use. He confirmed that the BCP is likely to be tested during a training day in September 2023. While the value of a BCP to College was discussed, the value was recognised in it being a vehicle to initial response and following the pattern of react, respond and recover; its linkages to the existing Critical Incident Policy were recognised.

A number of proposed changes to the BCP were suggested and these will be incorporated, including the need to update a number of departmental areas and likely introduction of some not covered.

Council agreed:

- a) to note the development and annual review of the College Business Continuity Plan, and to support further expenditure to enable additional team training as deemed necessary, and
- b) Domus Bursar to provide a further report to Council in Michaelmas Term following a testing of the BCP, and on an annual basis during the Easter Term.

Business for Report

211. Office for Independent Adjudicator – Return 2022

Council noted a report on the OIA return for 2022.

212. Stephen Glanville Fund disbursements 2023

Council approved the following disbursements of £779 each to –

Jimmy's Cambridge
The Cambridge Refugee Resettlement Campaign
The Kite Trust
Cambridge Rape Crisis Centre
Cambridge City Foodbank

213. Any Other Business

None.