Glasgow Kelvin College

Board of Management

Audit and Risk Committee

Agenda

Agenda for the meeting scheduled to be held at 5 pm on Tuesday 14 February 2023 via MS Teams

1. Sederunt

2. Apologies

3. Terms of Reference
Audit and Risk Committee Terms of Reference

4. Declarations of Interests and Connection
a) Interest[1]
b) Connection[2]

5. Minute of the Previous Meeting held on 29 November 2022 *(For Approval)*
(copy attached)

6. a) Matters Arising from the Previous Meeting held on 29 November 2022

b) Action List *(For Noting)*
i) Audit and Risk Committee Action Log as at February 2023
(copy attached)

Items for Approval and Endorsement

7. Internal Audit Reports – Henderson Loggie *(For Approval)*
a) Environmental Sustainability
b) Cyber Security
(copies attached)

8. Audit Action Plan *(For Approval)*
Report by Director of Estates and Corporate Service
(copy attached)

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[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.

JH/JE/AMcK
February 2023

Glasgow Kelvin College

Items for Noting

9. **Internal Audit Progress Report**
Report by Henderson Loggie
(copy attached)

10. **Risk Management Update and College Risk Register**
Report by Vice Principal Operations and Director of Estates and Corporate Services
(copy attached)

11. **Governance Update**
(including: Complaints Escalation to SPSO – Outcome, Cyber Essentials – w/c 16 January 2023, ChatGPT, West End Campus, Catering Tender, Martyns Law, UMAL Conference and Fire Risk Assessment)
Report by Director of Estates and Corporate Services and Director of Digital Services
(copy attached)

12. **Freedom of Information and Data Protection Request Monitoring January 2022 – December 2022**
Report by Director of Estates and Corporate Services, Corporate Support and Administration Manager and Regulations and Compliance Manager
(copy attached)

Items for Information

13. **Audit Scotland**
Item 18a - Technical Bulletin 2022.4.pdf

Risk, Equality and Data Protection - Discussion

14. **Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda**

15. **Equality Management – Equality issues to be considered as a consequence of the consideration of the above agenda**

16. **Data Protection – Data Protection issues to be considered as a consequence of the consideration of the above agenda**

17. **Impact on Students – Student impact to be considered as a consequence of the consideration of the above agenda**

18. **Closure**

19. **Date of Next Meeting**
16 May 2023, Room MF12/14 East End Campus

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