

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Provost's Dining Room
On Tuesday, 4th February 2020 at 2 pm

<i>Present:</i>	Acting Provost	<i>In</i>	Acting Vice-Provost
	Dr Adams	<i>Attendance:</i>	First Bursar
	Dr Adhikari		Senior Tutor
	Dr Ainslie		Domus Bursar
	Dr Bozic		
	Dr Davies		
	Professor Efstathiou		* <i>Open business only</i>
	Ms Headen		
	Professor Humphrey		*Mr E Everett
	Dr Moody		*Ms E Adeoyo
	*Mr J Heath		
	*Mr S Crayton	<i>By invitation</i>	Jenny Malpass - Minutes
		<i>On Leave</i>	<i>The Provost is on leave for Lent Term 2020</i>

Apologies for Absence

Apologies were received from Dr Candea.

OPEN BUSINESS

43. Declarations of Interest

The Acting Provost declared an interest in item 49.

44. Minutes of Open Matters of 21st January 2020

The minutes of the Open Business of Council on 21st January 2020 were approved.

45. Matters Arising

There were no matters arising.

46. Council timetable & action list

Council noted the timetable and action list.

47. Oral reports

Double Anniversary of Founder

The Development Director raised the fact that there will be a double anniversary in 2021 as it will be 600 years since the birth of King Henry VI and 550 years since his death and asked Council whether a Working Group should be formed to agree ideas on how to celebrate this double anniversary.

Council agreed that the following Fellows should form the Working Group: Professor Marston, Mr Jones, Professor Zeeman, Professor Arnold and Ms Headen.

Booking Rooms in College during Strike Action by the University

The Acting Vice-Provost asked Council to provide guidance on booking rooms in College during strike action by the University.

Council agreed that the Senior Tutor should re-circulate to the Fellowship and students information sent out during the previous strike action confirming it has now been approved by Council.

Principal Items of Business

48. College Disciplinary Policy - Revisions

The Lay Dean presented a revised College Disciplinary Policy and asked Council to approve it along with relevant accompanying guidance and overview documents.

Council approved the changes to the Disciplinary Policy and agreed to publish the guidance documents on the intranet.

Council thanked the Lay Dean for all her hard work on revising this policy.

49. Clarification of the Policy on the Quiet Period

The Lay Dean presented a paper asking Council to clarify the policy on the Quiet Period.

Council discussed the difficulty with setting strict rules and being able to apply them unilaterally across the College. It therefore agreed that a statement, backed by Council, setting out the aims of the Quiet Period should be prepared by the Lay Dean for discussion and approval at the next Council meeting.

50. Revision of the College's Room Booking Policy

The Lay Dean asked Council to approve a revised room-booking policy designed to be better aligned with existing practice, and more conducive than the existing policy to meeting the College's PREVENT duties.

Council approved the College's Room-Booking Policy as follows and asked that it be reviewed in one year's time when the PREVENT policy is reviewed:

Responsibility for approving room-bookings, including Fellow and student led events, shall be divided between the Lay Dean, and the Vice-Provost. The Lay Dean will assume responsibility for all room-bookings made by students with respect to a student-led event, whether it be a College event or a University event, and the Vice-Provost will assume responsibility for approving room bookings for all Fellow-led events, including those associated with the Fellow's wider university responsibilities. This will bring the policy into line with existing practice.

It follows that there will no longer be any distinction, in terms of responsibility for room-bookings, between rooms, **subject to the following exceptions:**

- The Vice-Provost will continue to assume sole responsibility for approving bookings of the Wine Room and Audit Room.
- The use of Hall for non-internal events during Full Term will still require the prior consent of Council.
- The duties of Catering in respect of approving room-bookings will not change.

Nothing in this amendment affects the principles applicable when prioritising different types of bookings, and nothing in this amendment affects the capacity of Council to allow a special (internal or external) event to take place.

PREVENT

The above division of labour will also facilitate the College in fulfilling its PREVENT duties. It implies that the Lay Dean assumes responsibility for applying the PREVENT duty where students request the use of a room to host an external speaker and that the Vice-Provost assumes responsibility for applying the PREVENT duty where fellows request the use of a room to host an *external speaker*.

In order to facilitate consistency and rigorousness in the implementation of this duty, however, the Lay Dean asks Council to approve the following guidelines to assist the Lay Dean and Vice-Provost (and thus, whoever is occupying those positions at a particular time) in applying this duty. This will also help the College respond to any FOI requests asking what steps are put in place to ensure compliance.

The Lay Dean also asks Council to authorise the creation of an electronic form which will place the onus on event organisers when it comes to supplying the information necessary to conduct an appropriate preliminary risk assessment. Fellow organisers will be expected to conduct the risk assessment themselves; students will be expected to supply information that will enable this assessment to be conducted by the Lay Dean.

The Lay Dean is exploring options as to the appropriate formatting for this form, and how to link it with CASC so that a room cannot be booked for an external speaker event without this information being supplied, and, in the event of Fellows, the preliminary risk assessment below, being conducted.

Preliminary risk assessment:

- a. *Has the speaker previously been prevented from speaking at Cambridge University or any other establishment?*
- b. *Does the theme or topic of the event indicate that the views or ideas expressed might (1) infringe the rights of others, (2) discriminate against others; (3) lead to a potential violation of the College's external speakers policy (<https://www.kings.cam.ac.uk/sites/default/files/documents//college-policy-management-external-events-and-external-speakers-updated.pdf>), and/or (4) constitute extremist views that risk drawing people into terrorism or views that are shared by a terrorist group?*

In assessing (4) the Lay Dean/Fellow organiser will consider:

1. *The use of any symbols used in association with the speaker of any organisation with which he/she is associated (for guidance, see: <https://www.trafford.gov.uk/residents/community/community-safety/docs/extreme-right-wing-symbols.pdf>)*
2. *Whether the speaker is a known member of one of the Government's list of terrorist organisations, or is known to hold views associated with them (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/849493/20191101_Proscription_SG_.pdf)*

If the answer to (a) or (b) is 'yes', the Lay Dean/Vice-Provost will then be responsible for requesting that the organiser implement one or more of the following mitigating factors, having due regard, at all times, to the importance of upholding and respecting freedom of speech:

- (i) Change the time, date or location of the event to enable it to be managed differently.
- (ii) Restrict the display of banners, placards and marketing and publicity materials.
- (iii) Require advance copies of materials to be presented or distributed before, during or after the event (including marketing and publicity materials).
- (iv) Arrange a specific briefing for the event organiser and/or speakers, to highlight College concerns and expectations, and to brief them on any security arrangements. You may additionally require a signed record of the briefing.
- (v) Require the introduction of an alternative speaker, or an additional (College) person to chair or attend the event.
- (vi) Require an introduction to the event by a College Officer, to stress the importance of maintaining order.
- (vii) Restrict the event attendance (e.g. to College members only, to ticket holders, to a specified number).
- (viii) Request advance notice of the list of attendees.

- (ix) Require a registration process (with or without an ID requirement).
- (x) Enhance the security arrangements, through requiring attendance of Porters or other security staff (in extremis, this may include the police) or otherwise specify a minimum number of stewards to the event organiser.
- (xi) Restrict the sale of alcohol or consumption of food at the event.
- (xii) Refuse attendance at the event of media representatives. If the event includes the attendance or involvement of children or vulnerable adults:
 - (i) Seek advice from appropriate College staff (e.g. child protection officer, schools liaison officer, tutorial office staff).
 - (ii) Review the event in the light of the College's child protection policies.
 - (iii) Change the time, date or location of the event to enable it to be managed differently. In particular, you should consider whether the event can be segregated from other activities and events taking place in the College.
 - (iv) Require specific adult:child ratios of attendance to be observed at all times.
 - (v) Require some or all adults to have had appropriate security clearance checks (e.g. Disclosure and Barring Service checks).

51. Privately Funded College Fees 2021-22

The First Bursar presented a paper asking Council to agree the level of fees for privately funded undergraduate students from October 2021.

Council agreed to set the College privately funded undergraduate fees for the academic year 2021-22 at:

- (i) £7,617 for students whose course begins in 2016-17;
- (ii) £7,998 for students whose course begins in 2017-18;
- (iii) £8,718 for students whose course begins in 2018-19;
- (iv) £9,153 for students whose course begins in 2019-20;
- (v) £10,068 for students whose course begins in 2020-21; and
- (vi) £10,470 for students whose course begins in 2021-22.

The fee for students, whose course begins in 2016-17, or thereafter, will be the same in subsequent years of the course up to the fourth year.

52. Review of Council's Terms of Reference

The Acting Provost presented the Council's Terms of Reference for review.

Council agreed the following additions:

- The Required Quorum for Council is 5 Senior Members.
- Council has the authority to agree the payment of un-budgeted items up to £100,000. Any amount in excess of this must be approved by the Governing Body.

Business for Report

53. The Turing Lecture

Council noted the details given by the Development Office on the Alan Turing Lecture 2020 to be given by Professor Phil Maini at King's on Friday, 24th April 2020.

54. Minutes of the Library Committee Meeting held on 23rd January 2020

Council accepted the Minutes of the Library Committee Meeting held on 23rd January 2020.

55. Minutes of the Gardens Committee Meeting held on 27th January 2020 & revised Terms of Reference

Council accepted the Minutes of the Gardens Committee Meeting held on 27th January 2020 and the revised Terms of Reference.

56. Education Committee Review of Terms of Reference

Council accepted the revised Terms of Reference for the Education Committee.

57. Women's Dinner on 7th March 2020

Council accepted the paper from the Senior Tutor on the holding of the Women's and Non-Binary Dinner in Hall and subsequent entertainment in the JCR / Chetwynd Room on Saturday 7th March 2020 and agreed to allow this event to go ahead as proposed.

58. Any Other Business

None