

GLASGOW KELVIN COLLEGE

AUDIT AND RISK COMMITTEE - 6 SEPTEMBER 2022

GOVERNANCE UPDATE

REPORT BY DIRECTOR OF CORPORATE SERVICES

1. Introduction

The purpose of this report is to provide an update to members in relation to the following areas of corporate governance:

- 2 - Copyright Licensing Agency Royalties Data Collection Survey 2022
- 3 - Business Continuity Tabletop Exercise
- 4 - Springburn Train Station Regeneration/Access to Springburn Railway Station
- 5 - GDPR/Data/Freedom of Information Requests Monitoring

**2. Copyright Licensing Agency (CLA) Royalties Data Collection Survey 2022
3 October 2022 to 18 November 2022**

2.1 Background

The Copyright Licensing Agency (CLA) License for Further Education enables staff at the College to digitise or photocopy material for teaching purposes. It covers copying from books, magazines, journals and websites. The license provides annual blanket permissions to copy and re-use content from print and digital publications. It permits the College to:

- Make copies from digital and print books, magazines, journals and websites;
- Share copies with students and staff;
- Use copies with digital whiteboards, VLEs (Moodle) and presentation software programmes;
- Copy up to one article, chapter, one short story or poem or 5% of the total, whichever is greater;
- Copy publications from the UK plus 38 international countries.

The cost of the Education License is based on the type and number of an institution's students. Whether copying for a class of 3 or 300, there are no cost implications for providing this information.

2.2 Data Survey

The College holds a CLA license, and it is part of our licence agreement that CLA periodically undertake a data collection survey. The last survey was conducted in the College in 2017.

The Copyright Licensing Agency (CLA) will conduct a royalties data survey at the College **starting on 3 October 2022 and concluding on 18 November 2022.**

2.3 Royalties Data

Royalties Data is the information CLA needs to pay royalties to the creators of the publications which have been re-used in some way, as opposed to being bought. CLA need to be able to identify the publication – ideally with an ISBN or ISSN - and to understand how much of it was copied as well as how many people it was shared with.

2.4 Purpose

CLA is collecting data to identify the copyright material that is being reused in the College. Based on this information, CLA then distribute royalties to authors and publishers in a fair and transparent way. All licensees, and staff thereof, are obliged to provide CLA with the details requested under the terms and conditions of the CLA licence.

2.5 Data Collection

Data is collected by CLA via two methods:

- At the MFD (copied), for PaperCut users with the CLA Copy button.
- Online using CLA's My Content tool.

Following concerns about the possibility of data breaches being caused inadvertently through employing the CLA Copy button, it was agreed that the College will gather data for this year's exercise using CLA's 'My Content' tool. This method has been employed successfully by a number of colleges including Moray and Ayr who were surveyed by CLA earlier in the year.

The My Content tool (shown below) allows the user to enter the details of the publication copied via the online tool which employs a series of simple drop-down menus to help the user and CLA identify the correct document or publication that has been copied. Only sources of published material should be sent to CLA.

My Content Tool



Enter the ISBN/title/URL in the **Tell Us What You Copied** field, then select the type of publication you used from the drop down menu.

What you copied

Tell us what you copied:  *

What type of work is this? ▼ *

 Find the details OR  Let me enter all the details

You can either search for the full details of the content you used (books only) or enter these manually. For websites, simply enter the URL.

Copyright. Made Simple.

The College is also required to provide a list of 'favourite resources'. These resources may not be re-used during the data collection itself, but are at other times of the year e.g., whilst researching for lectures or simply because they contain good material. A form will be sent to each faculty/department for this. This is being attended to at present.

2.6 Preparation

Staff will be alerted to the Royalties Data Collection exercise, via an All-Staff email and article in SWAY well ahead of the start date of 8 October 2022. Communication about this CLA audit will include a Frequently Asked Questions (FAQ's) information sheet, an on-line training module and a training session delivered by Alan Rae, the sector Copyright expert.

One week before the start date, CLA will supply the College with a unique link to the My Content tool by email. There are no usernames or passwords to utilise, but the link will not be active until the exercise starts.

Posters will be prepared and will be located next to the MFDs to act as a reminder that the exercise is in operation and that data should be supplied to CLA via the online My Content tool; details of how to log on to the online tool will be provided.

3. Business Continuity – Tabletop Exercise (TTX)

A tabletop exercise was undertaken on 30 May 2022 to further test the College's Business Continuity Plan; the TTX was attended by members of both the Senior Management and Incident Management Teams. The scenario for the TTX was a massive power outage affecting the central belt of Scotland. The objectives set for the TTX was to validate knowledge of existing procedures; build on existing working relationships within the teams and identify potential gaps in the BCP that may require updating.

The Cross College Support and Administration Manager led the exercise, providing prompts throughout for the Teams to consider an appropriate response. Attendees identified several key areas for consideration, such as, safety and wellbeing of learners and staff; securing of campus buildings; the impact on ICT technical systems i.e. College servers; use of backup generators, where present; monitoring of action being taken externally; identifying any potential loss of data, recovery and reporting to the Information Commissioner, if deemed required; ascertain how quickly the College would be able to resume learning and teaching; and ongoing communications.

Discussions and potential actions were recorded by the Cross College Support and Administration Manager and the Business Continuity Plan updated to reflect lessons learned.

4. Springburn Train Station Regeneration/Access to Springburn Railway Station

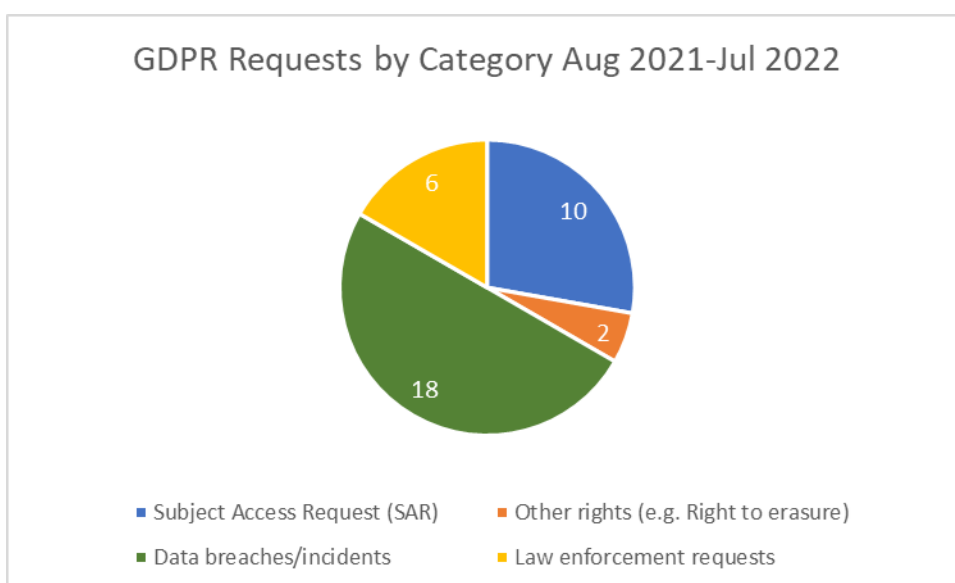
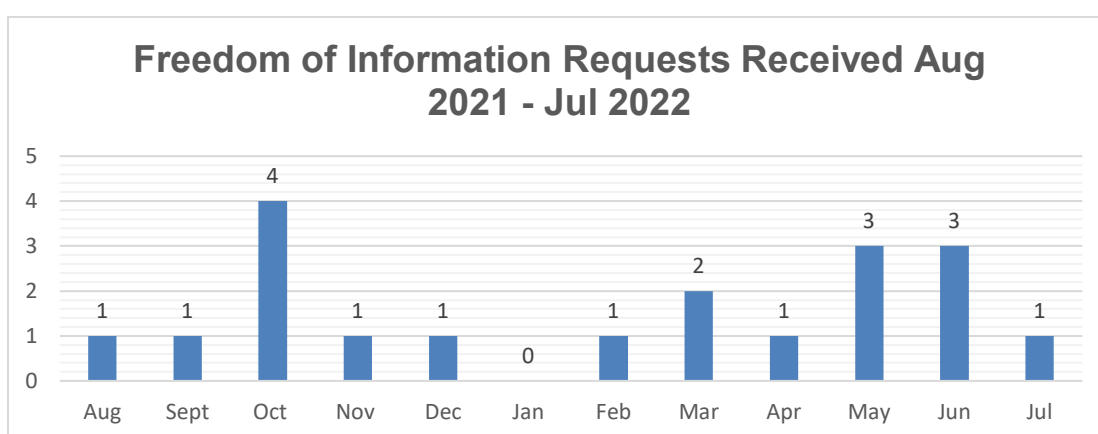
Liaison has taken place with the offices of Paul Sweeney MSP in relation to funding available through Glasgow City Council for sustainable transport projects. Unfortunately, all funds have been allocated.

Communication lines have been kept open and Audit and Risk members will be kept apprised of any further developments.

5. GDPR/Data/Freedom of Information Requests Monitoring

As members will be aware the College has an approved procedure for ensuring that all FOI requests are dealt with in accordance with statutory requirements and in accordance with the Board of Management commitment to transparency in corporate governance. Previously, we have reported the monitoring of requests on a calendar year basis, however, it is our intention to report the monitoring of requests by academic year going forward; bringing the reporting in line with other information governance areas, such as GDPR and Complaints.

The charts below provides a snapshot of requests received over academic year 2021-22 for FOI and GDPR requests. A full report covering FOI and GDPR requests for the calendar year 2022, will be provided at the Audit and Risk Committee meeting, scheduled to take place 14 February 2023.



6. Resource Implications

There are no negative resource implications arising as a consequence of matters contained within this report.

7. Equalities

There are no equality implications arising as a consequence of matters contained within this report.

8. Risk and Assurance

This report seeks to provide members with assurance that a number of governance matters related to the smooth running and operations of the College are being taken forward accordingly and will be carefully handled.

9. Data Protection

There are no data protection implications arising as a consequence of this report.

10. Recommendations

It is recommended that members note the content of this report.

11. Further Information

Further information can be obtained from Lisa Clark, Director of Corporate Services - lisaclark@glasgowkelvin.ac.uk

Lisa Clark
Director of Corporate Services
August 2022