

John Wheatley College
Risk Management Group

Minutes of the meeting of the Risk Management Group held on Wednesday 14th June 2006 at 11am in Room S05, Easterhouse Building

1. Sederunt

The meeting commenced at 11am and was attended by:
A Kirk (Chair);
B Smith;
I Graham;
D Sneddon; and
M Lang (for recording purposes).

2. Apologies

Apologies were received from:
S Reddix;
J Gow; and
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 9th November 2005

The minutes of the previous meeting were taken as read and were accepted as an accurate account of the meeting held on 9th November 2005.

5. Matters arising from the minutes of the previous meeting

Item 4: Chaste

A Kirk asked that a Health and Safety Review goes to the Board Development Day in August. He asked B Smith to undertake the writing of this report.

Item 8: Wellbeing Policy

D Sneddon updated members that the majority of training has been done for Well Being and ongoing training will continue in the new session. A Kirk informed that the Scottish Executive have asked to use the College's progress in this area as a case study.

Item 10: Avian Flu

I Graham informed members that he will contact Lauder College's Care Share Nursery in relation to their recent E-Coli outbreak to ask advice on any management issue that they faced. He felt this would be beneficial to the College in any outbreak of Avian Flu.

6. Minutes of the Health & Safety Committee Meeting

(i) 3 November 2005

(ii) 30 March 2006

A Kirk attached copies of the previous two Health and Safety minutes for member's information and asked them to note their contents.

7. Correspondence

a) Marsh

i) Outlook October 2005

A Kirk asked members to note the contents of the newsletter.

ii) Robust Business Continuity Planning

A Kirk updated members that the plan has been sent to the printers and will reported to the Board in August. The plan is set to be tested in the autumn.

iii) Avian Flu – Is your Business Continuity Management up to Scratch

iv) Risk Alert – Avian Flu: Preparing for a Pandemic

A Kirk asked members to note the contents of the report. I Graham discussed a new vaccine that is on the market and that the College should continue to monitor any progress in relation to Avian Flu.

v) Meeting Note 15 May 2006

A Kirk asked members to note the contents of the Meeting Notes of 15th May 2006. He commented that the College's insurance claim record is currently good. I Graham noted that the College is still awaiting clearance from its unattended alarm triggered over Christmas. He also asked that the minutes and renewal documents are presented at the Executive Committee.

b) Employment News – Liability for Actions of Employees

A Kirk asked members to note the contents of the Employment News.

c) Essential FM Report – Security and Continuity

I Graham informed members that he had written to the Funding Council in respect of closing the College's buildings in the event of any outbreak of Avian Flu, and as yet there has been no response. He noted that until the Government recognises Avian Flu as a notifiable disease, the College's insurance will not cover any closure of the buildings.

d) Universities UK – Influenza Pandemic

A Kirk asked members to note the contents of the attached report.

8. Levy and McRae Legal Update – November 2005

A Kirk presented the Legal Update to members and asked them to note the contents.

**9. Education Sector Alert
Thorntons Solicitors**

A Kirk asked members to note the contents of the report. I Graham asked that this report is forwarded to the College Board, SMT management team and Executive Committee for information.

**10. Instep: Education Law Magazine
Spring 2006**

A Kirk presented the Education Law Magazine to members asking them to note the contents. I Graham asked that this item is presented at the Executive Committee and the Management Team.

**11. Risk Registers
a) College**

A Kirk presented the updated Risk Register for the College to the members. He discussed each section of the Register with members to highlight any changes that would be required to these ratings. The biggest influences on the grades were the new Management structure and the Haghill Campus.

b) New Build Campus

A Kirk presented the updated Risk Register for the New Build to the members. He informed that the Register is regularly updated at the previous Project Management meeting. A Kirk outlined the need for closer controls on the costs and the current position with the drainage issue. The next meeting of the Project Management group is to be held on 14th June 2006 and members will be updated with any further changes made to the Register.

**12. East End Campus – New Build
Verbal Report by Depute Principal**

A Kirk updated members on the current progress at the New Build in Haghill. He noted that the College is waiting on confirmation from B Wilson regarding the use of premises on London Road when Shettleston closes. He will update members of any progress on this.

I Graham discussed the possibility of leasing the Haghill car park to Celtic Football Club for weekend use. He will look into the any insurance liability issues this would raise and report back to the Committee.

13. Closure

Having discussed all items on the agenda the chair thanked members for their attendance and the meeting closed at 11.45.

14. Date of Next Meeting

The date of the next meeting will be arranged in accordance with the Board's Schedule for session 2006/07