



Glasgow Kelvin College
Risk Management Committee
Minute

Meeting held on Tuesday, 4 November 2025 at 3.00pm online using Microsoft Teams

Item	Action Agreed	Member	Target Date
1. Sederunt	<p>Lisa Clark, Director of Estates and Corporate Services (Chair); Peter Brown, Director of Faculty, Apprenticeships and Skills - SEA; John Clarke, Head of Enhancement and Assurance; Morag Kinnear, Head of Human Resources and Organisational Development; Roddy MacKenzie, Regulations and Compliance Manager; George McGuire, SCM – WDCS; Jason Quinn, Director of 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: Joanna Campbell, Principal and CEO; Andrea Daly, Finance and Student Funding Manager; Jeanette Evans, Vice Principal – Operations; Liz Breckenridge, Marketing and Communications Manager; and Doreen Shiels, Director of People and Culture.</p>		
3. Terms of Reference	<p>Members noted the content of the Terms of Reference for information purposes.</p>		
4. Draft Minute of Previous Meeting held on 26 August 2025	<p>The following amendments to the minute of the meeting held on 26 August 2025 were requested:</p> <p><i>Item 1 - Sederunt</i></p>		

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	L Porter to add G Sharp, Student Support Services Manager to the Sederunt.	L Porter	11/11/25
	<i>Item 12a – Martin’s Law</i> L Porter to amend ‘Martin’s to Martyn’s	L Porter	11/11/25
	The remaining 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 7 - Finance</i> L Clark advised members that A Carr would review the ECP planning and budget.		
	<i>Item 12a – Martyn’s Law Presentation</i> S Young confirmed he was happy with the content of the presentation.		
	<i>Item 13b – Risk Management Committee Self Evaluation</i> L Clark reported that the Self Evaluation had been circulated and the results were on the current agenda.		
	<i>Item 13c – College Strategic Risk Register</i> L Clark reported that this document was presented to the SLT for further comments and amendments prior to its submission to the Audit and Risk Committee.		
6.	College Strategic Risk Register		
	L Clark informed members that Risk Management Committee members had requested this item be moved to the top section of the agenda going forward.		
	Members noted the College Strategic Risk Register as at November 2025. Members undertook a full review of each risk and discussions were held in relation to updates and wording which were noted by the Director of Estates and Corporate Services. The Compliance and Regulations Manager was requested to note the amendments discussed and both he and the Director of Estates and Corporate Services would make the necessary changes to the College Strategic Risk Register before being reviewed again by SLT at their next meeting.	R MacKenzie/ L Clark	ASAP
7.	Health and Safety		
a)	Health and Safety Committee Minute		
i)	11 June 2025		
	The Health and Safety Manager highlighted the key points from the meetings held:		
	<ul style="list-style-type: none"> • EVAC chairs have arrived, date for their installation to be finalised and training to be organised; • No Smoking/Vaping Policy to be reviewed and campaign to promote this to be organised; 		

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- the potential implementation of a new Health and Safety Management system, Smartlog, to enable streamlining of a number of other systems into one; and
- servicing of fire extinguishers at Springburn Campus and dry risers have been completed.

Members noted the content of the minutes of the Health and Safety Committee of 11 June 2025.

b) Legal Current Issues Review (LCIR)

September 2025 – October 2025

The Health and Safety Manager reported that salient points from the LCIR were shared with the Management Team as a matter of routine and provided for members information.

C Reid informed members about a visit she and Estates colleagues had made to Dumfries and Galloway (D&G) College. She advised that the latter had a fire alarm system which incorporated a 6-minute pre-alarm facility. C Reid noted that if a single activation occurred, D&G College did not immediately evacuate their entire building. She added that D&G College had spoken with their fire alarm provider and had been given 6 minutes to investigate the cause of the activation before a full evacuation would be instigated. C Reid noted that during the 6-minute window if it was discovered the activation was due to, for example, vaping or burnt food, a full evacuation was not required. C Reid opined that this may be a useful system to be put in place at Glasgow Kelvin College at some point in the future. She advised that this would need to be discussed with the College's Fire Advisors and Chubb and trade unions would need to be fully consulted prior to a paper being brought to the Risk Management Committee for consideration.

M Thomson highlighted that the staff member at Springburn Campus who was fully trained to enable them to take the lift up to assist people with mobility challenges had left the College and that two people would be required to carry out this procedure in future.

C Reid advised that two Estates staff could not enter the lift together during an evacuation as they were the only keyholders and therefore required to stay separate if both became stranded in the lift at one time. She suggested that each person with a PEEP should have an identified person who would support them.

8. Finance

a) Scottish Funding Council - Financial Sustainability of Colleges in Scotland 2022-23 to 2027-28

A Carr informed members that the SFC and Audit Scotland had produced reports highlighting the precarious nature of the financial position within the entire Further Education

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	sector with a number of Colleges facing severe difficulties in sustaining operations in the year 2025-26. He noted that a paper from Colleges Scotland had been presented to the Scottish Government via the SFC requesting additional funding and opined that the likelihood was that this may be successful this particular year. A Carr reported that Glasgow Kelvin College was in a sustainable position at present due to a number of factors and was not currently in as poor a position as other some other colleges within the FE sector. He did, however, highlight the reduction year on year of HE learners due to them attending universities instead of the College causing a drop in funding of approximately £174K for which replacement funding would require to be found.		
9.	GDPR/Cyber Security		
	J Quinn confirmed that cyber insurance had been secured for this year. He 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 Security monitoring service with JISC had been renewed for 3 years and that a new staff Cyber Security training module would be launched this year.		
	R Mackenzie discussed a recent data incident involving the set-up of a shared iDrive. He noted that the issue arose due to the default open settings on the iDrive and confirmed that this issue had been rectified. R Mackenzie noted the need to address this with staff who may set up similar shared drives in future. J Quinn agreed and suggested this could be addressed during the staff CPD event in November 2025.	J Quinn	November 2025
	L Clark advised that, in future, she would bring an annual report detailing data breaches and other GDPR issues prepared for Audit and Risk Committee to the Risk Management Committee.	L Clark/R Mackenzie	August 2026
10.	Insurance		
a)	BCH Reinstatement Cost Assessment		
	L Clark reported that insurance was renewed this year with UMAL and that a Reinstatement Cost Assessment (RCA) had been conducted by Barrett Corp Harrington (BCH) at no cost to the College. She agreed to report the outcome of the latter to members in due course.	L Clark	As appropriate

11. Estates

a) Estates and Capital Update

L Clark spoke to the content of the report, informing members that the report detailed the ongoing activity up to 30 September 2025 as well as an update on the Capital Plan. The update covered the following areas:

- Capital Planning/Expenditure for 2025-26
- SFC - College Emergency Capital Maintenance Funding FY 2025-26 - Stage One
- Glasgow Kelvin Building - Reinstatement Cost Assessments (RCA)
- Fire Risk Assessment - External Walls – Astute
- College Vehicles
- Cleaning Tender Award
- Security
- College Infrastructure Investment Plan: Progress Report
- Scottish Funding Council - College Infrastructure Strategy - Infrastructure Delivery Group
- Hydepark Residents – Update on Springburn Land Matter
- Estates Works

L Clark added that an updated report would be issued for November 2025 in due course.

12. Human Resources

There were no updates under this item.

13. Corporate Services

a) Martyn's Law Myth Buster

Members noted the content of the factsheet.

b) Martyn's Law – Lockdown Procedure – SLT Approved 12 August 2025

L Clark advised that correspondence on the Lockdown procedure had been issued to managers across the College. She noted that a Business Continuity Audit was due to take place in early 2026.

M Thomson informed members she had delivered a presentation on this to People and Culture and Administration and Secretariat staff and would imminently undertake similar with Finance staff. She added that AG Lockdown would be able to give a live demo of the system during the staff development week with staff informed with a generic message to avoid any alarm.

L Clark suggested that staff should save the AG Lockdown emergency numbers for each campus provided by M Thomson on their mobile phones.

All

ASAP

14. Risk Management Update

a) Risk Management Update by Director of Estates and Corporate Services

L Clark spoke to the content of the Risk Management Update, highlighting key points detailed in section two of the report. Activities included:

- Legal Advice regarding Cladding Panels and curtain walling at Springburn Campus.
- Appointment of Project Managers to prepare a tender for the work required to rectify all issues at Springburn Campus.
- Visit to external site to view all aspects of the removal and replacement of cladding panels.
- Communication and training regarding Martyn's Law.
- Review of the Data Use and Access Bill and its impact on College policies.
- Security at Easterhouse campus.
- Review of various reports – recommendations to be considered against practices at Glasgow Kelvin College and adjustments made as required.
- Progressing the Estates Capital Plan.
- Tackling smoking/vaping across the College estate.

Members noted the content of the paper.

b) Risk Management Committee Self Evaluation – 24 October 2025

Members noted the content of the paper.

c) Team Draft Risk Registers: Summary Team Risk Movement November 2025

Members noted the summary of movement within the Team Risk Registers from November 2025 for information.

15. Items for information

a) Audit Scotland - Briefing - Scotland's Colleges – October 2025

b) Scottish Funding Council: SFC's Expectations of Good Governance

c) CIPFA – Sting in the tail coming for Scotland's finances as tax revenue lags

d) Passengers horrified as lithium battery erupts into flames aboard Air China flight

e) HEFESTIS DP Newsletters: August – September 2025

f) Threatscape Newsletters: August – October 2025

Members noted items 14a – 14f for information and interest.

15. Impact on Students - Key Issues to be considered as a consequence of the consideration of the above agenda

There were no new issues impacting on students as a consequence of the above agenda.

16. Risk Management – Risk issues to be considered as a consequence of the consideration of the above agenda

There were no new risk issues as a consequence of the above agenda.

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 3.54pm

22. Date of the next meeting

20 January 2026.