



**Glasgow Kelvin College**  
**Risk Management Committee**  
**Minute**

**Meeting held on Tuesday 25 April 2023 at 2pm online using Microsoft Teams**

| <b>Item</b> | <b>Action Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Member</b> | <b>Target Date</b> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| <b>1.</b>   | <b>Sederunt</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                    |
|             | L Clark, Director of Estates and Corporate Services (Chair); J Quinn, Director of Digital Services; A Carr, Head of Finance; Liz Breckenridge, Marketing and Commercial Manager; E Campbell, Funding Manager; M McKerlie, Head of Services to Support Learners; M Smillie, Head of Student Information Services; G McGuire, Senior Curriculum Manager HCCLD; I Gordon, Head of Facilities and Environmental Sustainability; G Lawson, Health and Safety Manager; J Clarke, Senior Curriculum Manager; J Gallagher, Quality Enhancement and Development Manager; M Thomson, Cross College Support and Administration Manager and; R MacKenzie, Regulations and Compliance Manager. |               |                    |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                    |
| <b>2.</b>   | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                    |
|             | D Smeall, Principal; J Evans, Vice Principal; A Daly, Finance and Student Funding Manager; D Shiels, Director of People and Culture; E Mitchell, Human Resources Manager; L Lang, Engagement Manager and P Brown, Director of Planning, Performance and Curriculum.                                                                                                                                                                                                                                                                                                                                                                                                               |               |                    |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                    |
| <b>3.</b>   | <b>Terms of Reference</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |                    |
|             | Members noted the content of the Terms of Reference for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |                    |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                    |
| <b>4.</b>   | <b>Draft Minute of Previous Meeting held on 24 January 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |                    |
|             | The minutes of the meeting held on 24 January 2023 were accepted as a true and accurate record of the business conducted at the previous meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                    |

| Item      | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                    | Member                                             | Target Date |
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|           |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |             |
| <b>5.</b> | <b>Matters Arising from the Minute of the Previous Meeting</b>                                                                                                                                                                                                                                                                                                                                   |                                                    |             |
|           | <b>Item 7 Finance</b>                                                                                                                                                                                                                                                                                                                                                                            |                                                    |             |
|           | <p>The upgrade of the Sun Accounting system was being progressed. It was anticipated that work would be completed by mid-June. The upgrade would bring the system up to the necessary cybersecurity standard.</p> <p>It was agreed that a Data Protection Impact Assessment (DPIA) be conducted to ascertain any data privacy issues that may arise following the upgrade of the Sun System.</p> | <b>JQ/RM</b>                                       |             |
|           | <b>Item 8 GDPR/Cyber security</b>                                                                                                                                                                                                                                                                                                                                                                |                                                    |             |
|           | L Clark reported that the Cybersecurity Framework had been presented to the Board of Management and Audit and Risk Committee.                                                                                                                                                                                                                                                                    |                                                    |             |
|           | <b>Item 9a Insurance – Cyber Insurance Renewal 23-24</b>                                                                                                                                                                                                                                                                                                                                         |                                                    |             |
|           | L Clark advised members that securing renewed Cyber insurance for the College was likely to become increasingly difficult due to the increasing number and level of threats globally and the resulting increased demand for cover. Consequently, insurance companies were raising the threshold for cover significantly.                                                                         |                                                    |             |
|           | <b>Item 10b Estates – Security/Guarding</b>                                                                                                                                                                                                                                                                                                                                                      |                                                    |             |
|           | The matter was still being explored and options appraised.                                                                                                                                                                                                                                                                                                                                       | <b>IG</b>                                          |             |
|           | <b>Item 10c Estates – Campus Panel/Rust Spots</b>                                                                                                                                                                                                                                                                                                                                                |                                                    |             |
|           | A structural engineering company are in the process of conducting a full assessment and a final report is awaited. This report would be presented to Risk Management Committee and the Audit and Risk Committee.                                                                                                                                                                                 | <b>LC/IG</b>                                       |             |
|           | <b>Item 13e Items for information – Martyn's Law</b>                                                                                                                                                                                                                                                                                                                                             |                                                    |             |
|           | M Thomson confirmed that she was preparing a tabletop exercise related to scenarios raised through Martyn's Law.                                                                                                                                                                                                                                                                                 |                                                    |             |
|           | <b>Item 14 AOCB</b>                                                                                                                                                                                                                                                                                                                                                                              |                                                    |             |
|           | <p>It was agreed that L Clark and M Thomson would liaise with D Shiels on the matter of the target staff group for the tabletop exercise involving power outage scenarios.</p> <p>It was agreed that L Clark, I Gordon, G Lawson and P Haslett would meet to discuss the issue of vaping across the College.</p>                                                                                 | <p><b>LC/MT</b></p> <p><b>LC/IG/G<br/>L/PH</b></p> |             |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                                                              | Member       | Target Date |
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|            |                                                                                                                                                                                                                                                                                                                                                                            |              |             |
| <b>6.</b>  | <b>Health and Safety</b>                                                                                                                                                                                                                                                                                                                                                   |              |             |
| <b>a)</b>  | <b>Health and Safety Committee Minute</b>                                                                                                                                                                                                                                                                                                                                  |              |             |
| <b>i)</b>  | <b>2 November 2022</b>                                                                                                                                                                                                                                                                                                                                                     |              |             |
|            | Members noted the content of the Health and Safety minute of 2 November 2022 for information purposes.                                                                                                                                                                                                                                                                     |              |             |
| <b>ii)</b> | <b>25 January 2023</b>                                                                                                                                                                                                                                                                                                                                                     |              |             |
|            | Members noted the content of the Health and Safety minute of 25 January 2023 for information purposes                                                                                                                                                                                                                                                                      |              |             |
|            | G Lawson alerted members to a change in Covid guidance. Anyone displaying symptoms would be required to stay away from the College for 5 days.                                                                                                                                                                                                                             |              |             |
| <b>b)</b>  | <b>Legal Current Issues Review (LCIR)</b>                                                                                                                                                                                                                                                                                                                                  |              |             |
| <b>i)</b>  | <b>February 2023</b>                                                                                                                                                                                                                                                                                                                                                       |              |             |
| <b>ii)</b> | <b>March 2023</b>                                                                                                                                                                                                                                                                                                                                                          |              |             |
|            | Members noted the content of the February and March 2023 editions of LCIR for information purposes.                                                                                                                                                                                                                                                                        |              |             |
|            | G Lawson drew member's attention to the changes in responses to fire alarms. Scottish Fire and Rescue Services would no longer automatically respond to fire alarms. Instead, businesses, including the College, would be required to investigate and confirm a fire was in progress when contacting the service. L Clark would alert the College insurers to the changes. | <b>LC/GL</b> |             |
|            |                                                                                                                                                                                                                                                                                                                                                                            |              |             |
| <b>7.</b>  | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                             |              |             |
| <b>a)</b>  | <b>SFC Announcement: Indicative College Funding Allocations AY 2023-24</b>                                                                                                                                                                                                                                                                                                 |              |             |
|            | A Carr confirmed that the College would receive a flat cash settlement with no change in the core funding allocation compared with the 22-23 figure.<br><br>Members noted the content of the SFC announcement for information purposes.                                                                                                                                    |              |             |
| <b>b)</b>  | <b>City of Glasgow: Lessons Learned Report -July 2022</b>                                                                                                                                                                                                                                                                                                                  |              |             |
|            | Members noted the contents of the Lessons Learned report for information purposes.                                                                                                                                                                                                                                                                                         |              |             |

| Item      | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Member        | Target Date |
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|           | L Clark advised members that, following an audit conducted by internal auditors, Henderson Loggie, a College Asset and Fleet Management Report had been produced while staff training had been provided by herself, A Carr and D Higgins-Durnan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |             |
| <b>8.</b> | <b>GDPR/Cyber Security</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |             |
| <b>a)</b> | <b>ChatGPT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |             |
|           | <p>Members discussed growing concerns over the rise of Artificial Intelligence, ChatGPT and its potential impact on teaching and learning. During discussion, the following points were noted:</p> <ul style="list-style-type: none"> <li>• ChatGPT represented both a useful tool and a threat to teaching and learning; there was a clear danger of mass plagiarism;</li> <li>• J Quinn would be meeting with Steve McIntosh, Regional Chief Information Security Officer (CISO) to discuss the matter and would report back to members;</li> <li>• ChatGPT Zero and Turnitin had emerged as tools to combat instances of plagiarism;</li> <li>• A College policy/statement on the issue was required;</li> <li>• Guidance would have to be issued to all staff and students.</li> </ul> <p>Members agreed to return to the matter in due course.</p> | <b>JQ/ALL</b> |             |
| <b>b)</b> | <b>QAA Membership: The Rise of Artificial Intelligence Software and Potential Risks to Academic Integrity – Briefing Paper</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |             |
|           | Members noted the contents of the briefing paper for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |             |
| <b>c)</b> | <b>WorldPay</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |             |
|           | R MacKenzie alerted members to a review of business being conducted by WorldPay who provided College credit services. WorldPay had issued a series of proformas to be completed which, from a Data Protection and Data Privacy perspective, demanded data which was considered by the College excessive, inappropriate, and non-applicable. Responses had been issued to WorldPay and the matter continued to be monitored.                                                                                                                                                                                                                                                                                                                                                                                                                             |               |             |
| <b>9.</b> | <b>Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |             |
| <b>a)</b> | <b>Glasgow Kelvin College Liability Renewal Questionnaire 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |             |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Member | Target Date |
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|            | Members noted the contents of the Liability Renewal Questionnaire for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |             |
| <b>b)</b>  | <b>Glasgow Kelvin College Property Renewal Questionnaire 2023</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |             |
|            | Members noted the contents of the Property Renewal Questionnaire for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
| <b>c)</b>  | <b>Glasgow Kelvin College Member Collections Supplementary Declaration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |             |
|            | Members noted the contents of the Member Collections Supplementary Declaration for information purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |             |
|            | L Clark confirmed that all renewal matters had been actioned and completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |             |
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |             |
| <b>10.</b> | <b>Estates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |             |
| <b>a)</b>  | <b>PPL-PRS Ltd and Music Licensing Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |             |
|            | <p>Members considered a paper, presented to SMT, regarding music licensing at the College and the role of PPL-PRS Ltd.</p> <p>Following lengthy exchanges with PPL-PRS, ongoing since 2020, the College now had written acknowledgement from the PPL arm of PPL-PRS that the College has no requirement for a music licence for the public performance of music used for educational purposes at an educational establishment. The College account has been closed and no further invoices have been issued by PPL. The College will apply for single licences for events as and when required.</p> <p>The annual savings on fees and administration are substantial. By applying for music licences as and when required and, based on typical invoices charged by PPL-PRS on an annual basis, the College stands to save in the region of £10,000 per annum. By comparison, single event licenses cost approximately £125.</p> <p>While the College has yet to receive a similar acknowledgement from PRS, it is clear that PRS has no case for insisting on a licence where music is not played in the College for non-curricular purposes and/or where only royalty-free music is played.</p> <p>Further detail can be found in the full report.</p> |        |             |

| Item       | Action Agreed                                                                                                                                                                                                                                                                                                                 | Member    | Target Date |
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| <b>b)</b>  | <b>Deposit Return Scheme and Reverse Vending Machines (RVM) Guide</b>                                                                                                                                                                                                                                                         |           |             |
|            | Members noted that the Deposit Return Scheme, and the required Reverse Vending Machines (RVMs), had been paused by the Scottish Government.                                                                                                                                                                                   |           |             |
| <b>c)</b>  | <b>Move to Digital Currency Consultation</b>                                                                                                                                                                                                                                                                                  |           |             |
|            | Members noted the content of the UK Government consultation, regarding the proposed move from cash to a cashless society and digital currency, for information purposes.                                                                                                                                                      |           |             |
| <b>d)</b>  | <b>Summit News: Cricket Flour</b>                                                                                                                                                                                                                                                                                             |           |             |
|            | L Clark drew member's attention to a news article regarding the increasing use of flour made from crickets in foodstuffs worldwide. It was noted that this can cause an allergic reaction in people who have shellfish allergens. Members noted the content of the news article for information purposes.                     |           |             |
| <b>e)</b>  | <b>Catering Tender</b>                                                                                                                                                                                                                                                                                                        |           |             |
|            | L Clark confirmed that two applications to tender for the catering contract had been received. Both tenders would be considered during May.                                                                                                                                                                                   |           |             |
|            |                                                                                                                                                                                                                                                                                                                               |           |             |
| <b>11.</b> | <b>Human Resources</b>                                                                                                                                                                                                                                                                                                        |           |             |
|            | Representatives from Human Resources were unavailable for the meeting and no reports had been submitted for consideration by the Committee.<br><br>L Clark advised members that the Voluntary Severance Scheme was progressing.                                                                                               |           |             |
|            |                                                                                                                                                                                                                                                                                                                               |           |             |
| <b>12.</b> | <b>Risk Management</b>                                                                                                                                                                                                                                                                                                        |           |             |
| <b>a)</b>  | <b>Strategic Risk Register: April 2023</b>                                                                                                                                                                                                                                                                                    |           |             |
|            | Members noted the content of the Strategic Risk Register. 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. No scorings were changed.<br><br>It was agreed that AI be added to the register. | <b>LC</b> |             |
| <b>b)</b>  | <b>Draft Risk Management Meeting Schedule 2023-24</b>                                                                                                                                                                                                                                                                         |           |             |

| Item      | Action Agreed                                                                                                                                                                                                                           | Member | Target Date |
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|           | Members noted the content of the 2023-24 Meeting Schedule for information purposes. These dates would require to be aligned with the Board of Management calendar of meetings so would be checked when this was completed in June 2023. | LC     |             |
| c)        | <b>Team Draft Risk Registers: Summary Team Risk Movement April 2023</b>                                                                                                                                                                 |        |             |
|           | Members noted the summary of movement within Team Risk Registers from February 2022 to April 2023 for information purposes.                                                                                                             |        |             |
| d)        | <b>Project Risk Register: West Relocation</b>                                                                                                                                                                                           |        |             |
|           | Members noted the Project Risk Register, relating to the relocation of staff and services from West Campus and closure of the main building, for information purposes.                                                                  |        |             |
|           |                                                                                                                                                                                                                                         |        |             |
| 13.       | <b>Items for Information</b>                                                                                                                                                                                                            |        |             |
| a)        | <b>HEFESTIS Newsletters from 13 January 2023 – 13 April 2023</b>                                                                                                                                                                        |        |             |
|           | Members noted the content of the HEFESTIS Newsletters for information purposes.                                                                                                                                                         |        |             |
| b)        | <b>Audit Scotland</b>                                                                                                                                                                                                                   |        |             |
| i)<br>ii) | Tackling Child Poverty Briefing<br>Inequalities in Scotland: a growing crisis of harms<br><br>Members noted the reports from Audit Scotland for information purposes.                                                                   |        |             |
| c)        | <b>Glasgow City Council: Child Poverty in Glasgow</b>                                                                                                                                                                                   |        |             |
|           | Members noted the report on Child Poverty in Glasgow for information purposes.                                                                                                                                                          |        |             |
| d)        | <b>The James Hutton Institute: Scotland's Climate Future – Implications for the Public Sector</b>                                                                                                                                       |        |             |
|           | Members noted the report on the implications of climate change on the public sector in Scotland for information purposes.                                                                                                               |        |             |
| e)        | <b>Volatility, Uncertainty Complexity and Ambiguity (VUCA)</b>                                                                                                                                                                          |        |             |
|           | Members noted the article on VUCA change theory for information purposes.                                                                                                                                                               |        |             |
| f)        | <b>The Herald News Article: Teacher reveals failings causing turmoil in Glasgow School</b>                                                                                                                                              |        |             |

| Item      | Action Agreed                                                                                                                                                                                                                                                                                      | Member | Target Date |
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|           | Members noted the content of The Herald news article for information purposes.                                                                                                                                                                                                                     |        |             |
| g)        | <b>Daily Express news article Vaping e-cigarettes shown to be more harmful to lungs than smoking cigarettes – new study</b>                                                                                                                                                                        |        |             |
|           | Members noted the content of the Daily Express news article on the harm done by vaping for information purposes.                                                                                                                                                                                   |        |             |
| h)        | <b>Guardian News article: ‘Rapid rise’ in Andrew Tate related cases referred to Prevent by schools</b>                                                                                                                                                                                             |        |             |
|           | Members noted the content of the Guardian news article for information purposes.                                                                                                                                                                                                                   |        |             |
| i)        | <b>Computer Weekly News article: Russian spear fishing campaign escalates efforts toward critical US, UK and European Targets</b>                                                                                                                                                                  |        |             |
|           | Members noted the content of the Computer Weekly News article on the increasing threat of spear fishing from Russia for information purposes.                                                                                                                                                      |        |             |
| j)        | <b>Protect UK: The Threat from extreme Right-Wing Terrorism</b>                                                                                                                                                                                                                                    |        |             |
|           | Members noted the content of the Protect UK article for information purposes.                                                                                                                                                                                                                      |        |             |
| k)        | <b>Guardian News Articles</b>                                                                                                                                                                                                                                                                      |        |             |
| i)<br>ii) | <b>Debilitating effects of Pandemic linger on for Britain’s Young<br/>Wellbeing of young people stagnates at all time low post pandemic, warns Prince’s Trust</b><br><br>Members noted the content of the Guardian news articles on the long-term impact of the Pandemic for information purposes. |        |             |
| l)        | <b>The Prince’s Trust NatWest Youth Index</b>                                                                                                                                                                                                                                                      |        |             |
|           | Members noted the content of the Prince’s Trust NatWest Youth Index for information purposes.                                                                                                                                                                                                      |        |             |
| m)        | <b>Covid Social Mobility and Opportunities Study (COSMO): Health Impacts and Behaviours – January 2023</b>                                                                                                                                                                                         |        |             |
|           | Members noted the content of the COSMO Study for information purposes.                                                                                                                                                                                                                             |        |             |
| n)        | <b>National Fraud Initiative: NFI Matters Publication – Spring 2023</b>                                                                                                                                                                                                                            |        |             |

| Item       | Action Agreed                                                                                                                                                                                                                                     | Member | Target Date |
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|            | Members noted the content of the NFI spring 2023 publication for information purposes.                                                                                                                                                            |        |             |
| <b>o)</b>  | <b>Mail Online: ChatGPT users' credit card and personal information are leaked after Artificial Intelligence was hit by a 'bug'</b>                                                                                                               |        |             |
|            | Members noted the content of the ChatGPT article for information purposes.                                                                                                                                                                        |        |             |
|            |                                                                                                                                                                                                                                                   |        |             |
| <b>14.</b> | <b>The Scottish Parliament: Inquiry into the Scottish Government's Public Service Reform Programme</b>                                                                                                                                            |        |             |
|            | L Clark drew member's attention to the Scottish Parliament: Inquiry into the Scottish Government's Public Service Reform Programme. It was noted that responses were being welcomed by the Parliament from all public bodies or from individuals. |        |             |
|            |                                                                                                                                                                                                                                                   |        |             |
| <b>15.</b> | <b>AOCB</b>                                                                                                                                                                                                                                       |        |             |
|            | There were no items raised under AOCB.                                                                                                                                                                                                            |        |             |
|            |                                                                                                                                                                                                                                                   |        |             |
| <b>16.</b> | <b>Impact on Students</b>                                                                                                                                                                                                                         |        |             |
|            | There were no new data protection issues impacting on students as a consequence of the above agenda.                                                                                                                                              |        |             |
|            |                                                                                                                                                                                                                                                   |        |             |
| <b>17.</b> | <b>Equality Management – Equality issues to be considered as a consequence of the consideration of the above agenda</b>                                                                                                                           |        |             |
|            | There were no new Equality Management issues considered as a consequence of the above agenda.                                                                                                                                                     |        |             |
|            |                                                                                                                                                                                                                                                   |        |             |
| <b>18.</b> | <b>Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda</b>                                                                                                                                   |        |             |
|            | 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.                                                         |        |             |
|            |                                                                                                                                                                                                                                                   |        |             |

| Item | Action Agreed                                                                                                                                              | Member       | Target Date |
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| 19.  | <b>Data Protection – Data Protection issues to be considered as a consequence of the consideration of the above agenda</b>                                 |              |             |
|      | A Data Protection Impact Assessment (DPIA) would be conducted to ascertain any data privacy issues that may arise following the upgrade of the Sun System. | <b>JQ/RM</b> |             |
|      |                                                                                                                                                            |              |             |
| 20.  | <b>Closure</b>                                                                                                                                             |              |             |
|      | The meeting closed at 3.30pm.                                                                                                                              |              |             |
|      |                                                                                                                                                            |              |             |
| 21.  | <b>Date of the next meeting</b>                                                                                                                            |              |             |
|      | To be confirmed once the Board of Management calendar of meetings is finalised in June 2023 as dates require to align.                                     |              |             |