

GLASGOW KELVIN COLLEGE

RISK MANAGEMENT COMMITTEE

RISK MANAGEMENT - ANNUAL PROGRESS REPORT FOR ACADEMIC YEAR 2023-24

DIRECTOR OF ESTATES AND CORPORATE SERVICES

1. Introduction

The preparation of an Annual Risk Management Progress Report is required in the Risk Management Committee (RMC) Terms of Reference. Following approval by the RMC, this document will be presented to the Senior Management Team and Audit and Risk Committee.

This report includes activities for the Academic Year 2023-2024 and covers the areas listed below:

- RMC Meetings
- College Risk Register
- Risk Management Training & Development

2. Risk Management Activities

Since it was established, Glasgow Kelvin College's Risk Management Committee has met thirty-six times, up to and including the April 2024 meeting.

The Terms of Reference state that: The RMC will be chaired by the Director of Estates and Corporate Services and membership will include representation from both Learning and Teaching and Support staff, and Student Association representation. In addition, at least one member of the Principalship should be a member of the RMC and there should be representation from: Estates, HR, Health & Safety, Communications & Marketing, Digital Services, Student Support Services and a senior member of staff with Curriculum responsibility. There should be at least one additional SMT member and five staff representatives from across the organisation.

RMC quarterly meeting attendance for Session 2023-24 is summarised in the table below.

Member	Job Title	15 Aug 2023	24 Oct 2023	30 Jan 2024	23 April 2024	Total
Lisa Clark	Director of Estates and Corporate Services (Chair)	Y	Y	Y	Y	100%
Liz Breckenridge	Marketing and Commercial Manage	Y	N	N	Y	50%
Peter Brown	Director of Planning, Performance and Curriculum	N	N	N	N	0
Alan Carr	Head of Finance	N	Y	N	Y	50%
John Clarke	Senior Curriculum Manager – Faculty of BCI	Y	Y	Y	Y	100%
Andrea Daly	Finance and Student Funding Manager	N	N	N	Y	25%
John Gallagher	Quality Enhancement Development Manager	N	N	Y	N	25%
Iain Gordon	Head of Facilities and Environmental Sustainability	N	Y	Y	N	50%
Morag Kinnear	Head of Human Resources and Organisational Development	*	*	*	Y	25%
Geoff Lawson	Health and Safety Manager	N	Y	N	Y	50%
Roddy MacKenzie	Regulations and Compliance Manager	Y	Y	Y	Y	100%
George Maguire	Senior Curriculum Manager - Faculty of HCCLD	Y	N	N	Y	50%

Member	Job Title	15 Aug 2023	24 Oct 2023	30 Jan 2024	23 April 2024	Total
Monica McKerlie	Head of Student Support Services	Y	N	Y	Y	75%
Jason Quinn	Director of Digital and Information Services	Y	Y	Y	Y	100%
Sarah Shea	Environmental Sustainability Manager	*	*	*	Y	25%
Doreen Shiels	Director of Human Resources	Y	Y	Y	Y	100%
Mae Smillie	Head of Student Information Services	N	N	Y	Y	50%
Morven Thomson	Cross College Support & Administration Manager	Y	Y	Y	Y	100%

* Not a member at this date

It should be noted that due to the departure of the Student Association President early on in the session we were unable to have student representation on the committee as the remaining representatives were part time and had studies. This will be rectified in session 2024-25 when we have a full time Student President.

Meetings are scheduled in advance. A Forward Agenda is in the process of being developed which will include the proposed activities for the year, including any training requirements.

A self-evaluation exercise for the Risk Management Committee is conducted annually with the results being shared with members.

3. College Risk Register

The College Risk Register is reviewed in detail at each RMC meeting, after which it is reviewed by the SMT and then presented to the next Audit and Risk for noting. In addition, Risk is a standing agenda item on the fortnightly SMT meetings, and, where appropriate, changes have been made by the SMT or Audit and Risk committee members and communicated to the RMC.

4. Risk Management Training & Development

- The UMAL annual insurance conference was attended by the Director of Estates and Corporate Services, the Cross College Support and Administration Manager and the Finance and the Finance and Student Funding Manager
- In relation to Board Development, a Risk Refresher/Risk Appetite session was carried out by Henderson Loggie on 18 April 2024
- A UMAL conference on Li-ion batteries/Aqueous Vermiculite Dispersion (AVD) was attended by the Director of Estates and Corporate Service and the Cross College Support and Administration Manager on 20 May 2024

5. Audits

The College's internal auditors Henderson Loggie carried out a Risk Management audit in November 2023, for which we achieved an Overall Risk Assurance of Good. There were 4 low level actions to be carried out as a result of this audit. The audit was discussed at the Risk Management Meeting of 23 April 2024.

On 12 February 2024 our insurers UMAL carried out Risk Audits on the areas of Health and Safety and Property. For the 10 areas examined in the Health and Safety Report 6 were Fully Compliant and 4 were Generally Compliant with some minor recommendations to be carried out. For the 23 areas examined the Property Report 14 were Fully Compliant and 9 were Generally Compliant with some minor recommendations to be carried out. An action plan was

drawn up and is being completed. The findings from these reports were reported to the Risk Management Meeting of 23 April 2024.

6. Planned Activities for 2024-25

The following activities are planned for session 2024-25:

- Quarterly RMC Meetings;
- Risk Category/Risk Appetite Refresh with the Board of Management in August 2024;
- Risk Management Framework Refresh;
- Training on Risk Category/Risk Appetite with Team Risk Register Owners;
- Ongoing development of Team and Project Risk Registers;
- Attendance at Risk Management Workshops/Training as appropriate; and
- Continued programme of staff training and support in Risk Management.

7. Resource Implications

There are no resource implications arising as a consequence of this report from a Glasgow Kelvin College viewpoint.

8. Impact on Students

There may be a negative impact on students as the College moves forward into an arena of vastly reduced funding, potential strikes, action short of strike action, reduced staffing, increased cost pressures and a higher-than-normal student dropout rate.

9. Risk & Assurance

There are no risks or perceived implications arising from this report that are not already recorded in the College Risk Register.

10. Equality

There are no adverse impacts on individuals with protected characteristics arising from the contents of this report.

11. Data Protection

There are no new data protection risks arising from the contents of this report. Data Protection continues to be a key consideration in College activities.

12. Recommendations

Members of the Risk Management Committee are recommended to note the comments of this report.

13. Further Information

Members can obtain further information on the contents of this report from Lisa Clark, Director of Estates and Corporate Services at lisaclark@glasgowkelvin.ac.uk

Lisa Clark
Glasgow Kelvin College
June 2024