

Glasgow Kelvin College

Audit and Risk Committee – 20 February 2024

Governance Update

Report by Director of Estates and Corporate Services

1. Introduction

The purpose of this report is to provide an update to members in relation to the following areas of corporate governance:

2. UMAL Safety Inspection Visits
 - Report (Property Risk Management)
 - Report (Health and Safety Management)
3. Trade Union Nominees on Boards (Incorporated Colleges and Regional Strategic Bodies) – Revised Timescales for Implementation - Update
4. Environmental and Sustainability – Update
 - Scottish Government Energy Efficiency Project
 - Public Sector Climate Change Duties Report (PSCCDR)
5. OSCR Return – Glasgow Kelvin Learning Foundation: SCIO
6. West End Campus - Update
7. Audit Scotland Fees - Update
8. Insurance Check
9. Business Continuity Plan Table Top Exercise– Martyn’s Law – Update
10. Child Friendly – Model Complaints Handling Procedure
11. Land at Springburn

2. UMAL Safety Inspection Visits

UMAL carried out safety inspections across all campus locations over 11 and 12 January 2024. Minor items identified and reports are now received and are available via the links below. Areas covered as follows:

Springburn Campus:

- Sports hall and fitness suite,
- Fashion workshops
- Workshops for trades / MVW and HAVC
- Art and photography studios
- Science labs
- Library Resource Centre
- Kitchen, café, and Refectory
- Stores Plant rooms

East End Campus:

- Main reception
- Training Kitchen and Restaurant, Café

- Hair & Beauty area and Salon
- Construction workshops
- Art Studios / printing
- Server room
- Plant room / chemicals store

West End Campus:

- General walk of the building and main entrance / exit points for security
- Walk of the ground / external for patterns

Easterhouse Campus:

- Library Resource Centre
- Offices and student spaces (cluster / common rooms)
- Training restaurant and kitchen
- Hair and Beauty Salons
- Server and plant rooms
- The Bridge – overview of college owned / occupied spaces.

[Link to Report \(Property Risk Management\)](#)

[Link to Report \(Health and Safety Management\)](#)

Slides in relation to the visits have also been provided by UMAL – these are available via the link below:

[UMAL – Safety Inspection Visit - Slides](#)

An action plan has been prepared in regard to the items contained within these reports and these are currently being worked through. This will be reported in full to the Risk Management Committee and the Finance and Resources Committee until completion.

3. Trade Union Nominees on Boards (Incorporated Colleges and Regional Strategic Bodies) – Revised Timescales for Implementation - Update

At the time of writing this report we have received notification in relation to the Trade Union Nomination for EIS and have asked UNISON for the name of their nominee; this is currently awaited.

Members are aware that the revised timeline is as below:

[Trade Union Nominees on Boards – Revised Timescales](#)

The Secretary to the Board has advised Frances Harrower at CDN accordingly as she has been asked to provide a status update to the Scottish Government on progress.

4. Environmental and Sustainability Update

4.1 Scottish Government Energy Efficiency Project

In relation to the Scottish Government Energy Efficient Grant for the public sector decarbonisation scheme, a Project Manager - Gordon Ross from Watts – was appointed to oversee this £2.6m project.

Complications have arisen with this project, resulting in the College cancelling the Pre Construction Contract with Ameresco and the funding has been withdrawn by the Scottish Government.

More information is provided in the Risk Management Update paper elsewhere on the agenda and a detailed report will be presented to the Board in March.

Liaison is taking place with the College insurance company.

4.2 Public Sector Climate Change Duties Report (PSCCDR)

The Public Sector Climate Change Duties Report for Academic Year 2022/23 was submitted by the deadline of 30 November 2023. The full submission can be reviewed in [Appendix 1](#).

Glasgow Kelvin College is committed to minimising the negative impact its activities have on the environment. As previously reported, in Academic Year 2015/16 the College prepared its first Climate Change Action Plan (CCAP) and reported on its environmental performance from Academic Year 2014/15 onwards as part of the Scottish Government Public Bodies Climate Change Duties Reporting. The College is fully compliant with the reporting requirements specified in the Climate Change (Scotland) Act 2009. It now has several years of carbon emissions data.

The College can report that annual carbon emissions have continued to reduce and, for Academic Year 2022/23, fell from 1,394 tonnes tCO₂e to 1,289 tonnes tCO₂e marking a 7.5% reduction compared with 2021-22 figures.

Further analysis of the data in the 2022/23 Public Sector Climate Change Duties Report shows that:

- Current levels of carbon emissions at the College (measured in tCO₂e or tonnes of carbon emissions) have fallen by 60.4% since the baseline year of 2014/15 i.e., from 3,257 tCO₂e to a current level of 1,289 tCO₂e;
- Grid electricity usage fell by 0.5% during 2022/23;
- Gas usage during 2022/23 fell by 0.65%;
- Staff travel by private car has continued to increase since 2020/21. Consequently, emissions here have increased from the 3.1 tonnes tCO₂e recorded in 2021/22 to 4.8 tonnes tCO₂e recorded in 2022/23. However, this figure is still well below the 12.8 tCO₂e recorded in 2019-20;
- Following the end of Covid travel restrictions, staff travel by domestic flight and train continued to increase in 2022/23 producing an additional 2.85 tCO₂e compared with 2021/22;
- Water usage over the period is down some 6% on the previous year, with associated emissions down by 1 tCO₂e;
- Emissions associated with waste showed a marked increase on 2021/22. This reflects the return of students to workshops and the associated waste from, e.g. brickwork and construction works.

As reported within the Public Sector Climate Change Duties Report, the five main targets for Glasgow Kelvin College for the year ahead are listed as:

1. To continue to maintain the College estate.
2. Progress with the projects planned under the £2.6m grant awarded to the College under the Scottish Government Energy Efficiency Grant Scheme. Note – this will not now proceed.

3. Complete the implementation of the Green Academy at the College.
4. Progress the sale or lease of the College's West End Campus.
5. Continue to inspire and encourage staff and students to continue to adopt environmentally sustainable ways of learning, teaching, working and living.

The College has published its Public Sector Climate Change Duties Report 2022/23 on its website as per previous years, ensuring that the College complies in full with the requirements of the Climate Change (Scotland) Act 2009 including the reporting requirements. A link to the webpage can be found here:

[Climate Change Reporting - Glasgow Kelvin College](#)

5. OSCR Return – Glasgow Kelvin Learning Foundation: SCIO

The OSCR return for Glasgow Kelvin Learning Foundation was submitted by the deadline date – detailed as follows from the OSCR portal:

Annual Information Submission History					
Year End	Income	Expenditure	Annual Return Received	Accounts Received	Latest Accounts
31 Mar 2019	£323,232	£662,733	09 Dec 2019	Yes	
31 Mar 2020	£20,683	£788,584	11 Jan 2021	Yes	
31 Mar 2021	£9,883	£183,819	06 Dec 2021	Yes	
31 Mar 2022	£2,022	£123,098	19 Dec 2022	Yes	
31 Mar 2023	£25,350	£3,319	21 Dec 2023	Yes	Glasgow Kelvin Learning Foundation – SCIO – Accounts to March 23 signed_Redacted
*Due to the COVID-19 pandemic, OSCR allowed an additional 9 months grace period for charities that were overdue/late when their annual information due by date fell between 01 March 2020 and 31 March 2021. If an annual return has been received on time (within nine months of the Year End Date), the 'Annual Return Received' box is green . If an annual return is late, the box is red .					

6. West End Campus

The West End Campus is on the market for sale or lease through Graham and Sibbald.

[Link to Marketing Brochure.](#)

There have been many viewings over November, December, January and February with some interested parties returning for multiple visits. A closing date has been set for Friday, 23 February 2024 with a final open viewing taking place prior to this date.

Given the interest in the building, it is expected that multiple offers will be received. These will be reviewed in detail with advice taken from Graham & Sibbald. Members should note that it is expected that some offers will be subject to planning permission which can take approximately 18 months to achieve.

J Evans, Vice Principal Operations has been in constant liaison with the SFC in regard to the marketing of this building, setting a closing date and the disposal; matters will be taken forward accordingly.

Liaison has also taken place with Jim Godfrey, Glasgow College Regional Board with J Evans, Vice Principal Operations and L Clark, Director of Estates and Corporate Services.

The College has liaised throughout this process with insurers. A member of College staff is based with the West End Campus daily, conducts various checks and runs the water; the building also remains heated. CCTV is in the process of being installed to ensure that it is further protected as the Graham & Sibbald sign outside could attract individuals wishing to explore a vacant building.

Sundry furniture items considered to be superfluous are being sold via auction; this process is ongoing.

Rate reduction has been explored and will be granted to us by Glasgow City Council when the building is empty of all furniture.

7. Audit Scotland Fees - Update

Following the letter from Vikki Bibby, Jeanette Evans wrote to Audit Scotland again on 7 November asking that Audit Scotland provides an indication of when it intends to address the fees anomalies, advising that while there may be challenges to resolve the position, as Glasgow Kelvin College remains in significant detriment in this regard whilst this matter remains unresolved.

Audit Scotland's unsatisfactory reply is attached at [Appendix 2](#). It does not address the specific question that was asked on behalf of the Audit & Risk Committee.

This matter will be followed up again.

8. Insurance Check

The College has been in contract with UMAL for circa 6 years. The College receives a very good service from UMAL and relationships are both supportive and collegiate. UMAL have an in-depth understanding of the issues relating to the cladding at Springburn Campus; all technical reports have been shared and UMAL have offered advice in this regard.

In order to ensure that the College are receiving value for money, an insurance fee check is being conducted with other colleges by APUC colleagues.

Members will be kept apprised accordingly.

9. Business Continuity Plan Table Top Exercise - Martyn's Law – Update

Following on from a Tabletop Exercise carried out in October, in which we ran a scenario based on a suspicious package being reported at a campus, the first draft of Glasgow Kelvin College – Standard Terrorism Evaluation has been drawn up. This has been shared with members of the Senior Management Team and Incident Management Team for further discussion and eventual completion. Currently it is envisaged that Martyn's Law (full title The Terrorism (Protection of Premises) Draft Bill) will come into force in 2025/26 with the implementation period taking place 2024/25. The College's duties under the new law will be as follows:

- Register with the regulator.
- Complete a Standard Terrorism Evaluation
- Ensure that staff receive terrorism protection training.

The main point of concern raised by the Tabletop Exercise was that of communicating with staff during an incident, this is being considered by the Health and Safety Manager and the Director of Digital and Information Services with a working group to be set up to look into this issue further.

Further information on the content and completion of a Standard Terrorism Evaluation can be found at the following link:

[DRAFT Standard Terrorism Evaluation Guidance.](#)

At the time of writing this report, the Government has announced a further consultation to take place between 05 February 2024 and 18 March 2024. The reason for this added consultation is that it was felt that the original version did not consider the wide and diverse nature of the organisations falling into the Standard Tier and may have put too great a burden on very small or voluntary organisations. We await the outcome of this consultation to see what impact it will have on our plans.

10. Child Friendly Complaints – Model Complaints Handling Procedure

The Scottish Public Sector Ombudsman (SPSO) has been working on a new approach to handle complaints that involve children, to ensure complaints procedures meet children's rights under the United Nations Convention on the Rights of the Child. The SPSO with the help of children, young people, and staff from a wide range of public bodies and third sector organisations have co-designed seven [Child Friendly Complaints-handling Principles \(spso.org.uk\)](#) supported by a draft Child Friendly Model Complaints Handling Procedure (CHP), which will supplement the current Model Complaints Handling Procedure.

The SPSO currently has an open consultation on these seven Principles, due to close 01 March 2024. Upon closure of the consultation, the SPSO will make any amendments based on responses received and then undergo the parliamentary approval process with the final version of the Principles being published shortly thereafter. It is expected that the College will have due regard for the Principles when handling complaints involving children.

At the time of writing this report, the SPSO have advised that they will be circulating the draft Child Friendly CHP for testing allowing the College an opportunity to provide feedback and begin preparations to adopt the new process prior to the expected implementation date of July 2024.

11. Land at Springburn

As members are aware, there is a small parcel of amenity land which is within the perimeter fence at Springburn Campus, but which belongs to HydePark Residents Association. This matter is referred to in a fuller way within the Risk Management Update paper.

The College remains in contact with our solicitors in this regard who have written to Hydepark Residents Association to obtain an update.

Audit and Risk Committee members will be kept apprised accordingly.

12. Resource Implications

There are costs associated with repairing/replacing the cladding panels at Springburn Campus, but the College will need to further explore options in this regard.

The Scottish Government Energy Efficiency grant has now been withdrawn. Therefore, the College will now have to seek other sources of funding to deliver its net zero targets.

The sale/lease of West End Campus has caused resource implications due to the relocation of the curriculum contained therein and the marketing, home reports etc required for this building. It is expected that we will claim for this money back when the building sells.

The Audit Scotland fees are not proportionate to the size of the College, and we would hope that this will be resolved in due course.

13. Impact on Students

The ongoing legal issue over the land within the boundary of Springburn Campus means that we are unable to use our award winning Cycle Hub and promote active travel as vigorously as we were doing.

14. Risk and Assurance

This report seeks to provide members with assurance that a number of governance matters related to the smooth running and operations of the College are being taken forward accordingly and will be carefully handled.

15. Equality

There are no equality implications arising as a consequence of matters contained within this report.

16. Data Protection

There are no data protection implications arising as a consequence of this report.

17. Environmental and Sustainability

It is expected that the problems experienced in relation to the environmental capital award will mean that the College will not be able to progress the Race to Zero Action Plan and the Climate Change Action Plan as quickly as expected.

Carbon reduction and enhanced energy efficiency is expected to be achieved in future years.

18. Recommendations

It is recommended that members note the content of this report, links and appendices.

19. Further Information

Further information can be obtained from Lisa Clark, Director of Estates and Corporate Services - lisaclark@glasgowkelvin.ac.uk or Jeanette Evans, Vice Principal Operations jevans@glasgowkelvin.ac.uk

Lisa Clark
Director of Estates and Corporate Services
February 2024