**Item 17**
**For Noting**

**GLASGOW KELVIN COLLEGE**

**FINANCE AND RESOURCE COMMITTEE – 30 MAY 2023**

**RISK MANAGEMENT UPDATE AND COLLEGE RISK REGISTER**

**REPORT BY VICE PRINCIPAL OPERATIONS AND DIRECTOR OF ESTATES AND CORPORATE SERVICES**

## 1. Introduction

It is normal practice that the College's Strategic/College Risk Register is considered at every meeting of the Audit & Risk Committee and Risk Management Committee, twice per year by the Board of Management, once per year by each of the other formal Sub Committees of the Board and reviewed by the College's Senior Management Team at least once a Quarter.

The purpose of this paper is to ensure that Finance and Resources Committee members undertake the aforementioned annual review.

The Risk Management Framework and the Risk Management Committee are a key parts of the College's risk management process. The Senior Management Team (SMT) is responsible for ensuring that mitigating controls on the register are operating effectively. Risk is a standing agenda item on management and Board meetings.

A copy of the Strategic/College Risk Register as at April 2023 is provided for information at **Appendix 1**.

This was reviewed in detail by the Risk Management Committee during the meeting on 25 April 2023. This has also been reviewed by the SMT on 4 May 2023 and the Audit and Risk Committee during the meeting of 16 May 2023. The Learning and Teaching Committee annual review of the Strategic/College Risk Register has also been undertaken.

The Strategic/College Risk Register will be reviewed by the Board of Management at the June 2023 Board meeting.

## 2. Risk Management Activities

- Team Risk Registers have been updated.
- The Risk Management Committee met on 25 April 2023 to consider the Strategic/College Risk Register in detail and also reviewed the team risk registers;
- The Risk Management Committee also reviewed the Risk Register for the exit of our West End Campus.
- The SMT have reviewed the Strategic/College Risk Register.
- The Audit and Risk Committee have reviewed the Strategic/College Risk Register at their meeting of 16 May 2023.
- The Learning and Teaching Committee have also undertaken their annual review of the Strategic/College Risk Register.

It should be noted that, in relation to the College Operating Plan, a separate Risk Register is held.

## 3. Risk Register Review

The Risk Title, Residual Risk Score and colour of the fourteen risks which could impact on the College's ability to deliver its strategic ambitions are summarised in the table below including Inherent Risks Scores/Categories and Residual Risks Scores/Categories.

| Review Date | April 2023 |
|---|---|

| Risk No | Date Identified | Risk Title | IR | IR2 | RR | RR2 | Risk Appetite Category | Movement in Period |
|---|---|---|---|---|---|---|---|---|
| 1 | 04/11/2021 | SFC Review | 20 | Very High | 12 | High | 1. Policy | ↔ |
| 2 | 04/11/2021 | GKC Identity | 16 | Very High | 4 | Medium | 2. Reputation | ↓ |
| 3 | 04/11/2021 | People | 20 | Very High | 16 | Very High | 5. Workforce | ↑ |
| 4 | 04/11/2021 | Litigation / Compliance | 16 | Very High | 3 | Medium | 7. Legal & Compliance (including Health & Safety risks) | ↓ |
| 5 | 04/11/2021 | Curriculum Relevance | 20 | Very High | 9 | High | 6. Student Experience | ↔ |
| 6 | 04/11/2021 | Sustainable Funding | 25 | Very High | 20 | Very High | 3. Financial | ↔ |
| 7 | 04/11/2021 | Student Experience | 16 | Very High | 9 | High | 6. Student Experience | ↔ |
| 8 | 04/11/2021 | Environment | 16 | Very High | 9 | High | 8. Environmental Sustainability | ↔ |
| 9 | 04/11/2021 | Digital Transformation | 16 | Very High | 6 | Medium | 4. Digital | ↔ |
| 10 | 04/11/2021 | Student Recruitment & Retention | 20 | Very High | 12 | High | 6. Student Experience | ↔ |
| 11 | 04/11/2021 | Cyber Risk | 25 | Very High | 12 | High | 2. Reputation | ↔ |
| 12 | 13/12/2021 | Infection Controls/Future Pandemics | 9 | High | 4 | Medium | 1. Policy | ↓ |
| 13 | 19/04/2022 | StrikeIndustrialAction/ActionShort ofSt | 25 | Very High | 16 | Very High | 6. StudentExperience | ↔ |
| 14 | 25/04/2023 | NEW RISK - Artificial Intelligence | 25 | Very High | 16 | Very High | Student Experience and People | New |

There has been a revision of the narrative content in a number of areas to reflect changes and activities which have taken place or are planned, Members will note the changes made as detailed above in terms of scorings and trends.

**Risk 2 - GKC Identity** – this risk has been reduced due to the successful implementation of the new College website, recent press exposure and competition placements which have all raised the brand profile.

**Risk 3 - People** - this risk has been increased as there will be fairly significant reductions in staffing levels this year Academic Year, with more planned for future years. There may be additional staffing challenges in the years ahead due to this.

**Risk 4 – Litigation/Compliance** - this risk has been reduced due to new Risk Assessment system in place and positive audits conducted. COSHH work has all been undertaken also.

**Risk 12 – Infection Controls/Future Pandemics** - this risk has been reduced as there is currently nothing more we can do at present other than to monitor the situation and remain aware of emerging events.

A new risk is **Risk 14 - Artificial Intelligence**. This has been added as, although there are some real and positive benefits of Artificial Intelligence, there are also down sides and potentially a very negative impact on learning skills. Students are relying more heavily on Artificial Intelligence technologies to complete assessments and the technical systems designed to detect fraudulent behaviour cannot (as yet) easily determine between students work and work produced by Artificial Intelligence.

Cognisance is being taken of all risks to the College on an ongoing basis. These have not substantially changed and include:

- The ongoing cost of living/debt crisis.
- An increased number of people living in deep poverty; people facing homelessness at record levels.
- Rapid and/or sustained inflation.
- The Public Sector Funding situation remains the main risk faced by the College; this is the same across the whole further education sector.

- £26 million promised to the education sector will not now be forthcoming.
- Reduction in credits – 10% for 2023-24 across the whole sector, included in the indicative funding announcement.
- The Senior Leadership Team (SLT) of the College has developed an Operating Plan to manage the College financial situation. This Operating Plan is being discussed with staff, unions, the Board of Management and other stakeholders. Milestones in respect of this plan will be agreed and achieved on a continual basis (as the landscape may change over the months/years ahead.)
- If the assumptions within the Operating Plan (v1.0) are realised, the predictions are currently that 81FTE (19%) will depart from the College over the next 3 Academic Years and the College itself will be circa 21% smaller with a 14% drop in student activity. A separate Risk Register has been compiled to support this Plan, but clearly this could impact on the scale and quality of College activities as well as staff morale. However, the Plan emphasises that the College's underlying ethos, values and vision will remain.
- The closure/lease/sale of our West End Campus will have potential consequences – both negative and positive. In addition a number of staff have a deep affection for the West End campus building (which may be viewed as the last building associated with Stow College as the City campus was sold in 2016.)
- The relocation of the curriculum currently located within the West End Campus will shortly commence. The work involved in this exercise is extensive and will involve both staff and contractors. Procurement will be undertaken via APUC.
  Furthermore, it is noted that materials costs are escalating daily and securing contractors can be a cumbersome process and this puts pressure on staff who are already very busy and are required to work to very tight deadlines.
- Despite the extensive vaccination programme; there are ongoing issues with Covid-19/long Covid-19 with very negative effects on staffing/resources and availability of contractors – this presents real challenges.
- Many students are leaving education to take up employment positions due to the financial arena we are in at present.
- The negative effects of being locked down for such a lengthy period of time are emerging in students displaying slightly more challenging behaviour, i.e. lack of academic discipline.
- Some acts of vandalism are emerging that were previously very rare.
- The impact of an emerging/changed world of learning and teaching and the job market – UK Government proposes a massive investment in AI technologies which (it is expected) will result in decreased job opportunities in due course.
- Mental health and wellbeing of students and staff continues to be of real concern; some behaviours displayed are taking up a disproportionate amount of time, effort and energy.
- Strike action over pay causing disruption in various sectors which impacts on College life/activities.
- Striking NHS staff will result in lengthier waiting times for operations for those who await medical care.
- Potential strike action in the College sector – both teaching and support staff.
- Cyber threat/attacks particularly in the public sector remain of real concern.
- Ongoing COVID-19 strains appear to be ever emerging as well as the threat of other pandemics i.e. bird flu, monkey pox etc. This results in keeping people in a constant state of fear and alarm which has an extremely detrimental effect on mental health and wellbeing.
- Bird flu being discussed in the media including a vaccination programme for eg chickens.
- Voluntary Severance – a high number of applications have been received which are being worked through at present. It is noted that departing staff may cause further unrest with staff during uneasy financial times and as the College shrinks in size. People who are refused Voluntary Severance are likely to feel disappointed and disheartened.
- Pressure on staff in a number of areas due to vacancies and absence cover for colleagues who are absent with Covid-19 and family illness/deaths.
- New First Minister has paused the Deposit Return Scheme until March 2024; at the time of writing this report it is entirely unclear how this will actually work in practice or what the scheme is intended to achieve.

**Social/Economic Environment**

- As reported previously, poor communities continue to be significantly more disadvantaged with ongoing rising energy costs (assistance from the government due to end), soaring cost of food – set to increase further, cost of fuel, clothing, goods etc all rising with the related very negative impact on millions of individuals.
- People will be unable to drive some vehicles in Glasgow City Centre (Low Emission Zone) – fines for those who do; this will drive already poor people (with vehicles now considered to be inadequate) into further poverty due to fines/upgraded vehicles required.
- Some areas around Glasgow City Centre will experience an increase in vehicles in their areas as drivers try to avoid Low Emission Zones and fines; this will further negatively impact upon the health and wellbeing of people living in these areas.
- Poor communities having to make choices between heating their homes or eating. Cold and hunger is being felt by many and health is very likely to ultimately decline – both physical and mental.
- Dampness issues may cause breathing difficulties and other illness. Declining health impacts on attendance at College, PI's and ultimately the National Health Service who are already struggling to cope with demand and low nursing/social care staffing levels due to Brexit/Covid-19 (as well as NHS strike action).
- Student dropout rates within the College showing as high with poor health being given as a main reason and others taking up employment due to soaring prices.
- Although the Scottish Government suggested that alcohol deaths had decreased last year (due to minimal pricing of alcohol), drug deaths have increased as drugs may now be cheaper to purchase. It is noted that Scotland has the highest drugs deaths in the whole of Europe.
- Mental health referrals increasing as people are experiencing increased anxiety.
- We notice an increase in active cycle travel particularly as Springburn Campus, however, the cycle lanes that have been installed within Glasgow and on routes near the College (with half tires depicting the boundary) are looking in disarray as the road cleaning machines (it appears) cannot now get into these narrow lanes. As such, litter, bottles, cans, leaves and other debris is building up in these areas; this in itself is hazardous to cyclists. Unintended consequences seem to be unconsidered.

## 4. Cladding – Springburn Campus

A structural survey has been carried out to the cladding panels to ascertain what is causing the rust spots and why some panels are showing hair-line cracks.

Initial liaison has taken place with the College insurance company.

A further in-depth/invasive survey has been completed with a preliminary report received. We await a further report to determine what the possible solutions could be.

Members will be kept apprised of this situation.

## 5. Campus Re-investment Project

The third strand of the Campus Reinvestment Project relates to College Environment - the look and feel of the Campuses. This will involve the introduction of updated, consistent contemporary signage and branding across the College Campuses, and will complement the physical student and curriculum works already completed.

This is progressing well and the intention is to implement these changes by the end of the academic year.

## 6. Fire Risk Assessment

The update on the previous Fire Risk Assessment report can be viewed in **Appendix 2.**

An annual fire risk assessment has been carried out at all campuses i.e. 6 February 2023 – Springburn, West End and East End and 7 February 2023 - Easterhouse. These are available in **Appendix 3.**

The actions from these reports are contained within **Appendix 4.**

Members will be kept apprised of any actions and relevant updates.

## 7. Risk Management Committee

At the recent Risk Management Committee meeting on 25 April 2023, due cognisance was taken of key risk reports; hyperlinks provided below:

- QAA Membership: The Rise of Artificial Intelligence Software and Potential Risks to Academic Integrity - Briefing Paper
- Tackling Child Poverty Briefing
- Inequalities in Scotland: A growing crises of harms
- Glasgow City Council: Child Poverty in Glasgow
- The James Hutton Institute: Scotland's Climate Future - Implications for the Public Sector
- Volatility, Uncertainty, Complexity and Ambiguity (VUCA)
- The Herald News Article: Teacher reveals 'failings' causing turmoil in Glasgow school
- Daily Express News Article: Vaping e-cigarettes shown to be more harmful to lungs than smoking cigarettes - new study
- Guardian News Article: 'Rapid rise in Andrew Tate-related cases referred to Prevent by schools
- Computer Weekly News Article: Russian spear phishing campaign escaltes efforts toward critical UK, US and European targets
- Protect UK: The Threat from Extreme Right-Wing Terrorism

Several newsletters were also reviewed and discussed. Pertinent articles from these will be extracted and incorporated into communication for staff/students via the College newsletters.

The approved minute of the Risk Management Committee held on 24 January 2023 is provided for interest and perusal.

Minute of Risk Management Committee meeting of 24 January 2023.

Risk Management Committee members also reviewed the various Team Risk Registers and the analysis which had been undertaken – this is shown via the link at **Appendix 5.** This highlights the progress made by the College in embedding Risk Management over the last

## 8. Resource Implications

There are some additional resource implications, i.e. overtime arising as a consequence of staffing shortages due to the Covid19 pandemic, general illness and bereavement absences. As reported previously, many staff members currently await operations, and this can negatively impact upon their health, overall wellbeing and mental state.

Contractor costs also escalate on an almost daily basis. Brick costs have increased by 66% and wood by 37% as an example.

The College is experiencing some random acts of vandalism i.e. broken furniture, a smashed window etc. These items then require replacement/repair which is a needed waste of valuable funds.

## 9. Impact on Students

There may be a negative impact on students as the College moves forward into an arena of vastly reduced funding, increased cost pressures and a higher than normal student dropout rate.

## 10. Risk & Assurance

There are no risks or perceived implications arising from this report that are not already recorded in the Risk Register, this paper, the College Operating Plan Risk Register or the West End Campus Risk Register.

## 11. Equality

There are no adverse impacts on individuals with protected characteristics arising from the contents of this report.

## 12. Data Protection

There are no new data protection risks arising from the contents of this report. Data Protection continues to be a key consideration in College activities.

## 13. Environmental and Sustainability

There is an overall risk to the environment due to the very negative arena the country is in as a whole; wealth, health and opportunities are less than they previously were for most people and this situation is not likely to change.

As aforementioned, vandalism is being experienced, in and outwith the College, as communities feel frustrated and express themselves in a negative manner. For example, £2,000 worth of trees planted at Easterhouse Campus were ripped out and broken in two within 2 days of these being planted.

## 14. Recommendations

Members of the Finance and Resources Committee are recommended to review this report, Strategic/College Risk Register, appendices and links.

Comments/suggestions are welcome in relation to the Strategic/College Risk Register.

## 15. Further Information

Members can obtain further information on the contents of this report from Jeanette Evans, Vice Principal Operations at jevans@glasgowkelvin.ac.uk or Lisa Clark, Director of Estates and Corporate Services at lisaclark@glasgowkelvin.ac.uk

**JE/LC**
**Glasgow Kelvin College**
**May 2023**

**Glasgow Kelvin College**

**Risk Management Committee**

**Minute**

**Meeting held on Tuesday 24 January 2023 at 2pm online using Microsoft Teams**

| Item | Action Agreed | Member | Target Date |
|---|---|---|---|
| **1.** | **Sederunt** | | |
| | L Clark, Director of Estates and Corporate Services (Chair); J Evans, Vice Principal; J Quinn, Director of Digital Services; A Carr, Head of Finance; E Campbell, Funding Manager; G McGuire, Senior Curriculum Manager HCCLD; I Gordon, Head of Facilities and Environmental Sustainability; G Lawson, Health and Safety Manager; J Clarke, Senior Curriculum Manager; E Mitchell, Human Resources Manager (for D Shiels); M Thomson, Cross College Support and Administration Manager and; R MacKenzie, Regulations and Compliance Manager. | | |
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| **2.** | **Apologies** | | |
| | D Smeall, Principal; D Shiels, Director of People and Culture; M Smillie, Head of Student Information Services; A Daly, Finance and Student Funding Manager; M McKerlie, Head of Services to Support Learners; J Gallagher, Quality Enhancement and Development Manager; L Lang, Engagement Manager and P Brown, Director of Planning, Performance and Curriculum. | | |
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| **3.** | **Terms of Reference** | | |
| | Members noted the content of the Terms of Reference for information purposes. | | |
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| **4.** | **Draft Minute of Previous Meeting held on 8 November 2023** | | |
| | The minutes of the meeting held on 8 November 2022 were accepted as a true and accurate record of the business conducted at the previous meeting. | | |

| Item | Action Agreed | Member | Target Date |
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| **5.** | **Matters Arising from the Minutes of the Previous Meeting** | | |
| | **Item 10b Estates – Security/Guarding** | | |
| | The matter was still being explored and options appraised. | **IG** | |
| | **Item 10c Estates – Campus Panel/Rust Spots** | | |
| | A structural engineering company are in the process of conducting a full assessment; report was awaited. This report would be shown to Risk Management Committee and the Audit and Risk Committee. | **LC/IG** | |
| | **Item 14 AOCB** | | |
| | It was agreed that L Clark and M Thomson would liaise with D Shiels on the matter of the target staff group for the tabletop exercise involving power outage scenarios. | **LC/MT** | |
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| **6.** | **Health and Safety** | | |
| **a)** | **Health and Safety Committee Minute** | | |
| | **21 September 2022** | | |
| | Members noted the content of the Health and Safety minute of 21 September 2022 for information purposes. | | |
| **b)** | **Legal Current Issues Review (LCIR)** | | |
| **i)** | 21 November 2022 | | |
| **ii)** | 15 December 2022 | | |
| **iii)** | 17 January 2023 | | |
| | Members noted the content of the November, December and January editions of LCIR for information purposes. | | |
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| **7.** | **Finance** | | |
| | A Carr advised members on the following:<br><br>- Year End cash projections remained unchanged;<br><br>- It had become clear that the Sun Accounting system was unstable and no longer fit for purpose. Discussions had taken place with the supplier, Castle Computer Services Ltd., regarding a number of serious concerns held by the College including the fact that no security patches had | | |

| Item | Action Agreed | Member | Target Date |
|---|---|---|---|
| | been applied to the systems by the supplier in four years. Current technical issues were hampering Finance Office operations.<br><br>Meetings with the supplier were ongoing in an attempt to resolve the matter. Castle Computer service was the only supplier of Sun Systems in Scotland and it was unlikely they would be able to resolve the issue directly until some point in March. Potential replacement of the system was not something the College had budgeted for at this stage.<br><br>A Carr would update the Committee at the next meeting. | **AC** | |
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| **8.** | **GDPR/Cyber Security** | | |
| | An Information Security Framework had been drafted and presented to SMT. The Framework had also been presented to the Board of Management and had been agreed. | | |
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| **9.** | **Insurance** | | |
| **a)** | **Cyber Renewal 2022-23** | | |
| | L Clark advised members that insurance matters covered at the previous meeting were being progressed. | | |
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| **10.** | **Estates** | | |
| **a)** | **Security/Guarding** | | |
| | I Gordon updated members on proposals to reduce on-campus security provision. A meeting with current security providers would be held at the end of January 2023. A further update would be given at the next meeting of the Committee. | **IG** | |
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| **11.** | **Human Resources** | | |
| | Members noted the content of the Mental Health Foundation Thriving Learners report for information purposes. | | |
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| **12.** | **Risk Management** | | |
| | **Risk Management Update** | | |

| Item | Action Agreed | Member | Target Date |
|---|---|---|---|
| | L Clark reported that agreed actions to control the mitigated risks within the Risk Management Update had been actioned.<br><br>Members noted the contents of the Risk Management update for information purposes. | | |
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| **a)** | **Annual Risk Management Committee Self-Evaluation Results** | | |
| | The Self-Evaluation Questionnaire had been sent out to Committee members as a Microsoft Form. Committee members were asked to rate the statements regarding the effectiveness of the Committee on a scale of 1 (Strongly Disagree) to 5 (Strongly Agree). Committee members were also invited to expand on any issues raised, or any points missed by the questionnaire. 13 out of 18 members of the Risk Management Committee had responded.<br><br>The results of the questionnaire were noted by members for information purposes.<br><br>It was agreed that if members had any further suggestions, then these would be communicated to L Clark. J Evans stated that it was good for Risk Management Committee members to appoint a Depute who could attend in their absence (if required.) | **ALL** | |
| **b)** | **Annual Risk Management Committee Planner** | | |
| | Members noted the content of the 2023-24 Meeting Schedule and Planned Agendas for information purposes. | | |
| **c)** | **Strategic Risk Register: January 2023** | | |
| | Members noted the content of the Strategic Risk Register. 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. No scorings were changed. | | |
| **d)** | **Team Draft Risk Registers: Summary Team Risk Movement January 2023** | | |
| | Members noted the summary of movement within Team Risk Registers from November 2022 to January 2023 for information purposes. | | |
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| **13.** | **Items for Information** | | |

| Item | Action Agreed | Member | Target Date |
|---|---|---|---|
| **a)** | **HEFESTIS Newsletters from 4 November 2022 – 13 January 2023** | | |
| | Members noted the content of the HEFESTIS Newsletters for information purposes. | | |
| **b)** | **HEFESTIS: Cyber Essentials Certification Update** | | |
| | J Quinn confirmed that the College had achieved standard Cyber Essentials certification in December and would soon achieve Cyber Essentials Plus certification. He confirmed that the matter was of concern to some other colleges and universities since some of their funding was dependent on Cyber Essentials the level of certification achieved. However, it was noted that no College funding was dependent on its current level of certification. | | |
| **c)** | **World Economic Forum: The Global Risks Report 2023 – 18th Edition** | | |
| | Members noted the content of the Global Risks Report for information purposes. | | |
| **d)** | **Counter Terrorism Policing: Statistics Show Continued Rise in Youth Arrests for Terrorism Offences** | | |
| | Members noted the content of the Counter Terrorism Policing statistical report on the rise in Youth Arrests for information purposes. | | |
| **e)** | **Home Office: Martyn's Law Factsheet** | | |
| | Members noted the content of the Home Office: Martyn's Law Factsheet for information purposes. M Thomson agreed to provide a tabletop exercise for staff on related scenarios. | **MT** | |
| **f)** | **The Herald: Scots treated for hypothermia in hospital during cold snap** | | |
| | Members noted the content of The Herald news article for information purposes. | | |
| **g)** | **BBC News: Scotland's A&E departments not safe for patients, says Doctor's Union** | | |
| | Members noted the content of the BBC Report for information purposes. | | |
| **h)** | **BBC News: Ambulance called to 800 people suffering from hypothermia** | | |
| | Members noted the content of the BBC Report for information purposes. | | |

| Item | Action Agreed | Member | Target Date |
|---|---|---|---|
| **i)** | **BBC News: Royal Mail hit by Russia – linked ransomware attack** | | |
| | Members noted the content of the BBC Report for information purposes. | | |
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| **14.** | **AOCB** | | |
| | G Lawson advised members of an issue with students smoking and vaping across all campuses (the issue had also been raised at SMT). It had placed Estates staff in difficult positions in attempting to prevent smoking and vaping inside and outside buildings. SMT were considering punitive measures for offenders, which was welcomed by I Gordon. Revised signage would be considered along with advisory notices delivered via TV monitors. J Quinn would work with G Lawson and Marketing and Communications to deliver appropriate notices across the campuses. | **GL/JQ** | |
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| **15.** | **Impact on Students** | | |
| | There were no new data protection issues impacting on students as a consequence of the above agenda. | | |
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| **16.** | **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. | | |
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| **17.** | **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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| **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. | | |

| Item | Action Agreed | Member | Target Date |
|---|---|---|---|
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| **19.** | **Closure** | | |
| | The meeting closed at 3.15pm. | | |
| **20.** | **Date of the next meeting** | | |
| | Tuesday, 25 April 2023 at 2pm via Microsoft Teams. | | |