Glasgow Kelvin College

Glasgow Kelvin College

Risk Management Committee

Minute

Meeting held on Tuesday, 23 April 2024 at 2pm online using Microsoft Teams

Item	Action Agreed	Member	Target Date
1.	**Sederunt**		
	L Clark, Director of Estates and Corporate Services (Chair); D Shiels, Director of People and Culture; J Quinn, Director of Digital Services; G Lawson, Health and Safety Manager; A Carr, Head of Finance; A Daly, Finance and Student Funding Manager; Liz Breckenridge, Marketing and Commercial Manager; G McGuire, Senior Curriculum Manager, HCCLD; J Clarke, Senior Curriculum Manager, BCDI; M Smillie, Head of Student Information Services; M McKerlie, Head of Services to Support Learners; M Thomson, Cross College Support and Administration Manager; and R MacKenzie, Regulations and Compliance Manager. Introductions – L Clark welcomed Morag Kinnear, Head of Human Resources and Organisational Development, and Sarah Shea, Environmental Sustainability Manager to their first meeting of the Risk Management Committee.		
2.	**Apologies**		
	D Smeall, Principal; J Evans, Vice Principal Operations; I Gordon, Head of Facilities and Environmental Sustainability; J Gallagher, Quality Enhancement and Development Manager; P Brown, Director of Planning, Performance and Curriculum.		
3.	**Terms of Reference**		
	Members noted the content of the Terms of Reference for information purposes.		
4.	**Draft Minute of Previous Meeting held on 30 January 2024**		
	The minute of the meeting held on 30 January 2024 was accepted as a true and accurate record of the business conducted at the previous meeting.		
5.	**Matters Arising from the Minute of the Previous Meeting**		
	There were no matters arising from the minutes of the previous meeting that were not otherwise covered on the agenda.		

Item	Action Agreed	Member	Target Date
6.	**Health and Safety**		
a)	**Health and Safety Committee Minute**		
	i) 1 November 2023		
	Members noted the content of the Health and Safety minute of 1 November 2023 for information purposes.		
	ii) 21 February 2023		
	Members noted the content of the Health and Safety minute of 21 February 2024 for information purposes.		
b)	**Legal Current Issues Review (LCIR)**		
	February 2024 - April 2024		
	Members noted the content of the editions of LCIR for information purposes.		
7.	**Environmental and Sustainability**		
a)	**Climate Risk Register**		
	Members welcomed Sarah Shea, Environmental Sustainability Manager to her first meeting of the Risk Management Committee. Using guidance from EAUC and Adaptation Scotland, and in response to requests for climate adaptation plans in the Public Bodies Climate Change Duties Report, the Environmental Sustainability Manager had created a Glasgow Kelvin College Climate Risk Register, with plans to incorporate findings from the Risk Register into a College Climate Adaptation Plan. The GKC Climate Risk Register considers projected climate changes for Glasgow, examining them against the vulnerability of the College estate, ICT, operations, teaching, and surrounding infrastructure. The Risk Register also accounts for existing mitigants and controls at the College and provides an action plan for adapting to the risks and impacts of a changing climate. L Clark thanked S Shea and confirmed that the Climate risk Register would be added to the Team Risk Registers for ongoing monitoring.		
8.	**Finance**		
a)	**SFC – College Indicative Funding Allocations 2024/25**		
	A Carr reported that the Scottish Funding Council (SFC) published its indicative 2024/25 funding allocations on 28 March 2024. These allocate funding and student activity to the Glasgow Region, with the final allocations expected in May 2024 along with the Credit guidance. The 10% reduction in the Credit Target was noted.		
b)	**WorldPay**		
	L Clark updated members on WorldPay - the creditors employed by the College to facilitate payment of e.g. student fees. Members recalled that WorldPay had previously requested personal information (name, address, DOB, nationality) about the Principal and Vice Principal Operations, which was duly provided by the College. Following this		

Item	Action Agreed	Member	Target Date
	submission, they had requested the same information from all members of the Board of Management and the Secretary to the Board. The College consulted its Data Protection Officer as it believed the request was disproportionate as these unpaid/voluntary members had no "significant control" of the College's finances on an individual basis and had no access to the College bank accounts. In this interim period, Worldpay abruptly, withdrew their service as they did not receive the requested information. A Daly informed members that work was progressing on securing an alternative creditor alongside implementing new means of payment, perhaps employing an app and/or QR codes. L Clark welcomed the advice and assistance of the HEFESTIS Data Protection Officer in progressing this matter which was provided for member interest.		
9.	**GDPR/Cyber Security**		
	J Quinn confirmed that the College had secured its Cyber Essential Plus Certificate of Assurance on 1 March 2024. This enhanced version meant that the College was compliant with standards which were also employed by the Scottish Government. J Quinn drew members attention to an article published in the recent Threatscape update which highlight the increasing threat of AI cyber-crime. A case in Hong Kong was referred to where a company had been scammed for the sum of $20m. The scam involved the use of highly sophisticated AI that was able to replicate and impersonate a senior figure in the company, with video and audio of the said person, to the extent that a company executive had been convinced that he was liaising with the genuine senior figure. J Quinn used the example to demonstrate the level of sophistication AI was now capable of and the threat it carried for all organisations. A College AI Working Group had been established to consider such risks alongside more beneficial elements of AI to the College and its students.		
10.	**Insurance**		
a)	**Renewal**		
	L Clark advised members that College insurance with UMAL was due for renewal. Following consultation with the APUC Procurement Manager, it had been agreed that checks be made with the sector to confirm that retaining the services of UMAL would demonstrate value for money. This exercise was in hand.		
11.	**Estates**		

Item	Action Agreed	Member	Target Date
a)	**Estates and Capital Update Report**		
	L Clark provided members with an update on estates and capital matters. The following elements were highlighted: *Capital Planning/Expenditure for 2023/24* Members were reminded that the Capital Maintenance funding allocation for FY 2023-24 for Glasgow Region is £500,000 for Glasgow Kelvin College. L Clark advised that the £106,000 carried forward from last Academic Year had been included. Consequently, the plan was for £606,000 to be spent by the end of March 2024. This plan had been approved by Jim Godfrey of Glasgow Colleges Regional Board (GCRB). There were some items which had run on longer than expected. This had been due to delays with contractors, materials, as well as estates staff absences. Jim Godrey at GCRB had been made aware of this. L Clark advised that, at the time of writing this report, £54,000 had still to be paid to fully conclude 5 of the 20 projects. This equated to 8.9% of the overall capital allocation. It was anticipated that the 5 projects will be completed imminently. *Campus Re-investment Project* The third strand of the Campus Reinvestment Project, related to the College Environment. Works had progressed and new welcome and directional signage had been installed. This strand of the project would be completed during 2023/24.		
b)	**College Solicitors: Response to Hydepark Residents Association**		
	Legal letters had been sent regarding the small parcel of amenity land, which is within the perimeter fence at Springburn Campus, but which belongs to Hydepark Residents Association. No response had been received from Hydepark Residents Association. Thorntons, the College solicitors had chased for a response. No response had been received to date.		
c)	**West Campus Update**		
	The West End Campus is under offer and approval is being considered by Scottish Government Ministers to dispose of this asset.		

d)	**Scottish Government Energy Efficiency Grant**		
	Following continual delays and uncertainties with the contractor appointed to undertake this work, Ameresco, the College had to advise the Scottish Government that a key element of this project was not going to work as expected i.e. the relocation of the Air Source Heat Pump from the College roof to the ground behind the building. Following discussions with the Scottish Government, the project was brought to a close; costs incurred to date and in good faith were covered by the Scottish Government.		
e)	**New Security Arrangements at Easterhouse and East End Campuses**		
	Options have been explored and costed in terms of significantly reducing the manned guarding at Easterhouse and East End Campuses. A proposal has been prepared and this was being discussed with staff groups. It was anticipated that the new arrangements would save some £200k per annum. A plan of daily timings and a year planner were provided for members for information.		
f)	**Easterhouse water ingress**		
	Site Sealants had been appointed to assess the water ingress which affected an office and studio at the main Easterhouse Campus building. L Clark advised that, at the time of writing, it had not been confirmed if College insurers would cover the costs of damage. In the interim, arrangements had been put in place to relocate a number of classes.		
g)	**UMAL Risk Management Reports**		
	i) Health and Safety Risk Management Report		
	Members noted the content of the Health and Safety Risk Management Report for information purposes.		
	ii) Action Plan – UMAL Health and Safety Report 2024		
	Members noted the content of the UMAL Health and Safety Report 2024 for information purposes.		
	iii) Property Risk Management Report		
	Members noted the content of the Property Risk Management Report for information purposes.		
	iv) Action Plan – UMAL Property Risk Management Report 2024		
	Members noted the content of the Property Risk Management Report for information purposes.		
h)	**Staffing - Estates**		
	L Clark advised members of the current challenges posed by the number of staff absences due to long-term illness. This was of particular concern given the upcoming exit from West Campus.		

12.	**Human Resources**		
	D Shiels advised members of upcoming strike days scheduled for 26th April and 1st May. Advisory communications would be issued in due course. D Shiels welcomed Morag Kinnear, the recently appointed Head of Human Resources and Organisational Development.		
13.	**Risk Management**		
a)	**Risk Management Update by Director of Estates and Corporate Services**		
	L Clark spoke to the Risk Management Update and College Risk Register Report. Members noted the content of the Update Report for information purposes.		
b)	**Risk Management Internal Audit Report – Henderson Loggie**		
	L Clark informed members that, following on from the 2023/24 risk audit conducted by Henderson Loggie, most of the work on the recommendations had been undertaken. The College had been asked to include a strategic objectives column in the College's Strategic Risk Register, and this had been done and would be considered further at the Audit and Risk Committee meeting. Members noted the content of the Internal Audit Report for information purposes.		
c)	**Risk Appetite/Risk Register (Structure)**		
	L Clark informed members that further update of the Risk Management Framework would be completed following the conclusion of the Risk Appetite and Risk Category Session by the Board of Management.		
d)	**College/Strategic Risk Register: April 2024**		
	Members noted the content of the Strategic Risk Register as at April 2024. 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. A change was made to an Inherent Risk Assessment scorings in relation to Digital.		
e)	**RMC Self-Evaluation Results: November 2023**		
	Members noted the results of the RMC Self-Evaluation Questionnaire for information purposes..		

f)	**Team Draft Risk Registers: Summary Team Risk Movement April 2024**		
	Members noted the summary of movement within Team Risk Registers from for information purposes.		
14.	**Items for information**		
	a) HEFESTIS Threatscape Newsletters: 26 January - 12 April 2024. b) Glasgow City Region (GCR) Update: December 2023 - March 2024. c) Hate Crime and Public Order (Scotland) Act 2021 Report. d) National Fraud Initiative (NFI) Matters: Edition 11 - Autumn 2023. e) EIS Article: College Lecturers escalate to national rolling strike action in pursuit of long overdue pay award. f) Herald Article: College strikes in Scotland - Full list of walkout dates. g) Mail Article: The sinister truth about vaping. h) Landlords could be banned from rent hikes. i) Daily Express Article: Motorists will see 'cost of road tax climb'. j) Memorandum from the Principal: EIS/FELA and Unison Industrial Action. R MacKenzie provided members with an overview of the latest updates from Threatscape and numerous articles of interest to the Committee. Members of the Risk Management Committee noted the contents of items 14a – 14j for information purposes.		
15.	**Impact on Students - Key Issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new issues impacting on students as a consequence of the above agenda.		
16.	**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.		
17.	**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.		
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.		

19.	**Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**		
	There were no new Environmental and Sustainability issues to be considered as a consequence of the above agenda.		
20.	**Resource Implications**		
	There were no new Resource Implications issues to be considered as a consequence of the above agenda.		
21.	**Closure**		
	The meeting closed at 3.20pm.		
22.	**Date of the next meeting**		
	To be confirmed.		