

John Wheatley College

Risk Management Group

Minutes of the meeting held on Wednesday 9th November 2005 at 2pm in Room F02, Easterhouse Building.

1. Sederunt

The meeting commenced at 2pm and was attended by:

A Kirk (Chair);
I Graham;
B Smith;
D Sneddon;
A Inglis;
S Reddix; and
M Lang (Minutes).

2. Apologies

Apologies were received from J Gow

3. Minutes of the previous meeting held on Thursday 8th September 2005

The minutes of the previous meeting were taken as read and were accepted as an accurate account of the meeting held on 8th September 2005.

4. Matters Arising from the Minutes

Item 5 – Skin survey

S Reddix informed that she could not supply any further information on the subject but could confirm the College's original findings. Ms Reddix from the College's Insurers to this effect

Item 5 – Donald Blue (CHASTE)

A Kirk confirmed that CHASTE had no recommendations to make for the College's current Health and Safety systems. Donald Blue will present his findings to the Board early in the New Year.

Item 5 – Freedom of Information

The Depute Principal confirmed that the College had received one further request under Freedom of Information, there were no difficulties fulfilling this request.

Item 10 – Insurance Cover

A Kirk informed the Committee that the Board had chosen not to take out the key person insurance as discussed previously.

5. Education Sector Alert: Competition Law

I Graham presented the report to the members and asked them to note its contents and conclusions. He discussed that the ASC, SAAS and SQA have made early steps into assisting Colleges to trade internationally. Mr Graham asked that the Committee continually review any progress that is made in this area.

6. Legal Update: October 2005

I Graham presented the bulletin to the Committee. He highlighted the issue of work related events and considered whether the College would be held liable for these. He asked D Sneddon to check the policies related to these events and write to all staff to raise awareness that the College will not be held liable for events unless arranged and approved by the Board.

I Graham discussed the College's policy for considering job applications from ex-offenders. A Kirk and D Sneddon informed the College that there is an Enhanced Disclosure on staff prior to appointment.

A Kirk outlined the recent advancements in terms of employing staff over 65 years old. He discussed that the College is currently preparing a policy to cover this issue and this should be in place in October 2006. The College will continue to assess each case on its own merits in the meantime.

7. Attendance at Work Policy and Procedures

D Sneddon presented the revised document to the Committee, highlighting the reduced categories of absences and improvement in assisting long-term absentees. I Graham informed there is currently no comparative data in the sector to allow the College to benchmark against, but would still like to see a marked improvement in the rate.

8. Well Being Policy

D Sneddon discussed the Well Being Policy, drawing attention to the implementation schedule as requested at the previous meeting. She explained the policy had now been distributed to staff along with relevant training programmes, and so far, the response has been good. I Graham asked that the policy is presented to the Committee at a later date to ensure all targets are being met on time.

9. Doig & Smith: Risk Register

A Kirk discussed the updated risk register for the New Build. He asked members to note the changes that had been made to the register following the latest Project Management Group meeting.

10. Avian Flu: Memo from Principal

I Graham has asked that the Committee begin to consider the consequences of Avian Flu on the College. He requested that a contingency plan is put in place to cover any eventuality. Although minimal steps can be taken at this early stage, Mr Graham expects the College to be prepared well in advance.

S Reddix pointed out that the insurance company cannot give any advice at this stage, until the Government declare 'Avian Flu' as a notifiable disease.

I Graham has written to the ASC and will update members on any reply that is received.

11. Closure

Having discussed all items on the agenda the Chair thanked members for their attendance. The meeting closed at 2.55pm.

12. Date of next meeting

The next meeting is scheduled for 1st March 2006.