

John Wheatley College

Risk Management Group

Minutes of the meeting held on Thursday 8th September 2005 at 2pm in Room F01, Easterhouse Building

1. Sederunt

The meeting commenced at 2pm and was attended by:

A Kirk (Chair)

I Graham

J Gow

B Smith

D Sneddon

S Reddix; and

M Lang (Minutes)

2. Apologies

Apologies were received from

A Inglis

3. Terms of Reference

Members noted the terms of reference for the Risk Management Group.

4. Minutes of the previous meeting held on Wednesday 2 March 2005

The minutes of the previous meeting were taken as read and were accepted as an accurate account of the meeting held on 2nd March 2005.

5. Matters arising from the Minutes

Item 6 – ‘Skin Survey’

A Kirk informed the group that the College will continue with existing practice in this area. S Reddix stated that the insurance company did not anticipate any changes being required as the procedure is standard throughout the industry. I Graham asked if the College could receive confirmation of this position in writing and S Reddix will look into this.

Item 8(a) – ‘Donald Blue (Chaste)’

A Kirk confirmed that a meeting had been arranged with Donald Blue on 5th October 2005 and he will report back to the group in this respect.

Item 11 – ‘Freedom of Information’

The Depute Principal confirmed that the College has only received one request of Freedom of Information, and there were no difficulties fulfilling this request.

6. Minutes of the Health and Safety Committee meeting held on:

(a) 9 December 2004

The Committee found no matters arising from the meeting.

(b) 31 March 2005

The Committee found no matters arising from the meeting.

(c) 23 June 2005

A Kirk informed the College that they had received the Gold Rospa award. There were no further matters arising from the meeting.

7. Correspondence

(a) Mitie – College Smoking Policy

I Graham highlighted that the College had written to Mitie in relation to an issue of cleaners smoking within the College buildings, particularly at the Shettleston campus. The Principal stated that he had noticed a change since the reply letter was received.

I Graham raised the issue of fire doors at the Shettleston training kitchen being held open by chairs and whether this could be prevented. B Smith advised that he had made several visits to discuss this with staff in the kitchen and it should no longer be happening. B Smith and I Graham will monitor this issue in the coming weeks.

I Graham enquired into the arrangements of fire drills for the new term. B Smith stated that he had discussed the organisation with J McKay and one should take place over the next few weeks.

(b) Email from Andy Wooley – Risk Register

Members noted this correspondence.

(c) ASC – Coordinating Health and Safety in Tertiary Education (CHASTE) Initiative: Update

Members noted this correspondence.

8. Levy and McRae Legal Updates

(a) April 2005

A Kirk informed members of changes made to the Disability Discrimination Act to include mental illness without it being clinically defined. The Act also includes learning difficulties but doesn't include dyslexia. A Kirk stated that the College's insurance cover accommodated these changes.

(b) May 2005

The Depute Principal updated members that regulations on early retirement had been changed, indicating the College has a duty to consider an extension beyond the retirement age. Six months notice is required.

9. Well-being Policy

D Sneddon outlined the policy was as a result of the staff survey carried out last year. She informed that she had planned to phase in the implementation of the policy over the next two years and to review the progress in the following year.

I Graham asked that the progress is highlighted on a regular basis to allow staff to be made aware of the implementation. He feels a date schedule should be placed on the back of the policy and then this could be presented to the Board and the JCC for information. D Sneddon will make these changes in due course.

10. Insurance Cover 2005/2006

A Kirk presented the group with the reviewed insurance cover for 2005/06. The main changes he outlined were the increased brokerage fee of 8.33% and the overall increase of 4.09%. He explained that these increases were mainly due to the wage roll and the large excess deleted from the policy. Mr Kirk also highlighted that the cover had been widened to include aspects of motoring offences.

Mr Graham noted that the Board were keen to look at other insurance cover for aspects of the New Build, particularly in relation to older members of staff. This, however, would not be an enhancement in the Committee's terms of reference.

11. Risk Registers

(a) College

A Kirk presented the College's risk register to the group as amended at the Board meeting in June. I Graham was keen to include the enrolment procedure into the register. He stated that the register should be adjusted to take account of the new procedures in place, as these will be checked internally and reviewed by auditors. J Gow will make look into altering the register.

I Graham stated that he also wanted staff utilisation to be included since the risk has been identified and progress to be highlighted. D Sneddon will make the change to the register to include this.

A Kirk highlighted that alterations could be made to the register in terms of the ICT policy as no major issues arose through the year and the grade could be reduced. He also highlighted that the Freedom of Information grade will be discussed at the end of the year in a view to a downgrading.

I Graham noted that he would like the changes signed off by October's SMT meeting.

(b) New Build Campus

Mr Kirk highlighted that a number of changes should be made to the New Build Risk Register, and this would be an on-going process. A number of changes will have to be made to register in terms of Business, Construction and Statutory risks. The main increases will be in the grades for 'Cost overrun', 'Cash flow', and 'Building warrant'. Items to be decreased include, 'contamination', 'ground conditions' and 'delay in possession'. Mr Kirk explained that the document will change regularly

12. East End Campus – New Build

A Kirk updated the group with the advancements made for the New Build in Haghill. He highlighted that the main issues currently are the water, obtaining a signature for the contract and the overspend of the budget. Mr Kirk will report back to the Committee on any further issues at a later date.

13. Closure

Having discussed all items on the agenda the Chair of the Committee thanked members for their attendance. The meeting closed at 3.10pm.

14. Date of next meeting

The next meeting is scheduled for 9th November 2005 in room S/09.