Glasgow Kelvin College

Risk Management Committee

Minute

Meeting held on Tuesday, 21 April 2026 at 3.00pm online using Microsoft Teams

Item	Action Agreed	Member	Target Date

1. Sederunt

Lisa Clark, Assistant Principal – Estates, Corporate Planning and Governance (Chair);
Jon Craig, Student President;
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
and
Lynne Porter, Administration Officer (*for recording purposes)*

2. Apologies

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;
Doreen Shiels, Assistant Principal - People and Culture;
and
Steven Young, Health and Safety Manager.

3. Terms of Reference

Members noted the content of the Terms of Reference for information purposes.

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

Item 7c - Draft No Smoking Policy (Tobacco and E-Cigarettes)

R Mackenzie noted that S Young's action relating to addressing the extensive puddling at the smoking shelter area had been completed.

Item 9 – GDPR/Cyber Security

R Mackenzie confirmed that the College's Data Protection Policy had been reviewed and would be considered further on in the current agenda.

6. College Strategic Risk Register

Members noted the updated College Strategic Risk Register.

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 – 11 February 2026

Members noted the content of the minutes of the Health and Safety Committee of 11 February 2026.

b) Legal and Current Issues Review (LCIR)

January – March 2026

Members noted the content of the LCIR.

c) Eye Protection in Workshops

L Clark advised that a student, standing observing a classmate using a screwdriver, had been injured in the eye by a screw, which had magnetically adhered to the screwdriver, and been flicked off by the student holding this tool. She informed members that the College's insurers had requested that students be advised to use eye protection whether using or observing others using tools. L Clark noted that S Young would ensure signage would be placed in workshops to request that eye protection be used by observers as well as users of the tools.

d) Welding/LEV

L Clark informed members that, following an incident at City of Glasgow College, Glasgow Kelvin College undertook a review of the workshop areas to ensure that a similar situation could not occur. She confirmed that the Health and Safety Manager S Young was content that the practices being undertaken by the College were robust and that he would arrange for a dust survey to be carried out to ensure a safe working environment was maintained.

8. Finance

No information was reported under this item.

9. GDPR/Cyber Security

J Quinn advised that the College had achieved Cyber Essentials certification and noted that the College was also going through a Cyber Essentials + evaluation. He noted that an internal Cyber Security Audit had been undertaken with Wiley and Bisset in Feb/March 2026 which resulted in one low level recommendation around ensuring encryption of back up data.

a) Data Protection Policy - Review Date March 2029

R Mackenzie informed members that, following the publication of the Data Use Access Act at the end of 2025, the College had examined its Data Protection Policy and made some minor adjustments. He noted that the revised policy was included within the papers for information.

10 Insurance

a) Update: Travel Cover - Conflict in Iran, Israel and Broader Region – 9 March 2026

L Clark noted that this document was provided for information.

b) Students Begin Covid Compensation Claim Against 36 More Universities

L Clark noted that this article was provided for members' interest.

c) UMAL Claims Digest - February 2026

L Clark noted that this document was provided for information

d) UMAL Conference 2025

i) AM Session
ii) PM Session

L Clark noted she and M Thomson attended a UMAL Conference and noted session notes had been provided for information.

e) UMAL Webinar - Managing Modern College Risks

L Clark noted this document had been provided for information and that she had included more detail on this in her report in relation to risk.

f) College Insurance Renewal 2026-27

L Clark noted that the insurance for the College had been refreshed and the deadline for documentation required had been met.

11. Estates

a) Estates and Capital Update Report

C Reid noted that the capital budget year differed from the rest of the College's budget year and that the 2025-26 capital budget was currently being finalised. She noted that the process to finalise the plan for the coming year was underway.

C Reid noted that a number of projects that had been undertaken during 2025-26 including extensive refurbishment of the toilets at various campuses. She advised that plans were continually revised in line with changing curriculum needs and in future months the plan would continue to evolve. C Reid advised members to contact the Estates Department should they have any request for major projects pertaining to Workforce 2030 or any other curriculum changes.

b) Fire Risk Appraisal of External Walls (FRAEW) – Glasgow Kelvin College

L Clark informed members that this document included information related to issued associated with cladding at Springburn Campus. She advised that C Reid had sent a copy of this document to Scottish Fire and Rescue Services and to the College's insurers and that the former organisation may undertake an audit in future.

c) Cladding Site Visit – 26 March 2026

L Clark noted that members of the Cladding Steering Group had attended a cladding site visit to assess noise levels. J Craig, Student President, advised he had also attended. He noted that he had found the noise levels were at an acceptable volume during drilling and opined that he did not think students would be affected adversely by the works being undertaken at the College.

d) Climate Adaptation Leadership Checklist

S Shea informed members she had attended a Climate Adaptation Leadership Summit in December 2025 and was re-assured to hear what Scottish public bodies and other organisations were doing to collaborate in response to the impending climate change and its impacts. She discussed the Leadership Checklist and noted that the College was on board under all categories.

S Shea noted that EAUC Scotland had advised that Summit reporting on what the College was doing in relation to adaptation and resilience would become increasingly more important to the Scottish Government in the future and that the College had included a section on this within the Public Bodies Climate Change Duty Report.

C Reid advised members that S Shea had recently been elected to the Advisory Group for EAUC to represent colleges and congratulated S Shea on this achievement.

L Clark updated members on the situation with mice sightings at Springburn Campus. She advised that they may have gained access through gaps in cladding and potentially been disturbed during work being undertaken on the nearby railway line. L Clark noted that College's pest control contractor had visited and placed bait boxes, and that professional cleaning of the areas had been undertaken. She added that L Breckenridge would put out a communication to staff to update them on the situation.

12. People and Culture

No information was reported under this item.

13. Corporate Services

a) Trial of Off-White Paper

M Thomson informed members that a trial of less bright recycled paper had been undertaken. She advised that this helped some of the neurodiverse students to concentrate better when reading documents. M Thomson noted positive feedback received following the trial and confirmed the paper would now be ordered for use going forward. She advised that there was some increased dust from the new paper when inside MFDs and that this would be monitored to ascertain if there was any issue within the machines.

G Sharp advised members that off-white paper was not a solution for all students, and some would still require coloured paper to assist them with reading documentation dependent on their specific needs. M Thomson confirmed that coloured paper would still be available for use by those who required it.

b) CLA: Remote Collection of Royalties Data - Supporting the Rightsholders Summer 2026

L Clark noted this process had been deferred for one year due to the current cladding project and associated time constraints.

1 Risk Management Update
4.

a) Risk Management Update by Assistant Principal - Estates, Corporate Planning and Governance

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

- roll out of Martyn's Law presentation to people attached to the College by M Thomson and a short video to be created to instruct people on what to do in the event of an attack;
- cladding panels, site visit, Cladding Risk Register, pre-application to Glasgow City Council re cladding change;
- no smoking/vaping signage now in place;
- upgrade or replacement of fire doors across all campuses;
- meetings with College insurers and new Risk Manager in post;
- £25,000 secured from UMAL Risk Management Fund to install alarms in relation to Martyn's Law;
- Wbg Services – audit of Business Continuity and Disaster Recovery outcome – Strong with no recommendations received; and
- the financial impact of war in the Middle East.

Members noted the content of the paper.

b) Team Draft Risk Registers: Summary Team Risk Movement

M Thomson noted that the Student Services Risk Register required input from Finance in the absence of A Daly, Finance Manager. A Carr noted this requirement. **A Carr** **30/04/26**

J Quinn advised there may be updates required to the Climate Change Risk Register and S Shea agreed to contact him to arrange a meeting to discuss this. S Shea also advised she would contact Alice Ng, Procurement Manager APUC to discuss any disruption to supply chains **S Shea** **30/04/26**

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

15. Items for information

a) WEF Global Risks Report 2026
b) College staff 'worried for health' after welding fumes safety breach - BBC News
c) Rachel Reeves nightmare as unemployment rockets to highest level in five years
d) The sick man of Europe? The UK and worklessness | Public Finance
e) UMAL Travel Cover - Conflict in Iran, Israel and Broader Region
f) Glasgow Caledonian University to Axe 100 Jobs in Bid to Close £10m Black Hole
g) Letter to Education, Children and Young People's Committee from Minister for Higher and Further
h) Education - Future of the College Sector
GCR Intelligence Hub – Disability and Unpaid Care
i) Policy Briefing – March 2026
j) HEFESTIS DP Newsletters: January – March 2026
Threatscape Newsletters: January – April 2026

In relation to item 15i, R Mackenzie highlighted a few articles on the Data Use Access Act and the need for a Data Protection Complaints Procedure which will commence by 19 June 2026. He noted that the Act requires that the first step of the complaints procedure related to Subject Access Requests be handled at College level and not by the ICO.

Members noted items 15a – 15j for information and interest.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. Resource Implications

There were no new Resource Implications considered as a consequence of the above agenda.

22. Closure

The meeting closed at 3.46pm

23. Date of the next meeting

To be scheduled.

LC/LP
Glasgow Kelvin College
April 2026