

**University of Glasgow**

**Business Continuity Governance Board**

**Minute of meeting held at 11am on 17<sup>th</sup> of December 2021 via Zoom**

**Present:** Selina Woolcott (HSW), Liz Broe (Arts), Billy Howie (CoSS), David Duncan (Convenor), Cyril Pacot (CoSE), Gary Stephen (Facilities)

**In Attendance:** Debbie Beales (Clerk), Euan Smith (MVLS)

**Apologies:** Paul Fairie (MVLS), Neil Bowering (CoSE)

**1. Minute from the last meeting**

The Minute from the last meeting was approved.

**2. BC Training from Zurich (verbal update SW)**

SW informed the Board that 2 online sessions will take place on the 24<sup>th</sup> and 25<sup>th</sup> of January 2022, with all Colleges and US represented. SW agreed to update the Board on the outcome at the March meeting.

SW updated the Board on the outcome of two actions from the previous meeting:

- The Business Continuity Adviser post has been approved and the post will be advertised in the New Year.
- IT strategy is progressing well, and it is hoped that a document will be ready to share at the next meeting. As IT was not represented at the meeting today, there was no further information to share.

**3. Covid update**

DD informed the Board that, following new guidelines, the University will move to 2M distancing in offices. Where desks are less than 2M apart staff should wear a mask, even when seated. F2F teaching will continue for the moment, but further guidance may follow from the Scottish Government in the near future.

**4. AOCB**

- SafeZone. GS informed the Board that over 6,000 staff and students have now downloaded the App. The lone working section of the App is being well used, especially in areas such as the Joseph Black Building, the Wolfson Building, and the Vet School at Garscube. GS informed the Board that the University received an award from Critical Arc for the most collaborative use of their SafeZone App and gave special thanks to Tracey Aydogan, Stephanie Roos, Selina Woolcott and Jim Ross for their hard work on creating the Lone Working document. The Board noted that some people are finding the App difficult to use, and GS agreed to publish an online video on how to use the App in the New Year.

**5. Date of next meeting**

The next meeting of the BCGB will take place on the 1<sup>st</sup> of April 2022 at 2pm via Zoom.