

Glasgow Kelvin College
Board of Management
Audit and Risk Committee
Agenda

**Agenda for the meeting scheduled to be held at 5pm on Tuesday, 20 February 2024
via Microsoft Teams**

- 1. Sederunt**
- 2. Apologies**
- 3. Terms of Reference**
[Audit and Risk Committee Terms of Reference](#)
- 4. Declarations of Interests and Connection**
 - a) Interest¹**
 - b) Connection²**
- 5. Draft Minute of the Previous Meeting held on 16 November 2023** (*For Approval*)
(*copy attached*)
- 6. a) Matters Arising from the Previous Meeting held on 16 November 2023**
 - b) Action List** (*For Noting*)
 - i) Audit and Risk Committee Action Log as at February 2024**
(*copy attached*)
- 7. Items for Approval and Endorsement**
Internal Audit Reports – Henderson Loggie (*For Approval*)
 - a) Curriculum Planning**
 - b) Risk Management**
 - c) Corporate Planning**
 - d) Staff Development**(*copies attached*)
- 8. Audit Action Plan**
Report by Director of Estates and Corporate Services
(*copy attached*)

¹ An interest is a connection that requires to be declared where the objective test is met. A declaration of interest should be noted as early as possible, and the Board member asked to leave the meeting when the agenda item is being discharged.

² A connection is any link between the matter being considered and the Board member, or a person or body that the Board member is associated with. This could be a family relationship or a social or professional contact.

9. **Policies**
 - a) **Conflict of Interest Policy**
 - b) **Code of Conduct for the Board of Management****Report by Secretary to the Board of Management and Director of Estates and Corporate Services**
(copies attached)
10. **Risk Management Update and College Risk Register** *(including World Economic Forum Global Risks Report 2024 and Executive Summary)*
Report by Vice Principal Operations and Director of Estates and Corporate Services
(copy attached)
- Items for Discussion and Noting**
11. **Internal Audit Progress Report**
Report by Henderson Loggie
(copy attached)
12. **Governance Update** *(including UMAL Safety Inspection Reports, Trade Union Nominees on Boards, Environmental and Sustainability Update - Scottish Government Energy Efficiency Project - Public Sector Climate Change Duties Report (PSCCDR), OSCR Return – Glasgow Kelvin Learning Foundation: SCIO, West End Campus – Update, Audit Scotland Fees, Insurance, BCP TTX – Martyn’s Law - Update, Complaints Handling Procedure – Childrens Guide and Land at Springburn)*
Report by Director of Estates and Corporate Services
(copy attached)
13. **Audit Scotland**
[Item 13a - Environmental, Biodiversity and Sustainability Annual Report 2023.pdf](#)
[Item 13b - Investing in Scotland’s Infrastructure Briefing.pdf](#)
[Item 13c - Local Government in Scotland Financial Bulletin 2022.23.pdf](#)
[Item 13d - Audit Scotland Technical Bulletin 2023.24.pdf](#)

Impact on Students, Risk, Equality, Data Protection and Environmental & Sustainability – Discussion
14. **Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda**
15. **Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda**
16. **Equality Management – Equality issues to be considered as a consequence of the consideration of the above agenda**
17. **Data Protection – Data Protection issues to be considered as a consequence of the consideration of the above agenda**

18. **Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**
19. **Closure**
20. **Private Meeting with Internal and External Auditors and Committee members**
21. **Date of Next Meeting**
Thursday, 14 May 2024 at 5.00pm Springburn Campus, Room WG1