

Glasgow Kelvin College
Board of Management
Finance and Resources Committee

Agenda

Agenda for the meeting scheduled to be held at 6 – 7.30pm on Tuesday, 26 November 2024, via MS Teams

1. **Sederunt**
2. **Apologies**
3. **Terms of Reference**
[Finance & Resources Terms of Reference - Review Date November 2024.pdf](#)
4. **Declarations of Interest and Connection**
 - a) **Interestⁱ¹**
 - b) **Connection²**
5. **Minute of the Previous Meeting held on 1 October 2024 (For Approval)**
(copy attached)
6.
 - a) **Matters Arising from the Previous Meeting held on 1 October 2024**
 - b) **Action Log (For Noting)**
 - i) **Finance and Resources Committee Action Log as at November 2024**
(copy attached)
- Items for Approval/Endorsement**
7. **Finance and Resources Committee Terms of Reference Refresh Report by Secretary to the Board and Director of Estates and Corporate Services**
(copy attached)
8. **Finance Report - NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Head of Finance
(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. **Review of Policies and Procedures**
 - a) **Professional Learning and Development Policy**
 - b) **Lone Working Policy**
 - c) **Dignity and Respect Policy and Procedure**
 - d) **Fees and Fee Waiver Policy****Report by Vice Principal Operations, Director of People and Culture & Finance and Student Funding Manager**
(copies attached)
10. **Fixed Asset Disposal / Write-Off**
Report by Director of Digital and Information Services
(copy attached)
11. **Procurement Strategy and Action Plan Refresh 2022-25**
Report by Vice Principal Curriculum and Procurement Manager
(copy attached)
- Items for Discussion and Noting**
12. **People and Culture Services Update**
Report by Director of People and Culture
(copy attached)
13. **Annual Procurement Report 2023-24**
Report by Vice Principal Operations and Procurement Manager
(copy attached)
14. **Estates and Capital Update Report** (including: Capital Planning/Expenditure for 2024/25, West End Campus, Cladding at Springburn Campus, Estates and Facilities – Staffing, SFC - College Infrastructure Strategy – Infrastructure Delivery Group and Estates Works)
Report by Director of Estates and Corporate Services
(copy attached)
15. **Environmental and Sustainability Update** (including Engagement with Sustainability, Funding and Awards, Active Travel Consults, Sustainability in the Curriculum, Campus Gardens, Public Sector Climate Adaptation Network Membership, Sustainable Procurement Initiatives, Easterhouse Carpark LED Lighting, BEMS System update, Race to Zero: annual reporting update, Biodiversity Reporting, Public Sector Climate Change Duties Report 2023-24, Update on Scottish Government Net Zero targets, Estates and Sustainability Strategy 2022-2027 – Review)
Report by Director of Estates and Corporate Services
(copy attached)
16. **Health and Safety Update**
Report by Health and Safety Manager
(copy attached)
- Items for Information**
17. **Audit Scotland Publications**
 - a) [Technical Bulletin 2024/3](#)
 - b) [The National Fraud Initiative in Scotland 2024](#)
 - c) [Climate Change Disclosures](#)

Items for Information

18. a) [Approved Risk Management Minute 13 August 2024.pdf](#)
b) [Approved Health Safety Minutes - 24 April 2024.pdf](#)
(copies attached)

Risk, Equality and Data Protection - Discussion

19. **Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda**
20. **Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
21. **Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
22. **Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
23. **Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**
24. **Closure**
25. **Date of Next Meeting**
4 March 2025, via MS Teams
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