

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held on
Tuesday, 8th November 2022 at 2.00pm in the Audit Room and via Zoom

Present:	Provost	In Attendance:	Vice Provost
	Professor Griffiths		First Bursar
	Professor Dunn		Senior Tutor
	Dr Good		Domus Bursar
	Dr Clarà Saracho		*Ms Olumide-Wahab
	Dr Hall		
	Dr Dolan		
	Dr Srinivasan		
	Dr Adams		
	*Ms Kelly	*Open business	
	*Ms Kadlecova		

Apologies for Absence

Professors Candea, Efstathiou, and Mr Russo apologised for their absence.
Dr Mohaddes and Ms Bretherick (PEM) were in attendance to paper 442.

OPEN BUSINESS

436. Declarations of Interest

None.

437. Minutes of Open Business 25th October 2022

Approved.

438. Matters arising.

Regarding access through College (tabled under any other business) the First Bursar informed Council that the College Insurers were content with the extended opening hours to University members without impact on the current policy.

439. Council Timetable – Open Matters

All papers captured in agenda.

440. Council Action List – Open Matters

Three papers due this term.

441. Oral reports

Nil.

Principal Item of Business

442. Presentation of annual audited accounts

Ms K. Bretherick, Lead Auditor of the College Audit (and a representative of PEM (Peters, Elworth and Moore)), provided an overview on the final accounts for the year July 2021 – June 2022. Dr Mohaddes (Audit & Scrutiny Committee) was in attendance and demonstrated his satisfaction with the observations of PEM.

Ms Bretherick talked to the Final Audit Matters, breaking down the report into sections and commenting that in many areas the College's approach was best practice. Ms Bretherick noted an amendment to the Letter of Representation, which was accepted by Council.

Council accepted the Audit Report and expressed their gratitude to PEM and to the Assistant Bursar, Simon Billington, for his hard work in preparing the accounts and in once again supporting a smooth audit process.

Council agreed:

- a) to accept the accounts and the auditor's report and to authorise the Provost and First Bursar to sign them. Both documents will be forwarded to the Annual Congregation.
- b) to authorise the Provost to sign the letter of representation on behalf of the College.
- c) to recommend to the Annual Congregation the re-appointment of Peters, Elworthy & Moore as auditors for the financial year 2022-2023.

Other Items for Discussion

443. Annual H&S Report

The Domus Bursar provided an overview of H&S governance in College, culminating in the production of the Annual Report. Council asked that the Safety Representatives Minutes be made available to the Safety Sub Committee.

Council further discussed safety training for Fellows, with the Vice Provost indicating that it was the intention for newly arrived Fellows to receive induction training immediately prior to being admitted to their Fellowship. It was also felt that refresher training could be provided as Fellowships were due for the five yearly review, with some agreeing value to those who work in the more ancient buildings. The First Bursar undertook to investigate whether suitable on-line training was available, with Council agreeing that training should be made available in order to demonstrate such training is provided to reduce risk of harm in the workplace.

Council took the opportunity to express their gratitude to the Health & Safety Advisor Stuart Douglas and agreed to endorse the Annual Health and Safety Report (2022), agree objectives for 2023, and recommend approval by the Governing Body.

444. Annual Visitor Department Report

The Domus Bursar presented the Annual Visitors Department Report, including financial performance 2021/22. He informed Council that the Department had risen to the challenges of the pandemic, in both responding to

city pressure to open to the public as soon as deemed safe, and then continuing to respond to changing risks. Council noted that the Head of Visitor Services (HVS) had introduced sensible changes to IT demands and to the structure of the Department to meet changing needs and acknowledged the sometimes difficult tasks the Visitor Guides face on a daily basis.

Council observed that the uniform of the Visitor Guides is quite visible during the summer months, but less so during the winter, with the outer garments appearing very similar in fashion to student wear. The Domus Bursar agreed to research options to better highlight the presence of the Visitor Guide (such as stark colour, purple umbrellas or the wearing of a sash or stripy bow tie or their name badge to their outer garment) to make them more distinguishable.

Council further expressed their gratitude to the HVS Ms Shani Prestidge, and agreed to note the Visitor Department Annual Report July 2021 to June 2022 and endorse it for Governing Body acceptance.

445. Review of Policies

The Domus Bursar asked Council to note the ongoing review of College Policies with the intention to provide further updates in forthcoming terms. Council commented on a number of policies that are likely out of date or have been absorbed into other documents (tolerance, race equality, academic staff handbook) and noted that the expected Fellowship Handbook will also include some of the more dated policies.

The Domus Bursar, Senior Tutor and First Bursar agreed to undertake further work in areas where the gaps are more apparent, in order to provide a list of coherent policies for future use and review.

Business for Report

446. Minutes of Finance Committee 14 October 2022

Noted.

447. Scattering of ashes in College – Policy review

Council approved a 2022 policy review on the scattering of ashes within the College, with the next review due in 2024.

448. Minutes of Investment Committee 7 October 2022

Noted.

449 Minutes of Gardens Committee 31 October 2022

Noted.

450 Minutes of IT Committee 24 October 2022

Noted.

451. Annual Report of the Keeper of the College Collection 2021/22

Council noted with thanks the Annual Report of the Keeper of the College Collection.

452. Festival of 50 Years of Women in King's

Withdrawn and to be presented at a later date.

453. Loan of artefact to Fitzwilliam Museum

Council agreed to loan the King's seventeenth-century terrestrial globe (acquisition no. 2691) to the Fitzwilliam Museum for their exhibition 'Cambridge & Slavery' to run from 28 July 2023 to 7 January 2024. All details to be approved by the College Librarian and First Bursar.

454. Welfare Away Day

Withdrawn and to be presented at a later date.

455. Any Other Business.

None.

Junior members left at 1451.