

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 9th October 2018 at 2 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost to item 329
	Dr Ainslie	<i>Attendance:</i>	First Bursar
	The Revd Dr Cherry to item 329		Senior Tutor to item 329
	Dr Donaldson		Domus Bursar
	Professor Fahmy to item 329		*Mr Bacon
	Ms Headen to item 329		*Ms Hawkins
	Professor Humphrey		
	Dr Taylor	<i>By invitation:</i>	<i>Dr Grosse Ruse-Khan for item 323</i>
	*Ms Payne		<i>Ms James</i>
	*Ms Joynt		<i>to take minutes</i>

OPEN BUSINESS

Apologies for Absence

Apologies were received from Dr John Barber and Professor George Efstathiou. Dr Davies is on sabbatical leave

Declarations of Interest

There were no declarations of interest.

313. Minutes of Open Matters of 17th July 2018

The minutes of the Open Business of the meeting held on 17th July 2018 were approved.

314. Matters Arising

There were no matters arising.

315. Action List

Council noted the Action List.

316. Minutes of Council Committees:

- a. Council accepted the Minutes of the Gardens Committee of 24th July 2018

317. Oral Reports from College Officers

There were no oral reports.

318. Chariots of Fire Charity Event

The Domus Bursar submitted a request from the organisers to stage part of the 2019 Chariots of Fire Charity Event through King's College. The race would take place on 22nd September 2019, and would follow the same format as in recent years.

Agreed:

To allow the organisers of the annual Chariots of Fire Charity Event to make arrangements as described in the paper, to run through King's College on Sunday, 22nd September 2019, subject to detailed agreement with the Domus Bursar, the Head Porter, the Head Gardener and the Head of Visitor Services.

319. The Cambridge Shakespeare Festival 2019

The Domus Bursar presented a request from the Cambridge Shakespeare Festival Artistic Director to stage performances in the Fellows' Garden in 2019.

Agreed:

To approve the staging of the Cambridge Shakespeare Festival in King's College from 8th July to 24th August 2019, subject to detailed planning with the Domus Bursar, Head Gardener and Head Porter.

320. Croft Gardens – Completion of RIBA Stage 2

The Domus Bursar presented a paper providing Council with an update on the progress of the Croft Gardens development.

This paper was starred for discussion. Concerns were expressed about demolishing the building as its design and layout would be suitable for family accommodation with the appropriate refurbishment.

The Domus and First Bursars reported that there are a number of problems with the buildings: the pantile roof needs to be replaced, a number of the houses are structurally damaged and collapsing to one side, they do not comply with the Disability Discrimination Act or current building regulations.

The costs for refurbishment would be significant, resulting in the minimum of what we would expect to achieve rather creating a modern building of a high standard by starting afresh.

Agreed:

This paper should go to the Governing Body on 22 October 2018.

321. Development Gifts

The Director of Development presented a paper on Gifts of £10,000 and more for Council approval.

Agreed:

To approve a paper listing new gifts and pledges of £10,000 and above received between 1st June 2018 and 30th September 2018.

322. Financial Controls

The First Bursar presented a paper asking Council to review the Regulations approved for Financial Controls within the College.

Agreed:

To approve the Financial Controls Regulations.

323. Student-run events policy

The Senior Tutor and the Lay Dean presented a paper asking Council to consider the revised student-run events policy, which was produced in consultation with student representatives.

This policy was drafted to address two problems. Firstly, the large number of booking requests from University societies who happen to have one or two King's student members, and secondly, the ban of social media to advertise student events.

King's has a limited number of large meeting rooms and it is important to identify which events are the most likely to be of benefit to the King's community. The revised policy would require booking requests to be made a minimum of two weeks in advance, and directed to the KCGS and KCSU in the first instance, who would determine which events should go forward. The Lay Dean would have the final say.

Previously social media was banned as a result of a popular event exceeding room capacity and giving the porters an extremely difficult situation to manage. As most students arrange their social lives on social media, it is no longer practical to ban its use, so instead we have to consider ways of managing room capacity.

The KCGS President mentioned an existing ticketing platform to manage attendees which could be extended to allow access for students outside of King's.

The First Bursar commented that King's is the only College which does not charge for room bookings, adding a significant cost to the College. Council might want to think through the motivation for King's being different from other Colleges.

He also identified a possible loop hole whereby a student who had applied on behalf of a University society and had been turned down by the KCGS or KCSU, could ask the Lay Dean directly as a King's student, not on behalf of a University society. It was agreed that the KCGS and KCSU would send the Lay Dean a list of all booking requests, both agreed and rejected.

The First Bursar commended the policy, however felt that it should be brief and the explanations removed. It was agreed to separate out the rules from the paper and this would become the policy and be posted on the intranet.

It was further agreed that this policy did not apply to the Chapel, and that the Dean would continue to be responsible for booking events in Chapel.

Agreed:

To approve the policy subject to review in one year's time, and to provide the number of booking requests, both successful and unsuccessful.

324. Review of the King's Men Tour in China

The Dean presented a paper reviewing the King's Men Tour in China in September 2018.

The actual nature of the tour differed in some details from what was expected but was nonetheless agreed to be a great success. Council congratulated the King's Men on their success.

This experience, however, raised a number of issues which should be addressed, namely that of the relationship between College and the King's Men, and our expectations of them.

The Dean proposed setting up a working group to draft appropriate College Regulations for the King's Men, recognising that its activities have significant capacity to enhance or damage the reputation of the College.

It was agreed that this working group would be made up of the Dean, the Domus and First Bursars, The Director of Music, the Senior Tutor, Professor Marston, Ms Headen and a representative of the King's Men.

The working group should also consider how to reply to the request for the King's Men to return to China in 2019.

Agreed:

(i) To thank the Cam Rivers Project for supporting the tour.

(ii) To establish a working group to draft regulations that can ensure that the activities of the King's Men are appropriately overseen by College.

325. Intercollegiate Expenditure

The First Bursar presented a paper on how to manage joint expenditure and to respond to a survey from the Colleges Committee.

There are a variety of services that are shared amongst Colleges and paid for collectively, in all of which the intention is that these services will be provided more cheaply and better collectively than by each College. The costs are met by levies that are agreed by the Bursars' Committee each year.

The Colleges Committee asked that clearer procedures to oversee increases in the levies were drawn up and approved. The Bursars' Committee and the Senior Tutors' Committee supported this. The proposal creates a similar situation to that in the University's budget round, where an overall envelope of expenditure is agreed and then proposals are judged against one another to stay within this envelope.

Agreed:

To approve the following responses to the consultation about intercollegiate expenditure.

- (i) *Is the College content with the proposed mechanisms for the annual adjustment of a budget envelope for intercollegiate expenditure?*

Yes

- (ii) *Does the College have any observations or comments on the mechanism it would like the Bursars' Committee to consider further prior to its formal consideration and adoption?*

In our views levies ought to be introduced and kept when it is better and more efficient to organise services collectively. So, we would be happy to pay further levies where they resulted in overall savings by reducing internal expenditure. Furthermore, when assessing existing levies, we ought to determine whether the services could be provided better at an individual College level.

- (iii) *Does the College agree with the proposed budget envelope for 2019-20, as outlined in paragraph 6?*

Yes

- (iv) *Are there specific areas of intercollegiate expenditure that the College believes should be reduced or discontinued?*

No. There were, however, concerns about whether the Counselling Service continued to be the best way to provide help for our students. This concern came from our growing need to provide alternative counselling within the College and the delays at the Counselling Service. King's College also supports the ongoing examination of how best to deal with admissions and widening access.

326. Conflict of Interest policy

The First Bursar presented a paper asking Council to approve a Conflict of Interest policy, in accordance with the College's Ordinances B.1.8. The proposed policy is unchanged from last year.

Agreed:

To approve the Council's policy on conflicts of interest and to circulate this to all members of the Governing Body.

327. Credit Card Policy

The First Bursar presented a paper proposing a policy for the use of College credit cards.

There have not been any major problems with misuse or fraud but there have been some occasions when receipts have been delayed and that has affected our management accounts. Following an internal audit carried out by Nigel Prentis & Co, it seems appropriate to introduce a policy for the use of credit cards and to require those who use College credit cards to follow it.

In the interests of transparency, the First Bursar will provide a complete list of those who hold credit cards and who they have authorised to use them, to be submitted to Council under Reserved Business.

Agreed:

To adopt the policy on the use of College Credit Cards.

328. Super Infrastructure Projects – an update

The Domus Bursar presented a paper giving an update on the progress of Super Infrastructure Projects, and the current costs of delivering these projects.

This paper was read and noted.

329. Chetwynd Court – Enabling Work

The Domus Bursar presented a paper providing an update on the progress of the Chetwynd Court Project, and seeking consideration of future work while awaiting donor support for the wider project.

While work on the auditorium should not continue until there is strong evidence of funding support, some enabling work could be undertaken in the existing buildings.

There was concern that we are fundraising for Studentships but using our own money for this project, and the message this gives. This is an aspirational project which will excite a lot of interest at the Campaign launch on 1 December 2018.

Caution was advised as this was something that the Governing Body said should not be taken forward before the donor was found.

The First Bursar commented that this was not about doing something different from the wishes of the Governing Body, but rather asking for permission to explore the possibilities, giving us the ability to deal with different options going forward.

Agreed:

To bring this paper to the next Congregation.

330. Refurbishment of Old Garden Hostel – Options

The Domus Bursar presented a paper providing an update on the progress of the Old Garden Hostel refurbishment project, discussing options to be developed, and seeking endorsement to proceed to the Tender stage.

The Bursar requested a steer from Council on which of the four options are worth pursuing as there are tight deadlines.

Concerns were expressed at the addition of a fourth floor, both aesthetically: this is a very decent 1950s building that could be refurbished sympathetically, and in terms of possible upset to an existing donor.

The Domus and First Bursars reported that there has been a small increase in undergraduate numbers and as we would soon be surrendering the lease to Tennis Court Road, this would fill the need for future quality accommodation for second year undergraduates.

Agreed:

- a. To recommend to the Governing Body the detailed planning of Option 4 (additional floor), while recognising the reservation by a minority of Council members; and
- b. To recommend to Governing Body expenditure up to £370k to take the project to the point of Invitation To Tender (February 2019), and to provide a further update at that stage.

331. Refurbishment of Keynes Building

The Domus Bursar presented a paper providing Council with an update on the progress of the Keynes Refurbishment Project, and seeking approval to develop the project to completion of RIBA Stage 4 and Invitations To Tender.

He noted that the rooms were overdue for a refurbishment which would provide an opportunity to upgrade the ventilation and to install secondary glazing. Such enhancements would improve air circulation and reduce damp while leading to reductions in utility costs.

During the refurbishment period alternative office space would be required for those who work in the building, as would be the case for Fellows who occupy sets in the building.

The Domus Bursar reported that a survey had been commissioned to consider the installation of Solar Photovoltaic Cells in a number of areas of the College.

Agreed:

To recommend to the Governing Body expenditure of up to £225k in order to take the project to the completion of RIBA Stage 4 and Invitations To Tender.

332. Cranmer Development

The Domus Bursar presented a paper inviting Council to recommend implementation to the Governing Body following Local Planning approval of the planning application.

Agreed:

To recommend to the Governing Body the commencement of the construction phase on the Cranmer Development Project, from October 2018.

333. Hall Roof Replacement

The Domus Bursar presented a paper providing Council with an update on the progress of the Hall roof replacement project, and seeking approval to develop the project to completion of RIBA Stage 4 and Invitations To Tender.

A refurbishment in 2020 will provide a facility that is fit for purpose and one that will be future proofed in terms of fire detection. The opportunity will also be taken to introduce PV (photovoltaic) panels to the southern elevation of the roof, promoting sustainability and delivering savings to College utility consumption.

There were concerns that completing work on Keynes and the Hall at the same time might cause interference and hold up the work. The First Bursar explained that the same contractor was completing both projects and that it had been determined that 2020 would be a good year to commence with the work in order to coincide with a refurbishment of the Keynes building.

Agreed:

To approve financial expenditure of £65k to take the Hall project to the completion of RIBA Stage 4 and Invitations To Tender.

334. Buildings Gateway Review

The Domus Bursar presented a paper inviting Council to review the Buildings Portfolio and asking for approval for projects to progress to the next phase.

Agreed:

- a. To endorse development of Option 4 in the Old Garden Hostel Project, taking the scheme to completion of RIBA Stage 4 (£370k);
- b. To endorse taking the Keynes refurbishment Project to completion of RIBA Stage 4 (£225k);
- c. To approve taking the Hall roof replacement project to RIBA Stage 4 and Invitations to Tender (£65k);
- d. To approve the Webb's and Bodley's card access, Remedial work to handrails, Grasshopper roof repairs and ventilation Projects to move to the Investigation Stage;
- e. To approve the installation of a distribution board in the chapel moving to the Delivery Stage; and
- f. To endorse the Cranmer Development Project moving to the Delivery Stage.

335. Any Other Business

The Provost thanked Ms Hawkins for her service on the Council over the last academic year and asked Ms Joynt to email the Hustings result to the Provost's PA before the next Council meeting.

Council was adjourned at 4pm because it was no longer quorate.

The next meeting of Council will be held on Tuesday, 23rd October 2018 at 2 pm in the Wine Room.