

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT MEETING OF 12 DECEMBER 2022

POLICIES

REPORT BY DIRECTOR OF CORPORATE SERVICES AND DIRECTOR OF PEOPLE
AND CULTURE

1. Introduction

As members will be aware, and in line with the review schedule, the following policies are due for review:

- Public Interest Disclosure Policy
- Gifts and Hospitality Policy
- Recruitment and Selection Policy
- Policy and Procedure for the Protection of Vulnerable Groups and Criminal Records

2. Changes to Policies

An update is provided below:

- Public Interest Disclosure Policy – attached as link as [Appendix 1](#) and the Gifts and Hospitality Policy – attached as link as [Appendix 2](#). These two policies have been reviewed at the Audit and Risk meeting held on 29 November 2022 and slight amendments were made.
- Recruitment and Selection Policy - attached as link as [Appendix 3](#). This policy was subject to consultation with representatives of the College's recognised Trade Unions, staff and Management. The document was amended considering the feedback received. The policy was reviewed at the Finance and Resources Committee meeting held 29 November 2022 and a slight amendment was made to Sections 4 and 5 to clarify the process for the recruitment and appointment of temporary teaching staff.
- Policy and Procedure for the Protection of Vulnerable Groups and Criminal Record Checks, attached as link as [Appendix 4](#). Members will be aware that the Disclosure (Scotland) Act 2020 has received Royal Assent however this has not yet come into force. It is currently unknown when this will happen (although some commentary has suggested that it may be before the end of the calendar year). The changes anticipated when this Act comes into force, this will require this Policy and Procedure to be fully reviewed.

It is therefore recommended to members of the Board of Management that the review date of 31 December 2022 for this policy be extended until 31 December 2023, by which time the Act may have come into force. The document will be reviewed as soon as a date for the Act to come into force is confirmed.

3. Resource Implications

There are no additional resource implications involved in terms of reviewing these governing documents.

4. Impact on Students

There are no negative impact on students identified as a consequence of anything within this report or any minor changes made to these College policies/procedures.

5. Equalities

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report. Members should note that the Equality Impact Assessments have been reviewed and revised for each policy, where appropriate, these are available on the College website.

6. Risk and Assurance

Risk to the College is mitigated by ensuring that appropriate governing documents and policies and procedures are in place and that the Board of Management receive the necessary assurances that these are being reviewed within the governing framework.

7. Data Protection

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

8. Recommendations

It is recommended that members:

- i. note the contents of this report and its appendices;
- ii. approve the policies and procedures as attached in **Appendix 1, Appendix 2** and **Appendix 3** and; and
- iii. approve an extension to the review date for the Policy and Procedure for the Protection of Vulnerable Groups and Criminal Records Checks at **Appendix 4** to 31 December 2023.

9. Further Information

Further information can be obtained from Lisa Clark, Director of Corporate Services on lisaclark@glasgowkelvin.ac.uk or Doreen Shiels, Director of People and Culture, dshiels@glasgowkelvin.ac.uk

Lisa Clark/Doreen Shiels
December 2022