



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

**Meeting held on Tuesday, 15 August 2023 at 2pm online using Microsoft Teams**

| Item      | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Member | Target Date |
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| <b>1.</b> | <b>Sederunt</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |             |
|           | <p>L Clark, Director of Estates and Corporate Services (Chair); D Shiels, Director of People and Culture; J Quinn, Director of Digital Services; Liz Breckenridge, Marketing and Commercial Manager; I Gordon, Head of Facilities and Environmental Sustainability; M McKerlie, Head of Services to Support Learners; G McGuire, Senior Curriculum Manager, HCCLD; J Clarke, Senior Curriculum Manager, BCDI; M Thomson, Cross College Support and Administration Manager; and R MacKenzie, Regulations and Compliance Manager.</p> <p>In attendance: Sharjeel Afridi, Network and Security Engineer (Cyber Security Presentation).</p> |        |             |
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| <b>2.</b> | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |             |
|           | D Smeall, Principal; J Evans, Vice Principal; A Carr, Head of Finance; G Lawson, Health and Safety Manager; A Daly, Finance and Student Funding Manager; E Mitchell, Human Resources Manager; M Smillie, Head of Student Information Services; J Gallagher, Quality Enhancement and Development Manager; E Campbell, Funding Manager; and P Brown, Director of Planning, Performance and Curriculum.                                                                                                                                                                                                                                    |        |             |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |             |
| <b>3.</b> | <b>Terms of Reference</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
|           | Members noted the content of the Terms of Reference for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |             |
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| Item | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Member | Target Date |
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| 4.   | <b>Guest Speaker: Sharjeel Afridi - Cyber Security Presentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |             |
|      | <p>Members received a presentation on Cyber Security from Sharjeel Afridi, Network and Security Engineer.</p> <p>S Afridi took members through the content of his presentation that included the following:</p> <ul style="list-style-type: none"> <li>• 45 HE/FE organisations were hit with a ransomware attack between 2020-2022;</li> <li>• University of Manchester and the University of the West of Scotland (UWS) were the latest UK HE organisations to be hit by major attacks;</li> <li>• At UWS, staff data such as bank account and National Insurance details were stolen, while the cyber criminals demanded a ransom of £450k from UWS;</li> <li>• The average cost of ransomware attacks globally amounted to £4.1million;</li> <li>• The average cost of data breaches in the UK amounted to some £3.37million;</li> <li>• GKC ICT assurances included: monitoring and policing threats from bodies such as HEFESTIS (local level), JISC (national level) and NCSC (International level); compiling of Risk Registers; staff training; Cyber Insurance; a robust ICT Security Policy and Acceptable Use Policy;</li> <li>• The College has retained its Cyber Essential Plus status which helps organisations to protect itself against common online threats, while Internal Audits play a crucial role in helping the College manage cyber threats by providing independent assessment of existing and needed controls.</li> <li>• Numerous elements had been established in the College infrastructure to assist with cybersecurity including – SOC/SIEM; 'zero trust' architecture; a Computer Security Incident Response Team (CSIRT); Disaster Recovery plans and Business Continuity plans; regular penetration testing.</li> </ul> <p>L Clark thanked S Afridi for his detailed presentation.</p> |        |             |
|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |             |
| 5.   | <b>Draft Minute of Previous Meeting held on 25 April 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
|      | The minute of the meeting held on 25 April 2023 were accepted as a true and accurate record of the business conducted at the previous meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |             |
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| Item | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Member          | Target Date    |
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| 6.   | <b>Matters Arising from the Minute of the Previous Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                |
|      | <b>Item 7 Finance – upgrading Sun System</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                |
|      | J Quinn confirmed he would liaise with A Daly regarding the upgrading of the Sun System.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | JQ/AD           |                |
|      | <b>Item 10b Estates – Security/Guarding</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                |
|      | The matter was still being explored and options appraised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | LC/IG           |                |
|      | <b>Item 14 AOCB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                |
|      | <p><i>Vaping</i><br/>L Clark confirmed that further discussion was required regarding the issue of Vaping on College grounds.</p> <p>I Gordon suggested that the Student Association be invited to discussions.</p> <p>D Shiels advised members that the College No smoking policy was being reviewed (as Vaping was not covered) and that smoking/vaping would become part of the staff induction review.</p> <p><i>Martyn's Law – Tabletop Exercise</i><br/>M Thomson confirmed that a Tabletop Exercise relating to Martyn's Law would be arranged for the end of September 2023.</p> | LC/IG/G<br>L/PH | Future Meeting |
|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                |
| 7.   | <b>Education Scotland: Progress Visit</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                |
|      | Members noted that feedback from the visit from Education Scotland indicated that there was some concern about Performance Indicators (PIs). Members agreed to return to this item at the next meeting when the final report from Education Scotland would be available.                                                                                                                                                                                                                                                                                                                 | LC              | 24.10.23       |
| 8.   | <b>Health and Safety</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                |
| a)   | <b>Health and Safety Committee Minute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                |
| i)   | <b>29 March 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                |
|      | Members noted the content of the Health and Safety minute of 29 March 2023 for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                |
| ii)  | <b>26 April 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |                |
|      | Members noted the content of the Health and Safety minute of 26 April 2023 for information purposes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                |

| Item        | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Member | Target Date |
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| <b>b)</b>   | <b>Legal Current Issues Review (LCIR)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |             |
|             | <b>May - July 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |             |
|             | Members noted the content of the May - July 2023 editions of LCIR for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |             |
| <b>c)</b>   | <b>Fire Legislation Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |             |
| <b>i)</b>   | <b>Reducing Unwanted Fire Alarms Signals (UFAS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |             |
|             | Members noted the content of the paper on UFAS for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |             |
| <b>ii)</b>  | <b>Fire Industry Association (FIA): Guidance on Safe Investigation of Fire Alarm Signals in Scotland</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |             |
|             | Members noted the content of the FIA guidance for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |             |
| <b>iii)</b> | <b>Scottish Fire and Rescue Service: UFAS – What's Changing?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |             |
|             | Members noted the content of the guidance for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |             |
|             | L Clark reminded members changes to Fire regulations came into effect on 1 July 2023. Changes meant that, should a fire alarm be triggered at the College, Fire Service crews would no longer automatically attend. Instead, the source of the alarm would have to be investigated by Estates staff, confirmed as an incident in progress, and then reported to the Fire Service. Reception staff had been informed about the changes and the appropriate reporting actions to implement following confirmation. L Clark had informed the College insurers of the changes. |        |             |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |             |
| <b>9.</b>   | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |             |
|             | The Head of Finance was unavailable for the meeting. In his absence, L Clark reported that she was not aware of urgent Finance matters to bring to the attention of the Committee.                                                                                                                                                                                                                                                                                                                                                                                         |        |             |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |             |
| <b>10.</b>  | <b>GDPR/Cyber Security</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |             |
| <b>a)</b>   | <b>CISO Shared Service correspondence: Scottish Security Incident – University of the West of Scotland (UWS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |             |
|             | Members noted the contents of the CISO correspondence regarding the recent cyberattack at UWS for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |             |

| Item | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Member | Target Date |
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| i)   | <b>UWS Correspondence from Professor James A Miller FRSE, Principal and Vice Chancellor: UWS Cyber Incident</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
|      | Members noted the contents of the correspondence from the Principal of UWS to the College Principal regarding the containment of the cyberattack on UWS for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |             |
| b)   | <b>Police Scotland: Cyber Security Resilience – Cyber Alert Actions to take when the threat is heightened</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |             |
|      | Members noted the contents of the Police Scotland guidance for information purposes. The guidance advised organisations of the need for heightened vigilance given the increased cyber threat because of the Russia-Ukraine conflict.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |             |
| c)   | <b>WorldPay Correspondence: College PCI DSS Compliant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |             |
|      | Members noted correspondence from WorldPay confirming that the College was compliant with the PCI DSS for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
| 11.  | <b>Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |             |
| a)   | <b>UMAL: RAAC Risk Training Webinar</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |             |
|      | <p>L Clark spoke to the RAAC Training presentation provided through UMAL. Reinforced Autoclaved Aerated Concrete (RAAC) was causing considerable concern across the UK as estates began to age. RAAC was introduced in the 1950s and was effectively the same material as unreinforced thermal blocks. This so called ‘bubbly concrete’ did not bond to reinforcement and had to have steel hooks or crossbars to lock RAAC planks in place. Production of RAAC stopped in the early 1980s. The RAAC panels had deficiencies making them less robust and at increased risk of structural failure, which could be gradual or sudden with no warning. The life of RAAC panels was predicted by the Building Research Establishment (BRE) to be approximately 30 years.</p> <p>I Gordon advised that, given three of the campuses were built in the 2010s and one was built in 1905, it was unlikely that RAAC was used in any element of the construction of College buildings. Notwithstanding, arrangement would be made to consult Building Engineers to provide their opinion on the matter and to assess if necessary.</p> | LC/IG  |             |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Member       | Target Date |
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| <b>b)</b>  | <b>UMAL Renewal 2023-24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |             |
|            | Members noted College insurance had been renewed with UMAL for 2023-24.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |             |
| <b>c)</b>  | <b>UMAL Employers Liability, Public Indemnity, Hirers Liability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |             |
|            | Members noted the contents of the UMAL documents for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |             |
| <b>d)</b>  | <b>Cyber Insurance Renewal 2023-24</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |             |
|            | <p>L Clark confirmed that Cyber Insurance had been renewed for 2023-24. Members agreed that this was a significant achievement for the College since cyber insurance was becoming increasingly difficult for businesses and organisations to secure due to the significant increase in the number and scale of cyber threats and attacks.</p> <p>Members noted the contents of the insurance certificate for information purposes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |             |
| <b>12.</b> | <b>Estates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |             |
| <b>a)</b>  | <b>Cladding Panels at Springburn</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |             |
|            | <p>L Clark informed members that issues with the cladding on the Springburn campus building had been identified during a survey of a section of the cladding and a report by Starfish Construction had been produced. During the survey of circa 1% of the building, it became clear, via the report produced, that there were a number of issues. UMAL and Thorntons had been advised accordingly and discussions were ongoing. It was noted that a regular review of the tiles may be necessary.</p> <p>It was understood that the Statute of Limitations on the building/construction company would expire in less than one year. Consideration would be given to approaching the new parent company of Barr Construction in due course following further discussions. J Evans and L Clark would consider an action plan and discuss it further with SMT colleagues.</p> | <b>JE/LC</b> |             |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Member        | Target Date           |
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| <b>b)</b>  | <b>Hydepark Residents Association – Land at side of Springburn Campus</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |                       |
|            | <p>I Gordon reported that the issue regarding the amenity land at the side of the Springburn building was ongoing. Hydepark Residents Association had issued a series of demands and the College lawyers had sent correspondence in regard to this matter.</p> <p>A further update would be provided at a future meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>LC/IG</b>  | <b>Future Meeting</b> |
| <b>13.</b> | <b>Human Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                       |
|            | <p>D Shiels provided an update for members on Human Resource matters. The following points were noted:</p> <ul style="list-style-type: none"> <li>- it was envisaged that the new 'Pinpoint' software would streamline the process of recruitment and appointment, creating a singular online process;</li> <li>- the Induction Process was being reviewed;</li> <li>- a staff survey following the lines of 'You Said. We Did' would be relaunched in October 2023.</li> </ul> <p>L Breckenridge advised that there was evidence that AI was now being used in job applications.</p> <p>D Shiels responded that the recruitment and application process was being reviewed. As part of that process, she would consult J Quinn to address concerns about AI.</p> | <b>DSh/JQ</b> |                       |
| <b>14.</b> | <b>Risk Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                       |
| <b>a)</b>  | <b>Risk Management Update by Director of Estates and Corporate Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |                       |
|            | <p>L Clark spoke to the Risk Management Update and College Risk Register Report.</p> <p>She informed members that the College Risk Register had been discussed at a recent SMT and at the Audit and Risk Committee and Board of Management. The College Risk Register had also been shared with the Glasgow Colleges Regional Board.</p> <p>L Clark reminded members that, in relation to the College Operating Plan, a separate Risk Register was held.</p> <p>A separate Risk Register for West End Campus was held relating to the transferring of the curriculum to other campus locations and dealing with vacating this building.</p>                                                                                                                       |               |                       |

| Item      | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Member | Target Date |
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|           | <p>In relation to the Scottish Government Energy Efficient Grant Scheme for the public sector decarbonisation scheme, a separate Risk Register had also been produced.</p> <p>The following matters were also covered, including:</p> <ul style="list-style-type: none"> <li>- Cladding at Springburn campus building;</li> <li>- Campus reinvestment project;</li> <li>- Fire Risk Assessment;</li> <li>- Amenity Land at Springburn;</li> <li>- Changes in Fire Legislation;</li> <li>- Resource implications of, e.g., overtime arising as a consequence of staffing shortages due to general illness and bereavement absences;</li> <li>- negative impact on students of the College moving into a backdrop of vastly reduced funding, potential strikes, action short of strike action, reduced staffing, increased cost pressures and a higher-than-normal student dropout rate.</li> </ul> <p>Members noted the content of the Update Report for information purposes.</p> |        |             |
| <b>b)</b> | <b>College/Strategic Risk Register: August 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
|           | 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. AI had been added as a Risk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
| <b>c)</b> | <b>Audit Scotland: Annual Report and Accounts 2022/23</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |             |
|           | Members noted the Audit Scotland Annual Report and Accounts 2022-23 for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |             |
| <b>d)</b> | <b>Team Draft Risk Registers: Summary Team Risk Movement August 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |             |
|           | Members noted the summary of movement within Team Risk Registers from August 2023 for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |             |
| <b>e)</b> | <b>Project Risk Register - West Relocation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |             |
|           | Members noted the Project Risk Register, relating to the relocation of staff and services from West Campus and closure of the main building, for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |             |
| <b>f)</b> | <b>Project Risk Register – Scottish Government Energy Efficiency Grant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |             |
|           | Members noted the Project Risk Register relating to the Scottish Government Energy Efficiency Grant Scheme for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |             |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                   | Member | Target Date |
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| <b>g)</b>  | <b>National Risk Register 2023</b>                                                                                                                                                                                                                                                                              |        |             |
|            | Members noted the National Risk Register 2023 for information purposes.                                                                                                                                                                                                                                         |        |             |
|            |                                                                                                                                                                                                                                                                                                                 |        |             |
| <b>15.</b> | <b>Items for Information</b>                                                                                                                                                                                                                                                                                    |        |             |
| <b>a)</b>  | <b>Fit for the Future: developing a post-school learning system to fuel economic transformation</b>                                                                                                                                                                                                             |        |             |
|            | i. Skills Delivery Landscape Review – Final Report<br>ii Report of the Independent Review of Qualifications and Assessment<br>iii Purpose and Principles for Post-School Education, Research and Skills<br><br>Members noted the report for information purposes.                                               |        |             |
| <b>b)</b>  | <b>Ministerial Correspondence on Student Mental Health: Student Mental Health and Wellbeing Transition Fund</b>                                                                                                                                                                                                 |        |             |
|            | Members noted the Ministerial correspondence on Student Mental Health. The correspondence confirmed that funding would be extended for a further year, after which Colleges were expected to fund initiatives and posts through their own budgets. The amount allocated to the College had yet to be confirmed. |        |             |
| <b>c)</b>  | <b>HEFESTIS Newsletters from 20 April 2023 – 28 July 2023</b>                                                                                                                                                                                                                                                   |        |             |
|            | Members noted the content of the HEFESTIS Newsletters for information purposes.                                                                                                                                                                                                                                 |        |             |
| <b>d)</b>  | <b>‘Cyber battlefield’ map shows attacks being played out live across the globe. Live Cyber Threat Map</b>                                                                                                                                                                                                      |        |             |
|            | Members noted the Live Cyber Threat Map for information purposes.                                                                                                                                                                                                                                               |        |             |
| <b>e)</b>  | <b>Herald Article: Humza Yousaf urged to woo English workers to ‘drive up talent pool’</b>                                                                                                                                                                                                                      |        |             |
|            | Members noted the Herald article for information purposes.                                                                                                                                                                                                                                                      |        |             |
| <b>f)</b>  | <b>ICO Reprimand Issued to School</b>                                                                                                                                                                                                                                                                           |        |             |
|            | Members noted the content of ICO Reprimand for information purposes.                                                                                                                                                                                                                                            |        |             |
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| Item | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                       | Member | Target Date    |
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| 16.  | <b>AOCB</b>                                                                                                                                                                                                                                                                                                                                                                                         |        |                |
|      | <p><i>ChatGPT</i><br/>J Quinn informed members that he had spoken to Steven McIntosh, CISO who advised that the College may have to produce a ChatGPT/AI Policy. The AI landscape was changing rapidly, and the Risks were increasing daily. AI was now considered a “chronic” risk.</p> <p>J Quinn would continue discussions with Steven McIntosh regarding development of a suitable policy.</p> | JQ     | Future Meeting |
|      |                                                                                                                                                                                                                                                                                                                                                                                                     |        |                |
| 17.  | <b>Impact on Students - Key Issues to be considered as a consequence of the consideration of the above agenda</b>                                                                                                                                                                                                                                                                                   |        |                |
|      | There were no new issues impacting on students as a consequence of the above agenda.                                                                                                                                                                                                                                                                                                                |        |                |
|      |                                                                                                                                                                                                                                                                                                                                                                                                     |        |                |
| 18.  | <b>Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda</b>                                                                                                                                                                                                                                                                                     |        |                |
|      | 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.                                                                                                                                                                                                           |        |                |
|      |                                                                                                                                                                                                                                                                                                                                                                                                     |        |                |
| 19.  | <b>Equality Management – Equality issues to be considered as a consequence of the consideration of the above agenda</b>                                                                                                                                                                                                                                                                             |        |                |
|      | There were no new Equality Management issues considered as a consequence of the above agenda.                                                                                                                                                                                                                                                                                                       |        |                |
|      |                                                                                                                                                                                                                                                                                                                                                                                                     |        |                |
| 20.  | <b>Data Protection – Data Protection issues to be considered as a consequence of the consideration of the above agenda</b>                                                                                                                                                                                                                                                                          |        |                |
|      | There were no new Data Protection issues considered as a consequence of the above agenda.                                                                                                                                                                                                                                                                                                           |        |                |
|      |                                                                                                                                                                                                                                                                                                                                                                                                     |        |                |

| Item       | Action Agreed                                                                                                             | Member | Target Date |
|------------|---------------------------------------------------------------------------------------------------------------------------|--------|-------------|
| <b>21.</b> | <b>Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda</b> |        |             |
|            | There were no new Environmental and Sustainability issues to be considered as a consequence of the above agenda.          |        |             |
|            |                                                                                                                           |        |             |
| <b>22.</b> | <b>Closure</b>                                                                                                            |        |             |
|            | The meeting closed at 3.37pm.                                                                                             |        |             |
|            |                                                                                                                           |        |             |
| <b>23.</b> | <b>Date of the next meeting</b>                                                                                           |        |             |
|            | 24 October 2023.                                                                                                          |        |             |