

KING'S COLLEGE, CAMBRIDGE

At a meeting of the Council held in the Wine Room
On Tuesday, 11th November 2014 at 4 pm

<i>Present:</i>	Provost	<i>In</i>	Vice-Provost <i>to item 295</i>
	Dr Adkins	<i>Attendance:</i>	First Bursar
	Dr Braybrook		Senior Tutor
	Dr Candea		Domus Bursar
	Dr Fischer		Mr Allen*
	Dr Flack		Mr McCay*
	Professor Keverne		Mr Tchernev*
	Dr Omitowoju		
	Mr Abrams		
	Mr Turley		
			Paul Chapman <i>from Peters</i>
			<i>Elworthy & Moore for Item 303</i>
			Mr Seabridge <i>for Item 310</i>
			Dr Finlayson <i>for Item 312</i>
			Mrs Wilson <i>to take Minutes</i>
			<i>* Open business only</i>

OPEN BUSINESS

Apologies for Absence

Apologies were received from Dr Jude Browne. Dr Marston was on leave.

Declarations of Interest

There were no Declarations of Interest.

303. Report from the Auditors

Mr Paul Chapman, of Peters Elworthy & Moore, Auditors, reported that the Audit gave the College a clean bill of health. He explained various items in the Memorandum including the possible changes to accounting, identified risks and adjustments. The College's internal controls and systems were found to be satisfactory. All Declarations of Interest had been received from Council members, who were the Trustees, but the College's Conflict of Interest policy requires that all Fellows complete these, and some had failed to do this.

Changes in accounting rules would mean that from 2016 the accounts would have a different appearance as donations would have to be included in the main income accounts. At the present they were kept separate. The changes to accounting rules meant that we could reassess the value of the College's buildings without being required to repeat this regularly. This might increase the depreciation charge but it would give us an independent basis for assessing how much should be spent on buildings.

The Provost thanked Mr Chapman for his work and explanations. It was agreed that thanks be expressed to Simon Billington, the Accounts Staff and the Audit Team for their hard work in bringing the Audit to a successful result.

Agreed: to accept the Accounts and the Auditors' report and to recommend them to the Annual Congregation.

304. Minutes of Open Matters of 28th October 2014

The minutes of the Open Business of the meeting held on 28th October 2014 were approved and signed.

The Provost explained that in future when the conclusions of items taken under Reserved Business could be published, these would be reported to the Junior Members.

The Provost agreed to publish a statement of which items should be included in Open and Reserved Business.

305. Action List and Matters Arising

The meeting noted the Action List and some items were amended.

306. Minutes:

- a. Council accepted the Church Patronage Minutes of 23rd October 2014.
- b. Council accepted the Catering Committee Minutes of 21st October 2014. Dr Adkins asked that invitations read "Formal Dress" rather than "Black Tie", which was considered out-of-date.
- c. Council accepted the Buildings & Safety Committee Minutes of 4th November 2014.
- d. Council accepted the Finance Committee Minutes of 24th October 2014.

307. Financial Controls

The First Bursar presented a paper asking Council to approve the financial controls as specified in the Regulation.

Agreed: to approve the Financial Controls specified in Regulation.

308. Meeting Card Lent 2015

Council accepted and approved the draft Meeting Card for the Lent Term 2015.

309. Request to illuminate the Wilkins Screen and Chapel

The Domus Bursar presented a paper asking for permission to illuminate the Wilkins' Screen and Chapel during the e-luminate festival in February 2015.

Agreed: to allow the Wilkins' Screen on the East side of the Chapel to be illuminated from 11th to 15th February 2015 subject to detailed agreement with the Dean of Chapel, Domus Bursar, Head Porter and Senior Groundsman.

310. Annual Health & Safety Report

The Head Porter said that the aim of the report was to inform Council and Governing Body of the state of H&S within the College over the preceding year, and state objectives for the forthcoming period. It aimed to enhance governance across all layers in the College.

The way in which risk assessments were recorded would be reviewed, with all departments using the same format. Accident reporting had already been improved such that reporting was made via line management. Departmental Audits had been introduced to create a consistent approach and identify risks for specific areas. Accident reports were low at 24 in 2013/14, and there were no reports from Fellows. "Near miss" records would also be introduced. All staff received Health and Safety training as part of their induction, as did matriculating students. Training could also be provided for Fellows.

There had been one fire in 2013/14 in Garden Hostel. This had revealed a number of points for action. A DVD directed at King's College was produced in 2013 on fire safety and this was now shown to new students. In future there would be fire drills in Michaelmas and Lent Terms, with debriefs following the drills and rules being circulated.

There had been 110 alarm activations, mostly in hostels above businesses and restaurants. In Bene't Street, where there had been a disproportionate number of alarms, a four minute delay had been introduced between the restaurant and hostel alarms in order to interrogate the source of the alarm before hostel alarms were sounded. This should reduce the number of alarms in the hostel.

The Safety Subcommittee oversees Health & Safety matters and reports to the Buildings and Safety Committee. Council appoints members of this subcommittee on the recommendation of the Buildings and Safety Committee.

Agreed: to endorse the Annual Health and Safety Report (2014), agree objectives for 2015, and recommend approval to the Governing Body.

311. K Gates

Council was asked by the Domus Bursar to consider this process which aimed to ensure that only appropriate buildings projects were pursued, and that approvals were obtained at certain milestones within a project, to prevent unnecessary expenditure being incurred. The Vice Provost asked that a column be added to show whether a project was already in the budget or funded, and the source of the funding.

Agreed: to approve the K-Gates process as a means of controlling the progress of buildings projects in the College Buildings Portfolio with the amendment proposed by the Vice Provost.

312. Student Support

Following the discussion at the Council meeting on 28th October 2014 on the paper presented to both Council and the Governing Body by Dr Finlayson, the meeting considered the papers submitted to Council by Dr Finlayson, Dr Carne, Dr Flack and by Mrs Bressor. Further papers on the cost of living were tabled by the students.

Dr Flack explained the state of funding available to King's students under different circumstances, for both home and EU students. Funding for undergraduates and graduates were considered separately, given that undergraduate funding usually

involved means testing of the parents, whereas graduates were considered to be self-supporting and means testing was not applied. It was noted that no student had ever left the College on the grounds of financial hardship. Student support had doubled over the previous nine years.

The meeting asked that the Minutes record thanks to Simon Billington and Maria Bossley for working so hard to provide the figures for this meeting.

The meeting discussed how to decide on future priorities for student funding. A Working Party would be set up comprising one member from each Caucus, Council members to be appointed from the 2015 Council, representatives from the Tutors, and four students. The students were asked to bring nominations for members of a Working Party to the first meeting of Council in 2015.

313. Maintenance Work in the College December 2014 to March 2015

The Domus Bursar presented a paper detailing a number of refurbishment projects during the period December 2014 – March 2015. He asked permission to commence some of the work on the additional two cloakrooms to be added to the Beves Room before Christmas. This would be done in full consultation with the Senior Tutor.

314. Any Other Business

There was no other business.