

Glasgow Kelvin College

Board of Management Meeting of 12 March 2025

**East End Campus and Easterhouse Campus – Public and Student Access During
Easter and Summer Holiday Periods**

Report by Director of Estates and Corporate Services

1. Introduction

The purpose of this report is to provide members with the breakdown of staff/visitor numbers accessing Easterhouse and East End campuses during Easter and Summer holiday periods over 2024 with a view to considering closing these buildings for public and student access during these same periods in 2025, and beyond depending on the outcome of this pilot year.

2. Background

Campus operational hours, particularly during the Easter and Summer holiday periods, were discussed whilst discharging the People and Culture Update Report that went to Finance and Resources Committee in November 2023.

It was noted during this meeting that some teaching staff do go into Easterhouse and East End campuses during Easter and Summer holiday periods, however, no formal teaching takes place during these holidays.

Support staff numbers working at these two campus locations are low during these periods as this is also when many support staff members use their annual leave.

In addition, the reduction in staffing numbers over the last few years makes it challenging to cover Reception and Library facilities at all three campuses and there is limited student and visitor footfall during these holiday periods.

It was agreed, at the aforementioned Finance and Resource Committee in November 2023, that campuses would remain open during 2024, with a note made of numbers accessing the buildings. Thereafter, should the College wish to close these campuses for general access, a report on this matter would be brought back to the Board of Management in due course, with consideration given to a Community Impact Assessment; hence the reason for compiling this report.

3. Easter and Summer Holiday Periods - Activity

Appendix 1 contains the footfall information for both Easterhouse and East End Campuses during the Easter and Summer holidays over 2024.

Members will notice that the average footfall per day is extremely low and the number of students and visitors to each campus is also very low.

4. Community Groups/Events – Any Associated Impacts

A Community Impact Assessment has been undertaken on these proposals as follows:

- The Director of Community Engagement and Curriculum has advised that:
 - in regard to Easterhouse Campus - Easter break that the only services that runs is the Youth Access Music which is 1 night a week, and this can run from Platform at The Bridge. There will be no impact to service as CLD staff run this programme. The Hubs do not run over the Easter break period as teaching staff are on holiday therefore this is no impact to service
 - There have been no requests from partners for service at Easterhouse Campus over Easter so, therefore, no impact to service anticipated.
 - East End Campus - Easter break – there is no impact to service at all as no Youth Access or community classes run in this campus.
 - For both campuses there is no impact anticipated over the summer period.
- The Learning Network and Partnership Officer has confirmed that the proposal would not present any issues or impact on the Community Learning Centres; these remain open over the Easter and Summer holidays.
- If any community-based event requires to take place during the Easter or Summer holiday periods at either of these campus locations, then staff can request support staff resources to provide cover and this will be provided.

It should be noted that almost all community groups who previously used Easterhouse and East End Campuses have all successfully been relocated to Springburn Campus and positive reports have been received in regard to this location.

4. Next Steps

At the time of writing this report, College senior staff are liaising with Trade Union colleagues in relation to considering closing these two campus buildings for public and student access during Easter and Summer holiday periods.

Consideration has been given to the following items:

Access

A swipe entry system has been installed on the front of both of these campus buildings, so access would be available to staff who wished to work at these locations or for teaching staff who travelled in to attend to matters over these holiday periods. Access can be obtained via the staff ID badge. Visitors/students would not be able to gain access to these buildings during these periods, however, exceptions can be made if required.

It is envisaged that Estates and ICT staff would be in these buildings over Easter and Summer holiday periods attending to essential upgrade works.

Staff members normally based at Easterhouse and East End campuses can still access their work area as they can gain access via the swipe entry system on the front door.

When closing the campuses was previously considered, College staff could not have easily accessed the buildings as there was no swipe entry system.

Communications

Communications outlining the above would require to be provided to staff and students if it is deemed that these two campus buildings should close to the public and students over these holiday periods in 2025, and beyond.

Sign In Book

A sign in book would be made available at each Reception desk so that fire evacuation procedures could be followed correctly. A fire evacuation practice would be scheduled during these periods at Easterhouse and East End campuses for further staff awareness.

Reception Cover

The reception desks at these two campus locations would not require to be manned and resources could be used elsewhere to cover administrative work as required.

Library Staff

Library staff could use these periods of time to undertake stock checks and other associated library work but would not be required to man desks.

6. Resource Implications

There are no negative resource implications in relation to anything contained in this report. Staff resources available can be used to better effect if these two buildings are open to staff only during Easter and Summer holiday periods.

There will be a slight financial saving associated with these proposals in terms of utilities savings, where rooms with light sensors are not activated.

7. Impact on Students

There may be a small negative impact on some students who may wish to access facilities at Easterhouse and East End campuses over Easter and Summer holiday periods, however, these numbers are very low and could be accommodated by prior arrangement if absolutely necessary.

As noted above, Community Learning Centres remain open over the Easter and Summer holidays and notices to this effect can be communicated and the main campus at Springburn will be open and available to all students.

As indicated, support staff can be allocated at these campuses if events require to be held at these locations during these periods.

8. Risk and Assurance

There are no risks associated with anything contained in this report. The security arrangements in place at Easterhouse are operating well and no problems are anticipated. The Health and Safety Manager is fully aware of these proposals and is content with them also.

9. Equality

No adverse impacts on people with protected characteristics have been identified as a consequence of this report. If a student eg with additional needs requests a visual tour of either of these campus buildings then this can be organised accordingly.

A full EQIA will be completed on these proposals.

10. Data Protection

There are no data protection matters arising from the contents of this report.

11. Environmental and Sustainability

There are no environmental and sustainability matters arising from the contents of this report.

12. Recommendations

Board of Management members are recommended to:

- i) note the contents of this report and appendix;
- ii) note that liaison is taking place with Trade Union colleagues in this regard; and
- iii) note that they will be advised if these proposals proceed.

13. Further Information

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

Appendix 1

Holiday Campus Footfall – Easter/Summer 2024

East End Campus – Easter Holidays

Dept:	02/04/2024	03/04/2024	04/04/2024	05/04/2024	08/04/2024	09/04/2024	10/04/2024	11/04/2024	12/04/2024
Administration and Secretariat	3	2	3	2	3	2	2	3	2
Estates	5	4			3	4	4	2	
ICT	0	2	0	1	0	0	1	0	1
Student Information Services	2	4	1		2	2	2	2	
Student Support Services	3	1	4	5	2	4	2	5	5
Other - visitors/students/Faculty etc.	1				4	1	2		

Average footfall per day other – 0.9

East End Campus – Summer Holidays

	01/07/2024	02/07/2024	03/07/2024	04/07/2024	05/07/2024	08/07/2024	09/07/2024	10/07/2024	11/07/2024	12/07/2024	15/07/2024	16/07/2024	17/07/2024	18/07/2024	19/07/2024	22/07/2024	23/07/2024	24/07/2024	25/07/2024	26/07/2024	29/07/2024	30/07/2024	31/07/2024	01/08/2024	02/08/2024
Dept:																									
Administration and Secretariat	2	3	2	2	2	3	3	2	3	3		2	2	3	3	2	2	2	2	2	2	2	2	2	3
Estates	5	5	5	6	6	3	3	5	5	5		4	4	4	4	5	4								
ICT																									
Student Information Services	2	2	1	2	2	2	2	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1
Student Support Services	2	3	2	2	2	3	3	2	3	2		3	6	4	3	5	5	4	5	6	4	3	4	5	5
Other - visitors/students/Faculty etc.					4							1				3									

Average footfall per day other – 0.3

Easterhouse Campus – Easter Holidays

Dept:	02/04/2024	03/04/2024	04/04/2024	05/04/2024	08/04/2024	09/04/2024	10/04/2024	11/04/2024	12/04/2024
Administration and Secretariat	2	2	1	2	2	1	2	2	1
Business Development	0	0	0	0	0	0	0	0	0
Estates	2	2	3	2	3	3	2	3	3
ICT	0	0	3	2	0	0	0	2	2
People and Culture	5	5	8	4	6	5	7	9	5
Student Support Services	3	4	3	4	3	4	3	3	3
Other - visitors/students/Faculty etc.	6	4	5	1	5	11	8	19	8

Average footfall per day other – 7.4

Easterhouse Campus – Summer Holidays

Dept:	01/07/2024	02/07/2024	03/07/2024	04/07/2024	05/07/2024	08/07/2024	09/07/2024	10/07/2024	11/07/2024	12/07/2024	15/07/2024	16/07/2024	17/07/2024	18/07/2024	19/07/2024	22/07/2024	23/07/2024	24/07/2024	25/07/2024	26/07/2024	29/07/2024	30/07/2024	31/07/2024	01/08/2024	02/08/2024
Administration and Secretariat	2	2	2	1	2	1	2	2	2	2		2	2	2	2	2	2	2	3	2	2	2	2	3	2
Business Development																									
Estates	3	3	3	2	3	3	2	3	2	2		2	2	2	2	1	2	3							
ICT																									
People and Culture	3	3	3	3	3	2	3	3	3	3		3	3	3	3	3	3	3	3	3	3	3	3	3	3
Student Support Services	1	1	1	1	1	1	1	1	1	2		1	1	3	3	1	3	1	3	3	3	3	1	3	3
Other - visitors/students/Faculty etc.			12	9		20	8	6	6			15	7	8	9		10	8	1			1	1	6	

Average footfall per day other – 5