



**Glasgow Kelvin College**  
**Risk Management Committee**  
**Minute**

**Meeting held on Tuesday, 26 August 2025 at 3pm online using Microsoft Teams**

| <b>Item</b> | <b>Action Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Member</b> | <b>Target Date</b> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| <b>1.</b>   | <p><b>Sederunt</b></p> <p>Lisa Clark, Director of Estates and Corporate Services (Chair); Joanna Campbell, Principal and CEO; Liz Breckenridge, Marketing and Communications Manager; Steven Young, Health and Safety Manager; George McGuire, SCM – Faculty of WDCS; Alan Carr – Head of Finance; John Clarke, SCM – Faculty of SEA; Jason Quinn, Director of Digital and Information Services; Doreen Shiels, Director of People and Culture; Morag Kinnear, Head of HR and OD; Morven Thomson, Cross College Support and Administration Manager; Mae Smillie, Head of Student Information Services; Claire Reid, Head of Facilities and Environmental Sustainability; and Donald Higgins – Durnan, Corporate Support and Administration</p> <p>Phil Ennis - For Recording Purposes</p> |               |                    |
| <b>2.</b>   | <p><b>Apologies</b></p> <p>Apologies were received from:<br/>           Jeanette Evans, Vice Principal Operations;<br/>           Roddy MacKenzie - Regulations &amp; Compliance Manager</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |                    |
| <b>3.</b>   | <p><b>Terms of Reference</b></p> <p>Members noted the content of the Terms of Reference for information purposes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |                    |
| <b>4.</b>   | <p><b>Draft Minute of Previous Meeting held on 22 April 2025</b></p> <p>The minute of the meeting held on 22 April 2025 was accepted as a true and accurate record of the business conducted at the previous meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                    |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Member | Target Date |
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| <b>5.</b>  | <b>Matters Arising from the Minute of the Previous Meeting</b><br><br>Item 17 – Equality Management – gender neutral signage on toilets. The signage has been updated across all college bathroom facilities.<br><br>Item 11 – Human Resources – Covid 19 circular. The new guidance will be shared with Steven Young.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |             |
| <b>6.</b>  | <b>Health and Safety</b><br><br>S Young informed members he had a detailed hand over with Geoff Lawson. He is currently reviewing G Lawson's notes on college systems and processes.<br><br>S Young noted that action plans in relation to college audits are being worked through.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |             |
| <b>a)</b>  | <b>Health and Safety Committee Minute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |             |
| <b>i)</b>  | <b>19 March 2025</b><br><br>Members noted the content of the Health and Safety minute of 19 March 2025 for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |             |
| <b>ii)</b> | <b>30 April 2025</b><br><br>Members noted the content of the Health and Safety minute of 30 April 2025 for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |             |
| <b>b)</b>  | <b>Legal Current Issues Review (LCIR)</b><br><br><b>April 2025 – June 2025</b><br><br>Members noted the content of the issues of LCIR for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |             |
| <b>7.</b>  | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |             |
| <b>a)</b>  | <b>College Indicative Funding Allocations 2025-26</b><br><br>A Carr stated that there is no change to funding, however, it was noted that with the Glasgow College Regional Board now dissolved, funding previously allocated to them will be shared among colleges, this will lead to the college receiving £170k.<br><br>A Carr added that additional funding for pensions is now provided by the SFC as academic year funding. The cost of employer's pension contributions for teaching staff employer's pension increased from 1 April 2024. Funding in 2024/25 was paid by the SFC from 1 April 2024 to 31 March 2025. For 2025/26 the funding provided is from 1 August 2025. As a result this leaves a 4 month gap and a shortfall in funding of £100k for the College. The Scottish Funding Council are aware of |        |             |

| Item | Action Agreed | Member | Target Date |
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this and are reviewing the situation, but a positive outcome appears to be unlikely.

**b) Financial Data Consolidation**

A Carr provided an update on the consolidation of financial data across the sector in support of discussion by Colleges Scotland with the SFC and Scottish Government to secure additional funding for the sector.

Glasgow Kelvin College is in a sustainable financial position as a result of the significant work on cost controls carried out over the last 4 years.

**8. GDPR/Cyber Security**

**a) UK Data Reform – Data Use and Access Bill**

D Higgins-Durnan informed members that the Data Use and Access Act 2025 had received Royal Assent in June and would be phased in over the next year. The Act amends existing data protection legislation, introducing changes relating to research use of data, automated decision-making, cookies, and a new lawful basis of recognised legitimate interests. Members were advised that organisations are now required to have compliance handling procedures in place, which the College already has. Safeguarding and fraud prevention will also be recognised as legitimate interests under the new provisions.

L Clark noted that the College GDPR/data protection landing pages will be updated accordingly, and any changes will be communicated to staff.

**9. Insurance**

**a) Insurance Costs 2025-26**

Members noted the insurance costs for AY 2025-26 as detailed in the report provided.

L Clark informed members that the colleges insurance was renewed over the summer and that there has been slight increase in costs.

Members noted, for information, the Insurance Cover table which provided a summary of the costs of insurance cover provided by its insurers, UMAL, over the period 2020-21 to 2025-26.

**b) Insurance Certificates: Employers Liability, Motor Insurance and Cyber Insurance**

Members noted that these were provided for information purposes.

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                       | Member    | Target Date |
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| <b>10.</b> | <b>Estates</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |           |             |
| <b>a)</b>  | <b>Estates and Capital Update Report</b>                                                                                                                                                                                                                                                                                                                                                                                            |           |             |
|            | L Clark informed members that the 2024/25 capital plan had largely been delivered, with a £681k plan for 2025/26 prioritising high priority items per the condition surveys. Updates were given on the new cleaning contract, replacement of college vehicles, ongoing fire safety and cladding surveys, completion of the Springburn Hub, resolution of the Hydepark land matter, and progress on the SFC Infrastructure Strategy. |           |             |
|            | A Carr will review the plan and confirm the remaining budget.                                                                                                                                                                                                                                                                                                                                                                       | <b>AC</b> |             |
| <b>b)</b>  | <b>Summer Works</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |           |             |
|            | C Reid informed members that the Estates team had completed a wide range of summer works across all three campuses and gave an overview of these.                                                                                                                                                                                                                                                                                   |           |             |
|            | At Springburn, the Student Social Hub was completed alongside corridor repainting, office moves, and deep cleaning.                                                                                                                                                                                                                                                                                                                 |           |             |
|            | At East End, a new computer classroom and boardroom were created, additional office space provided, and an accessible bathroom installed.                                                                                                                                                                                                                                                                                           |           |             |
|            | At Easterhouse, new offices for the Principal and staff were established, unused spaces converted to classrooms, a new teaching area developed, and groundwater pumps replaced. Work is also progressing on replacing three college minibuses, which will carry College branding.                                                                                                                                                   |           |             |
|            | C Reid noted that planned staff room work has been paused following a request from union representation asking for more details.                                                                                                                                                                                                                                                                                                    |           |             |
|            | Remediation of fire doors will continue through the academic year, and an allocation of £200k has been set aside to upgrade toilet facilities.                                                                                                                                                                                                                                                                                      |           |             |
| <b>11.</b> | <b>Human Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                              |           |             |
| <b>a)</b>  | <b>Lifelong Learning in the Reskilling Era</b>                                                                                                                                                                                                                                                                                                                                                                                      |           |             |
|            | D Shiels advised members that the CIPD report Lifelong Learning in the Reskilling Era highlights the urgent need for reskilling in response to automation, the green transition and demographic change, with increasing demand for higher-level and human-centric skills such as problem-solving, creativity and adaptability.                                                                                                      |           |             |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Member    | Target Date |
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|            | D Shiels confirmed that the College is aligning its strategy with these findings, focusing on greater investment, widening access and coordinated action to embed lifelong learning.                                                                                                                                                                                                                                                                                                                                                                             |           |             |
| <b>b)</b>  | <b>Implementing the Employment Rights Bill Roadmap</b><br><br>Work is ongoing on the implementation of the Employment Rights Bill, which is currently out for consultation. D Shiels added that it will be introduced on a phased basis. The paper was made available for review.                                                                                                                                                                                                                                                                                |           |             |
| <b>c)</b>  | <b>Values and Behaviours</b><br><br>D Shiels noted that the values survey has been launched, with 95 responses received to date. The findings have been shared with the external contractor, Leading Kind.<br><br>Values workshops are scheduled for September 2025, and staff and managers are encouraged to participate.<br><br>The definitive version of the reformed college values will be presented to the Board in December.                                                                                                                              |           |             |
| <b>12.</b> | <b>Corporate Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |             |
| <b>a)</b>  | <b>Martin's Law Presentation</b><br><br>M Thomson informed members that, after review, SLT have recommended minor changes to the presentation which outlines College procedures in its adoption of Martyn's Law, lockdown procedures. Following these updates training will be rolled out to staff over the next couple of months on the process to follow in the event of a campus being put into lockdown.<br><br>L Clark asked S Young to review and feedback over the coming weeks.<br><br>Members noted the update from M Thomson for information purposes. | <b>SY</b> |             |
| <b>b)</b>  | <b>Copyright Licence Agency (CLA) – the case for considering opting out of the CLA Licence Fee</b><br><br>D Higgins-Durnan updated members on the CLA licence, noting that the College currently pays around £21k annually but that the licence appears underutilised. Work is ongoing with a copyright consultant and other colleges to assess usage, consult staff, and explore alternatives, with the aim of potentially removing the licence by Academic Year 2026/27.                                                                                       |           |             |

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|            | <p>D Higgins-Durnan informed members that the College is has prepared an action plan beginning with an assessment of implications and formal notice of termination to the CLA.</p> <p>Audits of current resources and staff consultation will take place later this year, ensuring evidence is gathered and alternative resources identified.</p> <p>A new copyright strategy, updated policy, and staff training programme will be rolled out in early 2026, supported by copyright champions across faculties.</p> <p>Implementation of alternative resources will follow, with monitoring and adjustments to ensure staff and students are supported. The CLA licence will be fully terminated by July 2026, with ongoing review and continuous improvement thereafter.</p> |                   |             |
| <b>13.</b> | <b>Risk Management Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |             |
| <b>a)</b>  | <b>Risk Management Update by Director of Estates and Corporate Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |             |
|            | <p>L Clark spoke to the content of the Risk Management Update, highlighting key points as detailed in section two of the report.</p> <p>Members noted the content of the Update Report for information purposes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |             |
| <b>b)</b>  | <b>Risk Management Committee Self Evaluation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |             |
|            | <p>M Thomson offered to send the link to the self-evaluation feedback form to members again so that they could complete this as appropriate. It will be reported on at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>MT/<br/>LC</b> |             |
| <b>c)</b>  | <b>College Strategic Risk Register</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |             |
|            | <p>Members reviewed the various risks and some changes were suggested which L Clark would make and present to the SLT for further comment/suggestions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>LC</b>         |             |
| <b>d)</b>  | <b>Team Draft Risk Registers: Summary Team Risk Movement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |             |
|            | <p>Members noted the summary of movement within the Team Risk Registers from August 2025 for information.</p> <p><b>L Clark noted there were no significant updates in relation to the Team Risk Registers</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |             |

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| 14.  | Items for information                                               |        |             |
| a)   | Audit Scotland Annual Report and Accounts 2024-25                   |        |             |
| b)   | ICO – New Data Protection Laws                                      |        |             |
| c)   | Co-op Cyber Attack                                                  |        |             |
| d)   | GCC – Cyber Security Incident June 2025                             |        |             |
| e)   | Dundee University chiefs grilled over ‘pathetic’ failings           |        |             |
| f)   | Children being left behind: deep poverty among families in Scotland |        |             |
| g)   | MSPs pass bill to scrap SQA for New Scottish Exams Body             |        |             |
| h)   | Transition from PSCRF to Cyber Assessment Framework                 |        |             |
| i)   | Easterhouse Plans Destination Park to Rival Rouken Glens            |        |             |
| j)   | UMAL Claims Digest July 2025                                        |        |             |
| k)   | Glasgow City Region Intelligence Hub Economic Briefing – May 2025   |        |             |
| l)   | HEFESTIS DP Newsletter April – June 2025                            |        |             |
| m)   | Enterprise Risk Newsletter – June 2025                              |        |             |
| n)   | Threatscape Newsletter: April – July 2025                           |        |             |

Members noted items 14a – 14n for their information and interest.

**15. Impact on Students - Key Issues to be considered as a consequence of the consideration of the above agenda**

Members noted that the upcoming cladding work should be considered and monitored due to its potential impact on students.

**16. Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda**

There were no new Risk Management issues considered as a consequence of the above agenda.

**17. 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.

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**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.

**19. Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**

Members noted that the upcoming cladding work should be considered under environmental and sustainability issues.

**20. Resource Implications**

Members noted the significant resource implications in relation to the ongoing works associated with the cladding at Springburn Campus.

**21. Closure**

The meeting closed at 4.15pm

**22. Date of the next meeting**

4 November 2025.

LC/PE  
Glasgow Kelvin College  
August 2025