

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 16th February 2016 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	First Bursar
	Professor Dunn	<i>Attendance:</i>	Vice Provost
	Professor Laidlaw		Senior Tutor
	Professor Moffett		Domus Bursar
	Professor Mouhot		*Ms Love
	Dr Barber		*Ms Courea
	Dr Candea		Dr Griffin <i>Items 50 to 54</i>
	The Revd Dr Cherry		
	Dr Taylor		<i>Mrs Wilson to take Minutes</i>
	Mr Trevithick		
	Dr Weibje		* <i>Open business only</i>
	*Mr Abrams		
	*Mr Fleming		

OPEN BUSINESS

Apologies for Absence

Apologies were received from Mr Trevithick.

Declarations of Interest

There were no declarations of interest.

46 Minutes of Open Matters of 2 February 2016

The minutes of the Open Business of the meeting held on 2 February 2016 were approved with two amendments to Item 32 on PREVENT and Freedom of Speech.

47. Matters Arising

There were no matters arising.

48. Action List

Professor Moffett enquired about the Working Party for Chapel Concerts. The Dean and Vice Provost were in discussions about this and it was agreed to change the completion date to Easter 2016.

49. Minutes of Council Committees:

- a. Council accepted the Catering Committee Minutes of 26 January 2016.
- b. Council accepted the Finance Committee Minutes of 15 January 2015.
- c. Council accepted the Choir Strategy Committee Minutes of 28 January 2016.

50. Future Operation of the Bunker

The Assistant Tutor reported that during Michaelmas term 2015 there had been a number of discussions about the future operation of the Bunker Bar for both Bunker Nights and Mingles. The paper detailed the agreement made for future operation of the Bunker. The Senior Tutor reported that progress had been made in the management of the Bunker and that the paper clarified what was expected of the people involved. The First Bursar thanked the Senior Tutor and Assistant Tutor for their work on this matter.

Agreed: to endorse the financial and managerial measures detailed below:

Management of the Bunker

The Bunker Oversight Committee (BOC) comprises: Lay Dean (responsible for approval for use of space), Designated Premises Supervisor (licence issues and ultimate legal responsibility for safety and good conduct) and Domus Bursar (Security and access, fire, health and safety, support to bar, cleanliness and maintenance). From November 2015 the entertainment oversight function of the Lay Dean has been temporarily taken over by the Assistant Tutor. This brings the Bunker, Mingles and King's Affairs under the remit of the Assistant Tutor rather than the Lay Dean who continues to oversee room bookings and discipline.

The BOC is augmented by the Head Porter and Bunker Chair (elected undergraduate representative), and in future will also have representation from the Catering Department (Head of Catering).

The BOC meets formally once per term (preferably in the first week of Term) to reflect on the previous term and Mingle, and then discuss and agree the Term Card for the forthcoming Term, bearing in mind the number of alcohol-related events in each week and subject to approval by the Senior Tutor. The Bunker Chair is invited to produce a draft Term Card prior to the meeting.

Once the Term Card has been discussed and approved by all concerned, the programme proceeds, and the BOC maintains a watching brief over events, becoming involved in issues such as closing time, lights up, bar arrangements, stewarding and similar issues.

As well as the BOC, the Lay Dean's PA calls a meeting (generally about a third of the way into Term) of the Mingle Committee and affected College HODs to discuss arrangements for the Mingle.

51. King's Junior Member Rents

NB The discussion of this paper included the information and discussion of Item 53, Kitchen Fixed Charge, and Item 54, Student Rents: KCSU Response

The First Bursar, Senior Tutor and Assistant Tutor presented a paper (51) regarding the Junior Member Rents for 2016-17. The setting of College rents followed a formula agreed by the Working Party on Fixed Charges a number of years ago. The Working Party had agreed that rents should be set

according to the rents of other universities which undergraduates might have attended instead of coming to Cambridge. Each year the Assistant Tutor and the Accommodation Officer surveyed the rent of the cheapest en suite room at nine universities and pegged the median of these rents to the cheapest en suite at King's (the cheapest en suite being the fairest and easiest comparison across these universities). As these figures were for 2015-2016 they are then multiplied by the CPI figure for December (released at the end of January). Safeguards were then built in: rents could not increase by more than 6.5% in any year and the proposed rents were also compared with other Cambridge colleges. King's rents were kept below the average room rents for Cambridge Colleges. This year rent increases had been capped (the increase would have been 7.46%). All universities had increased their rents, with some quite large jumps, especially at UCL.

The First Bursar and Assistant Tutor asked that the Minutes show thanks to Katie Edwards (the Accommodation Officer) for compiling the data for this paper.

The First Bursar reported that the system used for calculating the rents was reviewed every five years, the last occasion being in 2013. Both Senior and Junior members had recommended that the present system continue for the next five years.

The KCSU President stated that the Kitchen Fixed Charge was not included in the rent comparison process, which meant the figures for King's were too high. To include London Universities was unreasonable, given London prices and special allowances made to students there. The students had variations in rent increases needed to be smoothed out. They further suggested that the College implement a lower emergency cap for the next year. The relevance of the formula used for calculating rents was out-of-date, and meant that accommodation took a larger proportion of students' income than when the scheme was set up 17 years previously. The Senior Tutor said there had been some confusion over two different working parties: that for the five year review of the process in 2013, and the working party on rent re-banding in 2014, which was a separate issue. The Assistant Tutor said that the students had been asked to produce a paper on how the average rent should be recalculated and had not come back with this.

Some Council Members felt that the 6.71% increase proposed by the College was too high given the low inflation rate, and that the College needed to consider student welfare not just income. The First Bursar said that the College preferred to give a larger proportion of available funds to support students experiencing hardship rather than lowering rents which would be advantageous to all students, including those who were not experiencing any financial problems and would reduce the amount available for student support.

The Senior Tutor said that the College offered a rent guarantee, so that if students asked for a room in a low-cost band, and such a room was not available, the College would provide a room at that cost from a room in another band.

The KCSU President proposed that an emergency 3.36% cap be imposed on this year's rent increases (halving the proposed rent rise of 6.71%) and that

the working group be reinstated to investigate whether a more appropriate mechanism for setting rents could be formulated for use from the academic year 2017/18 onwards. Council did not agree to these suggestions.

Agreed: to set Junior Member rents and fixed charges for 2016–17 in accordance with the proposals set out in the paper.

52. Temporary Re-banding

Following a recent visit to A staircase by the Clerk of Works, the Accommodation Officer and the Assistant Tutor, it was thought that the refurbishments and improved facilities meant that a number of rooms were banded too low. A limited amount of re-banding was proposed to reflect the improvement. The paper outlined the procedure, which rooms should be re-banded, and suggested that a wider re-banding be considered in time for the academic year 2017-18.

Agreed:

- a. to re-band rooms as outlined in the paper.
- b. to convene a room-band working group to investigate re-banding of rooms to be performed after the end of exams following Easter Term.

53. Kitchen Fixed Charge

Please see Item 51.

54. Student Rents: KCSU Response

Please see Item 51.

55. Financial Controls

The First Bursar asked Council to review the Regulations approved for Financial Controls within the College.

Agreed: to approve the Financial Controls Regulations listed below.

Regulations

College Budget

1. The budget for the College's financial year, from 1st July to 30th June, is prepared by the Finance Committee for consideration by Council and approval by the Governing Body.

Responsibilities of Budget Holders

2. The Budget Holder for each account is authorised to approve expenditure on the items listed in his or her budget, whilst remaining within the overall budget for his or her department.
3. Any significant changes to the forecast for income and expenditure should be reported to the Assistant Bursar as soon as possible.
4. Budget Holders require the approval of the First Bursar for the recruitment of staff and for changes to the terms or salary of staff. Such changes would normally be considered by the Personnel Committee.

Overspending

5. Within the Operating Expenditure, Budget Holders are permitted to vire sums between different budget lines but should immediately report such changes to the Assistant Bursar.
6. Overspends on a particular budget line may be approved by the Budget Holder provided that they are less than both £10,000. The total operational expenditure must still remain within the approved budget, so overspends in one line are matched by savings in others.
7. Proposed overspends, where the total expenditure would exceed the budget or the expenditure on a particular budget line would increase by more than £10,000, must be reported to the First Bursar and the Finance Committee in advance. The Finance Committee will seek approval for the overspend from Council (for sums no larger than £50,000) or from the Governing Body (for sums above £50,000). In exceptional cases, agreement may be sought retrospectively.

Conflicts of Interest

8. College Officers and Budget Holders are required to abide by all College policies. In particular, they must abide by the policies on Conflicts of Interest, and Gifts.
9. Any College Officer or Budget Holder who is personally acquainted with an applicant for a job or a representative quoting for services or supplies must report this to their line manager. Any College Officer or Budget Holder who has a personal interest in any individual or company bidding to supply the College must report this to their line manager and take no part in the selection of the preferred bidder.
10. No College Officer and Budget Holder may offer any bribe or inducement on behalf of the College. Any gifts must be approved by their line manager and recorded. No College Officer and Budget Holder may accept any bribe or inducement. Any gifts which they are offered must comply with the College policy on gifts and be properly recorded.

Payments

11. The Accounts Office will keep a list of those authorised to approve contracts or to authorise payments on behalf of the College and the amounts that they may authorise. The Accounts Office will check that all payments are properly authorised.
12. All payments require invoices. Payment will normally be authorised by the Budget Holder signing the invoice and sending it to the Accounts Office. In exceptional circumstances, where immediate payment is required, authorisation of an invoice can be completed by telephone, or by the Provost or First Bursar signing the invoice. For payments of less than £1,000, authorisation may be given through an email from a College address.

Contracts

13. Contracts may only be signed on behalf of the College by a College Officer or Budget Holder. The contract should only be signed with the agreement of the Budget Holder responsible for that part of the budget. Contracts for 5 years or longer require approval from a College Officer and should be recorded by the Bursary.

Purchasing Arrangements

14. Budget Holders are expected to ensure that the prices paid by the College are fair and competitive in all cases. Normally, this will require obtaining competitive quotes in writing or by email. Typically,
 - (a) No quotes are required for orders of less than £1,000;

- (b) At least two quotes are required for orders from £1,000 to £10,000;
- (c) At least three quotes are required for orders from £10,000 to £50,000;
- (d) Tenders are required for orders over £50,000.

Where a Budget Holder believes that these guidelines are not appropriate, he or she must obtain the prior, written approval of the First Bursar to adopt a different procedure. Examples where it may be better to follow a different procedure are where there is a collective agreement governing the purchases; where one supplier has been regularly tested against the market and selected; where there is an existing agreement to use a preferred supplier approved by the College; or where there is only one suitable supplier available. The First Bursar will report any such approvals to the next meeting of the Finance Committee.

- 15. Where no quotes are required, Budget Holders should still seek best value and be able to justify the choice of supplier.
- 16. Where quotes are required, the Budget Holder should select between them taking account of the price and value offered by each. The Budget Holder must keep records of the quotes and how the decision was made so that these can be audited by the Accounts Office. For quotes over £10,000, the Budget Holder should consult the relevant College Committee or the relevant line manager to agree on the choice.
- 17. Where tenders are required, the relevant College committee should approve the tender document and agree the procedure for choosing between the tenders. The Budget Holder must keep records of the tenders received and how the decision was made so that these can be audited by the Accounts Office.
- 18. Fellows and members of Staff are required to follow these regulations. Attempts to circumvent them by, for example, artificially dividing orders, will be treated as misconduct.

Use of College Property and Disposal

- 19. All purchases made by the College are intended for College use. Heads of Departments must inform the Accounts Office of any disposal of College property for other purposes, for example when furniture or equipment is sold or scrapped.

Audit

- 20. The Accounts Office will select invoices and check that the procedures described above have been properly followed. Any discrepancies will be reported to the Provost, the First Bursar, the College's external auditor, and the Inspectors of Accounts.

56. Gertrude Kingston Fund

The First Bursar presented a paper on behalf of the Marlowe Society requesting support from the Gertrude Kingston Fund for their production of "Measure for Measure" at the Arts Theatre.

Agreed: that the Gertrude Kingston Fund will provide a guarantee against loss to the Marlowe Society for £3,000 to support its production of *Measure for Measure* in 2016.

57. Bridge the Gap

The Domus Bursar presented a request to stage part of the 2016 Open Cambridge Walk (formerly known as Bridge the Gap Charity Walk) through King's College. The walk would take place on 11th September, and would follow the same format as in recent years.

Agreed: that the organisers of the annual Open Cambridge Walk be allowed to make arrangements to proceed through King's College on Sunday, 11th September 2016, subject to detailed agreement with the Domus Bursar, Head of Visitor Services, Head Porter and the Senior Groundsman.

58. Statement of Items for Reserved Business

Following the request at the last meeting of Council, the Provost submitted Statute B18 regarding decisions on Reserved Business and which items should be included in Reserved Business.

Statute B18

Junior Members of the Governing Body, the Council and Committees

1. Where junior members are members of the Governing Body, the Council or any other Committee they shall not attend meetings or parts thereof during the transaction of business declared by the Chairman of the meeting, whose decision shall be final, to be reserved business; nor shall they receive papers dealing with such reserved business, although at the discretion of the Chairman they may receive minutes of the decisions taken. Reserved business shall include appointments, promotions, elections and matters affecting the personal position of the Provost, Fellows, junior members or staff of the College, the admission of individuals or their academic assessment, and any other matter at the discretion of the Chairman.

59. KCMS Lent Concert in Hall

The Vice Provost has received a request from Alice Kelly, a third year music undergraduate at King's, for permission to use Hall on Monday, 7th March at 8pm for the KCMS Lent Concert. The proposed programme includes the 5 Spirituals from A Child of Our Time by Michael Tippett alongside Mozart's 'Coronation' Mass.

Agreed: to allow Hall to be used for the KCMS Lent Concert at 8pm on 7th March 2016.

60. Dinner in Hall

The Vice Provost had received a request from David Munday for permission to use Hall on Saturday, 27th February 2016 for the annual King's College Boat Club Bumps Dinner.

Agreed: to allow Hall to be used on Saturday, 27th February 2016 for the annual King's College Boat Club Bumps Dinner.

61. Dinner in Hall

The Vice Provost has received a request from Georgia Turner, the KCSU Women's Officer, for permission to use Hall on Saturday, 5th March 2016 for the annual Women's Dinner.

Agreed: to allow Hall to be used on Saturday, 5th March 2016 for the annual Women's Dinner.

62. Any other business

There was no other business.