

## KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room  
On Tuesday, 18<sup>th</sup> February 2014 at 4.30 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost
	Dr Adkins	<i>Attendance:</i>	First Bursar
	Dr Braybrook		Senior Tutor
	Dr Browne		Domus Bursar
	Dr Candea		
	Dr Fischer		Mr Allen*
	Dr Keverne		Mr Tchernev*
	Dr Marston		Ms Hughes <i>for item 59 only</i>
	The Revd Dr Morris <i>from item 61</i>		Mr Mackay <i>for item 59 only</i>
	Dr Omitowoju <i>to item 67</i>		
	Mr Abrams*		Mrs Wilson to take Minutes
	Mr Alexander-Dann*		<i>* Open business only</i>

### OPEN MATTERS

#### Apologies for Absence

Dr Flack is on leave.

#### Declarations of Interest

The students all had an interest in Item 60, the paper on rent bands.

#### 55. Minutes of Open Matters of 4<sup>th</sup> February 2014

The minutes of the Open Matters of the meeting held on 4<sup>th</sup> February 2014 were approved and signed.

#### 56. Action List and Matters Arising

The Vice Provost said he would contact alumni regarding the future of the KCA and asked for this to be moved to the Easter Term.

#### 57. Minutes of the Use of Choirs Committee of 30<sup>th</sup> January 2014

Council accepted the Minutes of the Use of Choirs Committee of 30<sup>th</sup> January 2014.

#### 58. Minutes of the Joint Fundraising and Chapel 500<sup>th</sup> Working Party of 11<sup>th</sup> February 2014

Council accepted the Minutes of the Joint Fundraising and Chapel 500<sup>th</sup> Working Party of 11<sup>th</sup> February 2014.

Council felt the Joint Working Party should be asked to specify that the change in dates for the Founder's Feast would be for the year 2015 only, and to ensure that this was publicised well in advance. The Provost agreed to consult with the Director of Development and bring a short paper back to Council.

It was noted that at present there were no student representatives on the Working Party.

## **59. Living Wage**

*The Finance and Personnel Committees were asked to advise Council on how the salaries of our staff compare with levels proposed by the Living Wage Campaign and to make recommendations for any changes to salary levels.*

*Ms Daisy Hughes and Mr Barney Mackay reported that the students were very encouraged by the College's response to this proposal. They wished to see the College make their stance public and also apply for accreditation by the Living Wage Foundation. This would mean the College was bound to pay the living wage in future years and would be named publicly. King's would be the first Cambridge College to do so. Council supported the living wage proposal and agreed that the case for accreditation should be reviewed the following year.*

Agreed:

- a. that the Personnel Committee should be asked to consider the salary levels for all staff during the Easter Term of each year and to advise Council and the Finance Committee on increases that it recommends for inclusion in the budget for the financial year from 1<sup>st</sup> July. These should include one option where all employees are paid at least the living wage. In considering salary levels, the Personnel Committee should look at comparable salaries elsewhere in the University and also at the recommendations of the Living Wage Campaign.
- b. to note that, for the forthcoming financial year, the Personnel Committee recommended increases so that all permanent College staff were, once again, paid at least the Living Wage. The cost of this was expected to be £1,370 for the year. The Personnel Committee also expected to recommend additional increases depending on its investigations.
- c. to instruct the Finance Committee to prepare a budget for 2014-15 that included the salary increases recommended by the Personnel Committee and agreed by Council.

## **60. Rent Bands for Student Rooms**

*The Senior Tutor reported that following instructions from Council on 21<sup>st</sup> January, the Assistant Tutor had formed a working group to investigate the potential of some re-banding of rooms around college. The group consisted of consisted of Mr Ben Alexander-Dann (KCSU Governing Body and Council representative), Mr Chad Allen (Graduate President), Dr Keith Carne (the First Bursar), Dr Jules Griffin (the Assistant tutor), Prof Cam Middleton, Dr Perveez Mody (the Senior tutor), , Mr Andrew Munro (Graduate Domus), Mr Giles Pengelly (Domus KCSU), and Mr Ivan Tchernev (President KCSU). The working group felt that the way the college currently set rents was fair, though the system might be changed in future.*

*Suggestions were made regarding re-banding of some rooms as follows:*

*To go up by one band in Bene't Street:*

*207, 208, 209, 211, 212, 213, 214, 307, 308, 309, 310, 311, 313, 315, 316, 317 (16 rooms)*

*To go down by one band, in Spalding:*

*1, 5, 15, 16, 17, 19, 30, 33, 34, 35, 36, 41, 47, 51, 53, 54, 55 (17 rooms)*

Agreed:

- a. that the working group on rent re-banding be allowed to continue its work to investigate whether a more appropriate mechanism for setting rents could be formulated for use from the academic year 2015-16 onwards.
- b. that Council re-band rooms in Spalding and Bene't street as detailed above to address inequalities in room quality.

### **61. The Shop at King's – Interim Business Case**

*The Domus Bursar reported on progress to date, and presented an Interim Business Case for approval, seeking agreement to further develop one or more of the options.*

*He explained that the shop was not generating a profit from its operations and ran the risk of reputational damage to the College. The Interim Business Case (IBC) was to explore alternatives to the current situation in the shop. The Working Group felt that the options should not be confined purely to the operation and merchandising of the shop, and that other activities supporting visitor reception and facilitation should be considered in tandem with the shop.*

*It was noted that at present there were no student representatives on the Working Group.*

Agreed: To accept the recommendation of the Working Party that future detailed planning should be on the basis of both improved retail activity (option 2) and a broader role for the shop in visitor management (option 5). Options 1, 3 and 4 should be discounted.

### **62. Purchase of Weight Training Equipment**

*The Domus Bursar presented a paper explaining that following the establishment of The Vault, and installation of exercise equipment, the Gym Committee now requested approval to purchase additional weight training equipment for the Weight Training Room in the basement of Keynes Building.*

*It was felt that any College gym and weight-lifting facility must be made available and attractive to all College members, and not confined to or aimed at any specific group.*

Agreed: to approve the purchase of weight training equipment to the value £4815, with cost recovery effected by depreciation and through membership of The Vault.

### **63. Beves Room Refurbishment**

*The Domus Bursar gave an oral report on progress regarding the refurbishment of the Beves Room. The initial remit was to investigate refurbishment including improvements to lighting, installation of AV equipment, replacing the floor, and decoraion. This would amount to around £50,000 expenditure. At a meeting on 13<sup>th</sup>*

*February the consultants had mooted the option of increasing the space by building out into Webb's Court. This would increase the seating capacity to 60 to 80 people. At present the College did not have a room that would cope easily with these numbers. The costs would be between £150,000 and £250,000. The consultant was to report back with more detailed suggestions.*

*The First Bursar said that a larger Beves Room would be advantageous for internal use and would avoid splitting events. It would also allow for increased income of up to £50,000 a year for external events.*

*The Domus Bursar was to explore further options and come back to Council.*

**64. This item was withdrawn**

**65. CCTV Policy**

*The Domus Bursar submitted a draft CCTV policy statement for Council's approval. The Vice Provost suggested that cameras might usefully be installed at the A staircase and near the SCR. The Domus Bursar agreed to add a note to the paper that the installation of any new cameras should be approved by Council and to provide a new policy statement to Council.*

Agreed:

- a. to approve the CCTV policy statement dated 18<sup>th</sup> February 2014.
- b. that annual reports be made to Council on its operation.

**66. The Stuart Lyons Fund for Entrepreneurship**

*The Development Director submitted a proposal for a new fund to encourage entrepreneurship, innovation and competitiveness with suggestions for the administration of the fund. Stuart Lyons proposed to be actively involved, at least for the first few years, and had said that if it showed signs of success other donors would be approached. The Provost agreed to write to Stuart Lyons thanking him for his generosity and support.*

*It was agreed that the paper should be changed to say that the Fund Committee should be appointed by the Provost on the advice of Council. The paper should also specify the length of the period following graduation within which students might apply for support.*

Agreed: to approve the request from the Director of Development to establish The Stuart Lyons Fund for Entrepreneurship with an initial gift of £100,000 and administer the Fund as described in the paper.

**67. Use and booking of public rooms**

*The Vice Provost submitted a paper which had been presented to the Catering Committee. The aim was to review the use and booking of the College's public rooms in order to provide clarity and guidance for the College community, (Fellows, students and staff). The Vice Provost said that data was needed on what the public rooms were used for at present. The Catering Committee was forming a small group to draw up guidelines which would be presented to the Catering Committee and then to Council. It was suggested that there should be no external bookings during*

*Admissions week and external bookings during Full Term were queried. The Wine Room was to be kept for the use of the Fellowship except in very unusual circumstances. It was further suggested that the guidelines should specify who had the first call on any particular room.*

**68. Any other business**

There was no other business.