

Glasgow Kelvin College
Risk Management Committee

Minute

Meeting held on Tuesday, 13 August 2024 at 3pm online using Microsoft Teams

Item	Action Agreed	Member	Target Date
1.	Sederunt		
	J Quinn, Director of Digital and Information Services (Chair); G Lawson, Health and Safety Manager; A Carr, Head of Finance; A Daly, Finance and Student Funding Manager; G McGuire, Senior Curriculum Manager, WDCS; J Clarke, Senior Curriculum Manager, SEA; M Smillie, Head of Student Information Services; M McKerlie, Head of Student Support Services; M Kinnear, Head of Human Resources and Organisational Development; M Thomson, Cross College Support and Administration Manager; and R MacKenzie, Regulations and Compliance Manager. Introductions – J Quinn welcomed Ryan Donachie, Student President (Welfare, Community and Sustainability) to his first meeting of the Risk Management Committee.		
2.	Apologies		
	D Smeall, Principal; J Evans, Vice Principal Operations; L Clark, Director of Estates and Corporate Services; D Shiels, Director of People and Culture; Liz Breckenridge, Marketing and Communications Manager; J Gallagher, Quality Enhancement and Development Manager; P Brown, Director of Apprenticeship, Skills and Curriculum; and P Haslett, Senior Estates and Facilities Coordinator.		
3.	Terms of Reference		
	Members noted the content of the Terms of Reference for information purposes.		
4.	Draft Minute of Previous Meeting held on 23 April 2024		
	The minute of the meeting held on 23 April 2024 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 8b Worldpay		
	A Daly confirmed that an alternative to WorldPay as creditor had been secured and that a new means for facilitating payment of e.g. student fees had been implemented successfully.		
6.	Health and Safety		
a)	Health and Safety Committee Minute		
	i) 13 March 2024		
	Members noted the content of the Health and Safety minute of 13 March 2024 for information purposes.		
b)	Legal Current Issues Review (LCIR)		
	May 2024 - July 2024		
	Members noted the content of the editions of LCIR for information purposes.		
7.	Finance		
a)	Audit Scotland: Technical Bulletin 2024/2		
	Members noted the contents of the Technical Bulletin 2024/2 which detailed technical developments and emerging risks from April to June 2024.		
8.	GDPR/Cyber Security		
a)	ICO: Information Commissioner's Annual Report and Financial Statements		
	R MacKenzie reported that the Information Commissioner's Office (ICO) had published its annual report for 2023/24. The report outlines the ICO's efforts to protect privacy while promoting innovation. The ICO report focused on four main objectives: • Safeguarding and empowering consumers. • Promoting responsible innovation and sustainable economic growth. • Enhancing openness, transparency, and accountability. • Ensuring the ICO remains an effective and efficient regulator.		

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	The ICO is preparing for a volatile and uncertain future but remains committed to its mission of empowering individuals through information. Members noted the contents of the report and annual accounts for information purposes.		
9.	Insurance		
a)	AG Lockdown: UMAL		
	G Lawson spoke to the paper on AG Lockdown. Following the recent Government consultation on Martyn's Law, the revised Standard Tier requires the College to: <i>Notify the Regulator that the College is responsible for premises within scope of the Bill (and so subject to the relevant requirements).</i> <i>Have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack.</i> AG Lockdown had been recommended to the College by its insurance company. AG Lockdown had developed a system which can ensure that the necessary measures are in place in order that organisations can comply with Martyn's Law requirements. A number of meetings had been held with AG Lockdown and College staff were impressed with the service which will allow the College to meet the requirements of Martyn's Law. Staff members at the College were suitably impressed with the services offered and this was further discussed at the SMT and approved. Training would be carried out for all College staff in due course. Members noted the contents of report on AG Lockdown for information purposes.		

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b)	UMAL Insurance presentation		
	i) Lithium-Ion Batteries Risk and Precautions		
	M Thomson spoke to a report detailing growing concerns over the increase in the number of fires caused by Lithium-ion batteries, such as those used in mobile phones, electric cars, vans, buses and scooters. Fires caused by the spontaneous combustion of Lithium-ion batteries are particularly dangerous due to the speed of combustion, the lethal fumes from the fire and the difficulty in extinguishing the fire. Specialist Fire services are required in such instances. A recent fire at the ENVA recycling facility at Linwood in Renfrewshire had been caused by combustion of lithium-ion batteries and burned for almost three days. Members noted the contents of the presentation for information purposes.		
c)	UMAL – Insurance Cover Table		
	Members noted, for information, the Insurance Cover table which provided a summary of the costs of insurance cover provided by its insurers, UMAL, over the period 2019-20 to 2024-25.		
10.	Estates		
a)	Estates and Capital Update Report		
	J Quinn spoke to the Estates and Capital update report produced by the Director of Estates and Corporate Services. The report, as at June 2024, covered the following areas: • Capital Planning/Expenditure for 2023/24 • Campus Re-investment Project • West End Campus • Manned Guarding • Land at Springburn • SFC - College Infrastructure Strategy – Infrastructure Delivery Group • Baxter Storey – Catering Contractor • Estates Works The Director of Estates and Corporate Services had advised that Capital Projects were complete now. Liaison had taken place with GCRB in this regard as an extension to complete had been sought and granted by Jim Godfrey, Finance and Resources Director at GCRB. Members noted the contents of the update for information purposes.		

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b)	Infrastructure Delivery Group (IDG): SFC Baseline 2024 outline programme		
	J Quinn advised members that the Infrastructure Delivery Group (IDG): SFC Baseline 2024 outline programme would go live on 21 June 2024. Beta testing of the software was being conducted by SFC, the software developers and representatives of colleges involved in the pilot stage of the programme. The Baseline would provide a robust, accurate and evidence-based dataset to inform the case for future investment in college infrastructure. Members noted the summary timeline of the baseline programme for information purposes.		
c)	Conditions Surveys		
	J Quinn reported, on behalf of the Director of Estates and Corporate Services, that all the Condition Surveys had been completed and were now being reviewed by the Vice Principal Operations and the Director of Estates and Corporate Services. The datasets would form a key part of the information required for the SFC Baseline 2024 outline programme.		
d)	Break-in at Easterhouse 15 July 2024		
	J Quinn spoke to the report on the break-in that occurred at Easterhouse campus on 15 July 2024. Several youths had broken into the ground floor and reception areas causing damage to a window at the rear of the building and a vending machine. Police were continuing with their investigations. Members noted the contents of the report for information purposes.		
11.	Human Resources		
a)	Accessibility Audit Report		
	M Kinnear advised members that an Accessibility Audit Report had been produced and that it would be made available to the next meeting of the Risk Management Committee.	DS	

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12.	Risk Management		
a)	HM Government National Strategic Risk Assessment 2023: Briefing Note		
	i) HM Government National Strategic Risk Assessment		
	R MacKenzie spoke to the briefing note summarising the HM Government National Strategic Risk Assessment 2023. Consideration of the NSRA by the Risk Management Committee had been recommended by members of the Learning and Teaching Committee. The National Risk Register 2023 is the external version of the National Security Risk Assessment (NSRA) conducted by the UK government. It outlines the most serious risks facing the United Kingdom. The assessment covers a broad range of risks that may directly affect the UK and its interests, including economic, geopolitical, social, environmental, and technological risks. This latest NSRA aims to enhance shared understanding and preparedness for risks among risk and resilience practitioners, businesses, and voluntary organizations. The National Risk Register 2023 provides an updated assessment of the most serious risks facing the United Kingdom. Some of the key threats identified in the register include: • Terrorism: Threats from extremist groups and individuals. • Cyber-attacks: Risks to critical infrastructure and digital systems. • State threats: Geopolitical tensions and hostile actions. • Pandemics: Health crises with widespread impact. • Wildfires: Environmental hazards due to climate change. • Industrial action: Disruptions caused by labour disputes. The UK government employs a multifaceted approach to mitigate these risks. These strategies aim to enhance resilience and minimize the impact of potential risks. The effectiveness of these mitigation measures varies depending on the specific risk and context. However, the UK government continually assesses and adapts its strategies to address emerging threats. Members considered the NSRA to be a useful and informative document in considering the range and depth of threats currently facing the UK. Members agreed that they would welcome all future editions of the NSRA, when available, to be included in the agenda of the Committee and to adjust the Risk Register where appropriate.	LC/RM/MT	

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	Members noted the content of the NSRA for information purposes.		
b)	Risk Management Committee Annual Report		
	Members noted the content of the Risk Management Committee Annual Report for information purposes. The report would be forwarded to the Audit and Risk Committee in due course.	LC	
c)	Risk Management Update by the Vice Principal Operations and the Direction of Estates and Corporate Services		
	J Quinn spoke to the Risk Management Update by the Vice Principal Operations and the Direction of Estates and Corporate Services. Members noted the content of the update for information purposes.		
d)	College/Strategic Risk Register: August 2024		
	Members noted the content of the Strategic Risk Register as at August 2024. 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. The College Risk Register was reviewed in detail. Members raised concern over the ongoing strike action by the EIS. A number of changes were made to the text and the scoring raised on Risk 6 – Student Experience and Risk 9 – Student Recruitment and retention. A new risk, Risk 14 - Credits, was added to the register. The register would go to the SMT meeting of 26 August 2024 for discussion. There was little movement in the team Risk registers over the summer period. With the College moving to a two Faculty model, the existing three Faculty Risk Registers for: Business and Creative Industries, Engineering Construction and Science and Health Care and Learner Development would be replaced by two registers for: STEM, Enterprise and Arts and Wellbeing, Development and Creative Services. Members were concerned that continued industrial action by EIS-FELA members could have serious impacts on the business of the College. Revenue streams of the College were at risk, with a number of employers and schools expressing concern. The situation continued to be monitored.		

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e)	Team Draft Risk Registers: Summary Team Risk Movement August 2024		
	Members noted the summary of movement within Team Risk Registers from for information purposes.		
14.	Items for information		
	a) Fit for the Future: Developing a post-school learning system to fuel Economic Transformation b) Guardian Article: Why is Britain's mental health so incredibly poor? It's because our society is spiralling backwards. c) HEFESTIS: Global widespread IT issue. d) HEFESTIS: Newsletters 19 August 2024 – 2 August 2024 e) Major fire at ENVA electrical and battery recycling treatment facility in Linwood. f) The Herald news article: College Lecturers in Scotland strike over pay. g) EIS-FELA Industrial Action Notice – Glasgow Kelvin College. R MacKenzie provided members with an overview of the latest updates from Threatscape and numerous articles of interest to the Committee. Members of the Risk Management Committee noted the contents of items 14a – 14g for information purposes.		
15.	Impact on Students - Key Issues to be considered as a consequence of the consideration of the above agenda		
	Members were concerned that continued industrial action by EIS-FELA members could have a serious impact on student retention at the College.		
16.	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.		

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17.	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.		
18.	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.		
19.	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.		
20.	Resource Implications		
	Members were concerned that continued industrial action by EIS-FELA members could have serious impacts on the revenue streams of the College, with a number of employers and schools expressing concern.		
21.	Closure		
	The meeting closed at 4.15pm.		
22.	Date of the next meeting		
	5 November 2024.		

JQ/RM
Glasgow Kelvin College
August 2024