

Glasgow Kelvin College
Board of Management
Finance and Resources Committee
Agenda

Agenda for the meeting scheduled to be held at 5pm on 30 May 2023 in room MF12/14, East End Campus

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) **Interest¹**
 - b) **Connection²**
5. **Minute of the Previous Meeting held on 28 February 2023 (For Approval)**
(copy attached)
6.
 - a) **Matters Arising from the Previous Meeting held on 28 February 2023**
 - b) **Action Log (For Noting)**
 - i) **Finance and Resources Committee Action Log as at May 2023**
(copy attached)
7. **Health and Safety Update (For Noting)**
Report by Health and Safety Manager
(copy attached)
8. **Items for Approval and Endorsement**
Finance Report (For Noting and Approval) NOT IN THE PUBLIC DOMAIN
Report by Vice Principal Operation 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. **Draft Three Year Budgets 2023-26 – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Head of Finance
(copy attached)
10. **Policies and Procedures**
 - a) **Fees and Fee Waiver Policy 2023/24**
 - b) **Letting Policy**
 - c) [Disciplinary Policy Procedure](#)
 - d) [Grievance Policy and Procedure](#)
 - e) **Menopause (National) Policy****Report by Vice Principal Operations, Finance and Student Funding Manager and Director of People and Culture**
(copy attached)
11. **Fixed Asset Disposal / Write-Off**
Report by Director of Estates and Corporate Services
(copy attached)
12. **Annual Health and Safety Policy Review**
Report by Health and Safety Manager
(copy attached)
- Items for Noting**
13. **Draft Public Sector Equality Duty Report 2023**
Report by Director of People and Culture
(copy attached)
14. **People and Culture Services Update**
Report by Director of People and Culture
(copy attached)
15. **Estates and Capital Update Report**
Report by Director of Estates and Corporate Services
(copy attached)
16. **Environmental and Sustainability Update**
Report by Director of Estates and Corporate Services
(copy attached)
17. **Academic Year 2022-2023 Annual Review: Risk Management Update and College Risk Register**
Report by Vice Principal Operations and Director of Estates and Corporate Services
(copy attached)
- Items of Correspondence**
18.
 - a) [Item 18a - Email Correspondence - Update Regarding 2023.24 Budget.pdf](#)
 - b) [Item 18b - Audit Scotland Technical Bulletin 2023.1.pdf](#)

Items for Information

19. a) [Item 19a - Approved Health Safety Minutes - 29 March 2023.pdf](#)
b) [Item 19b - Draft Risk Management Minute 24 January 2023.pdf](#)

Risk, Equality and Data Protection - Discussion

20. **Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda**
21. **Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
22. **Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
23. **Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
24. **Closure**
25. **Date of Next Meeting**
TBC
26. **Committee Focus Group Self Evaluation Template – Members Only Session**