

Glasgow Kelvin College
Board of Management
Audit and Risk Committee
Agenda

Agenda for the meeting scheduled to be held at 5pm on Tuesday, 14 May 2024 in WG1, Springburn Campus

1. Sederunt
2. Apologies
3. Terms of Reference
[Audit and Risk Committee Terms of Reference](#)
4. Declarations of Interests and Connection
 - a) Interest¹
 - b) Connection²
5. Minute of the Previous Meeting held on 20 February 2024 *(For Approval)*
(copy attached)
6.
 - a) Matters Arising from the Previous Meeting held on 20 February 2024
 - b) Action List *(For Noting)*
 - i) Audit and Risk Committee Action Log as at May 2024
(copy attached)
7. Items for Approval and Endorsement
Internal Audit Reports – Henderson Loggie *(For Approval)*
 - a) Student Fees and Contracts/Registry
 - b) Systems Development/Implementation
(copies attached)
8. External Annual Audit Plan
Audit Scotland
(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. **Internal Audit Contract**
Report by Vice Principal Operations
(copy attached)
10. **Audit Action Plan**
Report by Director of Estates and Corporate Services
(copy attached)
11. **Risk Management Update and College Risk Register** (Risk Audit Recommendation Update, HEFESTIS - Data Protection Officer, Estates and Facilities – Staffing, Springburn Campus - Cladding, Project Works, Manned Guarding and SFC: College Infrastructure Strategy (CIS): Delivery Plan)
Report by Vice Principal Operations and Director of Estates and Corporate Services
(copy attached)
12. **Items for Discussion and Noting**
Internal Audit Progress Report
Report by Henderson Loggie
(copy attached)
13. **Deep Dives – Future Meetings**
Chair of the Audit and Risk Committee
(discussion)
14. **Governance Update** (including UMAL Safety Inspections, Trade Union Nominees on Boards, West End Campus, Audit Scotland Fees, Land at Springburn, Insurance, Business Continuity Plan, Scottish Government Energy Efficiency Grant Project, Worldpay, Board of Management Members Potential Recruitment Challenges and New Security Arrangements at East End and Easterhouse Campuses)
Report by Director of Estates and Corporate Services
(copy attached)
15. **Governance Action Plan - Update**
Report by Secretary to the Board of Management and Director of Estates and Corporate Services
(copy attached)
16. **Standards Commission - Advice Note and Guidance**
Report by Secretary to the Board of Management and Director of Estates and Corporate Services
(copy attached)
17. **Correspondence**
 - a) [Correspondence from Unison re. Industrial Action- 29 April 2024](#)
 - b) [Correspondence from EIS.FELA re. Industrial Action Dates- 1 May 2024](#)
 - c) [Correspondence from Unison re. Industrial Action Dates - 3 May 2024](#)
 - d) [GKC Certificate of Assurance to GCRB 290324](#)

Items for Information

18. Audit Scotland

- a) [Technical Guidance Note TGN/SFI/24 \(audit.scot\)](#)
- b) [Technical bulletin 1: January - March 2024 PDF 358Kb](#)

Impact on Students, Risk, Equality, Data Protection and Environmental & Sustainability – 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. Committee Focus Group Self-Evaluation - Members Only Session**
(copy attached - discussion)
- 25. Closure**
- 26. Date of Next Meeting**
TBC