

Finance and General-Purpose Committee

Minute of Meeting 06 March 2025 –16:00-18:00hrs – MS Teams

Present:		
Richard Nash (RN) (Chair)	Joanna Campbell (JC)	George Clark (GC)
Caroline Stuart (CS)	Inga McVicar (IM)	David Burns (DB)
In attendance:		
Karen Hunter (KH)	Douglas Dickson (DD)	Alison Jardine (Item 6)
Joe McGraw (JM)	Lorraine Grierson (LG)	Alexandra Rankin (Minute taker)
David Archibald, Henderson Loggie (Item 3)		Colin Shaw (Item 6)
Apologies:		
Kate Glendye (KG)	Claire McLean (CM)	Leona Seaton (LS)

1. Welcome and Apologies for Absence | Verbal | Chair R Nash

- 1.1.1. The Chair welcomed everyone to the meeting and the Governance Professional confirmed that the meeting was quorate. The Chair announced their decision to step down from the role due to reaching the end of their 4-year term in office, effective from the end of the meeting.
- 1.1.2. Apologies were noted as above.

1.2. Declaration of Interests and Connections | Verbal | Chair R Nash

- 1.2.1. The Chair reminded Members to indicate any declaration of interest or connections as appropriate throughout the course of the meeting.

FOR APPROVAL

2. Minutes of Previous Meetings and Matters Arising

2.1. Minute of Meeting 12 November 2024 | Paper FGP03.25-2.1 | Chair R Nash

- 2.1.1. The Members in attendance agreed that the minutes accurately reflected the record of the meeting.
- 2.1.2. **The Committee approved the minutes of 12 November 2024.**

2.2. Action Log | Paper FGP0325-2.2 | L. Grierson

2.2.1. All actions were marked as complete. It was noted that SFC's Investment program schedule will be reviewed later in the year.

2.2.2. **The Committee noted the Action Log.**

3. **Presentation from David Archibald, Henderson Loggie**

3.1. DA presented his report to the Committee.

3.2. **The Committee noted the verbal update.**

DA left the meeting 16:42hrs

4. **Item 3 - Strategic Risk Register | Paper FGP0325-4.1 | L Grierson**

4.1 Following review by the Executive Leadership Team the following was noted in respect of Risk 3 and Risk 7: -

- Risk 3 – Failure to Achieve Institutional Sustainability – no change.
- Risk 7 – Failure to achieve industrial relations – no change.

4.2 The Committee queried the volatility and stability of both risks and despite good local trade-union relations the national position remained influential and increased risk was anticipated. The Committee acknowledged the influence of the funding model and trade union relations which was being monitored.

4.3 **The Committee approved risk 3 and 7 without further change.**

5. **Finance, Strategy & Sustainability**

5.1. Future Funding Model Update | Verbal | J Campbell/D Dickson

5.1.1. The Principal introduced the item which was subject to approval from the SFC in March 2025.

5.1.2. **The Committee noted the verbal update.**

5.2. **Management Accounts/ Contribution Report to January 2025 (Discussion) | Paper FGP0325-5.1 | K Hunter**

5.2.1. A summary of the accounts to January 2025 was provided as well as 3-year projections including assumptions of commercial targets, pay costs

5.2.2. The Committee noted confidence in the financial position for the current year and commended the work of the Finance team.

5.2.3. A new finance system had been introduced, this also included a budget module which would enable 5 and 10-year forecasting to commence in the next financial year.

5.2.4. **ACTION: 3 projections forecasting to be brought to F&GP at the next meeting. The Board should be updated in respect of removal of rurality premia.**

5.2.5. **The Committee noted the content of the report.**

5.3. **Item 5.2 | College sector budget for 25-26 plus 3 yr forecast (Discussion) | Paper FGP0325-5.2 | K Hunter**

- 5.3.1. The Executive Director of Finance and Planning introduced the report noting the revenue budget for the sector with the capital reduction of £20m which was subject to SFC decisions.
- 5.3.2. Capital funding had been set aside for specific building projects.
- 5.3.3. **ACTION: - The budget would be tabled for the next meeting and include low, medium and high business model projections.**
- 5.3.4. **The Committee noted the paper.**

FOR DISCUSSION

Colin Shaw, Business Development & Marketing Manager and Alison Jardine, Skills Development and Delivery Manager joined the meeting 17:16hrs.

6. **Item 6 | Commercial Development & Marketing Update | Paper FGP0325-6.1 | L Seaton/ D Dickson**

- 6.1. The Depute Principal introduced the Business Development & Marketing Manager and Skills Delivery Manager and explained the content of the report. Confidence was expressed in delivery of the commercial income targets.
- 6.2. It was noted that the introduction of the new finance system would support closer monitoring of commercial areas.
- 6.3. Comments and questions were invited from the Committee; the Committee commended the External Development team in achieving income targets.
- 6.4. **The Committee noted the content of the report.**

7. **People & Transformation**

7.1. **HR Sub Committee update | Verbal | C McClean**

- 7.1.1 In the absence of CM, members gave an updated. No substantive issues were raised during the HR Sub-Committee meeting and had expressed comfort with the current position. There had been scrutiny of the EDI survey and subsequent Mainstream report which was subject to Board approval. EDI objectives had been agreed including the adoption of Fair Work principles.
- 7.1.2 JC advised there was a payroll audit being undertaken which would be presented by the Audit Committee in due course.
- 7.1.3 **The Committee noted the report.**

7.2 **Estates and Sustainability Update | Paper FGP0325-7.1 | J McGraw**

- 7.2.1 Decarbonisation processes are ongoing and on track and a further update will be provided.
- 7.2.2 Progress was ongoing with the modular building project.
- 7.2.3 SSE Capital funding bids had been successful in a range of areas.
- 7.2.4 The annual Carbon management report had been submitted with emissions slightly raised attributed to the remodelling of the UWS Campus and additional footfall.
- 7.2.5 The scope 2 increase was queried and a range of reasons was provided with examples of areas for improvement shared.
- 7.2.6 Realtime monitoring systems was provided as an example to improve culture, the monitoring process was queried. Upgrades to lighting systems would support efficiencies.
- 7.2.7 The Committee highlighted the timeframes to achieve Net Zero emissions targets and measures to reach this or change the messaging if this is unachievable.
- 7.2.8 Members raised the challenges of heating within the campus and real-time monitoring of lighting and heating use, and mitigations to control this.
- 7.2.9 The Principal also commented on visitors and the introduction of Martins Law with a requirement to have greater checks of anyone accessing the building.
- 7.2.10 The Committee supported the proposal of increased monitoring and environmental controls.

7.2.11 The Committee noted the content of the report.

7.3 Information Governance update | Paper FGP0325-7.2 | J McGraw

- 7.3.1 JM assumed the paper as read and gave an overview of key points.
- 7.3.2 FOI requests response data was provided and sources of requests.

7.3.3 Data Protection Compliance

- 7.3.4 There had been one personal data security breach reported involving the Smart Log training system which was contained swiftly and not repeated.

7.3.5 Digital Services Update

- 7.3.6 No major cyber incidents were reported, and external penetration testing had been concluded with recommendations completed. Annual penetration testing would continue to be conducted in September.
- 7.3.7 Mandatory Cyber Security training had been deployed to all staff and any outstanding would be followed up.
- 7.3.8 A further phishing exercise for all staff is planned with a minimum of two exercises per annum planned.

7.3.9 Specialist training for the digital services team had been undertaken and the team were working towards Cyber Essentials Plus accreditation.

6.2.1 **The Committee noted the content of the report.**

FOR INFORMATION ONLY

8 AOCB | Verbal | R Nash

8.1 The Chair of the Board of Management thanked Richard Nash for the contribution to the Finance and General Purposes Committee and taking on the role of Chair.

8.2 It was confirmed that George Clark was now appointed Chair of the F&GP Committee.

9 Date of the Next Meeting




9.1 The date of the next meeting is scheduled for 15 May 2025.



**Dumfries and
Galloway College**

One step ahead

Item 2
FGP0325-2.2

Key	
	Ongoing
	Closed
	Overdue

Finance and General-Purpose Committee

Action Log – 6 March 2025

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
1	12/11/24	Wording at 6.4 in the September minute to be updated to show this is in relation to the College Subsidiary	LG	Nov 24	Closed	Minute updated accordingly.
2	12/11/24	<u>Statutory Accounts</u> – Chair had prepared a list of changes to be made to the accounts before December Board.	KH	Nov 24	Closed	Amendments made and presented to the December board meeting.
3	12/11/24	<u>Management Accounts</u> – 3 year forecast to be brought to March 2025 meeting	KH	Mar 25	Closed	Brought to meeting on 6/3/25
4	12/11/24	<u>Commercial</u> Request for Retrofit data to be reported separately from Net Zero Centre and compared to the original business case. To be brought to next Committee	DD	Mar 25	Closed	Retrofit reported within Commercial paper at 6/3/25 meeting.
5	12/11/24	<u>SFC's College Infrastructure Strategy Delivery Plan</u> Feedback from other institutions involved in the project team to be gathered and a further strategic investment plan brought back to the Committee	JM/JC	Mar 25	Closed	A timeline for whole of 2025 has been created by SFC - the IIP 2025 with a 10 yr rolling investment programme scheduled for December. Noted on business schedule for Sep 25 to bring any further update.

Finance and General Purposes Committee		
Agenda Item	4	
Paper Number	FGP0325-4.1	
Date of Meeting	06 March 2025	
Location	MS Teams	
Title of Paper	Strategic Risk Register	
Presented by	L Grierson	
Recommendation	Approval	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:		
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)		
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 7 minutes

1. Recommendation

- 1.1. The Finance and General Purposes Committee are asked to consider any amendments to the risks and approve the Strategic Risks 3 and 7.

2. Executive Summary

- 2.1. The purpose of this paper is to provide the Committee with the opportunity to review the College's Strategic Risks associated with Finance and General Purposes Committee.

3. Context

- 3.1 The Principal and Executive Leadership Team routinely review the Strategic Risk Register to reflect on the key risks to the College and the mitigations that are applied to each risk.
- 3.2 Currently FGP Committee has 2 risks assigned to it for review and any amendment made to these by Risk Owners, is noted below:
- Risk 3 Financial Sustainability. Risk 3 remains a major risk – **no changes to rating**. This risk is above appetite however ongoing budget monitoring and reporting/ savings plans are progressing including VS scheme, and cost control.
 - Risk 7: Industrial Relations – **no changes**.

4. Strategic Implications

- 4.1 This paper links into the following strategic priorities: Priority 1 – Student Experience, Priority 3 – Growth and Financial Sustainability.

5. Risk

Risk	Mitigations
Risks 3 and 7	➤ Paperwork attached for reference.

6. Implications

Financial	YES	The College is required to achieve a balanced budget position on an annual basis in a tough fiscal environment.
Legal	YES	Failure could result in insolvency, reputational damage and industrial action.
Learning and Teaching	YES	Challenges to deliver on the objectives set out in the Outcome Agreement.
Equalities	NO	

Lorraine Grierson

Governance Professional
25 February 2025

STRATEGIC RISK REGISTER UPDATE F&GP COMMITTEE – FEB 25

RISK DEFINITION		ORIGINAL TASK				RESIDUAL RISK					RISK APPETITE
No	Risk	Likelihood	Impact	Total	Risk Level	Likelihood	Impact	Total	Risk Level	Risk Level and Trend	Above/below
Responsible Person - VP Finance and Commercial Services											
3	Failure to achieve institutional sustainability (F&GP)										
		5	5	25		4	5	20		=	Cautious 7-10 ↑
Responsible Person – VP People and Transformation											
7	Failure to achieve effective Industrial Relations (F&GP)										
		3	4	12		2	3	6		=	Moderate 11-15 ↓

KEY: ASSESSMENT OF RISKS

Risks which should be monitored by the Risk Management Group:	Scores: 1 – 8	Minor Risk
Risks to be brought to the attention of SMT and the Board of Management:	Scores: 9 - 15	Moderate Risk
Risks to be reported to, and monitored by, Board of Management:	Scores: 16 – 20	Major Risk
Risks to be reported to, and monitored by, Board of Management:	Scores: 21 – 25	Critical Risk

Risk Score Matrix Impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Likelihood					

Strategic Objective: Risk No: 3 Financial Sustainability

Reference to Risk Registers:	Financial	Owner: Ex Dir of Finance FGP
Description of the Risk:	Failure to achieve institutional sustainability due to sector-level budget allocations in 2024-25	
What are the possible consequences if the risk was to emerge?	The college will be unable to operate within the Scottish Public Finance Manual, contravening governance requirements by SG, Section 22, Reputational damage to Board and F&GP	

GROSS RISK SCORE (i.e without controls in place)

LIKELIHOOD	(A) 5/5	IMPACT	(B) 5/5	What is the total risk score? (A x B)	25/25
The GROSS risk is therefore: MIN/MOD/MAJ/CRIT		Critical Risk			

3 LINES OF DEFENCE	MITIGATIONS	MONITORING
Front Line (Management Assurance) Operational Delivery /Systems /Quality Assurance /Supervision	<ul style="list-style-type: none"> • Increase Commercial Income/ reduce reliance on SFC funding • Effective cost control • Active tracking of Credits against forecast • Protection of funding through dialogue with SFC • Scheme of Delegation 	<ul style="list-style-type: none"> • Commercial Reporting to FGP/review by SLT • Reportage to SLT / FGP/ BoM • Finance business partnering to review budgets/spend with Managers, and timely preparation of Management Accounts and forecasts • Continuous monitoring of demand v funding allocation of student funds • Spot checks by team
Organisation Oversight Of Management Activity Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance	<ul style="list-style-type: none"> • Strategic and Operating Plans approval process • Budgets approval process • Major project business cases approval processes • Finance Directors Network 	<ul style="list-style-type: none"> • Regular internal reporting to SLT, BoM and FGP Committee • Regular interaction with Scottish Funding Council Finance Team • Knowledge exchange through Finance Directors Network / Colleges Scotland • VPs Group and Principals Group
Independent Assurance Internal Audit / external bodies	<ul style="list-style-type: none"> • Internal Audit Programme • External Audit • Regional Outcome Agreement 	<ul style="list-style-type: none"> • External firm of professionals appointed/External by Audit Scotland / approval by Audit Committee/BoM • Regular returns to Scottish Funding Council (FFR/FES)

NET RISK SCORE (i.e with controls in place)

LIKELIHOOD	(A) 4/5	IMPACT	(B) 5/5	What is the total risk score? (A x B)	20/25
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Risk Status	Meeting 1 MAJ	Meeting 2 MAJ	Meeting 3 MAJ	Meeting 4
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No.	Risk and Risk Appetite	Averse 1-6	Cautious 7-10	Moderate 11-15	Open 16-20	Hungry 21-25
3	Failure to achieve institutional sustainability					

QTR	UPDATE SINCE LAST REVIEW / ACTIONS AND TREATMENT		APPETITE IN/OUT
Q1	Update	Owner – all mitigations have been reviewed and updated. No change to ratings. FGP/BoM – approved.	Over
	If outside appetite – what are tolerance levels and Actions/ Plans to Treat		
Q2	Update	Owner - No changes to ratings. FGP/BoM - approved	Over
	If outside appetite – what are tolerance levels and Actions/ Plans to Treat		
Q3	Update	Owner - no change to ratings.	Over
	If outside appetite – what are tolerance levels and Actions/ Plans to Treat	Ongoing budget monitoring and reporting/ savings plans progressing including VS scheme, and cost control.	
Q4	Update		
	If outside appetite – what are tolerance levels and Actions/ Plans to Treat		

Strategic Objective: Risk No: 7 Failure to Achieve Effective Industrial Relations

Reference to Risk Registers:	Organisational	Owner: VP People and Transformation FGP
Description of the Risk:	Failure to achieve effective Industrial Relations through local dialogue/relationships and effect of national campaigns from trade unions	
What are the possible consequences if the risk was to emerge?	Financial loss, impact to ability to effectively teach, industrial action, action short of strike action (ASOS), loss of reputation.	

GROSS RISK SCORE (i.e without controls in place)

LIKELIHOOD	(A) 3/5	IMPACT	(B) 4/5	What is the total risk score? (A x B)	12/25
The GROSS risk is therefore: MIN/MOD/MAJ/CRIT		Moderate Risk			

3 LINES OF DEFENCE	MITIGATIONS	MONITORING
Front Line (Management Assurance) Operational Delivery /Systems /Quality Assurance /Supervision	<ul style="list-style-type: none"> Constructive formal and informal communication channels Regular meetings Staff awareness and contingency planning 	<ul style="list-style-type: none"> LJNC (Local Joint Negotiating Committee) College Employers Scotland advice and updates Regular union/management dialogue
Organisation Oversight of Management Activity Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance	<ul style="list-style-type: none"> LJNC (Local Joint Negotiating Committee) Representation at Employers Association NRPA (National Recognition and Procedures Agreement) Representation at Strategic HR Network 	<ul style="list-style-type: none"> ELT/SLT/Board Staff engagement survey Regular union/management dialogue
Independent Assurance Internal Audit / external bodies	<ul style="list-style-type: none"> College Employers Scotland 	<ul style="list-style-type: none"> SFC/Scottish Government HR Sub/BoM oversight

NET RISK SCORE (i.e with controls in place)

LIKELIHOOD	(A) 2/5	IMPACT	(B) 3/5	What is the total risk score? (A x B)	6/25
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Risk Status	Meeting 1 MOD	Meeting 2 MIN	Meeting 3 MIN	Meeting 4
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No.	Risk and Risk Appetite	Averse 1-6	Cautious 7-10	Moderate 11-15	Open 16-20	Hungry 21-25
7	Failure to achieve effective Industrial Relations					

QTR	UPDATE SINCE LAST REVIEW / ACTIONS AND TREATMENT			APPETITE IN/OUT
Q1	Update	Owner – reviewed and updated mitigations. No change to ratings. FGP – after discussion it was agreed that industrial disputes/ASOS have currently ceased and a reduced likelihood of upcoming disputes, therefore, the inherent rate has been reduced to 12 and the residual rate reduced to 6. BoM – approved.		Ok

	If outside appetite – what are tolerance levels and Actions/ Plans to Treat		
Q2	Update	Owner - all mitigations have been reviewed and updated. No change to ratings. FGP/BoM approved	Ok
	If outside appetite – what are tolerance levels and Actions/ Plans to Treat		
Q3	Update	Owner – no changes.	Ok
	If outside appetite – what are tolerance levels and Actions/ Plans to Treat		
Q4	Update		
	If outside appetite – what are tolerance levels and Actions/ Plans to Treat		

Finance and General Purposes Committee		
Agenda Item	7	
Paper Number	FGP0325-7.1	
Date of Meeting	06 March 2025	
Location	MS Teams	
Title of Paper	Estates and Sustainability Update	
Presented by	Billy Currie	
Recommendation	Discussion	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:	Non confidential information	
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)		
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 5 minutes

1. Recommendation

- 1.1. The Finance and General Purposes Committee are asked to note the contents of this paper and discuss any matters arising.

2. Executive Summary

- 2.1. The Estates area is currently focussed on the delivery of a number of high level projects alongside day to day works.
- 2.2. Building condition projects have been identified and subjected to successful funding bids.
- 2.3. Team project is focussed on moving Estates contract data base and workflow handling on to the H&S compliance system, Smartlog.

3. Context

3.1 Statutory Compliance:

- 3.1.1 Over the summer months there is a focus on statutory compliance, usually in the form of more intrusive checks which can't be done with the main college population onsite.
- 3.1.2 The following table gives a summary of these visits.

Contractor	Purpose	Outcome
Boyd Group	Fire risk assessment	Interim Walkthrough
Premier Technical	Lightning Protection	Complete
Comply 2	Stranraer PAT	Complete – report pending
Adman	Fire Doors – 6 monthly inspections	Complete
Allianz	Insurance Engineering Inspections – PSSR/PUWER/LOLER	Complete
ECG	Cold water tanks – Empty and clean/chlorination – Legionella compliance	Complete
Galloway Machine Services	Inspection and servicing of construction machinery	Complete
Border Food Machinery	Inspection and Servicing of equipment in refectory and Zest areas	Complete
Cool and Easy	F-Gas systems checks	Complete
JC Martin	6 monthly 3 hour emergency light testing	Complete

3.2 General Works

- 3.2.1 Over the half term break, the Estates team were focussed on general maintenance including repairs to:
 - Roofing infrastructure. Some minor works to flashings as a result of recent storms
 - Flooring. Some minor repairs to the underfloor support structure in the fitness suit and photography studio
 - General tidy up maintenance across the campuses

3.3 Estates Projects 2024/25

3.3.1 There are 2 key Estates based projects for AY 2024/25 which have been granted external funding. These are detailed as follows:

- **Green Public Sector Decarbonisation Scheme (GPSEDS):** Current status is that we are exclusively engaged with FES Group as main contractor. Orders in the process for key major plant for new heating system.
- **UK Shared Prosperity Fund (UKSPF):** Works have progressed for the UKSPF modular classroom project. The civils work to facilitate the building are almost complete, with the delivery of the building imminent.

3.4. SFC Emergency Capital Fund

3.4.1 3 bids were issued to the Scottish Funding Council to address key areas of H&S/student facing of condition works. These are:

- Fire door upgrades. £156k awarded to complete repairs, install self-closing devices and replace doors where required.
- Emergency lighting. £90k awarded to upgrade all emergency lights across the College Estate. Existing are a majority of old redundant fluorescent fittings and need upgraded to LED.
- Ventilation and extraction. £114k to upgrade ventilation and extraction in workshops including engineering, motor vehicle and construction.

3.4.2 These works are to be at a minimum committed by end of March 2025 with a view to immediate completion. Work is ongoing with contractors to award and progress works.

3.5 Carbon Management Data

3.5.1 The carbon management data was issued via the Public Bodies Climate Change Duties report in November 2024. The report, based on calendar year 2023, is as follows:

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units
Baseline Year	2014/15	Financial/Calendar / Other	315	870	136	1,321	tCO ₂ e
Year 1 carbon footprint	2015/16	Financial/Calendar / Other	324	762	115	1,201	tCO ₂ e
Year 2 carbon footprint	2016/17	Financial/Calendar / Other	365	726	114	1,205	tCO ₂ e
Year 3 carbon footprint	2017/18	Financial/Calendar / Other	338	591	83	1,012	tCO ₂ e

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units
Year 4 carbon footprint	2018/19	Financial/Calendar / Other	402	485	66	952	tCO ₂ e
Year 5 carbon footprint	2019/20	Financial/Calendar / Other	445	410	51	906	tCO ₂ e
Year 6 carbon footprint	2020/21	Financial/Calendar / Other	326	283	81	690	tCO ₂ e
Year 7 carbon footprint	2021/22	Financial/Calendar / Other	343	273	72	688	tCO ₂ e
Year 8 carbon footprint	2022/23	Financial/Calendar / Other	379.90	268.43	31.00	679.14	tCO ₂ e
Year 9 carbon footprint	2023/24	Financial/Calendar / Other	392.68	295.00	28.83	716.51	tCO ₂ e

3.5.2 The report will show that the Colleges carbon emissions have risen 37.37tCO₂e for year 2023. It is to be noted that this is the first full year of increased activity on the Dumfries campus, with UWS moving onsite from the February. The increased activity across population and space use, almost 3000m² being repurposed across the campus, the rise shows there is substantial control on our emissions.

3.5.3 Key emissions rising cover power, lighting and heating which is to be expected with greater footfall on campus.

3.5.4 The GPSEDS project is aimed at reducing these emissions, results to be seen from AY 2026 onwards.

4. Strategic Implications

4.1 This paper is directly linked to Strategic Priority 5, Systems and Infrastructure. Further links to Priority 4, Finance and Performance and Priority 1 Student Experience.

5. Risk

Risk	Mitigations
Risk 3. Failure to achieve institutional sustainability (FGP)	➤ Use of external funding sources for major capital projects.
Risk 10. Failure to achieve an effective student experience	➤ Ensuring projects and works align with enhancing the student experience
Risk 12. Health and Safety	➤ Ensure a suitable programme of works is in place to maintain compliance in line with statutory regulations

6. Implications

Financial	YES	Continued investment required in estates projects each year to ensure building and facilities are kept in operational condition. External funding eases the pressure on College budgets in future years. Works targeted to reduce future costs such as utilities(Electricity and Gas)
Legal	YES	The College must meet statutory requirements in terms of Estates provision.
Learning and Teaching	YES	Estates provision directly affects the provision of high quality learning and teaching
Equalities	YES	The College estate must always be suitable for all users.

Billy Currie

Director of Estates and Sustainability
24 February 2025

Finance & General Purposes Committee		
Agenda Item	7	
Paper Number	FGP0325-7.2	
Date of Meeting	06 March 2025	
Location	MS Teams	
Title of Paper	Information Governance Group Update	
Presented by	Joe McGraw	
Recommendation	Discussion	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:		
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)		
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 5 minutes.

1. Recommendation

- 1.1 The Finance and General Purposes Committee are asked to discuss the contents of this paper.

2. Executive Summary

- 2.1 The report provides an update on the number of FOI request received in 2024.
- 2.2 There have been no data protection incidents or breaches since the last meeting.
- 2.3 No 'major cyber incidents to report since the last meeting.

3. Context

3.1 Freedom of Information Requests

- 3.1.1 It was reported to ICG, that two FOI requests were received in January 2025. There would be no delay in responding to these requests.
- 3.1.2 ICG were provided with a summary of FOI request received during the 2024 calendar year:
 - 29 FOI request = 27 under FOISA and 2 under Environmental Information Regulations (EIR).
 - 100% of requests answered within 20 working day regulated timescales (average response time is 5 working days).
 - 66% of responses disclosed in full.
 - Over half (53%) of request were concerning the management and operation of the college and its buildings.
- 3.1.3 Around a quarter of requests came from commercial organisations with another 24% from members of the public (Note: the category "members of the public" includes request submitted via "what do they know! site which means some of these may originate from other actual sources).
- 3.1.4 The Scottish Information Commissioner (SIC) quarterly survey was returned in January, covering FOI data for October to December 2024.
- 3.1.5 1st January marked 20 years since UK FOI legislation came into force. The FOI Reform (Scotland) Bill is still awaiting introduction into parliament following its gaining support for introduction in January 2024.

3.2 Data Protection/GDPR

- 3.2.1 The Data (Use and Access) Bill was introduced in the House of Lords on 23 October and is working its way through the House of Lords and House of Commons stages. The bill is expected to pass law in 2025. Updates will be provided to ICG as and when they occur.
- 3.2.2 The Retention Schedule had been updated in support of the recently published Records Retention Policy and will be held on Adminet.
- 3.2.3 Consultation and advice has been given by the DPO team on:
 - Powering Futures Data Sharing Agreement
 - Protocol for photography/Video recording of school pupils
 - Data Protection Impact Assessment for the new Civica payroll system

3.3 Data Subject Rights Requests and Concerns

3.3.1 There have been no requests since the previous meeting.

3.4 Data Security Incidents and Personal Data Breaches

3.4.1 A personal data security incident was recorded in November involving the SmartLog system for completing sexual harassment training.

3.5 Staff Training

3.5.1 Overall responsibility for staff training has transferred to the Performance Team. It has been agreed that data protection training will be included in the 'essential training' suite of training to be completed by summer 2025.

3.6 Data Sharing Agreements

3.6.1 All data sharing agreements have been updated.

3.7 Cyber update

3.7.1 No major incidents have been reported since the last meeting.

3.7.2 Mandatory training on cyber awareness will be included in the 'essential training' suite of training to be completed by summer 2025.

4. **Strategic Implications**

4.1 This paper is linked to Strategic Priority 2 - People and Culture, and Strategic Priority 5 - Systems and Infrastructure.

5. **Risk**

Risk	Mitigations
Penalties or enforcement action by the ICO, reputational damage, litigation	<ul style="list-style-type: none"> ➤ Strong data protection framework in place ➤ Technical and organisational controls ➤ Strong incident response focused on containment, mitigation, and learning lessons from incidents
11 – Failure to achieve and maintain systems and operable and secure ICT	<ul style="list-style-type: none"> ➤ Documented disaster recovery procedures. ➤ Cyber Incident disaster recovery plan and training. ➤ Staff CPD on business continuity areas including Cyber security. ➤ Firewalls and antivirus software in place. ➤ Regular internal review of security measures and action around areas of concern

	<ul style="list-style-type: none">➤ Regular cyber/phishing exercises.➤ CISO (Chief Information Security Officer) service in place through HEFESTIS.
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6. Implications

Financial	No	
Legal	Yes	Compliance with UK GDPR and the Data Protection Act 2018 (DPA 2018) and the Privacy and Electronic Communications Regulation 2003 (PECR 2003).
Learning and Teaching	No	
Equalities	No	

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