



Glasgow Kelvin College
Risk Management Committee

Minute

Meeting held on Tuesday, 20 January 2026 at 3.00pm online using Microsoft Teams

Item	Action Agreed	Member	Target Date
1. Sederunt	<p>Lisa Clark, Assistant Principal – Estates, Corporate Planning and Governance (Chair); Morag Kinnear, Head of Human Resources and Organisational Development; Roddy MacKenzie, Regulations and Compliance Manager; George McGuire, SCM – WDCS; Jason Quinn, Assistant Principal - Digital and Information Services; Gary Sharp, Student Support Services Manager; Sarah Shea, Environmental Sustainability Manager; Morven Thomson, Cross College Support and Administration Manager; Claire Reid, Head of Facilities and Environmental Sustainability; Mae Smillie, Head of Student Information Services Steven Young, Health and Safety Manager; and Lynne Porter, Administration Officer (<i>for recording purposes</i>)</p>		
2. Apologies	<p>Apologies were received from: Peter Brown, Director of Faculty, Apprenticeships and Skills - SEA; John Clarke, Head of Enhancement and Assurance; Joanna Campbell, Principal and CEO; Andrea Daly, Finance and Student Funding Manager; Jeanette Evans, Vice Principal – Resources and Corporate Development; Liz Breckenridge, Marketing and Communications Manager; and Doreen Shiels, Assistant Principal - People and Culture.</p>		
3. Terms of Reference	<p>Members noted the content of the Terms of Reference for information purposes.</p>		

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4.	Draft Minute of Previous Meeting held on 4 November 2025 The minute 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 <i>Item 10a - BCH Reinstatement Cost Assessment</i> A Carr noted that the report for the assessment had not yet been received. L Clark agreed to follow this up. <i>Item 13b – Martyn’s Law – Lockdown Procedure – SLT Approved 12 August 2025</i> L Clark noted that AG Lockdown emergency numbers had been provided to all staff by M Thomson and advised that these should be saved on staff mobile telephones.	L Clark	ASAP
6.	College Strategic Risk Register Members noted the College Strategic Risk Register as at January 2026. L Clark advised that the Principal wanted to take a full overview of the College Strategic Risk Register together with the new College Strategic Plan in mind week commencing 26 January 2026. Members undertook a full review of each risk and discussions were held in relation to updates which were noted by the Assistant Principal – Estates, Corporate Planning and Governance. The Compliance and Regulations Manager noted the amendments discussed and both he and the Assistant Principal would make the necessary changes to the College Strategic Risk Register before being reviewed again by SLT.	R MacKenzie/ L Clark	ASAP
7.	Health and Safety		
a)	Health and Safety Committee Minute		
i)	1 October 2025		
ii)	19 November 2025 Items 7ai and 7aii were discussed together. The Health and Safety Manager highlighted the key points from the meetings held:		

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	<ul style="list-style-type: none"> 105 submitted forms for accidents/incidents to date, 85% of which were student related, 25% of which were work related; a communication would be circulated to staff seeking new First Aiders to be trained; <p>Members noted the content of the minutes of the Health and Safety Committee of 1 October and 19 November 2025.</p>		
b)	<p>Legal and Current Issues Review (LCIR)</p> <p>November - December 2025</p> <p>The Health and Safety Manager reported that HSE had published their annual statistics. He highlighted that 124 workers had been killed in work-related accidents in the UK and emphasised the need to ensure robust measures were in place to avoid such fatalities.</p> <p>Members noted the content of the paper.</p>		
c)	<p>Draft No Smoking Policy (Tobacco and E-Cigarettes)</p> <p>S Young advised that students and, on occasion, staff were smoking/vaping in different parts of the campuses. He noted that the draft policy would be submitted to the appropriate standing committees for approval.</p> <p>S Young advised that signage for smoking/vaping areas had been ordered. He noted that the SLT would look at what actions would be appropriate in the event of a breach of the new policy by students or staff members.</p> <p>M Thomson highlighted that the smoking shelter area at Springburn Campus had extensive puddling and was cordoned off by tape. She noted that this was preventing use and that smokers were moving to an alternative area close to the automatic door. S Young agreed to look at the situation.</p>	S Young	03/02/26
8.	Finance		
a)	<p>Scottish Draft Budget 2026/27 Analysis – January 2026</p> <p>A Carr informed members that the report covered the sector for the period up to 31 July 2027. He noted that there was an increase of approximately 10% in the revenue budget for the sector which primarily covered losses in the sector for the current and subsequent year. A Carr noted that, effectively, this represents a standstill position, but this was preferable to a nil receipt. He opined that a 10% increase in funding may not be distributed evenly across the FE sector. A Carr noted that further details were expected to be received by 26 March 2026.</p>		

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	<p>A Carr advised that further increases would be required in the years after 2026/27 to ensure sustainability throughout the impact of future pay inflation.</p> <p>A Carr noted an increase of approximately £10 million on capital funding.</p>		
9.	GDPR/Cyber Security		
	<p>J Quinn advised that a phishing exercise had been undertaken internally with college staff. He reported a high return rate on this exercise with one quarter of staff clicking links and following through with follow up training provided for those who did so. J Quinn also noted that feedback on such issues had been given to staff during the November 2025 staff development sessions.</p> <p>J Quinn informed members that a Cyber Security Audit with Wiley and Bisset was due to take place in Feb/March 2026. J Quinn added that the Cyber Essential renewal was also imminent at the same time.</p> <p>R MacKenzie reported the College's Data Protection Policy was due for review in March and work was ongoing in this regard. He advised that the document would be brought back to the Risk Management Committee once drafted.</p> <p>R MacKenzie noted that work was ongoing on the Data Use and Access Act on the various GDPR changes required being rolled out by ICO and relevant bodies. He advised that this required tweaking of the College's policy rather than a full rewrite.</p>	R MacKenzie	
10.	Estates		
a)	Estates and Capital Update Report		
	<p>L Clark advised that this report detailed all works undertaken using capital funding received to date. She noted that this report had been submitted to Finance and Resources Committee in November 2025 and that she and C Reid would prepare an update report for the next meeting in March 2026.</p> <p>C Reid noted that extensive refurbishment of the main ground floor male and female toilets at Springburn Campus had been completed. She advised that a further phase of toilet refurbishment works would be undertaken over the following seven weeks including toilets on the third floor, Springburn and Science corridor, as well as the accessible toilet. C Reid noted refurbishment works would also be undertaken At Easterhouse Campus on the ground floor</p>		

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	male, female and accessible toilets as well as others on the third floor.		
b)	Springburn Cladding Update		
	C Reid noted that a further phase of investigation would be undertaken in the current week and that Mott MacDonald had been recently appointed to carry out this work. She reported that all holes had been cut and all panels had been removed; that engineers were back off site and that the more detailed design phase would now commence. C Reid advised that this would provide an opportunity to upgrade the appearance of the building.		
	L Clark noted that a Cladding Group held regular fortnightly meetings, and a wider Cladding Projects Steering Group also met regularly to enable different viewpoints to be gained.		
11.	People and Culture		
	M Kinnear noted that work had commenced on organisation of the Staff Development event in March 2026. She advised that feedback on what people wished to incorporate into the programme, as well as volunteers to deliver sessions, were welcome. M Kinnear added that, should any staff have requests for specific session delivery to departments, they should contact her or Lesley Phee and they would try to accommodate these.		
	M Kinnear advised that People and Culture would deliver Attendance Management Training and session dates would be circulated over the coming month.		
	M Kinnear noted that meetings of the student and staff Health and Wellbeing group, led by Ryan Gillen and Amrit Bedi, were taking place and an action plan was currently being developed. She advised that a staff survey on health and wellbeing would potentially be circulated in April 2026.		
	M Kinnear advised that D Shiels, S Young and trade union representatives were undertaking work to draft a policy around the management of aggression and violence. She hoped to bring an update on this to a future Risk Management Committee.		
12.	Corporate Services		
a)	Martyn's Law Update and Communication of Processes in Place		
	M Thomson noted that extensive staff training sessions had taken place, with delivery to a small number of departments still to take place including staff in Marketing and		

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	<p>Engineering. She advised that many MIS staff attended during the last Staff Development event, but others from Digital Services were still to attend.</p> <p>M Thomson advised that training had also been delivered to various stakeholders who use the College buildings and facilities, e.g. Glasow Life and the Chinese School, and that the College had reached out to other organisations such as C&N Facilities Ltd, the Russian Business School, the Glasgow Folk Music Group and to those working in College buildings daily such as catering and cleaning contractors to offer them training.</p> <p>M Thomson advised that the Business Continuity Plan had been updated to reflect this activity and to ensure stakeholders can be contacted to refrain from entering College buildings in the event of an incident occurring. She also noted that she had contacted businesses in the areas surrounding each College campus to ensure that they can be contacted in the event of an emergency incident.</p> <p>M Thomson noted that a further training exercise would be scheduled with front line reception and estates to ensure knowledge is embedded and staff members are aware and confident of how to deal with an incident effectively.</p> <p>L Clark emphasised the importance of ensuring all staff see the presentation and advised that training sessions would be run annually to ensure staff knowledge was refreshed regularly. L Breckenridge gave positive feedback on the quality of M Thomson's presentation and style of delivery.</p>		
b)	Business Continuity Audit		
	<p>L Clark noted that the work being undertaken to comply with Martyn's Law was important for this audit. She advised that the audit was due to take place during the first week in March 2026.</p>		
13.	Risk Management Update		
a)	Risk Management Update by Assistant Principal - Estates, Corporate Planning and Governance		
	<p>L Clark spoke to the content of the Risk Management Update, highlighting key points detailed in section two of the report. Activities/points included:</p> <ul style="list-style-type: none"> • work on cladding panels and curtain wall; • findings following attendance a site where cladding panels were removed and reinstated; • storage of removed panels; • liaison with organisations during cladding work e.g. Network Rail, electricity company for sub-station, neighbouring organisations, etc.; and 		

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	<ul style="list-style-type: none"> Gant chart preparation for all activities to be undertaken/actions to be considered for the project. <p>Members noted the content of the paper.</p>		
b)	<p>Team Draft Risk Registers: Summary Team Risk Movement January 2026</p> <p>M Thomson highlighted a decrease in scoring in the ICT Digital Services Register.</p> <p>Members noted the summary of movement within the Team Risk Registers from January 2026 for information.</p>		
14.	<p>Items for information</p> <p>a) Scottish Funding Council: Outcomes Framework and Assurance Model: Guidance for Institutions</p> <p>b) UMAL Annual Report and Abbreviated Financial Accounts: Year Ended 31 July 2025</p> <p>c) Why UMAL?</p> <p>d) Regulatory Risk Roadshow – Delegate Slides – 19 November 2025</p> <p>e) Funding demand as struggling Scots colleges face going bust</p> <p>f) Emergency Capital Maintenance 25-26 – Glasgow Kelvin College</p> <p>g) HEFESTIS DP Newsletters: October – December 2025</p> <p>h) Threatscape Newsletters: November 2025 – January 2026</p> <p>In relation to item 14f, L Clark noted that the College applied for emergency capital maintenance funding from the Scottish Funding Council for the cost of the cladding Project Manager and had been awarded the full amount. She highlighted the letter of confirmation received in this regard.</p> <p>R MacKenzie noted concerns about the development of AI and its associated risks.</p> <p>Members noted items 14a – 14h for information and interest.</p>		
15.	<p>Impact on Students - Key Issues to be considered as a consequence of the consideration of the above agenda</p> <p>There were no new issues impacting on students as a consequence of the above agenda.</p>		
16.	<p>Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda</p> <p>There were no new risk issues as a consequence of the above agenda.</p>		

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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 considered as a consequence of the above agenda.		
21.	Closure The meeting closed at 3.43pm		
22.	Date of the next meeting 21 April 2026		