

# **DRAFT MINUTES – NOT APPROVED BY COMMITTEE**

## **John Wheatley College**

### **Risk Management Group**

**Minutes of the Project Management Group held on Wednesday 1 September 2004 at 2pm in the Alex Viola Room (S/09), Easterhouse Campus.**

**1. Sederunt**

The meeting commenced at 2pm and was attended by:

Alex Kirk (Chair)  
Alan Inglis  
Doreen Sneddon  
Frank Doyle  
Bill Smith  
Laura Crouchman (for recording purposes only)

**2. Apologies**

Shelia Reddux (Marsh Insurance)

**3. Terms of Reference**

Members noted the terms of reference for the Risk Management Group

**4. Declaration of Interest**

There were no declarations of interest.

**5. Minutes of previous meeting held on 12 November 2003.**

Minutes of the previous meeting were taken as read.

**6. Matters arising from minutes of previous meeting**

There were no matters arising.

**7. Law at Work – Stress Management**

D Sneddon spoke to this item and advised members that managers must meet with staff upon being advised that they consider they are suffering from work-related stress. The Depute Principal drew members' attentions to the table at the bottom of the report and informed members that the College's responsibility to monitor the wellbeing of the staff overrides the confidentiality of the individuals involved.

**8. Rushton Insurance Valuers – valuation matters newsletter**

A Kirk confirmed to members that he is confident the College is properly insured and that the insurance held covers all of the college properties, although there will be a full check carried out in 2005.

**9. Levy and McRae – legal update February 04**

D Sneddon informed members that the College is reviewing its age discrimination policies.

D Sneddon spoke to the article “alabaster opinion” related to payment whilst on maternity leave and informed members that the College will need to wait for the new legislation. A Kirk informed members that a recent newspaper article highlighted that only one college in Scotland had implemented the “Family Friendly” policy and that it was not John Wheatley College. This was because the College had implied all of the policy.

**10. Levy and McRae – legal update March 04**

In response to whether John Wheatley College’s vacancies were advertised online, D Sneddon replied that they were. However, in addition, Personnel are also hoping to advertise temporary lecturer posts online in the near future.

With regards to possible workplace discrimination, I Graham stressed that the College should be mindful of all the different potential situations in which it could arise.

**11. Email Protection Agency – Pornographic Spam – Employer’s Duty of Care**

I Graham informed members that the College’s firewall is improving in its ability to detect and block “spam” emails. A Inglis expressed a concern that the firewall appeared to mislabel as spam any emails with particularly long subjects or a large number of recipients. This will be further developed.

**12. Foresight – Financial success for you and your business**

Members noted the contents of this paper.

**13. Disability Discrimination Amendment: Regulations 2004**

D Sneddon spoke to this item and confirmed to members that it would be taken forward to the Equal Opportunity Development Forum.

A Kirk drew attention to the final item on the list of significant changes required by the Directive, namely that the “burden of proof” lies on the employer to show that they did not treat the employee unfairly, which differs from the current method of determining the outcomes of such situations.

**14. Eversheds – new discipline, dismissal and grievance rules – an essential guide for FE institutions**

I Graham suggested that when members are updating the procedures that they should try to streamline them as much as possible. A Kirk informed members that new regulations come into effect on 1 October 2004 and that there would be three elements to a grievance procedure: written complaint, meeting and finally the opportunity to appeal. He added that the College's procedures complied with this.

I Graham suggested that this procedure should be completed within twenty working days but at certain times of year, such as end of academic session, this may not be possible.

D Sneddon informed members she would distribute to them the information she received from the CLT Conference.

**15. Shettleston Fire Precautions update**

A Kirk advised members that almost all the suggested work had been carried out apart from the roof space compartmentalisation due to access difficulties.

The Depute Principal informed members that there is a possibility next summer of installing new fireproof corridors.

In response to questions A Kirk informed members that there is money from 2003/04 budget to carry out this work and that it would take 4-6 weeks for the work to be completed.

After considerable discussion it was agreed that the work should be carried out during the summer recess.

Members agreed that the biggest non-electrical risk of fire is from the training kitchen. I Graham stressed the importance of confining possible fires to the kitchen area and asked F Doyle to make sure the doors were checked on a regular basis and that uniform locks were installed. F Doyle agreed to carry this out.

**16. Asbestos Report**

F Doyle spoke to this item and informed members that this would be converted from a report to the asbestos registry. I Graham asked F Doyle to change the title to "Asbestos Register". This was agreed.

F Doyle informed members that the Queenslie Technology site may have asbestos floor tiles but that this will not cause any concern for the College. A Kirk clarified that the City Council has liability for the Queenslie site and that the floor tiles are monitored. He added that as long as these tiles were sealed then no action needs to be taken.

**17. PAS56 – meeting the business continuity standard**

A Kirk informed members that copies of this document had been ordered.

I Graham asked B Smith to revise the College's Contingency Plan as this had not been reviewed for 3-4 years. It was agreed this would be completed by the end of calendar year 2004.

**18. Haghill / South Carntyne site Phase 11 geoenvironmental summary report – executive summary**

A Kirk advised members that items 18 and 19 would be taken together. In response to why there was no mention of the petroleum hydrocarbons contamination A Kirk advised members that it is reported in Richie's report rather than Halcrow's.

I Graham asked A Kirk to gain permission from Halcrow so the College could make their report available.

I Graham informed members that he had met with K Pender regarding reducing the price of the site after it was found to have complex petroleum hydrocarbons deposits in several 'hot spots' of the soil. In addition there was evidence of the seepage of both carbon dioxide and methane from adjacent areas. These were factors which would have to be taken into account in the building's design.

It was, however, confirmed that there was no significant contamination on the site and that issues such of those identified in the Halcrow report could be taken into account during the building's design.

**19. New Build Update**

**Taken with item 18.**

**20. Closure**

The meeting closed at 3.05pm with the Chair thanking all members for attending.

**21. Date of next meeting**

Wednesday 10 November 2004 at 2pm

**LC/AK**  
**11 September 2004**