

JOHN WHEATLEY COLLEGE
RISK MANAGEMENT COMMITTEE

Minutes of Meeting held on Monday 29 January 2007 at 2.00 pm in Room T26, Easterhouse.

1 Sederunt

The meeting commenced at 2.10 pm and was attended by:

A Kirk (Chair)
D Sneddon
B Smith
J Gow
A Inglis
I Graham
I Miller (for recording purposes only)

2 Apologies

Apologies had been received S. Reddix

3 Terms of Reference

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

4 Minutes of the Previous Meeting held on 14 June 2006

The minutes of the meeting held on 14 June 2006 were accepted as read as an accurate record of the business conducted on that date.

5 Matters Arising from the Minutes of the Meeting held on 14 June 2006

Chaste

A Kirk advised members that the report had been presented at the Board Development Day. The report covers the whole sector and will be presented to the members at a later date. The report is confidential at this stage and the draft is being presented to the JCC. The informal meeting of the JCC is being held on the 23 February 2007 at 2.30 p.m.

Business Continuity Plan

A Kirk informed members that the Chaste report raised concerns regarding contact dates within the Business Continuity Plan.

Alarm System

A Kirk updated members that the alarm now qualified for BSDD 2334 and would not activate until 2 separate alarms had been triggered. The new build was already fitted with this type of alarm system.

Risk Register

A Kirk informed members of the codified systematic way of reviewing risk management. The Risk Register was being presented to the Board & SMT Agenda.

A Kirk requested an update of any items which appear on the Risk Register and clarification of how often a review took place. Taking ownership of risk identified and managing of the risk was an area highlighted in the report.

6 Minutes of the Health & Safety Committee Meeting – 01 June 2006

A Kirk requested that the Risk Register be put on the Agenda of the next meeting of the Health and Safety Committee. A Kirk opined that the Health & Safety Policy should be reviewed on an annual basis.

7 Correspondence

a) Scottish Funding Council – Circular 48/06 Main Grant Letter

Members noted the content of this item.

b) Cabinet Office – Local Planning for a possible Influenza Pandemic

c) Association of Scotland's Colleges – Continuity and Contingency Plan for possible Influenza Pandemic

d) Business Forums Int. Ltd – Avian Flu Summit for Business

I Graham would be attending a meeting on Wednesday to discuss actions to be included in the College's Flu Pandemic Contingency Plan. A range of issues needed to be discussed depending on whether it was members of staff, their children or students who had the flu. There was also several issues concerning staffing of classes and number of students attending. I Graham opined that if the pandemic was in the local area then the College would close and could take a proactive stance in offering the building for use by the local emergency services/local authority.

I Graham intended requesting agreement from the Scottish Funding Council on the Contingency Plan.

The Civil Contingency Plan brings into play insurances etc. Only key public workers would be immunised and the College couldn't wait to find out how many staff would be affected before taking action.

Discussion took place regarding steps that the College could take to prevent spreading of infection such as having special hand wash gel in key areas as well as face masks for staff. The cost implications of making these purchases were also considered. An approach should be made to MITE to check on the cleaning regime if a flu pandemic should occur.

Also considered was advising staff of position and security of the building should it be empty. Identifying staff who may be more at risk such as those who already got the

flu jab at present. In particular if a member of the contingency group was identified as at risk. Also if members of the contingency group were to be affected what would happen. Video conferencing could be an option for contingency group members to keep in touch. Discussion took place regarding purchase of modems and costs involved as well as whether contact needed to be by landline or mobile. A list should be prepared of items that needed to be purchased and the financial implications.

I Graham opined that it might be useful for Dr Fulton to come in and discuss the Contingency Plan. This could be as part of a work group. It was anticipated that places where there were large groups of people there would be more risk of the spread of any flu virus.

A notice of closure should be prepared in advance for informing staff and students of what was happening. Also a contact system for staff to be kept informed. Glasgow City Council was preparing a contingency plan for schools and was also willing to check other educational establishment's contingency plan free of charge.

I Graham would like clarification of whether the web site could be accessed remotely to have information uploaded and whether contingency group members would have access to update any information remotely. Also was there access to send emails to media groups to keep students informed.

A possibility that contact could be made with the Health Board for a speaker during Quality Days to come out and brief the staff.

Another consideration would be how pensions would be affected by any staff member who 'died' in service. The mechanism for paying bills while the College was closed was also discussed. Any arrangements made would have to be considered by the Board and included in the Contingency Plan. Discussion with the bank could also take place as to identify a system whereby the bills could be paid.

A list of personal details of staff to contact with access restricted to two people with a chain of command.

e) Miller Samuel In Focus e-Bulletin – Employment News

Members noted the content of this item.

f) Scottish Public Services Ombudsman Commentary September 2006

Members noted the content of this item.

g) CIPD – Poor Management Can Seriously Harm Employees Health

I Graham advised members that the A Sherry was looking into the possibility of stress management techniques for staff.

8 Thornton Solicitors – Education Sector Alert

A check would need to be made to ascertain whether students are covered by insurance at work placements for Professional Indemnity.

9 Instep: Education Law Magazine

i) Summer 2006

Key messages have already been done but may need to tested out.

ii) Autumn 2006

A proactive stand was being taken and A Sherry was responding on behalf of the College. The College policy goes beyond what is required by statute and is reviewed on a more regular basis.

10 East End Campus – Risk Register

Members noted the content of this item.

11 East End Campus – New Build

A Kirk updated members on the progress of the new build. The new build would not be ready for another week or two but the carpets were down and the concourse was looking good.

Publicity for the new campus would begin on the 24 February 07 with funding being arranged from various bodies. The café would be fitted from the 26 February with the building being open by 05 March 07.

MITE was doing a deep clean of Shettleston campus after the move. Equipment from Shettleston that was serviceable could be kept in storage but concerns were raised due to the age of the equipment and it was decided that the equipment should be discarded. The library in Shettleston was being dismantled with only security and fire equipment being left in place. Venetian blinds in the building must be closed.

The white goods required for the SFL unit were being installed this week.

A Kirk was to meet with A Inglis and R Boyd.

12 Closure

Having discussed all the items on the agenda the chair thanked members for their attendance and the meeting closed at 3.20 p.m.

13 Date of next meeting

The date of the next meeting is scheduled to be 17 April 2007 at 2.00 p.m.