Glasgow Kelvin College

Risk Management Committee

Minute

Meeting held on Tuesday 24 January 2023 at 2pm online using Microsoft Teams

Item	Action Agreed	Member	Target Date
1.	**Sederunt**		
	L Clark, Director of Estates and Corporate Services (Chair); J Evans, Vice Principal; J Quinn, Director of Digital Services; A Carr, Head of Finance; E Campbell, Funding Manager; G McGuire, Senior Curriculum Manager HCCLD; I Gordon, Head of Facilities and Environmental Sustainability; G Lawson, Health and Safety Manager; J Clarke, Senior Curriculum Manager; E Mitchell, Human Resources Manager (for D Shiels); M Thomson, Cross College Support and Administration Manager and; R MacKenzie, Regulations and Compliance Manager.		
2.	**Apologies**		
	D Smeall, Principal; D Shiels, Director of People and Culture; M Smillie, Head of Student Information Services; A Daly, Finance and Student Funding Manager; M McKerlie, Head of Services to Support Learners; J Gallagher, Quality Enhancement and Development Manager; L Lang, Engagement Manager and P Brown, Director of Planning, Performance and Curriculum.		
3.	**Terms of Reference**		
	Members noted the content of the Terms of Reference for information purposes.		
4.	**Draft Minute of Previous Meeting held on 8 November 2023**		
	The minutes of the meeting held on 8 November 2022 were accepted as a true and accurate record of the business conducted at the previous meeting.		

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5.	**Matters Arising from the Minutes of the Previous Meeting**		
	Item 10b Estates – Security/Guarding		
	The matter was still being explored and options appraised.	**IG**	
	Item 10c Estates – Campus Panel/Rust Spots		
	A structural engineering company are in the process of conducting a full assessment; report was awaited. This report would be shown to Risk Management Committee and the Audit and Risk Committee.	**LC/IG**	
	Item 14 AOCB		
	It was agreed that L Clark and M Thomson would liaise with D Shiels on the matter of the target staff group for the tabletop exercise involving power outage scenarios.	**LC/MT**	
6.	**Health and Safety**		
a)	**Health and Safety Committee Minute**		
	21 September 2022		
	Members noted the content of the Health and Safety minute of 21 September 2022 for information purposes.		
b)	**Legal Current Issues Review (LCIR)**		
i)	21 November 2022		
ii)	15 December 2022		
iii)	17 January 2023		
	Members noted the content of the November, December and January editions of LCIR for information purposes.		
7.	**Finance**		
	A Carr advised members on the following: - Year End cash projections remained unchanged; - It had become clear that the Sun Accounting system was unstable and no longer fit for purpose. Discussions had taken place with the supplier, Castle Computer Services Ltd., regarding a number of serious concerns held by the College including the fact that no security patches had		

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	been applied to the systems by the supplier in four years. Current technical issues were hampering Finance Office operations. Meetings with the supplier were ongoing in an attempt to resolve the matter. Castle Computer service was the only supplier of Sun Systems in Scotland and it was unlikely they would be able to resolve the issue directly until some point in March. Potential replacement of the system was not something the College had budgeted for at this stage. A Carr would update the Committee at the next meeting.	**AC**	
8.	**GDPR/Cyber Security**		
	An Information Security Framework had been drafted and presented to SMT. The Framework had also been presented to the Board of Management and had been agreed.		
9.	**Insurance**		
a)	**Cyber Renewal 2022-23**		
	L Clark advised members that insurance matters covered at the previous meeting were being progressed.		
10.	**Estates**		
a)	**Security/Guarding**		
	I Gordon updated members on proposals to reduce on-campus security provision. A meeting with current security providers would be held at the end of January 2023. A further update would be given at the next meeting of the Committee.	**IG**	
11.	**Human Resources**		
	Members noted the content of the Mental Health Foundation Thriving Learners report for information purposes.		
12.	**Risk Management**		
	Risk Management Update		

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	L Clark reported that agreed actions to control the mitigated risks within the Risk Management Update had been actioned. Members noted the contents of the Risk Management update for information purposes.		
a)	**Annual Risk Management Committee Self-Evaluation Results**		
	The Self-Evaluation Questionnaire had been sent out to Committee members as a Microsoft Form. Committee members were asked to rate the statements regarding the effectiveness of the Committee on a scale of 1 (Strongly Disagree) to 5 (Strongly Agree). Committee members were also invited to expand on any issues raised, or any points missed by the questionnaire. 13 out of 18 members of the Risk Management Committee had responded. The results of the questionnaire were noted by members for information purposes. It was agreed that if members had any further suggestions, then these would be communicated to L Clark. J Evans stated that it was good for Risk Management Committee members to appoint a Depute who could attend in their absence (if required.)	**ALL**	
b)	**Annual Risk Management Committee Planner**		
	Members noted the content of the 2023-24 Meeting Schedule and Planned Agendas for information purposes.		
c)	**Strategic Risk Register: January 2023**		
	Members noted the content of the Strategic Risk Register. A full review of each risk was undertaken and discussions were held. Some text was provided in relation to recent work undertaken or information available and updates were made. No scorings were changed.		
d)	**Team Draft Risk Registers: Summary Team Risk Movement January 2023**		
	Members noted the summary of movement within Team Risk Registers from November 2022 to January 2023 for information purposes.		
13.	**Items for Information**		

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a)	**HEFESTIS Newsletters from 4 November 2022 – 13 January 2023**		
	Members noted the content of the HEFESTIS Newsletters for information purposes.		
b)	**HEFESTIS: Cyber Essentials Certification Update**		
	J Quinn confirmed that the College had achieved standard Cyber Essentials certification in December and would soon achieve Cyber Essentials Plus certification. He confirmed that the matter was of concern to some other colleges and universities since some of their funding was dependent on Cyber Essentials the level of certification achieved. However, it was noted that no College funding was dependent on its current level of certification.		
c)	**World Economic Forum: The Global Risks Report 2023 – 18th Edition**		
	Members noted the content of the Global Risks Report for information purposes.		
d)	**Counter Terrorism Policing: Statistics Show Continued Rise in Youth Arrests for Terrorism Offences**		
	Members noted the content of the Counter Terrorism Policing statistical report on the rise in Youth Arrests for information purposes.		
e)	**Home Office: Martyn's Law Factsheet**		
	Members noted the content of the Home Office: Martyn's Law Factsheet for information purposes. M Thomson agreed to provide a tabletop exercise for staff on related scenarios.	**MT**	
f)	**The Herald: Scots treated for hypothermia in hospital during cold snap**		
	Members noted the content of The Herald news article for information purposes.		
g)	**BBC News: Scotland's A&E departments not safe for patients, says Doctor's Union**		
	Members noted the content of the BBC Report for information purposes.		
h)	**BBC News: Ambulance called to 800 people suffering from hypothermia**		
	Members noted the content of the BBC Report for information purposes.		

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i)	**BBC News: Royal Mail hit by Russia – linked ransomware attack**		
	Members noted the content of the BBC Report for information purposes.		
14.	**AOCB**		
	G Lawson advised members of an issue with students smoking and vaping across all campuses (the issue had also been raised at SMT). It had placed Estates staff in difficult positions in attempting to prevent smoking and vaping inside and outside buildings. SMT were considering punitive measures for offenders, which was welcomed by I Gordon. Revised signage would be considered along with advisory notices delivered via TV monitors. J Quinn would work with G Lawson and Marketing and Communications to deliver appropriate notices across the campuses.	**GL/JQ**	
15.	**Impact on Students**		
	There were no new data protection issues impacting on students as a consequence of the above agenda.		
16.	**Equality Management – Equality issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new Equality Management issues considered as a consequence of the above agenda.		
17.	**Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda**		
	The Strategic/Risk Register would continue to be considered in line with the review schedule ensuring risk is managed appropriately and in accordance with the Risk Management Framework.		
18.	**Data Protection – Data Protection issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new data protection issues considered as a consequence of the above agenda.		

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19.	**Closure**		
	The meeting closed at 3.15pm.		
20.	**Date of the next meeting**		
	Tuesday, 25 April 2023 at 2pm via Microsoft Teams.		