

# JOHN WHEATLEY COLLEGE

## Risk Management Group

### Minutes

**Minutes of the Risk Management Group meeting held on Thursday 14 January, 2009 at 2.30pm in Room MF38, East End Campus.**

#### **1. Sederunt**

Alex Kirk, Depute Principal (Chair);  
Ian Graham, Principal;  
Doreen Sneddon, Human Resources Manager;  
Stephen Smith, Associate Principal;  
Alan Inglis, Associate Principal;  
James Gow, Chief Finance Officer;  
Geoff Lawson, Health and Safety Officer;  
Sheila Ruddux, Marsh UK and  
Kevin Maguire, Health and Safety Officer.

In attendance:

Angela Brown (for recording purposes only).

#### **2. Apologies**

Anne Lockyer.

#### **3. Terms of Reference**

A Kirk welcomed members to the Risk Management Group meeting. The meeting was agreed to be quorate with 4 members present.

#### **4. Minutes of Previous Meeting held on 1 October, 2009**

The minutes were taken as read. They were accepted as an accurate record of the meeting held on 1 October, 2009.

#### **5. Matters Arising from Minutes of Previous Meeting held on 1 October, 2009**

Members agreed there were no matters arising.

#### **6. Approved Minutes of the Health and Safety Committee i) 14 September, 2009**

The Depute Principal spoke to the contents of the minutes of the Health and Safety Committee meeting held on 14 September, 2009.

He informed members that the Health and Safety meetings had been fairly busy and active and large numbers were attending them. He provided members with a summary of the minutes and highlighted the item on the 'Accident, Incident and Hazard Reporting Form' which he informed members had combined the separate 'accident', 'incident' and 'hazard' forms into one form only. Members agreed that the new single form was working well and was less problematical for staff to use.

He further informed members that the first batch of Evacuation Controllers and Fire Marshall's training had been completed at Easterhouse Campus and overall it had been a constructive meeting.

In addition, the Principal informed members that there had been a change made to the College's cleaning contractors and they were now using Initial for this purpose. Mr Kirk advised that the Company had already been apprised of the College's expectations and that performances would be rigorously appraised.

Members of the Risk Management Group noted the contents of the minutes.

**7.a) Scottish Government –  
Influenza H1N1v – SGoRR Situation Report No. 63: Issued Friday 11  
December, 2009 & Influenza H1N1 – SgoRR Situation Report No. 64 –  
Issued Friday 18 December, 2009**

The Principal highlighted the contents of the Scottish Government's weekly reports on H1N1 dated 11 December, 2009 and 18 December, 2009. He informed members that according to the most recent updates from the Scottish Government the H1N1 Swine Flu variant virus had proved to be considerably more benign than was at first considered.

The Principal further informed members that he would, in future, be given delegated authority in order to change the College's policy on flu which would be designed to take care of the worst case flu scenario. This was a matter which would be considered at a future meeting of the College's Board.

In addition, members were notified that the latest update from the Glasgow East CHCP was that there was no immediate epidemic risk of H1N1 in Glasgow however vigilance must continue to ensue as the pandemic was expected to have at least one more 'wave'.

Members of the Risk Management Group noted the contents of the update report.

**8. Baker Tilly Presentation – Scotland's Colleges: Risk Management  
Workshop - 1 December, 2009**

The Principal took the members through the Baker Tilly document which was a Presentation made to Scotland's Colleges on Risk Management. He informed members that the College does not propose to make any further changes to its current approach (which meets, in full, the methodology established for colleges by CIPFA).

Mr Kirk concurred that he had reached a similar conclusion.

The Principal reported that the College's internal auditors would, in the near future, review the current Risk Management procedures. The College would respond, if appropriate and necessary, to any reasonable recommendations made by Wylie & Bissett.

Members of the Risk Management Group noted the contents of the Presentation.

## **9. Marsh Outlook**

Sheila Ruddox took members through the contents of the Marsh Outlook brochures for October 2009, Winter 2009 and January 2010 and highlighted that the issue that would be of most interest to the College was 'the Downturn and Fraud' and particular, the 'fraud' aspect was a very important issue.

She advised members that cases of small frauds including debt problems, slips, trips and falls and small thefts were on the increase due to the current economic downturn and it was important that companies heightened their awareness of potential false claims.

Members were further informed that the majority of claims came from both employees and third parties who may, due to pay stringency, turn to crime. In addition, she informed members that people did not realise how long a liability claim could take to be settled and the insurers were especially slow recently due to being inundated with people affected by the adverse weather.

There followed a discussion between the Principal and the group who discussed what further action the College could take to safeguard themselves against fraud issues. The Principal notified members that he writes annually in order for anything 'dodgy' to be brought to his attention and asked members if this issue should be put on the Operational Agenda for managers to discuss. It was agreed that the 'Downturn on fraud' should be put on the next SMT meeting agenda as increased sensitivity was required.

He also agreed to bring this possibility explicitly to the attention of all managers and supervisors.

The Principal notified members that it would be enough for the College to be sensitive to potential fraud issues and that at present, it was not necessary to be put on to the Risk Register.

S Ruddox informed members that there had been no issues with regards to fraudulent claims at the College Sector to date but she advised that managers safeguard against any future employee claims. She commented that she believed that the College was good at doing this already.

Mr Graham agreed that the current provisions which the College had in place were good. However, he concluded that he would like the situation to be monitored. This would then enable the College to take any appropriate action if required.

Members of the Risk Management Group noted the contents of the Marsh documents.

**10. Instep Education Law Magazine – Autumn 2009**

The Depute Principal took members through the contents of the Instep Education Law Magazine.

He informed members that this was the first magazine which had been produced for Universities and a College magazine would be published at a later date.

The Principal informed members that he believed that the Equalities Legislation may not actually go ahead and was dependant on whatever government became elected (as a consequence of the impact of May/June 2010 General Election which might 'lose' the Bill currently being considered by the UK Parliament). He further informed members that the College's HMI review confirmed that the College had done everything that was required in order to comply with statute.

In addition, he informed members that legal briefings had been arranged for all managerial and supervisory staff with regard to the College's Equalities Policy and it was hoped that this year they would achieve Level 5 of the Learning and Skills Council standard for staff management. D Sneddon confirmed that it was planned that this would happen this year.

The Depute Principal advised members that the College would have to consider its Internet Repositories as they raised a range of legal issues and he informed members that materials should be accessed by enrolled staff and students only. He informed members that they would have to look at third party copyright and any legal issues that they might pose.

The Principal raised the question that a future quality day be arranged and A Inglis answered that this was in the process of being organised by A Sherry.

Members of the Risk Management Group noted the contents of the Instep magazine.

**11. Email from D Walker, Strathclyde Police re. Detroit Airplane Bombing**

The Principal spoke to the contents of the email from D Walker who wants to meet with College staff in order to deliver the Police's 'Act Now' Campaign which aims to prevent any future terrorists. He informed members that he did not intend to go to the meeting although he had read the briefings, and Alex Kirk confirmed that he would attend the meeting along with all managers at the College.

He further informed members that although the College had no one who fell into the 'risk' category, it would still be advisable to receive any training offered in order to act as a prevention of any future incident.

In addition, he notified members that the College had to speak with Special Branch regarding other issues however this would be discussed in a separate meeting which would need to be arranged.

It was anticipated that a development event would be run, in the near future, for all managers and supervisors.

Members agreed that it could not be assumed that the College would never be involved in an act of terrorism.

**12. Risk Issues to be considered as a consequence of the consideration of the above agenda.**

The possibility of a terrorism threat being noted on the Risk Register was suggested by the Principal however the Depute Principal responded that he believed the College had enough measures in place to prevent terrorism and was not needed on the College Risk Register. The Principal notified members that at the next Board Meeting there would be a major review of the Risk Register and the Risk Management Group would need to get together before the next Board Meeting in order to discuss this matter further. He further informed members that there was a potential risk to the College regarding funding streams and they would have to assume that there would be no major cuts in funding.

**13. Closure**

The meeting closed at 3.05pm with the Chair thanking members for their attendance and their contribution.

**14. Date of Next Meeting**

The next meeting of the Risk Management Group will be 21 April, 2010.