Glasgow Kelvin College

Risk Management Committee

Minute

Meeting held on Tuesday, 24 October 2023 at 2pm online using Microsoft Teams

Item	Action Agreed	Member	Target Date
1.	**Sederunt**		
	L Clark, Director of Estates and Corporate Services (Chair); D Shiels, Director of People and Culture; J Quinn, Director of Digital Services; I Gordon, Head of Facilities and Environmental Sustainability; A Carr, Head of Finance; J Clarke, Senior Curriculum Manager, BCDI; G Lawson, Health and Safety Manager; M Thomson, Cross College Support and Administration Manager; and R MacKenzie, Regulations and Compliance Manager.		
2.	**Apologies**		
	D Smeall, Principal; J Evans, Vice Principal; Liz Breckenridge, Marketing and Commercial Manager; G McGuire, Senior Curriculum Manager, HCCLD; M McKerlie, Head of Services to Support Learners; 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; and P Brown, Director of Planning, Performance and Curriculum.		
3.	**Terms of Reference**		
	Members noted the content of the Terms of Reference for information purposes.		
4.	**Draft Minute of Previous Meeting held on 15 August 2023**		
	The minute of the meeting held on 15 August 2023 was accepted as a true and accurate record of the business conducted at the previous meeting.		

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5.	**Matters Arising from the Minute of the Previous Meeting**		
	Item 10a Insurance: Reinforced Autoclaved Aerated Concrete (RAAC)		
	L Clark advised that a return had been submitted to the Scottish Funding Council to confirm that, due to the periods in which the College buildings had been constructed, it was extremely unlikely that Reinforced Autoclaved Aerated Concrete (RAAC) had been used. **I Gordon requested that part of the minute entry (second paragraph) should be amended to read:* *"I Gordon advised that, given three of the campuses were built in the 1999/2000s and one in 1905 that it was not considered likely that RAAC was an issue in any of them. The SFC had been advised accordingly."*		
	Item 12a Estates – Cladding Panels at Springburn		
	L Clark advised members that the College were liaising with GCRB and SFC in relation to the cladding panels at Springburn Campus. Discussions ongoing.		
	Item 12b Estates – Hydepark Residents Association		
	L Clark confirmed that the solicitor for the College had not received a reply from Hydepark Residents Association to its recent correspondence. Consequently, the matter regarding the amenity land was no further forward.		
6.	**Health and Safety**		
a)	**Health and Safety Committee Minute**		
	7 June 2023		
	Members noted the content of the Health and Safety minute of 7 June 2023 for information purposes.		
b)	**Legal Current Issues Review (LCIR)**		
	Aug - Oct 2023		
	Members noted the content of the Aug - Oct 2023 editions of LCIR for information purposes.		

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7.	**Finance**		
	Members noted the content of the Scotland Colleges 2023: Briefing Paper – September 2023 for information purposes.		
8.	**GDPR/Cyber Security**		
	J Quinn advised members that ICT Services would soon begin another internal email phishing campaign. The need for regular exercises was part of the conditions related to the renewal of cyber insurance. The aim of regular campaigns was to identify any weak points and to raise College awareness of the need for vigilance in everyday cyber security.		
9.	**Estates**		
a)	**Estates and Capital Update Report**		
	L Clark provided members with an update on Estates and Capital planning and expenditure. The report covered: • Capital Planning/Expenditure for 2022/23; • Capital Planning/Expenditure for 2023/24; • Campus Re-investment Project; • West End Campus Curriculum Moves; • Land at Springburn; and, • Scottish Funding Council: College Infrastructure Strategy - Infrastructure Delivery Group. Members noted the Estates and Capital Update Report for information purposes.		
b)	**Reinforced Autoclaved Aerated Concrete (RAAC)**		
	L Clark provided members with a series of reports on Reinforced Autoclaved Aerated Concrete (RAAC). i) RAAC College and University Questionnaire ii) RAAC Guidance iii) Failure Reinforced Autoclaved Aerated Concrete Planks Members noted the reports for information purposes.		
c)	**Universities and Colleges Climate Commitment for Scotland: eBike Charging on Campus**		
	L Clark drew member's attention to correspondence from the University of Glasgow to EAUC regarding reports of fire risks associated with eBikes/scooters. There were many reports,		

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	across the UK, of sudden ignition and intense burning of the lithium-ion batteries. Such fires had a reputation for escalating quickly and were notoriously difficult for Fire services to contain and extinguish. Questions had been posed in the correspondence regarding the appropriate placement of charging points and the storage of the lithium-ion rechargeable batteries. L Clark advised members that the College insurers (UMAL) had recommended relocation of its charging point to a distance of 12m from any main building. EBike batteries were stored separately from the bikes in a secure cabinet. Members noted the correspondence for information purposes.		
10.	**Human Resources**		
a)	**Wellbeing and Resilience at Work (WRAW) Survey: Analysis of GKC Responses and Recommendations February 2023**		
	D Shiels provided members with analysis of the feedback on the February 2023 WRAW Survey. The survey would be repeated in October 2023. Members noted the content of the WRAW Survey analysis for information purposes.		
11.	**Risk Management**		
a)	**Risk Management Update by Director of Estates and Corporate Services**		
	L Clark spoke to the Risk Management Update and College Risk Register Report. She informed members that the College Risk Register had been reviewed by SMT and discussed at the Audit and Risk Committee on 5 September 2023. It had been confirmed that Henderson Loggie would carry out an audit of Risk Management activities commencing w/c 6 November 2023, and that preparatory work was in progress. L Clark reminded members that, in relation to the College Operating Plan, a separate Risk Register was held. A separate Risk Register for West End Campus was held relating to the transferring of the curriculum to other campus		

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	locations; this was completed over summer 2023. The Risk Register would be updated further in relation to the disposal of this asset. In relation to the Scottish Government Energy Efficient Grant Scheme for the public sector decarbonisation scheme, a separate Risk Register had also been produced. The following matters were also covered, including: - Inspection and report re cladding at Springburn campus building; - Works to secure ceiling lights at Springburn campus building; - West End Campus – relocation of curriculum, exit and disposal; - Reduction of manned guarding; - Progress with the third strand of the Campus Reinvestment Project; - Strike action across the sector; - Lecturing staff working through the backlog of student resulting; - Rescheduling of the College Graduation ceremony for 7 February 2024; - Amenity Land at Springburn; - Changes in procedures for reporting Fires; - Compliance with the Terrorism (Protection of Premises) Law, also known as Martyn's Law; and - Relocation of all external lets to Springburn Campus. Members noted the content of the Update Report for information purposes.		
b)	**Education Scotland Progress Visit Report**		
	Members noted the content of the Report for information purposes.		
c)	**Risk Management Annual Report**		
	Members noted the content of the Risk Management Committee Annual Report for information purposes. L Clark welcomed comments on the report which would be fed back to the next meeting of the Audit and Risk Committee to be held on 16 November 2023.	**ALL**	
d)	**Risk Management Self Evaluation**		
	L Clark advised members that the annual Risk Management Self Evaluation would be issued soon. Some questions required to be reworked before a final version was made available.	**LC/MT**	

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e)	**College/Strategic Risk Register: October 2023**		
	Members noted the content of the Strategic Risk Register as at October 2023. 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. Some changes were made to Inherent Risk Assessment scorings.		
f)	**Team Draft Risk Registers: Summary Team Risk Movement November 2023**		
	Members noted the summary of movement within Team Risk Registers from November 2023 for information purposes.		
g)	**Project Risk Register - West End Campus Exit/Disposal**		
	Members noted that the Project Risk Register relating to the relocation of staff and services from West Campus and closure of the main building would be updated. Relocation of the curriculum to other campuses had been completed over summer 2023. The Risk Register would be updated further in relation to the disposal of this asset.		
h)	**Project Risk Register – Scottish Government Energy Efficiency Grant**		
	Members noted that a Project Risk Register had been prepared relating to the Scottish Government Energy Efficiency Grant Scheme for information purposes. A Project Manager had been appointed to oversee the £2.6m project. The company would work with the College management in relation to risk management of the complex project. A more in-depth Risk Register would be generated.		
12.	**Items for Information**		
a)	**HEFESTIS Newsletters from 18 August 2023 – 13 October 2023**		
	Members noted the content of the HEFESTIS Newsletters for information purposes.		
b)	**NFI Matters: Autumn 2023**		
	Members noted the content of the NFI Matters: Autumn 2023 for information purposes.		

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13.	**Impact on Students - Key Issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new issues impacting on students as a consequence of the above agenda.		
14.	**Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda**		
	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.		
15.	**Equality Management – Equality issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new Equality Management issues considered as a consequence of the above agenda.		
16.	**Data Protection – Data Protection issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new Data Protection issues considered as a consequence of the above agenda.		
17.	**Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new Environmental and Sustainability issues to be considered as a consequence of the above agenda.		
18.	**Closure**		
	The meeting closed at 3.15pm.		
19.	**Date of the next meeting**		
	30 January 2024.		