Item 14
For Noting

Glasgow Kelvin College

Audit and Risk Committee – Meeting of 29 November 2022

Governance Action Plan – Update

Report by Secretary to the Board of Management and Director of Corporate Services

1. Introduction and Purpose

This report is to update members of the Committee on progress against the Governance Action Plan.

2. Background

Members will recall that the Governance Action Plan (GAP) is prepared to capture within one document planned and required governance actions. It is also referred to as the Board Development Plan. The GAP has been developed as a key reporting document to the Board of Management with respect to its role to ensure effective governance. The GAP has been derived from a number of sources including:

- Code of Good Governance for Scotland's Colleges
- Guidance Notes for Boards in the College Sector
- issues identified through audit processes
- developments identified internally and through the Board's annual self-evaluation
- items for improvement identified through the Externally Facilitated Effectiveness Review

The GAP is regularly monitored by the Secretary to the Board of Management, Director of Corporate Services and the Governance & Executive Support Manager. In terms of reporting, it is presented to the Board of Management twice per year, at its December and June meetings. It is also regularly reported through the Audit and Risk Committee. It is publicly available and is shared as required with external bodies such as Glasgow Colleges Regional Board and the Scottish Funding Council.

3. Governance Action Plan

The Governance Action Plan is attached as **Appendix 1** to this report. It has been revised and updated since being last reported to the Board on 13 June 2022.

It is considered to be comprehensive but will continue to be reviewed internally and take due account of any external advice or guidance.

The Committee is asked to consider and note progress against the GAP and to approve that the actions completed (identified in green on the GAP) be removed from the GAP. They will of course be retained as a record for reference purposes.

4. Resource Implications

There are no additional resource implications arising from this report.

5. Impact on Students

There is no direct impact on students in relation to the Governance Action Plan.

6. Equalities

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

7. Risk and Assurance

Risk to the College is mitigated by ensuring that governance requirements are contained within one control document which is easy to navigate and avoids oversight. This helps to ensure that the Board continues to meet the highest standards of governance. Assurance is provided through regular reporting, internal review/evaluation and by audit reports.

8. Data Protection

No data protection issues are identified arising from this report.

9. Recommendation

Members of the Committee are asked to:

i) note the content of this report and its appendix;
ii) consider and note progress against the Governance Action Plan in Appendix 1; and
iii) note that this update will be presented to the Board of Management meeting to be held on 12 December 2022.

10. Further Information

Members can obtain further information on the contents of this report from Linda Ellison, Secretary to the Board - lellison@glasgowkelvin.ac.uk or Lisa Clark, Director of Corporate Services - lisaclark@glasgowkelvin.ac.uk

Linda Ellison/Lisa Clark
November 2022