

**Glasgow Kelvin College**

**Board of Management Meeting of 18 March 2026**

**Policies**

**Report by Secretary to the Board of Management, Assistant Principal Estates,  
Corporate Planning and Governance and Assistant Principal Digital and Information  
Services**

**1. Introduction**

As members will be aware, and in line with the review schedule, the following governing documents are due for review:

- Code of Conduct for the Board of Management
- Conflict of Interest Policy
- Standing Orders
- Data Protection Policy
- ICT Security Policy

These governing documents have been reviewed by various individuals i.e. the Secretary to the Board of Management, the Assistant Principal Estates, Corporate Planning and Governance and the Assistant Principal Digital and Information Services. Where appropriate we have sought the guidance from HEFESTIS who provide cyber security and data protection consultancy to the College.

**2. Code of Conduct for the Board of Management**

The College previously updated this Code of Conduct in line with the Model Code of Conduct produced by the Ethical Standards in Public Life in January 2022. This was communicated via a Scottish Government letter to the Chair of the Board of Management.

There have been no further amendments to date to the Code of Conduct for Members of Devolved Public Bodies. Having reviewed this Code in detail it is still considered to be appropriate and in order.

The review dates have been amended. A copy of this Code of Conduct is available at [Appendix 1](#) on the portal with minor date changes made in blue text.

The Audit and Risk Committee reviewed this document at their meeting held on 10 February 2026 and provided their endorsement.

**3. Conflict of Interest Policy**

As stated above, the Secretary to the Board of Management and the Assistant Principal Estates, Corporate Planning and Governance have reviewed this Policy in detail and it is still considered to be in order.

Minor changes have been made to this Policy in terms of review dates; these changes made are detailed in [blue](#) text.

The Audit and Risk Committee reviewed this document at their meeting held on 10 February 2026 and provided their endorsement.

A copy of this Conflict of Interest Policy is available at [Appendix 2](#) on the portal.

#### **4. Standing Orders**

The Secretary to the Board of Management and the Assistant Principal Estates, Corporate Planning and Governance have reviewed in detail the Standing Orders.

There are no changes required to this document other than review date changes that are denoted in [blue](#) text.

A copy of the Standing Orders is available at [Appendix 3](#) on the portal.

#### **5. Data Protection Policy**

In regard to the Data Protection Policy, this has been reviewed by the College's Regulations and Compliance Manager, the Assistant Principal Estates, Corporate Planning and Governance and HEFESTIS who provide the College with a Data Protection Officer service.

The Senior Leadership Team have also reviewed this document at their meeting held on 24 February 2026.

Changes to the Data Protection Policy are denoted in [blue](#) text. Changes include job title amendments, an expansion of some text to provide more detail/added clarity and a section on Accountability.

A copy of the Data Protection Policy is available at [Appendix 4](#) on the portal.

#### **6. ICT Security Policy**

The ICT Security Policy, provided at [Appendix 5](#) on the portal, has been reviewed to ensure it remains current, proportionate and aligned with relevant regulatory and best-practice frameworks. Changes to the ICT Security Policy are denoted in [blue](#) text

The review process included engagement with ICT staff, Senior Leadership Team and externally by HEFESTIS, who provide cyber security consultancy to the College. Key updates include:

- Alignment of the policy structure and controls to the National Cyber Security Centre (NCSC) Cyber Assessment Framework (CAF), while maintaining consistency with the Scottish Public Sector Cyber Resilience Framework.
- Updates to reflect the College's increased use of cloud-hosted services and modern hybrid infrastructure, ensuring security requirements apply consistently across on-premise and cloud environments.
- Clarification of the policy's scope and its relationship to supporting policies and procedures, including the Information Security Framework and the ICT Incident Response Procedure.

- Minor revisions to terminology, structure and responsibilities to improve clarity, governance and auditability, with no change to the underlying intent of maintaining strong cyber security controls. Overall, the review strengthens assurance that the College's technical security controls remain fit for purpose in a changing threat and technology landscape.

The Finance and Resources Committee reviewed this document at their meeting on 10 March 2026 and gave their endorsement of it.

## **7. Resource Implications**

There are no real resource implications involved in terms of reviewing these governing documents.

## **8. Impact on Students**

There are no negative impact on students identified as a consequence of anything within this report or the routine review of these policies.

## **9. Equalities**

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report. Equality Impact Assessments for these policies have been refreshed and are available upon request.

## **10. Risk and Assurance**

Risk to the College is mitigated by ensuring that appropriate governing documents are in place and that the Board of Management receive the necessary assurances that these are being reviewed within the governing framework.

## **11. Data Protection**

There are no data protection implications arising as a consequence of this report.

## **12. Environmental and Sustainability**

There are no new environmental and sustainability matters arising from the contents of this report.

## **13. Recommendations**

It is recommended that members:

- i) note the contents of this report; and
- ii) approve the Code of Conduct for the Board of Management as contained in [Appendix 1](#);
- iii) approve the Conflict of Interest Policy as contained in [Appendix 2](#);
- iv) approve the Standing Orders as contained in [Appendix 3](#);

- v) approve the Data Protection Policy as contained in **Appendix 4**;
- vi) approve the ICT Security Policy as contained in **Appendix 5**.

#### **14. Further Information**

Further information can be obtained from Secretary to the Board of Management, Michelle Brand at [mbrand@glasgowkelvin.ac.uk](mailto:mbrand@glasgowkelvin.ac.uk), the Assistant Principal Estates, Corporate Planning and Governance, Lisa Clark at [lisaclark@glasgowkelvin.ac.uk](mailto:lisaclark@glasgowkelvin.ac.uk) or the Assistant Principal Digital and Information Services at [jquinn@glasgowkelvin.ac.uk](mailto:jquinn@glasgowkelvin.ac.uk)

**Lisa Clark, Jason Quinn and Michelle Brand**  
**March 2026**